

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

Tel: (609) 267-7410 Fax: (609) 267-3347



*Please note: The District meeting will be the 3rd
Wednesday at 3:00pm at the District Office*

**DISTRICT MEETING AGENDA
January 21, 2026**

- 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). DISTRICT MANAGER'S REPORT
- 8). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). OLD BUSINESS
 - 1). FY 2025 Audit
 - 2). NACD Annual Meeting
- 10). EXECUTIVE SESSION
- 11). NEW BUSINESS
 - 1). Election of Officers
 - 2). 2026 Nominating Committee
 - 3). 2026 Board Resolutions
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **February 18, 2026**
- 14). ADJOURNMENT

Minutes for: January 21, 2026

 **DRAFT**

PRESENT: G. Berg, D. Caldwell, T. Budd, D. Frank, A. Winzinger, N. Ciccaglione, Z. Wobbe, R. Reitmeyer and P. Knighton

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 2:59 p.m.

Roll Call: Gina Berg, Daniel Caldwell, Tom Budd, David Frank, Audrey Winzinger, Nicole Ciccaglione, Zachary Wobbe, Robert Reitmeyer and Pamela Knighton. Gina 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 December 17, 2025 meeting were revised as discussed and approved on a motion by A. Winzinger and seconded by D. Caldwell.

FINANCIAL REPORT:

- The CD at American Heritage Credit Union matured on December 20, 2025 and was reinvested for 12 months at a rate of 3.81%.
- USDA Rent for December has not yet been received.
- Upcoming maturities include Mid Penn Bank (January 18, 2026) and 1st Colonial Bank (February 11, 2026).

The Bills to be paid for January were reviewed and accepted on a motion by T. Budd and seconded by A. Winzinger.

CORRESPONDENCE: R. Reitmeyer

- Email from Craig McGee regarding finalizing the Smithville Watershed Plan.
- Email from Heather Schmitt of USDA stating that the rent for December will be out in mid-January.
- Email notification from Zachary Batren inviting the district staff to be an exhibitor at the Joint Base McGuire-Dix-Lakehurst (JB MDL) May 6, 2026 Earth Day event.
- Email from Sheila Hall requesting Judges for the May 9, 2026 Envirothon Team Presentations.
- Email from Nicole Ciccaglione, NRCS regarding the scheduled date for the Local Working Group will be on February 12, 2026.
- Email from Ray Cywinski regarding the legal protections for District Supervisors.
- Notification from Ines Zimmerman, NJACD seeking a person who can perform maintenance needs for the NJACD websites. There will be hourly compensation for the Envirothon and the NJACD websites. On a motion of approval to offer District services,

if needed, for a maximum of 2hrs./month for 4 months and to be monetarily compensated or in lieu of annual NJACD dues by A. Winzinger and D. Frank. All in Favor.

- Notification from NJACD regarding the 2026 Annual Dues.
- Email notification from Ines Zimmerman regarding NACD Annual Meeting Registration Scholarship stating that a scholarship will not be available this year.
- Email notification from Ines Zimmerman regarding the 2026 Poster Contest and the theme is “Soil. Where it All Begins.”
- Email notification from Ines Zimmerman regarding the 2025 NJACD Annual Report to Congress.

STAFF REPORT: Z. Wobbe

Wobbe reported that Township assignments have recently been modified and that the Totten project in North Hanover is improving. Wobbe further reported that he assisted R. Reitmeyer with the GIS identification of outfalls in Willingboro Township.

NRCS REPORT: N. Ciccaglione

Signup for 2026 closed on January 15 2026. Columbus received 46 AMA of which 32 of them are in Burlington County; 29 CSP and 22 are in Burlington County; 95 EQIP and 67 are in Burlington County.

DISTRICT MANAGER’S REPORT: R. Reitmeyer

Snapshot of Activity for December 2025:

For the month of December 2025 the staff performed 212 inspections, issued ROC’s for 61 Units and performed 26 plan reviews. One violation has been issued since the December meeting. Additionally 111 MS4 inspections were performed.

- **Staff:**
 - Construction activity continues to be steady. Current issues include soil tracking and site preparation activities for winter.
 - Township assignments have been adjusted.
- **SJRC&D:**
 - Not Held
- **G&G 2026-2028 Services Contract:**
 - Reitmeyer presented the referenced contract for review and discussion.
 - The Landscape portion has an overall average increase of 14% for 2026 and 2027 and an additional average increase of 5% for 2028.
 - The Snow Removal portion has an average increase of 3.5% for 2026 and 2027 and an additional average increase of 5% for 2028.
 - It was requested that Reitmeyer seek additional quotes prior to the next contract.

On a motion of approval to accept the 3 year contract by D. Caldwell and seconded by D. Frank.

- **2025 MS4 Compliance Services:**
 - Inspections have been completed for Beverly, Pemberton Twp., Southampton, Burlington Twp., Florence and Medford Twps. and Willingboro Twp. including the additional outfalls and all invoices have been delivered.
 - Draft agreements for 2026 will be distributed to current municipal partners.
 - 2026 solicitations will be distributed shortly.
 - Per Board discussion the inspection cost for municipal stormwater basins and outfalls will be increased from \$75.00 each to \$100.00 each.
- **January 12, 2026 SSCC Meeting:**
 - Pilot program for three Districts to provide conservation planning-Freehold SCD, Morris SCD, Delatlantic SCD.
 - Next meeting is scheduled for March 9, 2026.
- **District Fee Schedule Revision:**
 - Moving forward and gathering information.
- **District Health Insurance Provider:**
 - Municipalities and at least one District (Freehold) are looking to leaver SHBP.
 - Freehold SCD-Tim Thomas is planning to join a NJ Solutions Joint Health Insurance Fund and is expecting to realize a savings by doing so.
 - The savings could be \$10K per employee depending on variables.
 - The Board requested that Reitmeyer review this option for the District.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **14** 251 Plans and **7** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: 163 Garden Avenue Development of Pemberton Township, NJTS U-Turn MP Relocations (Sunoco & Colonial) of Springfield and Westampton Townships. 1200 John Galt Way of Florence Township.

On a motion of approval by A. Winzinger and seconded by T. Budd. Recusals from G. Berg for projects in Pemberton Township and D. Frank for several projects in Springfield Township and Florence Township. All in favor, motion approved.

OLD BUSINESS:

1) FY 2025 Audit:

Reitmeyer distributed audit drafts for Board review. Reitmeyer mentioned that the audit contains one finding related to payroll bank statements. Reitmeyer is reviewing the draft for potential errors and clarifications and asked that all Supervisors review the audit and contact him with any questions.

2) NACD Annual Meeting:

Gina Berg will be attending to represent the district and will provide a report at the March District meeting

EXECUTIVE SESSION:

On a motion to enter executive session at 4:35 pm by A. Winzinger and seconded by D. Frank.

On a motion to close the executive session at 4:55 and reconvene to the regularly scheduled meeting by D. Caldwell and seconded by D. Frank.

NEW BUSINESS:

1) Election of Officers:

Annual election of officers is required. The current officers are Gina Berg as Chair, Daniel Caldwell as Vice-Chair and Thomas Budd as Treasurer. Each have indicated a willingness to continue serving in their respective capacity.

On a motion of approval to maintain current officers by D. Frank and seconded by A. Winzinger.

2) 2026 Nominating Committee:

Annual approval of the Nominating Committee membership is required. The current Nominating Committee consists of Donald Knezick representing County Agriculture, Joseph Brickley, P.E. representing the Burlington County Engineer's Office, William H. Nicholson representing County Professional Engineers, Merrilee Torres representing County Environmental Advisory Committees and Richard Belcher representing County residences at large. This committee can be modified by the Board of Supervisors.

On a motion of approval to accept the current members for 2026 by D. Caldwell and seconded by A. Winzinger.

3) 2026 Board Resolutions:

The following Board resolutions were discussed for the year 2026.

- Resolution 2026-01: Resolution for legal representation.
- Resolution 2026-02: For payment of invoice and the certification of plans without quorum.
- Resolution 2026-03: Designation of signers.

On a motion of approval by D. Frank and seconded by D. Caldwell.

4) District Personnel Subcommittee:

The personnel subcommittee was re-established as G. Berg and D. Caldwell

5) District Policy Manual:

Reitmeyer identified that the existing Policy Manual should be updated due to prior Board decisions and that the sick leave policy should be revised to match the NJ State Policy.

On a motion of approval by D. Frank and seconded by D. Caldwell to revise the sick leave policy and codify prior revisions.

PUBLIC COMMENT: No public comment

NEXT MEETING: January 21, 2026 (Proposed)

ADJOURNMENT: The meeting was adjourned at 3:34 pm. On a motion of approval by D. Caldwell and seconded by D. Frank. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Berg', with a stylized, cursive flourish at the end.

G. Berg