



Please note: The District meeting will be the 3rd
Wednesday at 3:00pm and held remotely

DISTRICT MEETING AGENDA
November 17, 2021

- 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
- 10). OLD BUSINESS
 - 1). 2021 NJACD Business Meeting (Virtual)
 - 2). 2021 NJACD/SSCC Caucus Meeting (Virtual)
 - 3). FY 2021 Audit
- 11). NEW BUSINESS
 - 1). Building Re-Opening Updates
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **December 15, 2021**
- 14). ADJOURNMENT

Minutes for: November 17, 2021

PRESENT: G. Berg, T. Budd, D. O'Connell, A. Winzinger, T. Robinson, R. Reitmeyer and P. Saunders

ABSENT: D. Caldwell and N. Ciccaglione

CALL TO ORDER:

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 3:02 p.m.

Roll Call: G. Berg, T. Budd, D. O'Connell, A. Winzinger, T. Robinson, 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 September meeting were approved with changes on a motion by T. Budd and seconded by D. O'Connell. All in favor.

FINANCIAL:

The Bills to be Paid for November were reviewed and accepted on a motion by A. Winzinger and seconded by T. Budd. A Bill has been signed by the Governor making Employers eligible to recoup certain payroll taxes paid during the pandemic. P. Saunders will follow-up on this and report back to the Board.

- Delmarva Bank (Liberty Bell) CD #26795724 matured on 10/20/21 and was allowed to roll over as 18-month CD at .25%.
- A new CD was opened at William Penn Bank for 18-months at .25%.
- A new CD was opened at Delmarva (Liberty Bell) for 18-months at .25%.

CORRESPONDENCE: R. Reitmeyer

- Notification from Intellec Solutions of New Jersey regarding the annual Sonic WALL Security Suite and Crypto Prevent Anti-Ransomware Software Renewal update.
- Email notification from Joseph Cortes regarding final analysis of the possible Solar Panel Installation at the district office.
- Notification from an applicant requesting the return of their Chapter 251 fees because they decided not to go forward with construction.
- Email notification from New Jersey Department of Agriculture with a Notice of Job Vacancy for Agricultural Resource Specialist 3.

STAFF REPORT: T. Robinson

- T. Robinson mentions that he has been very busy with plan reviews and with site inspections.

NRCS REPORT: No Report

SSCC Report: No report.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for October 2021: For the month of October 2021 the staff performed 234 inspections, issued ROC's for 43 Units and performed 23 plan reviews. 41 MS4 Basin inspections were conducted in October. One violation has been issued since the October meeting: Segme Warehouse of Mansfield for offsite sedimentation, silt fence not maintained.

- **Staff:** Construction activity continues to be steady and shows no sign of slowing.
- **Work from Home Items are still being utilized.**
- **CPEsc Certifications:** Certification for T. Robinson and R. Reitmeyer have been completed.
- **New Vehicle:** New Ford Escape is ready for delivery.
- **MS4 Program:**
 - Inspections are proceeding in all participating Townships.
 - Inspections in Southampton, Pemberton and Beverly are nearly completed.
 - All Inspections will be completed by 12/31/21.
- **Supervisor Signatures for Certified Soil Erosion and Sediment Control Plans:**
 - Supervisor signatures have typically been placed on the District's copy of the SE&SC plan and on the transmittal sheet.
 - This step has not been completed since the onset of virtual District meetings.
 - After discussion it was determined that the documents requiring Supervisor signatures will be made available on Wednesday December 1st.
- **Potential District Solar Panels:**
 - Reitmeyer forwarded a sketch of potential panel placement to Tattleaux Solar.
 - This sketch was based upon Board discussion from the October meeting.
 - Tattleaux will be reviewing the document to determine if they are able to proceed.
- **SJRC&D:**
 - Meeting held in virtual format on 11/17/21.
 - Grants are all on schedule.
- **Building Maintenance:**
 - Landscape maintenance around the District office will be needed in the Fall.
 - Reitmeyer is expecting a proposal for cleanup and re-mulching from G&G Landscaping.
- **2022 NACD Annual Meeting:**
 - Currently scheduled for February 12th-16th in Orlando Florida.

- **NJACD Partnership Meeting:**

- This has been rescheduled to March 28 2022 as an in person meeting.
- Meeting will be held at the Freehold SCD offices.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are **19** 251 Plans and **6** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: 44 Hydrangea St.; Team Campus Phase II, Outparcels at Target Marlton, Route 73 South Phase/Redevelopment Project-The Cove @ Palmyra Residential and Proposed Dollar General.

On a motion of approval by A. Winzinger and seconded by D. O'Connell with the recusal of 989 Coopertown Road in Delanco for A. Winzinger. All in favor, motion approved.

OLD BUSINESS:

1) 2021 NJACD Business Meeting

- Meeting held on Wednesday 11/10/21 from 12:00 – 1:30 in virtual format.
- Participation in two meeting is required by the Supervisor Performance Standards
- G. Berg and A. Winzinger attended the meeting.

2) 2021 NJACD/SSCC Caucus Meeting

- Meeting held Thursday, 11/4/21 in virtual format.
- Northern Caucus incumbent Supervisor representatives were approved.
- Southern Caucus incumbent Supervisor representatives were approved. Camden SCD Supervisor Dennis Dougherty was elected to the vacant position.
- Discussion was held regarding the cost of the NJ Envirothon.

3) FY 2021 District Audit

- All components of the audit have been completed.
- The audit company is waiting for the State to provide language related to post-employment benefits (GASB).
- Reitmeyer has requested a draft of the audit containing all language except that which is related to GASB.

NEW BUSINESS:

1) Building Re-Opening Updates:

- The return to office for State of New Jersey offices is still scheduled for November 29th.
- The USDA offices will begin their return to office for all employees on January 3, 2022.
- The Service Center will continue to be closed to the general public until further notice.

2) New Staff

- G. Berg initiated discussion on the addition of a new staff person as approved in the FY 2022 budget
- Reitmeyer will draft the appropriate advertisement.

PUBLIC COMMENT:

NEXT MEETING: December 15, 2021

ADJOURNMENT: The meeting was adjourned at 4:02 pm. On a motion of approval by D. O'Connell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Berg', with a stylized flourish at the end.

G. Berg