

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 3rd
Wednesday at 3:00pm and held remotely

**DISTRICT MEETING AGENDA
March 17, 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). MS4 Compliance Assistance
- 11). NEW BUSINESS
 - 1). FY 2022 Budget Formation
 - 2). 2021 Soil & Water Cost Share Table
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **April 21, 2021**
- 14). ADJOURNMENT



Minutes for: March 17, 2021

PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell, N. Ciccaglione, F. Minch, 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, N. Ciccaglione, F. Minch, 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 February 17 2021 meeting were approved on a motion by D. Caldwell and seconded by D. O'Connell.

Financial:

- The District CD held at William Penn Bank matured on 3/3/21. The expiring rate was 1.00%. After reviewing available rates and conferring with G. Berg and T. Budd these funds were used to open 26-month CD at Republic Bank at a rate of .70%.
- A District CD held at William Penn Bank will mature on 4/9/21. The expiring rate is .75%. Available rates will be reviewed and presented to G. Berg and T. Budd for action prior to the April meeting.
- The Bills to be paid for March 17, 2021 were reviewed and accepted on a motion of approval by D. O'Connell and seconded by D. Caldwell. All in favor.

Correspondence:

- Email notification from Frank Minch regarding District approval of the 2021 Soil and Water Cost Share Table.
- NJDEP News Release regarding new Green Infrastructure rules.
- Email notification from John Showler, NJ State Erosion Control Engineer regarding Green Infrastructure Rules.
- NJDEP document regarding 296 Sykesville Road, Chesterfield Twp.
- Invitation regarding Regular Supervisor Meeting-NJACD in person event that will be happening in May. Registration should be done by April 22, 2021 if the Board has plans of attending. This will be a hybrid meeting.

STAFF REPORT: Pam Saunders

- P. Saunders thanked the Board for allowing the staff to work from home and mentioned it has really assisted with her ability to care for her son.
- P. Saunders has been updating the Audit Program and with processing Administrative Recertification letters or billing to update the Chapter 251 files.
- P. Saunders working remotely addresses any emails or phone calls necessary for the normal work day as well as performing bank reconciliations to address any accounting issues.

NRCS REPORT: N. Ciccaglione

- Nothing for Certification this month. Working on 2021 applications and there are several deferred. The Columbus Service Center has received fifty-five total applications. Thirty-seven applications have been made for Burlington County of which there are 29 EQIP and 8 AMA
- Selected for funding will be before the next meeting.

SSCC REPORT: F. Minch

- Proposed 2021 Cost Share Tables were discussed in preparation for acceptance by the Board.
- F. Minch discussed items from the recent SSCC meeting including; Green Infrastructure Rules, Stormwater Rules, Animal Waste rules, Urban Agriculture and Congressional Reports.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for February 2021: For the month of February 2021 the staff performed 150 inspections, issued ROC's for 18 Units, performed 24 plan reviews. No violations have been issued since the February meeting.

- **Staff:** Construction activity continues to be steady.
- **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 17th, 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.
- **District Training for Contractors and Municipal Officials:** We are moving ahead with a virtual training event for contractors on Thursday April 8th and a virtual training event for Municipal Officials on Thursday April 29th. T. Robinson has completed registration forms for each training that are already being distributed and is also working to update each presentation.
- **NFWF 2018 Grant:** Reitmeyer has repaired the demonstration plot signs that were damaged during winter weather events and has contacted various entities/producers for interest in the migrants. Reitmeyer will reach out to the Multi Species Farming Community.
- **Building Maintenance:**
 - Recent snow events have required additional salting/plowing at the service center.
 - A toilet located in the hallway ladies room required replacement. It was installed in 2006.
 - Due to periodic email outages Reitmeyer has requested, and received a quote from Intellec IT Solutions to provide email hosting services. The upfront cost is \$750.00 with an annual cost of \$120.00. Our current annual cost is \$120.00. Reitmeyer will gather more information for discussion at the April meeting.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **15** 251 Plans and **4** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Margolis Phase II in Mansfield; Delanco Field of Dreams performing topsoil amendments in Delanco and Zenon Single Family Homes in Mount Laurel.

D. Caldwell recused himself from the vote on the projects in Mansfield; AD-DAWAH Center of New Jersey and Proposed 351,000 S.F. Office/Warehouse Building all of Mansfield.

On a motion of approval by D. Caldwell and seconded by D. O’Connell. All in favor.

OLD BUSINESS:

1). MS4 Compliance Assistance

- Shared Services agreements have been executed with Southampton Twp. at \$4,500.00 and the City of Beverly at \$225.00.
- Burlington City and Willingboro Twp. have expressed interest in the program.
- Reitmeyer is waiting to hear from Burlington Twp.

NEW BUSINESS:

1). FY 2022 Budget Formation

- Discussion of the March 16th Budget Subcommittee Meeting.
- Potential items for inclusion within the FY 2022 Budget include a new vehicle, solar panels installation and a new employee. Reitmeyer will research these items with assistance from Board members.
- The next budget subcommittee meeting is tentatively scheduled for 4/21/21 at 2:00. Reitmeyer will provide updated budget documents.

2.) 2021 Soil and Water Cost Share Table

- The Board discussed the information provided by F. Minch.
- On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.

PUBLIC COMMENT: Request for Endowment at Del Val for Scholarship will be added to the April Agenda.

NEXT MEETING: April 21, 2021

ADJOURNMENT: The meeting was adjourned at 4:18 pm. On a motion of approval by D. O'Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg