

Minutes for: October 24, 2018

PRESENT: G. Berg, D. Caldwell, T. Budd, A. Winzinger, P. Evans, R. Reitmeyer and P. Saunders

ABSENT: N. Ciccaglione and R. Belcher

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, T. Budd, A. Winzinger, P. Evans, 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 26, 2018 meeting were approved on a motion by D. Caldwell and seconded by T. Budd. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for October 24, 2018 were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Notification from Exxon Mobil that State and Local Tax (Fuel) Exemption Certificate must be completed by December 31, 2018. R. Reitmeyer indicated that this has already been completed.
- Department of Environmental Protection has issued a Follow Up to the Notice of Violation issued to Bradd Devereux of Springfield Township.
- Notification from the Firman E. Bear Chapter of the Soil and Water Conservation Society regarding their upcoming Fall meeting being held at Rutgers Soil Testing Lab in New Brunswick, NJ on Friday, December 7, 2018. The cost will be \$20.00 for members and \$22.00 for non-members which includes a light lunch with coffee and refreshments.
- Notification from National Association of Conservation Districts regarding annual investment for 2019. On a motion of approval, the Board will pay \$501.00 for a Silver membership by D. Caldwell and seconded by T. Budd.
- New Jersey Association of Conservation Districts request for Resolutions. The Annual Conference is scheduled for November 19, 2018 at the Eco-Complex in Columbus.
- Farm Service Agency (Market Facilitation Program) (MFP) Fact Sheet provides the Cost offsets for various products for those who have been directly impacted by illegal retaliatory tariffs resulting in the loss of traditional exports.

- Department of Environmental Protection has announced a Resolution and Case Closure for Linwood Gerber of Southampton Township.
- Welcome brochure from the merger of William Penn Bank and Audubon Savings Bank which was completed on July 1, 2018 announcing the conversion of data processing systems on November 12, 2018.
- News article regarding allegations of misconduct of by C. Lundin the former Sussex County Soil Conservation District Manager.

STAFF REPORT: P. Evans

- P. Evans and E. Wills attended Cape May Plant Materials meeting. It was discussed at the meeting by Chris Miller of NRCS that Oats and Millett can be planted alongside native plants as a nurse crop. There were also presentations on de-compaction, Pollinators, Trees and Shrubs.
- P. Evans is planning to schedule a training event in February targeted to Municipal Officials, Township Engineers and Township Inspectors.
- Email from John/Frank regarding how to resolve an issue with an Engineer.
- IECA has always been an interesting organization that an Inspector should get involved with and they are hosting their 2018/2019 Conference in Denver, Colorado in February.

NRCS REPORT: NO REPORT

SSCC REPORT: NO REPORT

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month September 2018 the staff performed 289 inspections, issued ROC's for 41 Units and performed 24 plan reviews. Three Notices of Violation have been issued since the September meeting. The violations were issued to Proposed Self Storage of Mount Laurel for failure to install/maintain sediments barriers; Team Campus Phase II of Bordentown for failure to provide an adequate stabilize construction access; Psilorty Realty, LLC (Red Lion Diner) of Southampton for soil disturbance prior to approval.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Shriji Donuts 25115-180:** This active construction project has expended the originally submitted fees due and now owes an additional \$4,250.00 in extraordinary fees. The Board requested that R. Reitmeyer forward an invoice requesting the payment of the outstanding fees.
- **Burlington County Shared Services:** Submitted work concept for acceptance in the amount of approximately \$7-8,000.00.
- **NFWF 2015:** A final payment request has been made. NFWF has a policy of holding back 10%.

- **NFWF 2018:** Approval has been accepted with one final change. R. Reitmeyer mentioned that two soil tests will be paid for at each farm participating with a mini-grant. The district is awaiting the final document for signature.
- **NJDEP Request:** An email has been sent to R. Reitmeyer from David McPartland of NJDEP regarding the return of a boat that was purchased with 319 grant funds. The Board is agreeable to the request pending documentation supporting the requirement to return items purchased with grant monies at that time and on the process to transfer the title which is currently held by the District. They would also like to know about any future grants.
- **Camden SCD Notification:** A request has been made to have the Burlington District review, certify and inspect a 251 project located in Winslow Township due to a conflict of interest with the Camden SCD. It has been noted that G. Berg will recuse herself from this project as well.
- **District Meeting:** The meeting for November 21, 2018 will be re-advertised and moved to November 28, 2018. This same advertisement will include the meeting dates for the 2019 calendar year.
- **Supervisor Vacancy:** Rose Robson has indicated that she is still very much interested in the Supervisor position on the district Board of Supervisors. F. Minch has indicated that with the reaffirmation of approval by the district's nominating committee Rose can be resubmitted for approval without convening the nominating committee. All members of the nominating committee support the nomination of Rose.
- **Envirothon:** It was previously requested to clarify what the \$100.00 scholarship money can be put towards. R. Reitmeyer mentioned that these monies can be used only to defray the cost for registration.
- **Network Firewall:** Has been installed by Intellec IT.
- **A & L Septic:** Has refunded the District for the erroneous billing.
- **SJRC&D:** Has inquired about potential to store Team Habitat equipment such as a tractor, trailer and a USF&W drill seeder on/in District property. Have also inquired about potential to use district Gator for small jobs. The Board has questions regarding the insurance to store the equipment and also maybe use the Gator for cost and maintenance.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **14 251** Plans and **7 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Devonforde II of Evesham is an Administrative Recertification; Canton of Moorestown is an Administrative Recertification; Mansfield Warehousing of Mansfield is a revision to the initial Certification of the project. On a motion of approval by A. Winzinger and seconded by D. Caldwell. D. Caldwell recused himself from Canton of Moorestown, Lakeview Memorial Park of Cinnaminson and Mansfield Warehousing of Mansfield. All in favor.

OLD BUSINESS

1. FY 2018 Audit

- Copies of the completed audit were previously provided to Supervisors for review and acceptance. On a motion of approval by T. Budd and seconded by A. Winzinger.

2. Annual NJACD Conference (Mon. 11/19)

- Draft documents are available for Supervisor review.
- Supervisors are asked to confirm availability so that P. Saunders can submit registrations. Direction is requested for staff to attend.
- Ethics training should be made available to all Staff and Supervisors. R. Reitmeyer has requested a determination of a free or reduced registration for an ethics training only option.

NEW BUSINESS

1. District Policy Manual

- R. Reitmeyer has edited the previously reviewed draft.
- Most recent draft is recommended for acceptance. On a motion of approval by D. Caldwell and seconded by T. Budd.
- Employees will be provided with copies of the document and required to acknowledge acceptance of the document with a signature.

2. 2019 NACD Annual Meeting

- Will be held in San Antonio Texas February 2nd – 6th.
- More meeting information is available on the internet.

3. 2019 Meeting Schedule

- Presented for Board review and approval.
- Notice of the meeting schedule will be advertised per legal requirements. On a motion of approval by A. Winzinger and seconded by T. Budd. All in favor.

4. Annual Report

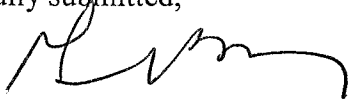
- A draft was presented for Supervisor review and acceptance. Sir Speedy has proposed to print 100 copies at a cost not to exceed \$400.00. On a motion of approval by A. Winzinger and seconded by T. Budd. All in favor.

PUBLIC COMMENT: N/A

NEXT MEETING: November 28, 2018.

ADJOURNMENT: The meeting was adjourned at 4:43 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,

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

G. Berg, Chairman