

**Minutes for: October 19, 2022**

**PRESENT: G. Berg, D. Caldwell, D. O'Connell, N. Ciccaglione, Z. Wobbe  
R. Reitmeyer and P. Saunders**

**ABSENT: T. Budd and A. Winzinger**

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 3:00 p.m.

Roll Call: G. Berg, D. Caldwell, D. O'Connell, N. Ciccaglione, Z. Wobbe, R. Reitmeyer and P. Saunders. 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 August 17, 2022 meeting were approved on a motion by D. Caldwell and seconded by D. O'Connell.

The minutes of the September 21, 2022 meeting were approved on a motion by D. Caldwell and seconded by D. O'Connell. All in favor.

**FINANCIAL:**

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

- Two CDs at Republic Bank were closed out, one being closed early. The District penalty for early withdrawal was \$381.15. These funds were used to open two 24-month CDs at a rate of 4.15% and the one 12-month CD at a rate of 4.28% at TD Bank.
- PERS Reimbursement received in the amount of \$2,800.64 accounts for funds incorrectly withdrawn from the District's payroll account by the payroll company.

**CORRESPONDENCE: R. Reitmeyer**

- Notification from Mr. Lee Sallade of Medford Twp. requesting assistance on minimizing sedimentation into an existing basin.
- Email from Frank Minch regarding quarterly NJDEP 5G3 authorizations.
- Notification regarding Procedure for Coordination, Problem resolution and Guidelines for Jurisdiction on Road Construction Projects subject to the Soil Erosion and Sediment Control Act with a list of contacts by region of the DOT.
- Notification from John Kluthe of the SADC regarding an NRCS Conservation Innovation Grant (CIG) application.

## **STAFF REPORT: Z. Wobbe**

- Z. Wobbe indicated he is becoming more familiar with the requirements of being an Inspector, District procedures and District policies.
- Z. Wobbe stated that locating projects in his assigned Townships is getting easier and that he is gaining confidence in his job performance.

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

1. One certification for approval – Paul Schinn State Cost Share modification for tile drains. SADC shifted funds from one project balance to another.
2. NRCS is looking for Districts to host Local Work Group meetings to solicit cooperator feedback. The meetings would likely take place in January or February. The Burlington District is open to hosting a Local Work Group.

## **SSCC Report: No Report**

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

**Snapshot of Activity for September, 2022:** For the month of September 2022 the staff performed 384 inspections, issued ROC's for 48 Units, performed 31 plan reviews and issued two Violations. Ninety MS4 inspections were performed in September.

- **Staff:**
  - Construction activity continues to be steady and shows no sign of slowing.
- **District IT Provider**
  - Barber Consulting Services has visited the District office and is now providing services.
  - Intellec IT has completed the set-up of the new laptop and will begin the setup for Pam's new desk unit shortly.
- **SJRC&D:**
  - The September meeting was held earlier today.
  - Grants are moving ahead.
  - The Council approved the purchase of a trailer for the previously purchased drill seeder.
  - The Council is requesting to borrow the District's gator/trailer. The equipment will only be operated by Council employees SJRC&D will pay to get the gator up and running.
- **Building Maintenance:**
  - Maintenance of the landscape beds/raingardens has been completed.
  - Reitmeyer has purchased grass seed to over-seed bare patches around the building.
- **2022 MS4 Compliance Services**
  - Inspection in Willingboro, Southampton, Pemberton and Beverly have been completed and invoiced.

- Inspections of stormwater basins in Maple Shade and Medford Twps. and Burlington Twp. are underway.
- Reitmeyer and Sean McGee will begin formatting GIS mapping for Maple Shade Twp. shortly.
- **Senate Bill 2639:**
  - No additional legislative activity.
- **New Vehicle Purchase:**
  - Reitmeyer has initiated the purchase of 2023 AWD Ford Escape.
  - Vehicle cost will be within budget (\$29,500.00).
  - Delivery is expected in early 2023.
- **2022 NJ League of Municipalities:**
  - Held November 15<sup>th</sup>-17<sup>th</sup> in Atlantic City.
  - Individual registrations begin at \$75.00.
  - Reitmeyer will attend on the 15<sup>th</sup>.
- **Annual Holiday Luncheon:**
  - Reitmeyer requested Board consideration to hold the Annual Holiday Luncheon in 2022.
  - Typically held on the day of the December District meeting which will be December 21, 2022.
  - The Board has agreed to hold the regular holiday luncheon on December 21, 2022 at the district office.

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

- Certification Report was presented and discussed. Reitmeyer reports there are **20** 251 Plans and **6** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Demolition of Properties in Southampton Twp. as part of the State's Blue Acre program; CNG Fueling Station in Bordentown Twp.; Northern Community Park Baseball Field & Park in Bordentown Twp. and Team Campus Bordentown Twp. The administrative re-certification of the Stellwag Site (25117-008) will be held until the November meeting.

On a motion of approval by D. O'Connell and seconded by D. Caldwell. All in favor, motion approved with the recusal of D. Caldwell.

### **Old Business:**

#### **1). FY 2022 Audit:**

- The field work is complete and financial statements are in good order.
- The auditor will need to request bank confirmations for those CD's without a statement dated 6/30/22.

### **New Business:**

#### **1). 2022 NJACD Annual Partnership Meeting:**

- The Annual Partnership Meeting will be held on Thursday November 17<sup>th</sup> at the Freehold District Offices.
- Continental Breakfast 7:00 am.
- Morning Meeting at 7:30 am.
- The agenda has not been finalized, but will include the annual business meeting.
- Supervisors are requested to confirm attendance with Pam for registration.

**2). 2023 NACD Annual Meeting:**

- Will be held February 11-15<sup>th</sup> in New Orleans, LC
- Early Bird registration until 12/23/22.
- Supervisors are requested to contact Pam if interested in attending.

**PUBLIC COMMENT:** No comment.

**NEXT MEETING: November 16, 2022 Virtual access (Zoom)**

**ADJOURNMENT:** The meeting was adjourned at 4:18 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