

**Morris County soil Conservation District
Supervisors Meeting
December 16, 2009**

The regular meeting of the Morris County Soil Conservation District was held on the above date at 16 Highview Ave., Cedar Knolls, New Jersey. The meeting was called to order at 10:30 am. The following individuals were present: Member Larry Ashley, Vice Treasurer; Member Jeanette Bonin, Treasurer; Member Lousie Davis, Vice Chair; Member David Welch, Chair; Member Margaret Norstrom, Board Secretary; Jim Wick, NRCS; Shelly Zellars, Board Secretary; Joseph Dunn, District Director; Also in attendance was Maria Collazo, NRCS.

Correspondence:

- Letter from state regarding preserved farm.
- Appointment announcement for Supervisor Margaret Nordstrom.
- NACD Conference- January 2010
- Request donation from NJ.Agriculture Museum
- Email- Lackawanna Cutoff in Sussex and Morris County
- Request for donation from Agriculture Society
- Request for Donation from Soil and Water Society.
- ACF Environmental – Storm drain products

Supervisor Roll Call

Member Welch-present
Member Davis- present
Member Bonin-present
Member Nordstrom-present
Member Ashley-present

Minutes Approval-

Motion to approve minutes from October 21, 2009 with minor corrections made by Member Bonin, Seconded by Member Nordstrom and all approved.

Staff presentation- Ken Sicknick Rain Barrels-

Rain Barrel booth was set up at the Maplewood event in October by Ken Sicknick and Joe McEvoy. Four out of six barrels were sold for approximately \$60.00 each. Ken explained that there seemed to be quite an interest and may prove to be very profitable in the spring. Member Davis would like information for various garden clubs and Member Nordstrom suggested contacting Morris County Park Commission for placement of barrels in county parks. We might contact SLAP to maintain barrels at park locations.

Finance- Motion to pay the bills for October, November and December 2009 made by Member Ashley, seconded by Member Nordstrom and all approved.

Member Bonin questioned the list of late fees for bills unpaid in November 2009. Board will discuss and review resolution today formalizing procedure for payment of bills.

Member Bonin questioned two checks for mileage which were brought over from October. Mileage checks do have two meeting rule.

251 Certifications were ordered after our move but new address was overlooked and not changed. Total bill for certifications totals \$800.00. Consensus of board is to use up certifications and then possibly go to electronic certifications down the road. Same holds true for Bond forms which have old address.

Forestry Escrow accounts- Forestry Escrow accounts in Kearny Federal Savings passbook to be transferred to Wachovia Escrow account. Motion made by Member Bonin, seconded by Member Welch and all approved to have Mr. Dunn contact Attorney Pigeon seeking advice on procedure for Forestry Escrow accounts.

District Credit card- To be cancelled and will no longer be available for district use.

Quarterly Report- First five months has been profitable largely due to the receipt of several large projects. December income is down resulting in year end profit of \$40,000.

Furlough- It is projected that January, February and March revenue's will be low. Motion made by Member Nordstrom seconded by Member Davis and all approved to continue furlough for staff until end of February 2010. Furlough will be discussed in February regarding continuing into March 2010.

Resolution- Financial Resolution reviewed by board and will be presented for approval at January meeting. Petty cash will contain \$100.00 and be replenished each month as necessary. Any expenses over 1,000.00 will need three quotes with farm fall dinner as exception and professional services (attorney).

Voucher system will be established for checks.

All checks will be signed at monthly meetings with the exception of delegating authority to Member Bonin, treasurer in the event a meeting is cancelled.

All checks to be kept under lock and key.

Timesheets need signatures and approval from employee, director and bookkeeper before payroll can be processed.

Auditor-

It was suggested by Member Davis that we consider switching our auditor every five years. It is important that changes be made to meet our present financial computer program. Manager will be required to respond to comments within 60 days after audit review.

Motion made by Member Nordstrom, seconded by member Davis and all approved to authorize Member Bonin to sign checks in between meetings in the event January meeting is canceled due to inclement weather.

Montville bank-Three signatures will be needed on the general and payroll account. Member Ashley, Member Bonin and Joe Dunn will need to visit Kearny Federal Savings for new signature cards.

Certificate of Deposits-

Motion made to withdrawal \$75,000.00 from cash management account and purchase a six month certificate of deposit with the best interest rate.

There will be a 10 day grace period enabling our bookkeeper Jackie Connelly to review rates with Board Member Jeanette Bonin.

NRCS- Maria Collazo

Meeting at Hatchery with 35 producers.

CSP application deadline is January 14, 2010. Organic and Transition to Organic Opportunities currently accepting applications for 2010 funding. Deadline is January 15, 2010.

EQIP-received 14 applications

WHIP- received 6 applications

AMA- received 2 applications.

Total of 76 applications for 2010 funding.

CREP Waterway Cost Share Application in Chester for signature.

See report.

Chester Stephens

Request for assistance by Chester Stephens denied by board after review. Low priority by NRCS standards. Motion made by Member Ashley, seconded by Member Norstrom and all approved to deny request for assistance for Chester Stephens.

At the request of the board Chester Stephens will remain on next months agenda.

Seedling order- Member Welch would like to see more street trees and conservation trees in our order. Motion made by Member Bonin, seconded by Member Norstrom and all approved to allow chairman to work with Manager Dunn in between meetings to put order together for spring nursery.

Lackawanna Cutoff- Sussex and Morris County- Motion made by Member Nordstrom, seconded by Member Davis and all approved to give 251 project to Sussex County SCD.

Motion made by Member Bonin, seconded by Member Nordstrom and all approved to make donation to Agricultural Society in the amount of \$100.00.

Motion made by Member Nordstrom , seconded by Member Ashley and all approved to make donation to Soil Society in the amount of \$100.00.

At the request of Chairman Welch Reorganization will be moved to Jan meeting.

251 Certifications- Motion made by Member Ashley, seconded by Member Bonin and all approved to certify certifications.

RFA Authorizations- Motion made by Member Ashley, seconded by Member Norstrom and all approved to certify Storm water Discharge Authorizations.

Executive session Motion made by Member Nordstrom, seconded by Member Davis and all approved to move into executive session and out of public meeting at 12:30 for litigation.

Motion made by Member Ashley, seconded by Member Bonin and all approved to move out of executive session at 1:30 and into public meeting at 1:32 p.m.

Meeting adjourned: Motion made by Member Davis, seconded by Member Ashley and all approved to adjourn meeting at 1:35.