

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

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Please note: The District meeting will be the 3rd
Wednesday at 2:00pm at the District Office

**DISTRICT MEETING AGENDA
September 17, 2025**

- 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). DISTRICT MANAGER'S REPORT
- 8). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 9). OLD BUSINESS
 - 1). FY 2025 Audit
- 10). NEW BUSINESS
 - 1). SSCC District Audit
 - 2). Draft 251 Fee Schedule Revision
 - 3). 2025 NJACD Annual Partnership Meeting
- 11). PUBLIC COMMENT
- 12). NEXT MEETING **October 22, 2025 **Revised Date****
- 13). ADJOURNMENT

Minutes for: September 17, 2025

PRESENT: G. Berg, D. Caldwell, A. Winzinger, N. Ciccaglione, S. McGee, R. Reitmeyer and Pamela Knighton

ABSENT: T. Budd

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: Gina Berg, Daniel Caldwell, Thomas Budd, Audrey Winzinger, Nicole Ciccaglione, S. McGee, Robert Reitmeyer and Pamela Knighton. Gina Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES FROM THE PREVIOUS MEETING:

The minutes of August, 2025 meeting were approved on a motion by D. Caldwell and seconded by A. Winzinger.

FINANCIAL REPORT:

- The next dates for CD maturity are November 4th and November 23rd.
- Reitmeyer signed a document at Mid Penn Bank to address the dormant status of a checking account.

The Bills to be Paid for September were reviewed and accepted on a motion of approval by A. Winzinger and seconded by D. Caldwell.

CORRESPONDENCE: R. Reitmeyer

- Email notification from Christ Taylor of Westampton Twp. regarding MS4 Infrastructure Map.
- Draft Agenda for the State Soil Conservation Committee meeting that was held on September 8, 2025 via ZOOM.
- NJACD Agenda for the Board of Directors Meeting that was held on September 8, 2025.

- Email from Craig McGee regarding a Draft of Smithville Watershed Management Plan (WMP).
- Email from State Agriculture Development Committee regarding NJ Farmland Preservation News.

STAFF REPORT: Sean McGee

Construction sites are very busy and moving toward completion. GIS mapping was completed for Westampton Township and distributed. S. McGee mentioned that there are some ARC GIS classes he would like to attend.

NRCS REPORT: Nicole Ciccaglione

On September 17, 2025 there will be an NRCS Open House at the Columbus Service Center. NRCS will be setting up a table in the hallway.

The total number of obligated contracts for the Columbus Service Center in 2025 is 137. Of this total 96 are in Burlington County. There are 84 total EQIP (57 in Burlington County), 36 total AMA (28 in Burlington County) and 17 total CSP (11 in Burlington County).

One requested signature for State Cost Share. Springfield Farm, LLC 2022 1 year extension for Tile drainage project.

SSCC REPORT:

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot of Activity for August 2025:

For the month of August the staff performed 373 inspections, issued ROC's for 87 Units and performed 26 plan reviews. Additionally 28 MS4 inspections were performed and 7 Violations have been issued since the August meeting.

- **Staff:**
 - Construction activity continues to be steady. Current issues include dust control and soil tracking.
 - P. Knighton has been filing purged projects.
- **Service Center Barbeque:**
 - The annual barbeque was September 17th at 12:00 and all went well.
- **SJRC&D:**
 - Not Held
- **Building Items:**

- The electrical and internet connections were made as requested.
- USDA Rural Development began relocating staff to the Columbus Service Center on September 15th.
- **2025 MS4 Compliance Services:**
 - Agreements are in place and Medford Twp., Pemberton Twp., Southampton, Burlington Twp., Willingboro and Beverly City
 - Inspections are underway in Burlington Twp., Willingboro, Pemberton Twp. and Southampton Twp.
 - A new agreement is in place with Florence Twp.
 - The NJDEP is questioning the format in which the GIS mapping for Westampton was provided.
- **Upcoming NACD Events:**
 - Northeast Regional Meeting to be held from September 21-25, 2025 in East Syracuse, NY.
 - 2026 Annual Meeting to be held from February 14-19, 2026 in San Antonio, Texas.
- **District Nominating Committee:**
 - Reitmeyer will look to convene the committee in early to mid-October at an area restaurant if all parties can attend in person.
 - The next SSCC meeting will be held on Monday, December 8th.

CHAPTER 251 & RFA: R. Reitmeyer

The Certification Report was presented and discussed. Reitmeyer reported there are seven certified plans and three RFAs for the month of September.

On a motion of approval to accept the Certification Report by A. Winzinger and seconded by D. Caldwell. All in favor, motion approved.

OLD BUSINESS:

1) FY 2025 Audit:

No issues have been identified by the Auditor. Reitmeyer will forward SSCC audit comments to the Auditor for review and comment.

NEW BUSINESS:

1) SSCC District Audit:

Reitmeyer distributed copies of the SSCC audit documents pertaining to the Burlington District for review and discussion. A response from the District was

requested by September 5, 2025. Reitmeyer provided this response as requested. A copy of this response was also provided to each Supervisor for discussion.

2) Draft 251 Fee Schedule Revision:

Reitmeyer provided draft documents for Board review and discussion. After discussion it was decided that the District would pursue an hourly rate of \$175.00. Reitmeyer and G. Berg will finalize a cover letter to accompany the fee schedule submittal documents to the SSCC.

3) 2025 NJACD Annual Partnership Meeting:

The meeting will be held on Monday, November 24, 2025 at the Mercer County Community College. The conference center is located at 1200 Old Trenton Road, West Windsor, NJ. Reitmeyer will forward the agenda when received and requested that Supervisors advise him of their ability to attend.

PUBLIC COMMENT: No Public comment

NEXT MEETING: October 22, 2025.

ADJOURNMENT: The meeting was adjourned at 3:15 pm. On a motion of approval by A. Winzinger and D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



Gina Berg
Chair