

Draft Minutes for: June 22, 2016

PRESENT: D. Knezick, T. Budd, D. Caldwell, R. Reitmeyer, B. Diaz, N. Ciccaglione, R. Belcher and P. Saunders

ABSENT: G. Berg and C. Costa

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, D. Caldwell, T. Budd, R. Belcher, B. Diaz, N. Ciccaglione, 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 May 25, 2016 meeting were approved, with minor revisions on a motion by T. Budd and seconded by D. Caldwell with the minor changes. The Bills to be Paid and the Financial Report for June were reviewed and accepted on a motion of approval by T. Budd seconded by D. Caldwell. Reitmeyer presented an updated 251 Income spreadsheet to the Board for discussion. The Audubon CD maturing on July 13, 2016 was discussed and on a motion of approval by D. Caldwell and seconded by T. Budd, Reitmeyer will seek to place the funds in a 24 month CD at Audubon Savings Bank.

CORRESPONDENCE: R. Reitmeyer

1. National Association of Conservation Districts Farm Bill Survey received electronically. With assistance of NRCS representatives the Board reviewed the survey. Reitmeyer will complete the survey on line.
2. Email from Paul Evans regarding the details of CPESC Exam to be held at the District office in October.
3. Email regarding NACD Urban Agriculture Conservation Initiative FAQs.
4. Email from Homeowners Association in Mansfield requesting additional information on the placement of floating water quality islands. As suggested by D. Knezick, Reitmeyer will forward the email to M. Haberland of Rutgers University.
5. Email from Dr. Stephanie Murphy of Rutgers University requesting assistance in preparing for a conference presentation on Acid Soils in New Jersey. Reitmeyer will arrange to meet with Dr. Murphy to assist.
6. Email from NRCS requesting the temporary storage of one of their vehicles that was damaged in an accident at the district office.
7. Notification from the NJACD regarding the Election of Officers. Any interested Supervisors should contact NJACD.
8. Notification from Frank Minch that that election of District Supervisor representatives to the SSCC will take place at the NE NACD conference. One representative from the North and one from the South will need to be elected.

STAFF REPORT: P. Saunders

Staff is very busy with Permit Extension Act related items. The deadline for this to be complete is June 30, 2016. Numerous documents have been mailed to the impacted applicants and in some cases we have followed this up with emails or phone calls to assist them in this process. Once this is complete we will be able to complete the closing out process for many files. Saunders thanked the Board for offering prescription medical coverage to the entire staff last year. To date, T. Robinson and P. Evans have enrolled while R. Reitmeyer and I have not. This has saved the district approximately \$10,000 which represents the combination of Reitmeyer and I not electing to take advantage of this benefit. Reitmeyer and I are aware that if our medical conditions were to change then we would have the option to take advantage of the Prescription plans

NRCS REPORT: N. Ciccaglione and B. Diaz

N. Ciccaglione and B. Diaz discussed the ongoing NRCS initiatives and programs. Two Conservation Plans for Seasonal High Tunnel and Five Irrigation plans are requested for acceptance and signature. On a motion of approval by T. Budd and seconded by D. Caldwell. All in favor.

SJRC & D: NO REPORT

SSCC REPORT: R. Belcher

The 2016 Envirothon was very successful with 36 teams competing this year. The team from West Windsor, Mercer County earned first place and will receive \$2,500 in travel expenses to attend the finals competition in Ontario, Canada. The 2016 Envirothon budget ended about even between expenses and donations from sponsors. The re-nominations for Burlington Board of Supervisors D. Knezick and G. Berg have been approved by the SSCC. A Bill has been submitted in an effort by some lawmakers to extend the Permit Extension Act. Planning and preparation for the Northeast NACD Annual Conference is still underway. Conference Registration and Hotel information will be available shortly.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

1. **Snapshot of Activity:** For the month May 2016 the staff has performed 330 inspections, issued ROC's for 47 Units and performed 29 plan reviews and 2 Notices of Violation have issued since May meeting.
2. **Staff:** Inspection staff continues to be busy with field inspection activity, plan reviews, and administrative functions including budget preparation, project audits, audit entries and re-certifications.

3. **File Re-certifications:** Re-certification billings have been issued for all applications that have provided completed questionnaires. An influx of documents is anticipated as the June 30th deadline approaches. Staff will contact active projects that have not yet re-certified in an effort to avoid work stoppages.
4. **Building Maintenance:** The carpet replacement has been completed. I will be meeting with the contractor next week to review a couple minor items, but overall I am satisfied with the work.
5. **District Website:** I have had a couple meetings with Chris Edwards to plan for the transition. The process is currently underway and I do not anticipate any issues.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **39** 251 projects and **8** RFA that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Celestial Church of Christ in Mansfield Twp., Burlington County Culvert #D5 141 and Sioux Lake Dam Reconstruction Project in Medford Lakes, Homestead at Evesham in Evesham Twp.. On a motion of approval by T. Budd and D. Caldwell. D. Caldwell abstained from RBAC Properties of Cinnaminson, American Custom Drying of Burlington, Celestial Church of Christ of Mansfield, APCO Petroleum, Inc. of Bordentown and APCO Petroleum of Westampton. All in favor.

OLD BUSINESS

1. **NFWF Grant:** Trays for the portable cover crop samples have been purchased and received. Two sample trays have been prepared with soils representative of the northern portion of the Kirkwood-Cohansey Aquifer. Two more will be prepared using soils from the southern portion of the aquifer. It is hoped that these sample trays will be sufficiently ready for the Burlington County Farm Fair. The translation of NRCS program documents will need to be done by the USDA although documents prepared by the District can be translated separately.
2. **GIS Program:** The FY 2017 Budget includes recommended hardware and software upgrades for implanting a GIS program. Reitmeyer attended a County sponsored GIS users meeting which was very informative.
3. **Floating Island:** The District has received permission from Mansfield Twp. to install a floating island in a municipally owned basin. It is anticipated that some number of islands will be constructed as a team building effort with USDA employees on July 20, 2016 prior to the District barbeque and meeting. D. Knezick suggested that Reitmeyer contact M. Haberland and C. McGee to see if they are available to come to the district to assist in this project.

NEW BUSINESS

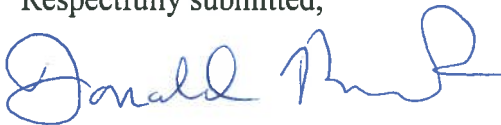
1. **FY 2017 Budget Adoption:** Final discussions were held on the budget. On a motion of approval to adopt the 2017 Budget by T. Budd and seconded by D. Caldwell. All in favor.
2. **2016 NACD NE Conference:** As discussed under the SSCC report, planning is nearly complete. Full registration will be \$275.00. Reitmeyer requested that all Supervisors advise him of their ability to attend and hotel requirements.
3. **Shared Employee:** Reitmeyer reported that the Ocean SCD is receptive to the concept of sharing an inspector that is an employee of the Burlington District. Reitmeyer and Ocean SCD District Director Christine Raabe will draft a cooperative services agreement for review and approval by both Boards.

PUBLIC COMMENT: No Comment.

NEXT MEETING: July 20, 2016

ADJOURNMENT: The meeting was adjourned at 4:33 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman