

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

February 26, 2020

- 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
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2019 Audit
 - 2). Municipal Shared Services Agreements
- 11). NEW BUSINESS
 - 1). 2020 Regional Supervisor Meeting
 - 2). FY 2021 Budget Formation
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **March 25, 2020**
- 14). ADJOURNMENT

Minutes for: February 26, 2020

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

ABSENT: 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 3:10 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, 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 January 22, 2020 meeting were approved on a motion by R. Robson and seconded by T. Budd. All voted unanimously in favor.

FINANCIAL REPORT:

- CDARS account 102225711 (\$252,505.58) matured on January 30, 2020.
- As approved a new CD in the amount of \$235,000.00 was opened at 1st Colonial Bank for 48 months at 2.25%.
- Additionally, the remaining CD balance plus \$50,000.00 from the District's Investor's Checking account was used to open a second CD at Ocean First for 7 months at 1.75%

The Bills to be paid for February were reviewed and accepted on a motion by D. Caldwell and seconded by R. Robson.

CORRESPONDENCE: R. Reitmeyer

- Notification from Holly Reynolds of the Freehold SCD regarding the NJ Envirothon Fundraising Letters requesting assistance in identifying sponsors and donors to support the event.
- Notification from NJACD announcing the Regional Supervisor Meetings and requesting each participant register according to their region.
- Notification from SJRC&D requesting 2020 dues in the amount of \$300.00.
- Notification from Soil and Water Conservation Society requesting the 2020 membership renewal in the amount of \$230.00 which expires on March 11, 2020.
- Email from Claire Flynn at National Fish and Wildlife regarding the proposal for Delaware River Program 2020 RFP which is due by midnight, Thursday 2, 2020.

- Notification from Department of Transportation regarding the conformance of the Bordentown Training Facility.
- Basin Inspection Agreement with the City of Beverly for BCSCD to inspect their basins at \$75.00 per basin.
- Resolution from Springfield Township authorizing an extension of the shared services agreement between BCSCD and Springfield Township.
- Invitation to 2020 Delaware River Watershed Ag Networking Roundtable being held on March 12, 2020 at 9:00 am in Lahaska, PA.
- Email from Frank Minch regarding the recognition of Cathy Costa and Ken Roehrich be recognized in the NACD Hall of Distinction.
- Notification from Craig McGee of Camden SCD regarding their moving forward with a proposal to address harmful algal blooms in Pemberton Lake with Dr. Dibs Sarkar of Stevens Institute of Technology is taking the lead and will be applicant on the project.
- Email from William F. Whelan of OceanFirst bank with an attachment of the GUDPA Certificate stating the eligibility to act as a depository for public funds.
- NACD report regarding NACD Technical Assistance Grants.

STAFF REPORT: P. Saunders

- Significant time has been spent in preparation for the Municipal Workshop and the Contractor Training Course both printing and arranging the manuals.
- Performed registration for the Municipal Workshop today and it seemed to be a success. There was a great turnout from the municipalities.
- Contractor Training is scheduled for February 27, 2020 and Saunders will do the registration for that as well.
- Saunders has resumed processing the recertification documents and mailing to the appropriate people.
- Saunders has condensed the files in the file room and also processed a number of closeout files. In an effort to maintain up to date information Saunders processes Audit entries into the audit program for the inspections on at least twice a week processing.

NRCS REPORT: N. Ciccaglione

- 50 EQIP 2020 applications in Burlington County are eligible and 3 canceled by applicant.
- New Farm Bill is in effect. There could be a second sign up for 2020 EQIP but it has not been announced as of yet.
- State Cost Share has 2 applicants Salvistano for drip irrigation for apples on 8 acres. Smithville Farms a modification to add additional funds to the agreement because additional feet of pipe and stone were needed during construction.
- New Jersey NRCS Acting State Conservationist s Diane Gray who is filling in since Carrie Lindig has accepted a new position in Washington, DC.
- NRCS will be posting a job vacancy for a Soil Conservationist to replace Luis who left in September.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of January 2020 the staff performed 318 inspections, issued ROC's for 158 units and performed 24 plan reviews.

- **Staff:** Inspection numbers were increased during January. Pam and I are working to finalize file closeouts and to mail additional file recertification questionnaires. Construction activity remains at a very high level.
- **Annual Report:** T. Robinson has completed a draft of the 2019 annual report. Reitmeyer will proceed to print and distribute the reports.
- **Building Security Items:** A security assessment was performed, still awaiting final requested improvements.
- **USDA Accessibility Review:** Occurred in February 19th, a document of requested improvements will be forwarded to the District.
- **Building Maintenance:** Quote received from G&G for landscape bed cleanup and re-mulching in the amount of \$2,075.00. An additional quote of \$650.00 was received for cleaning both rain gardens. Reitmeyer is waiting for a cost to plant shrubs.
- **IT Improvements:** The District's IT provider has recommended that the current Anti-virus products (Malwarebytes and gData) be replaced with Bit Defender. Bit Defender is cloud based and will free up disk space on the District's server.
- **NFWF:** Phone calls have been coming in regarding NFWF and Reitmeyer is working on obtaining some products for the program.
- **SJRC&D:** The new executive board will be Tim Wilmott as Chair, Jack Sworaski as Vice Chair, Craig McGee as Treasurer and Reitmeyer as Secretary. The Council is moving ahead with grants and will seek to sell the tractor.
- **Envirothon:** The annual request to help sponsor the event in the amount of \$500.00 has been received and will be added to the March meeting Bills.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **22** 251 Plans and **9** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Taylor's Lane Remediation Project of Cinnaminson; Cranberry Park in the City of Bordentown, Stokelan Vineyard & Winery in Medford Township. Cancellation and the return any unused inspection fees has been requested by the applicant for application #25114-113 known as O'Donnell Lane in Cinnaminson. Reitmeyer has calculated the correct refund amount to be \$1,325.00. D. Caldwell requested recusal of Taylor's Lane Remediation Project, Proposed Commercial Development of Cinnaminson and Foxdale Properties, LLC of Florence.

Certifications approved on a motion by R. Robson and seconded by T. Budd. All in favor, motion approved.

OLD BUSINESS:

1. **FY 2019 Audit:**

- Previously recommended for approval.
- G. Berg, T. Budd and R. Reitmeyer met with the auditor on February 11th to request some clarifications and corrections of the audit report.
- A partially corrected Audit Report was received from the auditor.
- The auditor also met separately with P. Saunders to review, and make, adjustments to journal entries within the general ledger.

2. Municipal Shared Services Agreements

- All solicitation letters were mailed on January 30, 2020.
- Beverly Township has responded with a request for the District to perform the inspection services.
- Springfield has submitted a similar request, but will need to update the per basin cost in the agreement to \$75.00.
- Reitmeyer indicated that Florence Township may also be interested.
- Reitmeyer will contact Municipalities with agreements in 2019 to determine interest.

NEW BUSINESS:

1. 2020 Regional Supervisor Meeting:

- Central Districts: March 18th
- Villa Mannino in Bordentown at 6/30
- It was approved to move the District meeting forward one week. P. Saunders will contact the newspaper for the change of the meeting.
- Reitmeyer will register available Supervisors.

2. FY 2021 Budget Formation:

- The Board discussed meeting times for Budget subcommittee meetings.
- The first meeting will occur between the March 18th District meeting and the Supervisor Dinner Meeting.
- The deadline for budget approval is June 2020.

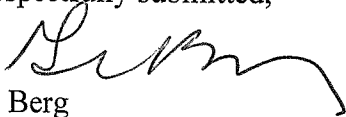
PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: March 18, 2020

ADJOURNMENT: The meeting was adjourned at 4:41 pm. On a motion of approval by R. Robson and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,


G. Berg