



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

**DISTRICT MEETING AGENDA**  
**October 20, 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). Policy Manual Amendment
  - 2). Building Re-Opening Updates
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **November 17, 2021**
- 14). ADJOURNMENT

**Minutes for: October 20, 2021**

**PRESENT: G. Berg, D. Caldwell, T. Budd, D. O'Connell, N. Ciccaglione R. Reitmeyer, S. McGee and P. Saunders**

**ABSENT: A. Winzinger**

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, D. O'Connell, N. Ciccaglione, R. Reitmeyer, S. McGee 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. Caldwell. All in favor with the change of the one sentence.

**FINANCIAL:**

The Bills to be paid for October meeting were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd.

- The Ocean First Bank CD 4460 matured on 9/10/21. These funds plus \$88,000.00 were used to open a new CD at Republic Bank for 13 months at .35%.
- Republic Bank CD matured on 9/23/21 and rolled over to 12 months at .25%.
- CDARS CD 1019514176 matured on 9/30/21. Those funds are currently parked in the Districts William Penn Bank checking account and will require action.
- Delmarva Bank (Liberty Bell) CD 26795724 will mature on 10/20/21. Current 12-month CD is .25%. Action will need to be taken. The Board has agreed to roll the CD in the amount of \$248,000.00 to Columbia for 18 months and place the remainder at William Penn for 18 months.
- CDARS CD 1019579626 matures on 10/21/21. Action will need to be taken.
- The Board has agreed to open a CD in the amount of \$248,000.00 at Columbia for 18 months and place the remainder at William Penn for 18 months.

**CORRESPONDENCE: R. Reitmeyer**

- Notification from SSCC regarding expiring terms for Supervisors serving on the SSCC. The Board has asked for Reitmeyer to check to see if A. Winzinger would be interested.

- Email notification from NRCS regarding current plans to return to the physical workplace. N. Ciccaglione announces that there has been a change from returning on 12/1/21 to 1/3/22. She has also stated that the office will remain closed to the public.
- Email notification from Frank Minch regarding Department of Agriculture return to full office staffing.
- Email notification from NJACD regarding revised meeting locations and schedules.
- Copy of Shared Service agreement with Willingboro Township not to exceed \$5,000.00.

#### **STAFF REPORT: S. McGee**

- S. McGee announced that he had missed several days due to contracting COVID and is working to catch up. Sites are very busy
- S. McGee mentioned that electronic device may be something that the inspectors will be able to use in the near future for inspections.

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

- EQIP & AM application for 2022 deadline is Friday, October 22, 2021. To date Columbus NRCS has received 50 applications.

**SSCC Report: Not provided**

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

**Snapshot of Activity for September 2021:** For the month of September 2021 the staff performed 261 inspections, issued ROC's for 28 Units and performed 30 plan reviews. 21 MS4 Basin inspections were conducted in September. Two violations have been issued since the September meeting: Long Boat Properties, River Road, Burlington Twp. violation issued for disturbance prior to approval; Endurance Warehouses, Burlington Twp. violation issued for offsite sedimentation, failure to maintain sediment barriers.

- **Staff:** Construction activity continues to be steady and shows no sign of slowing.
- **Work from Home Items are still being utilized.**
- **District Personnel Liaison Meeting:** (September 16, 2021)
  - NRCS MOU: Revisions for OPRA/FOYA requests, not binding? Emphasis on local work group. Draft being reviewed Agriculture office.
  - Monique Pursell will be retiring from the Department in October. Frank Minch will be the acting Division Director.
- **USDANRCS Program Assistant Grant:**
  - This grant period ended on 9/30/21.
  - NRCS New Jersey is very appreciative that the District participated in the grant.
  - Final reimbursement to the District has been requested and is being processed.
- **MS4 Program:**
  - Inspections are proceeding in all participating Townships.
  - 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.
- Supervisors are asked for potential dates/times to visit the District office for signatures.
- **Potential District Solar Panels:**
  - Reitmeyer met with Joe Cortez of Tattleaux New Jersey Solar on 10/12/21 to review site options.
  - The minimum field size for the District facility that would be feasible for Tattleaux Solar is 500 kW.
  - This could be accomplished with a field behind the building, roof mounted panels and a field in the grassed area at the front of the building.
- **SJRC&D:**
  - Grants are moving ahead.
  - Tour des Farms attracted approximately 140 riders.
- **Building Maintenance:**
  - Landscape maintenance around the District office will be needed in the Fall.
  - Reitmeyer has requested a proposal for cleanup and re-mulching from G&G Landscaping.
- **2022 NACD Annual Meeting:**
  - Currently scheduled for February 12<sup>th</sup>-16<sup>th</sup> 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 **32** 251 Plans and **12** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: McGuire Dix AFB-Temp. Encampment 61 acres in JBMDL; Proposed Beach Recreation Complex at Lake Absegami in Bass River.

On a motion of approval by D. Caldwell and seconded by T. Budd with the recusal of all Mansfield projects for D. Caldwell. All in favor, motion approved.

## **OLD BUSINESS:**

### **1) 2021 NJACD Business Meeting**

- 11/10/21 from 12:00 – 1:30 in virtual format.
- Participation in two meeting is required by the Supervisor Performance Standards

### **2) 2021 NJACD/SSCC Caucus Meeting**

- Thursday, 11/4/21 in virtual format. Time is TBD.
- Caucus determines Supervisor representation on the SSCC.
- A vacancy exists for the South region.

### **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 (GASBY).

- A draft will be made available once this language is received.

**NEW BUSINESS:**

**1). District Policy Manual Amendment:**

- Discussion of proposed amendment to allow a maximum of one “work from home” day each week.
- On a motion of approval by T. Budd and seconded by D. Caldwell. All in favor, motion approved.
- Reitmeyer will revise the Policy Manual accordingly and implement the policy once the New Jersey Full Return to Office is in effect.

**2) Building Re-Opening and Updates:**

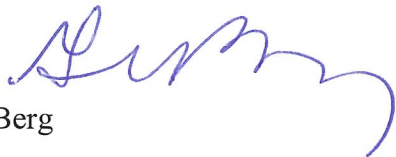
- Discussion of current status.
- The State of New Jersey has pushed the full return to office back to November 29, 2021. The District will make this change as well.
- USDA has announced a return to full office staffing date beginning on January 3, 2022.
- The Building will continue to remain closed to the general public.

**PUBLIC COMMENT:**

**NEXT MEETING: November 17, 2021**

**ADJOURNMENT:** The meeting was adjourned at 4:45 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg