

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 3rd
Wednesday at 3:00pm and held remotely

**DISTRICT MEETING AGENDA
December 16, 2020**

- 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
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). Supervisor Performance Standards
- 11). NEW BUSINESS
 - 1). 2021 NACD Annual Meeting
(Virtual Format)
 - 2). 2021 Schedule of Meetings
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **January 20, 2021 (Proposed)**
- 14). ADJOURNMENT



Minutes for: December 16, 2020

PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione
R. Reitmeyer and P. Saunders

ABSENT:

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 3:02 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, A. Winzinger, 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: The minutes of the November 18, 2020 meeting were approved on a motion by D. O'Connell and seconded by A. Winzinger. T. Budd abstained from November minutes. All in favor.

Financial Report:

- Reitmeyer identified that a CD would be maturing at William Penn Bank on January 5, 2021 and that Board direction was necessary. The Board agreed that the CD would be kept at William Penn Bank as a 12 month CD at .50%
- The Bills to be paid for December were reviewed and accepted on a motion by A. Winzinger and seconded by D. O'Connell.

Correspondence:

- Notification from the NJDEP regarding Block 903, Lot 21 in Southampton Twp.
- Email notification regarding NRCS COVID-19 staffing restrictions.
- Email notification regarding the successful completion of the SAM registration.
- Email from Cape-Atlantic SCD.
- Email notification from Frank Minch regarding the December SSCC meeting.
- Email notification from Frank Minch regarding NJDA office relocation.
- Email notification from the NACD regarding breakout session training for the District presentation at the annual conference.

STAFF REPORT: Pam Saunders

- Saunders mentioned that she had needed to quarantine due to potential COVID exposure. The test results were not available quickly due to the volume of tests being performed. Saunders identified that she received a negative result and was able to return to work.
- Saunders mentioned that she was quite busy when she returned to work.
- Saunders expressed a concern regarding staff leave time that may not be able to use by

the end of the year because of various District commitments. The Board has agreed to allow additional carryover for up to one week at the discretion of R. Reitmeyer.

NRCS REPORT: N. Ciccaglione

- Three Board Certifications were presented to the Soil Conservation District:
 - State cost share for J. Hoefling has been approved and installed. A modification has been processed to add funding for a variable frequency drive.
 - Conservation plan for Sunnyside Dairy.
 - State cost share payment request for Honey Hound for an irrigation well and pump.
- Forty new applications working on eligibility evaluation for 2021.
- Program Assistant position has been renewed for 12 months.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for November 2020: For the month of November 2020 the staff performed 181 inspections, issued ROC's for 18 Units, performed 20 plan reviews, and entered 3 Basin database summary forms into the Rutgers database. Forty-two MS-4 Basin Inspections were also performed. One Notice of Violation has been issued since the November meeting.

- **Staff:** Inspection numbers have lessened as a result of prioritized MS4 Compliance Service activities. Construction activity has been steady and new construction projects continue to start up.
- **Work from Home Items are still being utilized:**
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy's Executive Order No. 192:**
 - Effective March 17th, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
 - All State & Federal guidelines are being adhered to, including inspection protocols.
 - A plexiglass "sneeze guard" has been purchased for the front counter in anticipation of reopening the building to the public.
 - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
 - All staff are completing a COVID-19 health screening prior to entering the office.
 - All staff are wearing face masks in all building common areas.
- **MS4 Compliance Services:**
 - The Hainesport Twp. map has been completed by S. McGee and is undergoing final review prior to submittal to the Township. Hainesport officials requested the availability of the GIS files by 12/21/20 so that they can be submitted to the NJDEP.
 - Reitmeyer has completed all stormwater basin inspections for Burlington Township and will be preparing the invoice for services accordingly.
 - The base map for Southampton Township has been completed and data collection is underway. S. McGee is adding the GPS data points for storm sewer inlets within the Township. Reitmeyer is performing inspections of the basins located within the Township and collecting GPS data points for each basin, basin outflow structure and

basin outfall structure. Reitmeyer has approximately ten basins to inspect before completion after which he will begin to collect additional data points for inclusion on the maps.

- Reitmeyer has completed the three basin inspections requested by the City of Beverly.
- **NFWF 2018:**
 - Reitmeyer mentioned that the requested 12 Month extension has been granted. This will permit the grant monies to be available for additional growing seasons.
- **SJRC&D:** December meeting has been cancelled.

- **Building Maintenance:**
 - “System for Award Management” (SAM) certification has been renewed. This allows the District to receive Federal grants and be a lease holder to the USDA.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **12** 251 Plans and **4** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Adler’s Restoration of Medford, NJ

D. Caldwell recused from the vote on Mansfield Warehousing in Mansfield, NJ

On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor, motion approved.

OLD BUSINESS:

1). Supervisor Performance Standards

- Current status for individual Supervisor re-nomination are as presented at the November District meeting.
- Frank Minch has requested that the proposed amendments to the supervisor performance standards, nominating committee and vacancy policies be reviewed and that comments be provided to the SSCC, in writing, no later than January 11th.
- Suggestion from the Board to write a letter to address some of the particular comments that have been presented and distribute this letter to F. Minch as required and to all other districts.

NEW BUSINESS:

1). 2021 NACD Annual Meeting

- Currently scheduled for February 1st thru the 10th.
- Format has been modified to be held in a virtual format.
- Reitmeyer will be participating in a training session for Breakout Session presenters.
- The recording of sessions is tentatively scheduled for the first half of January 2021.
- Registration is \$50.00 and there will be 3 Supervisors that will be attending as follows: G. Berg, D. O'Connell and D. Caldwell. Reitmeyer will check the registration date for T. Budd.

2). 2021 Schedule of Meetings

- The proposed schedule of meetings was presented and recommended for Board approval. On a motion of approval by A. Winzinger and seconded by T. Budd.
- P. Saunders will arrange for the necessary legal notifications.

PUBLIC COMMENT: No comment.

NEXT MEETING: January 20, 2021

ADJOURNMENT: The meeting was adjourned at 4:28 pm. On a motion of approval by D. O'Connell and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg