

**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

Tel: (609) 267-7410 Fax: (609) 267-3347



Please note: The District meeting will be the 4th  
Wednesday at 2:00pm at the District Office

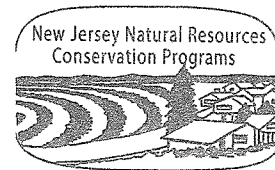
**DISTRICT MEETING AGENDA  
December 18, 2019**

- 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). DISTRICT MANAGER'S REPORT
- 8). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). OLD BUSINESS
  - 1). FY 2019 Audit
  - 2). 2019 NJACD Joint Annual Conference
- 10). NEW BUSINESS
  - 1). 2020 Schedule of Meetings
  - 2). NRCS Program Assistant
- 11). PUBLIC COMMENT
- 12). NEXT MEETING **January 22, 2020 (Proposed)**
- 13). ADJOURNMENT

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**2020 DISTRICT MEETING SCHEDULE**

January 22, 2020

February 26, 2020

March 25, 2020

April 22, 2020

May 27, 2020

June 24, 2020

July 22, 2020

August 26, 2020

September 23, 2020

October 28, 2020

November 18, 2020 (3<sup>rd</sup> Wed.)

December 16, 2020 @ 2:00 (3<sup>rd</sup> Wed.)

District meetings are scheduled to be held in the conference room of the District office.

**Minutes for: December 18, 2019**

**PRESENT: G. Berg, T. Budd, D. Caldwell, A. Winzinger, R. Robson, N. Ciccaglione, R. Reitmeyer and P. Saunders**

**ABSENT: R. Belcher**

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 2:04 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, A. Winzinger, R. Robson, 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 November 20, 2019 meeting were approved on a motion by D. Caldwell and seconded by T. Budd. All in favor.

The Bills to be paid for December were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell.

#### **FINANCIAL:**

- R. Reitmeyer has reviewed CD rates at area banks and identified that Wells Fargo has a 9-months CD at 1.49%; Ocean First has a 7-months CD at 1.74%; Columbia Bank has a 12-months CD at 1.54%, 24-months at 1.49%; 1<sup>st</sup> Colonia Community Bank has a 12 months at 1.75% and 24 months at 2.00%.

The board has agreed to add the \$17,740.00 that is in the Wm Penn Bank checking account to the funds within the CD that is maturing on January 2, 2020 in the amount of \$109,645 and to open a CD at Ocean First for 7-months CD at 1.74%. The second option will be to open a 12 month CD at Columbia Bank at 1.54%. On a motion of approval by T. Budd and seconded by D. Caldwell. All in favor.

#### **CORRESPONDENCE: R. Reitmeyer**

- Letter from R. Belcher thanking the District for the retirement gift.
- Notification that the HEP Soil Conservation District is seeking to hire a full-time Site Inspector.
- Memo from Frank Minch regarding the Holiday Gift and Receptions policy.
- Notification from Office of Aquaculture Coordination NJDA requesting the usage of our conference room on Friday January 24<sup>th</sup>.

- Email from Scott Hatfield, P.E. regarding MS4 Stormwater Permit Compliance Training in Atlantic City and Newark
- Hilltop Hollow Farm has presented the district with an updated Native Plant selection.

#### **STAFF REPORT: P. Saunders**

- Saunders mentions that the district is extremely busy with new applications.
- Saunders mentions that the computer system has been slow with the hibernation on her computer that needs to be adjusted. Saunders will place a call to our IT person to assist with the adjustment of this feature.
- Saunders mentions that files will be condensed to make additional room in the filing room for new applications. This is a regular occurrence.

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

- Bob, Kate and myself did 3 interviews for the NRCS Program Assistant and it was decided on one of the candidates who is Patricia Hollenbach from the Willingboro area. She will start on January 6, 2020. She has extensive experience in the Court System working for a number of Judges in the Burlington County and Freehold areas.
- President Trump has decided to close the federal offices on December 24, 2019.
- An accessibility Inspection will be held from January 7-9, 2020 at the district office and they will be looking at coats on all coat racks, lights, check smoke alarms and other items on their list.
- We have 50 applications that are eligible for State Cost Share. We have had a number of applicants that have dropped from their original status.

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

**Snapshot of Activity:** For the month of November 2019 the staff performed 224 inspections, issued ROC's for 127 units and performed 34 plan reviews. 123 Basin Inspections were performed in November. Three violations have been issued since the November meeting.

- **Annual Report:** T. Robinson will be working to provide annual report with assistance from P. Saunders and other staff member as needed.
- **2019 Municipal Shared Services:** Basin inspections are completed for Burlington Twp., Medford Twp. and Mount Laurel Twp. One inspection is still required for Springfield Twp. and the final preparation of all documents. S. McGee is finalizing the base map for Washington Township.
- **Building Security Items:** Reitmeyer has received notification that FSA will be seeking interior renovations in order to improve security for USDA personnel. Reitmeyer will begin to collect proposals once the requested renovations are finalized.
- **Building Maintenance:** Last year's landscape bed cleanup cost approximately \$3,000.00 and included rain garden maintenance and tree removal and new mulch. Reitmeyer is awaiting a quote from G&G.

- **S.A.M. Renewal:** This annual registration allows the District to contract with the federal government for items such as the lease. Reitmeyer has completed this registration for 2020.
- **SJRC&D:** Reitmeyer informed the Board that the council Chair and Treasurer will be retiring soon and that replacements are being sought.

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

Certification Report was presented and discussed. Reitmeyer reports there are **18** 251 Plans and **6** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Timber Ridge at Medford of Medford Township, The Preserve at Creekside of Hainesport, Dragon Farm Dwelling of Southampton, Kings at Burlington of Burlington Townships. D. Caldwell recused himself from McKenna Realty of Evesham and Dragon Farm Dwelling of Southampton Townships.

**Certifications approved** on a motion by D. Caldwell and seconded by R. Robson. All in favor, motion approved.

## **OLD BUSINESS:**

### **1. FY 2019 Audit:**

- The Board reviewed the FY 2019 audit.
- The Board requested that Reitmeyer contact the audit company and ask if explanations can be provided for certain language with the report.

On a motion of approval to accept the audit with changes/corrections and clarifications by D. Caldwell and seconded by T. Budd.

### **2. 2019 NJACD Joint Annual Conference**

- G. Berg mentioned that the NJACD is an organization with a substantial mission, but lacks the ability to complete tasks. This is especially evident on the Association website.
- G. Berg requested that Reitmeyer review opportunities where the District could assist the Association, potentially with updating the website.

## **NEW BUSINESS:**

### **1. 2020 Schedule of Meetings:**

- Reitmeyer presented the proposed 2020 District meeting schedule to the Board for acceptance.

- Saunders will contact the Burlington County Times to advertise the approved meeting as required by law.

**2. NRCS Program Assistant**

- Patricia Hollenbach has been selected for the position and she will start on January 6, 2020.

**PUBLIC COMMENT:**

**No members of the public were present.**

**NEXT MEETING: January 22, 2020**

**ADJOURNMENT:** The meeting was adjourned at 3:42 pm. On a motion of approval by D. Caldwell and seconded by R. Robson. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Berg', written in a cursive style.

G. Berg