



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

**DISTRICT MEETING AGENDA
August 23, 2017**

- 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 Rich Belcher
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2017 Audit
 - 2). 2015 NFWF Grant
 - 3). NRCS Cooperative Agreement
- 11). NEW BUSINESS
 - 1). Resolution for Stale Checks
 - 2). 2017 Annual NJACD Conference
(Thursday, November 2nd)
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **September 27, 2017**
- 14). ADJOURNMENT

Minutes for: August 23, 2017

**PRESENT: D. Caldwell, D. Knezick, R. Rebozo, T. Robinson, D. Kaufmann, R. Belcher
R. Reitmeyer and P. Saunders**

ABSENT: G. Berg, T. Budd and N. Ciccaglione

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 3:03 p.m.

Roll Call: D. Caldwell, D. Knezick, R. Rebozo, T. Robinson, R. Belcher, D. Kaufmann, R. Reitmeyer and P. Saunders. D. Caldwell noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the July 26, 2017 meeting were approved on a motion by D. Knezick and seconded by R. Rebozo. All in favor. The Bills to be paid and the Financial Report for August were reviewed and accepted on a motion by D. Knezick and seconded by R. Rebozo. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Receipt of a fully executed Shared Services Agreement for The Board of Chosen Freeholders of the County of Burlington and The Burlington County Soil Conservation District.
- Receipt of the annual questionnaire from Selective Insurance regarding an Audit for the Worker's Compensation Insurance.
- NFWF 2017 Application comments.
- Copy of Central NJ Local Working Group Meeting Minutes.
- Notification – Seeking Forage Initiatives for Improved Pollinator Health Request for Proposal.
- NACD announcement that the National Conference is going to be held in Nashville, Tennessee on January 27 and ending on January 31, 2018.
- Notification from Stephen Mushinski, Esq. of Parker McCay stating there is no legal issues at this time. This document was required for Audit purposes.

STAFF REPORT: T. Robinson

- Robinson continues to gain experience in plan review and addition to performing 251 site inspections. Robinson recently assisted with the review of the proposed 60 acre Matrix Business Park in Burlington Township/Burlington City.
- Robinson discussed a recent OPRA request regarding the Cinnaminson Harbour subdivision in Cinnaminson Twp.
- P. Evans and Robinson have been reviewing the new Soil Health Standards and inspection protocols. New application received on, or after, December 7th, 2017 will be

required to include the needed plan documentation. These applications once certified and under active construction, will also be required to adhere to the inspections requirements.

- Robinson is planning to provide an article for the SWCS newsletter on the use of BMP's on 251 sites. P. Evans will provide an article on the Contractor Training Course and R. Reitmeyer will provide an article on the CPESC training and test.
- Robinson has also been coordinating a Pollinator Habitat grant from Pinelands Nursery with a school in Pemberton Borough.

NRCS REPORT: D. Kaufmann

- Report distributed show yellow highlights which reflect action that was taken from last month.
- There are a number of applications to be approved: Forestry, Irrigation, Cropland and Soil Health. There is one approval for WRP Wetland Reserve Program.
- There are two Conservation Plans that are pending eligibility.

SSCC REPORT: R. Belcher

- Soil Restoration regulations will be phased in beginning December 7, 2017. Additional training will be made available to District staff and the regulated community.
- Envirothon Final was held in Emmitsville, Maryland with 18 out of 54 teams. On the National Level it consisted of Canadian and Chinese Provinces. There were 10 buses that went to Washington, DC and they attended a Park and a Crab bake.
- NJACD is seeking a host District(s) for the 2018 Envirothon.

SJRC & D REPORT: R. Reitmeyer

- Final preparations are being made for the Tour des farms.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month of July, 2017 the staff performed 343 inspections, issued ROC's for 136 Units and performed 25 plan reviews and 1 Notice of Violation for single family home Vitale issued by Liz who continues to progress.
- Inspections are at a good level. Liz is making good progress in her development. Paul, Tim, and I will be further adjusting Township assignments soon. At that time a more defined inspection/office schedule will be possible. Tim is performing the website updates as needed.

- All Field staff will attend a defensive driving course on Wednesday October 4th. Paul and Tim attended training on MS4 basin inspection and the soil health Standards on August 4, 2017. Liz will attend a separate standards training event in November.
- Proposals have been received for various District technology upgrades. These include the purchase and installation of three desk stations in the amount of \$3,599.82, the purchase and installation of five new in the amount of \$821.20 and a proposal for Microsoft Office plus 2016 and installation for 6 work stations in the amount of \$4,573.33. A total of \$15,000 was included in the FY 2018 budget for technology upgrades. These proposals total \$9,074.35. Reitmeyer will explore options to reduce cost.
- Reitmeyer requested that any changes or additions to the 2017 District Work Plan be forwarded to his attention.
- Fall building maintenance will be needed. Last year the district paid for trimming and mulching. A quote from G&G will be requested.
- Reitmeyer requested from the board if they would allow him to purchase Flowers and card for T. Budd who has had major surgery. The flowers would cost no more than \$50.00 with a card included. On a motion of approval by D. Knezick and seconded by R. Rebozo. All in favor.
- Request from John Black of the Native Plant of NJ requesting to have T. Robinson do a closing presentation at the annual conference that is being held at Raritan Valley Community College on November 4, 2017. The request will be tabled until September meeting.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **15 251 Plans** and **6 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Matrix Business Park of Burlington Twp./City; The Crossing at Delanco Station of Delanco is a recertification. On a motion of approval by D. Knezick and seconded by R. Rebozo. D. Caldwell recused from The Crossing at Delanco Station of Delanco and Mason Charity Foundation of Burlington Township.

OLD BUSINESS:

1) FY 2017 Audit:

- The field portion of the audit by Frenia, Holman and Allison has been completed. The audit team was here for approximately 5 days. No items were mentioned to me as concerns. I am waiting to schedule an exit conference.
- The completeness of our records was mentioned and appreciated.

2) 2015 NFWF Grant:

- Reitmeyer reported that he has contacted all of the farmers who have expressed interest in the grant and are suitable grant recipients. Reitmeyer presented a budget for the disbursement of the necessary funds. The budget includes seed cost and flight cost, if applicable. Approximately fifteen farmers will be funded at this time. Additional farmers may also be added.
- Reitmeyer mentioned that purchases associated with the grant may be necessary prior to the September District meeting and asked for prior approval to make these purchases. On a motion of approval for R. Reitmeyer to pay for up to what the grant allows by D. Caldwell and seconded by D. Knezick.

3) NRCS Cooperative Agreement:

- Receipt of the final NRCS Cooperative Agreement. Recommended for approval on a motion by D Knezick and seconded by R. Rebozo. All in favor.

NEW BUSINESS:

1) Resolutions of Stale Checks:

- There is no action to be taken.

2) 2017 Annual NJACD Conference (Thursday, November 2nd):

- Will be held at the Rutgers Eco Complex from 8:00 am until the afternoon.

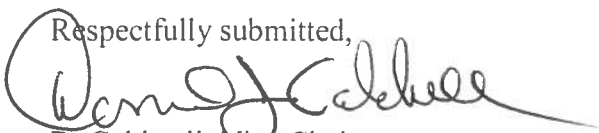
PUBLIC COMMENT: None.

NEXT MEETING: September 27, 2017.

EXECUTIVE SESSION: Exited for an executive session and returned at 4:35 for open session.

ADJOURNMENT: The meeting was adjourned at 4:46 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



D. Caldwell, Vice Chair