

**Minutes for: February 16, 2022**

**PRESENT: G. Berg, T. Budd, D. Caldwell, D. O'Connell, A. Winzinger, N. Ciccaglione  
T. Robinson, 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 3:05 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, D. O'Connell, A. Winzinger, N. Ciccaglione, T. Robinson, 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 January meeting were approved with changes on a motion by A. Winzinger and seconded by T. Budd. All in favor.

**FINANCIAL:**

Reitmeyer was directed to renew the maturing CD at Liberty Bell Bank as a 6 month CD at the posted .10% unless rates improve between now and the maturity date. Bills to be paid were reviewed and accepted. On a motion of approval by Dan O'Connell and seconded by Tom Budd. All in favor.

**CORRESPONDENCE: R. Reitmeyer**

- Soil & Water Conservation Cost Share Tables. On a motion of approval to allow the State Cost Tables with no changes by T. Budd and seconded by D. O'Connell.
- Notification from NJACD regarding the Partnership Meeting being held on March 28, 2022 in n Freehold Soil Conservation District. The Board will let P. Saunders know if they will be attending.
- Notification from NJACD President, Louise Davis requesting all Districts contribute \$500.00 to the 2022 NJ Envirothon which will be held on May 7, 2022 in virtual format. On a motion of approval to contribute \$500.00 by Audrey Winzinger and seconded by Tom Budd. All in favor.
- Notification from Sean Cunningham acknowledging that the Natural Resources Conservation Service Closeout of Agreement has been completed.
- Copy of a Notice of Violation for Michael Williams for a project at 310 Hartford Road in Mount Laurel.

## **STAFF REPORT: T. Robinson**

- 251 is very busy. Lumberton Hainesport have a few large warehouses.
- Poster Contest will be going on very soon.
- Robinson is currently writing the test for the Envirothon. The theme this year is “Healthy Soil Healthy Life”.
- Website updates have been made along with adding the job posting.

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

1. Two Conservation Plans for approval.
2. Six Certifications for approval are as follows:
  - a. Berry Best arm LLC for CSP
  - b. Theodore H. Budd & Sons Inc. for CSP
  - c. Ray Hlubik & Mike Hlubik conservation plan and new project application for State Cost Share.
  - d. David Forsyth conservation plan and new project application for State Cost Share.
  - e. David Specca payment request for tile drains for State Cost Share
  - f. Ross Viscuso conservation plan for a Forest EQIP plan.
3. 2022 Application deadline is next Friday, will share next month.

## **SSCC Report:**

- No report.

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

**Snapshot of Activity for January 2022:** For the month of January 2022 the staff performed 231 inspections, issued ROC’s for 36 Units and performed 21 plan reviews. One violation has been issued since the January meeting. Adjusting Township per Inspectors.

- **Staff:** Construction activity continues to be steady and shows no sign of slowing.
- **Building Security Measures:**
  - On January 21, 2022 the catalytic converters were stolen from four vehicles at the Service Center.
  - The existing surveillance cameras (circa 2006) were unable to gather enough detail to aid the Springfield P.D.
  - Reitmeyer received a proposal in the amount of \$2,685.00 for the upgrading of all six camera locations, the addition of a seventh camera and a license plate camera.
  - This proposal was accepted by R. Reitmeyer and G. Berg and work is scheduled to begin on Tuesday 2/17/22.
- **District Accounting Software:**
  - District staff have move ahead with the transition to Quickbooks as approved.

- **MS4 Program:**
  - Reitmeyer mailed the 2022 Solicitations on January 31<sup>st</sup> and has started fielding phone calls and emails from interested Municipalities.
  - Beverly City has provided a 2022 agreement for signature.
- **District Solar Panels**
  - Correspondence received on 12/21/21 indicated Tattleaux has approved the proposal for the District.
  - It is expected that additional correspondence will follow.
- **SJRC&D:**
  - Grants are moving forward
  - 2022 Budget approved
  - Tours des Farms is scheduled for 9/10/22.
- **Building Maintenance: (Action Item)**
  - G&G Landscaping has completed the cleanup and re-mulching of the planting beds at the District office.
  - G & G has provided a contract for 2022-2024 mowing and snow removal. The contract includes a nominal increase each year and is recommended for Board acceptance. On a motion of approval by T. Budd and seconded by D. O'Connell.
  - Reitmeyer has purchased, and is installing, replacement batteries for the emergency lighting fixtures located around the building.
- **Hiring Process for Natural Resource Specialist:**
  - An advertisement for this position is currently running and being distributed.
  - Resumes from interested candidates are being received.
  - The deadline for receiving resumes is February 23<sup>rd</sup>.
- **USDA Storage Needs:**
  - Reitmeyer has been made aware that USDA lacks sufficient space to store supplies.
  - Reitmeyer recommends Board approval to allow the use of existing, and vacant, storage shelving in the furnace room located in the USDA portion of the building.
- **District Nominating Committee:**
  - Reitmeyer has contacted Brian Wilson to inquire about individuals able to represent County Agriculture on the committee.
  - It was requested that Reitmeyer contact former District Chair Donald Knezick and invite him to serve on the committee.
- **2022 Soil and Water Conservation Cost Share Tables:**
  - Approval requested by the State Soil Conservation Committee. On a motion of approval by Tom Budd and seconded by Dan O'Connell. All in favor.

## **OLD BUSINESS:**

### **1). FY 2021 Audit Draft:**

- The final draft was supplied for review prior to the meeting. On a motion of approval by D. O'Connell and seconded T. Budd. All in favor.

## **2). NJACD Partnership Meeting:**

- Scheduled for Monday March 28<sup>th</sup>.
- Meeting can be attended in person or virtual.
- Registration is \$90.00 and must be completed by Friday March 11<sup>th</sup>.

## **NEW BUSINESS:**

### **1). FY 2023 Budget Formation:**

- Initial discussion of budget formation process.
- All Supervisors are permitted to take part in the Budget Subcommittee.
- After discussion it was determined that meeting would be held at 2:00 pm before the April and May District meetings.

### **2). 2022 Board Resolutions:**

- Resolution 2022-01 for the naming of Signers for District bank accounts and CDs. On a motion of approval by T. Budd and seconded by D. O'Connell.
- Resolution 2022-02 for Legal Services if needed. The Board requested that Reitmeyer verify that Stephen Mushinshi esq. of Parker McCay is still able to provide services or to identify an appropriate alternative.

### **3). Building Re-Opening Updates:**

- USDA staffing restrictions are being revised as case number drop.
- No changes in State policies have been received.
- Reitmeyer will look for future updates.

## **PUBLIC COMMENT:**

## **NEXT MEETING: March 16, 2022**

**ADJOURNMENT:** The meeting was adjourned at 4:23 pm. On a motion of approval by T. Budd and seconded by D. O'Connell. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg