

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

DISTRICT MEETING AGENDA
April 26, 2017

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). SUPERVISOR MANUAL
 - 1). Chapter #12 Review
 - 2). Chapter #13 for Distribution
- 5). MEETING CORRESPONDENCE
- 6). STAFF REPORT
- 7). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 8). SSCC REPORT Rich Belcher
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS
 - 1). Nominating Committee
- 12). NEW BUSINESS
 - 1). FY 2018 Budget Development
 - 2). Staff Training Opportunities
 - 3). Board Resolutions for Professional Services
- 13). PUBLIC COMMENT
- 14). EXECUTIVE SESSION
- 14). NEXT MEETING **May 24, 2017**
- 15). ADJOURNMENT

Minutes for: April 26, 2017

**PRESENT: G. Berg, D. Knezick, T. Budd, D. Caldwell, C. Costa, N. Ciccaglione
T. Robinson, 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. Knezick, C. Costa, D. Caldwell, T. Robinson, E. Wills, N. Ciccaglione, T. Budd, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the March 22, 2017 meeting were approved on a motion by C. Costa seconded by T. Budd. All in favor. D. Knezick questioned the Total Asset Value provided for December 19, 2016. R. Reitmeyer will review the issue and provide a report at the May meeting. The Bills to be paid and the Financial Report for April were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell.

SUPERVISOR MANUAL:

- 1) Chapter #12 for Review
- 2) Chapter #13 for Distribution and discussion at the next meeting.

CORRESPONDENCE: R. Reitmeyer

- Governor's Proclamation of Soil and Water Stewardship Week (April 30-May 7). The proclamation will be posted on the District Bulletin Board. Reitmeyer will send a press release to the Burlington County Times and forward a copy of the proclamation to ANJEC.
- Resource Magazine Annual Report 2016.
- Request from United States Department of Commerce requesting Public Employment & Payroll information.
- Draft Supervisor Performance Standards from the NJ Department of Agriculture State Soil Conservation Committee.
- Email from Barbara Phillips regarding a Conservation Planners training opportunity. Training will be provided through webinars.
- Email from Eagle Scout candidate Darien Chismar indicating he intends to complete his Eagle Scout project at the District facility on May 21, 2017.
- Invitation from the Burlington County Board of Agriculture and Farm Bureau to attend the 7th Annual Legislators Farm Visit. The event is being held on Wednesday May 31, 2017 at the Lennon Farm Greenhouses in Tabernacle, NJ. Reitmeyer will RSVP interested Supervisors on May 15, 2017.

- Notification that SWCS Membership Dues will increase by \$5.00 next year bringing the total annual dues to \$115.00.
- Department of the Air Force 87th Air Base Wing Draft Environmental Assessment (EA) addressing the granting of an easement to NJNG for the Southern Reliability Link Project on the Lakehurst portion of Joint Base McGuire-Dix-Lakehurst (JB MDL), New Jersey.
- Advertisement from Comcast regarding available building security measures.
- Advertisement of the StormCom 2017 conference and expo being held August 27-31, 2017 in Bellevue, Washington State.

STAFF REPORT: T. Robinson/E. Wills

- Natural Resource Specialist Timothy Robinson was Recognized for 10 years of service to the District.
- Introduction of new District Site Inspector Elizabeth Wills.
- Wills has been alternating days training with P. Evans, T. Robinson and R. Reitmeyer. It is anticipated she will be assigned Townships for inspection shortly.
- T. Robinson will be taking Wills with him to the Poster Contest judging at the State office.
- Wills has also been reviewing the Standards to familiarize herself with what we do.
- Wills presented a map of the Assiscunk Creek watershed she created using the new GIS work station and plotter. This map may prove useful in future grant proposals.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione presented the monthly NRCS Activities Update for April 2017 with a deadline of C.O.B. April 21, 2017 - EQIP Sign up #2 with Initiatives of Bog Turtle, Soil Health, Energy, Organic, Equine, Black Duck and Bob White Quail.
- 2017 AMA ranking deadline was February 24, 2017. 11 applications were received of which 2 cancelled because of funding with EQIP and 1 completed the project on their own. The others were not approved or were low priority screening.
- 2017 EQIP - NRCS received \$4MM in funding, but received \$7MM in requests from applications. Not even half will be funded. NJ is requesting more funds.
- 2017 EQIP Applications consist of 4 Bob White Quail Initiatives that are pending approval.
- There are currently 46 applications for Deer Fencing and 7 are in Burlington County.
- 2 Requests for Assistance have been received and require District approval. One is the Black Horse Farm owned by Susie Mady and the other is the Evergreen Farm owned by Chong Il Kim for Deer Fencing. On a motion of approval by D. Knezick and seconded by C. Costa. All in favor.
- 1 EQIP conservation plan certification is requested for a Farm in Medford Township. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.

SSCC REPORT: No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month of March 2017 the staff performed 241 inspections, issued ROC's for 36 Units and performed 29 plan reviews. Ten Notices of Violation have been issued since the March meeting.
- In addition to regular inspections and administrative duties the staff has been educating our new employee on both the 251 program requirements and office functions at the District.
- P. Evans and T. Robinson will be traveling to the PSE&G offices on May 16th to provide the training course to between 50-100 PSE&G contractors. PSE&G will pay \$1,000.00 for the training and will print the booklets. We will supply staff time, power point presentation and completion certificates.
- Delivery and pickup for the NJ State Tree Seedlings Give-A-Way program went smoothly. All seedlings were disbursed. Two townships picked up their seedlings late.
- A South Jersey Managers Meeting was held here on April 10th. The Managers present discussed a variety of regional concerns including staffing, supervisor requirements, shared grant opportunities, investments and insurances.
- Reitmeyer reported on the floating wetlands that have been constructed and placed by the District. The one located in our pond is doing well. The one placed at the Mansfield Twp. building is not. This may be due to the presence of beavers. Reitmeyer will attempt to determine what the issue is.
- An email from Frank Minch indicated that the 2017 NRCS Practice Catalog should be adopted by District for use in the State Cost Share program. This catalog may be updated at a later date. On a motion of approval and review by D. Knezick and seconded by T. Budd.
- Reitmeyer reported that the GIS plotter has been repaired and can now be used.
- Reitmeyer discussed Envirothon Staffing. The District typically allows T. Robinson to assist and sometimes P. Saunders will as well. Staff are given comp time at 1.5 times the hours spent which is a significant expense to the District. It was determined that Tim would represent the District this year.
- Reitmeyer reported on the 2015 NFWF Grant. Reitmeyer has begun compiling mailing addresses for properties within the grant area. Pam has been setting up the mail-merger format to simplify the mailing process. The translated documents have been received and are ready to go. Mailing is expected to begin mailing in early to mid May.
- Reitmeyer reported on the 2017 NFWF Grant. The grant application was submitted on time. Grant awards are scheduled to be announced in late June. If approved for funding the grant would pay for technology upgrades and staff time to provide stormwater basins in the Core Pinelands portion of the Kirkwood Cohansey aquifer.

- Two Proposals for inlet repair at the district office have been received. American Asphalt's proposal is for \$1,200.00 and Lippincott & Lippincott's proposal is for \$850.00. Reitmeyer recommended accepting the American Asphalt proposal even though it is higher due to the ability of American Asphalt to complete this repair and the already contracted pavement repair/line striping quickly. On a motion of approval to use American Asphalt for \$1,200.00 by D. Caldwell and seconded by D. Knezick.
- I have contacted American Asphalt for scheduling the noted pavement repair and line striping. They will schedule our work for a weekend as soon as weather permits.
- R. Babezki of Intellec IT Solutions provided a quote for the replacement of three desk stations for consideration within the FY 2018 Budget process.
- P. Evans and P. Saunders attended the JB-MDL Earth Day event. Though not well attended due to the weather it was still a good event and the plants donated by Pinelands Nursery were appreciated.
- Applications for the 2017 NJDEP 319 Grant are due on May 4th. Reitmeyer discussed that the State is looking for "shovel ready" improvements. This limits the District to proposing an agriculture related proposal. Reitmeyer has discussed potential items for inclusion with N. Ciccaglione. G. Berg suggested deferring the grant application at this time due to the shortness of time to submit a well constructed application. It was also noted that a similar RFP would come out in November with an application date in the Spring.
- R. Reitmeyer reported on the April SJRC&D meeting. Jack Swarworski will remain Chairman of the SJRC & D Board. A part time Team Habitat Coordinator and a part time Coordinator for SJRC&D /Tour de Farms were also hired.
- G & G Landscaping provided a proposal for Bi-Weekly Weed/Clean Landscape Beds at \$38.00 per hour. The Board suggested that District staff attempt to clean the planting beds initially to prevent the removal of the desired vegetation. Reitmeyer has applied a pre-emergent.
- Reitmeyer suggested that the District donate to the local police department because they patrol our building without being asked to do so.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **241** Inspections, Issued ROC's for **36** Units and **29 251** Plans and **7 RFAs** permits that have been approved for this month. Ten Notices of Violation have been issued since the March meeting. On a motion of approval by T. Budd and seconded by C. Costa. All in favor.

OLD BUSINESS:

1) Nominating Committee:

- Reitmeyer will be convening the nominating committee to recommend new District Supervisors. Once a convenient date has been set it will be advertised as required.
- The five current members are as follows: William H, Nicholson, PE. Representing County Professional Engineers, John Engle, P.E. representing the County Engineering Office, Larry Roohr representing local agriculture, Susan Brandt representing County residents at Large: and Barbara Rich representing County Environmental Advisory Committees. These can be changed if desired. On a motion of approval by D. Caldwell and seconded by D. Knezick.
- Reitmeyer indicated he has not received a response from the County Board of Chosen Freeholders regarding an applicant for the Board of Supervisors.

NEW BUSINESS:

1) FY 2018 Budget Development:

- The Board reviewed the draft FY 2018 Budget and the most recent District financial snapshot and break out documents. Additional discussion will occur within the Executive Session.

2) Staff Training Opportunities

- G. Berg discussed that additional staff training opportunities should be provided and taken advantage of. Topics for staff training include GIS, Ethics, Defensive Driving, OSHA Training, Harassment and Grant Writing. Reitmeyer will contact the State office for available opportunities.

3) Board Resolutions for Professional Services:

- Reitmeyer recommended that the District should continue with Stephen Mushinski of the law firm Parker McCay as the District's Solicitor. On a motion of approval by T. Budd and seconded by D. Caldwell.
- Reitmeyer presented three proposals for the provision of audit services to the District. Auditor Proposals are as follows:

- 1) Nightlinger Colavita & Volpa \$6,895.00
- 2) Suplee, Clooney & Company \$7,500.00
- 3) Holman Frenia Allison, P.C. \$6,800.00

On a motion of approval to contract with the firm Holman Frenia for the 2017 District Audit by T. Budd and seconded by D. Caldwell. D. Knezick recused himself. All in favor.

PUBLIC COMMENT: None.

EXECUTIVE SESSION:

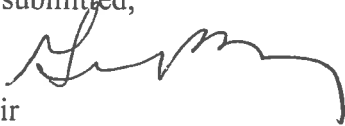
- Motion was made to move into executive session for the purpose of discussing the FY 2018 Budget at 5:40 pm by G. Berg and seconded by D. Caldwell. All in favor.
- Motion was made to return to the District's regular meeting session at 6:10 pm by D. Knezick and seconded by D. Caldwell. All in favor.

NEXT MEETING: May 24, 2017.

ADJOURNMENT: The meeting was adjourned at 6:10 pm. On a motion of approval by C. Costa and seconded by D. Knezick. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chair

A handwritten signature in black ink, appearing to be 'G. Berg', written over the typed name.