

Minutes for: January 19, 2022

**PRESENT: G. Berg, T. Budd, D. Caldwell, D. O’Connell, A. Winzinger, N. Ciccaglione
S. McGee, 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, S. McGee, 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 December meeting were approved with changes on a motion by A. Winzinger and seconded by T. Budd. Abstention by D. O’Connell. All in favor.

FINANCIAL:

No action is required for District CDs prior to the February meeting. Bills to be paid for January meeting were reviewed and accepted with the exception of Seaside Waste Services to be paid after services are resumed. On a motion of approval by A. Winzinger and seconded by T. Budd.

CORRESPONDENCE: R. Reitmeyer

- Email notification from Tattleaux Solar indicating project approval.
- Email notification from NJACD regarding 2022 Poster Contest with the theme “Healthy Soil Healthy Life.”
- Email from Louise Davis, NJACD.
- Email notification regarding the cancellation of the January 10, 2022 SSCC meeting. The meeting has been rescheduled to March 14, 2022.
- Notification of 2021 Right to Know Survey availability with the due date of July 15, 2022.
- Letter from Burlington County Dept. of Solid Waste.
- Email notification from Frank Minch (Director of the NJDA Division of Agriculture and Natural Resources) regarding hybrid status for State offices.
- Email notification from N. Ciccaglione regarding USDA Workplace Safety Plan.

STAFF REPORT: S. McGee

- McGee stated 251 is going well even with snow events and holidays. In order to stay practiced in the use of ARCGIS he has created a GIS map of the stormwater basins owned by Willingboro Twp. using field data collected by R. Reitmeyer gathered during inspections. He will likely also create similar maps for Pemberton Township. McGee has switched to the Jeep Patriot from the Chevy Colorado and is very pleased to have more room.

NRCS REPORT: N. Ciccaglione

1. Kelly Gill of the Xerces Society, who has been at the Columbus Service Center since 2015 accepted a new position in Greensboro, NC. Kass Urban-Mead will be replacing her and will start on Monday, January 24, 2022.
2. Currently we are working on 64 applications and 51 of the applications are from Burlington County. The applications include Cover-crop, Erosion Control, Agrichem and several High Tunnel and Live Stock. All rankings are due by the end of February. In March we will report all the rankings.

SSCC Report:

- No report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for December 2021: For the month of December 2021 the staff performed 273 inspections, issued ROC's for 114 Units and performed 19 plan reviews. 54 MS4 Basin inspections were conducted in December. No violations have been issued since the December meeting.

- **Staff:** Construction activity continues to be steady and shows no sign of slowing.
- **Work from Home Items are still being utilized:**
- **2022 Poster Contest Awards: (Action Requested)**
 - Reitmeyer is requesting approval of 2022 award funding in the amount of \$1,500.00 as per previous years.
 - 200 for 1st Place awards, \$100 for 2nd Place, \$50 for 3rd place for each of four age categories with an additional \$100 for a single District Grand Champion. On a motion of approval by A. Winzinger and seconded by T. Budd.
- **District Accounting Software: (Action Requested)**
 - District has been using Sage with an annual cost of \$864.00
 - Quickbooks Pro Plus has an annual cost of \$350.00.
 - The initial cost including data transfer, training and first year subscription is estimated to be about \$1200.00

On a motion of approval to switch from Sage 50 to Quickbooks Pro by T. Budd and seconded by A. Winzinger.

- **MS4 Program:**
 - Discussed under old business
- **Potential 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:**
 - Grant work is continuing.
- **Building Maintenance:**
 - G&G Landscaping has begun work at the District office.
- **2022 NACD Annual Meeting:**
 - Currently scheduled for February 12th -16th in Orlando Florida.
- **NJACD Partnership Meeting:**
 - This has been rescheduled to March 28, 2022 as an in person meeting.
 - Meeting will be held at the Freehold SCD offices.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **14** 251 Plans and **7** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Meany Road Warehouse of North Hanover; Hainesport Municipal Complex Phase VII-Parks Playground of Hainesport; Shawnee High School Tennis Court Renovations of Medford Townships.

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

Old Business

1). FY 2021 Audit Draft:

- It is requested that all Supervisors review the draft and provide any comments to Reitmeyer. Reitmeyer will forward an updated copy of the Audit to the Supervisors once remaining questions have been addressed by the auditor.

2). 2021 Shared Services Agreements:

- Agreements with Beverly City, Burlington Twp. Pemberton Twp., Southampton Twp. and Willingboro Twp. have all been fulfilled and invoiced. Reitmeyer mentions that Willingboro Township has requested a 2 year Inspection Agreement.
- Reitmeyer is preparing the 2022 Solicitation document for mailing.

New Business:

1). Election of Officers:

- Annual election of Officers is required.
- Current Officers are Gina Berg -Chair, Dan Caldwell-Vice Chair and Tom Budd-Treasurer/Secretary.

On a motion of approval to continue with the officers that are currently in place for the District by A. Winzinger and seconded by D. O'Connell. All in favor.

2). 2022 Nominating Committee:

- Annual approval of the Nominating Committee Membership is required.
- The current Nominating Committee currently consist of the following County residents:
 - Larry Roohr, representing County agriculture.
 - Joseph Brickley, PE representing the Burlington County Engineers Office.
 - William H. Nicholson, PE representing County Professional Engineers.
 - Barbara Rich, representing County Environmental Advisory Committee.
 - Susan Brandt, representing County Residents at Large.
- It is not anticipated that the committee will need to convene this this year as there should be no openings on the Board of Supervisors.
- Reitmeyer states that the County Agriculture position is available because Larry Roohr is no longer able to serve on the committee. Reitmeyer was asked to contact Brian Wilson from the County to see if he has any suggestions.

3). NJDEP 2022 Water Quality Restoration Grant: (Delaware Watershed)

- The NJDEP is requesting proposals to mitigate Nonpoint Source Pollution.
- A public information session will take place on January 24th at 10:00.
- Due date for proposals is February 28, 2022
Grant Targeted: Assiscunk Creek
Mentioned: 1999 Burlington County SCD was involved in the Rancocas Creek grant and they used a Boat in the project which consisted of a repair of a ravene and gully in Smithville Park.

4). 2022 County Open Space Agreement:

- Draft of agreement provided for Board review and discussion.

On a motion of approval by A. Winzinger and seconded by D. Caldwell.
D. O'Connell abstain from the agreement because of the affiliation.

PUBLIC COMMENT:

NEXT MEETING: February 16, 2022

ADJOURNMENT: The meeting was adjourned at 4:35 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