

MINUTES
Morris County Soil Conservation District [District]
Board of Supervisors [Board]
30 Schuyler Place, Morristown, NJ - 2nd Floor Conference Room
May 22, 2024 at 2:00 pm

The meeting was called to order at 2:00 pm by Board Chair Louise Davis.

Members Present:

Robert Danowski
Louise Davis
Bob McEwan
Phil Roehrich (phone)
Marc Slaff

Also Attending:

Jill Ott – NRCS District Conservationist
Anthony Zotynia – NRCS Planner
Jennifer McCulloch - District Manager

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 April 24, 2024 meeting were reviewed and on a motion by Bob McEwan, seconded by Marc Slaff, the Board unanimously approved said Minutes.

SOIL CONSERVATION DISTRICT REPORTS

- **Chair Report** – Chair Davis stated that the April 30th SSCC Regional Supervisor Dinner was worthwhile and very informative. The SSCC has begun strictly enforcing the Supervisor training requirements of 6 hours per term. Ms. McCulloch will contact Supervisors regarding their training hours status and provide information on opportunities each month to obtain said training. Chair Davis reviewed the Memorandum of Understanding (MOU) with Morris County. On a motion by Robert Danowski, seconded by Marc Slaff, the MOU with Morris County was unanimously approved.

- **Finance** – Mr. Slaff presented the Financial Report and bills, which were reviewed by the Board. On a motion by Marc Slaff, seconded by Phil Roehrich, the Board unanimously accepted the Financial Report and approved the payment of regular bills.
- **District Manager (DM)** – A written report was provided to the Board. Updated job descriptions and 2024/2025 compensation recommendations were distributed before the meeting and will be discussed in Executive Session. The Supervisor Training Opportunities spreadsheet was distributed, showing dates and methods to obtain the required training points for 2024; this will also be emailed. The next available training is June 10th SSCC/NJACD meeting, and the June 13th CADB meeting - both can be attended virtually.

Municipal Assignments: 251 Program was provided and reflected changes in staffing for the various municipalities. The proposed 2024/2025 Meeting Schedule was distributed; action will be taken at the June 26th meeting. The Envirothon went well, thanks were given to Sheila Hall, Jackie Connelly, and her daughter Sarah for volunteering.

At over \$2,000 per person, the NACD NE Regional Conference was found to be cost-prohibitive to attend. An OPRA request was received from Joe Dunn. Ms. McCulloch provided estimates for staff cell phones; action will be taken on this issue at the June 26, 2024 meeting. DM initiatives going forward were discussed as well.

- **NRCS** – Ms. Ott stated that the state of New Jersey received \$17 million from this year's EQIP (Environmental Quality Incentives Program) funding, of which 67% is obligated. North Jersey NRCS has obligated 127 contracts totaling \$2.262 M (82% obligated). Ms. Ott brought the “2024 Civil Rights Checklist for Partners” for the Board & District Manager to sign.

PROGRAM UPDATES

A single Stop Work Order was issued, and one was vacated this month. Four projects of note were discussed. The Local Working Group will meet again in the Fall; a meeting calendar will be developed for 2025.

251 PROGRAM CERTIFICATIONS

There were 46 Soil Erosion and Sediment Control Plans (Plans) certified since the last Board meeting on April 24, 2024, a detailed list was provided. All Plans were recommended for ratification by the Board. On a motion by Bob McEwan, seconded by Robert Danowski, all aforesaid Plans were duly ratified.

REQUESTS FOR AUTHORIZATION [RFA]

All Requests for Authorization from the District, as a result of NJDEP 5G3 Permit applications since the last Board meeting on April 24, 2024, that were reviewed and approved by staff, are

recommended for authorization by the Board. On a motion by Bob McEwan, seconded by Marc Slaff, the Board unanimously approved authorizing these RFAs.

EXECUTIVE SESSION

Pursuant to P.L. 1975 Ch. 231, the Open Public Meetings Act, Chair Davis announced that in compliance with the Open Public Meetings Act, the Board considered closing the open portion of the meeting to discuss matters related to compensation and potential litigation in Executive Session. On a motion by Bob McEwan, seconded by Phil Roehrich, the Board unanimously approved this motion and entered Executive Session at 2:38 pm.

RETURN TO OPEN SESSION

On a motion by Bob McEwan, seconded by Robert Danowski, the Board voted to return to Open Session; the Board unanimously approved this motion and returned to Open Session at 3:34 pm.

ADJOURNMENT

On a motion by Bob McEwan, seconded by Robert Danowski, the meeting was unanimously adjourned at 3:35 pm.

NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, June 26th at 2:00 pm in the 2nd floor Conference Room at 30 Schuyler Place, Schuyler Annex Building, Morristown, New Jersey. Note: Jennifer McCulloch will be attending via teleconference.

Respectfully submitted,

Jennifer N. McCulloch

STOP WORK ORDERS ISSUED from May 22, 2024 – June 25, 2024

Status	App. No	Project	Municipality	Block	Lot	Total Area	Disturbed Area	ROCs Issued	Units
Stop Work	2024-13455	Beaver Brook Road #289	Lincoln Park Borough	3	19, 20 & 21	---	---	---	1

Morris County Soil Conservation District

Profit & Loss

06/20/24

July 2023 through May 2024

Accrual Basis

	Jul '23 - May 24
Income	
251 Soil Erosion & Sediment Fees	
4-0100 Original Fees-Single Fam	196,727.32
4-0200 Original Fees-Other	208,100.75
4-0201 Non Applicable/Exempt	5,900.00
4-0300 Renewal Fee	40,420.00
4-0400 Bond Handling Fees	9,690.00
4-0500 Add'l iBond Insp Fees	1,005.00
Total 251 Soil Erosion & Sediment Fees	461,843.07
Forestry Income	
4-0900 Forestry Fees	21,697.50
Total Forestry Income	21,697.50
Interest Income	
4-2700 Bank Interest Income	16,339.93
Total Interest Income	16,339.93
Morris Cnty 251 Program Support	
4-1600 Morris Cty 251 Program	45,576.84
4-1600.2 MC 251 Sup - TA Grant	6,796.70
Total Morris Cnty 251 Program Support	52,373.54
NACD - TA Grant	
4-0800 - NACD TA Grant	0.00
Total NACD - TA Grant	0.00
Other Income	
4-2902 OPRA	105.30
Total Other Income	105.30
Stormwater Permit Revenue	
4-0210 - RFA / DEP	8,130.00
Total Stormwater Permit Revenue	8,130.00
Total Income	560,489.34
Gross Profit	560,489.34
Expense	
Auto Expense	
6-1900 Mileage	11,306.80
6-1902 Employer Insur Reimburse	1,400.00
Total Auto Expense	12,706.80
Conferences and Seminars	
6-2200 Training	1,117.00
6-5800 Education	800.00
Total Conferences and Seminars	1,917.00
Dues and Registration	
6-0600 Dues & Subscriptions	2,167.95
Total Dues and Registration	2,167.95
Employee Benefits	
6-1402 N J Pension Expense	82,692.00
6-1450 - DCRP Employee Cont	1,236.85
6-2000 Medical & Health Ins.	97,348.81
Total Employee Benefits	181,277.66

Morris County Soil Conservation District
Profit & Loss
 July 2023 through May 2024

	<u>Jul '23 - May 24</u>
Forestry Expense	
6-5500 Forestry Expense	21.00
Total Forestry Expense	21.00
Insurance	
6-2100 Liability Insurance	7,996.72
6-2101 Commercial Insurance	2,781.00
6-2102 Performance Bond	321.00
6-2103 Workers Comp. Ins.	3,256.00
Total Insurance	14,354.72
Office Expense	
6-1400 Payroll Expenses	1,273.35
6-1500 Bank & Finance Charges	-10.00
6-1700 Equipment Rental	2,449.65
6-1800 Postage & Shipping	500.00
Total Office Expense	4,213.00
Other Expenses	
6-0200 Computer Hardware	3,578.99
6-0201 Computer Consulting	5,649.36
6-0202 Comp Software/A2 Hosting	19.99
6-5900 Donations	100.00
7-1517 Outreach Workshop	33.96
Total Other Expenses	9,382.30
Payroll Tax Expense	
6-1401 Payroll Tax Exp (Comp.)	31,752.36
Total Payroll Tax Expense	31,752.36
Professional Fees	
6-0800 - Legal - Personnel	5,405.00
6-0801 Legal- 251	2,189.50
6-0802 Accounting	6,600.00
Total Professional Fees	14,194.50
Salaries and Wages	
6-0100 - 251-Salaries & Wages	414,984.89
6-0101 - Unrestricted Salary	14,753.57
Total Salaries and Wages	429,738.46
Supplies	
6-0300 Office Supplies	2,130.32
6-5000 Safety Equipment	150.00
Total Supplies	2,280.32
TA Grant / Farming Support	
7-0801 - Unrestricted Salary	4,572.71
7-0802 - Payroll Tax Expense	900.58
7-0803 - Pension 414H	331.03
7-0805 - Medical & Health	992.38
Total TA Grant / Farming Support	6,796.70
Telephone	
6-1200 Telephone	149.00
6-1201 Internet Access	1,577.95
Total Telephone	1,726.95
TEZ Grant - Forestry Support	
8-0801 Unrestricted Salary	273.28
8-0802 Payroll Tax Expense	54.66

8:59 AM
06/20/24
Accrual Basis

Morris County Soil Conservation District
Profit & Loss
July 2023 through May 2024

	Jul '23 - May 24
8-0803 Pension 414H	0.00
Total TEZ Grant - Forestry Support	327.94
Total Expense	712,857.66
Net Income	-152,368.32

Morris County Soil Conservation District
Profit & Loss
 May 2024

	May 24
Income	
251 Soil Erosion & Sediment Fees	
4-0100 Original Fees-Single Fam	18,050.00
4-0200 Original Fees-Other	12,321.75
4-0201 Non Applicable/Exempt	300.00
4-0300 Renewal Fee	5,235.00
4-0400 Bond Handling Fees	850.00
4-0500 Addt'l iBond Insp Fees	85.00
Total 251 Soil Erosion & Sediment Fees	36,841.75
Interest Income	
4-2700 Bank Interest Income	338.20
Total Interest Income	338.20
Total Income	37,179.95
Gross Profit	37,179.95
Expense	
Auto Expense	
6-1900 Mileage	1,582.54
6-1902 Employer Insur Reimburse	350.00
Total Auto Expense	1,932.54
Conferences and Seminars	
6-5800 Education	800.00
Total Conferences and Seminars	800.00
Dues and Registration	
6-0600 Dues & Subscriptions	775.00
Total Dues and Registration	775.00
Employee Benefits	
6-2000 Medical & Health Ins.	8,017.65
Total Employee Benefits	8,017.65
Insurance	
6-2103 Workers Comp. Ins.	3,301.00
Total Insurance	3,301.00
Office Expense	
6-1400 Payroll Expenses	98.95
6-1700 Equipment Rental	249.00
6-1800 Postage & Shipping	200.00
Total Office Expense	547.95
Other Expenses	
6-0200 Computer Hardware	10.00
6-0201 Computer Consulting	2,629.36
Total Other Expenses	2,639.36
Payroll Tax Expense	
6-1401 Payroll Tax Exp (Comp.)	3,141.40
Total Payroll Tax Expense	3,141.40
Professional Fees	
6-0801 Legal- 251	122.50
Total Professional Fees	122.50
Salaries and Wages	

8:59 AM
06/20/24
Accrual Basis

Morris County Soil Conservation District
Profit & Loss
May 2024

	May 24
6-0100 - 251-Salaries & Wages	38,468.51
6-0101 - Unrestricted Salary	1,590.74
Total Salaries and Wages	40,059.25
Supplies	
6-0300 Office Supplies	175.83
Total Supplies	175.83
Telephone	
6-1200 Telephone	14.10
6-1201 Internet Access	143.45
Total Telephone	157.55
Total Expense	61,670.03
Net Income	-24,490.08



**ASSOCIATION OF STATE
FLOODPLAIN MANAGERS**

Association of State Floodplain Managers

8301 Excelsior Drive
Madison, WI 53717
FID #39-1414382

(608) 828-3000; Fax (608) 828-6319
Email: asfpm@floods.org / Web: www.floods.org

PAYMENT RECEIPT

Payment #: 32966
Date: 6/20/2024
Method: Credit Card
Confirmation #: 202001961525
Last 5 Digits Or: 2936
Check #: 055510|202001961525

PAYEE:

Jennifer N. McCulloch
Morris Cnty., NJ
30 Schuyler Place - 4th floor
PO Box 900
Morristown, NJ 07963-0900 US
(973) 285-8339

Member ID: 24858

MEMO:

TRANSACTION	QTY	DESCRIPTION	TOTAL
Invoice #38402	1	CFM Renewal	80.00 USD
TOTAL PAID:			80.00 USD

AMOUNT REFUNDED (IF ANY): 0.00 USD

MONTH	OBLIGATED HOURS /OVERALL BALANCE
NOVEMBER	0.10
DECEMBER	0.09
JANUARY	0.06
FEBRUARY	0.06
MARCH	0.06
APRIL	0.06
MAY	0.08

