

Minutes for: August 22, 2018

PRESENT: G. Berg, R. Rebozo, N. Ciccaglione, T. Robinson, R. Belcher, R. Reitmeyer, P. Saunders and A. Winzinger (Participated via phone)

ABSENT: D. Caldwell, T. Budd

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: G. Berg, R. Rebozo, N. Ciccaglione, T. Robinson, R. Belcher, R. Reitmeyer, P. Saunders and A. Winzinger. 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 July 23, 2018 meeting were approved on a motion by R. Rebozo and seconded by A. Winzinger. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for August 22, 2018 were reviewed and accepted on a motion by R. Rebozo and seconded by A. Winzinger. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Resignation letter from R. Rebozo as a District Supervisor. The reason for the resignation is because he will no longer be a resident of the Burlington County area.
- Request from E. Wills to change her work schedule from early starting time on Thursday and move it to Tuesday to reflect her continued education earning a Master's of Science in Environmental Science. Degree.
- The Kiplinger Letter has some information that will be useful for 2020 budget process mentioning pay raises and payroll taxes as well as an increase in healthcare.

STAFF REPORT: T. Robinson

- T. Robinson will be attending a Rutgers University Hydrology and Hydraulics course from September 26-28, 2018.
- Mining Recertification's billings will be mailed shortly.
- T. Robinson is working on the creation of the Annual Report for Burlington County Soil Conservation District. The staff is playing a key role with supplying articles in specific categories.

- T. Robinson discussed field changes at the Rice Elementary School solar project in Evesham as an example of how District staff are able work with applicants to resolve sediment control issues that develop on active sites.
- T. Robinson and P. Evans are reviewing the Autumn Park at Medford residential community. Robinson mentioned that the presence of acidic subsoils must be considered.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione presented the monthly NRCS Activities Update for July 2018.
- 1 CNMP presented for SCD Certification for a high density animal waste operation. Ciccaglione mentioned that the NJ Animal Waste Rules require these operators to have an approved plan.
- 4 Conservation Plans: 2 State Cost Share (Irrigation Well – Jean Robson; and Drainage – P. Shinn). 2 EQIP Plans: Irrigation and Central Livestock.
- 1 Request for Assistance - Thomas Cook of North Hanover.
- CREP – Grass waterway - Probasco for \$225.40 with 10% obligated.

SSCC REPORT: R. Belcher

- The NJ Annual Conference will be held at the Rutgers Eco-Complex on November 19th. Topics to be discussed are Supervisor start to plan for next year and most important is Ethics Training.
- Belcher mentioned that F. Minch is requesting districts that are experiencing any major sediment control issues during this rainy season on construction projects to contact him.
- Belcher mentioned that the Sussex District is struggling with revenue and staff losses.
- National Envirothon Conference was held in Idaho. The New Jersey team finished 25th out of 50 participants.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month July 2018 the staff performed 334 inspections, issued ROC's for 56 Units and performed 29 plan reviews. One Violation has been issued since the July meeting. The violation was issued to Kaufman Select Holdings for regulated soil disturbance activity prior to district approval.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Audit Program:** P. Saunders has added a column to assist in tracking 5G3 submittals. R. Reitmeyer has added expiration dates to all certificated projects to aid in tracking re-certification requirements. Each of these revisions will result in more accurate record keeping and increased revenue.
- **Annual Report:** T. Robinson has begun preparing the format and inserting text.
- **Municipal Shared Services:** Staff have begun inspecting basins in Burlington Township. To date 17 of the 65 listed basins have been inspected. Inspections of the

more easily accessed basin are being performed first so that Burlington Township can schedule maintenance sooner. G. Berg requested that R. Reitmeyer monitor time allocated to these inspections. R. Reitmeyer is reviewing available mobile GPS devices for mapping purposes.

- **Deferred Inspection Fee Program:** The district currently offers developers the ability to defer inspection fee for large residential projects. R. Reitmeyer requested that the Board consider whether or not to continue this program. This program is not mandated by the State and does not have to be continued. After discussion the Board asked R. Reitmeyer to continue making this option available.
- **Cloud based Backup:** R. Reitmeyer met with R. Babezki of Intellec IT to review District storage needs. District staff are in the process of reviewing files and emails and identifying duplicate copies that can be deleted. It is expected that District needs for storage will be below 100 GB once this is completed. A follow-up meeting will be scheduled with R. Babezki.
- **November District Meeting:** G. Berg has identified that the proposed November district meeting date is the day before Thanksgiving. This meeting date is recommended to be re-advertised for Wednesday November 28th, 2018. The 2019 district meeting schedule will be included in the same advertisement.
- **Building Maintenance:** The hot water heater has been replaced as previously approved.
- **Fall Maintenance:** R. Reitmeyer would like Board input on such items as trimming and mulching the planting beds and the removal of trees/shrubs that are in decline or experienced damaged from snow/ice. The Board recommended that R. Reitmeyer request proposals from G&G for discussion at the September meeting.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **24 251** Plans and **8 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: The Mill at Riverside in Riverside, JESCO-Ditchwich in Lumberton and New Gretna Toll Plaza in Bass River. On a motion of approval by R. Rebozo and seconded by A. Winzinger.

OLD BUSINESS

1. FY 2018 Audit

- Holman Frenia has completed their review of District files and documents and has requested information from banking institutions and legal representation.
- The audit exit conference has not yet taken place.
- R. Reitmeyer has not been made aware of any deficiencies.

2. NRCS Program Assistant Modification

- R. Reitmeyer has provided the necessary documents to move ahead with the transition from part time to full time for this position.
- USDA is now reviewing the modification.

3. FY 2019 Annual Work Plan

- R. Reitmeyer intends to reformat the existing document.
- A meeting should be scheduled to discuss the Work Plan.

NEW BUSINESS

1. 2018 NFWF Grant

- The 2018 submission has been approved for funding pending completion of the NFWF fiscal review process.
- This grant will provide approximately \$40,000.00 in funding to farmers within the Pineland portions of Burlington and Camden Counties wishing to sample NRCS Soil Health measures and Gypsum application.
- R. Reitmeyer has been requested to provide greater detail on the Districts proposed hourly rate, direct costs and indirect costs. G. Berg indicated that she will assist Reitmeyer with these requests.

2. Supervisor Vacancy

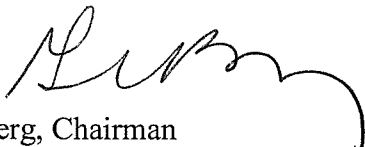
- The Supervisors and Staff of the Burlington County Soil Conservation District thanked Ryan Rebozo for his service to the district.
- Supervisor Ryan Rebozo, Ph.D. will be moving out of Burlington County and will no longer be able to serve as a Supervisor for that reason.
- The District will need to begin the nomination process for this opening on the Board. Interested applicants will need to supply an application and a resume.
- G. Berg requested that interested candidates provide the necessary documents by the September District meeting.

PUBLIC COMMENT: N/A

NEXT MEETING: September 26, 2018.

ADJOURNMENT: The meeting was adjourned at 4:27 pm. On a motion of approval by A. Winzinger and seconded by R. Rebozo. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg, Chairman