

**Minutes for: March 30, 2016**

**PRESENT:** G. Berg, D. Knezick, T. Budd, C. Costa, D. Caldwell, R. Reitmeyer  
P. Saunders, N. Ciccaglione and C. Cherefko  
**ABSENT:** 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 3:16 p.m.

Roll Call: G. Berg, D. Knezick, C. Costa, D. Caldwell, T. Budd, R. Reitmeyer, C. Cherefko, N. Ciccaglione 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 February 24, 2015 meeting were approved on a motion by T. Budd and seconded by D. Knezick. The Bills to be paid and the Financial Report for March were reviewed and accepted on a motion by C. Costa and seconded by D. Knezick. Reitmeyer will coordinate with T. Budd to complete the process for a new CDARS account. Reitmeyer provided the Board with a spreadsheet of 251 fees by month and fiscal year for review and discussion.

**SUPERVISOR MANUAL CHAPTER #6:**

Tabled.

**CORRESPONDENCE: R. Reitmeyer**

1. Copy of the NACD Resource which included an article on D. Knezick and Pinelands Nursery.
2. Posthumous SSCC Resolution for Henry Dryer, Jr., a longtime District Supervisor.
3. Notification from NJACD regarding the availability of a Memorial Conservation Scholarship.
4. Letter from Burlington County Board of Agriculture and Farm Bureau inviting the district to attend the 6<sup>th</sup> Annual Legislators Farm Visit on May 4, 2016 at Haines Berry Farm in Pemberton, NJ. Request for membership for the Board of Agriculture and Farm Bureau – Levels of Membership \$60.00 per year.
5. SJRC&D sponsorship request for the 10<sup>th</sup> Annual South Jersey Tour des Farms which is being held on Saturday, September 10, 2016. On a motion of approval to donate \$200.00 for Participating Sponsor by D. Knezick and seconded by T. Budd. All in favor.
6. Email from Delaware Estuary with an attached website link to a CCMP Revision Survey. Reitmeyer will set aside time to participate in the survey.
7. Email reminder regarding Earth Day at Joint Base McGuire Dix Lakehurst being held on April 23, 2016 at Laurel Pond on Base. P. Evans and P. Saunders will represent the Soil Conservation District. D. Knezick indicated that Pinelands Nursery would again donate

tree seedlings to be given to attendees. Additionally, NRCS will provide Water Cycle Posters.

#### **STAFF REPORT: P. Saunders**

1. Additional 251 Inspections has increased due to project activity determinations required to proceed with re-certifications. On the average I handle approximately 30 files per day to enter update and logged into the audit program.
2. Bob has been reviewing each file individually to determine if the file should be re-certified. Some of these files can be closed out while others need to be given the opportunity to re-certify because they are still active or have not started. I will then generate and mail the necessary documents to the project applicants for those files that may be re-certified.
3. Once the District has received the re-certification documents from those applicants wishing to re-certify Bob and Tim will then audit the files to determine the re-certification billing. I then record the billing in the necessary books and maintain a copy in the 251 file. This is in addition to the accounting and secretarial functions that I do on a daily basis.

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

N. Ciccaglione introduced Chad Cherefko who is an Assistant State Conservationist for Field Operations and works closely with Maria Collazzo in the Somerset Office. Ciccaglione also reported that the application deadline for the Conservation Stewardship Program is March 31, 2016. To date, we have 1 new Conservation Stewardship Program and 2 renewal application being submitted for FY 2017. Ciccaglione presented three EQIP Plans (two Forestry Plans and one Pollinator Plan) for approval. On a motion of approval by C. Costa and seconded by D. Knezick. All in favor.

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

1. The previous SJRC&D Coordinator will not be returning and the council is considering various options which may include a part time Coordinator and/or Bookkeeper.
2. The Council budget is being discussed.
3. Council representatives will be meeting with Farmer's Against Hunger for the purpose of developing a partnership.
4. The Tours des Farms will be held on Saturday, September 10, 2016.
5. There has been little activity for Team Habitat.

## **SSCC REPORT: NO REPORT**

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

1. Snapshot of activity was presented. For the month of February 2016 the staff performed 346 inspections, issued ROC's for 48 Units and performed 25 plan reviews. One Notice of Violation has been issued since the February meeting to the Cheddar Close residential subdivision in New Hanover Twp. for offsite sedimentation and for sediment controls not being maintained.
2. Inspection staff continues to be busy with field inspection activity, plan reviews, and administrative functions including the file audit entries and re-certifications.
3. 251 plan re-certifications are underway. Saunders and Reitmeyer have been preparing and mailing questionnaires. Robinson is assisting in generating the recertification spreadsheets for projects seeking recertification. Reitmeyer has been fielding numerous phone calls from applicants.
4. Reitmeyer will be meeting with Burlington County Farm Fair staff to review potential locations to plant demonstration plots for our NFWF Grant.
5. The employee pay scale subcommittee of G. Berg, F. Minch and R. Reitmeyer had a productive meeting on March 18, 2016. Reitmeyer will follow-up on the items discussed.
6. Planning for NACD Northeast Conference is ongoing. Knezick and Reitmeyer have been assisting with the event. Tom Budd's cranberry bogs will be on the Tuesday tour agenda. The Board will need to consider how much staff time can be dedicated to assisting during the conference.
7. The G & G lawn maintenance agreement has been received and is recommended for acceptance by R. Reitmeyer. There have been no increases in the costs. On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor. D. Knezick abstained.
8. Installation of previously approved WiFi, anti-virus protection and replacement battery for the battery backup unit is complete.
9. The District website has become obsolete and the content can no longer be revised. It is recommended that we have a new website built. The Board requested Reitmeyer to explore website options.
10. Three proposals for the carpet replacement in the USDA portion of the building have been received. Proposals have been received from MWL Rugbeater Floors (\$26,984.00), Farther/Son (\$18,980.00) and George Gross Flooring (\$15,285.00). The Board requested that Reitmeyer receive referrals for George Gross Flooring.

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

Certification Report was presented and discussed. R. Reitmeyer reports there are **22** 251 projects and **19** RFAs that have been approved for this month and **1** Notice of Violation. 251 Certifications mentioned for discussion are as follows: Garden State Expansion project Station

203 – Compressor Station, Garden State Expansion project Station 203 Substation in Chesterfield/Bordentown which are both pipeline projects; Margolis Warehouse Distribution Facility in Mansfield for the construction of storm water outfalls only; Westampton Apartments on Woodlane Road in Westampton which is a residential subdivision; The Shoppes and Residences at Renaissance Square in Evesham which is a mixed use development. On a motion of approval for the monthly Certification Report and RFA Report by C. Costa and seconded by D. Knezick. D. Caldwell abstained from Margolis Warehouse Distribution Facility. All in favor

## **OLD BUSINESS**

- 1) **Defensive Driving Course:** Saunders has researched for local courses. Courses are frequently held at the County facility in Westampton and the cost is \$10.00 per person. The Board approved the three staff members operating District vehicles to attend the training on a date to be determined by Reitmeyer. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.
- 2) **CPESC Exam:** P. Evans is contacting registrants from the CPESC review to determine interest in taking the exam. Reitmeyer will set up a date for the exam in the fall. The Board has agreed to pay for all interested district staff to take the exam. On a motion of approval by D. Knezick and seconded by G. Berg.
- 3) **Floating Island:** Reitmeyer reported that some of the material has been ordered. Reitmeyer and Robinson will seek appropriate locations to place the floating islands. Reitmeyer will draft a letter for contacting property owners to solicit interest request permission.

## **NEW BUSINESS**

- 1) **Nominating Committee:** A nominating committee meeting will be scheduled for the re-nominations of G. Berg for three year term and D. Knezick as a re-nomination. Berg and Knezick indicated their interest in continuing as District Supervisors.
- 2) **Budget Committee for FY 2016:** The initial work meeting for development of the FY 2017 Budget will take place on April 27, 2016 at 2:00 prior to the District meeting.
- 3) **District GIS:** The Board discussed implementing a GIS program for the District. Berg and Reitmeyer will research the necessary items for inclusion within the FY 2017 Budget.

**PUBLIC COMMENT:** No Comment.

**NEXT MEETING: April 27, 2016**

**ADJOURNMENT:** The meeting was adjourned at 5:44 pm. On a motion of approval by D. Knezick and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg, Chairman