

Minutes for: May 25, 2016

**PRESENT: G. Berg, D. Knezick, T. Budd, C. Costa, D. Caldwell, R. Reitmeyer, B. Diaz,
T. Robinson, P. Saunders**

ABSENT: R. Belcher, N. Ciccaglione

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 3:20 p.m.

Roll Call: G. Berg, D. Knezick, C. Costa, D. Caldwell, T. Budd, T. Robinson, B. Diaz, 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 27, 2016 meeting were approved on a motion by T. Budd and seconded by D. Caldwell. The Bills to be paid and the Financial Report for May were reviewed and accepted on a motion by D. Knezick and seconded by T. Budd. The Board discussed the Audubon CD that will be maturing in July.

SUPERVISOR MANUAL

1. Chapter #7 Review: G. Berg asked if all Supervisors had reviewed this chapter and if there were any questions.

2. Chapter #8 for Distribution: G. Berg requested that all Supervisors review this chapter prior to the June meeting.

CORRESPONDENCE: R. Reitmeyer

1. Email update regarding Ethics from F. Minch. He indicated that he will let the district know when it is time to update for all Supervisors.
2. Email invitation to the NJ Science Workshop that is being provided by the USDA NRCS on June 9th. This is a free training event that is open to all.
3. NACD Urban Agriculture Conservation Initiative of \$50,000 available to districts and their partners to provide technical assistance for urban agriculture in predominantly developed and developing areas.
4. Receipt of a legal document from Law Offices of Paul Leodori P.C. copied to the District regarding a property in Medford Township.
5. Letter from Auditor to validate services. The cost has increased by 1% to a total of \$6,895.00. On a motion of approval by D. Knezick and seconded by C. Costa. All in favor.
6. Email from Christine Raabe regarding the approval by the Ocean County SCD of a \$5,000.00 sponsorship for the NE NACD Conference.
7. Email from Chris Edwards regarding the construction of a Weebly based website for the district.

8. Proposal from American Asphalt Solutions for the parking lot and pavement repairs at the district office.

STAFF REPORT: T. Robinson

T. Robinson reported that he attended the NJACD sponsored State Poster Contest award ceremony at the State Museum in Trenton. Two State level 3rd Place winners were from Burlington County. All students were given a tour of the State House and were shown Governor Christie's office. G. Berg signed the Certificates that the district provides to all district level winning entries along with the appropriate award check. Robinson will deliver the packages to the schools. T. Robinson also reported on the 2016 New Jersey Envirothon. 35 teams from around the State participated with 25 Teams camping out on Friday night. This year's winning team came from West Windsor Township in Mercer County. The highest team score in 2016 was a 96 out of a possible 100. In addition to assisting in staffing the event Robinson also authored the Current Issues portion of the exam on invasive species. Robinson additionally reported that he is very busy with 251 inspections and will be assisting The Moorestown Friends School with a Pollinator Habitat grant provided by Pinelands Nursery.

NRCS REPORT: B. Diaz

B. Diaz mentioned that NRCS is accepting Equine applications which have been extended to everyone and they have two roundup dates which are June 17, 2016 and the very last date is July 15, 2016. There are 44 AMA applications. Currently in-house there are six Active AMA which represent years 2012, 2014 and 2015. There are 36 EQIP Applications. One Application is original in ranking. Open Contracts consist of one EQIP from 2012 two from 2013 and eighteen from 2015. CSP has two active applications from 2012 which are 5 year contracts with annual payments. One Plan for Signature Conservation Plan which is a one year plan for Forestry and Wildlife. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor

SJRC & D: R. Reitmeyer

Reitmeyer reported that SJRC&D budget has not yet been approved. SJRC&D is considering a partnership with the NJDEP that will potentially provide funding to the Council.

SSCC REPORT: NO REPORT

DISTRICT MANAGER'S REPORT: R. Reitmeyer

1. **Snapshot of Activity:** For the month April 2016 the staff performed 328 inspections, issued ROC's for 84 Units and performed 34 plan reviews. No Notices of Violation have issued since April meeting.

2. **Staff:** The inspection staff remains very busy with field activity. The mailing of Recertification questionnaires is nearly complete. Reitmeyer and Robinson have been auditing and providing Recertification billings for those projects that have returned completed questionnaires. P. Saunders has been updating the total 251 reserve balances on a regular basis.
3. **NACD Northeast Conference Planning:** Event planning is ongoing. Reitmeyer reported that Ocean SCD is donating \$5,000.00 and that Cape-Atlantic SCD is donating \$2,500.00. BCSCD will donate \$2,500.00. On a motion of approval by D. Knezick and seconded by C. Costa it was approved that the Burlington District would provide a sponsorship of \$2,500.00 to complete the funding for Mr. Doug Tallamy, the keynote speaker and also to assist in offsetting the cost to transport tour guests at Tom Budd's farm. All in favor.
4. **District Website:** Reitmeyer discussed the proposal provided by Chris Edwards, who also assists the NJ Envirothon with their website needs. The proposal includes a cost of \$500 to transition the existing website content to a Weebly site and also a Weebly subscription cost of approximately \$100.00 per year may be necessary. On a motion of approval by D. Knezick and seconded by D. Caldwell, Reitmeyer was authorized to move ahead with this proposal for a cost not to exceed \$700.00.
5. **Building Maintenance:** Reitmeyer reported that the USDA carpet replacement is scheduled to occur on May 28th - May 30th and on June 11th and June 12th. All USDA employees have been asked to relocate items that they would not like handled into the district's large meeting room during this work. Reitmeyer has also received a quote for pavement repair and parking space painting from American Asphalt for the purpose of building this work item into the FY 2017 Budget. Prior to approval additional quotes will be gathered

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **24** 251 projects and **9** RFA that have been approved for this month and **2** Notice of Violation. 251 Certifications mentioned for discussion are as follows: Diamantis Children's Trust next to the Hainesport Diner. High School Parking Lot Expansion on Mansfield Road at Rte. 68; J & B Liquors of Southampton; Islamic Academy of Burlington County of Burlington; Second Street Parking Lot Improvements in Moorestown. On a motion of approval by C. Costa and seconded by T. Budd. D. Caldwell abstained from Bordentown Corner in Bordentown Twp., IKEA Loading Dock Expansion in Westampton Twp. and HS Parking Lot Expansion in Mansfield Twp. All in favor.

OLD BUSINESS

1. **NFWG Grant:** After consulting with NRCS personnel and local farmers, the use of portable cover crop examples in clear containers seems to be preferred a planted area at the County Fairgrounds. Reitmeyer has researched and located appropriate containers to purchase and recommends that four containers be purchased to provide examples of regular NRCS cover crop and multi-species cover crop. On a motion of approval to

purchase the clear containers necessary for the demonstration for a cost not to exceed \$200.00 by D. Knezick and seconded by C. Costa. All in favor. Reitmeyer also suggested that it would be helpful if there is a translation service that could provide information in various languages to assist the farmers. He will contact a suitable service and seek permission from USDA to translate their publications.

2. **GIS Program:** Reitmeyer has secured estimated software costs from the Camden SCD and the Cape-Atlantic SCD and will request cost estimates from Intellec IT Solutions for the needed hardware upgrades.
3. **Floating Island:** Reitmeyer reported that the main components for the islands had been purchased and received. Mansfield is very interested in receiving a floating island. An email was received from Mansfield Township Administrator Michael Fitzpatrick regarding the acceptance of having a floating island being placed in Mansfield Township and that they would discuss at their next meeting.

NEW BUSINESS

1. **Budget Committee for FY 2017:** Reitmeyer will make the necessary revisions to the proposed draft in preparation for final approval at the July meeting. Considerable progress has been made by the employee pay scale subcommittee.
2. **Hiring of new Inspector:** The Board discussed hiring a new Site Inspector through a shared services agreement with the Ocean, Mercer or Camden SCD. The agreement would be to utilize this person for a term of one year. This will be further discussed at future district meetings.

PUBLIC COMMENT: No Comment.

NEXT MEETING: July 20, 2016

ADJOURNMENT: The meeting was adjourned at 5:17 pm. On a motion of approval by D. Knezick and seconded by C. Costa. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman