

Minutes for: April 25, 2018

PRESENT: G. Berg, D. Caldwell, T. Budd, D. Knezick, R. Rebozo, N. Ciccaglione, E. Wills, R. Reitmeyer and P. Saunders

ABSENT: 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 3:04 p.m.

Roll Call: G. Berg, D. Caldwell, D. Knezick, T. Budd, R. Rebozo, N. Ciccaglione, E. Wills, 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 28, 2018 meeting were approved on a motion by D. Knezick and seconded by T. Budd. R. Rebozo abstained. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for April 25, 2018 were reviewed and accepted on a motion by D. Caldwell and seconded by R. Rebozo.

- The transfer of funds from Cash Management has been completed as approved at the March meeting.
- A new CDARS account in the amount of \$101,843.65 has been opened for a 2-year term at a rate of 2.10%.
- Reitmeyer will need to schedule with D. Knezick to deposit funds back into the Cash Management account

CORRESPONDENCE: R. Reitmeyer

- Receipt of resume from Rosemarie Robson for a position on the Board of Supervisors.
- Notification from F. Minch announcing the passing of Barbara Rosko.
- Notification from CCSCD that they will partner with BCSCD for the 2018/2019 NFWF Grant.
- Letter of Intent to Collaborate with BCSCD/CCSCD from NJ NRCS State Conservationist Carrie Lindig.
- Draft Agenda from the District Personnel Liaison Meeting.
- Document from the Law Offices of Paul Leodori, P.C. regarding the Ravenswood at Marlton subdivision.
- 2017 NACD Annual Report.

STAFF REPORT: E. Wills

- Wills mentioned that she is happy to have completed her first year of employment at the District.
- Wills mentioned the following construction projects that she has been inspecting: Wingate of Medford, Heritage of Chesterfield, Delanco Family Apartments in Delanco Twp., Westampton Apartments in Westampton Twp. and Seneca Woods in Tabernacle Twp.
- Wills assisted Reitmeyer by providing GIS mapping of the mini-grant locations completed as part of the 2015 NFWF Grant Final Report.
- Wills has attended meetings with Reitmeyer for the Municipal Shared Services Agreements for basin inspections.

NRCS REPORT: N. Ciccaglione

- Ciccaglione presented the monthly NRCS Activities Update for April 2018.
- Personnel – Bianca Diaz will be relocating to the Frenchtown office in mid-June.
- State Cost Share: Signature requested for completed Deer Fencing installation. On a motion of approval by D. Knezick and seconded by T. Budd.
- The Board questioned how certain projects are determined to be ineligible for Federal programs. Ciccaglione explained that the two most common reason are because the adjusted gross income of the land owner is too high and that the applicant has not responded to document requests in a timely manner.

SSCC REPORT: No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month March 2018 the staff performed 252 inspections, issued ROC's for 34 Units and performed 30 plan reviews. Four Violation has been issued since the March meeting.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Supervisor and Staff Apparel:** R. Reitmeyer will be placing an order shortly for items requested by Supervisors and Staff.
- **Supervisor Candidates:** A resume for Supervisor has been received from Rosemarie Robson of North Hanover. No response to the communication with the Burlington County Board of Chose Freeholders has been received. With Board approval Reitmeyer will convene the Nominating Committee to review the Robson Application.
- **Supervisor Tour:** Paul and Tim will coordinate a tour of 251 sites on Wednesday May 23, 2018. Interested Supervisors are asked to meet at the District office at 12:00 pm for

lunch. It is anticipated that the tour will leave the District office at 12:30 pm and return around 2:45 pm. The District meeting will take place at 3:00 pm as scheduled.

- **Soil Restoration:** Review and Inspections policies are being finalized.
- **Office Voice mail:** The voice system has been changed over from Comcast and the new voicemail system is in place and functioning. Staff are still learning how to operate the system.
- **South Jersey RC&D:** Eileen Miler, the Team Habitat Coordinator will be kept on for another year in hopes that the program is revived. The sale of the large tractor will be considered since most project now are smaller in nature. The Tour des Farms will be advertised soon.
- **NFWF 2015:** Reitmeyer submitted the report on March 29, 2018 as required.
- **NJ Forestry:** Tree seedlings were delivered on April 12th and were picked up by all municipalities on April 13th. Very smooth process.
- **Building Maintenance:** Reitmeyer has applied a weed and feed to the lawn areas.
- **AAA Membership information:** District staff who operate district vehicles have been provided with AAA cards for roadside assistance.
- **Contractor Training Course:** Review of Evaluation Forms available for discussion.
- **FY2018 Audit:** Holman Frenia Allison has been contacted for providing a proposal.
- **District Postage:** Reitmeyer and Saunders will review available options. The current meter is outdated.
- **William Penn Foundation Proposal:** Reitmeyer requested permission to assess the potential for the Burlington District to coordinate a multi-district grant proposal centered on the mapping, assessment and data input for stormwater management basins within the Delaware River Watershed. After discussion the Board approved of this assessment

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **13 251 Plans** and **7 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Westampton Realty, LLC of Westampton, Stellwag Property of Delran, Royal Farms #274 of Evesham. D. Caldwell recused from the mentioned 251 Certifications. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

OLD BUSINESS

1. Municipal Basin Inspection Program:

- An agreement has been completed with Burlington Twp. The agreement includes funding for the inspection of sixty basins and additional District services for a total cost not to exceed \$6,000.00.
- Springfield Township has provided an agreement for 5 years. After consulting with G. Berg, Reitmeyer requested a 2-year agreement to be provided instead.
- A meeting was held with Hainesport Township on March 29th.

- Reitmeyer is waiting for confirmation from other interested municipalities (Evesham, Burlington City, Mansfield, Delanco).
- Westampton Township has requested information. Reitmeyer will forward documents and potentially arrange a meeting.
- Potential mobile devices for performing these inspections are being reviewed. On a Motion of Approval to purchase a MicroSoft Surface tablet for a cost not to exceed \$1,000.00 by D. Caldwell and seconded by G. Berg. All in favor.

2. 2018 NFWF:

- Deadline for filing proposal was met.
- Proposal centers on Gypsum application and Soil Health Initiative items.
- Awards will be announced in August.

3. District Policy Manual:

- Draft manual has been forwarded to attorneys at Parker McCay PA. for legal review as approved at the March meeting.
- Parker McCay has forwarded a document relevant to the “At-Will” language contained within Employee Manuals.

NEW BUSINESS

1. 2019 Budget Formation:

- Draft budget distributed for discussion.
- Revisions to Support and Revenue include:
 1. Revised Reserve for Legal (Line Item #7)
 2. Revised Federal Rent to reflect increase in October (Line Item #9)
 3. Maintain NRCS Cooperative Agreement (Line Item #13)
 4. Added line item for Municipal shared services agreements (Line Item #14)
 5. Projected revision to SE&SC Reserve (Line Item #7)
- Revisions to Expenditures include:
 1. Projected increase for Salary and Wages (Line Item #1) with a cushion.
 2. Projected decrease for Fringe Benefits (Line Item #2)
 3. Revised Reserve for Legal Costs (#6)
 4. Projected decrease for State Health Benefits (Line Item #10)

5. Projected decrease for District Technology (Line Item #19), but does allow for purchase of mobile devices for Shared Services Agreements.
6. Decrease Petty Cash (#Line Item 30).
7. Projected decrease for Building Maintenance (Line Item #32), but does allow for replacement of Water Heater.

- G. Berg recommended increasing Staff Training (Line Item #27) from \$3,000.00 to \$5,000.00. This increase should allow for additional staff training on Stormwater Hydrology, Grant Writing and GIS.
- G. Berg suggested that Line Items be included for grants that may be approved.

2. Board Resolutions for Professional Services:

- 2018-2019 Resolution for the District to engage Stephen Mushinski of the firm Parker McCay P.A. to provide any needed legal services.

PUBLIC COMMENT: N/A

EXECUTIVE SESSIONS: On a motion of approval to enter into Executive Session at 4:40 pm by D. Caldwell and seconded by R. Rebozo. On a motion of approval to return from executive session at 4:50 by D. Caldwell and R. Rebozo. On a motion of approval for the Release and Settlement with P. Saunders by D. Knezick and seconded by T. Budd.

NEXT MEETING: May 23, 2018.

ADJOURNMENT: The meeting was adjourned at 4.54 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman