



*Please note: The District meeting will be the 3<sup>rd</sup>  
Wednesday at 3:00pm and held remotely*

**DISTRICT MEETING AGENDA**  
**June 16, 2021**

- 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
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
  - 1). Supervisor Reappointments
- 11). NEW BUSINESS
  - 1). FY 2022 Budget Adoption
  - 2). District Office Operational Status
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **August 18, 2021**
- 14). ADJOURNMENT

es for: **June 16, 2021**

**PRESENT:** **G. Berg, D. Caldwell, T. Budd, A. Winzinger, N. Ciccaglione R. Reitmeyer and P. Saunders**

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 3:06 p.m.

**Roll Call:** G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, R. Reitmeyer and P. Saunders. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

**Minutes:** The minutes of the May 19, 2021 meeting were approved on a motion by T. Budd and seconded by A. Winzinger.

#### **Financial:**

- A District CD held at William Penn Bank will mature on 7/6/21. The expiring rate is .25%. Republic Bank is still offering 13-23 month CDs at .60% and 24-35 month CDs at .70%. Reitmeyer will continue to review available rates.
- No District meeting will occur in July. Approval for payment of July Bills on a motion by T. Budd and seconded by A. Winzinger.
- The Bills to be paid for June 16, 2021 were reviewed and accepted on a motion of approval by T. Budd and seconded by A. Winzinger.

#### **Correspondence:**

- Copy of NJDEP Administrative Order regarding Block 903, Lot 21 (431 North Main Street) in Southampton Twp.
- Email notification of 3<sup>rd</sup> Quarter 5G3 payment.
- Email notification from Frank Minch regarding EO 242.
- Email notification from Frank Minch regarding EO 243.
- Email notification from Frank Minch regarding issuance of ID forms for District personnel.
- Email notification from Steve Mathis (NJDEP) regarding EPA inspections.

#### **STAFF REPORT: Pam Saunders**

- We are very busy with new construction. We have several warehouse projects that are under active construction.
- In preparation of the Audit I am working on the Sage financial program to ensure that all

postings are posted in the correct account and making sure that deposits are posted correctly.

- File maintenance is a constant task. We process the closing of files for completed projects to allow room in the drawers for new applications. Files can be purged seven years after they have been closed. A portion of the original file is kept even after being purged.
- Saunders would like to bring to the Supervisors attention that we have a good number of files for the year that we need to get caught up on signatures. She would like to arrange a day when the Supervisors can come to the office and provide the necessary signatures. The Supervisors agreed to come into the office on a mutually convenient day.

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

- State Cost Share application for irrigation well in Chesterfield.
- There are a few AMA plans that are not approved.
- EQIP was approved in our County.
- NRCS will host an Intern that currently attends The University of Maryland.
- Energy Audit will be available soon. The signup date is October 22, 2021
- Dan Campbell applied for grazing for a goat operation.

#### **SSCC REPORT: R. Reitmeyer (Attended 6/14/21 SSCC Meeting)**

- Anthony DiLodivico will be leaving SSCC & OCSCD Board.
- All Supervisor reappointments were approved.
- Presentation of SADC Soil Protection Standards detailing the change from “Soil Disturbance Regulation” to “Soil Protection Standards”.
- Discussion on Green Infrastructure.

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

**Snapshot of Activity for May 2021:** For the month of May 2021 the staff performed 220 inspections, issued ROC’s for 42 Units and performed 27 plan reviews. 59 MS4 Basin inspections were conducted in May. One violation has been issued since the May meeting.

- **Staff:** Construction activity continues to be steady and shows no sign of slowing.
- **Work from Home Items are still being utilized:**
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy’s Executive Order No. 192:**
  - Effective March 17<sup>th</sup>, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
  - All State & Federal guidelines are being adhered to, including inspection protocols.
  - A plexiglass “sneeze guard” has been purchased for the front counter in anticipation of reopening the building to the public.
  - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
  - All staff are completing a COVID-19 health screening prior to entering the office.
  - All staff are wearing face masks in all building common areas.

- **MS4 Compliance Program:**
  - Executed agreements are in place with Burlington Twp., Southampton Twp., Pemberton Twp. and Beverly City.
  - An agreement is expected to be approved by Willingboro Twp., however signed copies have not been received.
  - Reitmeyer continues to inspect basins in Burlington Twp. and Southampton Twp.
  
- **SJRC&D:**
  - Planning for Tour des Farms is proceeding. The requested sponsorship amount for shirts is \$300.00. On a motion of approval for a \$300.00 donation by A. Winzinger and seconded by D. Caldwell.
  
- **NFWF 2018 Grant:** Reitmeyer has contacted NFWF to convey the District's intention to terminate the grant for lack of local interest.
  
- **Building Maintenance:**
  - The new refrigerator for USDA has been delivered.
  - The lock on the District's fireproof safe required replacement.
  - The cloud storage cost for backing up District files has been returned to \$50.00 per month.

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

Certification Report was presented and discussed. Reitmeyer reports there are **15** 251 Plans and **8** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: The Funplex-Phase III of Mount Laurel; CB Lamb and Upper Elementary Renovations and Alterations of Wrightstown; Laurel Run of Westampton.

A recusal by D. Caldwell of the following projects: PSE & G Mansfield Substation Transmission Tower Replacement Project of Mansfield; Fox Meadow Apartments of Maple Shade; Opex Corporation of Moorestown and the Proposed Building Addition of Moorestown. On a motion of approval by D. Caldwell and seconded by A. Winzinger. All in favor, motion approved.

## **OLD BUSINESS:**

### **1.) Supervisor Reappointments**

- Supporting documents for the reappointment of incumbent Supervisors Dan Caldwell and Tom Budd were supplied to the SSCC as requested.
- The reappointment for Dan Caldwell and Tom Budd as District Supervisors was approved at the SSCC meeting held on Monday June 14, 2021.

## **NEW BUSINESS:**

### **1). FY 2022 Budget Adoption:**

- A discussion of the 6/10/21 Budget Subcommittee Meeting was led by G. Berg.
- R. Reitmeyer presented the final draft of the FY 2022 Budget for approval. On a motion of approval by A. Winzinger and seconded by T. Budd. All in Favor.
- Salary adjustments were approved on a motion by D. Caldwell and seconded by A. Winzinger. All in Favor.

**2). District Office Operational Status:**

- R. Reitmeyer discussed the current status of the District staff and District offices.
- Board discussion included future actions needed to return to a more normal operational status.
- Additional direction from the State is expected to be received.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** August 18, 2021

**ADJOURNMENT:** The meeting was adjourned at 4:24 pm. On a motion of approval by D. Caldwell and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg