BURLINGTON COUNTY SOIL CONSERVATION DISTRICT
1971 Jacksonville - Jobstown Road, Columbus, NJ 08022
Tel: (609) 267-7410 Fax: (609) 267-3347

Please note: This District meeting will be the 3rd Wednesday at 3:00pm at the District Office

DISTRICT MEETING AGENDA
May 20, 2026

1). CALL TO ORDER

2). MINUTES OF PREVIOUS MEETING

3). FINANCIAL REPORT AND BILLS TO BE PAID

4). MEETING CORRESPONDENCE

5). STAFF REPORT

6). NJ STATE COST SHARE

7). NRCS REPORT
- 1). Cost Share Applications
- 2). New Cooperators

8). DISTRICT MANAGER'S REPORT

9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS

10). OLD BUSINESS
- 1). FY 2025 Audit
- 2). Supervisor Reappointments
- 3). Fee Schedule Revision

11) EXECUTIVE SESSION

12). NEW BUSINESS
- 1). FY 2027 Budget Formation

13). PUBLIC COMMENT

14). NEXT MEETING **June 17, 2026**

15). ADJOURNMENT

Minutes for: May 20, 2026

DRAFT

PRESENT: G. Berg, D. Caldwell (via ZOOM), T. Budd, A. Winzinger, D. Frank, N. Ciccaglione, T. Robinson, R. Reitmeyer and P. Knighton

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 3:01 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, A. Winzinger, D. Frank, N. Ciccaglione, T. Robinson, R. Reitmeyer and P. Knighton. 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, 2026 meeting were approved on a motion by A. Winzinger and seconded by D. Frank amended State Health Care Benefits seeking more information.

FINANCIAL REPORT:

Reitmeyer reported that no CDs will mature prior to the June meeting. The Bills to be paid for May were reviewed and accepted on a motion by T. Budd and seconded by D. Frank.

CORRESPONDENCE: R. Reitmeyer

- Email from Melody Arnold of USDA-RD requesting reservation to use our large conference room on June 24, 2026 from 9:00 am-2:30 pm.
- Email from Pensions & Benefits regarding the new Medical Plan Options for State Health Benefits Program Members.
- Email from Allison Slotkin of NJ Dept. of Agriculture directing to establish a program for the acquisition of development easements on privately-owned woodlands.
- NJCDEA is hosting an Administrative & Technical Training on June 3, 2026 at the Freehold District office.
- Save the Date notification regarding Conservation Districts Annual Partnership Meeting scheduled for November 30, 2026 at Mercer County Community College Conference Center.
- Email from Craig McGee regarding the SJRC&D 2025 Smithville Grant invoice. The District will need to document that involved staff were on the District payroll for relative time frames.
- Email from Thomas Bechard of Mohawk regarding a request for pictures of a detention basin at 6 Campus Drive in Burlington Township.

STAFF REPORT: T. Robinson

The 2026 NJACD Poster Contest nominations were voted on in our office for Burlington County. The Envirothon was held in Ocean County. There were 17 teams that entered and the winning team was Mates. Robinson reported that he has been reviewing a large residential project in Lumberton Township consisting of 118 buildings on 400 acres.

NJ STATE COST SHARE:

The Board considered a Conservation Plan for improved irrigation practices in Tabernacle Twp. on County Route 648. On a motion of approval by A. Winzinger and seconded by T. Budd. Recusal for G. Berg and D. Frank.

NRCS REPORT: N. Ciccaglione

Moving forward with 2026, last month we had 11 applications funded, next round 22 applications selected for funding, 13 are from Burlington. All Livestock applications were funded for Columbus Service Center, including 2 for Grazing systems and 1 Manure storage facility.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for April 2026:

For the month of **April 2026** the staff performed 235 inspections, issued ROC's for 111 Units, performed 22 plan reviews and performed 47 MS4 Inspections. Three violations have been issued since the April meeting.

- **Staff**:
  - Construction activity continues to be steady.
- **SJRC&D:**
  - No April meeting held.
  - Craig McGee is still working to finalize grants
- **Building Maintenance:**
  - USDA has requested repainting of their office spaces. This will need to be factored into the FY 2027 Budget. The last time the office was painted was in 2012.
- **2026 MS4 Compliance Services**
  - Approved agreements have been received from Burlington Twp., Florence Twp., City of Beverly, Willingboro and Southampton.
  - Inspections in Southampton Twp. and Burlington Twp. have begun.
  - Medford Twp. has verbally requested inspections for 2026
- **District Automobile Insurance**:
  - As a follow-up from last month. Insurance for 4 vehicles.
  - In 2025 Selective provided a quote for $24,013.00
  - Farmers Insurance of Salem provided quote of $11,104.00
  - Reitmeyer was asked to find out if the District can use JIF?

CHAPTER 251 & RFA: R. Reitmeyer

The April Certification Report was presented and discussed. Reitmeyer reports there are **16** 251 Plans and 7 RFA's permits that have been approved for this month. On a motion of approval by A. Winzinger and seconded by T. Budd. All in favor, motion approved with noted recusals.

OLD BUSINESS:

1). FY 2025 Audit:

The auditor is indicating they cannot remove an overage in fringe benefits owing to the omitted payroll account reconciliation. They have indicated that the accounting equation used for fringe benefits may need to be removed moving forward. Reitmeyer recommended that the audit be accepted so that we can move forward. Reitmeyer will make certain that the proper equation for Fringe Benefits be identified prior to the FY 2026 audit and that the current payroll company be contacted for their input. Additionally, Reitmeyer will seek training opportunities for Quickbooks.

On a motion of approval to accept the audit by A. Winzinger and seconded by T. Budd. D. Frank recused from the vote.

2). SUPERVISOR REAPPOINTMENT:

The term of Supervisor David Frank (unexpired Dan O'Connell) ends in June of 2026. Shortly after the completion of this meeting P. Knighton and R. Reitmeyer will finalize the necessary re-nomination documents for David Frank and forward them to the NJSSCC as required.

3). FEE SCHEDULE REVISION:

A productive meeting with Frank Minch and Diana Diaz was held on May 6th. Documents related to the District's requested hourly rate increase were reviewed. Staff time spent on plan review and inspections indicates that time increased time elements are warranted for some categories. Reitmeyer reported that NJDA staff seem to have accepted his descriptions of the intent of previously questioned reserves.

The Board requested that Reitmeyer draft a proposed fee schedule based upon hourly rates of $170 for Plan Review and $110 for Inspections respectively. Each category will also have an additional 10% added. Once completed Reitmeyer will forward this draft to G. Berg and D. Frank for review and comment

On a motion of approval by D. Frank and seconded by G. Berg volunteer.

EXECUTIVE SESSION:

Entered at 4:40pm on a motion by A. Winzinger and seconded by D. Frank to discuss budget related items.

Present: G. Berg, D. Caldwell, T. Budd, A. Winzinger and D. Frank.

Returned to regular meeting at 5:22 pm on a motion of approval by D. Frank and seconded by A. Winzinger. All in favor.

NEW BUSINESS:

1). FY 2027 Budget Formation:

G. Berg discussed items from the Budget Subcommittee meeting held on May 19th. The Board reviewed the draft budget presented by Reitmeyer. It was requested that a document be provided that identified current budget progress and projected totals as able for the June meeting.

PUBLIC COMMENT: No public comment.

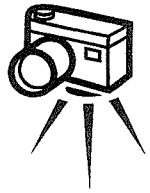
NEXT MEETING: June 17, 2026

ADJOURNMENT: The meeting was adjourned at 5:25 pm. On a motion of approval by D. Frank and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg
Chair

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT



SNAPSHOT OF ACTIVITY FOR MAY, 2026

	INSPECTIONS PERFORMED	COMPLIANCES ISSUED	PLANS REVIEWED	MEETINGS	CORRESPONDENCE SENT	VIOLATIONS ISSUED
251 PROGRAM	241	79	27	13	46	2

	251 APPLICATIONS RECEIVED	251 CERTIFICATIONS	RFA'S PROCESSED	RE-INSPECTIONS INVOICED	VIOLATIONS INVOICED	H & H FORMS
ADMINISTRATION	17	15	3	0	2	0

- ☑ Maintain Daily Cash Receipts & Disbursement Books
- ☑ Prepare End of Month Bills & Payments
- ☑ District Meeting; Minutes and Agenda's
- ☑ 251 Plans Maintenance
- ☑ Preparation 251 Reserve Data Maintenance Balances
- ☑ Update to the 5G3 Notifications
- ☑ Facilities Maintenance
- ☑ Close Out/Purge File Maintenance
- ☑ Admin. Audits for Ch. 251 Project
- ☑ MS4 Inspection Program
- ☑ ArcGIS

Last update: pknighton 6/12/2026

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

MONTHLY CERTIFICATION REPORT

JUNE, 2026

					Certification			
	App . No.	Project Description	Township	Acres	Fee	Type	Date	Location/Comments
1	25126-059	Georgetown Park Pickleball Courts	Mansfield	0.17	$775.00	u	05/20/26	1 Arlington Avenue
2	25126-038	Construct Taxiway (Phase II)	Lumberton	4	$2,625.00	u	05/20/26	68 Stacy Haines Road
3	25125-181	144 Carranza Road	Tabernacle	15.71	$3,485.00	u	05/21/26	144 Carranza Road
4	25126-046	Atsion Lake Cabins & Land Develolpment	Shamong	0.3	$775.00	u	05/21/26	Wharton State Forest Cabin 2 and 7
5	25126-051	Main Street Water Main Replacement Phase 3	Moorestown	0.86	$775.00	u	05/21/26	Main Street
6	25126-064	Farm Road Improvement Plan	Springfield	0.8	$775.00	u	05/21/26	Hedding-Jacksonville Road
7	25126-067	M&M Fort Ave Development	New Hanover Twp	0.37	$775.00	u	05/21/26	35 Wrightstown-Cookstown Road
8	25126-069	Demolition of Residential Property DPMC	Southampton	0.45	$775.00	u	05/26/26	47 Lenape Trail
9	25126-063	JL Park Splash Park & Ployground	Bordentown Twp.	0.55	$775.00	u	06/04/26	Ward Avenue
10	25126-070	732 & 728 Morgan Ave. Development	Palmyra	0.99	$810.00	u	06/04/26	732 & 728 Morgan Ave Development
11	25126-071	301 Morgan Ave & 4 Temple Blvd Development	Palmyra	0.99	$585.00	u	06/04/26	301 Morgan Ave & 4 Temple Blvd Development
12	25126-073	Track & Turf Field	Southampton	5	$2,605.00	u	06/05/26	100 Warrior Way
13	25126-050	Proposed Tenant Fit Out	Medford Twp.	0.46	$775.00	u	06/09/26	173 Route 70
14	25126-053	Roadway Lighting Improvements at Interchange 6 & 7	Florence	0.549	$775.00	u	06/09/26	NJ Turnpike
15	25125-175	800 Coopertown Road	Delanco	3	$2,125.00	u	06/09/26	800 Coopertown Road
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Prepared by pknighton
6/12/2026

Authorization to Discharge Stormwater Permits Issued
Request for Authorization (RFA) Program

June, 2026

NAME OF PROJECT	SCD APPL. NUMBER	RFA NUMBER	TOWNSHIP	TOTAL ACRES	PLAN CERTIFIED	RFA ISSUED
Construct Taxiway (Phase II)	25126-038	NW3WM1FDY6	Lumberton	4	05/20/26	
144 Carranza Road	25125-181	O62V2HL0HR	Tabernacle	15.71	05/20/26	
800 Coopertown Road	25125-175	QBBCCAOVX2	Delanco	3	06/09/26	

Updated 6/11/2026
Pam Knighton

VIOLATION REPORT FOR JUNE 2026

PROJECT NAME	NATURE OF VIOLATION	MAJOR/MINOR	OCCURRENCE	ISSUED BY:
132 Eayrestown Rd. Southampton	Soil Disturbance prior to approval	Minor	Initial Notification	Z. Wobbe
Four Seasons at Rancocas Creek, Pemberton Twp.	Sediment barriers not installed, inadequate dust control, offsite sedimentation	Minor	Initial Notification	R. Reitmeyer
2407 Burlington Ave., Delanco	Soil Disturbance prior to approval	Minor	Initial Notification	T. Robinson