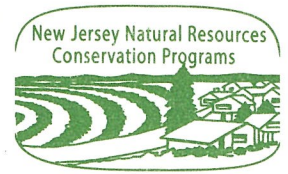


BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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 3:00pm at the District Office*

DISTRICT MEETING AGENDA

January 22, 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). 2019 Shared Services Agreements
- 11). NEW BUSINESS
 - 1). Election of Officers
 - 2). Contractor Training Course
 - 3). Municipal Officials Workshop
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **February 26, 2020**
- 14). ADJOURNMENT

Minutes for: January 22, 2020

PRESENT: G. Berg, T. Budd, D. Caldwell, A. Winzinger, R. Robson, D. Kaufmann, P. Hollerbach, 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 3:01 p.m.

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

FINANCIAL REPORT:

- Reitmeyer mentioned that as approved at the December meeting, CDARS account 1022129216 matured on 1/2/2020 and was used, in combination with additional funds, to open a new CD at Ocean First Bank.
- Reitmeyer identified that CDARS account 1022225711 will be maturing on 1/30/2020. The Board approved using these funds to open a new CD at 1st Colonial Community Bank and another new CD at Ocean First Bank.
- The Bills to be paid for January were reviewed and accepted on a motion by D. Caldwell and seconded by R. Robson.

CORRESPONDENCE: R. Reitmeyer

- Email from C. McGee regarding a project in Camden County (Wawa in Voorhees).
- Notification that the USDA Accessibility Review of the Columbus Service Center is scheduled for February 19, 2020.
- Email from Brian Peterson of MRP Industrial requesting updated information regarding the basin inspections performed at the Burlington Center Mall.
- Email from Paul Mahon of JBMDL requesting Burlington County Soil Conservation District's participation in the Earth Day 2020 event scheduled for May 2, 2020 at the Laurel Pond Recreation Area. Reitmeyer will determine if staff are available.
- Notification from T. Thomas of the New Jersey Conservation District Employees Association that the association is seeking new members.
- Letter from Secretary Douglas Fisher with a response from NJ Senator Oroho regarding the District review processes for Soil Erosion and Sediment Control Plan submissions.

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PRESENT: G. Berg, T. Budd, D. Caldwell, A. Winzinger, R. Robson, D. Kaufmann, P. Hollerbach, R. Reitmeyer and P. Saunders

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- Letter from Secretary Douglas Fisher with a response from NJ Senator Oroho regarding the District review processes for Soil Erosion and Sediment Control Plan submissions.

- M J. Real Estate Investments II, LLC has submitted a request to have unused funds from a certified Soil Erosion and Sediment Control Plan application returned.
- Notification from the NJDEP regarding a Notice of Non-Compliance-Monitoring and Reporting Violation for Burlington County Soil Conservation District water sampling results. Reitmeyer has received confirmation from the water sampling service that the reporting error has been corrected and that District is in compliance.
- Notification from the New Jersey Department of Health that the 2019 Right to Know Survey is available online. Reitmeyer will complete the survey prior to the July 15,2020 deadline.
- Email from John Showler, P.E. requesting that all Districts complete a survey related to soil restoration testing.

STAFF REPORT: P. Evans

- Municipal Workshop Training has been scheduled for February 26, 2020 at the district office. There is still some work that needs to be done on the workshop documents.
- Contractor Training has been scheduled for February 27, 2020. Both trainings will be half day sessions.
- Applications are steadily coming in and several proposals are for large projects. (i.e. warehouses, residential housing)
- PSE&G has met with us and discussed a project running from Trenton-Burlington City as well as the Trail Project that is running from Bordentown-Palmyra.

NRCS REPORT: D. Kaufmann

- No Report this month because NRCS has a new system that is being worked on and once completed a report will be generated.
- D. Kaufmann introduced to the Board the new NRCS Program Assistant Patricia Hollerbach

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of December 2019 the staff performed 139 inspections, issued ROC's for 27 units and performed 23 plan reviews. 60 Basin Inspections were performed in December and mapping for Washington Township was initiated. Two violations have been issued since the January meeting.

- **Annual Report:** T. Robinson has completed a draft of the report.
- **2020 Municipal Shared Services:** Reitmeyer is working to complete a 2020 solicitation document to be distributed to appropriate municipal officials. Reitmeyer will email a draft of the letter to G. Berg.
- **Active Shooter Drill** was held at the district office and through that meeting Theresa from FSA has a few recommendations.
- **Building Maintenance:** Reitmeyer will be meeting with G&G to review District needs and request a proposal.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **16** 251 Plans and **4** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Burlington Pike Spec Building is school renovations in Edgewater Park, Estate at Seneca Woods and McGuire AFB/Fort Dix Housing Privatization Parcel F are both Administrative Recertification's. Camelot at Riverside has begun. A. Winzinger recused herself from Rancocas Glen Phase 1B, 2 & 3C Commercial project of Mount Holly. All

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

OLD BUSINESS:

1. FY 2019 Audit: Tabled

- The meeting scheduled to discuss and receive some clarity on the audit will be re-scheduled.

2. 2019 Shared Services Agreements

- All shared services agreement obligations were completed as promised.
- Approximately 425 stormwater management structures were inspected in Burlington Twp., Medford Twp., Mount Laurel Twp., and Springfield Twp.
- Stormwater structure mapping for Washington Twp. was completed.
- All work has been invoiced.

NEW BUSINESS:

1. Election of Offices:

- The Board voted to remain unchanged for an additional year. On a motion of agreement to accept the same board members to remain in their same position for the year of 2020 by D. Caldwell and seconded by R. Robson.
- A Resolution for Signers on district accounts was presented and signed.

2. Contractor Training Course:

- Will be held on February 27, 2020 from 8:00 - 12:00 at the district office.

3. Municipal Officials Workshop

- Will be held on February 26, 2020 from 8:30 – 11:00 at the district office.

PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: February 26, 2020

ADJOURNMENT: The meeting was adjourned at 4:18 pm. On a motion of approval by R. Robson and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg