

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 3rd
Wednesday at 3:00pm and held remotely

DISTRICT MEETING AGENDA

April 21, 2021

- 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
 - 3). Annual Civil Rights / Equal Opportunity Checklist
- 7). SSCC Report
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). MS4 Compliance Assistance
- 11). NEW BUSINESS
 - 1). FY 2022 Budget Formation
 - 2). New Vehicle Purchase
 - 3). Ray Samulis Endowment
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **May 19, 2021**
- 14). ADJOURNMENT

Minutes for: April 21, 2021

PRESENT: D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, S. McGee
R. Reitmeyer and P. Saunders

ABSENT: G. Berg

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. D. Caldwell called the meeting to order at 3:06 p.m.

Roll Call: D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer and P. Saunders. D. Caldwell noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

Minutes: The minutes of the March 21, 2021 meeting were approved on a motion by T. Budd and seconded by D. O'Connell.

Financial:

- The District CD held at William Penn Bank matured on 4/9/21. The expiring rate was .75%. After reviewing available rates and conferring with G. Berg and T. Budd these funds were used to open 24-month CD at Republic Bank at a rate of .70%.
- A District CD held at William Penn Bank will mature on 7/6/21. The expiring rate is .25%. Available rates will be reviewed.
- The Bills to be paid for April 21, 2021 were reviewed and accepted on a motion of approval by D. O'Connell and seconded by A. Winzinger. All in favor.

Correspondence:

- Email notification from Frank Minch that the April SSCC meeting was cancelled. Next meeting will be June 14th.
- Notification from NJDA regarding a job opening with the State Agriculture Development Agency.
- Email notification from Frank Minch regarding Regional Supervisor Meetings. Meeting will be held May 11, 2021 and be remote. Registration is \$50.00 per District and the meeting will be remote. Registration is needed before April 30th.
- Email regarding potential summer intern.
- Memo from SADC Farmland Preservation regarding Right to Farm Act.

STAFF REPORT: Sean McGee

- Townships inspection assignments have been modified to address current workload.
- S. McGee and R. Reitmeyer are working to correct site deficiencies at a project in Pemberton Township on County Route #530.
- Projects that are active and busy and require attention on a daily or weekly basis.

NRCS REPORT: N. Ciccaglione Waiting for Comment

- Civil Rights Responsibilities for Partners Checklist distributed and reviewed with the board
- Doug Kauffman is retiring after 33 years of service at the end of May, 2021.
- Conservation Plans for board signature and certification include five for State Cost Share, one for CTA and two for EQIP.

SSCC REPORT: Previously noted in Correspondence.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for March 2021: For the month of March 2021 the staff performed 271 inspections, issued ROC's for 29 Units and performed 32 plan reviews. Five violations have been issued since the March meeting and are described within the Violation Report:

Staff: Construction activity continues to be steady and shows no sign of slowing.

- **Staff:** Construction activity continues to be steady and shows no signs of slowing
- **Work from Home Items are still being utilized:**
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy's Executive Order No. 192:**
 - Effective March 17th, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
 - All State & Federal guidelines are being adhered to, including inspection protocols.
 - A plexiglass "sneeze guard" has been purchased for the front counter in anticipation of reopening the building to the public.
 - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
 - All staff are completing a COVID-19 health screening prior to entering the office.
 - All staff are wearing face masks in all building common areas.
- **District Training for Contractors and Municipal Officials:** The Contractor Course scheduled for 4/8/21 was canceled due to lack of interest. The virtual training event for Municipal Officials is scheduled for Thursday April 29th.
- **SJRC&D:**
 - Preparation are moving forward for the Tour des Farms in Burlington County. The bike ride will begin at the Burlington County Fairgrounds. The 2021 event will feature new routes.
 - Grants are moving forward.

- Reitmeyer was elected Vice-Chair and Christine Raabe the Ocean County SCD Manager was elected as Chair.
- **NFWF 2018 Grant:** Reitmeyer has repaired the demonstration plot signs that were damaged during winter weather events and has contacted various entities/producers for interest in the minigrants.
- **Building Maintenance:**
 - Due to periodic email outages Reitmeyer has requested, and received a quote from Intellec IT Solutions to provide email hosting services. The upfront cost is \$750.00 with a monthly cost of \$120.00. Our current annual cost is \$120.00.
 - Reitmeyer has contacted an electrician to replace parking lot light bulbs. The repairs were made on 4/20/21.
 - The refrigerator in the USDA kitchen appears to be malfunctioning and may need to be replaced. It was installed in 2006.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **24** 251 Plans and **8** RFA permits that have been approved for this month. A. Winzinger abstained for #18, LIDL.

On a motion of approval by A. Winzinger and seconded by T. Budd. All in favor, motion approved.

OLD BUSINESS:

1). MS4 Compliance Assistance

- Shared Services agreements have been executed with Southampton Twp. and the City of Beverly.
- Willingboro Twp. has requested compliance assistance services. Reitmeyer will finalize the Shared Service Agreement for execution.
- Burlington Twp. is expected to forward a Shared Service Agreements for 2021 Basin inspections.
- Reitmeyer will begin basin inspections shortly.

NEW BUSINESS:

1). FY 2022 Budget Formation

- The Board discussed the 4/19/21 Budget Subcommittee Meeting.
- Reitmeyer will contact the National Fish and Wildlife Foundation to move forward with a mutual termination of the 2018 NFWF Grant.
- The next Budget Subcommittee Meeting will be held in early June.

2.) New Vehicle Purchase

- The District currently has three vehicles; a 2016 Ford Explorer, a 2014 Jeep Patriot and a 2012 Chevy Colorado.

- The purchase of a new vehicle will guard against lost staff time for repairs and provide a fourth vehicle if the current staffing level is increased.
- The current FY 2021 Budget includes the purchase of a new District vehicle.
- Reitmeyer has reviewed available options for the preferred Ford Escape Hybrids through NJ State Contract and presented information and cost estimates for each. On a motion of approval by T. Budd and seconded by D. O'Connell to purchase the All Wheel Drive Ford Escape Hybrid. All in favor.

3.) Ray Samulis Scholarship Fund

- Discussion to consider a donation by the District to this scholarship fund. Amount donated from the District of \$500.00. On a motion of approval by A. Winzinger and seconded by T. Budd.

4.) Donation in Memory of former District Supervisor Theodore Zeller

- The Board discussed and approved a donation of \$500.00 in his memory to the Future Farmers of America. On a motion of approval by A. Winzinger and seconded by T. Budd. All in favor.

PUBLIC COMMENT: None.

NEXT MEETING: April 21, 2021

ADJOURNMENT: The meeting was adjourned at 4:35 pm. On a motion of approval by A. Winzinger and seconded by D. O'Connell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg