

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

November 20, 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
- 10). NEW BUSINESS
 - 1). 2019 NJACD Joint Annual Conference
 - 2). 2020 NACD Annual Meeting
 - 3). FY 2019 Audit
- 11). PUBLIC COMMENT
- 12). NEXT MEETING **December 18, 2019**
- 13). ADJOURNMENT

Minutes for: November 20, 2019

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

ABSENT: N. Ciccaglione, R. Belcher and R. Robson

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, D. Caldwell, A. Winzinger, T. Robinson, 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 October 23, 2019 meeting were approved on a motion by A. Winzinger and seconded by D. Caldwell. All in favor.

FINANCIAL:

- R. Reitmeyer mentioned that there are two CDARS accounts approaching maturity at William Penn Bank. The first, in the amount of \$257,006.83 matures on 12/5/19 and the second, in the amount of \$109,197.10 matures on 1/02/19. After available options were discussed, the Board consensus was to open a 13-month CD with William Penn Bank with \$240,000.00 from the first CD. The remaining funds will be added to the second CD when it reaches maturity and the best rate/term is located.
- The Bills to be paid for November were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd.

CORRESPONDENCE: R. Reitmeyer

- Letter from Woolston Company Incorporated advising customers that rates will be increasing as of December 1, 2019. There was no specific rate change that was mentioned in the letter.
- Email from various District Managers requesting a retirement gift recognizing R. Belcher retirement at 31 years of service with Department of Agriculture. Belcher will be retiring on January 1, 2020. On a motion to contribute a gift not to exceed \$100.00 by T. Budd and seconded by A. Winzinger. All in favor.
- Email from F. Minch regarding NACD Announcement on Urban Agriculture Conservation Grants up to \$50,000 for approximately 18 districts. NACD will be accepting project proposals until Friday, January 10, 2020.

STAFF REPORT: T. Robinson

- Robinson discussed the Poster Contest for 2020 and requested reauthorization of the cash awards provided by the District to local winners. The current amount is capped at \$700.00. Robinson will be reaching out to the various schools and coordinate with various organizations to promote the contest. A. Winzinger offered to assist and will be working with Robinson to get more students involved. After discussion, the Board approved to increase the awards to a total of \$1,400 and issuing \$100.00 overall grand prize to the local winner.
- NJ Envirothon-the District has offered \$150.00 scholarships to participating schools within the District to offset costs. Robinson would like to request if the District could continue that award in case there is school that may need the funding. The Board has agreed to continue unanimously.
- Robinson reported that the District has received more 251 applications this year compared to last year.

NRCS REPORT: N. Ciccaglione

- Signature for one approval was requested and provided.

SSCC REPORT: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of October 2019 the staff performed 285 inspections, issued ROC's for 42 units and performed 39 plan reviews. Two violations have been issued since the October meeting. 104 Basin Inspections were performed in October.

- **Staff:** Productivity is returning to a more normal level. Paul Evans is back to performing site inspections. Sean McGee is becoming more familiar with his assigned Townships.
- **New District Vehicle:** The Board requested that Reitmeyer review available options including fully electric and hybrid vehicle.
- **Donated Leave Policy.** NJ Dept. of Ag. policy was previously distributed to Supervisors for review and discussion.
- **Annual Report:** T. Robinson will be working to provide annual report with assistance from P. Saunders and other staff member as needed. Content for the Annual Report has also been requested from NRCS, RD and FSA.
- **2018 NFWF Grant:** Reports have been submitted as required.
- **2019 Municipal Shared Services:** Reitmeyer is working to complete the required basin inspections and reports. Inspections for Burlington Twp., Springfield Township and Medford Twp. are largely complete. A significant amount of inspections still remain for Mt. Laurel Twp. S. McGee has prepared a base map for Washington Township and we will schedule that work shortly. Additional requests for the inspection of privately owned

basins have been received and are being completed. Reitmeyer recommended that additional Certifications for the MS-4 work be obtained for involved District employees.

- **SJRC&D:** Moving ahead with grant preparation, discussed outcomes from the Tour des farms and moving towards developing new routes.
- **NRCS Program Assistant:** The advertisement for the new part time employee has been run. The last day to receive resumes is today.
- **District Accounting Software:** Sage Accounting Software subscription renewal has been purchased at a cost of \$778.00. Reitmeyer and P. Saunders will review alternatives, including “Edmunds”.
- **The CPESC:** The annual re-certifications for T. Robinson and R. Reitmeyer have been approved and paid for.
- **Holiday Luncheon:** SJRC&D has agreed to coordinate the sponsorship of the event with a donation of \$250.00 and the district will donate \$163.00. The partnering agencies will donate (desserts, plates, forks, knives, spoons and cups). The Luncheon will be held at 12:00 on December 18, 2019. All Supervisors are invited to attend.
- **Building Security concerns:** Recent events have prompted a request to review /increase building security protocol. Items being considered include a security assessment, glass for the RD counter, and keypad entry doors. Estimate for key pad locks has been received. USDA will be performing an inspection to determine other suitable measures.
- **Building Maintenance:** Reitmeyer recommended that some landscape maintenance and improvements be performed. The 2018 landscape bed cleanup cost approximately \$3,000.00 and included rain garden maintenance, tree removal and new mulch. The Board requested that Reitmeyer obtain a quote for cleaning landscape beds, trimming, new mulch and planting plants supplied by the District.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **22** 251 Plans and **8** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Medford Senior Independent Living, Aero Haven Solar in Evesham, Medford Municipal Building and Library, Proposed Parking Lot Investigation in Maple Shade, Swernco Site in Moorestown and the Delaware River Heritage Trail-Route 130 Bypass in Florence, Mansfield and Bordentown Townships.

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

OLD BUSINESS:

No old business was discussed

NEW BUSINESS:

- 1. 2019 NJACD Joint Annual Conference**

- To be held on December 2, 2019 at the Rutgers Eco-Complex.
- All Supervisors, Reitmeyer and T. Robinson are scheduled to attend the full day.
- Other Staff members may be invited to attend depending on meeting logistics.

2. 2020 NACD Annual Meeting

- Board members interested in attending are asked to contact the District office to make arrangements.

3. FY 2019 Audit:

- The completed Audit was distributed to all Supervisors for review.
- Discussion of the Audit will be placed on the December agenda. Once the Audit has been approved it can be submitted to the NJDA as required.

PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: December 18, 2019

ADJOURNMENT: The meeting was adjourned at 4:32 pm. On a motion of approval by A. Winzinger and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg