



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

**DISTRICT MEETING AGENDA**

**May 27, 2020**

- 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). NFWF 2018 Grant
  - 2). Supervisor Reappointment
  - 3). NRCS/BCSCD/SSCC- MOA
- 11). NEW BUSINESS
  - 1). FY 2021 Budget Formation
  - 2). FY 2020 Audit
  - 3). Board Resolutions
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **June 24, 2020**
- 14). ADJOURNMENT

**Minutes for: May 27, 2020**

**PRESENT: G. Berg, D. Caldwell, T. Budd, R. Robson, R. Reitmeyer, T. Robinson, N. Saumweber and P. Saunders**

**ABSENT: N. Ciccaglione, A. Winzinger**

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, T. Budd, R. Robson, R. Reitmeyer, T. Robinson, N. Saumweber 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 April 22, 2020 meeting were approved on a motion by T. Budd and seconded by R. Robson. All voted unanimously in favor.

#### **FINANCIAL REPORT:**

- Reitmeyer noted that in addition to the typical Income items there is also a \$20,029.72 a reimbursement from the grant for the NRCS Program Assistant.
- The Delmarva Bank CD identified as maturing on 4/20/20 has been placed into an 18 month CD at Delmarva Bank at 1.24% interest with a maturity of 10/21
- The next CDs mature on August 8<sup>th</sup> and the 30<sup>th</sup>.

The Bills to be paid for May were reviewed and accepted on a motion by D. Caldwell and seconded by R. Robson. All in favor.

#### **CORRESPONDENCE: R. Reitmeyer**

- Open Space resolution from Burlington County. Acceptance or comment is requested. As requested by the Board, Reitmeyer will contact the County Solicitor to request some minor changes.
- Concurrence Letter for Ocean County SCD Technical Assistance grant for shell fisheries.
- Notification from SADC on administrative approvals for three Applicants.
- HEP SCD is looking to hire a "field agent" for chapter 251 compliance duties.
- State Cost Share payment application document for Paul Shinn, signed by G. Berg. Project was previously approved by the District.

- Letter of Withdrawal for 25119-184 seeking a return of unused fees. Reitmeyer will determine the appropriate refund.

#### **STAFF REPORT: T. Robinson**

- The 2020 Poster Contest is wrapping up. The Certificates and checks will be mailed to the schools which are BCIT and Indian Mills schools.
- The 2020 Envirothon has been cancelled due to COVID-19 concerns.
- Robinson represented the District in a pre-application meeting with Atlantic City Electric to discuss a 15 mile transmission line project.
- Construction remains active. Recommended COVID-19 precautions do not appear to be implemented on all sites.
- The number of new applications has slowed since February.
- Robinson has added a Complaint section to the website which will provide a new method for individuals to present their concerns to the District.

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

- 2 items for signature: Forestry Plan under EQIP for Pinelands Preservation Alliance.
- Processing 2020 EQIP – 39 have been submitted and 5 preapprove 1 is a forestry plan.

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

**Snapshot of Activity:** For the month of April 2020 the staff performed 258 inspections, issued ROC's for 23 units and performed 28 plan reviews. One Notice of Violation has been issued to the "Old York Business Park" for significant soil tracking.

- **Staff:** Inspection numbers were at a good level for April. Construction activity has been steady.
- **Work from Home items are still being maximized:**
  - Pam Saunders is able to work from home on certain accounting items and District file updates via remote computer access.
  - Plan reviews, after plans have been quarantined for a period of time.
  - Website updates.
  - Inspection staff are bringing District vehicles home as needed. All vehicles are returned to the office by Friday.
  - Basin database summary forms are being entered.
  - The large backlog of files that have been closed for at least seven years are being purged.
- **COVID-19 Preventative Measures:**
  - Effective March 17<sup>th</sup> the Service Center was closed to all visitors and this remains in effect.
  - All State & Federal guidelines are being adhered to, including inspection protocols.
  - Field staff have eliminated close contact with contractors etc.

- Outside mailbox and drop box have been purchased and installed to allow for mail/package delivery.
  - Work from home options for all staff have been maximized.
  - Multiple staff in the office is being minimized.
  - Office hours of operation have been reduced.
  - Administrative functions have not been reduced.
  - Surfaces are being disinfected.
  - District supplies of hand sanitizer and wipes have been distributed.
  - Additional Facemasks have been received.
  - Additional sanitary wipes have also been received.
  - Latex gloves have been ordered, but are backordered
- **MS4 Compliance Services:** Reitmeyer has contacted all previous municipalities with which the District had agreements. A signed agreement is in place with the City of Beverly and Burlington Township. Hainesport Twp. has inquired about District mapping services – very similar to Washington Township this past year. Basin inspections will begin shortly
  - **Building Maintenance:** Nothing new to report.

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

Certification Report was presented and discussed. Reitmeyer reports there are 18 251 Plans and 6 RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Ariel Realty (Residential) of Edgewater Park and Hartford Square Seniors of Medford.

**Certifications approved** on a motion by D. Caldwell and seconded by T. Budd. All in favor, motion approved.

#### **OLD BUSINESS:**

##### **1. NFWF 2018 Grant**

- A mini-grant was provided to Ed Rossell of Southampton. Organic Gypsum was applied to 26 acres at a rate of one ton per acre in accordance with NRCS guidelines and based upon soil test results.
- Cost for this will be approximately \$3,510.00 which included 26 tons of gypsum, delivery and application. (\$135.00 per ton).
- Reitmeyer mentioned that many farmers do not own the type of spreader needed to apply gypsum and may be a reason why it is not as popular.

##### **2. Supervisor Reappointments:**

- Burlington County Freeholder Hynes is not available to serve.
- Freeholder O'Connell has expressed interest and has asked if the District meeting could be moved to the third Wednesday of the month to avoid conflicts with the Freeholder meetings.

- A nomination form has been provided to the Freeholder office.
- The District's nominating committee will be convened shortly if the meeting change is acceptable.

### **3. NRCS/CSCD/SSCC MOA**

- A new MOA is proposed to replace the prior MOU of 1994.
- Nick Saumweber (NRCS) discussed the document with the Board.
- The draft MOA includes additional District requirements such as the development of long range plan.
- The Board requested the ability to modify some of the language.
- Saumweber indicated that final versions are requested by the end of July.

### **NEW BUSINESS:**

#### **1) FY 2021 Budget Formation**

- As distributed.
- Reitmeyer has made previously requested revisions.
- The next budget subcommittee is scheduled for June 17<sup>th</sup> 3:00 via Zoom.
- Approval of the budget is anticipated at the June 24<sup>th</sup> District meeting.

#### **2) FY 2020 Audit**

- Two proposals have been received.
- Acceptance of one is requested so that the audit can be scheduled.
- On a Motion of approval to accept the services from Nightlinger by T. Budd and seconded by D. Caldwell. All in favor.

#### **3) Board Resolution**

- Legal Representation – Parker McCay On a motion of approval by D. Caldwell and seconded by T. Budd. All in favor.

### **PUBLIC COMMENT:**

**No members of the public were present.**

**NEXT MEETING: May 24, 2020**

**ADJOURNMENT:** The meeting was adjourned at 4:19 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg

