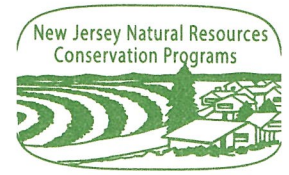


BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

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



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

**DISTRICT MEETING AGENDA
October 21, 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
- 11). NEW BUSINESS
 - 1). 2020 NJACD Joint Annual Conference
(Nov. 15th and 16th, Location TBD)
 - 2). 2021 NACD Annual Meeting
(Feb. 6-10, New Orleans, L.A.)
 - 3). Supervisor Reappointment Status
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **November 18, 2020**
- 14). ADJOURNMENT

Minutes for: October 21, 2020

**PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell A. Winzinger, N. Ciccaglione,
T. Robinson, 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 3:03 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, D. O'Connell, A. Winzinger, N. Ciccaglione, 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.

The minutes of the September 16, 2020 meeting were approved on a motion by A. Winzinger and seconded by D, Caldwell. O'Connell abstained. All in favor.

The Bills to be paid for October reviewed and discussed with explanation for charges for: a new server; NACD 2021 Membership; Signage for the Covercrop; fee for the Attorney's review of a legal document for the 2020 Annual Audit accepted on a motion of approval by D Caldwell and seconded by A. Winzinger.

Financial:

- The Ocean First CD that matured on 9/11/20 has been closed out and the funds deposited into the District's main account at Investors Bank.
- The CD at Republic Bank that matured on 9/15/20 has been reinvested as a 12 month CD at .50%.

Correspondence:

- Email notification from Nicole Ciccaglione regarding USDA state office phase 2 COVID office re-openings.
- Email from Eric Hansen of NACD acknowledging receipt of the District's submittal.
- Email from Burlington County Open Space Coordinator Matt Johnson detailing upcoming County open space items.
- Email notification from Envirocert regarding the certification expiration for Tim Robinson and R. Reitmeyer.
- Email notification from Frank Minch regarding the Permit Extension Act.
- Email notification from the National Fish and Wildlife Foundation regarding the requested extension.

STAFF REPORT: Timothy Robinson

- It has been announced that there will be a Poster Contest in 2021 and the topic will be Health Forest/Communities.
- Robinson has requested that the District maintain the awards that they have in place disbursing for the three grades 3 \$200.00, \$100.00 and \$50.00 awards with a Grand Prize of \$100.00 that will total \$1,500.00 On a motion of approval by D
- The Board agreed to purchase a gift card and a parting gift upon Paul's official retirement from the District.
- Update website with Cover Crop Time Lapse.
- Robinson mentions he is getting settling in with reviewing plans.

NRCS REPORT: N. Ciccaglione

- New employee that has started and her name is Tai Chong.
- We are moving forward in 2021. Deadline for EQIP is November 20, 2020. We have 21 new applications.
- 4 Items for signature include 1 Forrestry Plan, 3 State Cost Share. There are 2 new applications which there is one located on Pemberton Road and 1 new Ditch Clearing.

SSCC REPORT: G. Berg reported on the Supervisor Performance Standards subcommittee she is representing the district on. Suggestion of a ZOOM meeting.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for September 2020: For the month of September 2020 the staff performed 245 inspections, issued ROC's for 36 Units, performed 16 plan reviews, and entered 6 Basin database summary forms into the Rutgers database. Twenty-two MS-4 Basin Inspections were performed. One Notice of Violation has been issued since the September meeting.

- **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 is nearing completion. Approximately 75 boxes of newly purged files have been placed in the barn.
- **Senior Resource Specialist Paul Evans will be retiring effective 11/1/20.** Paul's last day in the office was September 23rd. He is currently using accumulated vacation leave and administrative leave until the end of October.
- **Reallocation of Responsibilities:** Work items previously handled by P. Evans have been distributed to other staff members. T. Robinson is now performing the majority of all plan reviews, both new applications and revisions. Township inspection assignments have been re-distributed.

- Work from Home Items are still being utilized.
- **COVID-19 Preventative Measures Continue as previously implemented:**
 - Effective March 17th the Service Center was closed to all visitors and this remains in effect until further notice.
 - All State & Federal guidelines are being adhered to, including inspection protocols.
 - A plexiglass "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.

- **MS4 Compliance Services:** Reitmeyer has returned a fully executed Shared Services Agreement to Southampton Township. Southampton has requested District assistance to provide GIS mapping of all inlets/outfalls, Stormwater basin mapping and Stormwater basin inspections. Reitmeyer is continuing the inspections of basins in Burlington Township. Sean McGee has completed the base map for the Hainseport Twp. agreement and has been actively collecting data points.
- **NFWF 2018:** Reitmeyer continues to contact producers within the grant area. The cover crop demonstration plots have been completed, seeded and provided with signage. Each plot is growing nicely. Reitmeyer is in the process of seeking an extension of the grant that will provide one more fall growing season. NFWF Farmers are conservative.
- **SJRC&D:** The Manalapan grant is moving ahead with T. Wilmont as Director and C. McGee as Treasurer. SJRC&D may seek use of District's Gator and District Inspector Sean McGee for GIS related work. This grant includes the purchase of a No Till drill seeder.
- **Building Maintenance:** Reitmeyer met with a potential contractor for the requested items and has received a suitable quote. Acceptance by USDA is necessary prior to moving ahead with the work.
- **Server Upgrades:** The new server has been purchased and installation is underway.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there are 19 251 Plans and 1 RFA permits that have been approved for this month. 251 Certifications mentioned abstention for D. Caldwell: Burlington Twp. Car Wash of Burlington; 290 Daniels Way of Florence; Catalyst Landmark Display of Evesham and 220 Main Street Subdivision of Westampton.

On a motion of approval by A Winzinger and seconded by D. Caldwell. D. O'Connell abstained because he did not receive the report. 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. It has been discussed and agreed that the Board would review and make their comments by October 31, 2020. Questions included #12 & #13 regarding the Unrestricted \$255,969 and \$173,000 regarding Custodial Risk. G. Berg suggested that the Board send Bob any questions they have so that he can present them to the Auditor for explanation.

New Business:

1). 2020 NJACD Annual Partnership Meeting

- Scheduled as a virtual meeting on November 16, 2020 from 12:30-1:45.
- Draft documents have been provided to all Supervisors
- Supervisors are required to attend at least two Annual conferences per term and to participate in the NJACD Business meeting.
- A 3-5minute slideshow from each District is requested.

2). 2021 NACD Annual Meeting

- Currently scheduled for February 6th thru the 10th in New Orleans.
- R. Reitmeyer, with consultation from G. Berg, has submitted an application to provide a breakout session at the conference pertaining to the District's MS-4 compliance services
- Supervisors interested in attending the conference should contact R. Reitmeyer for registration and travel details.

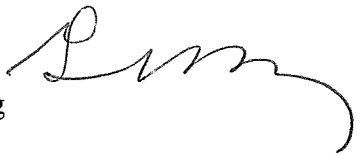
3). Supervisor Reappointment Status

- Thomas E. Budd: 6/30/21
- Daniel Caldwell: 6/30/21
- Gina Berg: 6/30/22
- Audrey Winzinger: 6/30/22

ADJOURNMENT: The meeting was adjourned at 4:33 pm. On a motion of approval by T. Budd and seconded by D. O'Connell. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg

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