



Please note: The District meeting will be the 4th
Wednesday at 3:00pm at the District Office

DISTRICT MEETING AGENDA
April 22, 2020

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). MEETING CORRESPONDENCE
- 5). STAFF REPORT
- 6). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 7). SSCC Report
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). NFWF 2018 Grant
- 11). NEW BUSINESS
 - 1). FY 2021 Budget Formation
 - 2). Supervisor Reappointments
 - 3). 2020 Soil and Water Cost Share Rates
 - 4). NRCS/BCSCD/SSCC - MOA
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **May 27, 2020**
- 14). ADJOURNMENT

RESOLUTION

2020-02

Whereas, the Burlington County Soil Conservation District engages the professional legal services of licensed attorney to provide for legal and professional opinions to the District in the administration of its programs; and

Whereas, the Board of Supervisors have recognized in prior years the competent service of Stephen Mushinski, Esquire of the firm Parker McCay;

Now Therefore, Be it Resolved that the Burlington County Soil Conservation District authorizes the engagement of Stephen Mushinski, Esquire of the firm Parker McCay to provide these legal services for the year 2020; and

Be it Further Resolved that the District Board of Supervisors shall have the right to review, modify or dispense with this policy at its discretion.

Dated: _____

Chairman: _____

Attest: _____

Minutes for: April 22, 2020

PRESENT: G. Berg, R. Reitmeyer, P. Saunders, D. Caldwell (via phone), T. Budd (via phone), R. Robson (via phone), A. Winzinger (via phone) and F. Minch (via phone)

ABSENT: N. Ciccaglione

This meeting is held in accordance with the New Jersey Open Public Meetings Act, in that Annual Notice of this meeting has been provided to the offices of Burlington County and to the Burlington County Times. A copy of the Notice was also posted on the Bulletin Board in the District Office maintained for public announcements. G. Berg called the meeting to order at 3:04 p.m.

Roll Call: G. Berg, T. Budd, A. Winzinger, R. Robson, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the March 18, 2020 meeting were approved on a motion by T. Budd and seconded by R. Robson. All voted unanimously in favor.

FINANCIAL REPORT:

- Two District CDs mature in April. The first matured on 4/9/20 and was placed into a 12 month CD at .75% at William Penn Bank. The second is at Delmarva Bank and is within the ten-day grace period. Available options include a 13-month CD at 1.10%, a 15 month at 1.15% and an 18 months at 1.24%. On a motion of approval by the Board to convert the maturing CD into an 18 month CD at 1.24% at Delmarva Bank by T. Budd and A. Winzinger. Reitmeyer can convey the Boards decision via phone call.
- Employer Liability for Annual Pension Contribution in the amount of \$39,661.00 was paid in March as an electronic fund transfer.

The Bills to be paid for April were reviewed and accepted on a motion by R. Robson and seconded by A. Winzinger.

CORRESPONDENCE: R. Reitmeyer

- No correspondence was received other than that which pertained to agenda items.

STAFF REPORT: Sean McGee

- Many sites continue to be active with even with the current Executive Order. Most contractors have modified their activities in response to COVID-19 requirements.
- Performed 109 inspections in March.
- Has been entering H&H databases and working on GIS items remotely.

NRCS REPORT: N. Ciccaglione

- A payment request has been submitted for “Smithville Farm”.
- The completed work items include on farm erosion control and stabilization, pipe crossings for irrigation and water control structures.
- All items were completed according to NRCS standards and specifications.
- Approved on a motion by T. Budd and seconded by A. Winzinger. All in favor.

SSCC Report: F. Minch

- The NJDA is maintaining a maximum “work from home” approach.
- Districts are being kept up to date on evolving COVID-19 protocols and Executives Orders from the Governor’s Office.

DISTRICT MANAGER’S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of March, 2020 the staff performed 265 inspections, issued ROC’s for 70 units and performed 28 plan reviews.

- **COVID-19 Preventative Measures:**
 - Effective March 17th the Service Center was closed to all visitors and this remains in effect.
 - All State & Federal guidelines are being adhered to, including inspection protocols.
 - Field staff have eliminated close contact with contractors etc.
 - Outside mailbox and drop box have been purchased and installed to allow for mail/package delivery.
 - Work from home options for all staff have been maximized.
 - Multiple staff in the office is being minimized.
 - Office hours of operation have been reduced.
 - Administrative functions have not been reduced.
 - Surfaces are being disinfected.
 - District supplies of hand sanitizer and wipes have been distributed.
 - Facemasks have been ordered with staggered deliveries expected in April, May and June. Additional sanitary wipes and gloves have also been ordered.

- **Staff:** Inspection numbers were at a good level for March Construction activity is beginning to lessen, but those projects exempted from the latest Executive Order from the Governor's Office continue to be active. Staff are also requesting work to vegetatively stabilize, or otherwise contain active projects prior to any period of dormancy.
- **Work from Home Items Include:**
 - Pam Saunders is able to work from home on certain accounting items and District file updates via remote computer access.
 - Plan reviews, after plans have been quarantined for a period of time.
 - Website updates.
 - Inspection staff are bringing District vehicles home as needed. All vehicles are returned to the office by Friday.
 - Basin database summary forms are being entered remotely.
 - The large backlog of files that have been closed for at least seven years are being purged.
 - Reitmeyer is exploring the cost / benefit to expand remote access to Paul Evans and Tim Robinson.
- **Poster Contest:** Final judging is being completed so that awards can be provided before the end of the school year.
- **Annual Report:** Mailing has been completed.
- The course was provided to 27 contractors and developers. This is near maximum capacity for our room. Course was again well received.
- **Annual Report:** Printing has been completed. Mailing will be completed shortly.
- **USDA Accessibility Review:** Occurred in February 19th, a document of requested improvements has not yet been forwarded to the District.
- **MS4 Compliance Services:** Reitmeyer has contacted all previous municipalities with which the District had agreements. Burlington Twp. is likely to request the service again. Medford and Mt. Laurel were not able to commit at this time. A signed agreement is in place with the City of Beverly. Florence Twp. has expressed interest as well. Many municipalities may not be able to commit at this time due to COVID-19 related budgetary concerns. will be forwarded to the District.
- **Building Maintenance:**
 - G&G has completed the cleanup and mulching of the planting beds and has cleaned the rain gardens.
 - SFM Cleaning Services has supplied a quote in the amount of \$525.00 for additional disinfection procedures required to satisfy the USDA in case an individual with a suspected, or confirmed case of COVID-19 has been present

within the service center. This additional disinfection has not yet been needed, but could be performed as a preventative measure.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are 23 251 Plans and 8 RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Elbow Lane Property in Burlington Twp.; 320 Dulty's Lane of Burlington Twp. and Chester Avenue Development of Delran Twp.

Certifications approved on a motion by D. Caldwell and seconded by T. Budd. All in favor, motion approved. D. Caldwell recused from Chester Avenue Development and A. Winzinger recused from Rancocas Glen Phase 1B, 2 & 3C Residential of Mount Holly Twp.

OLD BUSINESS:

1. NFWF 2018 Grant:

- Phone calls are being made to interested producers and to potential gypsum suppliers.
- Reitmeyer is working through various obstacles including, gypsum availability, determining the appropriate level of application, applicator services and timelines for planting.
- Reitmeyer will verify that the NFWF grant funding is in place prior to authorizing any mini-grant expenditures.

NEW BUSINESS:

1. FY 2021 Budget Formation:

- As distributed.
- As of this time approval is still necessary at the June District meeting.
- Gina Berg recommended that a Budget Subcommittee meeting take place during the third week of May.

2. Supervisor Reappointments:

- The current term for Supervisor Rose Robson will be expiring in June 2020.
- Robson has expressed that she will need to leave the Board.
- R. Reitmeyer will reach out to the Burlington County Board of Chosen Freeholders to inquire about a Freeholder representative.
- Other potential Supervisors may also be considered and names should be provided to R. Reitmeyer.

3. 2020 Soil and Water Cost Share Rates

- The approval of the revised Cost Share Rate is requested by F. Minch.
- Some conservation practices were omitted from the previously approved State Cost Share tables.
- The revised table addresses those missing practices.
- Approved on a motion by R. Robson and seconded by T. Budd. All in favor.

4. NRCS/BCSCDSSCC – MOA

- Approval of MOA was initially requested by July. The Board has agreed to table this item until more information is located regarding the implied existing agreement.
- Reitmeyer will compile the requested historical information.
- The District will need a designated Point of Contact.

PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: May 27, 2020

ADJOURNMENT: The meeting was adjourned at 4:10 pm. On a motion of approval by T. Budd and seconded by R. Robson. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg