



Please note: The District meeting will be the 4th
Wednesday at 3:00pm at the District Office

DISTRICT MEETING AGENDA
October 25, 2017

- 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 Rich Belcher
- 8). DISTRICT MANAGER'S REPORT
- 9). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 10). OLD BUSINESS
 - 1). FY 2017 Audit
 - 2). 2015 NFWF Grant
 - 3). NRCS Program Assistant
- 11). NEW BUSINESS
 - 1). 2017 Annual NJACD Conference
(Thursday, November 2nd)
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **November 15, 2017 (Third Wednesday)**
- 14). ADJOURNMENT

Minutes for: October 25, 2017

PRESENT: G. Berg, T. Budd, D. Caldwell, R. Rebozo, N. Ciccaglione, P. Evans, R. Reitmeyer and P. Saunders

ABSENT: D. Knezick and R. Belcher

Call To Order:

This meeting was 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, T. Budd, D. Caldwell, R. Rebozo, N. Ciccaglione, 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 27, 2017 meeting were approved on a motion by D. Caldwell and seconded by T. Budd with changes making consistent the mention of E. Wills and add T. Budd as abstained for the August meeting. All in favor.

Financial:

The Bills to be paid and the Financial Report for October were reviewed. R. Reitmeyer suggested to open an account at Audubon Bank so that when a CDARS CD has been redeemed during that waiting period it will continue to earn interest during the waiting period. On a motion by D. Caldwell and seconded by R. Rebozo. All in favor. Reitmeyer mentioned that CDARS account 1018386212 has matured. As approved at the October meeting, \$50,000.00 was transferred from this maturing CD to the Investor's Bank checking account. The remainder has been used to open a 24 month CDARS CD at 1.40% thru Audubon Savings Bank. Reitmeyer will be checking rates in preparation for CDs that will be maturing in the coming months. No CDs will be maturing prior to November meeting.

CORRESPONDENCE: R. Reitmeyer

- NRCS Technical Assistance notice.
- NRCS News Release regarding SCS Program.
- NRCS News Release – Agriculture Land Easements distribute a copy to T. Budd.
- Letter from F. Minch – HEP Soil Health Standard question.
- Email from D. Knezick regarding IECA Program which has a step below CPESC for E. Wills to consider.
- NJACD Budget for review in preparation for discussion at the November 2, 2017 meeting.
- Notification from AKRF regarding permit for Bass River Township project Evergreen Great Bay Mitigation Bank.

STAFF REPORT: P. Evans

- Evans mentioned that some projects include “curb-less” drainage techniques which can sometimes lead to erosion problems. This technique is recommended by the NJDEP. Evans is currently in discussions to resolve an issue stemming from curb-less construction on a large warehouse site in Florence Twp.
- Evans mentions that a project known as Recklesstown Distillery is an interesting site that will be producing alcohol from locally grown potatoes and grain.
- Evans is working with County Open Space Coordinator Matt Johnson and farmer Larry Roohr on the mowing of a County trail in Springfield Twp.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione mentioned the monthly NRCS Activities Update for September, 2017 was not distributed because of the department being in a training session and was unable to complete prior to the meeting. N. Ciccaglione mentioned that Application deadline has come and they have received approximately 100 new applications and 20 of them are State Cost Share. SADC was approved for EQIP funding which closed on November 17, 2017. There are a few duplicates within the 6 entities and only 2 new NRCS. NRCS is planning a Work Group in February and they will have control of that money.

SSCC REPORT: No Report.

DISTRICT MANAGER’S REPORT: R. Reitmeyer

Snapshot of Activity: For the month of September, 2017 the staff performed 334 inspections, issued ROC’s for 44 Units and performed 22 plan reviews. Two Notices of Violation have been issued since the September meeting: F.L.D.S.J. @ Burlington City LLC due to failure to install and maintain sediment carries and offsite sedimentation; Highbridge Landscaping for soil disturbance prior to approval.

- **Staff:** Inspectors remain at a good level. Liz has begun inspecting additional Townships. Tim is performing the website updates as needed. Replacement cell phones have been received for Robinson, Evans and Reitmeyer.
- **Training Events:** All Field staff will participate in a training session on the current NJ Standards. Training is offered on November 8th and November 29th. It is anticipated that all staff will attend the November 29th date. The cost for this training will be \$40.00 per attendee.
- **MS4 Municipal Basin Inspections:** Reitmeyer continues to reach out to Township Managers, but with limited response. Reitmeyer recommends that a letter be distributed to all municipalities. This document is approved by the State office, explains the regulatory requirement and offers the services of the District to perform the required

inspections. It also offers two or three free sample basin inspections and if approved by the board, it will be necessary to set an hourly rate for services. G. Berg would rather L. Wills feel more comfortable with the program and they will table for discussion next meeting on November 15, 2017.

- **Basin Database Summary Forms:** Staff continue to input the data into the State program as requested.
- **251 File Purge:** Reitmeyer will schedule a day, or days, for staff to purge 251 files currently stored in the barn. Reitmeyer requested permission to provide staff lunch for that day. On a motion of approval by G. Berg and seconded by D. Caldwell.
- **Voicemail:** The district phone system is currently not working properly and Reitmeyer and Saunders are exploring services with Comcast and awaiting a proposal. Reitmeyer and Saunders will explore other options.
- **CPESC:** Renewal of the Certifications for Robinson and Reitmeyer will be a total of \$270.00 for both. On a motion of approval by G. Berg and seconded by D. Caldwell.
- **NACD Survey:** The Board discussed the survey and provided input. Reitmeyer will complete the survey online.
- **2:90 Rules Review:** If there are any comments Reitmeyer will collect them.
- **District Technology:** The previously approved items have largely been completed. The installation of Windows 10 onto the GIS work station is still required. A new desk top printer was purchased for P. Evan's work station
- **Building Maintenance:** Fall cleanup will need to be performed. This will include trimming hedges, removing old growth from planting beds, application of a pre-emergent, weeding and cleaning up rain gardens. G & G has provided a quote to edge, clean and apply pre-emergent to landscape beds in the amount of \$1,300.00. On a motion of approval by R. Rebozo and seconded by T. Budd. Reitmeyer has separately begun to clean the rain gardens.
- **OPRA Request** – Reitmeyer has attempted to responded to person requesting the information. Emails from the District are not able to be received by the person making the request and no other contact information was provided.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. Reitmeyer reports there were **19 251 Plans** and **7 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Mining Projects: Ward Sand & Materials Company, Liedtka Mining Operation #1, Liedtka Mining Operation #2, Liedtka Mining Operation #3; Columbus Residential; Seneca Woods of Tabernacle which has 30-40 residential units and Highbridge Landscaping of Chesterfield. On a motion of approval by R. Rebozo and seconded by D. Caldwell. All in favor. D. Caldwell abstained from The Village of Cinnaminson Harbour Heritage Trail; Columbus Residential and Guimaraes Residence.

OLD BUSINESS:

1) FY 2017 Audit:

- Frenia, Holman and Allison has provided copies of the completed audit report. Copies of the audit have been provided to all Supervisors for review and comment. Once the audit has been accepted by the Board it will be forwarded to Frank Minch and added to the District website. The Audit will be further reviewed by the Board and revisited at the November meeting.

2) 2015 NFWF Grant:

- To date, 15 mini-grants have been provided for a total of about 424 acres and 6 of the mini-grant recipients have submitted EQIP applications to NRCS for a total of 10 practices.
- Reitmeyer will be filing a financial report by October 31, 2017.
- Reitmeyer is currently scheduling a mini-grant seeding with a farmer in Southampton with a portion of the remaining funds.
- Payment for completed seedings and District staff time has been requested from NFWF. Additional requests will be made as appropriate.
- Reitmeyer would like to schedule an educational seminar on multi-species cover crop and soil health in coordination with NRCS prior to the end of December. The mailing list generated for the initial outreach letter will be used to provide direct mailings to farmers within the grant area. Reitmeyer requested approval to provide refreshments for this event. On a motion of approval by D. Caldwell and seconded by T. Budd. Funding for postage and staff time can be recouped through the grant.

3) NRCS Program Assistant:

- With assistance from N. Ciccaglione, Reitmeyer drafted a job description for inclusion within the Districts Policy Manual. On a motion of approval to amend the Policy and Procedures Manual to include the job description for the NRCS Program Assistant by D. Caldwell and seconded by T. Budd.
- Reitmeyer and Ciccaglione completed six interviews between October 20, 2017 and October 23, 2017. There are currently two candidates recommended for Board consideration. On a motion of approval to hire Ms. Haniffy by D. Caldwell and seconded by R. Rebozo. All in favor. Reitmeyer will contact Ms. Haniffy to offer the position and to determine a start date.

NEW BUSINESS:

1) 2017 Annual NJACD Conference:

- Will be held on November 2, 2017 at the Rutgers Eco Complex. Will be a one-day conference. The business meeting is required for Supervisor points. Attendees will be as follows: G. Berg, D. Caldwell, D. Knezick, R. Rebozo, R. Reitmeyer, E. Wills and P. Saunders.

PUBLIC COMMENT: None.

NEXT MEETING: October 25, 2017.

ADJOURNMENT: The meeting was adjourned at 5:23 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair