



**SOMERSET - UNION SOIL CONSERVATION DISTRICT**

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

**SOMERSET-UNION S.C.D.  
DISTRICT MEETING  
March 16, 2022**

**PRESENT:** Mark Kirby, Ed Dec, Matthew Loper, Jim Laine, Matthew D'Alessandro, Bianca Diaz Deliz (NRCS)

**ABSENT:**

**CALL to ORDER:**

The meeting was called to order at 12:17 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 MINUTES**

A motion was made by Ed Dec to approve the February 2022 meeting minutes. The motion was seconded by Matthew Loper and unanimously passed.

**TREASURER'S REPORT:**

The treasurer's report for February 2022 was reviewed by the Board. Ed Dec made a motion to approve the report. The motion was seconded by Jim Laine and unanimously passed.

**CORRESPONDENCE:**

None

**OLD BUSINESS:**

Insurance policies/discussion- Matthew D'Alessandro has been communicating with the insurance agent to explore additional options such as increased coverage amounts, additional coverages, savings/costs on different policies, etc. After some discussion, a motion was made by Matthew Loper to purchase Directors and Officers Liability Coverage. The motion was seconded by Jim Laine and unanimously passed. Matthew Loper also made a motion to purchase Employee Practice Liability Coverage. The motion was seconded by Jim Laine and unanimously passed. Matthew Loper made a motion to increase the overall coverage amount to \$2,000,000. The motion was seconded by Jim Laine and unanimously passed. Matthew D'Alessandro will coordinate the changes with the insurance agent as directed.

**NEW BUSINESS:**

District Action on Ch. 251- The SUSCD Board reviewed the certified and completed projects for the month of February 2022. Matthew Loper recused himself from SUSCD File #2021-4998 and SUSCD File#2021-4951 from the certified list. Jim Laine made a motion to approve the plans on the certified and completed list for the month of February 2022. The motion was seconded by Ed Dec and unanimously passed.

NRCS Workgroup (Northern NJ)-The Somerset Union SCD was requested by the NJACD and NRCS to host the NRCS Northern NJ local workgroup. The event will be held on 4/20/22 at the 4H gymnasium adjacent to the district office. The public is encouraged to attend especially local farmers to voice their needs and concerns.

Job description updates- Matthew D'Alessandro is working with Human Resources to update the job descriptions with all SUSCD employees with the recent addition of new employees. All employees must be able to email and scan on their own as a vital part of their positions and part of a statewide effort amongst the districts.

NJACD/SSCC Annual Partnership Meeting- The annual NJACD/SSCC Partnership meeting will take place on 3/28/22 at the Freehold SCD. There is a virtual and in person option to attend the conference. The SUSCD has 7 people attending and "partnerships" is the theme of this year's conference.

RFA Invoice-Matthew D'Alessandro reported that the RFA Invoice for the FY 2022 2nd Quarter was due in the amount of \$2,715.00. A motion was made by Ed Dec to pay the invoice in the amount of \$2,715.00. The motion was seconded by Matthew Loper and unanimously passed.

2022 Poster Contest-Matthew D'Alessandro reported that the 2022 Poster Contest is underway, and that the brochure is posted on the district website. The theme of the poster contest is Healthy Soil, Healthy Life. The deadline to submit is 4/1/22.

District Manager Position-After a discussion regarding a request from the manager to the SUSCD Board of Supervisors, a motion was made by Matthew Loper to approve an increase to the District Manager position to \$102,500, effective immediately. The motion was seconded by Ed Dec and unanimously passed.

Conservation Plans- none

**REPORTS:**

NRCS – Bianca Diaz Deliz of the NRCS provided her monthly report and informed the Board that there were 9 EQIP applications in Union and Somerset County and that she is excited to attend this year's NJACD/SSCC annual meeting.

SCD – Matthew D'Alessandro informed the Board that Nick Chaballa is continuing to receive training for advanced technical review by the State Erosion Control Engineer and from a Senior Plan Reviewer from the Freehold SCD. Matthew also reported that the district has been notified about a large amount of soil dumped illegally on a preserved farm and he is actively communicating with local and state agencies to investigate the matter. Matthew reported that he is creating specific roles and responsibilities within the office and is holding people accountable for their positions based on their job descriptions. He stated the office continues to be very busy throughout both counties and he is working with Rutgers University to post the intern position throughout the campus to seek additional help.

**ADJOURNMENT:**

Ed Dec made a motion to adjourn the meeting. The motion was seconded by Jim Laine and unanimously passed. The meeting adjourned at 1:34 p.m.

**NEXT MEETING:**

The next meeting is scheduled for Wednesday, April 27, 2022, at 7:30 p.m. at the district office.

Respectfully submitted,

Matthew D'Alessandro  
District Manager