

Minutes for: May 23, 2018

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

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 2:59 p.m.

Roll Call: G. Berg, D. Caldwell, D. Knezick, T. Budd, R. Rebozo, N. Ciccaglione, P. Evans, 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 April 25, 2018 meeting were approved on a motion by D. Knezick and seconded by T. Budd. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for May 23, 2018 were reviewed and accepted on a motion by D. Knezick and seconded by R. Rebozo.

- A CDARS account will be maturing on June 7, 2018 in the amount of \$151,463.94. The Board has agreed to move these funds into the Audubon checking account upon maturity. These monies will then be added to an Audubon Bank CD in the amount of \$151,931.74 that will be maturing on July 13, 2018. At that time a CD in an amount close to \$250,000.00 will be opened for the most attractive rate. The remaining funds will be used to open a second smaller CD.
- Funding for NRCS Agreement has been processed and the reimbursement will follow shortly.
- It was requested that Reitmeyer procure an estimate from Drayton for maintenance cleanings of the District's septic system.

RECOGNITION OF SUPERVISOR DONALD R. KNEZICK:

- G. Berg thanked D. Knezick for his leadership and years of service to District.
- G. Berg presented D. Knezick with a plaque and gift certificate on behalf of the Supervisors and Staff of the district.

CORRESPONDENCE: R. Reitmeyer

- Notification for the NJACD Poster Contest Awards ceremony to be held on May 21, 2018 in Trenton. T. Robinson attended the ceremony to represent the district. Three of the State level winners were from Burlington County.
- Email notification from Frank Minch indicating that the New Jersey State Ethics Commission had requested that all District employees complete the Outside Activity Questionnaire. Reitmeyer will forward all questionnaires as requested.
- Notification from BSA Troop 14 in Marlton requesting recognition of Eagle Scout Gregory Michael Bsales for the project which was to plan and execute the creation of a gravel path around the planting beds in the garden where students grow fruits, vegetables and herbs at DeMasi Elementary and Middle Schools in Marlton, New Jersey.
- Notification from Audubon Savings Bank announcing the merger proposed with Audubon Savings Bank and William Penn Bank headquartered in Levittown, PA.
- Letter from Tabernacle School District thanking the district for their assistance in creating the Olson Middle School bioswales which was completed by of 5th Grade students using native plants donated by Pinelands Nursery through the district.
- Notification from Firman E. Bear Chapter inviting members to attend the Spring meeting and dinner at the Cowtown Rodeo on June 9, 2018.
- Notification that Liberty Bell Bank will be merging with The Bank of Delmarva.
- Letter from Don Knezick thanking the district for allowing him to serve on the Board of Burlington County Soil Conservation District.

STAFF REPORT: P. Evans

- Continuous wet weather has hampered the usual construction practices. Usually, at this time of year, most site are very active with vegetative stabilization efforts. This Spring has been very wet so progress is taking longer.
- P. Evans and T. Robinson conducted the Supervisor Tour earlier today and they visited a few active Chapter 251 construction site including the Amazon facility in Burlington Township.
- P. Evans thanked D. Knezick for his years of service at the district.

NRCS REPORT: N. Ciccaglione

- Ciccaglione presented the monthly NRCS Activities Update for April 2018 and there are 8 Contracts for signature with a combination of 7 Contracts for approval obligated for June.
- AMA Funding is in and NRCS received \$218,000.00 and they currently have 15 applications that have rolled over which were 2 year or less contracts.
- On June 12th, 13th and 14th, NRCS will be conducting their annual review of the Columbus Service Center.

- Bianca Diaz will be relocated to the Frenchtown office as of June 15, 2018. Currently NRCS need 5 positions to be filled, 2 will be allowed for Burlington and Somerset. The other positions will be filled in the future.

SSCC REPORT: No Report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month April 2018 the staff performed 357 inspections, issued ROC's for 72 Units and performed 17 plan reviews.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Supervisor and Staff Apparel:** Apparel has been ordered and Reitmeyer is awaiting delivery.
- **Building Maintenance:** G & G has begun seasonal mowing. Rain gardens are functioning well. It seems that a nesting pair of Canada Geese is present on the floating wetland.
- **File Purge:** Reitmeyer will schedule a day for staff to purge files that are stacked in barn.
- **Training Opportunities:** Available options for Stormwater Management (Tim) and GIS (Tim, Liz) are being reviewed. Rutgers offers a 3-day training on Stormwater Management in late September. Esri offers online training some of which are at no cost. Reitmeyer is on a contact list with Rutgers for suitable training for GIS as well. N. Ciccagione mentioned that NRCS could possibly provide GIS training for district staff.
- **District Policy Manual:** Amy Guerin of Parker McCay is expected to have comments available in time for discussion at the June meeting. Reitmeyer is requesting to have the comments by June 14, 2018 so that the board will have time to review and discuss them prior to the June meeting.
- **Vacation:** Reitmeyer will be on vacation beginning June 20th and returning on Wednesday, June 27th.
- **Earth Day at Smithville:** The event will be held on Sunday June 10th from 10:30 am to 4:00 pm. T. Robinson and E. Wills will represent the district and will facilitate the use of the NJACD Soil Tunnel. D. Knezick has donated seed packets for use as a give-a-way. The Board has also agreed to purchase a give-a-way item for an amount not to exceed \$400.00. Reitmeyer will be looking at potential Bumper magnets, pens or water bottles.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **20 251 Plans** and **4 RFAs** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Proposed CVS Pharmacy in Lumberton; Conifer Cinnaminson Residential in Cinnaminson and Walton Farm Tract in Delran. On a motion of approval by D. Knezick and seconded by T. Budd. D. Caldwell recused from Conifer Cinnaminson in Cinnaminson, Hoover Truck in Edgewater Park and Masonic Charity Foundation in Burlington. All in favor.

OLD BUSINESS

1. Municipal Basin Inspection Program:

- Reitmeyer is reviewing options for providing the requested services.
- A Microsoft Surface Tablet, and accessories have been purchased and delivered today which included a protected case and keyboard. The tablet will be used to facilitate the inspections and other potential District work items.
- Reitmeyer and E. Wills met with Burlington Twp. to discuss the service elements that are in addition to the inspection of municipally owned basins. These additional services will include identifying privately owned basins that connect to the municipal storm sewer system and perhaps the mapping and inspection of same. Reitmeyer anticipates the completion of the inspections in Burlington Twp. by October.
- Springfield Township has provided an agreement for 5 years. After consulting with G. Berg, Reitmeyer requested a 2-year agreement to be provided instead.

2. Supervisor Nominating Committee:

- Nominating Committee convened on Tuesday, April 16, 2018.
- The resumes for Rosemarie Robson and Audrey Winzinger were received and reviewed.
- The Nominating Committee identified Audrey Winzinger as the first choice, but noted that both candidates were qualified.
- Reitmeyer has contacted both candidates to inform them that the appointment will be made by the SSCC at their meeting on June 11th.
- Reitmeyer has forwarded the necessary documents to Frank Minch for a final determination by the SSCC.
- P. Saunders completed the re-nomination package for T. Budd and has forwarded it to Frank Minch

NEW BUSINESS

1. 2019 Budget Formation:

- Reitmeyer distributed a draft FY 2019 Budget including the previously line item revisions for Board discussion.
- G. Berg requested that a comparison document featuring the approved FY 2018 and the Forecasted Year End for FY 2018 be provided to the Board.
- A work meeting will be held at 2:00 pm on Wednesday June 27th to review the proposed FY 2019 Budget.

2. 2018 NACD Northeast Regional Meeting

- Sunday, July 15th thru Wednesday, July 18th, 2018 in Lancaster, PA
- More information will be provided when available.

3. Burlington County Shared Services Agreement:

- Requested for approval by Matt Johnson of Burlington County Department of Resource Conservation
- The previously requested revisions remain including the ability for the District not to provide services for work that does not match its mission. On a motion of approval by D. Caldwell and seconded by R. Rebozo.
- Reitmeyer will mail two signed copies of the agreement to Matt Johnson. One fully executed copy will be returned to the District.

4. Board Resolutions for Professional Services:

- 2018-2019 Resolution for the District to engage Holman Frenia Allison, P.C. for FY 2018 was presented to the Board.
- The proposal for the FY 2018 Audit is \$6,800.00. This is the same cost as the FY 2017 Audit. The preparation of 1099's will be an added cost or need to be done by District or another party. This was performed at an additional cost of \$325.00 this year.
- G. Berg also suggested to obtain a proposal for the Audit from Nightlinger, Colavita and/or Bowman.
- Reitmeyer and Saunders will contact other potential providers for the 1099's.

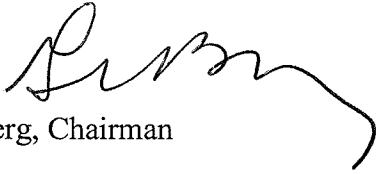
PUBLIC COMMENT: N/A

EXECUTIVE SESSIONS: On a motion of approval to enter into Executive Session at 4:38 pm by D. Caldwell and seconded by T. Budd. On a motion of approval to return from executive session at 4:45 by D. Knezick and seconded by T. Budd.

NEXT MEETING: June 27, 2018.

ADJOURNMENT: The meeting was adjourned at 4.55 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Berg', written in a cursive style. The signature starts with a large, looped 'G' and ends with a long, sweeping tail that curves downwards and to the right.

G. Berg, Chairman