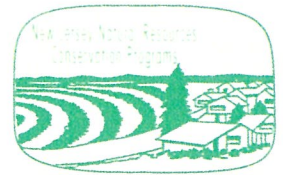


**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

Tel: (609) 267-7410 Fax: (609) 267-3347



 **DRAFT**

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

**DISTRICT MEETING AGENDA  
November 17, 2025**

- 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). DISTRICT MANAGER'S REPORT
- 8). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). OLD BUSINESS
  - 1). FY 2025 Audit
- 10). NEW BUSINESS
  - 1). 2025 NJACD Annual Partnership Meeting
  - 2). Supervisor Vacancy
  - 3). NACD Annual Meeting
- 11). PUBLIC COMMENT
- 12). NEXT MEETING **December 17, 2025 at 2:00 pm**
- 13). ADJOURNMENT

**DRAFT**

**Minutes for: November 17, 2025**

**PRESENT: G. Berg, D. Caldwell (via phone), A. Winzinger, N. Ciccaglione, Z. Wobbe, R. Reitmeyer and P. Knighton**

**ABSENT: T. Budd**

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 3:00 p.m.

Roll Call: Gina Berg, Daniel Caldwell, Audrey Winzinger, Nicole Ciccaglione, Z. Wobbe, 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 September, 2025 meeting were approved on a motion by A. Winzinger and seconded by G. Berg. D. Caldwell abstained from minutes.

#### **FINANCIAL REPORT:**

- The CD at Fulton Bank matured on 11/4/25, was closed and the funds placed in the District checking account.
- The next CD to mature is held at Ocean First Bank and matures on 11/23/25. Reitmeyer has contacted the branch manager to confirm the advertised bank specials (4 mo. @ 4.00%, 6mo @ 3.80% and 11 mo. @ 3.40%) will be available to the District. The preferred term/rate was identified as the 11 month special pending any rate changes.
- The next CD to mature is at American Heritage on 12/20/25.
- USDA Rent has not been received since the Government Shutdown.
- 251 revenue was improved for October and November.

The Bills to be Paid for October were reviewed and accepted on a motion of approval by A. Winzinger and seconded by D. Caldwell.

## **CORRESPONDENCE: R. Reitmeyer**

- Agenda from the Nominating Committee 11/24/25.
- Email from Tim O'Brien regarding Annual Storm Water Inspection Report for Moorestown, NJ.
- Email from Sara Mellor regarding 2025 Years of Service Recognition for District Supervisors and District Staff.
- Email from SM/FPAC, FBC Lease Acquisition Admin Branch regarding the Restoration of Federal Funding for FY 2026 and Resumption of Leasing Operations.
- Email from EnviroCert with a 30 day Renewal Reminder for R. Reitmeyer and T. Robinson.
- Email from Ines Zimmerman regarding 2026 Envirothon Event at the Ocean County-Light House Center.

## **STAFF REPORT: Z. Wobbe**

Wobbe reported that the Totten Property in North Hanover has been making steady improvement. The Doyle Veterans Cemetery, also in North Hanover, is preparing for lessened site activity during the winter months. The Bordentown Greene site in Bordentown Twp is also preparing for winter stabilization.

## **NRCS REPORT: Nicole Ciccaglione**

Nationwide Program 2026 signup on January 15, 2026 for All Programs. For 2025 there are 33 Contracts 26 are in Burlington.

Deferring 2026 Applications: 88 EQIP 61 are in Burlington; 21 CSP and 14 are in Burlington, 39 AMA and 29 are in Burlington.

State Cost share payment applications for Drip Irrigation (Apples) in Mansfield; Tile Drainage final payment in Springfield and Variable Frequency Drive (extra component) in Shamong.

## **DISTRICT MANAGER'S REPORT: R. Reitmeyer**

### **Snapshot of Activity for September 2025:**

For the month of September 2025 the staff performed 347 inspections, issued ROC's for 44 Units and performed 31 plan reviews. Additionally 29 MS4 inspections were performed. One Notice of Violation was issued in September.

## **Snapshot of Activity for October 2025:**

For the month of October 2025 the staff performed 357 inspections, issued ROC's for 87 Units and performed 42 plan reviews. Additionally, 114 MS4 inspections were performed. One Notice of Violation was issued in October.

- **Staff:**
  - Construction activity continues to be steady. Current issues include soil tracking and site preparation activities for winter.
  - P. Knighton has been filing purged projects.
- **Service Center Holiday Luncheon:**
  - Planned for Wednesday, 12/17/25 at 12:00 pm. The District meeting is scheduled to begin at 2:00.
  - Catering cost was discussed for an amount not to exceed \$600.00. On a motion of approval by D. Caldwell and seconded by A. Winzinger.
- **SJRC&D:**
  - Not Held
- **Building Items:**
  - An electrical switch was repaired.
  - Landscaping cleanup has been completed by G&G.
  - Replacement of Exit lights and fixture batteries may be needed.
- **2025 MS4 Compliance Services:**
  - Inspections have been completed for Beverly, Pemberton Twp., Southampton and Willingboro Twps. Pemberton and Willingboro have been invoiced.
  - Inspections are nearing completion in Burlington Twp., Florence and are underway in Medford Twp.
  - Willingboro has requested the inspection of 50-60 stormwater outfalls and R. Reitmeyer is awaiting the necessary approval documents.
- **District Postage:**
  - Reitmeyer and P. Knighton have identified Postage as a potential cost saver by reducing the amount of certified plans that are mailed from the office. Total postage currently costs \$3,000 per year +/-.
  - Districts vary in the number certified plan copies that are mailed.
  - This will also result in a cost saving to applicants and a reduction of waste.

## **CHAPTER 251 & RFA: R. Reitmeyer**

Certification Report for the month of October was presented and discussed. Reitmeyer reported there are 17 plans and 3 RFAs for the month of October were as follows:

Certification Report for November was presented and discussed. Reitmeyer reported there are 33 plans and 13 RFAs for the month of November. G. Berg will recuse from numbers 6, 10, 12, 13, 14 and 20. D. Caldwell will recuse from number 22 and A. Winzinger will recuse from number 9.

On a motion of approval to accept the Certification Reports by A. Winzinger and seconded by D. Caldwell. Recusals as stated. All in favor, motion approved.

## **OLD BUSINESS:**

### **1) FY 2025 Audit:**

The items from the SSCC audit have been discussed with the auditor. A draft audit has not yet been received for Supervisor review. Reitmeyer expects a draft to be ready for the December meeting.

## **NEW BUSINESS:**

### **1) 2025 NJACD Annual Partnership Meeting:**

The meeting will be held on Monday, 11/24/25 at the Mercer County Community College conference center. Supervisors G. Berg, D. Caldwell and A. Winzinger and staff members S. McGee, R. Reitmeyer, T. Robinson and Z. Wobbe have been registered.

### **2) Supervisor Vacancy:**

The Board has had a vacancy since Dan O'Connell stepped down. The District publicly advertised this vacancy as required. The District's Nominating Committee met on 11/12/25 and subsequently approved David C. Frank for nomination to the Burlington SCD Board of Supervisors. Reitmeyer will forward the necessary documents to the NJ State Soil Conservation Committee for consideration at the next SSCC meeting currently scheduled for 12/8/25.

### **3) NJACD Annual Meeting:**

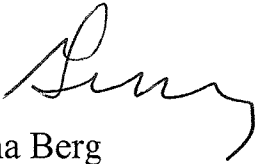
The annual meeting will be held from 2/14 to 2/19/2026 in San Antonio, Texas at the Marriott Rivercenter on the River Walk. The agenda is available, but breakout sessions have not yet been identified. Early Bird registration (\$499) is open until 12/19/25.

**PUBLIC COMMENT: No Public comment**

**NEXT MEETING: December 17, 2025 at 2:00 pm**

**ADJOURNMENT:** The meeting was adjourned at 4:05 pm. On a motion of approval by A. Winzinger and D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gina Berg", written in a cursive style.

Gina Berg  
Chair