

Minutes for: December 21, 2016

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

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 2:10 p.m.

Roll Call: G. Berg, D. Caldwell, N. Ciccaglione, T. Budd, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act. R. Reitmeyer mentioned that C. Costa is not present due to having injured herself in a fall. The Board agreed to send C. Costa a floral arrangement for a cost not to exceed \$50.00. The minutes of the November 16, 2016 meeting were approved on a motion by T. Budd seconded by D. Caldwell. All in favor. The Bills to be paid for December were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd. Some errors were noted within the Financial Report and the Board suggested that this item be tabled to the January meeting pending corrections. On a motion of approval by D. Caldwell and seconded by T. Budd. A CD at Audubon Savings Bank will be maturing and would receive a higher interest rate thru the CDARS program. On a motion of approval by D. Caldwell and seconded by T. Budd to transfer the maturing CD balance to a new CDARS account with Audubon Savings Bank. All in favor. Reitmeyer will coordinate with G. Berg or T. Budd to facilitate this transfer.

CORRESPONDENCE: R. Reitmeyer

- Email from J. Cusick of ESRI informing the District that we can reinstate a previously discontinued license for \$400.00 which is the annual maintenance cost. This is a reduction from the new license fee of \$1,236.00

STAFF REPORT: P. Saunders

- R. Reitmeyer and I have been working on purging and closing out files from the database and filing cabinets. This process is very time consuming because information is entered in several database files, and put into boxes for storage in the barn. This process will clean up the file room and general office clutter. Newer files being closed out will be kept in the file room for better access.
- I am continuing to make entries into the 251 Audit Program on a nearly daily basis. These entries are based upon the time an inspector has spent on a 251 project and allows the District to quantify the funds remaining in any individual file, any township or the whole District.
- Reitmeyer mentions that T. Robinson's wife has delivered their child and request that the district support him with a gift from the district. On a motion of approval to provide a gift not to exceed \$60.00 by T. Budd and seconded by D. Caldwell.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione provided a comprehensive explanation of the different NRCS practices as well as definitions of each practice.
- N. Ciccaglione requested Board approval for a single CSP application. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor, motion approved.
- N. Ciccaglione has mentioned that the EQIP Signup #2 deadline is now March 17, 2017 and that CSP has been revamped and this application deadline is February 3, 2017.
- N. Ciccaglione and R. Reitmeyer discussed the emergent need for the District to have an approved State Cost Share Table in order for Burlington County farmers to be able to receive State Cost Share monies. State funding could become available as early as January, 2017. The District has received 2 Applications to date, but more are anticipated. Reitmeyer presented a proposed BSCD Cost Share Table based upon the most recent tables from the Cape-Atlantic District and the Gloucester District. Reitmeyer mentioned that this Table would only function to allow applications to move forward in the approval process and would likely be modified. A motion to approve the 2016 BSCD Cost Share Table was made by D.Caldwell and seconded by T. Budd. All in favor, motion approved. T. Budd requested that future discussions involving the Cost Share Table include the potential for funding construction of concrete dams and dam maintenance. It was also discussed that hedgerow removal not be considered a priority for Burlington County.
- N. Ciccaglione mentioned that another issue in completing these applications will be re-establishing a NRCS / NJDA partnership agreement. Much of the work on these applications was previously completed using shared NRCS/NJDA employees.

SSCC REPORT: No report.

SJRC & D REPORT: R. Reimeyer

- The net profit from the 2016 Tour des Farms is expected to be around \$4,000.00
- The 2017 budget is being prepared for review and approval.
- The 2017 budget is expected to include funding for a Coordinator to work on the Tours des Farms as well general administrative items. A separate coordinator for Team Habitat is also proposed.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month November, 2016, the staff performed 243 inspections, issued ROC's for 60 Units and performed 26 plan reviews, 1 Notice of Violation has been issued since the November meeting. This Notice of Violation was issued to the Bordentown Corners project for failing to follow the construction sequence and failing to install the required sediment riser within the basin.
- Tim began his family leave on December 6, 2016 and Pam was also out for an extended period due to a family medical concern. Paul and I will be covering Tim's field

responsibilities. Pam and I will continue to complete the file closeout and purging processes once she returns.

- Multiple proposals have been received for the repair of both rain gardens. Approximately \$6,000.00 of the original funding remains with about \$3,000.00 of that owed to the District. Proposals were received from G&G Landscaping, Exotic Outdoor Landscape, Lippincott and Lippincott and H. Eggleston & Son LLC. After reviewing all of the proposals a motion was made by T. Budd and seconded by D. Caldwell to accept the proposal by H. Eggleston & Son, LLC in amount of \$3,100.00. All in favor, motion approved.
- A separate proposal by Lippincott & Lippincott to repair the observed sagging around the eastern most inlet was also reviewed. No action was taken on this item.
- The Board reviewed the revised District Audit for FY 2016. The previously noted corrections on page 17 have been made and a replacement page has been provided. G. Berg questioned the meaning behind certain language within the audit and that some of the references appear to be outdated. A motion to approve the Audit for FY 2016 was made by D. Caldwell and seconded by T. Budd. All in favor, motion approved. Reitmeyer was directed to contact the audit company for clarification of the additional items raised.
- Reitmeyer informed the Board that the FY 2016 Audit for the Freehold District was completed for a cost of approximately \$6,000.00. Reitmeyer was requested to seek a proposal from this firm (Suplee Clooney & Co.) for the FY 2017 Audit.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **21 251 Plans** and **6 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Bordentown Waterfront Community Phase 2, Bamboo Removal Cinnaminson and iFly Indoor Skydiving. D. Caldwell recused for the Sim Residence. On a motion of approval by D. Caldwell with the recusal and seconded by T. Budd. All in favor, motion approved.

OLD BUSINESS

1. **NFWF Grant:** Reitmeyer reported that the District has received payment from NFWF for the seeding work already done. Reitmeyer is moving ahead with a grant related outreach letter that will be mailed, or delivered, to potential grant recipients. The letter will be provided in English, Mandarin (Chinese) and perhaps an additional language. Completed cover crop seeding appears to be successful and both operators have subsequently applied to NRCS for program funding.
2. **Resolution for NJACD:** The NJACD accepted the Resolution for Native Plants drafted authored by G. Berg and approved by the Burlington Board of Supervisors in November and will recommend that it be considered for acceptance at the annual NACD meeting in

NEW BUSINESS:

1) Election of Officers

- Tabled.

2) Contractor Training Course

- As discussed under the Staff Report.

3) H&H Inspections

- This was discussed at the Liaison meeting as a potential work item for districts. John Showler will be forming a subcommittee to finalize recommendation to the SSCC in March. R. Reitmeyer indicated he will contact Showler to volunteer to be on this subcommittee.
- R. Reitmeyer mentioned that he has been working to correct flawed data previously entered onto the NJ Hydrologic Modeling Database website.
- R. Reitmeyer, P. Evans and T. Robinson have begun entering new basin summary forms and that the program is much improved.

4) Building Chili Competition

- Will be held February 28, 2017 in the district lunch room.

PUBLIC COMMENT: None

NEXT MEETING: February 22, 2017.

ADJOURNMENT: The meeting was adjourned at 4:30 pm. On a motion of approval by T. Budd and seconded by C. Costa. All motions unanimous unless otherwise noted.

Respectfully submitted,



D. Knezick, Vice Chairman