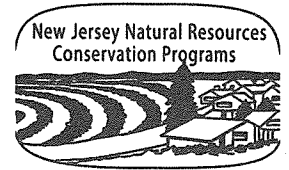


**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

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



*Please note: The District meeting will be the 3<sup>rd</sup>  
Wednesday at 3:00pm and held remotely*

**DISTRICT MEETING AGENDA**

**January 20, 2021**

- 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). SSCC Report
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
  - 1). Supervisor Performance Standards
  - 2). 2021 NACD Annual Meeting
- 11). NEW BUSINESS
  - 1). Election of Officers
  - 2). 2021 Nominating Committee
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **February 17, 2021**
- 14). ADJOURNMENT

**Minutes for: January 20, 2021**

**PRESENT:** G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer and P. Saunders

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 3:03 p.m.

**Roll Call:** G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

**Minutes:** The minutes of the December 16, 2020 meeting were approved on a motion by A. Winzinger and seconded by D. Caldwell.

**Financial Report:**

- One District CD at William Penn Bank matured on January 5, 2021. The rates for renewal had dropped since the December Board meeting and after consultation with G. Berg it was renewed for 182 days at .25%.
- A District CD held at Delmarva Bank (Liberty Bell Bank) will mature on January 30, 2021. The expiring rate is 2.08%. Delmarva is currently offering the following: 13 months @55% and 15 months @ 60%.
- The Bills to be paid for January were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd.

**Correspondence:**

- Notification from the NJDOT regarding a highway project on Route 70 between Rt. 38 and Cooper Avenue in Evesham Twp.
- Email notification from Frank Minch regarding the 2021 SSCC meeting schedule.
- Email notification from the U.S. Air Force regarding proposed solar energy improvements on JB-MDL.
- Email notification from NACD regarding an electronic Producer survey that is now available.
- Email notification from the USDA regarding building security.

**STAFF REPORT: Sean McGee**

- Month of December Reitmeyer and I completed Southampton and Hainesport Townships for ARC GIS mapping.

- McGee completed 31 Site Inspections.
- McGee has a list of Compliances that are not in compliance that he has to use Data Miner to gather some information to see who is MS4 compliant.

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

- \$450,000.00 in applications. One Board Certification was presented to the Soil Conservation District for Ditch Cleaning
- Received 53 new applications for 2021 State Cost Share.
- In the process of completing Field Evaluations.
- Looking for membership on Urban Agriculture Committee.

#### **SSCC REPORT:**

- Louise Davis is the new President of NJACD. NJACD would like to hold a Supervisor Dinner meeting in person.
- Department of Agriculture is at their new location.
- Repost from F. Minch
  - Condolences to the Sitnick Family.
  - Meeting Calendar 6 in total.
- Rutgers Extension – Mike Haberland focus on providing good online resources.
- SEBS – Rutgers remote learning some in person.
- Ray Cyswinski – NACD Conference Registration \$50.00.
- Supervisors Performance Standards
  - 3 formal responses shall be completed and forwarded to the Subcommittee for review.
  - Matt had extended the comment period for 50 days due to the magnitude of the issue. SSCC will vote at the March meeting after the review of all comments by subcommittee. Any changes will take place in the new fiscal year.
  - Recap of the process proliferation of waivers.
- Hunterdon SCD appointment of new Supervisor for existing vacancy due to the passing of a Supervisor.
  - Correct policies were followed. The decision was tabled for unknown reason nominated individual may be a former District Manager.
- Engineer's Report – J. Showler
  - Various Project in New Jersey
- Green Infrastructure Committee to review Standards to regulate failure that occur when District involvement has ended.
- Conservation Education
  - Envirothon – more than likely will be virtual Envirothon.

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

**Snapshot of Activity for December 2020:** For the month of December 2020 the staff performed 128 inspections, issued ROC's for 18 Units, performed 10 plan reviews, and entered 2 Basin database summary forms into the Rutgers database. 67 MS-4 Basin Inspections were performed. Forty-two MS-4 Basin Inspections were also performed. One Notice of Violation has been issued since the December meeting.

- **Staff:** Inspection numbers have lessened as a result of prioritized MS4 Compliance Service activities and end of year staff leave. Construction activity continues to be steady.
- **Work from Home Items are still being utilized:**
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy's Executive Order No. 192:**
  - Effective March 17<sup>th</sup>, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
  - All State & Federal guidelines are being adhered to, including inspection protocols.
  - A plexiglass "sneeze guard" has been purchased for the front counter in anticipation of reopening the building to the public.
  - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
  - All staff are completing a COVID-19 health screening prior to entering the office.
  - All staff are wearing face masks in all building common areas.
- **MS4 Compliance Services:**
  - Stormwater Basin inspections for Burlington Township have been completed and invoiced.
  - Stormwater Basin inspections for the City of Beverly have been completed.
  - The Hainesport Township mapping has been completed.
  - The Southampton Township mapping has been completed.
  - 2021 Program advertisement is being prepared along with updated municipal contacts.
- **District Training for Contractors and Municipal Officials:** The District typically provides these trainings in person in February or March. It is expected that in person events will not occur until much later in the year and that either a temporary suspension of these trainings or virtual training events should be considered. The discussion has been to perform these trainings vi ZOOM in the summer. On a motion of approval by D. Caldwell and seconded by G. Berg.
- **SJRC&D:** January meeting occurs on January 20, 2021.
  - T. Wilmont will be leaving his current position and going to SADC.
  - C. McGee is currently the Treasurer and R. Reitmeyer is the Secretary. J. Swarovski will remain Chair a few more months until a replacement is in place.
  - Christine from Ocean County SCD is looking to be either Chair or Vice Chair.
  - Tour des Farm is scheduled for September 11, 2021
- **Building Maintenance:**
  - The electrical outlet providing NRCS employee Paul Coco a location to charge his electric vehicle no longer works. This outlet was paid for by the District, but reimbursed in full by P. Coco. This outlet should be replaced by an electrician.
  - Sage Financial Software annual subscription. The board suggest that we look into Edmunds or another accounting system to do price comparison as well

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

Certification Report was presented and discussed. Reitmeyer reports there are **14** 251 Plans and **3** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Joseph Lawrence Park, Bordentown, NJ; Margolis Intersection Construction Plans, Mansfield, NJ

D. Caldwell recused from the vote on Mansfield Warehousing in Mansfield, NJ

On a motion of approval by D. Caldwell and seconded by A. Winzinger. All in favor, motion approved.

## **OLD BUSINESS:**

### **1). Supervisor Performance Standards**

- G. Berg drafted a letter from the Board to response to the proposed changes which was subsequently forwarded to the SSCC as requested. 3 comments letter requests to be granted another 30 days. Louise Davis has responded
- All District comments will be reviewed in preparation for a vote by the SSCC at the March 8<sup>th</sup> meeting.
- Any policy changes will take effect July 1, 2021 to coincide with new Supervisor terms and the new fiscal year.

### **2). 2021 NACD Annual Meeting**

- Virtual meeting to be held from February 1<sup>st</sup> through the 10<sup>th</sup>. These dates include NACD business meeting. The board is waiting on the Agenda to come out.
- G. Berg, D. Caldwell and D. O'Connell have been registered and should receive individual email notification.
- R. Reitmeyer completed a PowerPoint presentation and video session for the conference focusing on the District's MS-4 Compliance Program. This Breakout Session will take place on the afternoon of February 8<sup>th</sup>, 2021.
- The District's presentation includes a "Virtual" stormwater basin inspection using drone footage gathered with the assistance of Tim Robinson.

## **NEW BUSINESS:**

### **1). Election of Officers**

- Board-reorganization occurs at the January meeting.
- Current officers are as follows:
  - Gina Berg, Chair
  - Daniel Caldwell, Vice Chair
  - Tom Budd, Treasurer

On a motion of approval to keep the same Officers in place by D. Caldwell and seconded by A. Winzinger. All in favor.

## 2). 2021 Nominating Committee

- District Nominating Committee should be identified at the re-organization meeting.
- The current Nominating Committee currently consist of the following County residents:
  - Larry Roohr, representing County agriculture.
  - Joseph Brickley, PE representing the Burlington County Engineers Office.
  - William H. Nicholson, PE representing County Professional Engineers.
  - Barbara Rich representing County Environmental Advisory Committee.
  - Susan Brandt representing County Residents at Large.
- Recent alternatives include John Engle for the County Engineers Office and Bob Tallon as Environmental Advisory Committees. The board has found out that John Engle has retired.
- This committee is subject to change based upon the desires of the Board and the availability of the individual to participate if/and when needed.

On a motion of approval to maintain the current Nominating Committee that has been put in place by D. O'Connell and seconded by D. Caldwell.

**PUBLIC COMMENT:** No comment.

**NEXT MEETING:** February 17, 2021

**ADJOURNMENT:** The meeting was adjourned at 4:30 pm. On a motion of approval by D. O'Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg