

Minutes for: April 24, 2019

**PRESENT: G. Berg, D. Caldwell, A. Winzinger, N. Ciccaglione, R. Reitmeyer,
P. Saunders**

ABSENT: T. Budd, R. Robson, R. Belcher

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 3:23 p.m.

Roll Call: G. Berg, D. Caldwell, A. Winzinger, N. Ciccaglione, R. Reitmeyer, 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 27, 2019 meeting were approved on a motion by D. Caldwell and seconded by A. Winzinger. All in favor.

FINANCIAL:

- No CDs will be maturing prior to the May District meeting.
- The PERS Appropriation in the amount of \$35,212.00 constitutes the Districts annual payment into the NJ pension system for all full-time employees.
- The Bills to be paid and the Financial Report for March 27, 2019 were reviewed and accepted on a motion by A. Winzinger and seconded by D. Caldwell. All in favor.

CORRESPONDENCE: Robert Reitmeyer

- Received NACD 2018 Annual Report.
- Notification from SJRC&D regarding sponsorship request for the 13th Annual South Jersey Tour des Farms which is being held on September 7, 2019.
- Notification from Secretary of Agriculture, Douglas H. Fisher regarding Soil and Water Stewardship Week Proclamation during the week of April 28 through May 5, 2019.
- Request to withdraw Chapter 251 application 25119-001. It has been noted that the file will get audited for the services performed and the difference will be refunded to the applicant.
- Email from Sara Malone from Rutgers requesting a survey to be completed by people who are involved with the National Fish and Wildlife Foundation (NFWF).
- Job Announcement from NJACD seeking an Executive Director (Part-Time contractual position) interested parties should contact Dennis Dougherty.
- Notification from Burlington County for Farmer's Free Tire Roundup.

- Email from NRCS regarding Soil Health Focus Group to be held in Somerset around May 20, 2019.

STAFF REPORT: Pamela Saunders

- Labor Law Poster Proposal from PrimePoint at a cost of \$5.00 for 12-month minimum. This poster is a legal requirement and represents State and Federal labor law information. On a motion of approval to purchase the poster from PrimePoint our payroll company by D. Caldwell and seconded by A. Winzinger.
- At the request of the Board, P. Saunders and R. Reitmeyer have been reviewing available options. P. Saunders met with Jersey Mail and they presented a machine that could perform the same functions as the current machine from Pitney Bowes. This option is less costly than Pitney Bowes but requires a minimum 3 year contract and we would have to cover supplies for printing the postage. P. Saunders also contacted Stamps.com and they have a more attractive outlay for the district's need for postage. There is no contract and we would not have to purchase any toner/ink to process mailings and again there is no processing fee to upload postage as with Pitney Bowes. Stamps.com postage is paid for via a credit card. On a motion of approval to purchase Stamps.com by D. Caldwell and seconded by A. Winzinger.
- Earth Day at JB-MDL on Saturday, April 27, 2019. P. Saunders and T. Robinson will be representing the district. In addition to the District's table display they will have Monarch butterfly seed packets, rain gauges and water bottles as handouts.
- P. Saunders requested to assist with registration and administration at the 2019 NJ Envirothon being held in Camden County at Great Times Day Camp on May 18th. On a motion of approval by D. Caldwell and seconded by A. Winzinger. All in favor.

NRCS REPORT: Nicole Ciccaglione

- N. Ciccaglione has provided the district with an updated listing of programs and status for Open AMA Contracts, Open EQIP Contracts, Conservation Stewardship Program and Open RCPP-EQIP Contracts as well as State Cost Share.
- Four Plans were presented for signature. At next month's meeting N. Ciccaglione will report on the final amount of funding available.

SSCC REPORT: No Report

DISTRICT MANAGER'S REPORT: Robert Reitmeyer

Snapshot off Activity: For the month March 2019 the staff performed 222 inspections, issued ROC's for 102 Units, performed 24 plan reviews. One Violation has been issued since the March meeting. Violation issued to Good Farm Recreation Complex for dust control measures not provided. Sediment barriers not maintained. Offsite sedimentation has occurred.

- **Staff:** Sites have been very active. Additional staff time was allocated to the Contractor training course, the Municipal Officials Workshop, Envirothon preparation, ESRI Training and GIS applications.
- **Website Updates:** T. Robinson has been updating the website to include required documents and also to include more electronic forms providing improved ease of use for contractors and engineers.
- **NJ Free Trees:** Tree seedling delivery and pickup went very smoothly.
- **Annual Work Plan:** Is currently being worked on. R. Reitmeyer identified the format of the Ocean County SCD as one option.
- **State Cost Share:** Reitmeyer will research and gather numbers. Once the research is completed, Reitmeyer will draft a letter to SSCC.
- **SJRC&D:** Still little activity with Team Habitat. The Council is moving ahead with the 319 Manalapan Lake Grant and planning for 2019 Tour des Farms. The Council would like to know what compensation the District would consider to offset the use of the gator for seeding small areas. The Board has agreed that SJRC&D can pay for service, oil and safety check to allow for seasonal use. On a motion of approval by A. Winzinger and seconded by D. Caldwell.
- **Building Maintenance:** G & G has starting cutting grass. Pre-emergent was applied as well as herbicide. Additional landscaping is needed on the west side of the building, rain gardens. The Board suggest that Reitmeyer contact D. Knezick for any recommendations he may have to maintain the rain gardens.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **19 251 Plans** and **4 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Pearl Point of Burlington City, Preliminary and Final Major Site Plan of Burlington and Woodmansie Pit of Woodland. On a motion of approval by A. Winzinger and seconded by D. Caldwell. All in favor.

OLD BUSINESS

1. 2018 NFWF Grant

- Grant availability was advertised in The New Jersey Farmer.
- Reitmeyer is still fielding calls and emails from Farmers interested in the mini-grant program. Mailings are completed.
- Reitmeyer is locating potential suppliers for the Gypsum portion of the mini-grant. In order to mimic the NRCS practice, applied gypsum must meet criteria related to chemical composition, specifically heavy metals.
- Reitmeyer is looking to purchase signs to identify and explain cover crop demonstration plots. D. Caldwell suggested “CheapSign.com.”

2. Municipal Shared Services

- Approved agreements became effective April 1st, 2019.
- Reitmeyer has begun inspecting the municipally owned basins in Burlington Township. To date, approximately twenty basin inspections have been performed. Basins that were difficult to access last year due to vegetation are being prioritized.
- Elizabeth Wills has begun basin inspections for Mount Laurel and Springfield Townships. To date, approximately twenty-five basin inspections have been performed. Wills has been utilizing ARC GIS Collector for directions and mapping and Survey 1,2,3 to record the inspection results.
- Reitmeyer is identifying options for a second tablet and internet access while in the field. A mobile hotspot device is free through the District's Verizon Wireless account, but will have a monthly cost of \$39.00 if approved. The Board has agreed to move forward with the hot spot device.

NEW BUSINESS:

1. FY 2020 Budget Formation

- A Budget Subcommittee meeting was held prior to the District meeting.
- R. Reitmeyer will provide an updated draft budget to include potential changes including salary, district technology, a new vehicle and state health benefits.
- The next Budget Subcommittee meeting is scheduled for May 22nd at 2:00.

2. Board Resolutions for Professional Service

- Resolution for Legal Services to be provided by Stephen Mushinski, Esquire of the firm Parker McCay. On a motion of approval by A. Winzinger and seconded by D. Caldwell. All in favor.

3. Supervisor Reappointments

- Incumbent Supervisors Gina Berg and Audrey Winzinger have both indicated they would like to continue serving. A Nominating Committee is not needed for the approval of incumbent Supervisors.
- R. Reitmeyer and P. Saunders will provide the necessary documentation to the SSCC.

PUBLIC COMMENT: Historic Farm Tour being held in Lumberton on June 1, 2019.

NEXT MEETING: May 22, 2019.

ADJOURNMENT: The meeting was adjourned at 5:04 pm. On a motion of approval by A. Winzinger and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chairman

A handwritten signature in blue ink, appearing to be 'G. Berg', written in a cursive style.