

I. The meeting of the Bergen County Soil Conservation District was called to order at 5:40 P.M. on November 13, 2023, at the District Office, 700 Kinderkamack Road, Oradell, NJ by Mr. Mecky, Chairman. In compliance with Chapter 231 of the Public Laws of 1975, notice of this meeting was filed with the NJ State Secretary of Agriculture, Bergen County Clerk's Office, The Bergen Record, and The Ridgewood News and posted at the Bergen County Administrative Building, 1 Bergen County Plaza, Hackensack, NJ.

Supervisors Present

Carl Mecky
Raymond Cywinski
Bruce Rohsler
Kim Mitchell

Staff and Representatives of
Cooperating Agencies Present

Angelo Caruso, District Manager
Roy Otto, Asst. District Manager
Lawrence Lewis, Erosion Control Inspector
Tim Fjermestad, Erosion Control Inspector
Robyn Roberts, Administrative Secretary
Kerrie Davidson, Administrative Assistant

II. MINUTES

A motion was made by Ms. Mitchell, seconded by Mr. Rohsler to approve the minutes of the September 11, 2023, meeting as distributed.

III. TREASURER'S REPORT - none

IV. PUBLIC COMMENT- none.

V. SOIL EROSION AND SEDIMENT CONTROL ACT

A motion was made by Ms. Michell, seconded by Mr. Rohsler to approve all plans certified or recertified during the months of September and October 2023 by Mr. Cywinski on behalf of the Board of Supervisors.

VI. CORRESPONDENCE

1) A motion was made by Mr. Rohsler, seconded by Ms. Mitchell to pay the NACD 2024 dues in the amount of \$775.00.

2) A motion was made by Mr. Cywinski, seconded by Mr. Rohsler to approve payment of the 2024 NJ Farm Bureau dues in the amount of \$150.00.

3) Notification regarding the expiring terms of office for State Soil Conservation Committee members.

4) Request for donations from the NE Association of Conservation District Employees – tabled

VII. OLD BUSINESS

- 1) Mr. Caruso reported that the District's new office furniture has been ordered at a cost of \$15,972.00. A 50% deposit was required.
- 2) Mr. Caruso distributed draft copies of the District's FY22 audit to the Board for review and approval at the next District Meeting
- 3) Mr. Caruso reported that Ms. Mitchell, Mr. Cywinski, and Mr. Rohsler attended the NACD NE Conference held in Portland Maine, Sept. 7 – 20, 2023.
- 4) Mr. Caruso reported that he and the full Board are registered for the NJACD annual conference to be held at the Rutgers Eco Complex on Nov. 20, 2023.

VII. NEW BUSINESS

- 1) Mr. Caruso informed the Board that the NACD National Conference will be held in San Diego, Feb. 10 – 14, 2024.
- 2) A motion was made by Mr. Cywinski, seconded by Ms. Mitchell to approve the 2024 District Meeting schedule. All meetings will begin at 6:00 PM.
- 3) 251 Surcharge Fee - none
- 4) A motion was made by Mr. Cywinski, seconded by Ms. Mitchell to approve payment of the RFA Reimbursement for FY24, 1st Quarter in the amount of \$1,815.00.
- 5) A motion was made by Mr. Cywinski, seconded by Mr. Rohsler to cancel the December District Meeting and to hold a year-end holiday dinner for supervisors and staff at Sanducci's Trattoria at 6:30 PM on Monday, December 11, 2023.

IX. DISTRICT MANAGER'S REPORT

- 1) A motion was made by Mr. Cywinski, seconded by Ms. Mitchell to pay the copier service agreement in the amount of \$1,042.00.
- 2) Mr. Caruso informed the Board that a few District CDs are about to mature. A motion was made by Ms. Mitchell and seconded by Mr. Rohsler to pass a resolution authorizing Mr. Raymond J. Cywinski, Mr. Angelo Caruso, and Ms. Robyn Roberts to close out the low interest CD's and transfer the funds to the much higher rate interest CD's and open additional CD accounts as necessary to invest District funds.
- 3) Mr. Caruso reported that a wire transfer was required to pay the Microsoft bill for online services. Valley Bank has requested staff and supervisor signatures to open a wire transfer account.
- 4) Mr. Caruso advised the Board that the District would have to hire a Shredder Service to conduct records disposal at some point in the near future.

5) A motion was made by Ms. Mitchell, seconded by Mr. Cywinski to pay the District's legal retainer to Gary Tomasella, Attorney, in the amount of \$2,000.00 for 2024.

Bergen SCD Meeting

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X. NJ Department of Agriculture Report - none

XI. NRCS - none

XII. OTHER BUSINESS- None.

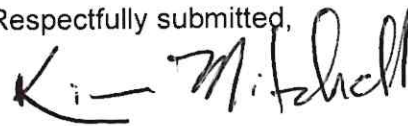
Unless otherwise noted, all actions were taken by unanimous vote of all members present.

At this time, Mr. Mecky requested an Executive Session.

XIII. ADJOURNMENT

There being no further business, a motion was made by Mr. Cywinski, seconded by Ms. Mitchell to adjourn the meeting at 7:35 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kimberly Mitchell". The signature is written in a cursive, flowing style.

Kimberly Mitchell,
Secretary-Treasurer