

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 4th
Wednesday at 3:00pm at the District Office

DISTRICT MEETING AGENDA

August 26, 2019

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). MEETING CORRESPONDENCE
- 5). STAFF REPORT
- 6). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 7). SSCC REPORT Rich Belcher
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2019 District Audit
 - 2). District Policy Manual
 - 3). 2019 NACD Northeast Regional Meeting
- 11). NEW BUSINESS
 - 1). New District Employee
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **September 25, 2019**
- 14). ADJOURNMENT

Minutes for: August 28, 2019

PRESENT: G. Berg, D. Caldwell, T. Budd, A. Winzinger, N. Ciccaglione, R. Reitmeyer, R. Belcher, T. Robinson

ABSENT: R. Robson 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 3:02 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, A. Winzinger, R. Belcher, N. Ciccaglione, R. Reitmeyer and T. Robinson. 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 June 26, 2019 meeting were approved on a motion by T. Budd and seconded by D. Caldwell. All in favor.

FINANCIAL:

- R. Reitmeyer indicated that no CDs will be maturing prior to the September District meeting.
- The Financial reports for July and August were reviewed by the Board.
- Bills to be paid for July and August were reviewed and accepted on a motion by D, Caldwell and seconded by A. Winzinger. All in favor.

CORRESPONDENCE: Robert Reitmeyer

- 2019 Stockton University 2019 Summer Course catalog.
- Water's Edge Environmental, LLC: Fostertown Road and Union Mill Road NJDEP LOI
- The Kiplinger Letter: August 23, 2019
- Request for basin Inspection: Yates Plaza Tabernacle Twp. Reitmeyer will develop a proposal regarding appropriate fees.
- Investors Bank: Account Charges to take effect October 1, 2019.
- Copy of Lumberton Township letter to property owners regarding stormwater management facility inspections.
- Request for basin inspection: Questa Technology Inc.
- U.S. Small Business Association: Thank you for allowing temporary vehicle storage.
- Invitation to Burlington County Board of Agriculture 2019 Legislator's Farm Event.

- Frank Minch NJ Dept. of Agriculture/SSCC: Stormwater Rule compliance on agricultural development activities.
- Parker McCay: FY 2019 Audit document.
- Burl. Co. Board of Freeholders: Appointment to 2019 Solid Waste Advisory Council for Robert Reitmeyer.
- Richard Belcher NJ Dept. of Agriculture/SSCC: Previous year's grand champion poster folders available.
- Matt Johnson Burl. Co. Resource Conservation: Request to include Fairgrounds Maintenance in the current Shared Services Agreement. Request was approved by the Board.
- Frank Minch NJ Dept. of Agriculture/SSCC: Policy 20.1, Stormwater Permit Program
- 2019 NJ Natural Resources Conservation Program Directory
- Richard Belcher NJ Dept. of Agriculture/SSCC: NJACD 2019 Conference Save the Date.
- Richard Belcher NJ Dept. of Agriculture/SSCC: NJACD 2019 Staff/Supervisor Award applications.
- Richard Belcher NJ Dept. of Agriculture/SSCC: Letter of appreciation from NJACD for support of the 2019 Envirothon.

STAFF REPORT: Timothy Robinson

- Discussion of Drone usage and demonstration of drone footage taken around the District building and property.
- T. Robinson will find a suitable location to add the footage to the District's website.
- T. Robinson mentioned that during the absence of Paul Evans he has been performing all of the plan reviews in addition to his regular inspections.

NRCS REPORT: Nicole Ciccaglione

- Helen Haniffy: Has tendered her resignation as NRCS Program Assistant.
- Nicholas Saumweber is the new Assistant State Conservationist for Field Operations.
- Dispersed Activity Report which includes; 2 Request for Assistance.
- 2 Request for Signature: Bobwhite Quail and WRE (Wetland Reserve Easement).
- 2 State Cost Share: 1 Payment and 1 new request.
- NRCS has been very active due to end of the fiscal year work items.
- 40 applications have been received. Total obligation for 2019 EQIP – 31 contracts in Columbus totaling \$491,785 and in Burlington County – 22 contracts totaling \$295,794.
- NRCS has increased outreach for their programs.

SSCC REPORT: Richard Belcher

- Presented letter of appreciation for the District's support of the 2019 Envirothon on behalf of the NJACD
- National Envirothon – Mates came in at 15th place.
- SSCC Meeting has been changed to September 23, 2019.

DISTRICT MANAGER'S REPORT: Robert Reitmeyer

Snapshot off Activity: For the month July 2019 the staff performed 163 inspections, issued ROC's for 149 Units and performed 14 plan reviews. 7 Notices of Violations have been issued since the June meeting. 26 basin inspections were performed in July.

- **Staff:** Tim, Pam and I have been doing our best to maintain District functions while down two full time positions. The County is very busy with construction activity. Rain events have prompted a number of concerns and complaints. Also, Tim and I have been training Sean McGee, our new inspector.
- **Senior Resource Specialist Paul Evans** is still home recovering from his medical procedure.
- **2019 Municipal Shared Services:** We continue to perform inspections for municipalities. Additionally, we have been contacted by private basin owners directly who are seeking to use our inspection service. These inspections will be performed shortly. Appropriate fees for future inspections performed for non-municipal basin owners was also discussed. On a motion of approval to charge \$150.00 per basin inspection by D. Caldwell and seconded by T. Budd. All in favor.
- **2018 NFWF Grant:** Preparations are under way to prepare the four cover crop demonstration plots. Seed mixtures are being ordered. Suitable farmers are being contacted for participation.
- **SJRC&D:** Preparations are being done for Tour des Farms that is being held on September 7, 2019.
- **NJACD Annual Conference:** The 2019 conference will be held on December 2, 2019 at the Eco-Complex.
- **Return of Fees:** Project in Springfield Township has requested to have the unused fees returned. Reitmeyer will perform the audit of this file and the appropriate fees will be returned to the applicant.
- **Fall Landscape Maintenance:** Weed removal and shrub replacements should be considered for the Fall.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **24 251** Plans and **9 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows:

- D. Caldwell recused from: Promenade at Mansfield Water Main Extension of Mansfield; Marlton Tavern of Evesham and STAG Industrial, Inc of Burlington Townships.
- Rancocas Park 9 was also discussed.

On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.

OLD BUSINESS

1. FY 2019 District Audit

- Audit performed by Holman Frenia Allison personnel on August 5, 6 & 7th
- All indications are that the audit went smoothly and no significant issues were raised.
- An exit conference has not yet been scheduled.

2. District Policy Manual

- It has been brought to the attention of R. Reitmeyer that the amount of compensation for unused sick leave by a retiring employee is capped at \$15,000.00. Our Policy Manual identifies this amount as \$12,000.00 and should be corrected. The Board has agreed to correct the typographical error regarding the unused sick leave.
- R. Reitmeyer mentioned that the entire staff would like the Board to consider establishing a policy allowing district staff to donate sick leave to another district employee that has exhausted their sick leave. Existing policies are being sought. Local government policies also require approval by the State.

3. 2019 NACD Northeast Regional Meeting

- A. Winzinger attended the conference and reported that topics including soil health research, the new Farm Bill and urban agriculture were discussed and were very informative.

NEW BUSINESS:

1. New District Employee

- After reviewing additional resumes and conducting additional interviews it was decided to offer Sean McGee the position of Site Inspector.
- Sean is a 2019 Graduate of Stockton University with a Bachelor of Arts in Environmental Studies and a Certificate for Geographic Information Systems. Sean interned with the Cape Atlantic District and Camden District.
- Sean's first day was August 5th. He is currently on a previously scheduled vacation.
- Training is going well.

PUBLIC COMMENT:

NEXT MEETING: September 25, 2019

ADJOURNMENT: The meeting was adjourned at 5:30 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chairman

