



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

**DISTRICT MEETING AGENDA
March 22, 2017**

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). SUPERVISOR MANUAL
 - 1). Chapter #12 Review
 - 2). Chapter #13 for Distribution
- 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). Contractor Training Course
- 12). NEW BUSINESS:
 - 1). Regional Supervisor Meeting - Central
 - 2). FY 2018 Budget Development
 - 3). Nominating Committee
 - 4). 2017 NFWF Grant Proposal
- 13). PUBLIC COMMENT
- 14). NEXT MEETING: **April 26, 2017**
- 15). ADJOURNMENT

Minutes for: March 22, 2017

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

ABSENT:

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 3:04 p.m.

Roll Call: G. Berg, C. Costa, D. Caldwell, T. Robinson, N. Ciccaglione, T. Budd, R. Reitmeyer and P. Saunders. D. Knezick arrived late. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act. The minutes of the February 22, 2017 meeting were approved on a motion by T. Budd seconded by D. Caldwell with a minor correction on page two, District Manager's Report presented by R. Reitmeyer to remove the comma from the date. The Bills to be paid and the Financial Report for March were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell.

SUPERVISOR MANUAL: Tabled

CORRESPONDENCE: R. Reitmeyer

- Email from C. McGee regarding the Water Quality Restoration Grant for Nonpoint Source Pollution RFP.

STAFF REPORT: P. Evans

- Evans mentioned that he has noticed a new trend with recent Soil Erosion and Sediment Control Plan applications. Engineers are submitting plans without a designed basin outflow structure and are instead relying on emergency spillways as the only potential stormwater discharge point.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione presented the monthly NRCS Activities Update for March 2017 with a deadline of C.O.B. April 21, 2017 – EQIP Sign up #2 with Initiatives of Bog Turtle, Soil Health, Energy, Organic, Equine, Black Duck and Bobwhite Quail.
- On May 10, 2017 organic test buckets for testing soil health on private property will be available in Lambertville.

- The formation of local workgroups is being considered to review program strategies. The three workgroups consist of Southern, Northern and Central New Jersey areas. The involvement of the Burlington District was requested.
- Activity Report: Livestock working on grazing and moving forward, Soil Health multi-species cover crop, Livestock obligated, conservation plan ready for SCD Certification, CAP Forestry which was previously signed. 1 Plan for EQIP over seeding. On a motion to approve the 4 applications by D. Caldwell and seconded by T.Budd. All in favor.

SSCC REPORT: R. Belcher

- Regional Supervisor Meeting for Central area is being held on March 27, 2017 at Villa Mannino in Bordentown, NJ.
- The Administrative Rules (2.90) governing Chapter 251 will sunset on December 31, 2017. Comments for potential revisions are being requested and should be forwarded to the State Office as soon as possible.
- An agreement between NRCS and NJDA is being discussed to address the State Cost Share program..
- The 2017 NJ Envirothon will be held in Morris County on May 13, 2017 and the theme will be Soil & Water Agriculture Stewardship. Currently there are 32 teams that have signed up and 3 teams are from Burlington County. NJACD is requesting all donations to be sent in as soon as possible to assist with the funding of the event. On a motion of approval Burlington County Soil Conservation District will contribute \$500.00 for the Envirothon sponsorship by C. Costa and seconded by D. Caldwell.
- The State Poster Contest is underway. Judging for State level winners will be held on April 20, 2017 at the NJDA offices in Trenton and the award ceremony will be held on May 25, 2017 at the State Museum in Trenton.

SJRC & D: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month February, 2017 the staff performed 279 inspections, issued ROC's for 38 Units and performed 26 plan reviews. Four Notices of Violation have been issued since the last meeting.
- In addition to regular inspections and administrative duties the staff has continued preparing the office for a new staff member and GIS work station. Staff has also been

performing basin summary form entries into the state website. Previously entered forms will be placed in filing cabinets.

- G. Berg and Reitmeyer conducted eight interviews for the Site Inspector position between March 2nd and March 3rd. After the interviews we ranked the top three candidates. With Board acceptance Reitmeyer offered the position to Elizabeth Wills our top ranked candidate who did accept the position. Wills, a recent graduate of Bucknell University is scheduled to begin District employment on April 3, 2017.
- New Jersey Aquaculture Advisory Council meeting was held here at the District office on Friday, March 17, 2017.
- T. Robinson and Reitmeyer attended a GIS training seminar on 2/28/17 and a follow-up webinar yesterday on the desktop and mobile applications of ARC GIS Pro.
- G. Berg was in the District office and provided assistance in downloading basic maps to get us started.
- B. Babezski of Intellec IT Solutions is able to provide the repair and maintenance needed for our GIS plotter. He has provided a proposal in the amount of \$400.00 to return the plotter to a usable condition. The proposal was accepted on a motion of approval by D. Caldwell and seconded by C. Costa. Reitmeyer will schedule the repair.
- The 2017 mowing contract was received from G&G Landscape. The cost per cut remains at the \$180. The 2017 contract was accepted on a motion of approval by T. Budd and seconded by D. Knezick. Reitmeyer has also asked for a separate cost for monthly weeding and/or an hourly rate for weeding.
- American Asphalt will be called to see when they can come out to do the work.
- Our current Auditor has submitted their quote for 2017 and there is no increase in the amount of \$6,895.00. Reitmeyer has contacted the Audit firm servicing the Freehold District and was quoted \$7,500.00. Reitmeyer will call and discuss the particulars for this district.
- P. Saunders and P. Evans will represent the District at the Earth Day event being held at JB-MDL on Saturday April 22, 2017. D. Knezick indicated that Pinelands Nursery would donate wild flowers for the event this year.
- Reitmeyer has received a revised rain garden planting plan from Jeremiah Bergstrom of Rutgers. This has been forwarded to Darien Chismar who is available for replanting this spring.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **18 251** Plans and **5 RFAs** permits that have been approved for this month. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

OLD BUSINESS:

1) Contractor Training Course:

- On March 9, 2017 the Burlington County Soil Conservation District held a Contractor Training course. Of the 28 registrants there were only 6 absentees due to late schedule conflicts or illness.
- The Course went very smoothly and was well received. The attendees were engaged and also complimented the breakfast and lunch provided.
- T. Robinson added/updated information regarding Soil Health to the training course.
- Steve Mathis from NJDEP enforcement was present during the Contractor Training and participated by fielding questions from the course participants.
- Reitmeyer requested that the purchase of additional tables for use in future classroom style events be considered. Reitmeyer will research potential options.

NEW BUSINESS:

1) Regional Supervisor Meeting - Central:

- Supervisors Berg, Costa, Knezick and Budd will attend.

2) FY 2018 Budget Development:

- The Board discussed the Revenue component of the Draft FY 2018 Budget provided by R. Reitmeyer. Comments included removing line item #2 (Burlington County Grants), removing line item #7 (Reserve for Legal), Updating line item #10 (Federal Rent), reducing line item #12 (Federal Facility) and increasing line items #3 (Burlington Co. Open Space) and #13 (Training Seminars). This will be discussed more at future meetings.
- The Board discussed the Expenditures component of the Draft FY 2018 Budget provided by R. Reitmeyer. Comments included increasing line items #1 (Salaries & Wages), #2 (Fringe Benefits) and #10 (State Health Benefits) for the additional employee and potential salary increases. Also discussed was increasing line item #13 (Professional

Fees), line item #33 (Furniture) and line item #34 (Open Space Expenses) and decreasing line item #39 (NFWF Grant Expenses). This will be discussed more at future meetings.

3) Nominating Committee:

- Supervisors C. Costa and D. Knezick have indicated they will be retiring their positions effective June 30th, 2017. A meeting of the nominating committee will need to be convened once resumes for perspective supervisor candidates have been received.
- The current nominating committee roster was discussed. Changes may be needed due to availability, interest or the ability to represent a natural resource interest in the County.
- Reitmeyer has contacted the Burlington County Board of Chosen Freeholders to assess their interest in having a representative on the Board of Supervisors. No response has yet been received.

4) 2017 NFWF Grant Proposal

- Reitmeyer discussed potential proposals for submitting a grant application to the National Fish and Wildlife Foundation. It was determined that the preferred proposal would center on capacity building for both the District and partnering municipalities in the Pinelands portion of the Kirkwood-Cohansey aquifer. The District would provide the NJDEP required MS-4 basin inspections at no cost to these municipalities. Grant funded items would include staff time and District technology upgrades. Matching contributions would include outreach, research and basin maintenance training classes. The deadline for submitting the proposal is March 30, 2017 at 4:00 pm. On a motion of approval by D. Knezick and seconded by T. Budd – Reitmeyer may submit a completed proposal based upon G. Berg's review.

PUBLIC COMMENT:

NEXT MEETING: April 26, 2017.

ADJOURNMENT: The meeting was adjourned at 5:41 pm. On a motion of approval by C. Costa and seconded by D. Knezick. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chair

