

**Minutes for: December 19, 2018**

**PRESENT: G. Berg, D. Caldwell, T. Budd, R. Robson, F. Minch, N. Ciccaglione  
R. Reitmeyer and P. Saunders**

**ABSENT: A. Winzinger 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 2:09 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, R. Robson, F. Minch, 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.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the November 28, 2018 meeting were approved on a motion by T. Budd and seconded by D. Caldwell abstained R. Robson. All in favor.

**FINANCIAL:**

The Bills to be paid and the Financial Report for December 19, 2018 were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd. All in favor.

R. Reitmeyer identified CDARS account #1020927654 as maturing on 1/3/19 and requested Board direction on how to re-invest these funds. On a motion of approval to open a new 52 week CDARS account with these funds by T. Budd and seconded by D. Caldwell.

**CORRESPONDENCE: R. Reitmeyer**

- Email received from F. Minch regarding the appointment of new District Supervisor Rosemarie Robson.
- Email from F. Minch regarding the Election of District Supervisor Members to the State Soil Conservation Committee.
- Email from J. Showler regarding proposed NJDEP Stormwater Management Rules.
- Email from F. Minch regarding Supervisor Performance standards.
- Email from Parker McCay regarding the departure of Amy Guerin.
- Email from NFWF regarding the status of the newly executed grant and attached is the award agreement. The grant is now active.
- Email notification from Sam.Gov regarding the registration for the New Jersey Department of Agriculture System for Award Management. (SAM).

### **STAFF REPORT: P. Saunders**

- The Staff has been very busy due with end of year items.
- Staff have been coordinating the use of approved leave to ensure office coverage.
- P. Saunders indicated that she is monitoring her blood pressure and cholesterol and that a heart catheterization has been performed to ensure the flow of blood going to her heart and thank goodness there was no blockage. I am working my way back up to speed with medication. A follow-up examination is scheduled with hopes of coming off the medicine.
- P. Saunders indicated that meeting preparation has had to be completed more quickly in December due to the earlier District meeting. Meeting preparation consists of providing the necessary meeting documents including updated financial reports and spreadsheets. This process is very time consuming because usually in the month of December we have bills that come in after the meeting, and we have to forecast the amount if it is our regular bills to paid monthly.

### **NRCS REPORT: N. Ciccaglione**

- N. Ciccaglione discussed the NRCS / District history together and identified that the #1619 Agreement which pertains to protecting landowner information is a legal requirement at all District meetings. It was also mentioned that if landowner information is intentionally not protected there may be a \$10,000.00 fine.
- There is a new Chief for NRCS. His name is Matt Lohr and he is a farmer from Virginia.
- Questions from T. Budd regarding Quail applications. Currently there are 2 applications in South Jersey.
- G. Berg asked if there are any plans for a Local Work Group Meeting. There is an interest in the district hosting a workgroup but they would like to partner with another agency.
- AMA Funds for 2018 are not available until further notice.

### **SSCC REPORT: F. Minch**

- F. Minch indicated he is requesting feedback from Supervisors on the characteristics of the NJACD annual conference. Specifically, he would like opinions on whether it should be expanded from a single day and if attendance should be required for Supervisors performance numbers.
- State Cost Share table must be approved by February. In the past the district would adopt NRCS tables.
- Seeking Well Cost Table would be \$42.42 foot and Soil Conservation Districts pay 50%. 4, 5, 6 & 8 as well as casing and screening.
- Cumberland County charges \$80.00 for 5' 200 deep well.
- At minimum you must approve the Cost Table which should be added to the January meeting package so that it can be approved prior to February.

## **DISTRICT MANAGER'S REPORT: R. Reitmeyer**

**Snapshot off Activity:** For the month November 2018 the staff performed 305 inspections, issued ROC's for 22 Units and performed 22 plan reviews. One Violation has been issued since the November meeting. A violation was issued to ABRA Bordentown for deficiencies including; construction sequence not followed, sediment barriers not maintained and offsite sedimentation.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Annual Report:** Distribution of the report has begun. More will continue. Most municipal copies will wait until after reorganizations have occurred.
- **NJDEP Request:** No additional communication received regarding the District boat
- **Camden SCD Conflict Request:** Application has not been received.
- **SJRC&D:** The Council continues to seek work items for Team Habitat. A 319 Grant through the NJDEP is nearing approval. This grant will take place in Monmouth County.
- **Tri-Party Agreement:** The District received an invoice from Robert Lounsberry for maintenance performed on grounds surrounding the County Fairground. The District will sign and forward the necessary documents to Burlington County.
- **Building Maintenance:** Reitmeyer has received the snow removal proposal and mowing/maintenance contract from G&G. Snow removal proposal is for 2018-2019, 2019-2010 & 2020-2021. Includes only minor increase this year and next and acceptable increases for the third year. The mowing proposal is for 2019, 2020 and 2021. It includes no increase for the first two years and a \$10/cut increase in 2021. The mowing/maintenance agreement and snow removal agreement passed on a motion of approval by T. Budd and seconded by R. Robson. All in favor.

## **CHAPTER 251 & RFA: R. Reitmeyer**

Certification Report was presented and discussed. R. Reitmeyer reports there are **15 251** Plans and **5 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Lennar at Rancocas Creek which is a residential project in Eastampton; 5 Chesterfield-Crosswicks Road located in Chesterfield; Rowan College at Burlington County located in Mount Laurel; Red Lion Diner located in Southampton; Harvest House located in Evesham; and a Soil Importation project located in Florence. On a motion of approval by R. Robson and seconded by D. Caldwell. D. Caldwell is recused from the Harvest House and Soil Importation Project. All in favor.

## **OLD BUSINESS**

### **1. 2018 NFWF Grant**

- Final executed documents have been received from NFWF.
- Reitmeyer will arrange to take first steps in completing the grant.

- These first steps include educational training for District staff, updating and expanding the property owner mailing list, developing materials for mailing, identifying locations for cover crop demonstration plots, developing signage and advertising receipt of the grant.
- It was discussed that the District could host a Local Work Group and include Camden SCD.
- G. Berg requested that R. Reitmeyer provide a sketch identifying where demonstration plots could be located at the District office for the January meeting.

## **2. Municipal Shared Services**

- All Municipal Basin inspections have been performed. R. Reitmeyer intends to meet with Burlington Twp. representatives to review 2018 inspections and discuss 2019 proposal.
- Purchase of additional hardware. If locating/mapping is requested additional items may be needed.
- R. Reitmeyer will finalize and mail solicitation letters shortly.

## **NEW BUSINESS**

### **2019 NACD Annual Meeting**

- February 2<sup>nd</sup> – 6<sup>th</sup>, 2019, San Antonio Texas early bird date has been extended.

**PUBLIC COMMENT:** N/A

**NEXT MEETING:** January 23, 2019 at 3:00.

**ADJOURNMENT:** The meeting was adjourned at 4:0 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chairman

