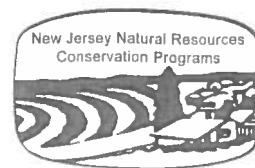


BURLINGTON COUNTY SOIL CONSERVATION DISTRICT
1971 Jacksonville - Jobstown Road, Columbus, NJ 08022
Tel: (609) 267-7410 Fax: (609) 267-3347



*Please note: The District meeting will be the 3rd
Wednesday at 2:00pm at the District Office*

**DISTRICT MEETING AGENDA
December 20, 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). 2015 NFWF Grant
 - 2). Municipal Basin Inspection Program
- 11). NEW BUSINESS
 - 1). 2018 Annual NACD Meeting
 - 2). NACD Grant Opportunity
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **January 24, 2018**
- 14). ADJOURNMENT

Minutes for: December 20, 2017

PRESENT: D. Knezick, T. Budd, R. Rebozo, B. Diaz, L. Maceira, R. Reitmeyer and P. Saunders.

ABSENT: G. Berg, D. Caldwell, R. Belcher, and N. Ciccaglione

This meeting was 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. D. Knezick called the meeting to order at 3:01 p.m.

Roll Call: D. Knezick, T. Budd, R. Rebozo, B. Diaz, L. Maceira, R. Reitmeyer and P. Saunders. D. Knezick 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 November 15, 2017 meeting were approved by T. Budd and seconded by D. Knezick, R. Rebozo abstained. All in favor.

Financial:

The Bills to be paid and the Financial Report for December were reviewed. On a motion of approval to accept the current Bills to be Paid and the Financial Report by T. Budd and seconded by R. Rebozo. Reitmeyer reported that as approved at the November meeting, a checking account was opened at Audubon Savings Bank and was used to assist in opening the new CDARS accounts. Below is a synopsis of the banking action taken with district CDs since the November meeting.

- 1st Colonial Community Bank– Converted to a 2 year CDARS account at 1.60%
- Delanco Federal Saving and Loan – Converted to a 52 week CDARS account at 1.41%.
- (2) Santander – Converted to a 26 week CDARS account at 1.2%.

Additionally, the two following CDs will mature prior to the January meeting and must be acted upon.

- Liberty Bell Bank (12/20/17) – Currently 12 mo. @ .55%. Was previously approved to be placed into a 13 month CD at 1.49% at Liberty Bell Bank. Reitmeyer will verify the current availability of this rate and coordinate with T. Budd.
- CDARS 1019787407 (1/4/18) – Currently 12 months at .75%

On a motion of approval by R. Rebozo and seconded by T. Budd to roll the CDARS #101978407 into a 12 mo. CDARS account @ 1.41%. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Notification post card for the Annual Conference being held on January 27 – 31, 2018 in Nashville mentioning the prominent speakers.
- Email from Alec McCartney of the NJDEP regarding the distribution of seedlings for the NJ Tree Recover Campaign for 2018.
- Notification from J. Showler regarding the Soil De-Compaction and Testing Requirements and Verification Form.
- Copy of the 1st Quarter Report from July 2017 to September 2017 for all Soil Conservation Districts.
- Administrative Policies Bulletin Subject: Disposition of Excess and/or Surplus Property (including computer equipment).
- NACD Announcement of Technical Assistance Grants to Conservation Districts

STAFF REPORT: P. Saunders

- Preparing for the end of the year with cleanup of the files.
- Saunders mentions that it is a pleasure having Liz Wills in our office because she has allowed the district to get caught up on projects that have been overlooked for some time because of being short staffed. Although it has created more work for Saunders it is good to know that we are in a better position than before. Saunders also feels good knowing there is another female in the office.
- Reitmeyer and I have reached out to Comcast, Verizon and VOIP to assist with a resolution to a new phone system and to date, we have not found a system that economically meets the district needs. Comcast does not offer the new Business system in our area as of yet. Verizon is putting a quote together but the phones are very expensive.

NRCS REPORT: B. Diaz

- B. Diaz introduced new NRCS employee Luis Maceira to the Board and district staff. Diaz presented the monthly NRCS Activities Update for December 2017 as follows: 12 AMA Applications of which 8 are active. There are no funds to move forward at this time with the AMA Applications; 45 EQIP with 37 Open Contracts from 2014 thru 2017; 6 Conservation Stewardship Program Applications; Deer Fence Program has 6 Applications and State Cost Share has 19 Applications.

SSCC REPORT: NO REPORT

SJRC & D REPORT: NO REPORT

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of December 2017 the staff performed 321 inspections, issued ROC's for 93 Units and performed 21 plan reviews.

- **Staff:** Inspectors remain at a good level. The NRCs Program Assistant has begun working and all reports are positive.
- **2018 Envirothon:** Documents for the solicitation of donations are available for distribution.
- **Training Events:** All Field staff will attend a training session on the current NJ Standards on November 29, 2017.
- **251 File Purge:** A day to perform file purging has not yet been set.
- **District Technology:** The GIS work station has been upgraded to Windows 10 Pro as approved in November. Liz has begun to explore the capabilities of ARCGIS Collector.
- **OPRA Request:** Information pertaining to an inspector who worked at the District about 20 years ago has been collected and provided as required.
- **2017 Holiday Luncheon:** As per previous years a Holiday Luncheon was held in coordination with the SJRC&D.
- **Office Voicemail:** District voicemail is still not functioning properly. One general voicemail is available. Reitmeyer and Saunders have spoken to Comcast and Verizon. Verizon is going to submit a quote for the service. Comcast does not have the new business service in the area. Reitmeyer has scheduled meeting with other providers and is expecting to receive additional proposals.
- **Excess Office Equipment:** The District is storing a variety of office equipment that is no longer needed, specifically printers for which the replacement of toner by the District is cost prohibitive. Options include indefinite storage, throwing away, donation to other non-profits.
- **Grant Submission Guidelines:** Reitmeyer is requesting guidelines to identify which grants should be pursued by the District. These guidelines could include District mission, grant source, potential for partnerships and limit/type of in-kind contribution. Ryan Rebozo stated that Reitmeyer should go directly to William Penn and he will assist with the submission of a grant proposal.
- **Building Maintenance:** Snow removal contract with G&G for snow removal is in place.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **13 251 Plans** and **4 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Evergreen Plaza located in Lumberton Township; Lennar At Florence located in Florence Township and Moose Run Estates located in Springfield Township. On a motion of approval by T. Budd and seconded by R. Rebozo. All in favor.

OLD BUSINESS:

1) 2015 NFWF Grant

- The mini grant portion of the grant is complete. Reitmeyer has requested additional reimbursement from NFWF for staff time, postage, seed cost and aerial application costs. A Soil Health Cover Crop seminar was held on December 13, 2017 in coordination with NRCS. Approximately 10-12 non NRCS people were present. A final grant report will still need to be filed at a later date.

2) Municipal Basin Inspection Program

- The program solicitations to municipal officials have been mailed.
- The District is prepared to perform these inspections if requested by a municipality.

3) Contractor Training

- D. Knezick requested that the district consider scheduling a contractor training for the winter of 2018.
- D. Knezick also asked if the existing course could be tailored to the needs of municipal officials and engineers.

NEW BUSINESS:

1) 2018 Annual NACD Meeting:

- Meeting will take place January 27th thru 31st in Nashville, Tennessee at the Gaylord Opryland Resort and Convention Center.
- Agenda and Breakout meeting descriptions will be provided for all Supervisors.
- D. Caldwell will represent the Burlington County Soil Conservation District.

2) NACD Grant Opportunity

- Grants are intended to grow District capacity for conservation planning.
- Can be used to hire new staff or train existing. Grants are for thirteen months.
- Approximately 20 hours per week is required for the training of existing staff.
- Grants are available until all NACD funds have been expended.
- The hiring of part time employees is also acceptable.

After discussion a motion to pursue hiring a Conservation Planner thru the NACD Grant pending approval of G. Berg and D. Caldwell was made by T. Budd and seconded by R. Rebozo. All in favor.

PUBLIC COMMENT: None.

NEXT MEETING: January 23, 2018

ADJOURNMENT: The meeting was adjourned at 3:43 pm. On a motion of approval by R. Rebozo and seconded by D. Knezick. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Knezick". The signature is written in a cursive style with a large initial "D" and a long, sweeping underline.

D. Knezick