



## **SOMERSET - UNION SOIL CONSERVATION DISTRICT**

Somerset County 4-H Center  
308 Milltown Road • Bridgewater, NJ 08807  
(908) 526-2701 Fax (908) 575-3977

**PRESENT:** Mark Kirby, Bob Amberg, Jim Laine, Ed Dec, Frank Minch, Frank Calo

**ABSENT:** Matt Loper

### **CALL to ORDER:**

The meeting was called to order at 12:07 p.m.

### **PLEDGE of ALLEGIANCE**

### **COMPLIANCE STATEMENT**

The meeting was conducted in accordance with the Open Public Meeting Act, Chapter 231, P.L. 1975.

### **APPROVAL of MNUTES**

A motion was made by Bob Amberg to approve the October meeting minutes. The motion was seconded and unanimously passed.

### **TREASURER'S REPORT:**

The report for October was reviewed by the Board. Ed Dec made a motion to approve the report. The motion was seconded and unanimously passed.

### **CORRESPONDENCE:**

The District received a letter from the State Agriculture Development Committee stating that the committee had reviewed the soil and water conservation cost-share funds the Lima Family Farms, Inc. project.

The District received a notice from the Department of Agriculture concerning current District Supervisors whose terms are expiring at the end of the year.

The District received a letter of gratitude from the Plainfield Utilities Authority for supporting this past year Eric C. Watson Memorial Environmental Fair.

### **OLD BUSINESS:**

FY 2019 Audit – The Board reviewed the District’s FY2019 Audit. As per the audit, the only procedures or requirements contained in the accounting manual that are not being complied with are various segregation of duties due to the District’s limited staff. After some discussion, a motion was made Jim Laine to approve the Districts FY 2019 audit. The motion was seconded and unanimously passed. The District manager was directed to forward a copy of the approved audit to the State Soil Conservation Committee as required.

2019 NJACD Annual Conservation Partnership Meeting – The Board was informed that all the supervisors had been registered for the annual conference on Monday December 2<sup>nd</sup>. The District Manager reminded the Board that their attendance was required in fulfilling the District Supervisor performance standards.

### **NEW BUSINESS:**

2020 NJ Conservation Poster Contest – Frank Calo informed the Board that the District had received the flyer for the 2020 NJ Conservation Poster Contest. This year’s theme is “Where would we BEE without Pollinators?” The flyer will be posted on the District’s webpage. Copies will be sent to the School Superintendents of both counties so that they can be distributed to the various school districts.

2020 District Meeting Schedule – The District Meeting Schedule for 2020 was reviewed by the Board. After some minor discussion a motion was made by Ed Dec to approve the District Meeting Schedule for 2020. The motion was seconded and unanimously approved by the Board.

2020 NACD Membership Dues – Frank Calo informed the Board that the District had received an invoice for the FY 2020 NACD dues. Jim Laine made a motion to pay the \$501.00 dollar dues for FY 2020 to the NACD. The motion was seconded and unanimously passed by the Board.

4-H Rental Agreement - The Board was informed that the District Manager had received an email from the 4-H Association concerning the District’s rental lease renewal. The 4-H Association is proposing to increase the rent approximately 11% for the next 3 years. The District responded to the 4-H Association, thanking them for maintaining the rent at the same level for the past 7 years. The District requested that the proposed increase be incremental over the 3 year lease period and that the ceiling heights at the rear of the office space be lower to the standard ceiling height of 8 feet. The 4-H Association will review the District’s request at their November 20<sup>th</sup> meeting.

Union County Annual Report – The District Manager presented to the Board the 2019 Union County Annual Report. The District forwards this summary of programs and activities annually to Union County, detailing the work the District has performed throughout the previous year. The Board reviewed the report and after some discussion, decided to authorize the District to request a 5% increase from Union County in their annual donation. A motion was made by Bob Amberg to forward the report as written to Union County. The motion was seconded and unanimously approved by the Board.

Richard Belcher Retirement, NJDOA Education Coordinator – The Board was informed that Richard Belcher ,the state’s education coordinator, was retiring at the end of the calendar year. Rich has been an avid supporter of the District’s programs and has been the lead organizer of the NJ Envirothon. After some discussion, a motion was made by Ed Dec to present Mr. Belcher a \$100.00 gift card at the Annual Conference. The motion was seconded and unanimously passed.

District Action on Chapter 251 – After a review by the Board, Jim Laine made a motion to approve the plans on the attached certified and completed list. The motion was seconded and approved by the Board.

### **REPORTS:**

NJ DOA – Frank Minch, Executive Secretary, reported on the upcoming DOA move to a new building. He gave the Board an update on the status of the Sussex and Warren District merger. He talked about attending the Carbon Farming Seminar at Duke Farms. Frank also spoke about Richard Belcher’s upcoming retirement and his importance to the soil conservation program.

SCD – Frank Calo reported on his chapter 251 activities. Also that he will soon be starting to work on performance evaluations of the District Staff.

### **NEXT MEETING:**

The next meeting will be held on Wednesday December 11th, 2019, at 12 noon at the Girasole Restaurant in Bound Brook, NJ.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Frank Calo  
District Manager

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