

Minutes for: August 24, 2016

**PRESENT: G. Berg, D. Knezick, T. Budd, D. Caldwell, C. Costa, N. Ciccaglione
R. Reitmeyer, T. Robinson, R. Belcher and P. Saunders**

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 3:07 p.m.

Roll Call: G. Berg, D. Knezick, D. Caldwell, T. Budd, C. Costa, T. Robinson, 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 July 27, 2016 meeting were approved on a motion by T. Budd and seconded by D. Knezick. All in favor. The Bills to be paid and the Financial Report for August were reviewed and accepted on a motion by T. Budd and seconded by D. Knezick. G. Berg stated after review of Chapter 9 the discussion was regarding Financial Training and it has been noted that R. Reitmeyer and P. Saunders are aware of the district's financial obligation to these matters. G. Berg also requested that the Board be provided with budget snapshots at each monthly meeting that will track income and expenses as included within the current fiscal year's budget. R. Reitmeyer mentioned that going forward all interest that is earned from our checking, payroll and cash management accounts will be included on the monthly financial report. Reitmeyer brought up for discussion that the balance held at Investors Bank significantly exceeds the amount insured by FDIC and must be reduced as quickly as possible. Reitmeyer was directed to investigate available options and report back to the Board in September.

CORRESPONDENCE: R. Reitmeyer

1. Email from N. Ciccaglione regarding the announcement of NRCS hiring David Steinman, who was formerly an intern with the district and NRCS during the summer of 2014. David will be joining the 3-HAM staff as an entry level soil scientist.
2. Email from Michael Maltosich requesting a NFWF Project Report which is due on September 15, 2016 and can be submitted through EasyGrants. Reitmeyer will submit the report.
3. Correspondence received from Department of the Air Force regarding the "Draft Environmental Assessment/Finding of No Significant Impact. Revised Vegetation Management to Comply with AFI 91-202 McGuire Airfield at JBMDL, New Jersey," regarding JB-MDL vegetation management approach, phased reseeding of the airfield with low-growing grasses and mowing of approximately 100 acres per year for 10 years.
4. Notification from RCBC (Rowan College of Burlington County), announcing the Celebration of Philanthropy luncheon being held on October 11, 2016. The luncheon is to fund scholarships for the students who are in need of financial assistance.
5. Correspondence received from Nightlinger, Colavita and Volpa, Thomas Dark expressing the amount of state funding support for the period of July 1, 2015 thru June 30, 2016. Indirect Support (estimate) for administrative and technical services total \$39,000.00.

6. Email from Dan Kuti requesting comments/changes to the existing 5G3 permit which is set to expire on February 28, 2017, to be incorporated into the renewal of the permit.
7. Correspondence from Bob Shinn regarding Holly Ford Farm.
8. Correspondence from Charles Buscaglia regarding the reinstatement of Per Diem Appropriations for the Soil Conservation District Supervisors.
9. Correspondence from Troop 14 Boy Scout of America, requesting recognition of Nicholas Wesley Bsales achievement as an Eagle Scout.
10. Correspondence from Susan E. Payne, Executive Director, State Agriculture Development Committee Health, regarding a new publication available "The Right to Farm Act in New Jersey" which is a Guide for farmers, neighbors, counties and municipalities.
11. Correspondence from Davis Enterprises regarding the return of unused 251 fees in the amount of \$1,400.00 for the MRD Limited Partnership project, application #25107-210. On a motion of approval by D. Knezick and seconded by T. Budd for R. Reitmeyer to prepare the necessary documents and refund. All in favor.
12. Questionnaire from Selective Insurance Company regarding the Premium Audit for the Worker's Compensation policy.

STAFF REPORT: T. Robinson

T. Robinson notes that the 2017 Envirothon is seeking a place to host the event, Bergen County can be an option but they are looking into it. On September 17, 2016, Robinson will be participating in the Palmyra Nature Cove Cleanup, and all are welcome to participate. Robinson is preparing to sit for the CPESC exam being held at the district office in October. Robinson mentions that the Mining Re-certifications are coming due and that the billing statements will be distributed shortly. Schools will be contacted for the upcoming year regarding our Education program. 251 is very busy, there are a few large sites in Mount Laurel and in Bordentown. Robinson thanked the Board of Supervisors for approving a district salary pay scale.

NRCS REPORT: N. Ciccaglione

N. Ciccaglione presented the August, 2016 NRCS Activities Update for Burlington County for the review and discussion. Six Conservation Plan applications were presented for signature. On a motion of approval for all six requested Conservation Plans made by T. Budd and seconded by D. Knezick. All in favor, motion approved.

SJRC & D: R. Reitmeyer

R. Reitmeyer did not attend the meeting, but reported that the budget has been approved and that planning for the Tour des Farms cycling event continues to be the priority.

SSCC REPORT: R. Belcher

NE Regional Conference went well. Surveys will be distributed to all participants. HXH New Section is and will be up and running. As Robinson mentioned we are searching for a location to host the 2017 Envirothon.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

1. **Snapshot of Activity:** For the month July 2016 the staff performed 286 inspections, issued ROC's for 34 Units and performed 23 plan reviews. Four Notices of Violation have been issued since the July meeting.
2. **Staff Workload:** Staff continues to be busy with field inspection activity, plan reviews and administrative functions including District meeting and Audit preparation, project entries and re-certifications. Share Employee with Ocean fine with district employee Inspector. T. Robinson and R. Reitmeyer will assemble and install a floating island in Mansfield Township. D. Knezick will lend a boat to put the floating island in the wetland. D. Caldwell will assist and also we will contact the local papers to receive a press release.
3. **File Re-certifications:** Permit Extension re-certifications are substantially complete. The regular re-certification process for those applications that have been certified for 3.5 years is underway.
4. **NFWF Grant:** Mixed results from outreach at the Farm Fair. There was very little foot traffic while I was there, however I did receive a few contacts to follow up on. The NRCS training event on 8/2 and 8/3 was excellent. I have contacted NFWF with some questions about a potential field just outside of the grant designated area.
5. **Shared Employee with Ocean SCD:** Reitmeyer and Christine Raabe of the Ocean District discussed it during the NACD Northeast conference. This will need to be followed up on.
6. **Building Maintenance:** Maintenance mowing for the warm season grass meadow below building has been completed by Bob Lounsberry. I will be seeking a proposal from G&G to trim the plants around the office and to refresh the mulch.
7. **Pavement Repair:** We have a quote from American Asphalt for crack repair, seal coating and line painting. I will be contacting Stanley Paving, Asphalt Care and Penn Jersey for additional quotes.
8. **District Website:** New website by Chris Edwards is substantially complete and should be "Live" very soon. Reitmeyer requested that Supervisors review the site when available and provide comment.
9. **Floating Island Project:** The first island seems to be doing well. T. Robinson and R. Reitmeyer have constructed a second island that will be donated to Mansfield Twp. Additional locations are being sought.
10. **District Intern:** Reitmeyer suggested that the District might offer internships to area college students. Reitmeyer was directed to investigate the potential to establish internships with area colleges including Burlington County College, Rutgers University and Stockton University.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **24** 251 projects and **7** RFA that have been approved for this month. This list of certifications includes both new applications being certified and the re-certifications of existing files under the Permit Extension Act. 251 Certifications mentioned for discussion are as follows: M & M Trucking of Eastampton, Rowan College at Burlington County Student Success Center in Mount Laurel and Rowan College at Burlington County – 1000 Briggs/CEP also in Mount Laurel. On a motion of approval by D. Knezick and seconded by T. Budd. D. Caldwell abstained from those approvals that are listed in Cinnaminson and also the Rowan College applications. All in favor.

OLD BUSINESS

- 1. 2016 NACD NE Conference Review:** All Supervisors and staff in attendance enjoyed the conference and felt that it was a good conference. Reitmeyer requested that any remaining conference bills be submitted for reimbursement.
- 2. FY 2016 Audit:** The Audit took place as scheduled on 8/4 and 8/5. No major items were discovered that I am aware of. As usual, some journal entries will need to be adjusted. Due to the amount of PEA work load there were some checks received at the end of June that were not deposited until July 1. The audit company will supply a list of necessary revisions.
- 3. District Rain Gardens:** D. Knezick noted that the district rain gardens are holding water longer than they should. R. Reitmeyer mentioned that Jeremiah Bergstrom from Rutgers was contacted and a meeting has been set up to review the rain gardens and discuss corrective measures. A motion to complete corrective measures for both rain gardens for an amount not to exceed \$2,000.00 was made by D. Caldwell and seconded by C. Costa. All in favor, Motion approved.

NEW BUSINESS

- 1. Resolution for Stale Checks:** As recommended by our Auditors, a resolution was executed by G. Berg to cancel stale checks from the Accounting System. On a motion of approval by D. Caldwell and seconded by C. Costa. All in favor.
- 2. Resolution for NJACD:** G. Berg brought up for discussion that she would like the district to develop a resolution supporting the promotion of native pollinator habitat. The ultimate goal will be to have the resolution adopted by the NJACD. G. Berg and R. Reitmeyer will develop a draft resolution for approval by the board prior to submitting the document to the NJACD.

PUBLIC COMMENT: No Comment.

NEXT MEETING: September 28, 2016.

ADJOURNMENT: The meeting was adjourned at 5:15 pm. On a motion of approval by T. Budd 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