

Minutes for: June 27, 2018

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

ABSENT: D. Knezick, R. Rebozo, 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 3:18 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, 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 OF THE PREVIOUS MEETING:

The minutes of the May 23, 2018 meeting were approved on a motion by D. Caldwell and seconded by T. Budd. 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 D. Caldwell and seconded by T. Budd. All in favor.

- The district's checking account at Audubon Savings Bank has a current balance of approximately \$204,000.00 which includes the previously deposited \$50,000.00 and the funds from the matured CDARS account. The CD held at Audubon Savings Bank in the amount of \$151,931.74 will mature on July 13, 2018. Reitmeyer has reviewed rates from several institutions but has not found higher rates than those available through the CDARS program.
- Reitmeyer will place \$150,000.00 into a 4 weeks CDARS account with a rate of 1.6% on a motion of approval by T. Budd and seconded by D. Caldwell.

CORRESPONDENCE: R. Reitmeyer

- Notification regarding the 2nd Annual Pinelands Summer Short Courses being held on July 19, 2018.
- Letter from Freehold Soil Conservation District regarding the exempt municipality status for the Borough of Sayreville.
- Letter of congratulation to Audrey Winzinger regarding her new appointment as a supervisor of the Burlington County Soil Conservation District. With that appointment the district will provide her with a copy of the Supervisor Manual
- Letter from the NJDEP regarding a Wetland Violation in Springfield Township issued to Mr. Devereux of Juliustown Road.

- State Technical Committee meeting being held in Hammonton, New Jersey on June 6, 2018 which includes a tour of two sites AGB Farms and Variety Farms. The agenda also included discussion/updates on 2018 Farm Bill Programs, Farm Service Agency Program and Soil Health Initiative Results.
- Two copies of Freehold Annual Report that include 4H Program and some highlights with Burlington County Soil Conservation District.
- Notification from Department of the Air Force that they will be expanding the KC-46A Main Operating Base #4 at JB-MDL.
- Letter of Certification from the NJ Department of Transportation for road work on Route 206 from Farmers Market Drive to Rt. 68 in Mansfield Township.
- Invitation to attend the 8th Annual Legislator's Farm Visit being held at Windswept Farm in Chesterfield, NJ on September 5, 2018 at 8:00 (rain or shine).
- SJRC&D are seeking sponsors for the Tour des Farms that is being held on September 8, 2018. On a motion of approval to sponsor the Tour des Farms in the amount of \$200.00 by T. Budd and seconded by D. Caldwell. The Board additionally approved staff time to assist in event setup and the availability of Comp time for the staffing the event.
- Email from J. Showler requesting that everyone take a look at the new Stormwater Utility Bill that was recently approved by the NJ Senate.
- Email from NRCS-Chad Cherefko regarding the 2nd payment that has been processed for the NRCS Program Assistant.
- Notification from SWCS Firman E. Bear Chapter announcing that the Chapter was selected as the Outstanding Chapter of the Year by the National Office. Nancy Paolini will be attending to accept the award.
- Email from TPX regarding the issue of a charge that was not previously discussed.

STAFF REPORT: P. Saunders

- Saunders indicated that she, and the entire staff have been reviewing active 251 files to determine which may not have applied for the required NJDEP 5G3 permit.
- Applicants are required to file for the 5G3 permit electronically prior to soil disturbance, but the District has no way of knowing the project is active until this is noted within the inspection process. An active project without an approved 5G3 may be issued a Notice of Violation by the NJDEP.
- We have had good results in completing the process now that the program gaps have been identified. This helps both entities gain the earned monies that have been outstanding for a period of time.

NRCS REPORT: N. Ciccaglione

- Ciccaglione presented the monthly NRCS Activities Update for May 2018. There is a new program that has been put into place. This program is a part of NRCS and FSA. The name of the program is CREP-FSA Program which means Conservation Reserve Enhancement Program that is 100% funded. The breakdown is as follows: 90% from CREP and 10% from Department of Agriculture. It has been noted that the application

for approval has no amount filled in because there was a mistake while printing the document. There is 1 appropriate contract that include Scour Holes. 8 Conservation Plans for EQIP that include: Cover crop, Forestry and Irrigation.

- Quality Assurance Review went very well. Ciccaglione thanked Supervisor Tom Budd for participating in the review process.
- Status of Burlington County Contracts with NRCS are as follows: Open AMA Contracts – AMA 2015: 2 AMA 2016: 1; Open EIP Contracts EQIP 2014: 4, EQIP 2015: 12 EQIP 2016: 7 EQIP 2017: 20; Conservation Stewardship Program CSP 2014: 1, CSP 2015: 1, CSP 2016: 1, CSP 2017: 2; Open RCPP EQIP Contracts RCPP EQP 2016 2 RCPP EQIP 2017: 2. AMA Funds for 2018 are not available until further notice.

SSCC REPORT: No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month May, 2018 the staff performed 345 inspections, issued ROC's for 93 Units and performed 33 plan reviews. One Violation has been issued since the May meeting.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Supervisor and Staff Apparel:** Items have been received and distributed.
- **Municipal Shared Services:** A two-year contract has been received from Springfield Township in addition to the previously approved contract with Burlington. It is expected that the Springfield Township basins (5) will be inspected in July and that the Burlington Township Inspections will begin in July and extend into August.
- **Columbus Service Center BBQ:** Will be held on Wednesday July 25th at 12:00. All Service Center employees and Board Supervisors are invited.
- **Burlington County Farm Fair:** Will be held at Fairgrounds beginning Tuesday, July 17, 2018 and ending July 21, 2018. Parking permits will be distributed to employees at the Columbus Service Center and all Supervisors.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **22 251** Plans and **10 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Village at Taunton Forge in Medford as an Administrative Recertification and a "Part Of" recertification; Hartford Road Tract Soil Stockpile in Medford which is a 4 acre stockpile, Old York Business Park in Bordentown which is a large project, the Denbo-Crichton Elementary School in Pemberton which is also a large project and lastly the Delanco Township Landfill-Solar Project. D. Caldwell asked to be recused from the Darling Job in Mansfield Township and The Diocese of Trenton which is also in Mansfield Township. On a motion of approval by T Budd and seconded by D. Caldwell. All in favor.

OLD BUSINESS

1. Supervisor Appointments:

- Tom Budd was approved for Re-Nomination.
- Dan Caldwell was approved for Re-Nomination.
- Audrey Winzinger was approved unanimously for appointment to the Burlington Soil Conservation District Board of Supervisors. Her term will begin in July, 2018.

2. District Policy Manual:

- Comments from the law firm Parker McCay will be distributed for review.

NEW BUSINESS

1. 2019 Budget Formation:

- Reitmeyer stated that previously identified revisions have been made.
- G. Berg noted a 3% Cost of Living Adjustment (COLA) has been added to each base pay scale.
- The FY 2019 Budget was discussed and recommended for approval. On a motion of approval by T. Budd and seconded by D. Caldwell to adopt the FY 2019 Budget.

2. 2018 NACD Northeast Regional Meeting

- Sunday, July 15th thru Wednesday, July 18th, 2018 in Lancaster, PA
- G. Berg will plan to attend.
- The Board authorized one staff person to attend.

3. Board Resolutions for Professional Services:

- A Resolution is required for the selection of an audit firm so that the FY 2018 audit can be performed in the desired time frame. Holman, Frenia, Allison P.C. has provided a proposal in the amount of \$6,800.00. Nightlinger, Colavita & Volpa has provided a proposal in the amount of \$6,500.00. Both firms are able to complete the audit in the required time frame.
- The preparation of 1099s in January will cost approximately \$325.00 through Holman Frenia, \$90.00 through PrimePoint and is included in the Nightlinger

proposal. On a motion of approval for Holman, Frenia, Allison P.C. to perform the Audit and PrimePoint to process 1099s by D. Caldwell and seconded by T. Budd.

- Resolution 2018-2019 to appoint Supervisor Gina Berg as the designated Supervisor with authority to make District Cash Management account transactions.

PUBLIC COMMENT: N/A

NEXT MEETING: July 25, 2018.

ADJOURNMENT: The meeting was adjourned at 5:23 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gina Berg', written in a cursive style.

G. Berg, Chairman