

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 17, 2025

- 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). DISTRICT MANAGER'S REPORT
- 8). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). OLD BUSINESS
 - 1). FY 2025 Audit
- 10). NEW BUSINESS
 - 1). 2026 Schedule of Meetings
 - 2). Supervisor Appointment
 - 3). NACD Annual Meeting
- 11). PUBLIC COMMENT
- 12). NEXT MEETING **January 21, 2026 (Proposed)**
- 13). ADJOURNMENT

Minutes for: December 17, 2025

 **DRAFT**

PRESENT: G. Berg, D. Caldwell, T. Budd, D. Frank, A. Winzinger, N. Ciccaglione, R. Reitmeyer and P. Knighton

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 2:15 p.m.

Roll Call: Gina Berg, Daniel Caldwell, Tom Budd, David Frank, Audrey Winzinger, Nicole Ciccaglione, Robert Reitmeyer and Pamela Knighton. Gina Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES FO THE PREVIOUS MEETING:

The minutes of the November 17, 2025 meeting were revised for the correct date and approved on a motion by D. Caldwell and seconded by T. Budd. D. Frank abstained.

FINANCIAL REPORT:

- The CD at Ocean First Bank matured on 11/23/25 and was reinvested as an 11 month CD at 3.40%.
- The next CD to mature is at American Heritage Credit Union with a date of 12/20/25. Available rates were reviewed. If available rates do not change Reitmeyer will reinvest the funds at American Heritage for 12 months at 3.81%
- USDA Rent has recently been received, but not in time for the November bank statement.

The Bills to be paid for December were reviewed and accepted on a motion by D. Frank and seconded by D. Caldwell.

CORRESPONDENCE: R. Reitmeyer

- Copy of 2026 Meeting Schedule for State Soil Conservation Committee.
- Notification from New Jersey Conservation Districts Employees Association requesting donations to support training efforts. On a motion of approval to donate \$100.00 by A. Winzinger and seconded by T. Budd.
- Email notification from Natural Resources Conservation Service with information from the New Jersey Bulletin NO. NJ 440-26-02 for FY26 Local Working Group Meetings with the purpose and their expiration date.
- Purchase Order from Willingboro Township requesting inspections on up to 50 stormwater outfalls.
- Email notification from Diana Diaz of NJ Dept. of Agriculture with comments regarding the changes to the Fee Schedule.

- Letter from Sean McGee regarding his resignation from the Burlington County Soil Conservation District.

STAFF REPORT: P. Knighton

Knighton has been working in the file room to relocate closed / purged files and make room for new active files. Chapter 251 files are being reviewed to ensure that the files contain current contact information and addresses.

Additional work load items include new applications, recertification of existing applications and 251 files entries.

NRCS REPORT: N. Ciccaglione

No items were presented for signature. Staff has been busy catching up on cover crop payments and CSP payments from the six weeks of shutdown. The Bridge Program was discussed and it was mentioned that interested producers should contact Theresa Wisniewski at FSA.

The deadline for the 2026 National signup is 1/15/26 for all programs. To date we have 150 applications in Columbus. NRCS Columbus is currently down three employees.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for November 2025:

For the month of November 2025 the staff performed 223 inspections, issued ROC's for 38 Units and performed 33 plan reviews. Additionally 148 MS4 inspections were performed. Two violations have been issued since the November meeting.

- **Staff:**
 - Construction activity continues to be steady. Current issues include soil tracking and site preparation activities for winter.
 - Site Inspector Sean McGee will be leaving the employment of the District effective 12/31/25. His last day at the office is scheduled to be Friday 12/19/25.
 - New Township assignments will be developed to provide coverage for all municipalities.
- **Building Items:**
 - An electrical outlet in the RD area requires replacement. This will be scheduled by Reitmeyer.
- **2025 MS4 Compliance Services:**
 - Inspections have been completed for Beverly City, Pemberton Twp., Southampton Twp., Burlington Twp., Florence Twp., Medford Twp., Willingboro Twp. and two privately owned basins in Moorestown Twp.
 - Willingboro Township has additionally requested the inspection of 50 stormwater outfalls. These inspections have begun.

- **State Soil Conservation Committee Meeting:**
 - Held on 12/8/25 and items discussed included the Governor's Transition Team process, Staffing update, Supervisor Appointments-Burlington, 2026 Meeting Schedule, Local Working Groups and Solicitation of Donations.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **21** 251 Plans and **6** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Proposed Storage Bldg. & Site Improvements in Hainesport Twp., Stormwater Basin Maintenance in Hainesport Twp. and the Dermody Warehouse in Southampton Twp.

On a motion of approval by T. Budd and seconded by D. Caldwell. Recusals from D. Frank on all projects in Springfield Twp. All in favor, motion approved.

OLD BUSINESS:

1) FY 2025 Audit:

Items from the SSCC audit have been discussed with the auditor. A draft audit has not yet been received.

NEW BUSINESS:

1) 2026 Schedule of Meetings:

Reitmeyer presented the proposed 2026 District schedule of meeting. Meetings are proposed for the 3rd Wednesday of each month at 3:00 pm. The September meeting and December meeting are proposed for 2:00 pm. No meeting is scheduled for July. On a motion of approval by D. Frank and seconded by T. Budd. All in favor.

2) Supervisor Appointment:

At the December 8th meeting the State Soil Conservation Committee voted to approve David C. Frank as a Supervisor of Burlington County Soil Conservation District.

3) NACD Annual Partnership Meeting:

The annual meeting will be held from 2/14/26 to 2/19/26 in San Antonio, Texas. The conference will be held at the Marriott Rivercenter on the River Walk. Early Bird registration (\$499) is open until 12/19/25. Supervisors G. Berg and D. Frank expressed interest in attending.

PUBLIC COMMENT: No Public Comment

NEXT MEETING: January 21, 2026 (Proposed)

ADJOURNMENT: The meeting was adjourned at 3:34 pm. On a motion of approval by D. Caldwell and seconded by D. Frank. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Berg', with a stylized, cursive flourish at the end.

G. Berg