

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

DISTRICT MEETING AGENDA
May 24, 2017

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). SUPERVISOR MANUAL
 - 1). Chapter #13 Review
 - 2). Chapter #14 for Distribution
- 5). MEETING CORRESPONDENCE
- 6). STAFF REPORT
- 7). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 8). SSCC REPORT Rich Belcher
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS
 - 1). Supervisor Nominations
- 12). NEW BUSINESS
 - 1). FY 2018 Budget Development
 - 2). 2017 NACD Northeast Regional Meeting
- 13). PUBLIC COMMENT
- 14). EXECUTIVE SESSION
- 14). NEXT MEETING **June 28, 2017**
- 15). ADJOURNMENT

Minutes for: May 24, 2017

PRESENT: G. Berg, D. Knezick, T. Budd, D. Caldwell, C. Costa, C. Lindig, N. Ciccaglione, T. Robinson, 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 3:02 p.m.

Roll Call: G. Berg, D. Knezick, C. Costa, D. Caldwell, T. Robinson, N. Ciccaglione, T. Budd, R. Reitmeyer 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 April 25, 2017 meeting were approved on a motion by D. Knezick seconded by T. Budd. All in favor. The Bills to be paid and the Financial Report for May were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell.

SUPERVISOR MANUAL: Tabled

CORRESPONDENCE: R. Reitmeyer

- Email from Firman E. Bear Chapter of the SWCS regarding the upcoming spring meeting and tour to be held on May 25, 2017 in Flemington, NJ.
- Save Barnegat Bay – First-in-Nation Native Plant Bill Becomes Law. A bill requiring three major statewide transportation agencies to use only native plants: New Jersey Department of Transportation, South Jersey Transportation Authority and New Jersey Turnpike Authority.
- Email from F. Minch indicating that the State Cost Share Table has not yet been finalized.
- Email from Kristen Jicha from Joint Base MDL thanking the District for allowing P. Evans and P. Saunders to participate in their Earth Day event that was held on April 22, 2017.
- Email from J. Showler with an update of the HXH status is as follows: Rutgers is almost finished with the report writer function that will allow us to generate an electronic report of maintenance inspections for each basin.
- NACD News Briefs – Statement from U.S. Secretary of Agriculture Sonny Perdue indicating that Service Centers are the preferred model.
- Notification for the 2017 Conservation Poster Contest awards ceremony to be held on May 25th at 10:00 am in Trenton.

STAFF REPORT: T. Robinson

- P. Evans and T. Robinson presented the District's Contractor Training course to approximately fifty employees from PSE&G at their office in North Jersey. The training was well received.
- Envirothon would like to thank T. Budd and D. Knezick for their donations for the event. There were 4 Teams that were No Show. Cedar Creek of Egg Harbor City won this year MATS came in second place and West Windsor was third. Moorestown Friends attended from Burlington County.
- The 25th Envirothon is scheduled to be hosted by the Mercer District.
- T. Robinson will attend the Poster Contest award ceremony.
- T. Robinson thanked G. Berg for writing a press release for the statewide winner from Burlington County.
- T. Robinson indicated that new Inspector Elizabeth Wills is doing a great job here at the District.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione presented the monthly NRCS Activities Update for May, 2017. Several quail habitat applications have been received and will be reviewed. Two CSP applications have been withdrawn and two will be moving forward. One item was presented for Signature.
- Carrie Lindig, the NRCS State Conservationist was present to discuss the potential hiring of a part time Program Assistant by the District to aid NRCS with their work load. C. Lindig and NRCS staff will develop an agreement between NRCS and the District wherein the District is compensated for the salary of this part time employee and administrative time. The Board requested that Reitmeyer make the necessary changes to the FY 2018 District budget in preparation for this agreement and to research the necessary items in coordination with NRCS.

SSCC REPORT: No Report.**SJRC & D REPORT: R. Reitmeyer**

- Freehold SCD submitted a 319 grant application to the NJDEP listing the South Jersey Resource Conservation and Development as a partner. If approved this will secure funding for at least three years.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month of April, 2017 the staff performed 250 inspections, issued ROC's for 36 Units and performed 23 plan reviews. One Notice of Violation has been issued since the April meeting.

- L. Wills has completed her first month of inspections and is doing well. Township assignments have been adjusted accordingly.
- P. Saunders and R. Reitmeyer prepared and mailed over two hundred outreach letters as part of the 2015 NFWF grant. This database will be maintained for use in advertising future educational presentations. The District has been receiving calls of inquiry from recipients of the letters.
- American Asphalt has repaired the inlet behind the District office.
- American Asphalt is scheduled to perform the crack filling, seal coating and line painting the weekend of 27th. R. Reitmeyer will coordinate the relocation of all vehicles.
- The rain garden planting and cleanup was done on May 20th and 21st, by Eagle Scout candidate Darien Chismar. R. Reitmeyer will plan for signage indicating the partnership with Mr. Chismar and Rutgers University.
- T. Robinson, P. Evans, L. Wills and R. Reitmeyer have weeded the planting beds around the building. R. Reitmeyer has also applied an herbicide.
- Reitmeyer suggested giving a donation to the Springfield Township Patrolman's Association for their efforts of patrolling the building. Their presence has been very helpful for the District. On a motion to approve a donation of \$250.00 by G. Berg and D. Caldwell. All in favor.
- Two copies of the audit proposal were received from Holman, Frenia and Allison, P.C. for new business as the district's Auditor. A signed copy will be returned to the auditing company.
- Burlington County Board of Agriculture and Farm Bureau will be hosting their 7th Annual "Legislators Farm Visit" on May 31, 2017 at Lennon Farm Greenhouses in Tabernacle, NJ. It is expected that Supervisors C. Costa, D. Caldwell and T. Budd will attend this event. R. Reitmeyer is also expected to attend.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **21 251 Plans** and **10 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Camelot at Riverside in Riverside; Margolis Warehouse Distribution Facility in Mansfield; Margolis Intersection Construction Plans in Mansfield; Fort Dix Landfill Solar PV in Pemberton. On a motion of approval by C. Costa and seconded by D. Knezick. D. Caldwell recused himself from Margolis Intersection Construction Plans of Mansfield; Rowan College at Burlington County Student Success Center of Mount Laurel; Jerrell's Landscapes & Nurseries of Maple Shade and Margolis Warehouse Distribution Facility of Mansfield. All in favor.

OLD BUSINESS:

1) Nominating Committee:

- The District's nominating committee met on Monday 5/22 and reviewed the single resume received from Mr. Ryan Rebozo. Mr. Rebozo was approved for nomination and his information will be forwarded to the SSCC.
- No response was received from the Freeholder's Office.

NEW BUSINESS:

1) FY 2018 Budget Development:

- Discussion of the budget took place. Previously requested revisions to budget have been made. For revenue, line items #2, #6, #9 and #12 will be increased while line items #11 and #13 will be decreased. For expenses, line items #1, #2, #10, #13, #27, #33, #34 and #39 will increase and line items #32, #35 and #39 will decrease. More discussion will occur within the executive session.

2) 2017 NACD Northeast Regional Meeting

- The Conference will take place on August 13th, 14th & 15th in Burlington Vermont. Registration is not yet available.
- Information has been distributed in Supervisor folders for review.

3) Burlington County Open Space Agreement

- R. Reitmeyer distributed a draft agreement provided by Matt Johnson, the County Open Space Coordinator. It was requested that Supervisors review the document and suggest revisions at the June meeting. Reitmeyer will request that District Solicitor Stephen Mushinski, Esq. provide a legal review of the document as well. The County is requesting that an agreement be approved as quickly as possible.

PUBLIC COMMENT: None.

EXECUTIVE SESSION:

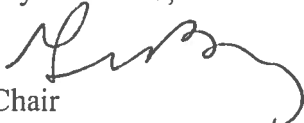
- Motion was made to move into executive session for the purpose of discussing the FY 2018 budget at 4:30 pm by C. Costa and seconded by D. Knezick. All in favor.
- Motion was made to return to the District's regular meeting session at 5:00 pm by D. Knezick and seconded by C. Costa. All in favor.

NEXT MEETING: June 28, 2017.

ADJOURNMENT: The meeting was adjourned at 5:05 pm. On a motion of approval by T. Budd and seconded by D. Knezick. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chair

A handwritten signature in black ink, appearing to be 'G. Berg', written over the printed name.