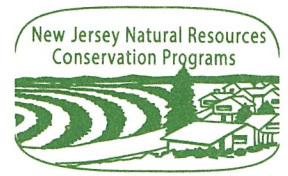


**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

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



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

**DISTRICT MEETING AGENDA  
November 18, 2020**

- 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). FY 2020 Audit
  - 2). 2020 NJACD Joint Annual Conference
- 11). NEW BUSINESS
  - 1). 2021 NACD Annual Meeting  
(Virtual Format)
  - 2). Supervisor Performance Standards
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **December 16, 2020**
- 14). ADJOURNMENT

**Minutes for: November 18, 2020**

**PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, Sean McGee  
R. Reitmeyer and P. Saunders**

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, D. Caldwell, T. Budd, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer 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 21, 2020 meeting were approved on a motion by D. O'Connell and seconded by A. Winzinger. T. Budd abstained from October minutes. All in favor.

The Bills to be paid for November were reviewed and accepted on a motion by A. Winzinger and seconded by D. O'Connell.

**CORRESPONDENCE: R. Reitmeyer**

- Executive Order No. 192 regarding the Coronavirus.
- Email notification that the NRCS Program Assistant payment #12 is being processed.
- Email notification from F. Minch regarding Supervisors Ethics training.
- Email notification from Frank Minch regarding the NRCS-SSCC-SCD MOA. Reitmeyer was requested to forward a copy to all Supervisors without edits.
- Email notification from N. Saumweber regarding the grant for the Program Assistant position extending to December 31, 2021.
- Email notification from Nightlinger, Colavita and Volpa regarding standard required audit language.
- Email notification from N. Ciccaglione regarding the 2018 Farm Bill which includes an update of the Practice Standards.
- Email from T. Wisniewski (FSA) regarding the County Committee Elections requesting the use of the conference room to address the COVID-19 Regulations of safe distancing. The request is to use the room on December 14, 2020 at 9:00 and it will consist of 5 people in the conference room. The agency will wipe down the room when the meeting is over.
- Email from T. Wisniewski (FSA) regarding the RD / FSA counter and door locks.

**STAFF REPORT: Sean McGee**

- 251 inspections are being performed and sites are very busy.
- Most of the Hainesport mapping has been completed and is being reviewed for accuracy. complete.

- The base map for Southampton Twp. is complete and data points will be added shortly. The work items requested by Southampton will be a joint effort with R. Reitmeyer.
- Training R. Reitmeyer on the use of ARC GIS Collector in order to collect GPS data points while basin inspections are being performed.

#### **NRCS REPORT: N. Ciccaglione**

- 2021 program Application cutoff is Friday Nov 20<sup>th</sup>. We have received 30 applications in Columbus so far.
- One action item approved in between meetings was for John Hoefling for State Cost Share payment request for an irrigation well installed.
- New state cost share application and conservation plan for SCD certification is for DLS- Dave Specca for Tile drains.
- Additional program application for SCD certification for Probasco Farms for CREP. Bills have exceeded the amount that was granted on the first application so a second one was needed for the balance.

#### **SSCC REPORT: G. Berg**

- At the association meeting it has been announced by F. Minch that they will be advertising for a position in the State Office to replace the open position.

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

- **Staff:** Inspection numbers continue at a good level. Construction activity has been steady and new construction projects continue to start up. Purging of closed files has been completed.
- Senior Resource Specialist Paul Evans has officially retired effective November 1, 2020.
- Work from Home measures are still being utilized
- **COVID-19 Preventative Measures Continue as previously implemented and as required by Governor Murphy's Executive Order No. 192:**
  - Effective March 17<sup>th</sup>, 2020 the Service Center was closed to all visitors and this remains in effect until further notice.
  - All State and Federal guidelines are being adhered to, including inspection protocols.
  - A Plexiglas "sneeze guard" has been purchased for the front counter in anticipation of reopening the building to the public.
  - A no-touch infrared thermometer has been purchased to take the temperatures of staff and visitors as deemed appropriate.
  - All staff are completing a COVID-19 health screening prior to entering the office.
  - All staff are wearing face masks in all building common areas.
- **MS4 Compliance Services:**
  - Sean McGee has completed the initial data gathering for requested items in Hainesport and map formation is significantly completed. All data points and mapping will be verified for quality control.

- Reitmeyer has nearly completed all stormwater basin inspections for Burlington Township.
  - The base map for Southampton Township has been completed and data collection is underway. S. McGee has provided Reitmeyer with training on the ARC GIS Collector app.
- **NFWF 2018:**
    - The cover crop demonstration plots continue to mature.
    - Reitmeyer has requested a 12-month extension of the grant that will provide one more fall growing season.
    - Reitmeyer has requested repayment of prior District expenses in the amount of \$3,904.00.
- **SJRC&D:** Grants are moving ahead. A discussion of possibly moving the meetings to the 4th Wednesday but has not been put in place.
- **Building Maintenance:**
    - Server replacement is complete. B. Babezski has recommended a Crypto Provent Ransomware application that would prevent attacks. The cost is \$125.00 which would ensure additional protection. On a motion of approval by G. Berg and seconded by D. O'Connell.
    - The District office is due for fall landscape maintenance given the approval by the Board. G. Berg suggest that the district proceed with the quote.
    - FSA has asked if the District would be willing to pay for the security modifications requested by FSA. After discussion it was determined that the District would not offer to pay for these renovations.

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

Certification Report was presented and discussed. Reitmeyer reports there are **19** 251 Plans and **8** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Moss Mill Motts Farm 69kv Transmission Line Rebuild Project that is running through Bass River Township; Segme Mansfield, LLC which is a warehouse located in Mansfield Township and Sea Box project located in Cinnaminson Township.

Chapter 251 Projects that have been recused by D. Caldwell are the Segme Mansfield, LLC and Sea Box of Cinnaminson.

On a motion of approval by D. Caldwell and seconded by A. Winzinger. All in favor, motion approved.

## **OLD BUSINESS:**

### **1) FY 2020 Audit**

- Audit has been completed and the second draft of the document has been provided to all Supervisors for review and comment.
- The Audit is recommended for acceptance pending any questions. On a motion of approval by D. Caldwell and seconded by A. Winzinger.

**2) 2020 NJACD Joint Annual Conference**

- The conference was presented via ZOOM. G. Berg, A. Winzinger and P. Saunders represented the district.

**NEW BUSINESS:**

**1) 2021 NACD Annual Meeting (Virtual Format)**

- Currently scheduled for February 6<sup>th</sup> thru the 10<sup>th</sup>.
- Format has been modified to be held in a virtual format.
- The District's application to provide a breakout session has been accepted by the NACD and a confirmation is required by November 20, 2020.
- The recording of sessions is tentatively scheduled for the first half of January 2021.
- Registration will be \$50.00 and it will be presented from February 1-10, 2021.
- Eric Hansen presentation filming will be the middle of January. Reitmeyer will forward the information from NACD.

**1. Supervisor Performance Standards**

- Thomas E. Budd (6/30/21): Our records indicate that Tom has attended 22 out of a possible 26 meetings to date for 85% and has attended 1 NJACD meeting and Business meetings.
- Daniel Caldwell (6/30/21): Our records indicate that Dan has attended 23 out of a possible 26 meetings to date for 85% and has attended t NJACD meetings and Business meetings.
- Gina Berg: 6/30/22
- Audrey Winzinger: 6/30/22
- Daniel O'Connell: 6/30/23
- New policy regarding Nominating Committee rules for evaluating supervisors is as follows: All supervisors must attend 75% of the district meetings and also 2 of the 3 Business meetings. Comments are to be received soon. The board has agreed to table for the next meeting in December.

**2. Use of District ZOOM account**

- G. Berg offered the use of the District's account to communicate with relatives over the Thanksgiving Holiday given the approval of the Board. On a motion of approval by A. Winzinger and seconded by D. O'Connell.

**PUBLIC COMMENT:** No Comment.

**NEXT MEETING:** December 16, 2020

**ADJOURNMENT:** The meeting was adjourned at 4:20 pm. On a motion of approval by D. O'Connell and seconded by A. Winzinger. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg