

**MINUTES**  
**Morris County Soil Conservation District [District]**  
**Board of Supervisors [Board]**  
30 Schuyler Place, Morristown, NJ - 2<sup>nd</sup> Floor Conference Room  
**August 28, 2024 at 2:00 pm**

The meeting was called to order at 2:05 pm by Board Chair Louise Davis.

Members Present:

Robert Danowski  
Louise Davis  
Marc Slaff

Also Attending:

Jennifer McCulloch - District Manager  
Jill Ott – NRCS, District Conservationist

Members Absent:

Bob McEwan  
Phil Roehrich

**OPEN PUBLIC MEETING STATEMENT**

Ms. McCulloch announced that in accordance with the Open Public Meeting Act, adequate notice of this meeting had been provided and filed with the Town of Morristown, the Morris County Clerk, the Daily Record, and the Star-Ledger. Public notice was also posted at the County Clerk’s office and the 30 Schuyler Place Annex in Morristown.

**PUBLIC COMMENT**

There were no members of the public present.

**CORRESPONDENCE**

There was no correspondence to review.

**APPROVAL OF MINUTES**

The Minutes of the July 24, 2024, 2024 meeting were reviewed. On a motion by Robert Danowski, seconded by Marc Slaff, the Board approved said Minutes.

**SOIL CONSERVATION DISTRICT REPORTS**

○ **Chair Report**

○ **251 Program Certifications**

There were 48 Soil Erosion and Sediment Control Plans (Plans) certified since the last Board meeting on July 24, 2024, a detailed list was provided [attached]. All Plans were recommended for ratification by the Board. On a motion by Marc Slaff, seconded by Robert Danowski, all aforesaid Plans were duly ratified

- **Requests for Authorization [RFA]**  
All Requests for Authorization of NJDEP 5G3 Permit applications, since the last Board meeting on July 24, 2024, were reviewed by staff and recommended for authorization by the Board. On a motion by Marc Slaff, seconded by Robert Danowski, the Board approved authorizing these RFAs.
- **FY 2024 Budget Transfer Authorization- revised**  
On a motion by Robert Danowski, seconded by Marc Slaff, the Board approved the revised FY 2024 Budget Transfer Authorization for a reduced total of \$2,790 to cover the spending overage (vs. 2024 Budget) in Payroll Tax Expense. Revisions were made to correct the accounts included and dollar amounts, due to errors by financial staff.
- **FY 2025 Budget - revised**  
Ms. McCulloch was given incorrect information by financial staff regarding items to be included in the FY 2025 Budget [Budget]. The Budget's income section was amended, removing Budget Transfer amounts. On motion by Marc Slaff, seconded by Robert Danowski, the revised FY 2025 Budget was approved by the Board.
- **Finance Report** - Mr. Slaff presented the Financial Report and bills, which were reviewed by the Board. On a motion by Marc Slaff, seconded by Robert Danowski, the Board accepted the Financial Report and approved the payment of regular bills.
- **District Manager (DM) Report** - A written report was provided to the Board. Technology issues discussed included IT maintenance, UPS (battery-back-up) for the file server, and ongoing database challenges. The Board encouraged Ms. McCulloch to purchase and install a UPS system with the resources at hand, not engaging an IT consultant, if possible. She was also directed to research all options for repair or replacement of the MCSCD database, including "off-the-shelf" software that would be customized for the District.

Supervisor training opportunities for the upcoming month were reviewed. The mileage fee charged to clients has been corrected to reflect the current federal rate.

Project updates were given for: Citizen Parsippany (formerly: Morrison) in Parsippany-Troy Hills - SWO in place, new owner has applied to MCSCD; Villages in Roxbury - permanent drainage solution installation expected by end of Labor Day weekend, and Veterans Park in Denville - SWO in place, SSCC setting up site visit with Township. The District received a farm conservation plan request from Mountain Gables Farm in Mendham, and the Morris Local Work Group meeting has been scheduled for November 13<sup>th</sup> at the Chester Library.

- **NRCS Report** - Jill Ott attended and provided a written report

## **EXECUTIVE SESSION**

There was no Executive Session

## **NEW BUSINESS**

The Board had a robust discussion regarding the role, responsibilities and authority of the Personnel Committee. On a motion by Robert Danoski, seconded by Marc Slaff, Resolution #2024-05 was passed with revisions, until the September meeting, when it is hoped that all members are present and able to provide input. Ms. McCulloch was directed to put this Resolution on the September meeting agenda.

Ms. McCulloch presented the IT consultant's "Technology Review" of the District's current technology resources, including their recommendations. Part of this review was a recommendation to engage IT maintenance services; a quote was provided. Ms. McCulloch encouraged the Board to transition to a consistent maintenance model for the District's technology, instead of the current triage approach. The Board decided to table any action on this quote until the next meeting.

Per Diem rates were discussed and it was determined that "not to exceed" amounts would be conveyed to staff before travel, based on federal standards available. It would be incumbent on staff to provide all receipts for expenses incurred to obtain reimbursement.

## **ADJOURNMENT**

On a motion by Marc Slaff, seconded by Robert Danowski, the meeting was unanimously adjourned at 3:55 pm.

## **NEXT MEETING DATE**

The next regular meeting is scheduled for Wednesday, September 25<sup>th</sup> at 1:00 pm (Ms. McCulloch emphasized the earlier meeting time going forward) in the 2<sup>nd</sup> floor Conference Room at 30 Schuyler Place, Schuyler Annex Building, Morristown, New Jersey.

Let the Minutes reflect that Marc Slaff recused himself from any discussion or actions taken on projects affiliated with US Home Corporation DBA Lennar.

Respectfully submitted,

Jennifer N. McCulloch