



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

DISTRICT MEETING AGENDA
June 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). Supervisor Reappointments
- 11). NEW BUSINESS
 - 1). FY 2020 Budget Formation
 - 2). District Policy Manual
 - 3). FY 2019 District Audit
 - 4). 2019 NACD Northeast Regional Meeting
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **July 24, 2019**
- 14). ADJOURNMENT

Minutes for: June 26, 2019

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

ABSENT: A. Winzinger and 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 3:06 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, 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 May 22, 2019 meeting were approved on a motion by T. Budd and seconded by R. Robson. All in favor.

FINANCIAL:

- R. Reitmeyer indicated that no CDs will be maturing prior to the June District meeting.
- Bills to be paid for June were reviewed and accepted on a motion by T. Budd and seconded by G. Berg. All in favor.

CORRESPONDENCE: Robert Reitmeyer

- Copy of the letter sent to the State Soil Conservation Committee regarding the Supervisor Performance Standards.
- Estimate from Intellec Solutions of New Jersey for Adobe Acrobat Pro 2017 at a cost of \$525.00 or monthly \$15.00. The Board has agreed to purchase the Acrobat Pro 2017.
- Notification from SADC regarding PSE&G Metuchen-Trenton-Burlington Transmission Project – Segment 2
- Notification from Attorney Paul Leodori, P.C. regarding Ravenswood at Marlton Homeowners Association, Inc.

STAFF REPORT: Pamela Saunders

- Saunders reports that the district has been very busy. Partly because of being short staffed partly because of the high number of active projects.
- Saunders reports that we are now using Stamps.com for postage. Saunders has found a way to use labels that are already on hand which will provide an additional cost saving to the district. The program is user friendly.
- Saunders has been working on refining the Sage Accounting System while preparing for the annual year end audit.
- Saunders has been moving files to make room for additional active files and to prepare for closeouts.
- Attending to other duties as required.

NRCS REPORT: Nicole Ciccaglione

- N. Ciccaglione has provided the district with an updated listing of programs and status for Open AMA Contracts, Open EQIP Contracts, Conservation Stewardship Program and Open RCPP-EQIP Contracts as well as State Cost Share.
- 14 Conservation Plans were presented for certification, 2 were not ready for June and will be presented next month. There is a good diversity of projects for this month that include Erosion control, Forestry; Irrigation, Local Work Group, Livestock and Energy.
- Ciccaglione will email the total amount of funding that was obligated for FY 2019. NRCS funded every application that applied in Central Jersey fund pool.
- New Earth Team Volunteer (Rebecca Wilson) will be working with NRCS on Wednesdays & Thursdays for the remainder of the summer starting July 10th. She will be learning about the planning process with NRCS.
- Next sign up cut off for EQIP and AMA is August 30th for FY 2020 funding.

SSCC REPORT: No report.

DISTRICT MANAGER'S REPORT: Robert Reitmeyer

Snapshot off Activity: For the month May 2019 the staff performed 322 inspections, issued ROC's for 82 Units and performed 31 plan reviews. Three Notices of Violations have been issued since the May meeting. Violations were issued to **Matrix Distribution Center, Exit 7** for sediment barriers not maintained and offsite sedimentation; **Sammy's Express Car Wash** for required sediment barriers not installed and offsite sedimentation; **Good Farm Recreation Complex** for construction sequence not followed, sediment barriers not maintained and offsite sedimentation.

- **Staff:** Tim, Pam and I have been doing our best to maintain District functions while down two full time positions. All possible plan reviews were completed by Paul and Tim prior to Paul's medical leave. Pam has been tasked with additional administrative work

that I might typically perform. Tim has been tasked with additional plan review items as well as additional inspection areas. I am handling the bulk of Paul's inspections and some from Liz. This past week has been very busy with a number of complaints and subsequent problems to address.

- **Senior Resource Specialist Paul Evans** is home recovering from his medical procedure.
- **2019 Municipal Shared Services:** A draft agreement has been prepared for Medford Twp. in case they decide to use the district inspection service. The first invoices for Burlington Twp. basins have been submitted for payment. The first invoice for Mt. Laurel will be completed soon. Reitmeyer will be focusing on performing Basin Inspections.
- **SJRC&D:** June meeting was not held. A voucher for payment has been prepared for the replacement of trailer wheels that have been purchased and installed along with additional security measures that include locking lug nuts, chain and lock for the trailer. Fairly active use this Spring.
- **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. The normal to do this will be to audit the file and any remaining monies will be returned to the applicant.
- **Summer BBQ:** The annual barbeque is typically held the day of the July District meeting but since the meeting is cancelled, the barbeque will remain on that same day. Motion to cancel the July meeting: On a motion of approval to cancel the July meeting by T. Budd and seconded by R. Robson. All in favor.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **30 251** Plans and **8 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: **Florence Associates, LLC (Residential/Commercial)** in Florence, **Eastampton Village II-III** in Eastampton, **The Village of Cinnaminson** in Cinnaminson, **Bordentown Pipeline Maintenance Project** in Bordentown, **High Point** in Delanco, **Soil Importation Plans** of Florence On a motion of approval by R. Robson and seconded by T. Budd. All in favor.

OLD BUSINESS

1. Supervisor Reappointments

- Supervisors Berg and Winzinger were approved for reappointment at the June 10, 2019 SSCC meeting
- Supervisor Standards were discussed at the Manager's Liaison Meeting. It may be possible to hold needed votes with ballots or via teleconference.

EXECUTIVE SESSION: On a motion of approval to convene into an executive session to discuss district staffing and budget matters at 3:45 pm by D. Caldwell and seconded by T. Budd.

OPEN PUBLIC MEETING: On a motion by D. Caldwell and seconded by T. Budd to return to the regular meeting agenda at 4:03 pm.

NEW BUSINESS:

1. District Policy Manual

- Resolution – A revised resolution for providing State Health Benefits to retired district employees was brought up for discussion. On a motion of approval by R. Robson and seconded by T. Budd.

2. FY 2020 Budget Formation

- The Board reviewed the proposed FY 2020 District Budget recommended for approval by the Budget Sub-Committee. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.

3. FY 2019 District Audit

- The Board reviewed a proposal from Holman, Frenia, Allison, P.C. to provide the FY 2019 Annual Audit for an amount not to exceed \$7,500.00. On a motion of approval by T. Budd and seconded by R. Robson.

4. 2019 NACD Northeast Regional Meeting

- Regional Meeting is being held at the Foxwoods Resort Casino in Mashantucket, Connecticut from August 25 thru August 28, 2019. Information will be forwarded to all Board members.

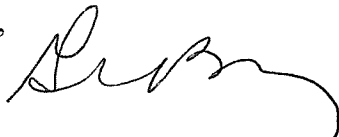
PUBLIC COMMENT:

NEXT MEETING: August 28, 2019

ADJOURNMENT: The meeting was adjourned at 4:22 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

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