



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

**DISTRICT MEETING AGENDA  
March 18, 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). NFWF 2018 Grant
  - 2).
- 11). NEW BUSINESS
  - 1). FY 2021 Budget Formation
  - 2). Supervisor Reappointments
  - 3).
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **April 22, 2020**
- 14). ADJOURNMENT

**Minutes for: March 18, 2020**

**PRESENT: G. Berg, R. Reitmeyer, P. Saunders, A. Winzinger (via phone), T. Budd (via phone) and R. Robson (via phone)**

**ABSENT: D. Caldwell**

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 3:04 p.m.

Roll Call: G. Berg, T. Budd, A. Winzinger, R. Robson, 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 February 26, 2020 meeting were approved on a motion by T. Budd and seconded by A. Winzinger. All voted unanimously in favor.

#### **FINANCIAL REPORT:**

- Two District CDs will mature in April, the first on 4/9/20 and the second on 4/20/20. The first is a CDARS account with William Penn Bank, the second CD is held at Delmarva Bank. Reitmeyer mentioned that he will continue to review available rates but it may be prudent to allow each to mature and remain with the current institution, depending upon the status of COVID-19.
- After discussion it was requested that Reitmeyer explore GUDPA coverage for the first CD so that an additional CD can be opened with William Penn Bank.
- After discussion it was determined that the Delmarva Bank CD may need to mature and stay in place at the same institution.
- The annual Employer Liability for Annual Pension Contribution in the amount of \$39,661.00 is due April 1, 2020. This will be an EFT (electronic fund transfer).

The Bills to be paid for March were reviewed and accepted on a motion by A. Winzinger and seconded by T. Budd.

**CORRESPONDENCE: R. Reitmeyer**

#### **STAFF REPORT:**

- Removed from the agenda due to COVID-19 concerns

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

- No Report.

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

**Snapshot of Activity:** For the month of February 2020 the staff performed 253 inspections, issued ROC's for 27 units and performed 21 plan reviews. One violation has been issued since the February meeting.

- **COVID-19 Preventative Measures:**
  - All State & Federal guideline are being adhered to.
  - Effective March 17<sup>th</sup> no visitors will have access to the Service Center.
  - Surfaces are being disinfected by cleaning service and staff.
  - District supplies of hand sanitizer and wipes have been distributed.
  - Staff are minimizing close interaction.
  - Work from home options are being maximized.
- **Staff:** Inspection numbers were at a good level for February. Construction activity remains at a very high level.
- **Contractor Training Course:** The course was provided to 27 contractors and developers. This is near maximum capacity for our room. Course was again well received.
- **Annual Report:** Printing has been completed. Mailing will be completed shortly.
- **Building Security Items:** A security assessment was performed, still awaiting final requested improvements.
- **USDA Accessibility Review:** Occurred in February 19<sup>th</sup>, a document of requested improvements will be forwarded to the District.
- **Building Maintenance:** G&G has been given approval to perform the maintenance work. Replacement trees/shrubs will not be available until late summer/early fall.
- **IT Improvements:** Previously approved cloud based anti-virus software has been installed.
- **MS4 Compliance Services:** Reitmeyer has contacted all previous municipalities with which the District had agreements. Burlington Twp. is likely to request service again. Medford and Mt. Laurel were not able to commit at this time. A signed agreement is in place with the City of Beverly. Florence Twp. has expressed interest as well.

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

Certification Report was presented and discussed. Reitmeyer reports there are 17 251 Plans and 6 RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Westampton Logistic Center in Westampton Twp.; Hainesport Commerce Center in Hainesport Twp.

**Certifications approved** on a motion by A. Winzinger and seconded by T. Budd. All in favor, motion approved.

**OLD BUSINESS:**

**1. NFWF 2018 Grant**

- Phone calls have been made to interested producers and gypsum providers.
- Reitmeyer is working through the various obstacles such as supply, appropriate level of application and applicator services.

**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. FY 2021 Budget Formation:**

- As previously distributed.

**2. Supervisor Reappointments:**

- The current term for Supervisor Rose Robson will be expiring in June 2020.

**PUBLIC COMMENT:**

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

**NEXT MEETING: March 18, 2020**

**ADJOURNMENT:** The meeting was adjourned at 3:20 pm. On a motion of approval by T. Budd and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg