

Minutes for: January 27, 2016

**PRESENT: D. Knezick, T. Budd, G. Berg, R. Reitmeyer, P. Saunders, P. Evans
N. Ciccaglione**

ABSENT: C. Costa, D. Caldwell 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. D. Knezick called the meeting to order at 3:05 p.m.

Roll Call: D. Knezick, T. Budd, G. Berg, R. Reitmeyer, N. Ciccaglione, P. Evans and P. Saunders. Knezick noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the December 19, 2015 meeting were approved by T. Budd and seconded by G. Berg. CD that is coming due is with Santander Bank on February 27, 2016. The Bills to be paid and the Financial Report for January were reviewed and accepted on a motion of G. Berg and seconded by T. Budd.

FINANCIAL PLANNING DISCUSSION: Tabled until the February meeting

CORRESPONDENCE: R. Reitmeyer

1. Email from F. Minch regarding Media Relations.
2. Email from F. Minch regarding Records Retention mentioning that department has integrated a new electronic request system.
3. Capital One has notified all individuals that hold a credit card with an alert of possible data breach at a business where we recently shopped. Reitmeyer mentioned that the District has already been provided with a new card.
4. SSCC 2016 Meeting Schedule distributed by the New Jersey Department of Agriculture.
5. Email request for the execution of the NFWF Grant.

STAFF REPORT: P. Evans

Evans highlighted a plan review recently performed. The engineering firm supplied staged soil erosion and sediment control plans for the project. This is beneficial due to the expanded detail that can be provided for each stage of construction. Evans also reported that the W.W. Grainger site in Bordentown is almost complete and that a complaint has been received regarding a badly eroded section of stream bank within the DNR Canal Park in Bordentown. Evans questioned whether the Standards accept a native plant species for temporary stabilization or for use as a "nurse" crop for plant types with a longer germination period. N. Ciccaglione will find out some information and get back to us, but indicated that perhaps Virginia Rye would be suitable. Lastly, Evans reported that the Employee Association is planning to assist at the Northeast Conference and that Tim Thomas of the Freehold District will provide a follow-up to see who is interested in having a Pension and Benefit Seminar.

NRCS REPORT: N. Ciccaglione

No formal report but NRCS is working on ranking the projects that were submitted.

SJRC & D: R. Reitmeyer

Reitmeyer reported that Gina Berg will be stepping down from the SJRC & D. She has been involved with that organization since 2001 in a number of different capacities and has worked on many council projects. Reitmeyer also reported that preparations for Tour de Farms are underway, that pre-planning has begun for the Tour des Vines and that Team Habitat activity has been slow. Reitmeyer suggested that the District may be able to contract with Team Habitat to provide some of the planting proposed within the NFWF grant.

SSCC REPORT: R. Belcher

No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

1. **Snapshot of Activity:** For the month of December 2015 the staff performed 367 inspections, issued ROC's for 59 Units and performed 30 plan reviews. Two Notices of Violation has been issued since the September meeting.
2. **Staff:** Inspection staff very busy with field inspection activities, file audit entries and file re-certifications.
3. **251 File Audit Program:** Data Entry continuing, have approximately 1.5 years to review. P. Saunders has been entering inspections as they are performed. An upcoming work item will be to relocate older closed files to the barn from drawers in the file room and then begin to fill the emptied drawers with more recently closed files.
4. **File Re-certifications:** Process of recertification is underway. Some questionnaires have been sent and we are receiving responses. T. Robinson will be assisting in generating the recertification spreadsheets and billing statements.
5. **NFWF Grant:** Award agreement documents have been completed. The assessment of the target area within the Kirkwood-Cohansey aquifer can begin.
6. **NACD Northeast Conference (8/14/16 – 8/16/16):** Planning is underway. Reitmeyer is on the Planning Committee for the NE Conference and they are planning two tours, one on Sunday 8/14 and one on Tuesday 8/16. The agenda's for the tours are still being put together, however it is expected that Tom Budd's cranberry bogs will be included in one of the tours.
7. **Building Report:** Rain Gardens functioning well.
8. **ADA Compliance Items:** Toilets in Men's Hallway Bathroom have been switched as requested. Waiting for proposal on water fountain.

9. **I.T. Support:** Bob Babezski of Intellect IT Solutions has begun his contract with the District. After further reviewing our systems he has recommended additional antivirus protection. I have also asked for cost estimates for the District to provide WiFi and to use a Cloud based computer backup system. On a motion of approval to purchase WIFI and Anti-Virus Protection for a combined cost not to exceed \$300.00 by G. Berg and seconded by T. Budd
10. **Upcoming Cost Items:** Reitmeyer is scheduling follow-up meetings to review the carpet replacement proposals
11. **Solar Installation:** Reitmeyer has contacted Burlington County Engineer Joseph Brickley to discuss the steps taken by the County.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are 17 251 projects and 4 RFA that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Manheim NJ-NADE Marshalling Center approval to include an area not previously approved, Timber Ridge at Elmwood Rd which is a large residential project in Evesham and the new Army Reserve Center JB-MDL. On a motion of approval by T. Budd and seconded by G. Berg. All in favor. P. Saunders would like to request that on the Certification Report if it could note the actual Part Of Certification fee that reflects the current notification and not carry the original fee that initially came in with the Plans.

OLD BUSINESS

- 1) **Permit Extension Act:** Reitmeyer reported that in late December the District received direction from the NJDA SSCC on how to proceed with the numerous recertification of those files that have been covered by the Permit Extension Act (Act). The Act expired on 12/31/15. All expiring approvals will fall into one of three categories and will be handled appropriately. Staff will commence with the required processes.
- 2) **Floating Island Construction:** A video on how to construct floating water quality islands was shown. The District proposes to use the remaining funds received from the Orleans Construction Settlement with the NJDEP to purchase the material needed and work with various partners to construct and place the islands. D. Knezick suggested that one, or more, be placed in a water body within the Crafts Creek watershed. On a motion of approval to allocate the remaining funds to the Floating Island project by G. Berg and seconded by T. Budd. All in Favor. D. Knezick will contact M. Haberland to get information on the necessary materials.

NEW BUSINESS

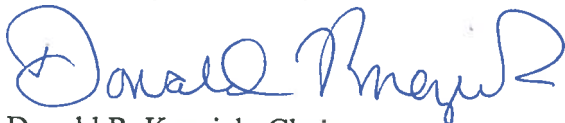
- 1) **Election of Officers:** D. Knezick will be stepping down as Chairman. The new officers are as follows: G. Berg, Chairman, D. Knezick, Vice Chairman, T. Budd, Treasurer, C. Costa and D. Caldwell, Supervisor. On a motion of approval by T. Budd and seconded by G. Berg. All in favor.
- 2) **CPESC Training:** – D. Knezick mentioned that he has been reviewing the potential for hosting a CPESC test at the district office and paying \$250.00 for a Proctor at which the individual will pay only a portion.
- 3) **Northeast Conference:** Reitmeyer mentioned that since Burlington is involved in hosting the Conference it is expected that some District staff be available to assist at the conference. The Board should consider whether to send all staff to the conference and close the office or maintain a staff presence at the office to keep it open to the public? D. Knezick suggests that the office remain open.
- 4) **SWCS** – Meeting proposed to take place the Aquatic Sciences at the Camden Aquarium on April 6, 2016, D. Knezick will provide more details as they become available.

PUBLIC COMMENT: No Comment.

NEXT MEETING: February 24, 2016.

ADJOURNMENT: The meeting was adjourned at 3:40 pm. On a motion of approval by C. Costa and seconded by G.Berg. All motions unanimous unless otherwise noted.

Respectfully submitted,



Donald R. Knezick, Chairman