



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

**DISTRICT MEETING AGENDA**  
**July 26, 2017**

- 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). County Open Space Agreement
  - 2). 2015 NFWF Grant
  - 3). NRCS Cooperative Agreement
- 11). NEW BUSINESS
  - 1). FY 2017 Audit
  - 2). Stormwater Basin Inspections
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **August 23, 2017**
- 14). ADJOURNMENT

**Minutes for: July 26, 2017**

**PRESENT: G. Berg, C. Costa, D. Caldwell, D. Knezick, R. Rebozo, T. Budd, B. Diaz  
R. Reitmeyer and P. Saunders**

**ABSENT: N. Ciccaglione 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. G. Berg called the meeting to order at 3:03 p.m.

Roll Call: G. Berg, D. Caldwell, D. Knezick, T. Budd, R. Rebozo, P. Evans, L. Wills, 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 June 28, 2017 meeting were approved on a motion by D. Caldwell seconded by T. Budd abstained. All in favor. R. Rebozo abstained. The Bills to be paid and the Financial Report for June were reviewed and accepted on a motion by D. Knezick and seconded by T. Budd. All in favor.

**CORRESPONDENCE: R. Reitmeyer**

- Notification from F. Minch regarding an OPRA seminar being held at the NJ State Museum Auditorium regarding an overview of OPRA and Government Records Council's function and services provided to requestors and custodians.
- Email from Josh Bell of the Principe Corporation requesting consideration of a new erosion control product called Silt Shield. P. Evans has contacted construction management companies to determine interest. The Board requested that Reitmeyer forward them the product link.
- Email from John Black, President of The Native Plant Society of New Jersey requesting T. Robinson to be a guest speaker to close out the organization's annual conference with "How to convert an urban landscape into a native landscape," which will be held at the Raritan Valley Community College on November 4, 2017.
- Notification from National Seminars Training regarding HR Law 2017 being held in Cherry Hill on September 25, 2017. Some of the key issues are discrimination, pregnancy leave, reasonable accommodation, wage garnishment.
- Notification from John Showler, P.E. for a work session to be held at the Freehold District office on Friday August 4<sup>th</sup>. The work session will cover the topics of the Soil Restoration Standards and MS4 Basin Inspections. Reitmeyer indicated that he would like P. Evans and T. Robinson to attend.
- Reitmeyer read a letter to the Board from E. Wills. Wills has requested a work schedule change to allow for her to return to school for a Master's of Science degree. E. Wills has been accepted and will attend Villanova University. Upon completion she will receive a Master's of Science Degree in Environmental Science which will provide her with the experience of the GIS and GPS cartographic techniques and satellite imagery. E. Wills is requesting her schedule to change to 7:00 – 3:30 on Thursdays beginning August 24<sup>th</sup>.

Similar adjustments may be needed for future semesters. On a motion of approval to allow the schedule change by D. Caldwell and seconded by D. Knezick. All in favor.

**STAFF REPORT: P. Evans**

- Smaller construction sites can be challenging to the inspectors since they usually do not employ construction management firms. The inspectors usually need to provide some educational training for the contractors. Smaller sites may also not have budgeted sufficient funds for sediment control and stabilization.
- Riverfront Pre Construction Meeting?
- Contractor Training course was given to PSE & G representatives earlier this year. The District welcomes additional opportunities to offer the course to interested parties. Other Districts are also able to present the course using our power point presentation that was previously distributed. It is anticipated that the district will offer a course in late winter or early spring in 2018.
- 251 Inspection training of L. Wills is going well.
- Plan review training with T. Robinson is ongoing.

**NRCS REPORT: B. Diaz**

- B. Diaz presented the monthly NRCS Activities Update for June, 2017.
- Three EQIP Plans for presented for signature. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.
- NRCS Work Group meeting was held last night with the objective of receiving practice prioritization from area farmers. The event was very well attended and successful in gathering useful input.

**SSCC REPORT: No Report**

**SJRC & D REPORT: R. Reitmeyer**

- Preparation for the Tour des Farms event continues.
- Team Habitat is looking for projects to complete.

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

- For the month of June, 2017 the staff performed 435 inspections, issued ROC's for 52 Units and performed 18 plan reviews. Since the June meeting one Notice of Violation has been issued. This violation was issued to the Shoppes at Renaissance Square in Evesham Township due to not adhering to the approved construction sequence, not installing required sediment controls and offsite sedimentation.

- R. Reitmeyer will be on vacation starting on August 2, 2017 through August 9<sup>th</sup>. Preparations have been made for this absence. Reitmeyer will have his cell phone available should problems arise.
- Inspections have increased. E. Wills is making good progress in her development. P. Evans, T. Robinson and Reitmeyer will be further adjusting Township assignments soon. At that time a more defined inspection/office schedule will be possible.
- Tim is performing updates to the district website as needed.
- All Field staff will attend a defensive driving course on Wednesday October 4<sup>th</sup> at the Burlington County Complex on Woodlane Road. P. Evans and T. Robinson will attend training on MS4 basin inspection and the Soil Health Standards on Friday August 4<sup>th</sup>. E. Wills will attend a separate Standards training event tentatively scheduled for November. OPRA training is being offered on August 10<sup>th</sup>, Pam and I will review schedules and may attend.
- A draft of the 2017 District Work Plan was distributed for review and comments by the Board. G. Berg requested that searching for grants (319 Grant) be added. Additional comments can be emailed for inclusion within the work plan.
- Personnel Subcommittee has tentatively scheduled to meet the week of August 14<sup>th</sup>. G. Berg and D. Caldwell will check their respective schedules. Items for discussion include revising the current BSCD Policy and Procedure Manual.
- R. Reitmeyer has received three proposals from Intellec IT that include 3 new workstations in the amount of approximately \$3,600.00, five new 22" monitors for approximately \$900.00 and update the Microsoft Office Professional Plus 2016 for 6 workstations for approximately \$4,573.00.
- Naughton Electric was called to repair three parking lot lights that were not working.
- 2017 NFWF Grant was not approved for BCSCD. The Board questioned if it was determined by the number of applications received or if changes could be made to the proposal that would make it more competitive. Reitmeyer met with NFWF representatives on Tuesday July 25<sup>th</sup>. They will forward comments from the application review.
- As noted previously the NRCS Work Group Meeting was held last night and was very successful in gathering input from area farmers and partners. Last month the District approved an expenditure of up to \$100.00 for meeting refreshments. The final cost of refreshments was \$182.00. Reitmeyer was directed to seek equal reimbursement from each of the Districts involved. This will amount to approximately \$35.00 per District including Burlington.

#### **STAFF REPORT on GIS: E. Wills**

- E. Wills reported that she has been learning to map 251 projects including certain project specifics such as perimeters, basins and basin outfalls. A map was presented to illustrate these items.

- E. Wills reported that she is formatting a GIS compatible inspection report for use with a mobile device. Additionally, Wills is looking into connecting a billing function to this report.

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

Certification Report was presented and discussed. Reitmeyer reports there were **18 251 Plans** and **4 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Lennar at Rancocas Creek of Eastampton, the County Bridge on Smithville Road in Eastampton, AXT Equipment Company of Eastampton, Hartford Square Phases II & III in Medford Twp. is a "Part Of" certification and the Garden State Expansion Station 203 Substation had minor revisions. On a motion of approval by D. Caldwell and seconded by D. Knezick, abstained by R. Rebozo. All in favor.

## **OLD BUSINESS:**

### **1) County Open Space Agreement:**

- Two copies of a revised agreement have been received. These copies contain the language requested by the Board and District Solicitor Steven Mushinski, Esq. On a motion of approval by D. Caldwell and seconded by D. Knezick. All in favor. The executed copies will be forwarded to Matt Johnson for final signature by the County. A completed original will be returned to the District.

### **2) 2015 NFWF Grant:**

- An additional 107 notifications have been mailed to farmland owners within the Camden County portion of the grant area.
- Reitmeyer is still fielding calls and office visits from interested land owners.
- Last week Larry Roohr, Nicole Ciccaglione and Robert Reitmeyer were interviewed by the New Jersey Farmer/ Delmarva Farmer publication.
- Reitmeyer met with NFWF representatives yesterday to review the ongoing 2015 NFWF grant. They seemed please with the current status and open to an extension since cover crop can be applied well into the fall.

### **3) NRCS Cooperative Agreement:**

- The required documents were signed and forwarded as requested. Reitmeyer has not received the Agreement back from NRCS.

### **4) Rain Gardens:**

- D. Knezick commented that the rain gardens require maintenance. It was suggested that some selective weed whacking be performed and that an herbicide be applied.

**NEW BUSINESS:**

**1) FY 2017 Audit:**

- The Audit is currently underway. This is the first year using Frenia, Holman and Allison.

**2) Stormwater Basin Inspections:**

- The August 4<sup>th</sup> training is being put together so that there is statewide uniformity in conducting these inspections.
- John Showler has requested that solicitation letters to municipalities wait until after adequate training has occurred and until he has completed a state wide template. Reitmeyer mentioned to J. Showler that municipal budgets can begin in December and we need to get the information out as soon as possible for possible inclusion within these budgets.
- Each District will need to develop an agreement although a template is available and recommended.
- Each District will need to determine appropriate charges for the inspection and reporting service. The hourly charge may not exceed the District's hourly rate for inspections.
- It was suggested that Reitmeyer contact municipal representatives to determine a level of interest.

**PUBLIC COMMENT: None.**

**NEXT MEETING: August 23, 2017.**

**ADJOURNMENT:** The meeting was adjourned at 5:20 pm. On a motion of approval by D. Knezick and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chair

A handwritten signature in black ink, appearing to read "G. Berg", written over a horizontal line.