



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

**DISTRICT MEETING AGENDA  
February 22, 2017**

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). SUPERVISOR MANUAL
  - 1). Chapter #11 Review
  - 2). Chapter #12 for Distribution
- 5). MEETING CORRESPONDENCE
- 6). STAFF REPORT:
- 7). NRCS REPORT
  - 1). Cost Share Applications
  - 2). New Cooperators
- 8). SSCC REPORT     Rich Belcher
- 9). SJRC & D REPORT
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS:
  - 1). 2017 NACD Annual Meeting
- 12). NEW BUSINESS:
  - 1). Election of Officers
  - 2). Contractor Training Course
  - 3). H&H Inspections
- 13). PUBLIC COMMENT
- 14). NEXT MEETING: **March 22, 2017**
- 15). ADJOURNMENT

**Minutes for: February 22, 2017**

**PRESENT: G. Berg, D. Knezick, T. Budd, D. Caldwell, C. Costa, N. Ciccaglione  
T. Robinson, R. Reitmeyer and P. Saunders**

**ABSENT: 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 3:04 p.m.

Roll Call: G. Berg, D. Knezick, C. Costa, D. Caldwell, T. Robinson, N. Ciccaglione, T. Budd, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the January 25, 2016 meeting were approved on a motion by D. Knezick seconded by T. Budd. G. Berg and D. Caldwell abstained. R. Reitmeyer discussed three CDs that will be maturing prior to the March meeting. The Bills to be paid and the Financial Report for February were reviewed and accepted on a motion by D. Knezick and seconded by D. Caldwell.

**CORRESPONDENCE: R. Reitmeyer**

- Notification from Merrilee Torres of Burlington County GIS regarding a GIS Workshop/Educational meeting to be held on February 28, 2017 at the Burlington County Public Safety building. Lunch will be provided for \$7.00 per person. R. Reitmeyer will attend with another staff member.
- Notification for the State Technical Committee meeting to be held in Somerset, NJ on March 14, 2017.
- Invitation to participate in the Joint Base McGuire-Dix-Lakehurst Earth Day event being held on April 22, 2017 from 9:00 a.m. until 3:00 p.m. D. Knezick mentioned that Pinelands Nursery would donate flowers instead of the tree seedlings this year.
- Notification from NJ Forest Service Nursery regarding Free Tree Seedlings to help replace trees lost in Super-storm Sandy. The tree seedlings will be delivered to the District office on Thursday, April 6, 2017 and will be picked up on Friday, April 7, 2017 by participating municipalities.
- Email from Christina LaBianca of the Training Sub-Committee Question requesting the completion of a short questionnaire.
- Notifications from Frank Minch regarding SADC Cost Share Programs and recommending that Districts adopt the 2017 NRCS Cost Data table for State Cost Share purposes. On a motion of approval to adopt NRCS at 100% by C. Costa and seconded by D. Knezick. Funding is proposed as follows: Soil and Water Cost-Share Grants (\$500,000) and Deer Fencing Cost-Share Grants (\$500,000). An additional \$500,000.00 may be available for either program depending on demand. Funding for these grant programs has not been finalized.

#### **STAFF REPORT: T. Robinson**

- Robinson thanked R. Reitmeyer and P. Evans for inspecting his sites during his absence.
- Preparations are being made for the Contractor Training to be held on March 9, 2017. The Soil Health component of the course is being updated.
- Robinson mentioned a discussion with Mary Pat Robbie of Burlington County regarding potential walking paths at the Fairgrounds. R. Reitmeyer will follow up on this.
- NJ Poster Contest nominations are due by March 17, 2017 which is Saint Patrick's Day.
- Envirothon Test is being prepared and will be distributed at the SJ Training on March 31, 2017.
- Robinson participated in a Soil Health conference at the Perkins Center.
- Robinson participated in the Watershed Mentoring Program held at the Palmyra Nature Cove. Approximately 30 students were in attendance
- The next SWCS Board meeting will be held on March 2, 2017.

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

- N. Ciccaglione presented the monthly NRCS Activities Update for January, 2017.
- One CAP Forestry plan was requested for Board certification. On a motion of approval by C. Costa and seconded by D. Caldwell. T. Budd abstained.
- Ciccaglione mentioned that the American Black Duck is a state-identified target species for the Working Lands for Wildlife (WLFW) partnership, a collaborative approach to conserving habitat for declining species on farms and working forests.

#### **SSCC REPORT: No Report**

#### **SJRC & D: No Report**

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

- For the month January, 2017 the staff performed 226 inspections, issued ROC's for 29 Units and performed 22 plan reviews, no Notices of Violation have been issued since the last meeting.
- In addition to field and administrative duties the staff has been reducing office clutter to provide a dedicated GIS work station and to prepare the spare office for the new inspector. Staff has also been performing basin summary form entries into the state website.
- The NJDA is working with the SADC and NRCS to fill gaps within the State Cost Share program. More clarification is expected at the March 13, 2017 SSCC meeting.

- ARCGIS software has been downloaded to our new GIS workstation and is now in use. Our existing plotter will require repair prior to its use. B. Babezski (Intellec IT) offers plotter repair and maintenance services and has provided a quote for this. This will be discussed further at the March District meeting.
- Reitmeyer mentioned he has received a quote to translate the NFWF Grant outreach document into both Chinese (Mandarin) and Korean for a total cost of \$302.22. Reitmeyer has been locating and collecting addresses for mailing the outreach letters. Ciccaglione and Reitmeyer will put together a workshop for NRCS Conservation practices here at the District office. Separately
- Reitmeyer mentioned he has been reviewing a 2017 NFWF RFP to determine if an application by the District is feasible. This grant program requires a minimum 25% match by the District.
- Contractor Bryan Eggleston completed the rain garden repair work on Friday, January 13, 2017. Jeremiah Bergstrom and another Rutgers staff member were present to direct the excavation. Each stone wick is approximately 6' deep and meets the specifications of the approved proposal. Reitmeyer began the dewatering process on Wednesday, January 11, 2017 by removing ice and continued with dewatering on January 12<sup>th</sup> with the assistance of Mr. Eggleston. Previously planted rain garden plants were kept where possible and as many cattails as possible were removed. Reitmeyer has contacted J. Bergstrom regarding a revised planting scheme. Boy Scout Darien Chismar is available for replanting in the spring.
- G. Berg and R. Reitmeyer will conduct interviews for the Site Inspector position on Thursday, March 2<sup>nd</sup> and Friday, March 3, 2017. Approximately 10 applicants will be interviewed.
- The Burlington Service Center Chili Cook Off is scheduled for February 28, 2017. Any employees at the Service Center can provide entries.

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

Certification Report was presented and discussed. Reitmeyer reports there are **14 251 Plans** and **3 RFAs** permits that have been approved for this month. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

#### **OLD BUSINESS:**

##### **1) 2017 NACD Annual Meeting:**

- G. Berg reviewed the conference content. The resolution to promote the use of native vegetation was approved by the NACD subsequent to adoption by the NJACD. This may be the first instance where a resolution begun in New Jersey was adopted at the National level.

**NEW BUSINESS:**

**1) Election of Officers:**

- D. Knezick mentioned that he will be leaving the Board after the June meeting and offered the recommendation that G. Berg remain as Chair, that D. Caldwell be the Vice Chair and that T. Budd remain as Treasurer. On a motion of approval by C. Costa and seconded by D. Knezick. All in favor.

**2) Contractor Training Course:**

- P. Evans has been coordinating the training event with the assistance of T. Robinson and P. Saunders. The course content has been updated since it was last offered. Approximately twenty people have registered so far. The conference room can accommodate about thirty registrants.

**3) H&H Inspections:**

- Reitmeyer is a member of a SSCC subcommittee reviewing this as a potential District work item. It is possible that some municipalities may contract this work to the Districts in order to comply with NJDEP requirements. This subcommittee is working with John Showler, P.E. to provide draft agreements and protocols for review at the March 13, 2017 State Committee meeting.

**PUBLIC COMMENT:**

- D. Knezick complimented G. Berg on the job she has done as Chair.

**NEXT MEETING: March 22, 2017.**

**ADJOURNMENT:** The meeting was adjourned at 5:18 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair