

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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

**DISTRICT MEETING AGENDA
MAY 17, 2023**

- 1). CALL TO ORDER
- 2). MINUTES OF PREVIOUS MEETING
- 3). FINANCIAL
- 4). MEETING CORRESPONDENCE
- 5). STAFF REPORT
- 6). NRCS REPORT
 - 1). Cost Share Applications
 - 2). New Cooperators
- 7). SSCC Report
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). EXECUTIVE SESSION
- 10) OLD BUSINESS
 - 1). Donated Leave Policy
 - 2). NRCS/BCSCD/SSCC MOA
- 11). NEW BUSINESS
 - 1). FY 2024 Budget Formation
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **June 21, 2023**
- 14). ADJOURNMENT

Minutes for: May 17, 2023

PRESENT: Gina Berg, Daniel Caldwell, Thomas Budd, Daniel O'Connell, Audrey Winzinger, Nicole Ciccaglione, Arelys Ortiz, Timothy Robinson, Robert Reitmeyer and Pamela 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 3:05 p.m.

Roll Call: Gina Berg, Daniel Caldwell, Thomas Budd, Daniel O'Connell, Audrey Winzinger, Nicole Ciccaglione, Arelys Ortiz, Timothy Robinson, Robert Reitmeyer and Pamela Knighton. Gina Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES FROM THE PREVIOUS MEETING:

The minutes of the April 19, 2023 meeting were approved on a motion by A. Winzinger and seconded by T. Budd. All in favor.

FINANCIAL REPORT:

- Two CDs at Liberty Bell Bank matured on 4/20 and 4/25 respectively.
- The first C was reinvested at Liberty Bell Bank for 13 months @ 4.01%.
- The second of these CDs was closed and the funds used to open a new 9 month CD at 4.65% at Ocean First Bank.
- The next CD will mature on 8/11/23.

The Bills to be paid for May were reviewed and accepted on a motion by A. Winzinger and seconded by D. Caldwell. All in favor.

CORRESPONDENCE: R. Reitmeyer

- 5G3 Report for the Districts.
- Open Space Maintenance Renewal between Board of County Commissioners of the County of Burlington and Burlington County Soil Conservation District. On a motion of approval to renew the contract by T. Budd and seconded by D. Caldwell.
- Notification from Frank Minch regarding the directive of Daniels' Law Report. The board has questioned how does an OPRA request apply with Daniel's Law? Reitmeyer will report back to the board in June.
- Email from Craig McGee requesting an update on the status of the Gator and the Trailer for use.
- Notification from Department of the Air Force Headquarters Air Mobility Command Joint Base McGuire-Dix-Lakehurst regarding potential projects.

STAFF REPORT: Timothy Robinson

- Robinson represented the District at the Joint Base- McGuire Dix Lakehurst Earth Day event along with Sean McGee. The District provided native flowers to event attendees. These plants were well received.
- Robinson participated in the planning for, and attended, the NJ Envirothon. This year's event focused on "Adapting to Climate Change. There were 15 teams in attendance.
- Robinson and Zachary Wobbe will represent the District at the Burlington County Earth Day event at Smithville Park in June.
- Large projects in the County are trying to control the dust on the sites.

NRCS REPORT: Nicole Ciccaglione and Arelys Ortiz

- NRCS Service Centers had a Civil Rights review. No deficiencies were identified in NJ. Arelys reviewed the Justice for All poster, posted in the USDA office.
- 24 Contracts have been obligated so far, 16 are in Burlington. 8 Preapproved applications of which 6 are from Burlington County. There are 8 approved applications and 3 of the approvals are from Burlington.
- 42 applications remaining unfunded, represent 32 EQIP applications not funded of those 23 are in Burlington County. 10 AMA applications and 7 out of the 10 are Burlington County.
- New IRA funding announced, Columbus received 10 applications.
- 7 Conservation Plans approved and presented for BSCD certification, these include: Seasonal High Tunnel, Forestry, Aquaculture.
- 1 Request for Payment for state cost share program for drainage project for Paul and Barbara Shinn.

SSCC Report: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for April 2023: For the month of April 2023 the staff performed 379 inspections, issued ROC's for 69 Units and performed 20 plan reviews. Two violations have been issued since the April District meeting and 76 MS4 Inspections were performed.

- **Staff:**
 - P. Knighton has supplied for required documents for the re-appointment of Dan O'Connell as a District Supervisor.
 - Construction activity continues to be steady and shows no sign of slowing.
- **SJRC&D:**
 - May meeting was held this morning.
 - Grant activities are continuing.
 - The Council will be partnering with Burlington County to create a Watershed Management Plan for Smithville Lake.
- **Building Maintenance:**
 - The dishwasher will need replacement.

- Lawn maintenance is being performed.
- **2023 MS4 Compliance Services:**
 - Current contracts exist with Burlington Twp., Southampton Twp., Willingboro Twp., Beverly City and Eastampton Twp.
 - Inspections have been completed for Willingboro, are about 95% complete in Burlington Twp. and underway in Southampton.
 - Reitmeyer is still waiting to hear from Maple Shade, Pemberton Twp. and Medford Twp.
 - Reitmeyer will be meeting with Chesterfield Twp and Bordentown officials next week.
- **District Technology:**
 - Reitmeyer has receive proposals from Barber Consulting Services.
 - \$2,875.00 for the annual support services.
 - \$1,119.92 for Malware and cloud backup.

On a motion of approval to accept the proposal by Audrey Winzinger and seconded by Daniel O'Connell.

- **District Outreach Events:**
 - Reitmeyer purchased 200 plants for distribution at the JB-MDL Earth Day event. Orange Coneflowers and Purple Coneflowers.
 - Timothy Robinson and Sean McGee represented for District at the JBMDL event on Saturday May 13th.
 - Sean McGee and Zach Wobbe will be available to staff the Burlington County event on Saturday June 25th.
- **Burlington County Open Space:**
 - Reitmeyer has received a draft open space agreement from the County for approval.
 - The agreement was accepted for approval.

CHAPTER 251 & RFA: R. Reitmeyer

- The Certification Report was presented and discussed. Reitmeyer reports there are **12** 251 Plans and 2 RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Milex Holding LLC; D. Caldwell recused from the vote; Salt & Light Westampton; A. Winzinger recused from the vote.

On a motion of approval by D. O'Connell and seconded by T. Budd. All in favor, motion approved.

EXECUTIVE SESSION:

- On a motion of approval by D. Caldwell and seconded by T. Budd to enter into executive session at 4:00 pm to discuss the proposed FY 2024 Budget and Donated Leave policy. On a motion of approval by D. Caldwell and seconded by D. O'Connell it was moved to return to the District's regular meeting session at 4:40 pm.

OLD BUSINESS:

1). Donated Leave Policy:

- Reitmeyer provided review of NJ Administrative Code 4A:6-1.22
- Reitmeyer provided definition of “Immediate Family Member”

2) USDA (NRCS/BCSCD/NJSSCC MOA:

- The most recent draft of the MOA was received prior to the February meeting.
- Supervisor review has been requested.

NEW BUSINESS:

1). FY 2024 Budget Formation:

- Discussion was held on proposed changes to the budget.
- Reitmeyer will provide an updated FY 2024 Budget prior to the June District meeting.

PUBLIC COMMENT: No public comment.

NEXT MEETING: June 21, 2023

ADJOURNMENT: The meeting was adjourned at 4:45 pm on a motion of approval by D. O’Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



Gina Berg,
Chair