

Minutes for: December 21, 2022

PRESENT: G. Berg, T. Budd, D. Caldwell, D. O'Connell, 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 2:06 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, D. O'Connell, A. Winzinger, N. Ciccaglione, R. Reitmeyer and P. Knighton. G. 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 16, 2022 meeting were approved on a motion by D. Caldwell and seconded by T. Budd. Abstention: A. Winzinger. All in favor.

FINANCIAL REPORT:

- The next CDs to mature will be in April 2023 (four) and then one in May 2023. Reitmeyer mentioned that it may be worth considering the early withdrawal of these funds due to the low rates, three CDs at .25% and two at .70%. The Board has agreed to the early withdrawal of: Republic Bank @.7%, Wm Penn Bank @.25% and Republic Bank @.70% and for these funds to be used in opening new CDs at TD Bank on a motion by D. Caldwell and T. Budd. All in favor.

The Bills to be paid for December were reviewed and accepted on a motion by A. Winzinger and seconded by D. O'Connell.

CORRESPONDENCE: R. Reitmeyer

- Notification from Secretary Fisher regarding prohibiting the acceptance of holiday gifts and the attendance of holiday receptions.
- Email notification from U. S. Government System for Award Management (SAMS) indicating the District's registration is active. This is an annual renewal.
- Email from F. Minch regarding the Election of District Supervisor Members to the State Soil Conservation Committee.
- Email from NJACD regarding the 2023 Poster Contest.
- Email from JBMDL requesting participation in the Earth Day event to be held on May 13, 2023 at Fort Dix. The Board has agreed to allow two Staff members to attend the event and earn Comp Time for the event.
- Email from the Watershed Institute with an invitation to attend a Municipal Stormwater (MS4) Conference that is being held in Pennington, NJ on f/10 & 17 from 10:00 am to-

5:00 pm. There are 2 sessions: In person for Day 1 is \$65.00 and Day 2 is \$85.00 or virtual for \$45.00.

- Email from NACD regarding the annual meeting being held in New Orleans from February 11-15, 2023. The early bird registration ends on December 23, 2022.
- Email from FSA regarding receiving internet access for 3 Interns for summer 2023. Their arrival to the district will be in May 2023.

STAFF REPORT: P. Knighton

- Knighton mentioned that the setup of her new computer is nearly complete, but some program/files require additional work. Currently some programs can only be accessed from the old computer.
- Knighton mentioned that there is a good level of new application, some of which are quite sizeable.

NRCS REPORT: N. Ciccaglione

- NRCS is requesting a Local Working Group (LWG) be held in February. Suggested dates are the 8th, 9th or 23rd and to be held between 1:00-4:00 pm.
- Minutes for the LWG should be submitted by March 1st, 2023.
- Request for Signature for State Cost Share for John Hall for ditch cleaning project.
- All program ranking and assessments are due by the end of January. We currently have over 80 applications in Columbus, with a good mix of applications. Some have dropped for various reasons either they were not qualified or they decided not to participate.

SSCC Report: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for November, 2022: For the month of November 2022 the staff performed 387 inspections, issued ROC's for 48 Units and performed 18 plan reviews. Sixty-six MS4 inspections were performed in November. One violation has been issued since the November District meeting.

- **Staff:**
 - Construction activity continues to be steady and shows no sign of slowing.
 - The District previously began, but did not complete, a policy for establishing a sick leave bank.
 - Reitmeyer would like Board permission to continue forward with this policy.
 - The Board has agreed to adopt a Resolution and modify the Policy Manual regarding donation of sick leave and it will include a maximum amount of time that each employee can donate.
 - Reitmeyer will review other similar policies held by other entities.

- **District IT Provider**
 - Intellec IT has nearly completed the setup for Pam’s new desk unit.
- **SJRC&D:**
 - The December meeting has been canceled.
 - As approved in November, the repairs to the District gator have been made and an invoice (\$1,031.80) forwarded to the Council.
- **2022 MS4 Compliance Services**
 - Inspections in Willingboro, Southampton, Pemberton, Medford Twp. and Burlington Twp. and Beverly have been completed and invoiced.
 - All MS4 inspections have been completed.
 - GIS mapping for Maple Shade Twp. Is in the process of being completed.
 - Reitmeyer will be drafting 2023 Solicitation Document shortly.
- **Senate Bill 2639:**
 - No additional legislative activity.
- **2023 NACD Meeting:**
 - February 11-15th in New Orleans LA
 - Early bird registration ends 12/23/22.

CHAPTER 251 & RFA: R. Reitmeyer

- Certification Report was presented and discussed. Reitmeyer reports there are **25** 251 Plans and 8 RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: CCL Industries of Lumberton, 27058 Mount Pleasant Road of Mansfield.

On a motion of approval by T. Budd and seconded by D. Caldwell. All in favor, motion approved with the recusal of D. Caldwell for CCL Industries of Lumberton and 27058 Mount Pleasant Road of Mansfield.

Old Business:

1). FY 2022 Audit:

- A first draft of the audit was forwarded to all Supervisors for review.
- Reitmeyer mentioned that it is a very clean audit with no recommendations.
- Reitmeyer mentioned the values provided for depreciation and interest on page 8.
- G. Berg requested that on page 30 “Chairman” should be revised to “Chair” to accurately reflect the current title.
- Other requested clarifications include line items on page 26.

2). 2022 NJACD Partnership Meeting:

- The Supervisors present mentioned observations from the partnership meeting.
- Reitmeyer has contacted NJACD and offered assistance to other Districts seeking to establish an MS4 Compliance Program (Zoom format).

New Business:

1). 2023 Schedule of Meetings:

The Board has decided to cancel the July 2023 meeting and to change the times of the August 16th and December 20th from 3:00 pm to 2:00 pm.

PUBLIC COMMENT: No public comment.

NEXT MEETING: January 18, 2023 (Proposed)

ADJOURNMENT: The meeting was adjourned at 3:47 pm. On a motion of approval by T. Budd and seconded by D Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg