



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

**DISTRICT MEETING AGENDA
January 25, 2017**

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). SUPERVISOR MANUAL
 - 1). Chapter #11 Review
 - 2). Chapter #12 for Distribution
- 5). MEETING CORRESPONDENCE
- 6). STAFF REPORT:
- 7). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 8). SSCC REPORT Rich Belcher
- 9). SJRC & D REPORT
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS:
 - 1). 2017 NACD Annual Meeting
 - 2). District Staffing
- 12). NEW BUSINESS:
 - 1). Election of Officers
 - 2). Contractor Training Course
 - 3). H&H Inspections
- 13). PUBLIC COMMENT
- 14). NEXT MEETING: **February 22, 2017**
- 15). ADJOURNMENT

Minutes for: January 25, 2017

PRESENT: D. Knezick, T. Budd, C. Costa via telephone, N. Ciccaglione, P. Evans, R. Reitmeyer, R. Belcher and P. Saunders

ABSENT: G. Berg and 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. D. Knezick called the meeting to order at 3:00 p.m.

Roll Call: D. Knezick, C. Costa (via phone), T. Budd, P. Evans, N. Ciccaglione, R. Belcher, R. Reitmeyer and P. Saunders. D. Knezick noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the December 21, 2016 meeting were approved on a motion by T. Budd seconded by C. Costa. All in favor. The Bills to be paid for January were reviewed and accepted on a motion by T. Budd and seconded by C. Costa. Reitmeyer reported that a CD at Audubon Savings Bank was closed and monies were used to open another CDARS CD as previously approved. A CD at Columbia Bank will mature on February 17, 2017 and will be discussed at the February meeting.

CORRESPONDENCE: R. Reitmeyer

- Thank you card received from the Robinson family for the gift the district provided to celebrate the birth of Miles Robinson.
- SWCS requesting renewal of membership. On a motion of approval by the T. Budd and seconded by C. Costa to renew the membership in the amount \$110.00 for the Non-Profit Partner.
- News Release for USDA-NRCS NJ 2017 Conservation Innovation Grants.
- Letters from Joint Base McGuire Dix Lakehurst regarding various projects being considered.
- Quotes for the annual renewal of the firewall for the computer system. Reitmeyer received two quotes: The first from Aman Networks, Inc. in the amount of \$492.00 and a second quote from B. Babezki in the amount of \$299.95. On a motion of approval to accept the quote from B. Babezki by T. Budd and seconded by C. Costa with the condition that G. Berg is in agreement.

STAFF REPORT: P. Evans

- Contractor Training is scheduled for March 9, 2017. An announcement for the class has been prepared for distribution. The content on the training will be updated to include new photographs and the proposed soil health Standards.
- Bordentown Corners is a 251 project that has been issued three Notices of Violation for failing to implement the approved soil erosion and sediment control plan. R. Reitmeyer will review the site for the potential issuance of a Stop Work Order. G. Berg will be consulted if the issuance is recommended.

- The Griffin Pipe site in Florence Township is another 251 concern. Water used to clean tires of sediment is being tracked onto adjacent roadways. The water is subsequently freezing and causing unsafe travel conditions.

NRCS REPORT: N. Ciccaglione

- NRCS staff has been very busy.
- A press release regarding the Conservation Stewardship Program (CSP) was discussed. Three applications for CSP have been received to date. Two are located in Burlington County.
- No new developments regarding the NRCS involvement with the State Cost Share program. Currently there are 5 applications that are in our office now. Reitmeyer will send copies of all applications to the State office. Any farmers with an interest should submit an application to the district office.

SSCC REPORT: R. Belcher

- The 251 Administrative Rules will be sunset and will need to be reviewed for reauthorization.
- At the January 19, 2017 Liaison meeting all Districts received the recommendation to adopt the 2017 NRCS 100% Cost Data table. Only items included with the current rules would be eligible for cost sharing. Items not included within the NRCS table, but still eligible for State cost sharing would require the approval of an addendum with cost values. The NJDA is working with the SADC and NRCS to fill program gaps.
- Annual Supervisor meetings are being scheduled.
- SSCC and NJACD meeting will be scheduled on a quarterly basis. Additional meetings can be scheduled if warranted.
- Monique Purcell has been appointed to Assistant Agriculture Assistant Secretary with the retirement of L. Murray.
- New Jersey Envirothon will be held on May 13, 2017 in Morris County with a theme of Agriculture Conservation Water Stewardship.

SJRC & D REPORT: R. Reimeyer

- Election of Officers was tabled due to low meeting attendance.
- Hiring a Coordinator for Administrative and Tour de Farms was discussed, but tabled.
- Hiring a Coordinator for Team Habitat was discussed, but tabled.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month December 2016, the staff performed 200 inspections, issued ROC's for 19 Units and performed 22 plan reviews, 2 Notices of Violation have been issued since the December meeting. One violation was issued by P. Evans to the Bordentown Corners project in Bordentown Township for failing to comply with the approved construction sequence. The second violation was issued by R. Reitmeyer to the North Hanover Solar project in North Hanover Township for failing to install a stabilized construction access.
- T. Robinson returned from family leave on January, 17th.
- P. Saunders and R. Reitmeyer have worked to complete the file closeout process. The purging process is also nearly complete.

- The 2017 Schedule of district Meetings has been distributed as required.
- ARCGIS software has been downloaded to our new GIS workstation and we are now able to access. B. Babezki (Intellec IT) also provides plotter repair and maintenance and has provided a quote for this repair. This quote will be reviewed at the February meeting.
- A quote to translate the NFWF outreach document into both Chinese (Mandarin) and Korean was received for a total of \$302.00 and is recommended for acceptance. On a motion of approval by T. Budd and seconded by C. Costa. R. Reitmeyer has begun identifying mailing addresses for farm property owners within the grant area. N. Ciccaglione and R. Reitmeyer will separately arrange a work shop for NRCS Conservation practices here at the District office.
- System for Award Management (SAM) annual registration has been renewed. This registration is necessary to continue a business relationship with the Federal Government.
- Corrective measures for both rain gardens were completed by contractor Bryan Eggleston on Friday January 13, 2017. Jeremiah Bergstrom and another Rutgers staff member were present to direct the excavation. Each stone wick is approximately 6' deep and meets the specifications of the approved proposal. Reitmeyer began the dewatering process on Wednesday January 11, 2017 by removing ice and continued with dewatering on January 12, 2017. As many cattails as possible were removed during the work to minimize later removals. Previously planted rain garden plants were kept where possible. Reitmeyer has contacted J. Bergstrom regarding a revised planting scheme. Darien Chismar is available for replanting in the spring.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are seventeen 251 Plans and eight RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Masonic Charity Foundation in Burlington, Matrix Business Park at 6A in Burlington, Delaware River Heritage Trail Route in Florence, Mansfield and Bordentown. On a motion of approval by C. Costa and seconded by T. Budd. All in favor, motion approved.

OLD BUSINESS:

1) 2017 NACD Annual Meeting

- G. Berg will be representing the district at the meeting and will be present to support the Native Vegetation Resolution.

2) District Staffing

- Classified ads have been placed in the BCT, Monster.com, Ecojobs, The Press of A.C., our website and distributed to interest partners.
- We have received a number of resumes.
- Interviews will be scheduled once a select number has been identified. R. Reitmeyer will coordinate this further with G. Berg.

NEW BUSINESS:

1) Election of Officers

- Tabled.

2) Contractor Training Course

- As discussed under the Staff Report.

3) H&H Inspections

- This was discussed at the Liaison meeting as a potential work item for districts. John Showler will be forming a subcommittee to finalize recommendation to the SSCC in March. R. Reitmeyer indicated he will contact Showler to volunteer to be on this subcommittee.
- R. Reitmeyer mentioned that he has been working to correct flawed data previously entered onto the NJ Hydrologic Modeling Database website.
- R. Reitmeyer, P. Evans and T. Robinson have begun entering new basin summary forms and that the program is much improved.

4) Building Chili Competition

- Will be held February 28, 2017 in the district lunch room.

PUBLIC COMMENT: None

NEXT MEETING: February 22, 2017.

ADJOURNMENT: The meeting was adjourned at 4:30 pm. On a motion of approval by T. Budd and seconded by C. Costa. All motions unanimous unless otherwise noted.

Respectfully submitted,



D. Knezick, Vice Chairman