

Minutes for: November 28, 2018

**PRESENT: G. Berg, D. Caldwell, A. Winzinger, E. Wills, R. Belcher, N. Ciccaglione
R. Reitmeyer and P. Saunders**

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: G. Berg, D. Caldwell, A. Winzinger, L. Wills, R. Belcher, N. Ciccaglione, 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 24, 2018 meeting were approved on a motion by D. Caldwell and seconded by A. Winzinger. All in favor.

FINANCIAL:

- The Bills to be paid and the Financial Report for November 28, 2018 were reviewed and accepted on a motion by A. Winzinger and seconded by D. Caldwell. All in favor.
- A 12 month CDARS account maturing on 12/6/18 was approved to be reinvested as a 5 yr. CDARS account.
- R. Reitmeyer will review available rates at various institutions for other District CDs maturing in January for discussion at the December meeting.

CORRESPONDENCE: R. Reitmeyer

- Email notification from M. Johnson, Open Space Coordinator for Burlington County regarding the 2018 Fairgrounds Turf Renovations. SJ Turf was the low bidder in the amount of \$13,571 and has been awarded the contract. M. Johnson also clarified that the County does not perform maintenance around the Service Center sign along Jacksonville-Jobstown Rd.
- R. Reitmeyer received the 72-hour start notice for the Lennar at Rancocas Creek residential subdivision. This is a large residential development in Eastampton Township.
- Email from G. Berg identifying a potential training and conference opportunity at the Watershed Institute. T. Robinson and P. Evans attended the NJ Watershed Conference on November 2, 2018.
- The District received an OPRA Request for the Stanker & Galetto site in Delran Twp. R. Reitmeyer and E. Wills met with the Jeff Lux, representing former site occupant Dietz and

Watson, to discuss the site and also to determine which documents were needed to satisfy the request.

- R. Reitmeyer discussed email correspondence pertaining to the construction of the Endeavour School in North Hanover. The contractor and School District have questioned the District's jurisdiction over site concerns.

STAFF REPORT: E. Wills

- E. Wills mentioned 251 Projects including the Good Farm recreation facility in Southampton Twp., the Seneca Wood residential development in Tabernacle Twp. and the Autumn Park residential development in Medford Twp.
- E. Wills mentioned that she has begun using the Compaction Mitigation Form.
- E. Wills mentioned that the Ethics Training provided at the NJACD conference was very good and informational.
- E. Wills has taken three free ESRI Webinars recently and is also interested in attending an in person training with ESRI. More information will be gathered regarding this training.
- Wills communicated that the staff wanted to thank the Board and R. Reitmeyer for completing the Policy Manual.

NRCS REPORT: N. Ciccaglione

- For 2019, EQIP has 56 new applications so far.
- In 2016 there was a Request for Assistance that was never signed for Diane Gabler. The cooperater agreement now needs to be signed by the Board. She is working with NRCS with a contract.
- New 2018 request for assistance for Dragon Fly Acres for drainage, irrigation and well.
- State Cost Share, payment request – Linear irrigation system for Smithville Farm (Land owners signature is needed) Request for approval and have the applicant come back into the office to execute the document.

SSCC REPORT: R. Belcher

- F. Minch and J. Showler are putting together a Basic Training and Technical Training for Plan Reviewers.
- F. Minch is planning to invite DEP Water Compliance personnel to an upcoming liaison meeting so that the district can discuss compliance concerns and share contacts.
- There has been discussion about extending the Annual Conference to a 2-day event as in past years. Input from District Supervisors is being requested.
- State Cost Share list will be coming out soon.
- NACD Conference will be held in San Antonio and there is a grant for new supervisors to attend. For those who are interested you can contact Joe Lomas to get the information. The conference is from Feb. 2-6, 2019.

- Envirothon will be held on May 11, 2019 hosted by Camden County.
- Poster Contest information has been distributed to the Districts.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month September 2018 the staff performed 391 inspections, issued ROC's for 54 Units and performed 25 plan reviews. Three Violation has been issued since the October meeting. A violation was issued to Rowan College at Burlington County for soil disturbance prior to District approval; Burlington Meadows for failure to provide temporary stabilization in the required timeframe and Crosswicks Forge, LLC for soil disturbance prior to District approval.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Annual Report:** Distribution of the report has begun. More will continue.
- **NFWF 2015:** The final payment has been received. NFWF has a policy of holding back 10%.
- **NJDEP Request:** David McPartland of the NJDEP reviewed the District's boat earlier today. It seems to meet the current needs of a non-profit group near the Barnegat Bay. McPartland agrees that there is no obligation for the District to return the boat. The Board is still agreeable to lending the boat, motor and trailer and has suggested to set a timeframe of use for 6 months. The non-profit entity must have, or obtain, proper license and insurance and return these items within that timeframe or receive an extension from the District. R. Reitmeyer will wait to hear back from the NJDEP and/or the non-profit entity.
- **Supervisor Vacancy:** All of the necessary items for the Nomination of Rose Robson have been completed. Action on this items is set for the December 10, 2018 SSCC meeting. Rose had indicated she would like to accompany me to the meeting.
- **Camden SCD Conflict Request:** Application for this potential 251 project has not yet been received.
- **Water Testing at the District Office:** EMSL has provided a quote for 2019 at a cost of \$560.00 which includes \$300.00 in travel cost. LECO Labs have also provided a quote in the amount of \$340.00. On a motion of approval to use LECO Labs by A. Winzinger and seconded by D. Caldwell.
- **Holiday Luncheon:** R. Reitmeyer will attempt to contact Budds KNP again to see if they are able to provide catering this year for approximately 30 people. The Board has agreed to spend up to \$200.00 for the luncheon. On a motion of approval by A. Winzinger and seconded by D. Caldwell
- **D. Knezick:** D. Knezick has asked if an intern with Pinelands Nursery could spend a day with an Inspector. G. Berg provided approval for R. Reitmeyer to make the necessary arrangements
- **Building Maintenance:** R. Reitmeyer has reset the building and parking lot lights. Two building lights required replacement. Water heater and heater seem to be working properly. R. Reitmeyer has also requested a 2018-2019 proposal for snow removal from G & G Landscaping.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **18 251** Plans and **3 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Autumn Park at Medford which has approximately 250-300 units; Rising Sun Meadows of Bordentown which is a residential project; NJNG-Southern Reliability Link of Chesterfield and North Hanover involves gas line upgrades. On a motion of approval by A. Winzinger and seconded by D. Caldwell.

OLD BUSINESS

1. 2018 NFWF Grant

- The revised budget has been accepted and the grant approval document has been executed by R. Reitmeyer and returned to NFWF for signature.
- R. Reitmeyer will arrange to take first steps in completing the grant.
- Advertising Grant – Print Media, Electronic Media, FSA will provide a mailing list, and Press Release – email NFWF.

2. 2018 Annual NJACD Conference

- The Board discussed the speakers presenting at the Conference.
- The Board discussed the NJACD Business Meeting portion of the Conference.

NEW BUSINESS

1. 2019 NACD Annual Meeting

- February 2nd – 6th, 2019, San Antonio Texas.
- Early Bird date is December 4, 2018 and January 11, 2019 onsite only. G. Berg mentioned that R. Reitmeyer may offer conference attendance to a staff member if there is no representation from a Board member.

2. 2019 Municipal Shared Services

- All of the inspections required to be performed for Burlington Township have been performed. One more billing is required.
- A few more basin inspections for Springfield Township are still needed.
- The free basin inspection requested by Mansfield Twp. will be performed soon.
- The Board discussed the per basin inspection cost for inclusion in potential 2019 agreements. R. Reitmeyer was directed to increase the per basin inspection cost to \$75.00.

EXECUTIVE SESSION:

On a motion of approval by A. Winzinger and seconded by D. Caldwell to enter into executive session at 5:10 pm. On a motion of approval by D. Caldwell and seconded by A. Winzinger it was moved to return to the District's regular meeting session at 5:19 pm.

OTHER NEW BUSINESS:

On a motion of approval by A. Winzinger and seconded by D. Caldwell, staff member Timothy Robinson was approved for promotion to the position of Senior Resource Specialist.

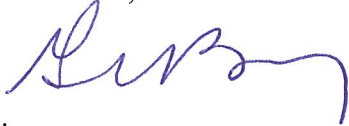
PUBLIC COMMENT: N/A

NEXT MEETING: December 19, 2018 at 2:00 pm.

ADJOURNMENT:

The meeting was adjourned at 5:20 pm. On a motion of approval by A. Winzinger and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair