



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

**DISTRICT MEETING AGENDA**  
**June 28, 2017**

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). RECOGNITION OF SUPERVISOR CATHERINE A. COSTA
- 5). MEETING CORRESPONDENCE
- 6). STAFF REPORT
- 7). NRCS REPORT
  - 1). Cost Share Applications
  - 2). New Cooperators
- 8). SSCC REPORT     Rich Belcher
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS
  - 1). Supervisor Appointments
  - 2). County Open Space Agreement
- 12). NEW BUSINESS
  - 1). FY 2018 Budget Adoption
  - 2). 2017 NACD Northeast Regional Meeting
  - 3). Formation of Personnel Committee
- 13). PUBLIC COMMENT
- 14). EXECUTIVE SESSION
- 14). NEXT MEETING **July 26, 2017**
- 15). ADJOURNMENT

**Minutes for: June 28, 2017**

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

**ABSENT: D. Knezick**

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 2:56 p.m.

Roll Call: G. Berg, C. Costa, D. Caldwell, N. Ciccaglione, R. Belcher, T. Budd, 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 May 24, 2017 meeting were approved on a motion by D. Caldwell seconded by C. Costa with a correction to replace HXH with H & H per R. Belcher. All in favor. The Bills to be paid and the Financial Report for June were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell. All in favor.

**CORRESPONDENCE: R. Reitmeyer**

- Email from F. Minch regarding District Supervisor Performance Standards and Appointments. This document was adopted at the June 12, 2017 SSCC meeting. G. Berg requested that all Supervisors be provided with their respective point totals for attendance, conferences, meetings and trainings at the next meeting.
- Notification from State Soil Conservation Committee congratulating Ryan Rebozo, Ph.D on his appointment as a new Supervisor for the Burlington County Soil Conservation District.
- Minutes from the April 20, 2017 Liaison Meeting that was held in Freehold.
- Email from Pensions & Benefits Client Services stating that as of July 1, 2017 the employee pension contribution will be increased from 7.2% to 7.34%.
- Email from Darien Chismar stating that he has completed his project here at the district office regarding the rain gardens in the front of the building.
- Estimates received from R.Babzski regarding potential IT upgrades.
- Email OPRA request for the records regarding Villages @ Cinnaminson Harbour.
- Email from F. Minch regarding the scheduling the next Liaison Meeting for July 10, 2017 in Freehold.
- Draft Cooperative Agreements received from NRCS.

**STAFF REPORT: P. Saunders**

- Saunders stated that the majority of her time has been spent on entering information into the accounting system for the 2018 budget and preparing spreadsheets for the Supervisor review. This requires revising several documents.

- Saunders mentioned to the Board that Elizabeth Wills has been an asset to the district staff. She has been performing a number of inspections and has increased staff productivity.
- As mentioned previously PERS employee contribution will be increasing and Saunders has notified each employee of this change. She will also be working with all employees to access the Pensions & Benefits website and get familiar with reviewing their account.
- Close-Out Files are still being added more regularly as Bob and the field staff review the files in the various townships.

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

- N. Ciccaglione presented the monthly NRCS Activities Update for June, 2017.
- News Release regarding NRCS Local Work Group meetings to be held this summer. The central New Jersey meeting for Middlesex, Monmouth, Mercer, Ocean, Burlington and Camden Counties will be held on July 25, 2017 from 5-7 pm at the district office. These meetings are being held to request feedback on the ranking process from New Jersey farmers and partner agencies. A motion was made by D. Caldwell and seconded by T. Budd for an amount not to exceed \$100.00 to be spent for meeting refreshments. All in favor. Reitmeyer will also solicit funding for refreshments from the other respective soil districts.
- The Federal agencies at the district office would like to request an additional water treatment system to be placed on the USDA kitchen sink.
- A Cooperative Agreement between BSCD and NRCS was presented for discussion. This agreement would fund the hiring of a part-time employee by the District who would work exclusively for NRCS. The total cost over three years would be not more than \$75,000.00. On a motion of approval to bring on a part time employee and to check into benefits (Health, Sick, PTO-Vacation or Personal) that may or may not apply to the said employee by T. Budd and seconded by D. Caldwell. All in favor. This action is not the final approval for this cooperative agreement.

#### **SSCC REPORT: R. Belcher**

- On July 23-29, the National Envirothon competition will be held in Emmettsville, Maryland.
- Belcher thanked the Burlington County Soil Conservation District for their continued sponsorship of the Envirothon and Poster Contest.
- Soil Restoration Standards have been approved.
- Permit Extension Act is completed.
- The 2:90 Rules are scheduled to sunset in December 2017.

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

- Planning is underway for the 2017 Tours des Farms to be held on September 9, 2017.
- Team Habitat is seeking additional projects.

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

- For the month of May the staff performed 350 inspections, issued ROC's for 60 Units and performed 32 plan reviews. Two Notices of Violation has been issued since the May meeting, one to AXT Equipment in Eastampton for soil disturbance prior to approval and one to the North Hanover Elementary School for offsite sedimentation.
- The annual re-certifications for Right To Know and NJ Business Registration have been completed.
- The annual Service Center Barbeque will be held on July 25, 2017 at 12:00. The district will supply Hot Dogs, Hamburgers and Veggie burgers. The other agencies will donate additional side items. The Supervisors are invited to attend.
- Regarding the 2015 NFWF Grant Reitmeyer has compiled the appropriate addresses for the farms located in Camden County. This next round of outreach letters will be mailed shortly.
- Notification of awards for the 2017 NFWF Grant have not yet been made.
- South Jersey RC&D is requesting a donation for Tour des Farms. The district in the past has donated \$200.00 and we have also sent 2 staff members to assist with the event. Reitmeyer will verify the donation amount for previous years.
- Reitmeyer reported on the saving to the District as a result of to him and P. Saunders not taking part in prescription coverage through the State of New Jersey. Family level coverage is approximately \$6,000.00 per employee covered. For the fiscal 2017 year, Reitmeyer has been compensated \$138.36 in prescription costs and Saunders has used \$0.00 and has requested no compensation accordingly.

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

Certification Report was presented and discussed. Reitmeyer reports there were **22 251 Plans** and **7 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Winding Brook in Evesham Twp., Burlington Coat Factory Solar Array in Burlington/Florence Townships. Correct the spelling of 190 Rancocas Road in Mount Holly. On a motion of approval by T. Budd and seconded by C. Costa. D. Caldwell recused himself from SAIA Ltd. Freight of Cinnaminson; HGMG Properties of Burlington; Marriott – Major Site Plan of Mount Laurel; Cinnaminson Car Wash of Cinnaminson; and Burlington Coat Factory Solar Array of Burlington/Florence Townships. All in favor.

#### **OLD BUSINESS:**

##### **1) Supervisor Appointments:**

- As previously discussed. Ryan Rebozo, Ph.D. was approved for appointment by the SSCC. His term is scheduled to begin on July 26, 2017

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

- The Board reviewed the revisions suggested by the District's attorney Stephen Mushinski. On a motion of approval to accept the revisions made by S. Mushinski for the agreement by C. Costa and seconded by T. Budd. Reitmeyer will forward the requested revisions to Burlington County for inclusion in the agreement.

## **NEW BUSINESS:**

### **1) FY 2018 Budget Development:**

- **FY 2018 Budget Adoption:** R. Reitmeyer indicated that the previously requested changes had been made and recommended the FY 2018 Budget for adoption. On a motion of approval to adopt the FY 2018 budget by D. Caldwell and seconded by T. Budd. All in favor.

### **2) 2017 NACD Northeast Regional Meeting:**

- Reitmeyer requested that if any Supervisors were interested in attending to please let him know so that arrangement could be made.

### **3) Formation of Personnel Committee:**

- Frank Minch has recommended that Districts should establish Personnel Committees to address issues regarding district staff.
- The Board has agreed that Supervisors G. Berg and D. Caldwell will serve on this committee. Reitmeyer will attend as requested. Reitmeyer provide items for consideration.

**PUBLIC COMMENT: None.**

## **EXECUTIVE SESSION:**

- Motion was made to move into executive session for the purpose of discussing the FY 2018 budget at 5:24 pm by C. Costa and seconded by T. Budd. All in favor.
- Motion was made to return to the District's regular meeting session at 6:09 pm by T. Budd and seconded by D. Caldwell. All in favor.
- On a motion of approval by D. Caldwell and seconded by T. Budd the merit pay portion of the salary schedule was clarified as being cumulative, but that the approved maximum salary for each respective title cannot be exceeded without further action by the Board. All in favor.

**NEXT MEETING: July 26, 2017.**

**ADJOURNMENT:** The meeting was adjourned at 6:15 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 be 'G. Berg', written in a cursive style.

G. Berg, Chair