

Minutes for: July 25, 2018 REVISED

PRESENT: G. Berg, D. Caldwell, Audrey Winzinger, Ryan Rebozo, T. Budd, N. Ciccaglione, T. Robinson, R. Reitmeyer and P. Saunders

ABSENT: 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. G. Berg called the meeting to order at 3:01 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, N. Ciccaglione, A. Winzinger, R. Rebozo, T. Robinson, R. Reitmeyer and P. Saunders. G. 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 June 27, 2018 meeting were approved on a motion by T. Budd and seconded by D. Caldwell. Abstained by R. Rebozo and A. Winzinger. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for June 27, 2018 were reviewed and accepted on a motion by R. Rebozo and seconded by D. Caldwell. All in favor.

- Funds at Audubon: The balance in the Audubon checking account was identified as approximately \$356,500.00. From this balance a new 26 week CDARS account at 1.85% in the amount of \$250,000.00 will be opened. On a motion of approval by D. Caldwell and seconded by R. Rebozo. The remaining balance of \$106,000.00 will be deposited into the Investor's checking account which will leave \$500.00 in the Audubon Checking account.

CORRESPONDENCE: R. Reitmeyer

- NJ DEP – Notification of Compliance from recent potable water inspection.
- ESRI Newsletter
- Notification from F. Minch regarding the receipt of 25 RFA applications for Burlington County.

STAFF REPORT: T. Robinson

- Staff would like to thank the Board for the District Barbeque.
- Robinson thanked the Board for his Performance Review.

- Robinson reported that he attended a Delaware Valley Regional Planning Commission workshop. Robinson recommends that the District develop a summary sheet on the MS-4 inspections that can be distributed to municipalities and other interested parties.
- Robinson reported that he and E. Wills attended a Pinelands Short Course sponsored by the Pinelands Commission. Robinson attended a presentation by Supervisor R. Rebozo that was very informative. There was also discussion of Roadside Planting techniques and the NJ Standards.
- Robinson will be attending a 3-Day Stormwater Management Course at Rutgers beginning on September 26, 2018.

NRCS REPORT: N. Ciccaglione

- Ciccaglione presented the monthly NRCS Activities Update for June 2018.
- NRCS consists primarily of EQIP and AMA Programs.
- 2 new Requests for Assistance: Joseph Savatono of Mansfield and M & N Farms, LLC of Chesterfield. On a motion of approval by D. Caldwell and seconded by R. Rebozo. A. Winzinger abstained.
- Currently there are 5 Conservation Plans 4 of which are Cover crop single species and the last is CNMP, comprehensive nutrient mang plan proposing a Manure a roofed storage facility. On a motion of approval by T. Budd and seconded by R. Rebozo

SSCC REPORT: No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month June, 2018 the staff performed 366 inspections, issued ROC's for 105 Units and performed 36 plan reviews. One Violation has been issued since the June meeting.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **FY2018 Audit:** Originally scheduled for Monday July 23, 2018, it will instead begin on Monday July 30, 2018. This change of date was requested by the audit company.
- **Municipal Shared Services:** A two-year contract has been received from Springfield Township in addition to the previously approved contract with Burlington Municipality that consist of approximately 70 basins in total. A shared services agreement is being finalized with Mansfield Township that includes inspections of four basins and additional work for an amount not to exceed \$2,000.00. Staff are currently familiarizing themselves with the tablet and inspection documents. Inspections will begin in earnest in early August.
- **Burlington County Farm Fair:** Over all very smooth. Only issue was that the gates to the county parking lot were not open for the early events on Thursday and Friday.
- **Building Maintenance:** The building water heater continues to malfunction. This unit is original to the building and is approximately 12 years old. I have asked our plumber to

provided proposals for a few different levels of water heater. Reitmeyer will receive approval of cost from G. Berg before moving ahead with the replacement.

- **Cloud based Backup:** The current storage of 50 GB per month is not sufficient to provide backup for emails in addition to employee files and documents. The current cost is \$50/month. 100 GB should be sufficient (\$100/mo.) and 200 GB will be adequate (\$200). The Board confirmed that redundant provisions should be in place for all file backups including emails. Reitmeyer will clarify the location of the cloud based backup and look for options in reducing the amount of file requiring backup.
- **SJRC&D:** Reitmeyer reported there has been an increase in activity for Team Habitat. Additionally, the Council is preparing to begin a grant in Ocean County. Preparation is underway for the Tour des Farm which is taking place on September 8, 2018. The Board approved staff time to assist in marking the routes and Comp Time for staffing farm stands during the event.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **20 251** Plans and **10 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Manheim Auction Expansion which is located in Mansfield, Marlton Executive Park located in Evesham, Adams/Murphy Tract located in Lumberton, Haines Parking Expansion located in Pemberton and the Proposed Commercial Development located in Hainesport. On a motion of approval by R. Rebozo and seconded by D. Caldwell. D. Caldwell abstained from Manheim Auction Expansion of Mansfield and Higgins of Mansfield. All in favor.

Reitmeyer mentions that the Audit Program will be updated with a column that specifies the status of the RFA applications.

OLD BUSINESS

1. District Policy Manual:

- Comments and additions have been received from Parker McCay for District consideration.
- G. Berg requested that Supervisors review the document and to forward comments to Gina/Bob within the next two weeks. R. Rebozo and D. Caldwell requested electronic copies of the document.
- Consideration of the Policy Manual is expected to occur at the August meeting

2. 2018 NACD Northeast Regional Meeting

- G. Berg reported that it was a really good conference. Berg was interested in the break out session regarding the involvement of Pennsylvania districts on low volume roadways.

- G. Berg also mentioned a program in the City of Lancaster that places green infrastructure under alleyways using stone trenches to reduce problems with combined sewer systems.

NEW BUSINESS

1. FY 2019 Annual Work Plan:

- Reitmeyer presented a draft of a FY 2019 Annual Work Plan for Supervisor review.
- Reitmeyer requested that Board provide him with requested revisions.

2. NRCS Program Assistant

- Chad Cherefko addressed the Board with a request to modify the existing grant with which the District previously filled a part time position to assist NRCS. The request is to transition the position from part time to full time.
- C. Cherefko indicated that NRCS will be compensating the District 100% for the costs incurred for this position
- On a motion of approval to move forward and allow the grant funded employee to be hired full time provided that NRCS accepts the District's definition a 40 hour work week by D. Caldwell and seconded by R. Rebozo.

PUBLIC COMMENT: N/A

NEXT MEETING: August 22, 2018.

ADJOURNMENT: The meeting was adjourned at 5:03 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