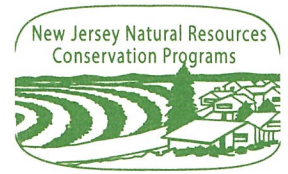


BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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
October 23, 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
- 11). NEW BUSINESS
 - 1). 2019 NJACD Joint Annual Conference
 - 2). 2020 NACD Annual Meeting
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **November 20, 2019**
- 14). ADJOURNMENT

Minutes for: October 23, 2019

PRESENT: G. Berg, T. Budd, D. Caldwell, R. Robson, A. Winzinger, N. Ciccaglione, R. Belcher, P. Evans, 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 3:05 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, A. Winzinger, R. Robson, N. Ciccaglione, R. Belcher, P. Evans, 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 September 25, 2019 meeting were approved on a motion by T. Budd and seconded by A. Winzinger with revisions. All in favor.

FINANCIAL:

- R. Reitmeyer mentioned that the funds from the recently matured CDARS account were parked in the William Penn Bank Checking account pending the opening of a second CD at Delmarva Bank.
- The Bills to be paid for September were reviewed and accepted on a motion by A. Winzinger and seconded by R. Robson.

CORRESPONDENCE: R. Reitmeyer

- Email regarding the annual renewal of the CPESC certification for R. Reitmeyer and Tim Robinson. The annual renewal is required to be completed by October 27, 2019.
- Email from the NJDEP Division of Forestry regarding the 2020 NJ Tree Campaign. R. Reitmeyer confirmed that the Burlington County Soil Conservation District would continue to be a pickup location for the program.
- Email from the Lumberton Independent Living Campus requesting that a stormwater basin inspection be performed at the approved cost of \$150.00.
- Email from Murphy's Market in Tabernacle requesting that a stormwater basin inspection be performed at the approved cost of \$150.00.
- Email notification that a NFWF Annual Financial Report is due on October 31, 2019.
- Notification from the engineering firm French & Parrello Associates regarding Phase II of the Margolis Warehouse Distribution Facility.
- Notification that the District's SonicWALL Security Suite was updated at a cost of \$424.00.

STAFF REPORT: P. Evans

- Evans is happy to be back to work and has been reviewing plans and inspecting active construction projects.
- Evans has been providing additional training to new inspector Sean McGee.
- The next Contractor Training is going to be offered some time in February, 2020.
- Evans attended a Social Security Seminar. The seminar included a substantial amount of useful information.

NRCS REPORT: N. Ciccaglione

- NRCS has been very busy with 52 new applications, of which 46 are for Burlington County.
- Two State Cost Share Applications were presented for approval.

SSCC REPORT: R. Belcher

- Announcement of his retirement as of January 1, 2020 after working with the Department of Agriculture for 28 years.
- Announcement for the NJACD Memorial Conservation Scholarship. A \$1,500.00 scholarship is available for individuals meeting the eligibility requirements. Information has been provided to all Districts.
- Freehold will be hosting the 2020 Envirothon and it will be held in Monmouth County YMCA – 537 Great Adventure Camp Topanemus on May 1st and 2nd, 2020. There will be a planning group meeting on October 31, 2019.
- John Showler will return to work after November 4th from being out for a Quadruple Bypass.
- Annual Conference will include Staff Training. There is a meeting planned tomorrow.
- Poster Contest information will be distributed shortly.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of September 2019 the staff performed 143 inspections, issued ROC's for 104 units and performed 15 plan reviews. One violation has been issued since the September meeting. 36 Basin Inspections were performed in September.

- **Staff:** Productivity is ramping up to a more normal level. Paul Evans is back to work at a full time level. Sean McGee has been assigned townships to inspect. Tim Robinson can now share the plan review responsibilities with Paul and Pam Saunders is assisting with additional administrative items. R. Reitmeyer is able to dedicate additional time to the MS4 Inspections.
- **Donated Leave Policy.** Distributed NJ Dept. of Ag. policy to Supervisors for review and discussion.
- **Annual Report:** T. Robinson will be working to provide an annual report for 2019 with assistance from P. Saunders and other staff members as needed.
- **2018 NFWF Grant:** Reitmeyer will complete the required financial report on schedule.

- **2019 Municipal Shared Services:** Reitmeyer is working to complete the required basin inspections and reports. S. McGee will soon have a base map prepared for Washington Township. Requests for the inspection of privately owned basin are being received.
- **Fiscal Year 2019 Audit:** The audit has been completed, however the audit firm is still reviewing bank documents. An exit conference has not yet been held.
- **SJRC&D:** Moving ahead with grant preparation, discussed outcomes from the Tour des farms and moving towards developing new routes.
- **R. Babezki (Intellec IT):** Will be coming in to upgrade two work stations from Windows 7 to Windows 10 on October 28. He has also recommended that the FY 2021 budget include a new server.
- **NRCS Program Assistant:** The final payment request for the time period that Helen worked has been submitted. The advertisement for the new part time employee will run shortly.
- **CPESC Certification:** Renewal documentation for T. Robinson and R. Reitmeyer have been submitted for acceptance and payment made.
- **Building Maintenance:** Recent events have prompted a request to review /increase building security. Items being considered include a security assessment, glass for the RD counter, and keypad entry doors.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **15** 251 Plans and **7** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: The Gables of Mount Laurel, Ready Pac Produce, Inc. of Florence, Residential New Construction of Florence, Regional Basin Maintenance of Burlington and Proposed Wawa Food Market & Fuel Station of Bordentown. D. Caldwell abstained from Ready Pac Produce, Inc. of Florence.

Certifications approved on a motion by T. Budd and seconded by A. Winzinger. 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 are asked to review their calendars and to contact the District office for registration if they are able to attend.

2. 2020 NACD Annual Meeting

- To be held on February 7, 2020 to February 11, 2020 in Las Vegas at Bally's. All Supervisors are asked to review their calendars and to contact the District office for registration if they would like to attend.
- A Break Out Meeting schedule for the Annual Conference in Las Vegas on February 10, 2020 was distributed for Supervisor review.

PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: November 20, 2019

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

Respectfully submitted,



G. Berg