

**Minutes for: April 27, 2016**

**PRESENT:** G. Berg, D. Knezick, T. Budd, C. Costa, D. Caldwell, R. Reitmeyer, P. Evans, N. Ciccaglione, 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 3:10 p.m.

Roll Call: G. Berg, D. Knezick, C. Costa, D. Caldwell, T. Budd, P. Evans, N. Ciccaglione, 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 30, 2016 meeting were approved on a motion by D. Knezick and seconded by T. Budd. C. Costa abstained. R. Reitmeyer reported that funds had been transferred from the checking account at Investors Bank into a new CDARS account at Audubon Savings Bank as previously approved. The Bills to be paid and the Financial Report for April were further reviewed and subsequently accepted on a motion by D. Knezick and seconded by D. Caldwell. D. Knezick abstained from the approval of payment for David Perna, plumbing contractor.

**CORRESPONDENCE: R. Reitmeyer**

1. Burlington County Board of Agriculture and Farm Bureau is hosting their 6<sup>th</sup> Annual Legislators Farm Visit on May 4, 2016 at Haines Berry Farm in Pemberton, New Jersey. T. Budd and R. Reitmeyer will plan to attend.
2. Partnership for the Delaware Estuary - CCMP – R. Reitmeyer has completed the survey regarding the Comprehensive Conservation and Management Plan and will await further instructions.
3. Copy of an NJDEP Notice of Violation for L&L Cement on Route 206.
4. 2016 Poster Contest winners have been announced. Faith Wang of Moorestown won 3<sup>rd</sup> place for grades 2-3 and Christina Levins of Moorestown won 3<sup>rd</sup> place for grades 7-9. Both have received an invitation to attend the awards ceremony on May 24<sup>th</sup> at the New Jersey State Museum in Trenton.
5. NJACD- Mailing requesting all Supervisors to “give or get” a sponsorship for the NACD Northeast Conference. D. Knezick suggests that R. Reitmeyer find out what others are doing. It has been suggested that letters should be distributed to organizations such as Native Plant Society requesting sponsorship. Table for next meeting for the approval of \$500.00 donation.
6. Letter from the Occupational Training Center of Burlington County indicating they will be withdrawing their application #25108-103 and requesting to have the unused 251 fees returned to them. On a motion of approval by D. Knezick and seconded by T. Budd to return all appropriate fees. R. Reitmeyer will calculate the refund amount for the May meeting.

7. Letter from the Parrish Community of Jesus, the Good Shepherd in Riverside indicating they will be withdrawing their application # 25109-175 and requesting to have the unused 251 fees returned to them. On a motion of approval by D. Knezick and seconded by C. Costa to return all appropriate fees. R. Reitmeyer will calculate the refund amount for the May meeting.

#### **STAFF REPORT: P. Evans**

P. Evans detailed that he is reviewing a large residential subdivision in Mount Laurel. Due to the complexity of the land grading associated with the project he has requested phased Soil Erosion and Sediment Control Plans. P. Evans also mentioned the review of a project in Mansfield where he has requested input from State Soil Erosion Engineer John Showler in reviewing the offsite stability analysis associated with the storm water discharge point. P. Evans reported on the Soil and Water Conservation Society meeting at the Adventure Aquarium in Camden also attended by T. Robinson, T. Budd and C. Costa. P. Evans also reported on the Earth Day event he and P. Saunders took part in at Joint Base – McGuire Dix Lakehurst.

#### **NRCS REPORT: N. Ciccaglione**

N. Ciccaglione distributed a flyer regarding Environmental Stewardship on New Jersey Horse Farms that is being held on Thursday, May 19<sup>th</sup> and reported that NRCS Activities Update 85 applications were received. The last EQIP signup is May 20, 2016. No plans were presented for approval. N. Ciccaglione also mentioned that a new employee will be starting on May 16, 2016 as a NRCS Program Assistant at the Burlington Service Center.

#### **SJRC & D: R. Reitmeyer**

R. Reitmeyer reported that SJRC&D is discussing the new budget but it has not yet been presented. Coordinator position is open and they are considering options which may include separate financial /coordinator applicants for the position. Tour Des Farms is being planned for 2016 and Team Habitat is still slow.

#### **SSCC REPORT: NO REPORT**

#### **DISTRICT MANAGER'S REPORT: R. Reitmeyer**

1. The Snapshot of Activity was presented. For the month March 2016 the staff performed 341 inspections, issued Report of Compliance's for 74 units and performed 25 plan reviews. Two Notices of Violation have been issued since the March meeting. One to Lion FGC in Florence Twp. and one to the Falls Group in Mount Laurel for lack of sediment controls.

2. R. Reitmeyer met with the Farm Fair Manager and a County representative to review potential areas for demonstration plots for the NFWF Grant and to discuss restrictions. R. Reitmeyer will consider options and then seek cost estimates.
3. The planning for the NACD NE Conference is still underway.
4. The District assisted the State of New Jersey in distributing 3,550 seedlings as part of the tree recovery program.
5. R. Reitmeyer applied weed & feed to the lawn areas around the building and also applied herbicide spray as needed.
6. R. Reitmeyer reviewed a proposal for a Weebly based website provided by Chris Edwards who designed the website for the NJ Envirothon. The cost is approximately \$500.00 for him to setup and \$100.00 per year for maintenance through Weebly.com. R. Reitmeyer will continue to review this matter
7. R. Reitmeyer has been reviewing GIS hardware and software cost estimates as the District considers becoming active with a GIS program again. R. Reitmeyer will include these costs within the FY 2017 Budget.
8. Inspection staff continues to be very busy with field inspection activity.
9. The Permit Extension Act recertification process is moving ahead for all applications that are due to expire on June 30, 2016. P. Saunders has nearly completed mailing the initial questionnaires to all applicants. R. Reitmeyer and T. Robinson have been auditing the inspection fees processing billings for those applicants wishing to re-certify.
10. R. Reitmeyer mentioned that he has a potential family conflict with the currently scheduled July District meeting for July 27, 2016 and asked if that meeting date could be changed to the week prior. On a motion of approval by C. Costa and D. Knezick the July meeting will be moved to July 20, 2016 and a notice will be provided in the Burlington County Times to reflect the change. R. Reitmeyer will reimburse the District for the cost to re-advertise the meeting.

#### **CHAPTER 251 & RFA: R. Reitmeyer**

Certification Report was presented and discussed. R. Reitmeyer reported that there are **38** 251 projects and **15** RFA permits that have been approved for this month. R. Reitmeyer also mentioned that the certification list includes administrative re-certifications. 251 Certifications mentioned for discussion are as follows: Hainesport Shopping Center will be removed from the Certification Report because the applicant submitted a check with insufficient funds; JBMDL Solar Transmission Line which is a solar facility to connect the base with a previously approved solar field; Barclay Chase at Marlton which is a large residential project; Chesterfield Municipal Complex is the new municipal building. On a motion of approval for the monthly Certification and RFA Reports by C. Costa and seconded by D. Knezick. D. Caldwell abstained from Allspice Phase 2/Intersection Improvements, Habitat for Humanity, Wiley Mission Inc. and recused from Moorestown 5 Lot Subdivision. All in favor

## **SUPERVISOR MANUAL**

1. **Chapter #6 Review:** G. Berg asked if all Supervisors had reviewed this chapter and if there were any question. It was requested that R. Reitmeyer contact the SSCC to determine how frequent the State ethics questionnaires must be completed.
2. **Chapter #7 for Distribution:** G. Berg requested that all Supervisors review this chapter prior to the May meeting

## **OLD BUSINESS**

1. **Nominating Committee:** R. Reitmeyer reported that the nominating committee met on Monday April 25<sup>th</sup> and that a full quorum was present. The Supervisor re-nominations for G. Berg and D. Knezick were recommended unanimously by the committee. Reitmeyer will forward the appropriate documents to the SSCC
2. **Carpet Replacement:** R. Reitmeyer presented the final proposals and documents for the anticipated work. On a motion of approval by D. Knezick and seconded by D. Caldwell to accept the proposal from George Gross LLC for a total of \$16,765.00. It is anticipated that the installation will take place over two weekends. The first dates are expected to be May 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>. Reitmeyer will coordinate the necessary items.
3. **Floating Island:** R. Reitmeyer presented for approval a letter to be directed to the property owners of prospective locations to receive the islands. R. Reitmeyer will send the first letter to Mansfield Township. It was also suggested that a letter should be prepared for the Burlington County Board of Chosen Freeholders regarding Crystal Lake in Mansfield.
4. **District GIS:** Addressed during the Manager's Report.

## **NEW BUSINESS**

1. **Budget Committee for FY 2017:** The committee met prior to the District meeting to review the revenue and expense items of the current fiscal year in order to plan for the FY 2017 Budget. The next meeting budget committee meeting will be at 2:00 pm on 5/25/16 in the USDA Conference Room. R. Reitmeyer will forward updated budget documents to all Supervisors prior to that meeting.

**PUBLIC COMMENT:** No Comment.

**NEXT MEETING:** May 25, 2016

**ADJOURNMENT:** The meeting was adjourned at 5:09 pm. On a motion of approval by D. Knezick and seconded by C. Costa. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg, Chairman