

**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

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Please note: The District meeting will be the 4th  
Wednesday at 3:00pm at the District Office

**DISTRICT MEETING AGENDA**

**January 24, 2018**

- 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     Rich Belcher
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
  - 1). 2018 NACD Annual Meeting
  - 2). Municipal Basin Inspection Program
  - 3). 2018 NACD Grant
- 11). NEW BUSINESS
  - 1). Election of Officers
  - 2). Contractor Training Course
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **February 28, 2018**
- 14). ADJOURNMENT

**Minutes for: January 24, 2018**

**PRESENT: G. Berg, T. Budd, D. Knezick, R. Rebozo, N. Ciccaglione, H. Haniffy  
R. Belcher, P. Evans, R. Reitmeyer and P. Saunders**

**ABSENT: D. Caldwell**

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 2:10 p.m.

Roll Call: G. Berg, D Knezick, R. Rebozo, T. Budd, P. Evans, R. Belcher, N. Ciccaglione, H. Haniffy, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the December 20, 2017 meeting were approved on a motion with a minor change of the deletion of the duplication of D. Knezick name by R. Rebozo and seconded by D. Knezick. G. Berg abstained. All in favor. The Bills to be paid for January were reviewed and accepted on a motion by D. Knezick and seconded by T. Budd. Notes: G. Berg has agreed to move the Columbia CD to CDARS at a 6 month term at 1.45%. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

**CORRESPONDENCE: R. Reitmeyer**

- Solicitation for Envirothon.
- Email from F. Minch regarding the Supervisor Re-Nomination Forms for T. Budd. It has also been suggested a nomination to replace or add John Black as a Supervisor.
- Notification from Board of Chosen Freeholders County of Burlington regarding Resolution for Shared Services Agreement with Burlington County Soil Conservation District. The Board would like some details on projects and to check dates on County improvements agreement.
- Notification from K. Uldricks of NACD regarding a confirmation of NJACD naming D. Caldwell as the recipient of the NACD Annual Conference Registration Scholarship for New Jersey.
- Notification from JBMDL inviting the Burlington County Soil Conservation District to attend the annual Earth Day festivities on April 23, 2018 from 9am to 3. D. Knezick will provide seed packets for Monarch Butterfly (Milkweed).
- Notification from Better Environmental Protection Labs, Inc. announcing that they have decided to retire from the business and they have announced that EMSL Analytical, Inc. will provide testing services to their clients.
- Audubon Savings Bank announces that they will be merging with William Penn Bank.
- Investors Bank has issued a Stop Payment Renewal Notice for a cancelled check and the notice is for 6 months at a cost of \$30.00 that will be need to be renewed through inception.
- Confirmation of the registration for System for Award Management (SAM).
- Notification from Alec McCartney regarding the distribution dates by counties of the seedlings for the New Jersey Tree Recover Campaign.

- Thank You card from Wings Aerial Applicators LLC for any and all assistance that was provided to help their year be a success.
- Email from Rachel Dawson of NFWF-Save the Date: NFWF Delaware Watershed Ag Roundtable meeting begin held on March 27-28, 2018, venue is still not determined. The Board has agreed that either Bob or a staff member should attend a cluster meeting.
- Invitation from Cape Atlantic Conservation District to attend a Training for Soil Compaction Testing Methods which is scheduled for January 19, 2018 from 9am to 12 noon. R. Reitmeyer and T. Robinson attending the training.
- Request for employment verification records for P. Saunders.

#### **STAFF REPORT: P. Saunders**

- Contractor Training is scheduled for February 22, 2018. The announcement is on the website and the newsletter will be distributed by Soil and Water Conservation Society as well. On March 9, 2018 Soil and Water Conservation Society will also have their spring meeting.
- Information regarding the Contractor Training was emailed and hand delivered to the Builders League. They also agreed to post the announcement at their location.
- Cape Atlantic – F. Minch will be presenting. L. Wills will also teach a portion of the Contractor Training. P. Evans is updating the slides to accommodate.
- Plan Review process has been updated because things have changed. The lead need to know how construction was on a project.
- Fence at MDL and stream crossings has presented an issue. Details for permanent instream work is being done.
- Regarding projects – Masonic Home was issued a violation for tracking. Warfel Construction emailed a registration form to attend the Contractor Training to learn some important 251 processes.
- US Pipe Site has had 30 trucks of fill for the project.
- Notification of 251 Projects compared to 2016 is about the same amount.

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

- Close of Business March 16, 2018 signup EQIP CAPs Conservation Assistance plans.
- AMA on hold, Congress has not distributed any money to fund the program.
- EQIP Local Workgroup decided the breakdown of funds for 2018: for Central NJ 3% of the funds will be in the Forestry fund pool; 15% in the Livestock fund pool and the balance will be in LWG.
- Energy, Organic and Soil Health is high priority & will be funded statewide.
- Some farmers have withdrawn their applications. A Bob White Quail application was withdrawn because it was not in the priority focus area, Pine Barrens. Another farmer withdrew because they were not ready with their Forestry plan.
- One of the farmers in the grant signed up for Soil Health for 5 years.

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

1. Regional Supervisor Meeting is scheduled from March 13, 2018 through March 20, 2018. It will be held at the same location as last year.
2. Envirothon is scheduled on May 4-5, 2018. It is going to be held in Elmer, NJ at the Boys Scout Camp. Gloucester and Cumberland-Salem Conservation Districts will be hosting.
3. Reappointment and/or Nomination of Supervisor(s) packets have been mailed to the districts.

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

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

- For the month December, 2017, the staff performed 335 inspections, issued ROC's for 104 Units and performed 27 plan reviews
  - Staff: Tim is also working on a newsletter for the SWCS. Inspections remain at a good level. Tim and Liz have been entering the majority of the new basin summary forms into the H&H system.
  - NRCS Program Assistant: First request for reimbursement has been submitted to NRCS.
  - 2018 Envirothon: Documents for the solicitation of donations will again be disbursed at the District meeting.
  - Training Events: T. Robinson and R. Reitmeyer attended a training hosted by the Cape Atlantic SCD and with the assistance of Frank Minch and John Showler on the Soil Health revisions to the Standards. Training was very informative. Some of the content should be added to our own course. Some of the content would be useful for a separate training for municipal officials.
  - SAM Registration: System for Award Management is necessary for the District to maintain the lease and NRCS Program Assistant agreements with the Federal Government. An annual registration renewal is required. This was completed on December 27, 2017.
  - 251 File Purge: A day to perform file purging has not yet been set.
  - District Technology: The GIS work station has been upgraded to Windows 10 Pro as approved in November. Liz continues to explore the capabilities of ARCGIS Collector.
  - Office Voice Mail: R. Reitmeyer and P. Saunders are exploring options and are open for suggestions. Proposal are being accepted for Board review.
1. Comcast: Current Comcast bill is \$174.60 per month or \$2,095.20 per year. Comcast is expected to provide a small business voicemail option, but it is not yet available in this market. From prior discussions the monthly cost is expected to be \$189.35 per month or \$2,272.20 per year plus \$119 installation. Difference of \$177.00 per year.

2. TPX: The recommended cost for the TPX agreement would be \$196.25 per month or \$2,355.00 per year plus an optional onetime equipment cost of \$514.00. Difference of \$260.00 per year.
3. All Systems Go: Voice mail service would be a onetime cost of \$3,995.00 plus service call charges after one year. Does not include phone service.
4. Verizon: Voice mail through Verizon is also being pursued.

On a motion of approval to pursue the service through TPX by T. Budd and seconded by R. Rebozo.

- Excess Office Equipment: The District is storing a variety of office equipment that is no longer needed, specifically printers for which the replacement of tone by the District is cost prohibitive. Options include indefinite storage, throwing away, donation to other non-profits.
- Building Maintenance: The rear staff door began sticking due to frost lift of the adjacent sidewalk. Additionally, this door is rusting. Reitmeyer purchased a kick plate to cover the rusted portion. This may need to be considered for other building doors. The purchase of a replacement door may also need to be considered.
- AAA Membership: With recent electrical issues with the Chevy Colorado (2012), should a membership be explored. The last tow could have cost \$150. P. Saunders will check on the rates for a company membership.
- A request to purchase a Penetrometer on to perform the necessary inspections on the basins. On a motion of approval by D. Knezick not to exceed \$250.00 and seconded by R. Rebozo. All in favor.

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

Certification Report was presented and discussed. Reitmeyer reports there are **22 251 Plans** and **4 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Mansfield Warehousing in Mansfield, TERPS Tree Removal in New Hanover, 5200, 5400, 6000 & 6500 Area-JB MDL in JBMDL and Photovoltaic Ground-Mount Array at Colonial Pipeline Allentown in Chesterfield. Mansfield Warehousing has applied for 5G3. On a motion of approval by D. Knezick and seconded by T. Budd.

#### **OLD BUSINESS**

1. **2018 NACD Annual Meeting:** D. Caldwell is representing the district at the meeting.
2. **Municipal Basin Inspection Program:** R Reitmeyer and L. Wills will attend a meeting next Tuesday in Burlington Township with Burlington, Springfield and Delanco Townships. There are 65 Basin Inspections and 40 are privately owned. Research is required.

3. **2018 NACD Grant** – the district will reconsider another time.

**NEW BUSINESS**

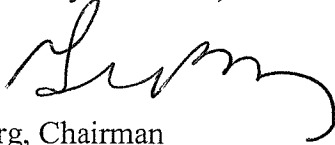
1. **Election of Officers:** The election of officers will remain the same. On a motion of approval by T. Budd and seconded by R. Rebozo. All in favor.
2. **Contractor Training Course:** Meals will be provided by the District

**PUBLIC COMMENT:** Chili Cook-Off is being held on February 12, 2018 and all are invited.

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

**ADJOURNMENT:** The meeting was adjourned at 4:51 pm. On a motion of approval by R. Rebozo and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman