



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

**DISTRICT MEETING AGENDA
JUNE 19, 2024**

- 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). EXECUTIVE SESSION
- 11). OLD BUSINESS
 - 1). Supervisor Reappointments
- 12). NEW BUSINESS
 - 1). FY 2025 Budget Adoption
 - 2). Board Resolution for Auditor
- 13). PUBLIC COMMENT
- 14). NEXT MEETING **August 21, 2024**
- 15). ADJOURNMENT

Minutes for: June 18, 2024

PRESENT: Gina Berg, Thomas Budd, Audrey Winzinger, Robert Reitmeyer and Pamela Knighton

ABSENT: Daniel Caldwell and Daniel O' Connell

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 3:07 p.m.

Roll Call: Gina Berg, Thomas Budd, Audrey Winzinger, Robert Reitmeyer and Pamela Knighton. Gina Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES FROM THE PREVIOUS MEETING:

The minutes of the May 15, 2024 meeting were approved on a motion by A. Winzinger and seconded by T. Budd.

FINANCIAL REPORT:

R. Reitmeyer discussed the Financial Report and Bills to be Paid for June. Reitmeyer identified that the three CDs requiring action were addressed as discussed in May. The LINK Bank CD was re-invested as a 13 month CD at 4.64%, The Republic Bank (Fulton) was re-invested as a 13 Month CD at 5.25%. The TD Bank CD was reduced by \$70,000.00 and the remainder re-invested as a 9 month CD at 4.89%. T. Budd made a motion to approve the Financial Report. A. Winzinger seconded. All voted in favor.

CORRESPONDENCE: R. Reitmeyer

- Email notification from Ines Zimmerman of the NJACD regarding the results of the 2024 Poster Contest winners receiving a check in the amount of \$100, \$50 or \$25 representing 1st, 2nd or 3rd place. The Association will be sending the entries for the National Competition out as well.
- Notification from United States Liability Insurance Company regarding the claimant Apostolous and Rosemarie Sofikitis.

- Notification from ESRI regarding the usage of the ArcGIS Online credits.
- Notification from Paul Mahon of Joint Base thanking the district for participating in the Earth Day Festival that was held on 5/18/24.
- Notification from Pat Robbie of Burlington County regarding the Open Space Maintenance Program stating that they will be handling the maintenance internally.
- Email notification from the NJ Employees Association regarding the NJDEP 5G3 training scheduled for 6/26 at 9:00 am.
- Email notification from David Stewart of DEP sent to Sean McGee regarding an email request for assistance to address several outfalls that discharge to Crosswicks Creek.

STAFF REPORT: P. Knighton

Knighton reported that she participated in the Joint Base MDL Earth Day event along with Sean McGee. Purple Coneflowers were handed out to all in attendance and were appreciated. She also reported on working with Quickbooks to prepare for the district's annual audit and working on the Closeout of 251 files to make room in the file room drawers.

NRCS REPORT: No Report

SSCC REPORT: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for May 2024: For the month of May 2024 the staff performed 365 inspections, issued ROC's for 91 Units and performed 25 plan reviews. No violations have been issued since the May District meeting. Additionally, 87 MS4 inspections were performed and approximately 30 additional hours were spent on MS4 GPS data collection and map preparation.

- **Staff:**
 - Construction activity continues to be steady.
 - Laptop has stopped working and P. Knighton is using the tablet to complete work on the day she works from home.
- **Building Maintenance:**
 - Fire extinguishers have received annual service.

- **2024 MS4 Compliance Services**
 - Deliverable for Chesterfield Twp. have been completed and invoiced
 - Inspections are nearly complete in Pemberton and Southampton.
 - Other municipal agreements are in place for Beverly, Willingboro and Maple Shade.
 - Agreements have been received for Burlington Twp. and Westampton Twp.
- **2024 NJ Envirothon:**
 - Envirothon was successful.
 - Ines Zimmerman of the NJACD is asking if Burlington would host the 2025 event.
 - The Board indicated a willingness to host the 2025 Envirothon. Reitmeyer will gather more information on what is needed.
- **JB-MDL Earth Day:**
 - Event was held on Saturday 5/18/24.
 - Pamela Knighton and Sean McGee represented the District and indicated that it was a good event.
- **NACD:**
 - NACD Annual Meeting Salt Lake City 2/8-2/12/25.
 - NACD Northeast Regional Meeting August 10-13, 2025 in Boston in the Renaissance Boston Waterfront Hotel.
 - Early Bird for NE Meeting in June 30, 2024 (\$425.00) vs. \$475.00. Single Day (Monday registration is \$275.00 Early Bird.
- **Revised Fee Schedule:** Reitmeyer is requesting Board support for a fee schedule revision as it was last updated in 2014. Suggested changes include the following:
 - Increase fees for 1 unit and 2-3 units. These fees are commonly exceeded.
 - Add new category for non-New Home construction between 5,000 sq. ft. and .3 and .5 acres. This would capture pools septic etc.
 - Increased fee for small site plans between .3/.5 acres and .99 acre.
 - Indirect cost to change hourly rate.

CHAPTER 251 & RFA: R. Reitmeyer

The Certification Report and RFA Report for May 2024 were presented and discussed. Reitmeyer reports there were **22** 251 Plans and **7** 5G3 permits approved. 251 Certifications mentioned for discussion are as follows:

Bordentown Waterfront Site Remediation which is land grading in Bordentown, and Oliver Communications

On a motion of approval by A. Winzinger and seconded by T. Budd All in favor, motion approved.

EXECUTIVE SESSION:

The Board entered into executive session at 4:05 on a motion by A. Winzinger and seconded by T. Budd. The Board exited executive session at 4:15 on a motion by T. Budd and seconded by A. Winzinger.

OLD BUSINESS:

1) Supervisor Reappointments:

Supervisor re-appointments were acted upon at the June 10th SSCC meeting. Dan Caldwell, Tom Budd and Dan O'Connell were all reappointed to new three year terms as District Supervisors. It was also mentioned that Supervisors can only attend limited amount of District meetings via phone. During SSCC meeting the Secretary of Agriculture again stressed district involvement in stormwater.

NEW BUSINESS:

1) FY 2025 Budget Formation:

Reitmeyer provided copies of the updated FY 2025 draft budget for review and discussion by the Board. The FY 2025 Budget was approved on a motion by A. Winzinger and seconded by T. Budd. All in favor.

2) Board Resolution for Auditor:

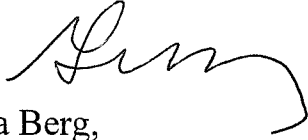
Reitmeyer presented draft resolution 2024-03 for Board review. On a motion of approval by T. Budd and seconded by A. Winzinger. All in favor

PUBLIC COMMENT: No public comment.

NEXT MEETING: August 21, 2024

ADJOURNMENT: The meeting was adjourned at 4:20 pm. On a motion of approval by A. Winzinger and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gina Berg', with a long, sweeping underline that extends to the right.

Gina Berg,
Chair