

Minutes for: November 16, 2016

**PRESENT: G. Berg, D. Knezick, D. Caldwell, C. Costa, T. Budd, D. Kaufmann
R. Reitmeyer, T. Robinson, M Johnson and P. Saunders**

ABSENT: N. Ciccaglione and 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 3:05p.m.

Roll Call: G. Berg, D. Knezick, D. Caldwell, C. Costa, T. Robinson, D. Kaufmann, T. Budd, R. Reitmeyer, M. Johnson 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 October 26, 2016 meeting were approved on a motion by C. Costa, seconded by D. Knezick and recused by G. Berg. All in favor. Reitmeyer reviewed the District's CDs that are approaching maturation. It was discussed that the CD at 1st Colonial National would be allowed to roll over, that the two CDs at Santander would each be moved into a 15 month CD and that rates at Liberty Bell Bank will be monitored. The Bills to be paid and the Financial Report for November were reviewed and accepted on a motion by D. Knezick and seconded by T. Budd.

CORRESPONDENCE: R. Reitmeyer

- Open Space Property Agreement was presented for re-authorization by the District. Matt Johnson, Open Space Coordinator for Burlington County Resource Development was present to identify revisions from past agreements and to answer any questions. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor. G. Berg recused.
- Management Letter regarding 2017 Audit indicating we provided them with all information needs to perform the actual audit.
- A notification regarding a class action lawsuit involving Allen's Oil & Propane Class was discussed. Options presented to the District include no action, exclusion from the suit and objecting to the settlement. A motion was made by D. Caldwell and seconded by T. Budd for the District to take no action. All in favor.

SUPERVISOR MANUAL:

Chapter 10 was reviewed and G. Berg would like to present the Resolution to the State Committee. Chapter 11 has been distributed and tabled for discussion at the next meeting.

STAFF REPORT: T. Robinson

- Robinson requested a re-authorization of the Annual Poster Contest awards. In the past the district has provided awards in the amount of \$100, \$50 and \$25 reflecting 1st, 2nd and 3rd place winners for each respective grade category within the County. The awards total an amount of \$700.00. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.
- Robinson requested a re-authorization of the annual Envirothon grants. The district has offered grants in the amount of \$150.00 for up to 5 district schools, participating in the Envirothon, to assist with transportation and/or lodging expenses. To date, no school has applied for the grant. The policy is the school would register through the State and then send in a grant application. The 2017 Envirothon is going to be held in Morris County at Schooley's Mountain State Park. On a motion of approval by D. Knezick and seconded by D. Caldwell. All in favor.
- R. Reitmeyer and T. Robinson received notification that they have both passed the CPESC Exam and are now CPESC certified. It was mentioned that this accomplishment should be noted on the website of their accomplishments and that a press release should be provided to local newspapers.
- Robinson mentioned that he has been working with P. Evans to learn the hydraulic and hydrology regulations for 251 projects.
- Robinson has been working on a Native Plant Garden grant with the Helen Ford School in Pemberton. Robinson is waiting to be notified that school approvals have been received by the requesting group.
- Robinson thanked the Board for the opportunity to sit for the CPESC exam.
- Robinson mentioned an ESRI training that is being held on February 13th and 14th and expressed interest in attending. The Board has agreed to table for next month for discussion.
- Robinson notified the Board that he and his wife are expecting the birth of their first child in mid-December. He will use his accrued vacation time and Family Leave to spend time with his family accordingly.

NRCS REPORT: D. Kaufmann

- Kaufmann has mentioned that NRCS is screening and beginning to rank 17 applications. There are changes to the EQIP with the County.
- Kaufmann will be replacing Erin Bice and he will be in the Columbus Service Center on Tuesday, Wednesday and Thursday. On Monday and Friday he will be at the Freehold office.
- The Holiday Luncheon is next month and it has been requested if the same monies will be contributed to fund the event this year. The federal agencies always donate food to supplement the luncheon. The district will contribute an amount not to exceed \$150.00 to help fund the event. On a motion of approval by D. Knezick and seconded by D. Caldwell. All in favor.

SJRC & D: R. Reitmeyer

- Reitmeyer reported on the combined Holiday event.
- There has been some discussion of the value and mission of the SJRC&D in general and Team Habitat specifically.
- Craig McGee is requesting assistance for the completion of a Team Habitat project in Pemberton Township due to the medical absence of Billy Cooper of team Habitat.

SSCC REPORT: No Report

DISTRICT MANAGER'S REPORT: R. Reitmeyer REVISE

- **Snapshot of Activity:** For the month October, 2016 the staff performed 284 inspections, issued ROC's for 57 Units and performed 25 plan reviews, 1 Notices of Violation have been issued since the October meeting.
- **Staff Workload:** Inspection staff continues to be very busy with field inspection activity. In order to clean work spaces R. Reitmeyer and P. Saunders have been completing the file closeouts and P. Evans and T. Robinson have been purging closed files. Tim will be taking leave beginning around December 12, 2016 with an anticipated return of mid-January. He will be using a combination of accrued District leave and separate compensation from Family Leave Act. Reitmeyer mentioned that the District may wish to consider a policy for working from home. It was discussed that certain work items (basin summary data forms) could be performed outside of the office. Reitmeyer will review potential items as a pilot program.
- **County Open Space Agreement:** It was discussed that the next document should include language allowing the District to not participate on specific properties or to cancel the contract if the maintenance work described does not meet the intent of District's program. Additionally, the District should consider whether an opportunity exists regarding compliance inspections on preserved farms.
- **State Cost Share Table:** State funding may become available and the district will need to update the cost share table so that our farmers are not at a disadvantage. Reitmeyer indicated he has been working on with Nicole Ciccaglione and will resume once she returns from vacation.
- **Snow Removal Contract:** The 2016-2017 contract has been received from G&G. It includes some nominal increases, but is recommended for approval. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.
- **Office Items:** It is recommended that the purchase of new office chairs be planned starting with P. Saunders, a new shredder and 1-2 new printers are also needed. An amount totaling approximately \$500.00 is estimated for all items needed. On a motion of approval to purchase the listed items by D. Caldwell and seconded by T. Budd.
- **Audit:** Audit very clean, Audit action will be in done at the December meeting. The 2017 Audit Management Letter indicating we have provided them with all information for performing the audit requires signature. Reitmeyer will seek additional potential firms to perform the audit.

- **Soil Health Standard:** The Self Certification Form was reviewed at the October meeting. All comments must be provide to the SSCC in time for discussion at the December 12, 2016 SSCC meeting. Reitmeyer will attend.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are 284 Inspections, 57 Reports of Compliance, 10 251 projects and 2 RFAs and 1 Notice of Violation. On a motion of approval by D. Knezick and seconded by C. Costa. All in favor.

OLD BUSINESS:

1. **NFWF Grant:** Reitmeyer has completed a required annual financial report. The seeding performed at the Roohr field is doing well. A second cover crop application was provided at #208 Burrs Mill Road for Brian Pearson. This traditional cover crop application was also flown on. Reitmeyer will complete the funding request documents for both applications so that the District will receive reimbursement from NFWF. Reitmeyer mentioned that both L. Roohr and B. Pearson have completed the necessary NRCS forms to seek federal funding for these practices. Reitmeyer noted that in the course of traveling he has observed properties where cover crop would seem to be needed. He will draft a letter of introduction to be sent to these properties and also research translation services.
2. **CPESC Exam:** Reitmeyer and Robinson passed the exam and are now CPESC certified. Both will need to accumulate 8 hours of Professional development hours each year except this first year. An annual renewal fee of \$150.00 is also required. The Board will discuss the payment of this fee at a later date.
3. **Rain Garden:** D. Knezick mentioned that both rain gardens are not draining properly. Reitmeyer has spoken to Jeremiah Bergstrom of Rutgers about assistance in correcting the rain gardens. Reitmeyer is seeking additional contractors regarding this repair.

NEW BUSINESS:

1. **Resolution for NJACD:** G. Berg presented a resolution in support of native plant use and requested that after adoption by the District that it will be forwarded to the NJACD for adoption there and perhaps the Regional and National level. On a motion of approval by T. Budd and seconded by D. Caldwell. All in favor. D. Knezick recused. Reitmeyer will attend the NJACD meeting on December 12, 2016.
2. **District Technology:**
 - Reitmeyer mentioned that he has been advised by R. Babezki of Intellec IT that the cloud based backup will be implemented soon and that the approval of a 2017 maintenance contract is needed. New contract amount reflects additional units

requiring maintenance. The 2016 contract was for \$3,000.00 and the requested 2017 contract is \$3,255.00. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

- ESRI representatives have provided cost estimates for various levels of GIS service for Board review and approval. A desktop license with up to 5 mobile devices will cost approximately \$3,650.00 for setup with an annual renewal fee of \$2,900.00. A desktop license with one mobile device will cost \$1,500.00 for setup with an annual renewal fee of \$400.00. Professional services to customize the software for inspection/fee accounting through ESRI estimated at \$9,000.00 (\$225.00/hr.). On a motion of approval to purchase the single desktop license with one mobile application at a cost of \$1,500.00 and an annual renewal at \$400.00 by C. Costa and seconded by D. Knezick. All in favor.

3. District Staffing:

It was discussed that an intern can be advertised for once we determine GIS status and timeline. Reitmeyer reported that a draft agreement is ready for review and has been forwarded to Christine Raabe. A recent email from C. Raabe indicated that Ocean SCD is considering the hiring of a full time inspector which would eliminate the need the share an employee with the Burlington SCD.

PUBLIC COMMENT: The December meeting will be held on the 3rd Wednesday of December. The District office will host their annual holiday luncheon, in coordination with SJRC&D at that time.

EXECUTIVE SESSION: The Board entered into executive session at 5:08 on a motion of approval by C. Costa, seconded by D. Knezick for the purpose of discussing personnel matters.

The Board re-entered Public Session at 5:25 on a motion of approval by C. Costa, seconded by D. Caldwell.

NEXT MEETING: December 21, 2016.

ADJOURNMENT: The meeting was adjourned at 5:25 pm. On a motion of approval by D. Knezick and seconded by C. Costa. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair