

**Minutes for: February 24, 2016**

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

**ABSENT:**

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. D. Knezick called the meeting to order at 3:15 p.m.

Roll Call: G. Berg, D. Knezick, T. Budd, R. Reitmeyer, N. Ciccaglione, T. Robinson, R. Belcher, K. Lindig, B. Diaz and P. Saunders. D. Knezick noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the January 27, 2015 meeting were approved "as amended" by T. Budd and seconded by D. Knezick. D. Caldwell abstained. The Bills to be paid and the Financial Report for February were reviewed and accepted on a motion of T. Budd and seconded by D. Knezick. On a motion of approval to redeem the Santander CD in the current amount of \$102,567.64, close the Smithville Grant saving account at Investors Bank and open a new CDARS account by D. Caldwell and seconded by T. Budd. All in favor.

**SUPERVISOR MANUAL CHAPTER #6:**

Tabled.

**CORRESPONDENCE: R. Reitmeyer**

1. Soil Water Conservation Society Newsletter with an invite to the Firman E. Bear April 8 Conference that is being held in Camden at the Aquarium. More details will follow.
2. D. Knezick indicated he is following up with EnviroCert to provide CPESC testing at the District office. EnviroCert will charge the district \$250.00 for providing a Proctor for the exam which covers all applicants taking the exam. The applicants can take Part #1 and #2 in the same day. Each applicant must apply to EnviroCert in order to verify they are qualified to take the exam. This application may be provided electronically. The New Jersey Conservation District Employee Association may be interested in partnering with the District to provide the testing. It was suggested that the district should contact the NJCDEA to discuss this. It was further suggested that the district pay for appropriate staff to take the exam.
3. Email from the Partnership for the Delaware Estuary identifying the district as having experience which could be helpful in revising the Comprehensive Conservation and Management Plan. It was requested that the District provide a statement of interest in being part of the revision. Reitmeyer was directed by the Board to provide the statement of interest from the District.
4. Email from S. Myers on behalf of F. Minch requesting a status update on the 251 Electronic Data Tracking System which was approved September, 2014 in the Fee Schedule Manual.

5. Email from F. Minch requesting participation in the 2016 Regional Supervisor Meetings. On a motion of approval by D. Knezick and seconded by T. Budd to move the monthly meeting that was previously scheduled for March 23, 2016 to March 30, 2016 in order to accommodate the Central Region Meeting being held on that evening at Villa Maninno. On a motion of approval by D. Knezick and seconded by C. Costa to have R. Reitmeyer attend the Regional Meeting along with all available Supervisors.
6. NJACD has put a packet together for the Envirothon Sponsorship request for the 23<sup>rd</sup> New Jersey Envirothon which is being held on May 14, 2016 at North Branch Park in Somerset County NJ. This packet includes a Sample Letter to Sponsors that include the various levels of sponsorship. Registration opened last week.

**STAFF REPORT: T. Robinson**

Tim Robinson reported that he is assisting in the audit of 251 files as part of the recertification process, that he is preparing the "Current Issues" section of the Envirothon exam, that he is assisting in the completion of the floating island project, that he issued a notice of violation to the Simon and Shuster site plan in Delran Township for soil tracking onto adjacent roadway and that he attended the "Mentor Day" in Moorestown in partnership with the NJDEP Watershed Ambassadors where G. Berg was also in attendance. Robinson suggested seeking volunteers from the Watershed Ambassadors in constructing the proposed floating islands.

**NRCS REPORT: N. Ciccaglione**

N. Ciccaglione introduced Bianca Diaz who is a new NRCS employee at the Burlington Service Center. Bianca previously worked for NRCS in Maine. Ciccaglione presented two Conservation Plans for approval. On a motion of approval for the 2 Conservation Plans by D. Caldwell and seconded by C. Costa. K. Lindig discussed that NRCS is introducing a new pilot program for Sustainable Farms and is partnering with Campbell's Soup. There were no new cooperators to approve.

**SJRC & D: R. Reitmeyer**

Reitmeyer reported that SJRC&D continues with the same officers except R. Reitmeyer will be Secretary, that Mike Hill is working to draft the 2016 budget and that a new Coordinator may need to be considered. IlaVassallo, the current coordinator is not renewing her contract with SJRC&D.

## **SSCC REPORT: R. Belcher**

A new online system is being put into place for the Records Retention for all 251 Soil Erosion Sediment Control plans disposal. There will be three Management Meetings; April 21, July 21 and October 20. Comments on Administrative Rules. New Jersey Association of Conservation Districts and State Soil Conservation Committee are working together and planning the NE Regional Meeting that is taking place on August 14-17<sup>th</sup> in Galloway, New Jersey at the Seaview Hotel. Envirothon has 21 teams registered. Poster Contest is underway. New Jersey's entries in the 2015 NACD poster contest had three first place winners and one second place winner. NACD – Soil Stewardship is now providing all of its material as PDF's. Susan Shultz coordinator of the NACD Stewardship and education programs position has been terminated. The Conservation Partnership participated again in the NJ Flower and Patio Show and our display took the following awards 1<sup>st</sup> Most Educational, 1<sup>st</sup> Best Environmental Focus, 2<sup>nd</sup> in Most Colorful, 2<sup>nd</sup> Most practical Backyard Design and 3<sup>rd</sup> in Best Plant Material, 3<sup>rd</sup> Most Creative Water Feature and 3<sup>rd</sup> place In the People's Choice Award.

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

1. **Snapshot of Activity:** For the month of January 2016 the staff performed 306 inspections, issued ROC's for 53 Units and performed 19 plan reviews. 2 Notices of Violation has been issued since the January meeting to Simon & Schuster, Inc. for tracking and Saaj Urban Renewal for major tracking on to Route 130 in Bordentown.
2. **Staff:** Inspection staff very busy with field inspection activity, review of soil erosion and sediment control plans, file audit entries and file re-certifications documents
3. **Work Plan Formation:** Information is being gathered so that an assessment of future needs can be made. A Sub-Committee has been put together to create an Employee Pay Scale for the district.
4. **251 File Audit Program:** Process of initial data entry is substantially complete. P. Saunders has been entering inspections as they are performed. R. Reitmeyer continues to add new applications as they are received.
5. **File Re-certifications:** Process of recertification is underway. P. Saunders and I have been preparing and mailing questionnaires. Tim is assisting in generating the recertification spreadsheets for each application seeking recertification.
6. **File Closeouts:** Current work item is relocating older closed files to the barn and filling the emptied drawers with more recently closed files.
7. **NFWF Grant:** Reitmeyer has finalized documents with NFWF and has begun assessing the target area within the Kirkwood-Cohansey aquifer. Reitmeyer will investigate the potential to provide NRCS cover crop demonstration plots at the 2016 Burlington County Farm Fair
8. **NACD Northeast Conference (8/14/16 – 8/16/16):** Planning of the agenda, speakers, tours, menu items and sponsorship documents is underway.
9. **I.T. Support:** Bob Babezski is scheduled to install the WiFi and anti-virus protection. Our battery backup unit for the server needs replacement batteries.

10. **Upcoming Cost Items:** Continuing to solicit proposals for carpet replacement. Scheduling follow-up meetings to review proposals.

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

Certification Report was presented and discussed. R. Reitmeyer reports there are 9 251 projects and 2 RFA that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Walmart Expansion (Store #2871-01) Recertification. On a motion of approval for the monthly Certification and RFA Reports by C. Costa and seconded by T. Budd. All in favor. D. Caldwell recused from Medford Starbucks in Medford, Burger King in Cinnaminson and Holman Automotive in Maple Shade, NJ.

#### **OLD BUSINESS**

- 1) **Floating Island Construction:** The Board discussed the necessary steps in constructing the floating water quality islands and in locating ponds for their placement. It is anticipated that the District will have the ability to build 9 floating islands with the remaining funds from the Orleans Settlement with the NJDEP. T. Robinson provided a breakdown of anticipated costs for Board consideration. R. Reitmeyer will purchase the necessary items and a work day will be planned in coordination with anticipated partners and volunteers.
- 2) **SWCS –** The upcoming Firman E. Bear Chapter Spring Meeting was discussed. The meeting will be held at the Camden Aquarium on April 8, 2016 from approximately 9:00 am to 1:00 pm. (Discussed under Correspondence)

#### **NEW BUSINESS**

- 1) **2016 Resolutions:** Resolutions were prepared for Approved Signers of District accounts, 2016 District Audit and for Professional Legal Services: Resolution for Signers to be Supervisors G. Berg and T. Budd and District Manager R. Reitmeyer on a motion of approval by C. Costa and seconded by D. Knezick. Resolution for the FY 2015 district audit to be performed by Nightlinger, Colavita & Volpa PA. On a motion of approval by T. Budd and seconded by D. Knezick. Resolution for Professional Legal Services to be provided by Stephen J. Mushinski Esq. of the firm Parker McCay. On a motion of approval by C. Costa and seconded by D. Knezick.
- 2) **Regional Supervisor Meeting – Central** (Discussed under Correspondence)
- 3) **Defensive Driving training:** G. Berg mentions that a course should be considered and suggested reviewing the website of the Burlington County Sheriff.

**PUBLIC COMMENT:** No Comment.

**NEXT MEETING:** March 30, 2016.

**ADJOURNMENT:** The meeting was adjourned at 5:15 pm. On a motion of approval by D. Knezick and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman