

**DRAFT**

**Minutes for: February 27, 2019**

**PRESENT: G. Berg, D. Caldwell, T. Budd, N. Ciccaglione, K. Hagger, P. Evans, R. Reitmeyer, P. Saunders and R. Robson arrived late.**

**ABSENT: A. Winzinger 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 3:01 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, N. Ciccaglione, K. Hagger, R. Reitmeyer and P. Saunders. Late arrival was R. Robson. 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 January 23, 2019 meeting were approved on a motion by T. Budd and seconded by D. Caldwell.

#### **FINANCIAL:**

The Bills to be paid and the Financial Report for February 27, 2019 were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell. All in favor.

- The Board agreed to convert the Columbia Bank CD which is currently maturing on February 23, 2019 at 1.06% with a 12-month term into an 18-month term CD at 2.50%. Reitmeyer will coordinate with T. Budd to update the CD to reflect the change.
- The Board agreed to close the Delmarva (Liberty Bell Bank) CD which is currently maturing on March 5, 2019 and to open an 18-month CD at Republic Bank for a rate of 2.5%.
- The Board has agreed to close the Columbia Bank CD that is maturing on March 6, 2019 and to open a 36 month CDARS account at a rate of 2.92%.
- R. Reitmeyer will update G. Berg of any rate changes that occur prior to the above actions taking place.

#### **CORRESPONDENCE: R. Reitmeyer**

- Invitation for the Supervisors to attend the Central Regional Supervisor Meeting on April 3, 2019 at Villa Mannino in Bordentown at 6:30 pm.
- Notice of Non-Compliance-Monitoring and Reporting Violation that was issued by the NJDEP DEP regarding EMSL water sampling. R. Reitmeyer has contacted the NJDEP and EMSL to resolve the violation.
- Request from South Jersey Resource Conservation and Development Council regarding dues for 2019 in the amount of \$300.00.

- State Cost Share documents for Jean A. Robson, Paul and Barbara Shinn and John F. Hoefling.
- NFWF Delaware Watershed Ag Roundtable meeting is scheduled for March 26-27 in New Hope. Reitmeyer is interested in attending the one-day March 26, 2019.
- NRCS Asst. State Conservationist Marie Colazzo has requested the attendance of NRCS Program Asst. H. Haniffy at the Land Rally (which is a State Office Training) that is being held on April 12, 2019. Early bird registration is on March 22, 2019. There is no mileage reimbursement. R. Reitmeyer will complete the registration.
- NFWF Delaware River Program RFP 2019 Request for Proposals is due by April 11, 2019.
- Years of Service Recognition for District Supervisors and Staff that have completed 5, 10, 15, 20 years as of June 30, 2019.

**STAFF REPORT: P. Evans**

- Municipal Workshop and Contractor Training are scheduled for March 12<sup>th</sup> and 13<sup>th</sup>, 2019. To date we have a good number of participants attending.
- Revisions to the State Law regarding the green infrastructure is being discussed (i.e. Swale and Bio-Retention).

**NRCS REPORT: N. Ciccaglione**

- N. Ciccaglione introduced K. Hagger who is new to the NRCS staff at the Columbus Service Center. She previously worked for Farm Service Agency in the Freehold Service Center.
- N. Ciccaglione presented to the Board a number of items for signature.
- Funding was received for 2019 programs however, it was not as much as last year. Central Jersey (Columbus & Freehold) received 21% of the EQIP Funding. NRCS Columbus has 24 applications that have been preapproved. To date this is the final amount for funding. The applications preapproved are for windbreaks, tunnels, prescribed grazing, irrigation, cover crop, agri-chemical handling facility, quail habitat, energy audits forest management plans and erosion control.
- CREP by FSA funded 90% & 10%. NJ State funding for Burt Myers for 2 waterways was approved for the state portion by the board
- State Cost Share – Ditch cleaning payment request for Paul Shinn; and two new project applications one for Jessica Rice for a well and pump and the second is for Brian Pearson for ditch cleaning and land grading

**SSCC REPORT: No Report**

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

**Snapshot off Activity:** For the month January, 2019 the staff performed 352 inspections, issued ROC's for 36 Units, performed 24 plan reviews and issued 2 violations. Violation has been issued to ABRA Bordentown for sediment barriers not installed. Construction sequence not followed which created offsite sedimentation. Violation to Bordentown Senior Housing for the same as well.

- **Staff:** Inspections number are resuming a more normal level. Additional staff hours are being allocated to the Municipal Officials Workshop, the Contractor Training Course, Website updates and GIS applications.
- **Contractor Training and Municipal Workshop:** Scheduled for March 12<sup>th</sup> and 13<sup>th</sup> respectively at the district office.
- **RC&D Team Habitat:** Very little activity with Team Habitat. Council is still waiting on 319 Grant approval. Planning of the 2019 Tour des Farms is underway.
- **Copier Lease:** The new copier has been delivered and is in use. Staff is becoming accustomed to the new machine.
- **Envirothon Dues:** A request to continue to support the NJ Envirothon with a \$500.00 donation from Burlington County Soil Conservation District. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.
- **Security Software:** R. Babezki has submitted an invoice to renew the software in the amount of \$750.32. On a motion of approval by R. Robson and seconded by T. Budd. All in favor.
- **New Tires for Explorer:** Reitmeyer mentioned that the 2016 Ford Explorer will need new tires soon and will review options.

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

Certification Report was presented and discussed. R. Reitmeyer reports there are **14 251 Plans** and **8 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Shree Shayona Donuts, LLC of Westampton; White Hill Mansion Improvements of Fieldsboro; Rancocas Creek Greenway-Amico Island to Pennington Park in various townships. On a motion of approval by R. Robson and seconded by D. Caldwell. All in favor.

## **OLD BUSINESS**

### **1. 2018 NFWF Grant**

- A mailing to 250 farm operators was mailed on February 15, 2019 using a mailing list generated by the Farm Services Agency. These addresses were not made available to District personnel due to privacy concerns.
- R. Reitmeyer has been fielding calls and emails from farmers who are interested in the mini-grant program.

- R. Reitmeyer is consulting with Kaitlin Farbotnik of NRCS on the multi-species mixes and planting dates for demonstration plots.
- R. Reitmeyer is reviewing the logistics for soil tests and items related to gypsum application.
- R. Reitmeyer will be preparing a second informational mailing based upon District generated addresses.

## **2. Municipal Shared Services**

- R. Reitmeyer and E. Wills met with Burlington Township representatives to review the 2018 inspections and to discuss the 2019 proposal on February 26, 2019.
- Based upon this meeting R. Reitmeyer will draft a 2019 agreement to encompass the inspection of 65 municipally owned basins and 94 private owned basins for a cost not to exceed \$12,000.00.
- A Shared services proposal for basin inspection has been received from Mt. Laurel Township for an amount not to exceed \$10,000.00. Reitmeyer will be meeting with township representatives in early March to discuss deliverables.
- R. Reitmeyer and E. Wills met with Tabernacle Township representatives to discuss basin inspections.
- R. Reitmeyer mentioned that the District may receive an agreement from Washington Township for MS4 related work items.

## **NEW BUSINESS**

### **1. 2019 Regional Supervisor Meeting**

- Scheduled for April 3<sup>rd</sup> at 6:30 at Villa Mannino in Bordentown Township.
- All Supervisors receive points towards re-nomination.
- Supervisors are asked to advise R. Reitmeyer of ability to attend. R. Reitmeyer will complete registrations.

### **2. FY 2020 Budget Information**

- Approved Budget is required by the June 26<sup>th</sup> Meeting.
- Budget discussions will begin in March/April and can occur during meetings or a separate budget subcommittee can be formed so long as no action occurs during these subcommittee meetings.
- An Annual Work Plan will be developed in coordination with the budget.

**PUBLIC COMMENT:** N/A

**NEXT MEETING: March 27, 2019**

**ADJOURNMENT:** The meeting was adjourned at 4:41 pm. On a motion of approval by D. Caldwell and seconded by R. Robson. 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, Chairman