

**Minutes for: May 22, 2019**

**PRESENT: G. Berg, D. Caldwell, A. Winzinger, N. Ciccaglione, T. Robinson, R. Reitmeyer, P. Saunders, D. Caldwell and R. Robson via telephone**

**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 3:03 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, A. Winzinger, R. Robson, N. Ciccaglione, T. Robinson, R. Reitmeyer, 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 24, 2019 meeting were approved on a motion by A. Winzinger and seconded by R. Robson. All in favor.

#### **FINANCIAL:**

- R. Reitmeyer indicated that no CDs will be maturing prior to the June District meeting.
- Bills to be paid for May were reviewed and accepted on a motion by A. Winzinger and seconded by R. Robson. All in favor.

#### **CORRESPONDENCE: Robert Reitmeyer**

- Notification from South Jersey RC & D requesting support of the South Jersey Tour des Farms that is being held on September 7<sup>th</sup>, 2019. On a motion of approval for Burlington County Soil Conservation District to give a donation of \$200.00 to support the event by A. Winzinger and seconded by R. Robson. All in favor.
- Firman E. Bear is hosting their Spring meeting on June 14, 2019 at the Pinelands Nursery and the topic of discussion is "The Amazing World of Dragonflies, Pollinators and Pollination Strategies."
- Notification of the NRCS Soil Health Focus Group Meeting to be held on May 23, 2019 from 9:00 – 11:30 in Somerset. Reitmeyer will attend the meeting.
- Letter of Resignation from Elizabeth Wills, Site Inspector of the Burlington County Soil Conservation District effective May 24, 2019. Reitmeyer has placed an advertisement in the Burlington County Times and on-line in an effort to fill the position quickly.

- Notification from Law Offices of Paul Leodori, P.C. of Medford regarding a complaint in Medford Township. Reitmeyer and E. Wills inspected the single family home construction in question and determined that an application should be submitted.
- Notification from F. Minch regarding Supervisor Performance Standards.

**STAFF REPORT: Timothy Robinson**

- T. Robinson, along with P. Saunders represented the District at the JB-MDL Earth Day on April 27, 2019. Saunders and Robinson set up a table with information for the residents on base. Robinson and Saunders distributed seed packets and other district items to interested attendees
- The NJ Envirothon was on May 10, 2019 and it was very successful. It was held at Great Times Day Camp in Waterford Works, NJ. The winner at the Envirothon was Mates (Marine Academy of Technology and Environmental of Stafford Township) and the second place was West Windsor of Princeton Junction, NJ.
- Poster Contest Winners: We have Certificates printed and checks have been processed. There were 4 winners. Suggestion from D. Caldwell is the district could have a large check and Robinson should get in contact with a Freeholder to take a picture with the 4 winners.
- T. Robinson has developed an electronic Compliance Inspection Request Form and has placed it on the district's website.

**NRCS REPORT: Nicole Ciccaglione**

- N. Ciccaglione has provided the district with an updated listing of programs and status for Open AMA Contracts, Open EQIP Contracts, Conservation Stewardship Program and Open RCPP-EQIP Contracts as well as State Cost Share.
- 4 Plans for Signature for EQIP Contracts: Manure Storage Facility, Pivot in a greenhouse, Agrichemical Handling Facility and windbreak
- 1 Request for Assistance for a conservation plan
- One application cancelled in Monmouth County so we will go further down the list in central jersey. This will allow us to offer money to 4 more contracts in Burlington County.
- FOR EQIP 2019, NRCS currently has \$48,500.00 obligated and \$267,000 left to obligate by June 1, 2019. There is \$381,000 in new contracts in this office in total.

**SSCC REPORT:** No report.

**DISTRICT MANAGER'S REPORT: Robert Reitmeyer**

**Snapshot off Activity:** For the month April 2019 the staff performed 324 inspections, issued ROC's for 169 Units and performed 31 plan reviews. Three Notices of Violations have been

issued since the April meeting. Violations were issued to **Prestige Learning Academy** of Mansfield for disturbance beyond approved limited, sediment barrier installation, offsite sedimentation; **2913 Route 130 South** of Delran for disturbance prior to approval and **Northline 6A** of Bordentown for required sediment barriers not installed or maintained and offsite sedimentation.

- **Staff:** Liz Wills will be leaving the District effective May 24, 2019. Reitmeyer will calculate the required compensation for unused leave time in accordance with the Policy Manual. We have already begun advertising to fill this vacancy.
- **Paul Evans** will be undergoing a surgical procedure on June 13, 2019 and is expected to be out at least 4 weeks to recover.
- **Website Updates:** **T. Robinson** has completed the necessary updates.
- **2018 NFWF Grant:** Planning is still underway for the grant. NRCS is currently reviewing detail analysis of the gypsum chemical composition from various providers for compliance with their specifications. Once accepted I will be able to move forward with producers.
- **2019 Municipal Shared Services:** Reitmeyer will be focusing on performing Basin Inspections.
- **Postage:** **P. Saunders** has contacted Stamps.com and she was provided with instructions on how to create an account and to begin using their method of postage metering. We will be returning the Pitney Bowes postage meter as soon as possible.
- **Annual Work Plan:** Reitmeyer will review and update the work plan.
- **SJRC&D:** Budget has been approved. Becoming active on the 319 Manalapan Lake Grant and another potential grant for basin restorations in Lakewood Twp. Ocean County is likely to happen. Planning for 2019 Tours des Farms is underway. The event is scheduled for September 7, 2019.
- **NRCS CIG (Conservation Innovation Grant):** The deadline for this grant is July 14, 2019. Reitmeyer will review the documentation and available staff time for drafting a submittal.
- **File Recertification:** This process creates income for District and also to keep the applicant in compliance with Chapter 251.

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

Certification Report was presented and discussed. R. Reitmeyer reports there are **21 251 Plans** and **6 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Larken Associates of Bordentown Township, Rancocas Glen Phase 1B, 2 & 3C Residential and Commercial of Mount Holly. On a motion of approval by T. Budd and seconded by D. Caldwell. D. Caldwell abstained from YMCA Camp Ockanickon; A. Winzinger abstained from Rancocas Glen Phase 1B, 2 & 3C Residential and Commercial projects in Mount Holly and Ward Sand & Materials Company in Woodland. All in favor.

## **OLD BUSINESS**

### **1. Supervisor Reappointments**

- P. Saunders has compiled the necessary documentation and forwarded it to Frank Minch and the SSCC as required.
- Supervisor approval is anticipated at the June 10<sup>th</sup> SSCC meeting in Trenton.

## **NEW BUSINESS:**

### **1. FY 2020 Budget Formation**

- The Budget Subcommittee has met twice and it is expected that a draft Budget will be ready for approval at the June meeting as required.

### **2. District Policy Manual**

- The Board discussed Post-Retirement health benefits and determined that the specification of a pre-requisite employment with the District would be advisable.
- Reitmeyer will prepare a revised Resolution to reflect the discussion.

### **3. Freehold SCD Letter to the SSCC**

- Reitmeyer will draft a letter to support specifically Annual Business Meeting.

### **4. 2019 NACD Northeast Regional Meeting**

- Regional Meeting is being held at the Foxwoods Resort Casino in Mashantucket, Connecticut from August 25 thru August 28, 2019. To date there has not been any information or an agenda created on the NACD website.

**PUBLIC COMMENT:** Liz Wills thanked the Board members and the District for giving her the opportunity to be a part of the Burlington County Soil Conservation District.

**NEXT MEETING: June 26, 2019.**

**ADJOURNMENT:** The meeting was adjourned at 4:10 pm. On a motion of approval by D. Caldwell and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chairman

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