



Please note: The District meeting will be the 3rd
Wednesday at 3:00pm and held remotely

**DISTRICT MEETING AGENDA
February 17, 2021**

- 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). 2021 NACD Annual Meeting
- 11). NEW BUSINESS
 - 1). MS4 Compliance Assistance
 - 2). FY 2022 Budget Formation
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **March 17, 2021**
- 14). ADJOURNMENT

Minutes for: February 17, 2021

PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, T. Robinson, 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 3:03 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

Minutes: The minutes of the January 20, 2021 meeting were approved on a motion by T. Budd and seconded by D. Caldwell.

Financial Report:

- The District CD held at Delmarva Bank (Liberty Bell Bank) matured on January 30, 2021. The expiring rate is 2.08%. Delmarva was offering the following: 13 months @ 55% and 15 months @ 60%. Delmarva extended an offer of 13 months @ .65% which was accepted.
- A District CD held at William Penn Bank will mature on March 3, 2021. The expiring rate is 1.00%. William Penn is currently offering the following: 12 months @ .25% and 18 months @ .35%. Reitmeyer is monitoring other options and will advise G. Berg of these options.

The Bills to be paid for February were reviewed and accepted on a motion by T. Budd and seconded by D. O'Connell

Correspondence:

- Request to perform an MS4 basin inspection for the Lumberton Independent Living Campus.
- Email notification from Nicholas Saumweber regarding the payment processing for the NRCS Program Assistant grant and the estimated balance of grant funds.
- Email notification identifying address change for the Upper Delaware District office (previously Warren and Sussex SCDs)
- SWCS Renewal: Current annual membership is \$230.00 for "Conservation Community Member. Membership has been tabled.
- Thank you email from NACD regarding the participation in the Annual Meeting.

STAFF REPORT: Tim Robinson

- New application has been coming in steadily over the past few months. These include several big warehouse and residential developments.
- The 2021 Envirothon will be taking place and they are currently discussing location.
- The 2021 Poster Contest will be on Zoom and we will show the posters and let the audience vote on the winners.
- IECA Conference next week.

NRCS REPORT: N. Ciccaglione

- No new Certifications to report this month.
- Working on 2021 applications received.
- Staff continue to telework per existing policies.

SSCC REPORT:

- NJDA Staff will be returning to offices on a limited basis.
- The NJACD is planning for virtual regional dinner meetings and dates will be forthcoming.
- A SSCC subcommittee will be reviewing Standards for potential changes in conjunction with NJDEP green infrastructure requirements.
- Planning for a virtual Envirothon are underway.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for January 2021: For the month of January 2021 the staff performed 180 inspections, issued ROC's for 136 Units, performed 19 plan reviews. Two Notice of Violations has been issued since the January meeting. Both were issued for regulated soil disturbance prior to District approval.

- **Staff:** Construction activity continues to be steady.
- **Work from Home Items are still being utilized:**
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy's Executive Order No. 192:**
 - Effective March 17th, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
 - All State & Federal guidelines are being adhered to, including inspection protocols.
 - A plexiglass "sneeze guard" has been purchased for the front counter in anticipation of reopening the building to the public.
 - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
 - All staff are completing a COVID-19 health screening prior to entering the office.
 - All staff are wearing face masks in all building common areas.
- **District Training for Contractors and Municipal Officials:** The District typically provides these trainings in person in February or March. The Board indicated that

courses should be held via Zoom and without costs to the participants. Reitmeyer will review how best to modify existing course documents and set dates.

- **SJRC&D:** The February meeting occurs on February 17, 2021, updates will be provided at the District meeting. The Council has expressed interest in using the Districts 2005 John Deere Gator. Reitmeyer will verify insurance coverages should this proceed.
- **Building Maintenance:** Recent snow events have required additional salting/plowing at the service center.

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: Youth Center Annex of JBMDL; Bajwa Enterprises, LLC of Cinnaminson and Ellis Property Superfund Site of Evesham Townships.

D. Caldwell recused himself from the vote on Bajwa Enterprises, LLC of Cinnaminson. A. Winzinger recused herself from the vote on Ellis Property Superfund Site of Evesham and Youth Center Annex of JBMDL.

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

OLD BUSINESS:

1). 2021 NACD Annual Meeting

- The District's presentation on the MS4 Compliance Assistance program aired on February 8th at 4:30.
- Registered Supervisors discussed various sessions they attended.

NEW BUSINESS:

1). MS4 Compliance Assistance Program

- The City of Beverly, Burlington Township and Southampton Township have been invoiced for District services.
- Program advertisements were mailed on January 29th.
- Reitmeyer has received inquiries from the City of Beverly, Southampton Township and Burlington City.

2). FY 2022 Budget Formation

- A copy of the approved FY 2021 Budget has been provided for review and reference.
- The Budget Snapshot and Breakout of revenue and expenses provided for each District meeting identify current finances.
- The District's FY 2022 Budget is required to be approved at the June 2021 meeting.
- Budget Subcommittee meetings will be held to discuss budget formation.
- Budget drafts will be provided for review by the full Board of Supervisors.

ADJOURNMENT: The meeting was adjourned at 4:30 pm. On a motion of approval by D. O'Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg