

**Morris County Soil Conservation District
Supervisors Meeting
September 27, 2023**

September 27, 2023, meeting was called to order by Chair Louise Davis, 30 Schuyler Place, 2nd Floor - Schuyler Conference Room # 211, Morris Township, New Jersey Mrs. Connelly stated the Open Public Meetings Act requirements have been met. Pursuant to N.J.S.A. 10:4-6 et seq. adequate notice of this meeting was provided by giving the time, date, and location and to the extent known the agenda of this meeting. At least 48 hours in advance this notice has been posted on the bulletin board, 30 Schuyler Place, Morris County Annex Building in Morristown; emailed to The Star Ledger, the Daily Record and filed with the Office of County Clerk.

The following individuals were present:

Chair:	Louise Davis
Vice-Chair:	Phill Roehrich
Treasurer:	Marc Slaff
Assistant Treasurer:	Bob McEwan
Secretary:	Robert Danowski
District Manager:	Joe Dunn
Bookkeeper:	Jacqueline Connelly
Resource Conservationist:	Sheila Hall
Resource Conservationist:	Kara Hasko
NRCS:	Jill Ott

The Meeting was called to order by Chair Louise Davis

Correspondence:

No Actionable.

Accept Minutes:

August 23 minutes Accepted as Submitted.

Chair:

The Board Attorney attended a question-and-answer discussion on supervisor communication protocol.

Mr. Pidgeon stated all district business discussions between supervisors to be in public meeting except personnel and litigation to be in executive session. No district business is to be discussed on the phone or by email and all public meetings require a quorum.

Tort Clarification: The Board of Officials are protected by company insurance policies and State AIG whereas employees are not.

Finance:

Motion made by Member Slaff and seconded by Member McEwan to approve paying the bills. The Chair indicated the motion carried.

Manager:

Joseph McEvoy will be returning to full duty on October 2, 2023, as per receipt of a doctor's note.

Mr. Dunn stated the DEP issued a violation on a project in Parsippany. Montville Township request Morris County Soil Conservation District to assist in litigations with a project in our office and ask Mr. Pidgeon to speak with the municipality.

Resource Conservationist & Education Specialist:

Sheila continues doing numerous inspections, plan reviews, review letters and certifications as well as ROC, FROC, CROC and emailing inspection reports. During September she issued two violation notices, one in Montville and resolved the other in Boonton. She also responded to four complaints, 2 SWO and 2 NOV.

Resource Conservationist:

Kara is currently working on a TSP certification which requires her to submit a conservation plan with two practices to USDA / NRCS.

NRCS:

Jill is working on 2024 EQIP applications and dead tree mitigation. She will be taking sick leave and to contact K. Dalton during her leave.

Refund Balance of 251 Fees:

Application # 2023-12941 submitted a letter requesting the balance of unused fees to be returned because the application was not required to be regulated. The motion made by Member McEwan to refund the balance of unused 251 funds and seconded by Member Roehrich. The Chair indicated the motion carried.

Reimbursement Kara Training Expenditure:

Reference to Mr. Dunn memorandum to the board: RE Improper Expenditure and Request for Reimbursement, Member Danowski stated since MCSCD does not have a SOP for employee reimbursement we should reimburse Kara training expenditure. Motion made by Member McEwan to approve training reimbursement and seconded by Member Danowski. The Chair indicated the motion carried.

Petty Cash Reimbursement:

No expenditure to be reimbursed without prior authorization from the Manager or Bookkeeper not to exceed \$100.00. Motion made by Member Slaff to approve cash reimbursement and seconded by Member Danowski. The Chair indicated the motion carried.

FY2024 Budget:

FY2024 budget additions of Personnel Attorney and new printer lease.

Motion made by Member McEwan to approve FY2024 Budget and additions and seconded by Member Roehrich. The Chair indicated the motion carried.

Allocation of District Workload during Manager Medical Leave:

During the Managers Medical leave all technical responsibilities will be directed to S. Hall and J McEvoy, all administrative responsibility directed to J Connelly. Member McEwan or another supervisor in his stead will sign all the following documents recommended by the staff: Stop Work Orders, Notice of Violations, Report of Compliances (in all form) and timesheets. Staff involved with 251 will still issue the following documents under their own signatures: Inspection letters, Review Letters and Administrative Letters dealing with completeness. Motion made by Member Slaff to approve district allocation of workload and seconded by Member Danowski. The Chair indicated the motion carried.

K. Hasko 251 ROC inspections provisional basis:

Motion made by Member McEwan to approve K. Hasko to do 251 ROC inspections and reviews on a provisional basis and seconded by Member Danowski. The Chair indicated the motion carried.

251 Certifications:

Motion made by Member Roehrich to approve 251 Certifications and seconded by Member McEwan. The Chair indicated the motion carried.

RFA Authorizations:

Motion made by Member Roehrich to approve RFA Certifications and seconded by Member McEwan. The Chair indicated the motion carried.

Let the minutes reflect Member Slaff abstained from acting on any projects or conflicts affiliated with US Home Corporation DBA Lennar

Let the minutes reflect Member McEwan abstained from acting on any projects or conflicts affiliated with Bob McEwan Construction regarding 251 Certification or litigation.

A motion made by Member Slaff seconded by Member McEwan to close public meeting and open Executive Session 3:30PM. Motion carried and all approved.

Respectfully Submitted

Jacqueline Connelly