

**Minutes for: March 28, 2018**

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

**ABSENT: 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 3:02 p.m.

Roll Call: G. Berg, D. Caldwell, D Knezick, 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 February 28, 2018 meeting were approved on a motion by D. Caldwell and seconded by D. Knezick. All in favor.

**FINANCIAL:**

The Bills to be paid and the Financial Report for February were reviewed and accepted on a motion by D. Knezick and seconded by D. Caldwell. The following CD will mature on April 12<sup>th</sup>.

- CDARS Account #1018966529 in the amount of \$151,843.65-24 mo. @ .65%.

It is recommended that approximately \$50,000.00 be transferred from either the above referenced CD or the District's Cash Management account into the Investors Checking account to avoid the potential of overdraft. The March expenses include the annual pension contribution and a payroll transfer sufficient to cover three payrolls. These are each sizeable expenses.

On a motion of approval to transfer \$50,000.00 from Cash Management to Investors Bank by D. Caldwell and seconded by T. Budd.

On a motion of approval to replenish the \$50,000.00 removed from the Cash Management account by moving funds from the maturing CDARS account. The remaining balance in the maturing CDARS account will be used to open a new CDARS account with a 2-year maturity.

**CORRESPONDENCE: R. Reitmeyer**

- Notification to file the Annual Report from State of New Jersey Department of the Treasury Division of Revenue and Enterprise Services by May 31, 2018.

- Aramark Apparel Catalog—Supervisor and Staff are requested to advise Reitmeyer of interest in new apparel.
- Agenda for Annual Supervisor Dinner Meeting.
- Notification from County Solid Waste Coordinator Laurie E. van Genderen regarding the appointment of Robert Reitmeyer to the Burlington County Solid Waste Advisory Council (SWAC). G. Berg states that Reitmeyer may not be able to fill the appointment because he is not a county resident. G. Berg suggested that Reitmeyer check with Ms. van Genderen to see what the qualifications are to sit on the Council.
- NRCS New Release indicating the new dates for rescheduled Local Work Group meetings.

**STAFF REPORT: P. Saunders**

- Reitmeyer and Saunders have been reviewing various proposals for emergency road service for District vehicles. Selective Insurance will provide a tow service for the Jeep and the Explorer, but not the Chevy pickup.
- Saunders contacted AAA and they have an attractive promotional offer that will expire before the next meeting and this would cover each district vehicle to be towed 4 times for up to 100 miles at a total cost of \$254.00. On a motion of approval by D. Caldwell and seconded by D. Knezick.
- Saunders mentioned the maintenance of the Audit Program. Saunders updates the program regularly to reflect inspections performed. This provides a real time balance for each project we have in Burlington County.
- The installation of the new phone system has been completed. Staff are learning the functions of the phones, (i.e. transferring calls and voicemail).

**NRCS REPORT: N. Ciccaglione**

- Ciccaglione presented the monthly NRCS Activities Update for March, 2018 which included the following items.
  1. Preapproved for Columbus – 21 applications (Forestry, Soil Health, Central NJ Local Working Group, Livestock). Freehold also has a good amount of contracts preapproved. NRCS will be moving down the list for funding. The next couple are in Burlington County. Forestry will be funded down to a score of 100.
  2. The Local Working Groups are doing well by getting the word out to the farmers and letting them know that there is assistance available.
  3. News Release for the “Two New Jersey Local Work Group Rescheduled for April” is being held on April 9, 2018 from 9:00 a.m. to 11:00 a.m. hosted by Freehold Soil Conservation District.
  4. No AMA Funding is in place for 2018 as of March, 2018.
  5. State Cost Share: 1 project application for Smithville Farms is presented to the Board for signature for a Linear Irrigation System.

**SSCC REPORT: No Report.**

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

**Snapshot off Activity:** For the month February 2018 the staff performed 324 inspections, issued ROC's for 32 Units and performed 23 plan reviews. One Violation has been issued since the February meeting.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Supervisor and Staff Apparel:** Please advise R Reitmeyer of requested items.
- **Supervisor Candidates:** Are still being sought. Reitmeyer has contacted the Burlington County Board of Chosen Freeholders. D. Knezick suggested contacting Rose Robson, a local farmer who is qualified and may be interested. G. Berg suggested that Reitmeyer send an information packet to provide a description of the district and its activities.
- **Office Voice Mail:** The voice system has been changed over from Comcast and the new voicemail system is in place and functioning.
- **District Penetrometer:** The Agrotronix soil compaction meter has been purchased and received.
- **NFWF 2015:** Reitmeyer has prepared the final report and will submit the report by March 29, 2018. E. Wills assisted in the preparation of GIS mapping identifying the mini-grant locations within the project area.
- **NJ Forestry:** Tree seedlings will be delivered on April 12, 2018 and are expected to be picked up by municipalities on April 13, 2018.
- **District Display:** Recommendations for improving display are welcome. Reitmeyer is also seeking ideas for give-a-ways to purchase for outreach events.
- **Building Maintenance:** Once snow cover is gone Reitmeyer will apply a weed and feed to the lawn areas and apply additional herbicide to the planting beds.

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

Certification Report was presented and discussed. Reitmeyer reports there are **19 251** Plans and **4 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Cinnaminson Landfill Solar Project in Cinnaminson; The Learning Experience in Riverton could be ripping up parking lot; Buttonwood Lake Dam Reconstruction and Lake Dredging Project in Mount Holly; Alpha Baptist Church in Willingboro. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

**OLD BUSINESS**

**1. Regional Supervisor Meeting:**

- G. Berg, T. Budd and D. Caldwell provided highlights of the agenda items discussed at the meeting which included Supervisor Training, Ethics, District Audits, Strategic Planning and the Soil Restoration Measures.

## **2. Municipal Basin Inspection Program:**

- An agreement has been completed with Burlington Township pending final signature by the Mayor of Burlington Township. The agreement includes funding for the inspection of approximately 60 basins and additional District services for an amount not to exceed \$6,000.00.
- Springfield Township has indicated they would like to proceed with a service agreement. Reitmeyer has drafted and forwarded an agreement.
- Delanco Township and Mansfield are considering taking advantage of the inspection service.
- A meeting will be held with Evesham Township representatives on March 15<sup>th</sup>.
- A meeting was held with Burlington City on March 16<sup>th</sup>.
- A meeting with Hainesport Township is scheduled for March 29<sup>th</sup>.
- Potential mobile devices for performing these inspections are being reviewed. G. Berg recommended that Microsoft products be considered for ease of use.

## **NEW BUSINESS**

### **1. 2018 NFWF Request for Proposals:**

- Reitmeyer mentioned that he has received suggestions from NRCS personnel on proposals that could assist NRCS. These included continued support of the Soil Health Initiative and Gypsum application which is a new practice being offered in New Jersey.
- After discussion the Board authorized Reitmeyer to proceed with a grant application, patterned after the 2015 NFWF grant, that will be centered on gypsum application and the soil health initiative to aid NRCS. Reitmeyer will contact the Camden SCD for a letter of support and Carrie Lindig of NRCS for a letter of “Intent to Collaborate”.
- The proposal will request approximately \$50,000.00 in funding.
- Reitmeyer will submit the proposals by April 12, 2018.

### **2. 2019 Budget Formation:**

- Reitmeyer distributed a draft FY 2019 budget and will forward a copy to the SSCC as required.

- Proposed changes from the FY 2018 Budget for Support and Revenue include the additional of line items for NRCS Cooperative Agreements and Municipal Agreements.
- Proposed changes from the FY 2018 Budget Expenditures include increases to Salary, Fringe Benefits and State Health Benefits. The line item for Training has been amended to include Professional Certifications. The line item identified as Watershed Fund will be removed.
- Reitmeyer requested that additional suggested revisions should be discussed at the April meeting or circulated electronically before the meeting.

### **3. District Policy Manual:**

- A draft of the revised Manual has been crafted by the Personnel Subcommittee. There have been many good comments.
- Reitmeyer will forward the draft copy to the law firm Parker McCay for legal review and comment.

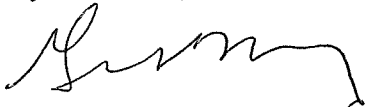
**PUBLIC COMMENT:** N/A

**EXECUTIVE SESSIONS:** On a motion of approval to enter into Executive Session at 5:10 by D. Knezick and seconded by T. Budd.

**NEXT MEETING:** April 25, 2018

**ADJOURNMENT:** The meeting was adjourned at 6:00 pm. On a motion of approval by G. Berg and seconded by D. Knezick. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman