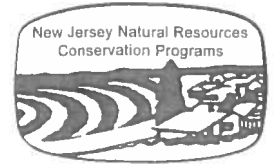


BURLINGTON COUNTY SOIL CONSERVATION DISTRICT
1971 Jacksonville - Jobstown Road, Columbus, NJ 08022
Tel: (609) 267-7410 Fax: (609) 267-3347



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

**DISTRICT MEETING AGENDA
November 15, 2017**

- 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 Rich Belcher
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2017 Audit Review
 - 2). 2015 NFWF Grant
 - 3). 2017 Annual NJACD Conference
- 11). NEW BUSINESS
 - 1). 2018 Annual NACD Meeting
 - 2). NACD Grant Opportunity
 - 3). Municipal Basin Inspection Program
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **December 20, 2017 (at 2:00 p.m.)**
- 14). ADJOURNMENT

Minutes for: November 15, 2017

PRESENT: G. Berg, T. Budd, D. Knezick, D. Kaufmann, L. Wills, R. Belcher, R. Reitmeyer and P. Saunders.

ABSENT: R. Rebozo and N. Ciccaglione

This meeting was 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 3:01 p.m.

Roll Call: G. Berg, T. Budd, D. Knezick, L. Wills, D. Kaufmann, R. Belcher, 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 October 25, 2017 meeting were approved with minor changes as follows: Snapshot of Activity remove comma from the month and year; 2:90 Rules Review, state the full name of the Rule; correct spelling to the word respond in the OPRA Request. On a motion of approval of these changes by T. Budd and seconded by G. Berg. D. Knezick abstained approval. All in favor.

Financial:

The Bills to be paid and the Financial Report for November were reviewed. It was discussed that the CD at closed 1st Colonial Community Bank be closed and that those funds be used to open a 24 month CDARS account. It was discussed that the CD at closed Delanco Federal Savings and Loan be closed and that those funds be used to open a 12 month CDARS account. It was discussed that the two CDs at Santander Bank be closed and that those funds be used to open a new CDARS account unless a better rate was located at another institution. Reitmeyer will coordinate the timing of these activities with the current signers. R. Reitmeyer also suggested that the District open a checking account at Audubon Savings Bank. This would provide the District with more flexibility in handling new CDARS accounts. Reitmeyer mentioned that the Camden District is pursuing opening up a CDARS account. G. Berg requested that the invoice from Jeff's Auto and Tire for repairs to the Chevy Colorado be removed from the Bills to be Paid pending the completion of repairs. On a motion of approval to accept the current Bills to be Paid and the Financial report by D. Knezick and seconded by T. Budd.

CORRESPONDENCE: R. Reitmeyer

- Notification from Department of the Air Force regarding Modification to Finding of No Significant Impact for the Draft Environmental Assessment – proposed Easement for Solar Route on Joint Base McGuire-Dix-Lakehurst, NJ.

- Notification from Department of the Air Force regarding Public Comment Period for Finding of No Significant Impact/Finding of No Practicable Alternative on the Environmental Assessment – Natural Gas Pipeline Easement at Joint Base McGuire-Dix-Lakehurst, NJ.
- Notification from Santander Bank regarding two CDs that will be maturing on December 3, 2017.
- Notification from United States Department of Commerce regarding 2017 Census of Governments, Survey of Local Government Finances.

STAFF REPORT: L. Wills

- GIS – L. Wills reported that she created a survey in Survey123 from the 6 page Stormwater Basin Report. Information from the H&H database can be automatically updated into the survey, but there are some issues such as the information previously entered into H&H is not correct. In order to use the information from H&H database, data from each township would be downloaded and then cleaned up. If the survey is needed to be used right away before the township data is cleaned up, you can gather information in the field and then wait until you return to the office to submit it with all the project information.
- G. Berg stated that certain information may not be needed to complete the report. The question is does it serve any purpose? The district needs to schedule a meeting with a township that has less basins in order to find out what information the township needs in the report. G. Berg suggest to only use the fields that are necessary.
- Survey 123 is easy and transferrable into online maps. ArcGIS Online is a good way to share the maps with townships and can make them editable.
- L. Wills states that once you finish initial survey of basin you must create a new survey for additional inspections. You can attach multiple pictures, but only one set of coordinates. Cannot show basin and its outlet with Survey123 unless you fill out two surveys. G. Berg has agreed to come into the office and sit with L. Wills to work on GIS. Training with G. Berg will answer the GIS questions. D. Knezick suggest that the district should research the townships that may want to have a Stormwater Basin Report.

NRCS REPORT: D. Kaufmann

- D. Kaufmann stated that N. Ciccaglione is in Maryland and that the report will be provided at the next meeting. D. Kaufmann asked if there are any questions or concerns that he can answer while he is in the meeting.

SSCC REPORT: R. Belcher

- Annual Conference – Ethics Training Deadline. F. Minch wants to do an online training since it was not done at the conference.

- Comments were made regarding the main speaker and the audience felt that some of the questions that were asked were not necessary. The Board stated that the past meetings were better.
- The second training on the Soil Erosion and Sediment Control Standards training is scheduled for November 29, 2017. This training will include the new Soil Health Standards which will become effective on December 7, 2017.
- The NJACD will be offering a Memorial Conservation Scholarship.
- Envirothon will be held on May 4, 2018 at a Boys Scout Camp in Elmer Township.
- Poster Contest will start soon.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of October 2017 the staff performed 386 inspections, issued ROC's for 65 Units and performed 25 plan reviews. One Notice of Violation has been issued since the October meeting. This violation was issued to the West Rancocas Redevelopment, Ph. 3B residential project for failure to install and maintain sediment barriers and for offsite sedimentation. D. Knezick questioned if the Inspectors are finding better compliance because of the Contractor Training that has been provided by the district. Reitmeyer responded that improvement has been noted especially on sites where course attendees are present.

- **Staff:** Inspectors remain at a good level. The NRCs Program Assistant is expected to begin work on November 20, 2017. Tim Robinson and Reitmeyer have renewed their CPESC membership.
- **2018 Proposed Meeting Schedule:** The proposed 2018 meeting schedule was distributed for discussion. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.
- **2018 Envirothon:** The 2018 event will be held at Camp Grice Boy Scout Camp in Elmer, Salem County. Approval to provide grants of \$150.00 to up to five schools to defer event costs is requested. On a motion of approval by D. Knezick and seconded by T. Budd.
- **2018 Poster Contest:** Board approval is requested to participate in this year's contest and to award monetary prizes as per previous years. On a motion of approval to grant a total of \$700.00 to the award winners.
- **Training Events:** All Field staff will attend a training session on the current NJ Standards on November 29, 2017.
- **251 File Purge:** A day to perform file purging has not yet been set.
- **District Technology:** A quote has been received to upgrade the GIS work station to Windows 10 Pro in amount of \$407.00. This quote is recommended for approval. On a motion of approval D. Knezick and seconded by T. Budd.

- **OPRA Request:** Information pertaining to an inspector who worked at the District about 20 years ago has been requested. The person making the request called in and I will collect and forward the information accordingly.
- **2017 Holiday Luncheon:** As per previous years a Holiday Luncheon will be held in coordination with the SJRC&D. The total cost last year was \$399.00 with the District supplying \$149.00 and SJRC&D \$250.00. This year's cost is estimated at \$413.00 of which the District would provide \$163.00. A motion of approval for Budds KNP to cater the Holiday Luncheon by T. Budd and seconded by D. Knezick. All in favor.
- **Office Voicemail:** The voice mail system in the office is still not working properly. Pam and I continue to explore options and are open to suggestions.
- **Excess Office Equipment:** The District is storing a variety of office equipment that is no longer needed, specifically printers for which the replacement of toner by the District is cost prohibitive. Options include indefinite storage, throwing away, donation to other non-profits or individuals. R. Belcher will check on the process.
- **Grant Submission Guidelines:** Reitmeyer is requesting guidelines to identify which grants should be pursued by the District. These guidelines could include District mission, grant source, potential for partnerships and limit/type of in-kind contribution. Reitmeyer is awaiting notification of an NJDEP grant and an additional NFWF grant that were mentioned last year.
- **Building Maintenance:** Fall cleanup has been performed by G & G. Reitmeyer trimmed and raked each of the rain garden. Reitmeyer seeded the western rain garden with white clover left over from the NFWF grant. A proposal from G & G for snow removal has been requested, but not received.
- **SJRC&D:** The council has been awarded a grant from the NJDEP and expects to finalize grant documentation shortly.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **12 251 Plans** and **4 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Team Campus Phase II of Bordentown; The Shoppes @ Old York Village of Chesterfield. The Woodmansie mine in Woodland Township will be expanding by 40 acres. On a motion of approval by T. Budd and seconded by D. Knezick. All in favor.

OLD BUSINESS:

1) FY 2017 Audit:

- Frenia, Holman and Allison has provided copies of the completed audit report. Copies of the audit have been provided to all Supervisors for review and comment. The audit was

reviewed for acceptance by the Board. On a motion of approval by D. Knezick and seconded by T. Budd. Reitmeyer will forward the audit to Frank Minch and ask T. Robinson to place it to the District website.

2) 2015 NFWF Grant:

- The last mini-grant cover crop seeding took place on November 1, 2017. A mixture of triticale, red clover and crimson clover was flown onto 20 acres for a farmer in Southampton. This farmer has already submitted EQIP application seeking multi-species cover crop assistance next year. The mini grant portion of the grant is now complete. Additional requests for monetary reimbursement will be made. As Cover Crop seminar is being planned for December 13, 2017 in coordination with NRCS. A notification for the event will be distributed shortly.

3) 2017 Annual NJACD Conference:

- A discussion of the conference took place.
- Ethics handouts were distributed to all Supervisors.

NEW BUSINESS:

1) 2018 Annual NACD Meeting:

- Meeting will take place January 27th thru 31st in Nashville, Tennessee at the Gaylord Opryland Resort and Convention Center.
- Agenda and Breakout meeting descriptions will be provided for all Supervisors.
- Supervisors interested in attending were asked to contact Reitmeyer.

2) NACD Grant Opportunity

- Grants are intended to grow District capacity for conservation planning.
- Can be used to hire new staff or train existing. Grants are for thirteen months.
- The Board questioned whether there is the potential to partner with Ocean SCD or Camden SCD. If pursued, the Board indicated it is more in favor of training existing staff with the intent of increasing long term district capacity.
- Reitmeyer will email Chad Cherefko of NRCS regarding these questions and additional NACD Grant details.

3) Municipal Basin Inspection Program

- The Board discussed the current staff capacity to perform these inspections if requested.
- The Board discussed the initial advertisement to municipalities. Reitmeyer was requested to reduce the document provided by the NJDA to one page and to provide the revised draft to G. Berg for approval prior to mailing.

PUBLIC COMMENT: None.

NEXT MEETING: December 20, 2017 (at 2:00 p.m.)

ADJOURNMENT: The meeting was adjourned at 5:06 pm. On a motion of approval by D. Knezick and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair

DONALD KNEZICK