

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 3rd
Wednesday at 3:00pm at the District Office

**DISTRICT MEETING AGENDA
AUGUST 16, 2023**

- 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
- 7). SSCC Report
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2023 Audit
- 11). NEW BUSINESS
 - 1). 2023 NJACD Joint Annual Conference
 - 2). 2024 NACD Annual Meeting
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **September 20, 2023**
- 14). ADJOURNMENT

Minutes for: August 16, 2023

**PRESENT: Gina Berg, Thomas Budd, Daniel O'Connell, Audrey Winzinger
Zachary Wobbe, Robert Reitmeyer, Nicole Ciccaglione and Gabby Arcadi**

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 3:00 p.m.

Roll Call: Gina Berg, Thomas Budd, Daniel O'Connell, Audrey Winzinger, Nicole Ciccaglione, Gabby Arcadi, Zachary Wobbe and Robert Reitmeyer. Gina Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES FROM THE PREVIOUS MEETING:

The minutes of the June 21, 2023 meeting were tabled on a motion by D. O'Connell and seconded by A. Winzinger. All in favor.

FINANCIAL REPORT:

The Financial Reports for July and August 2023 were reviewed and accepted on a motion by A. Winzinger and seconded by T. Budd. R. Reitmeyer reported that the TD Bank CD that matured on August 11th had been rolled over to a 6-month CD at a rate of 5.64%. The next CD, also at TD Bank will mature on September 9th. R. Reitmeyer will advise the Board of available rates. Reitmeyer highlighted the purchases of a 2023 Honda CR-V Hybrid and a 2023 Kia Sportage Hybrid made since the June meeting.

CORRESPONDENCE: R. Reitmeyer

1. Email notification that Joe Atchison III, Assistant Secretary of Agriculture, will head the Department while a new Secretary of Agriculture is chosen.
2. Department of the Air Force Headquarters and Joint Base San Antonio Lackland Texas regarding charging stations for government vehicles on base
3. Email from Frank Minch regarding a farewell notice from Secretary Fisher.
4. Notification from Department of Agriculture announcing the re-appointment of Supervisor Daniel O'Connell for 1 year.
5. Email from Richard Hungerford regarding new purchase of a vehicle.

STAFF REPORT: Zachary Wobbe

Zach Wobbe mentioned that he has nearly completed his first year working at the District and is feeling more confident. Wobbe reported that he has been very busy with inspections and has a particularly complicated project in Westampton Twp. named "Laurel Run". Wobbe also wished to thank the Board or the new vehicle.

NRCS REPORT: N. Ciccaglione

N. Ciccaglione presented four Conservation plans for EQIP funded contracts of which three are for forestry practices and one is for cover crop. Additionally, two State Cost Share plans were presented for approval.

SSCC Report: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for June 2023: For the month of June 2023 the staff performed 420 inspections, issued ROC's for 96 Units and performed 31 plan reviews. Fifty-three MS4 basin inspections were performed in June.

Snapshot of Activity for July 2023: For the month of July 2023 the staff performed 353 inspections, issued ROC's for 34 Units and performed 28 plan reviews. Eight MS4 inspections (Inlets) were performed in July. Two violations have been issued since the June District meeting.

- **Staff:** Sean McGee is using additional office time on preparation of ARCGIS mapping/inspection documents for MS4 compliance program. Z. Wobbe is requesting to modify his daily schedule to 7:00 am – 3:30 pm. R. Reitmeyer is recommending that this modification be approved.
- **Building Maintenance:** NRCS is asking the District to provide internet/power for an additional work station. As requested Reitmeyer will receive quotes for the necessary improvements and receive NRCS approval before moving ahead with the work items.
- **2022 MS4 Compliance Services:** Current contracts exist with Burlington Twp., Southampton Twp., Willingboro Twp., Beverly City, Eastampton Twp., Maple Shade Twp., Chesterfield Twp. and Medford Twp. Inspections have been completed for Willingboro, Southampton and Pemberton and are about 95% complete in Burlington Twp. Inspections and mapping have begun in Eastampton and Chesterfield.
- **Supervisor Re-Appointment for County Commissioner Dan O'Connell:** Re-Appointment documents were provide for SSCC review. D. O'Connell was re-appointed for 1 year and will need to accumulate 2.5 training points.
- **Gator trailer registration:** The trailer registration cannot be renewed on line. An authorizing document for R. Reitmeyer is required.
- **Donated Leave Policy:** According to NJDA the District can create our own policy that does not permit the donation of vacation leave. A Recipient Affidavit form is also available for use. Reitmeyer will provide a first draft of the necessary policy for Board review.

CHAPTER 251 & RFA: R. Reitmeyer

The Certification Report for July 2023 and August 2023 were presented and discussed. Reitmeyer reports there were **27** 251 Plans and **5** 5G3 permits approved in July and **23** 251 plans and **8** 5G3 permits in August. Plans discussed were: Bordentown Greene of Bordentown; McGuire Privatization Parcel F of Pemberton.

T. Budd moved approval of the certifications and D. O'Connell seconded. G. Berg recused from Pemberton Township New Lisbon Water System Improvements. All in favor, motion approved.

OLD BUSINESS:

1). FY 2023 Audit:

Tom Dark of the audit firm Nightlinger, Colavita and Volpa completed the office portion of the audit during the week of July 17th. Bank Confirmations are being processed for the auditor. No concerns have been raised.

NEW BUSINESS:

1). 2023 NJACD Joint Annual Conference:

The 2023 NJACD conference is currently scheduled to be held on Monday, November 20, 2023 at the Liberty Science Center in Jersey City with an anticipated registration cost of \$250.00. No indication has been made that a remote option will be available.

2). 2024 NACD Annual Meeting:

The 2024 meeting will be held February 10th – 14th 2024 in San Diego, California.

PUBLIC COMMENT: No one from the public provided comment.

NEXT MEETING: September 20, 2023.

ADJOURNMENT: The meeting was adjourned at 4:00 pm. On a motion of approval by D. O'Connell and seconded by A. Winzinger. All motion unanimous unless otherwise noted.

Respectfully submitted,

Gina Berg,
Chair

ADJOURNMENT: The meeting was adjourned at 4:07 pm. On a motion of approval by A. Winzinger and seconded by T. Budd. All motion unanimous unless otherwise noted.

Respectfully submitted,

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

Gina Berg,
Chair