

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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

**DISTRICT MEETING AGENDA
September 25, 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 **October 23, 2019**
- 14). ADJOURNMENT

Minutes for: September 25, 2019

**PRESENT: G. Berg, D. Caldwell via telephone, R. Robson, N. Ciccaglione, R. Reitmeyer
S. McGee and P. Saunders**

ABSENT: T. Budd 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 3:05 p.m.

Roll Call: G. Berg, D. Caldwell, A. Winzinger, R. Robson, S. McGee, 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 August 28, 2019 meeting were approved on a motion by A. Winzinger and seconded by R. Robson. All in favor.

FINANCIAL:

- One CDARS account will be maturing prior to the October District meeting. Currently a 24-month CD at 1.4%. The next maturation date will be December 5, 2019. The board has agreed to move that CD that is maturing on October 17, 2019 to a Delmarva Bank 15-month CD at 2.13% as the first choice or to a William Penn Bank 12-month CD at 1.98% as the second choice. Reitmeyer will advise the Board of Any rate changes.
- The Bills to be paid for September were reviewed and accepted on a motion by R. Robson and seconded by A. Winzinger.

CORRESPONDENCE: R. Reitmeyer

- Bohler Engineering – Freshwater Wetlands General Permit for Viking Developers/Wellington Farms, LLC, Route 38 Lumberton.
- R. Belcher 's announcement of retiring on January 1, 2020 after 31 years of service.
- Email from Frank Minch regarding the medical status of John Showler.
- Email from N. Saumweber regarding the NRCS Program Assistant position and the continuation of the contractual agreement. It has been recommended to fill the position with a Part Time employee working 24 hours a week. The board has agreed to advertise through Burlington County Soil Conservation District.
- Notification from the State Agriculture Development Committee regarding the Review of a Non-Agricultural Development Project in an Agricultural Development Area Metuchen-Trenton-Burlington Transmission Project – Segment 2 in Townships of Chesterfield, Bordentown, Mansfield, Florence & Springfield, Burlington County.

STAFF REPORT: S. McGee

- Inspections/Training has been good with Bob and Tim.
- Working on GIS using ESRI Collector App to assist the municipal basin inspections and to map stormwater structures in Washington Twp. When this last item is complete the district will make it available in a PDF format.

NRCS REPORT: N. Ciccaglione

- Ciccaglione revisited the policy and procedure of the Confidentiality Agreement with the reports that are viewed at the district meetings from the Natural Resource Conservation Services to make the new employee aware of the fines that are incurred with disobeying the processes.
- NRCS has been very busy with 45 new EQIP applications for Burlington County that consist of Livestock, Local Work Group, Forestry and Irrigation.

SSCC REPORT: R. Belcher – No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of August 2019 the staff performed 111 inspections, issued ROC's for 115 units and performed 26 plan reviews. 1 Violation has been issued since the August meeting.

- **Staff:** August was another very busy month between regular work items, new employee training and scheduled vacations. Sean McGee has been assigned municipalities for 251 inspections and has been working with the GIS program. Tim continues to perform the majority of the plan reviews. Pam has been assisting me in identifying 251 project requiring administrative re-certifications and preparing mailings. Sean's ability to work independently and Paul's anticipated return should result in increased staff productivity.
- **Paul Evans** is still recovering. Paul is expected to return to work tomorrow on at least a part time basis.
- **Donated Leave Policy.** Distributed NJ Dept of Ag. Policy for review and discussion. Supervisors are asked to review the document for discussion at the October District meeting.
- **2018 NFWF Grant:** Reitmeyer discussed he has been having difficulty locating seed to use for the demonstration plots. Reitmeyer will continue to explore options. Gypsum applications can be made year round and Reitmeyer will contact farmers interested in that part of the grant.
- **2019 Municipal Shared Services:** the second round of invoices for Burlington Township basins will be submitted for payment shortly. This will total 56 basins in Burlington Township. Approximately 40 basin inspections are required to complete the working in Burlington Township. Reitmeyer has received more clarification from Washington Township on what work is requested. They would like storm sewer inlets and culverts located and mapped in a GIS format. S. McGee and I are working on these items now. Reitmeyer has spoken with Jerry Mascia at Mount Laurel Township and

received confirmation that they would like basins inspected up to the approved spending level within the agreement of \$10,000.00. An approved resolution from Medford Township was received Monday for an amount not to exceed \$10,750.00 for Board acceptance. This amount allows for the inspection of 143 stormwater basins within Medford Township.

- **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.
- **Postage:** P. Saunders and I continue to monitor costs. The District has seen a cost reduction since switching to Stamps.com.
- **SJRC&D:** The Tour des Farms was held with approximately 150 riders taking part. New routes are being considered for the 2020 to energize the event and include additional Burlington County farm stands.
- **R. Babezki (Intellec IT):** Adobe has been installed and Pam is beginning to work with it. It is being recommended that the desk stations for Pam and I be upgraded from Windows 7 to Windows 10. Cost estimate for approval is \$1,450.00 for two licenses and 8 hours to perform the installation. On a motion of approval by D. Caldwell and seconded by R. Robson to purchase and install the Windows 10 for the two desk stations.
- **Building Maintenance:** Fall cleanup and replacement shrubs. Suggestions for replacements include Sweet Pepper Bush, Blue Berries, Ink Berries, Full size Hollies. The Board agreed that the work should be contracted out.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **14** 251 Plans and **6** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Fountain Square-Westampton of Westampton, 200 South Pemberton Road of Pemberton, The Point Luxury Apartment at Borden's Crossing of Bordentown, Timber Ridge at Delran of Delran, Turnpike Maintenance District 2 of Mount Laurel and Turnpike Maintenance District 3 of Chesterfield.

On a motion of approval by R. Robson and seconded by A. Winzinger. All in favor, motion approved.

OLD BUSINESS:

- 1) As 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.

3. **D. Caldwell** mentioned that the erosion concerns at the "Dragonland" farm in Pemberton Twp. may be closer to a resolution and that there is some soil disturbing activity in Mansfield Twp. that should be investigated.

PUBLIC COMMENT:

No members of the public were present.

NEXT MEETING: October 23, 2019

ADJOURNMENT: The meeting was adjourned at 4:30 pm. On a motion of approval by R. Robson and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg