

**MINUTES**  
**Morris County Soil Conservation District [District]**  
**Board of Supervisors [Board]**  
30 Schuyler Place, Morristown, NJ - 2<sup>nd</sup> Floor Conference Room  
**April 23, 2025 at 1:00 pm**

The meeting was called to order at 1:00 pm by Board Chair Louise Davis.

Members Present:

Louise Davis, Chair  
Robert Danowski, Secretary  
Bob McEwan, Assistant Treasurer  
Phil Roehrich, Vice Chair  
Marc Slaff, Treasurer

Also Attending:

Jennifer McCulloch, District Manager  
Jill Ott, NRCS District Conservationist

**OPEN PUBLIC MEETING STATEMENT**

Ms. McCulloch announced that in accordance with the *Open Public Meetings 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.

**CORRESPONDENCE**

Three items of correspondence were reviewed: 1) letter from Dolan & Dolan regarding The Villages in Roxbury Township; 2) NACD's Issue Reports from their annual "Fly-In" to Washington, DC; 3) NACD letter with updates on Executive Actions by the U.S. President

**APPROVAL OF MINUTES**

The Open Session Minutes of the March 26, 2025 meeting were reviewed. On a motion by Bob McEwan, seconded by Robert Danowski, the Board unanimously approved said Minutes.

**PUBLIC COMMENT**

There were no members of the public present.

**SOIL CONSERVATION DISTRICT REPORTS**

- **Chair Report**

- **251 Program Certifications**

- There were 26 *Soil Erosion and Sediment Control Plans (Plans)* certified since the last Board meeting on March 26, 2025, a detailed list was provided [attached]. All *Plans* were recommended for ratification by the Board. On a motion by Phil Roehrich, seconded by Marc Slaff, 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 March 26, 2025, were reviewed by staff and recommended for authorization by the Board. On a motion by Bob McEwan, seconded by Marc Slaff, the Board approved authorizing these RFAs.
  - **NACD Annual Donation**  
The District's annual donation to the National Association of Conservation Districts (NACD) of \$775 was reviewed and unanimously approved on a motion by Phil Roehrich, seconded by Marc Slaff.
  - **Finance Report** – Mr. Slaff presented the Financial Report and bills, which were reviewed by the Board. On a motion by Marc Slaff, seconded by Bob McEwan, the Board accepted the Financial Report and approved the payment of regular bills.
  - **District Manager (DM) Report** – Ms. McCulloch provided a written report to the Board. As of April 2, 2025, Jonathan Morais has joined the staff as a Field Inspector. A draft of the *2025 Personnel Manual* is being reviewed by the Personnel Committee. Control Point Associates has provided an initial spreadsheet mapping the shared data points between Freehold SCD's database and our current Database. The next step is staff review of data points for matching.
- Morris County will again be donating \$35,000 to the District this year. Upcoming Supervisor training opportunities were discussed, and Supervisors were provided with updated tracking sheets reflecting training and meeting attendance. With Board assistance, the Valley National CD was closed and converted to a 4-month CD at Chase. NJCDEA is holding the Annual Training Day on May 12<sup>th</sup> at the Freehold SCD offices, all staff will be attending and the office will be officially closed that day.
- **NRCS Report** – Jill Ott attended the meeting, providing a written report for the Board.

#### **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 potential litigation in Executive Session. On a motion by Mark Slaff, seconded by Phil Roehrich, the Board unanimously approved this motion and entered Executive Session at 1:26 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 1:39 pm.

#### **ACTION RESULTING FROM EXECUTIVE SESSION**

There was no Action resulting from Executive Session

#### **NEW BUSINESS**

- **251 Refund Requests** - Three requests were made for refunds of Soil Erosion Sediment Control Fees due to project cancellations. On a motion made by Bob McEwan, seconded by Phil Roehrich, the refunds were unanimously approved.
- **Review of New Database Plan** – Mr. Danowski would like the Phase 2 template proposal provided by Control Point Associates (CPA) to be converted to a bullet-point format that clearly outlines the following: Scope, Budget, Assumptions, Team & Responsibilities (both at CPA & MCSCD), Schedule/Phases, Testing Plan, Milestones & Deliverables. This revised structure will allow the Board to track and understand the process better than the current format.

#### **ADJOURNMENT**

On a motion by Bob McEwan, seconded by Phil Roehrich, the meeting was unanimously adjourned at 2:01 pm.

#### **NEXT MEETING DATE**

The next regular meeting is scheduled for Wednesday, May 28th at 1:00 pm in the 2<sup>nd</sup> floor Conference Room at 30 Schuyler Place, Schuyler Annex Building, Morristown, NJ.

Respectfully submitted,

Jennifer N. McCulloch