

Minutes for: March 16, 2022

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

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 2:56 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, D. O'Connell, 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 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:

- The CD at Liberty Bell Bank matured on 3/3/22 and was rolled over into a 6 month CD at a rate of .10% prior to the March District meeting (3/3/22).
- No other CDs require action until August.
- The Bills to be paid for March were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Notification from Mary Pat Robbie, Director of Dept. of Resource regarding a request to attend the 2022 Earth Fair.
- Notification from NRCS regarding their update on COVID Staffing. NRCS is at 75% so 7 NRCS employees are allowed in the office without masks. USDA is fully opened in State Office.
- Notification from F. Minch on March 11, 2022 regarding the protocols in executive branch state offices and buildings stating that face covering and daily health screening are no longer in effect.
- Notification from SSCC regarding resuming in person meeting. The board has agreed to continue Zoom meeting for April and discuss the option for May. Reitmeyer will ask F. Minch regarding the allowance of virtual meetings. Reitmeyer will draft an email to SSCC to ask for a modification of a Supervisor's Attendance regarding Board Meetings.
- Tattleaux Solar has communicated some concern regarding the connection ability with PSE&G and a nearby substation. We will discuss once information is gathered.

STAFF REPORT: P. Saunders

- 251 is very busy.
- Processing closeout files and cataloging places for storage.
- Purging Chapter 251 files to maximize the filing drawers for active files.
- Awaiting the completion of the transfer of Sage to Quickbooks.

NRCS REPORT: N. Ciccaglione

1. As of the ranking deadline we have 22 eligible applications for funding. Nine of these program applications are offered contracts and the remaining thirteen will continue to be eligible for funding.
2. Several applicants offered contracts have declined.
3. NRCS has a new intern whose name is Lance Bigelow and he is from the University of Virginia. Lance will be here for the summer.
4. These items are presented to the board for certification:
Conservation plan for a forest plan for EQIP
Conservation plan for a high tunnel contract with EQIP
Paul Shinn's State Cost share project payment request

SSCC Report:

- No report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for February 2022: For the month of February 2022 the staff performed 295 inspections, issued ROC's for 47 Units and performed 30 plan reviews. Two violations have been issued since the February meeting: Fernmoor Custom Homes (DR Horton) for offsite sedimentation, soil tracking and lack of curbside sediment controls; Elbow Lane Warehouse for offsite sedimentation, unapproved construction access and failure to maintain the construction access. Both violations were considered minor.

- **Staff:**
 - Construction activity continues to be steady and shows no sign of slowing.
 - Reitmeyer has revised Township assignments which will be evaluated.
- **Building Security Measures:**
 - On January 21, 2022 the catalytic converters were stolen from four vehicles at the Service Center.
 - An upgraded surveillance system is in place and functioning.
- **District Accounting Software:**
 - District staff have move ahead with the transition to Quickbooks as approved.
- **MS4 Program:**
 - Reitmeyer mailed the 2022 Solicitations on January 31st and has fielded phone calls and emails from interested Municipalities.

- Beverly City, Pemberton Twp. and Southampton Twp. and Maple Shade have provided approved agreements.
- Other Municipalities expected to participate include Burlington Twp., Willingboro Twp. and Medford Twp.
- Inspections have begun in Southampton and Pemberton.
- Reitmeyer is scheduled to meet with Maple Shade representatives next Thursday to discuss expected deliverables.
- **District Solar Panels**
 - Correspondence received on 12/21/21 indicated Tattleaux has approved the proposal for the District.
 - The District has not yet received a Letter of Intent.
- **SJRC&D:**
 - A Tour des Farms planning meeting was held on 3/9/22.
 - Burlington County may not be in position to support the event as in years past.
 - Grants are moving ahead.
 - The 2022 Tour des Farms has been canceled.
- **Building Maintenance:**
 - Most replacement batteries for the emergency lighting fixtures located around the building have been installed.
 - The pickup of waste and recycling has improved, but is being monitored.
- **Hiring Process for Natural Resource Specialist:**
 - After re-evaluating District needs due to the continued uptick in construction activity Reitmeyer, in consultation with G. Berg, recommends that the District pursue hiring a Site Inspector instead of a Natural Resource Specialist.
 - This new hire and existing staff can be considered for future promotion if needed and warranted.
- **USDA Lease:** The current 10-year lease agreement will end in September of this year. Reitmeyer has communicated the District's desire to begin the extension process to USDA.
- **2022 Partnership Meeting:** Reitmeyer has registered himself and Supervisors Caldwell, Budd, Winzinger and O'Connell. Reitmeyer will be provided the necessary meeting links for those attending through the virtual format.
- **Personnel Sub-Committee Meeting:** The committee has agreed to do a Zoom meeting on April 6th at 11:00.

Chapter 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are 23 251 Plans and 8 RFA permits that have been approved for this month. 251 Certifications highlighted for discussion were as follows: Case Residence of Mansfield and Line 3 Dig 3027 Pipeline Maintenance Project in Mansfield Twp. D. Caldwell abstained from actions with regard to the highlighted certifications

A motion to approve the certifications was made by D. Caldwell and seconded by T. Budd. Except for the noted abstentions by D. Caldwell, all voted in favor of approving the certifications.

Old Business

1). District Nominating Committee:

- As requested at the February meeting, Reitmeyer contacted former District Chair and farmer Donald Knezick.
- Don indicated he is able to serve on the Nominating Committee for 2022.

2). 2022 Board Resolutions:

- Resolution 2022-02 for Legal Services provided for approval.

New Business:

1). Building Re-Opening Updates:

- USDA is permitting Service Centers to re-open.
- According to updated protocols received from Frank Minch on 3/11/22:
Masking will not be required by visitors or employees, daily health checks will no longer be required and In-Person Meetings may resume.
- The Service Center opened to the public on 3/14/22.

PUBLIC COMMENT:

NEXT MEETING: April 20, 2022

ADJOURNMENT: The meeting was adjourned at 3:54 pm. On a motion of approval by D. O'Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg