

**Minutes for: February 28, 2018**

**PRESENT: D. Caldwell, T. Budd, D. Knezick, R. Rebozo, N. Ciccaglione, R. Belcher, T. Robinson, R. Reitmeyer and P. Saunders. Late arrival: G. Berg**

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. Caldwell called the meeting to order at 2:59 p.m.

Roll Call: D. Caldwell, D Knezick, R. Rebozo, T. Budd, N. Ciccaglione, R. Belcher, T. Robinson, R. Reitmeyer and P. Saunders. D. Caldwell noted that adequate notice of the meeting had been given under the Open Public Meetings Act. Late arrival of G. Berg.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the January 23, 2018 meeting were approved on a motion by D. Knezick and seconded by T. Budd. D. Caldwell abstained. All in favor.

**FINANCIAL:**

The Bills to be paid and the Financial Report for January were reviewed and accepted on a motion by D. Knezick and seconded by T. Budd. Reitmeyer reported that a CD at Columbia Saving Bank matured on February 23, 2018. Discussion at the January meeting was to move this CD to a CDARS account. Due to an improved rate offered by Columbia Savings Bank it was decided to allow this CD to mature and roll over to the new Columbia 12 month rate of 1.60%.

**CORRESPONDENCE: R. Reitmeyer**

- SSCC Re-nomination form for District Supervisors.
- State Soil Conservation Committee distributed the Second Quarter SESC Program Statistics for the districts.
- News Release from NRCS regarding Assistance available for North Jersey forestland owners to improve habitat for Golden-winged Warbler.
- Updated documentation from F. Minch regarding District sales tax exempt status.
- Notification from R. Rebozo regarding the Kirkwood Cohansey Cluster Meeting being rescheduled to April 25, 2018 at PPA's office and lunch will be served.
- Notification that the NJ Department of Agriculture received an anonymous complaint regarding the Animal Waste violation in Shamong Twp. near Stokes Road and County Route 541.
- Notification from M. Johnson of Burlington County regarding the 2018 Projected Property Maintenance Cost Breakdown for the Burlington County Parks
- Email from NFWF with an update regarding the winter gathering that is being held on March 27-28, 2018 located at 5800 Upper York Road, New Hope, PA 18938.

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

- Contractor Training went well. L. Wills, R. Reitmeyer and myself presented portions of the training and P. Evans was the main presenter. There were some landscapers and contractors as the audience of the training.
- On March 9, 2018 there is a meeting scheduled at the Palmyra Nature Cove with the Watershed Ambassadors that Robinson will be attending.
- On March 28, 2018 the Poster Contest nominations will be in the district office for the Supervisor to judge.
- On May 4, 2018 Burlington County is hosting a Garden Expo in Moorestown and has asked the district if it would like to participate. This is the same date as the Envirothon. After discussion it was decided not to participate.
- On May 5, 2018 the Envirothon will take place in the Cumberland/Salem County at the Boys Scout Camp Grice located in Elmer. Robinson will be representing the district during the event.
- On June 10, 2018 Burlington County is holding the annual Earth Fair at Smithville Park and has asked the district if it would like to participate. The Board agreed that the Smithville Fair would be something that the district should participate in providing staff are available. Robinson will look into the availability of the State's Soil Tunnel.
- On March 29, 2018 there is a South Jersey Training session scheduled for the Envirothon that Robinson will be attending.
- SWCS meeting is scheduled for April 20, 2018 at the New Jersey American Water Facility in Delran. B. Phillips who has stepped down as the past President has been replaced by N. Paolini.

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

Ciccaglione presented the monthly NRCS Activities Update for February, 2018.

- Local Work Group (LWG), Burlington hosted last year and Freehold will host this year on March 22, 2018 from 9:00-11:00 at their office. Central area has 12 Farmers registered to attend the meeting and Kelly Gill of the Xerces Society is on the agenda. The goal is to have the district host the local work group meetings. Supervisors attending the meeting will earn 1 point towards re-nomination.
- State Cost Share report has 22 applications which include 1 withdrawal of Deer Fence, 2 withdrawal of Water Quality and 3 for Soil Quality.
- A Deer Management Program meeting will be held on March 19, 2018 at the Eco-Complex.
- Deadline for Conservation Stewardship is March 2, 2018.
- Deadline to sign up for Forestry Plans is March 16, 2018.

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

1. Regional Supervisor Meetings March 20 for Burlington County Soil Conservation District.
2. C. Lunden, District Manager of Sussex County SCD is retiring in March, 2018.
3. Reappointment and/or Nomination of Supervisor(s) packets have been mailed to the districts.
4. New Jersey Envirothon is scheduled from May 4-5, 2018 and there are 19 teams already registered.
5. New Jersey Flower & Patio in Edison, NJ. Disney show that features Wally revitalized. There are 4 1<sup>st</sup> Place, 3 2<sup>nd</sup> Place and 3<sup>rd</sup> Place winner. The exhibit was approximately 1,000 feet long and it was made by Ennis' husband.

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

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

- **Snapshot of Activity:** For the month January 2018 the staff performed 303 inspections, issued ROC's for 26 Units and performed 30 plan reviews. Four Notices of Violation have been issued since the January meeting.
- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **2018 Contractor Training Course:** Took place on February 22, 2018. We received 24 registrations and 20 registrants were present for the class. This included 4 new Ocean SCD staff and at least one representative from a Municipal Engineering firm. The course went very smooth.
- **NRCS Program Assistant:** First request for reimbursement has been submitted to NRCS.
- **Supervisor and Staff Apparel:** Reitmeyer asked Supervisors to advise him of needed items.
- **Office Voice Mail:** Working through set-up process with vendor.
- **District Penetrometer:** At the January meeting a cost not to exceed \$250.00 was approved by the Board which is sufficient to purchase an Agrotrox brand penetrometer (\$180.00). Reitmeyer has since learned that the penetrometers purchased by the Ocean District (Dickey John) cost about \$260.00 plus shipping. Reitmeyer requested clarification on whether the Board wished to purchase the more expensive unit. The Board reiterated approval to purchase the Agrotrox penetrometer.
- **Supervisor Tour:** Paul Evans will select a project to tour with any interested District Board members. It is anticipated that the tour will take place on the April meeting date beginning with lunch at 12:00 pm followed by the tour and the District meeting at 3:00 pm.
- **Building Maintenance:**
  - G & G presented the contract for the 2018 Lawn Maintenance Proposal and the fee was elevated to \$195 per cut from \$180.00 per cut for the past 3 years. D. Knezick recused himself from the discussion. On a motion of approval by G. Berg and

seconded by T. Budd to accept the proposal. Reitmeyer will contact G&G regarding future increases.

- Reitmeyer reported that repair was required for the water heater. A power surge had caused water heater to turn off.
- Reitmeyer reported that it was necessary to repair a leak in the air conditioner condensation collection point. Leak was likely caused by Verizon technician servicing USDA internet.
- Granular pre-emergent has been applied around building. It was not applied to the NRCS Pollinator habitat.
- Door plate has been installed on rear staff door in our office. Reitmeyer will assess other building doors for similar repair.
- **AAA Membership Information:** P. Saunders gathered information for the District vehicles. The Board requested that further investigation be performed including determining any road service options available through our insurance company.

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

Certification Report was presented and discussed. Reitmeyer reports there are **10 251** Plans and **4 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: 600 Richards Run of Burlington/Florence, Evergreen Great Bay Mitigation Bank of Bass River, Walton's Farm Soil Excavation of Delran and Hartford Road Water Treatment Plant Upgrade of Moorestown and On a motion of approval by G. Berg and seconded by R. Rebozo. D. Knezick abstained for Evergreen Great Bay Mitigation Bank of Bass River.

## **OLD BUSINESS**

### **1. 2018 NACD Annual Meeting:**

- Meeting took place January 27<sup>th</sup> thru 31<sup>st</sup> in Nashville, Tenn. D. Caldwell reported that the Conference was very interesting. He was able to see an exhibit with an Enviroscape. There was a lot of talk regarding Grants and how there is so much money in Grants. Hotel was great and overall Caldwell was very impressed by the Conference.

### **2. Municipal Basin Inspection Program:**

- Springfield Township has indicated they would like to proceed with a service agreement. Reitmeyer has drafted and forwarded an agreement.
- Burlington Township has indicated they may proceed with a service agreement. Reitmeyer has drafted and forwarded an agreement.
- Delanco Township and Mansfield are considering taking advantage of the inspection service.

- A meeting is scheduled with Evesham Township representatives on March 8<sup>th</sup> to discuss the program.
- Other Townships have also expressed interest and Reitmeyer will pursue these as well.
- The District should consider purchasing a more practical mobile device for performing these inspections. Reitmeyer has met with Verizon Wireless to review State Contract options. The monthly service charge would be about \$39.99. This does not include the cost of a device or insurance if desired. An iPad with a 9.7 inch screen and 128 GB of memory would be \$459.99. G. Berg mentioned that MicroSoft devices should be considered as well. Reitmeyer will also contact B. Babezski for suggestions.

### **3. Election of Officers:**

- Elections were held in January. The 2017 elected officials were re-nominated and re-elected. G. Berg, Chair, D. Caldwell, Vice Chair, T. Budd, Treasurer R. Rebozo, Supervisor and D. Knezick, Supervisor.

## **NEW BUSINESS**

### **1. 2018 NFWF Request for Proposals:**

- Matching Grants between \$50,000.00 and \$500,000.00.
- Proposals are due by April 12, 2018. R. Reitmeyer will gather information next week for the grant proposal.
- R. Reitmeyer is seeking input for potential concepts. Reitmeyer sent an email to M. Johnson requesting information.

### **2. 2018 Regional Supervisor Meeting:**

- Central Regional Meeting will be held on March 20, 2018 at Villa Mannino in Bordentown beginning at 6:30 pm.
- Discussion of District issues and concerns.
- Cost is \$20.00 per Supervisor and \$35.00 for other staff and partners

### **3. FY 2019 Budget Formation**

- Reitmeyer requested that Supervisors consider items for potential inclusion and/or exclusion.
- G. Berg requested that Reitmeyer provide a budget draft for consideration at the March meeting.
- The FY 2019 District Budget should be approved at the June 27<sup>th</sup> meeting.

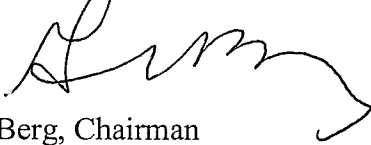
**PUBLIC COMMENT:**

**EXECUTIVE SESSIONS:** On a motion of approval to enter into Executive Session at 5:15 by D. Knezick and seconded by G. Berg

**NEXT MEETING:** March 28, 2018.

**ADJOURNMENT:** The meeting was adjourned at 5:45 pm. On a motion of approval by D. Caldwell and seconded by G. Berg. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'G. Berg', written in a cursive style. The signature is positioned above the printed name 'G. Berg, Chairman'.

G. Berg, Chairman