



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

**DISTRICT MEETING AGENDA  
September 16, 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). Supervisor Appointment
  - 2). FY 2020 Audit
- 11). NEW BUSINESS
  - 1). 2020 NJACD Joint Annual Conference  
(Nov. 15<sup>th</sup> and 16<sup>th</sup>, Location TBD)
  - 2). 2021 NACD Annual Meeting  
(Feb. 6-10, New Orleans, L.A.)
- 12). PUBLIC COMMENT
- 13). NEXT MEETING **October 21, 2020**
- 14). ADJOURNMENT

**Minutes for: September 16, 2020**

**PRESENT: G. Berg, T. Budd, D. O'Connell A. Winzinger, N. Ciccaglione, Paul Evans, R. Reitmeyer and P. Saunders**

**ABSENT: D. Caldwell**

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, T. Budd, D. O'Connell, A. Winzinger, 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.

The minutes of the August 26, 2020 meeting were approved on a motion by A. Winzinger and seconded by T. Budd. D. O'Connell abstained. All in favor.

The Bills to be paid for September were reviewed and accepted on a motion by A. Winzinger and seconded by T. Budd.

**FINANCIAL:**

- The CD at Columbia Bank that matured on 8/30/20 was closed and reinvested as a 6 month CD with William Penn Bank at a rate of 1.0%
- The second CD at Ocean First matured on 9/11/20 and will need to be acted upon following the September meeting. It is recommended that this CD, in the amount of approximately \$74,000.00 be closed and the funds deposited into the District's main account at Investors Bank in case of a prolonged reduction in incoming application fees.
- The CD at Republic Bank matures on 9/15/20. It is recommended that this CD be kept at Republic Bank and reinvested as a 12 month CD at .50%. Other available rates include 13-23 months at .60% and 24-35 months at .70%

**Correspondence:**

- Southampton Township Resolution 2020-90 requesting MS4 compliance services.
- Email from Frank Minch of NJDA identifying Audit timeline requirements.
- Email from John Showler of NJDA with an attached survey regarding the issuance of Reports of Compliance. The purpose of the survey is to establish uniformity.
- Email from Cape Atlantic District Manager David Reilly announcing that his last official day prior to retirement will be 10/1/20.
- Email from Nicholas Saumweber of NRCS stating the most recent payment request for the Program Assistant grant has been processed.

- Email from Matt Johnson of Burlington County Open Space requesting District involvement in open space maintenance.
- Email from Frank Minch of NJDA providing additional permit extension act direction.
- Email from Craig McGee, District Manager for Camden SCD, indicating that the SJRCD Manalapan grant is now active.
- Email from Frank Minch indicating that all staff and Supervisors will need to complete ethics training online. The email contains the appropriate links and will be forwarded shortly.
- Emailed copy of executed SSA with Southampton Township. Hard copies will follow for District signature.

#### **STAFF REPORT: Paul Evans**

- Chapter 251 Wrap Up. Discussed that next week will be his last days prior to retirement and that two large warehouse projects should be ready for the issuance of Reports of Compliance.
- Paul thanked the Board for all of his years at the District and mentioned the various State entities he has worked for.
- The Board agreed to purchase a gift card and a parting gift upon Paul's official retirement from the District.

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

- EQIP 2020 funds are now 100% obligated in Columbus we have 34 Contracts which total \$788,000.00.
- P. Shinn State Cost Share payment request for drainage system installed ready for district certification.
- B. Wilson State Cost Share new application for a forest steward ship plan ready for district certification.
- M Wilk State Cost Share new application for heavy use area protection for sheep ready for district certification.
- 12 Conservation Plans for EQIP contracts are ready for district certification.

**SSCC REPORT: G. Berg** reported on the Supervisor Performance Standards subcommittee she is representing the district on.

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

**Snapshot of Activity for August 2020:** For the month of June 2020 the staff performed 260 inspections, issued ROC's for 22 Units, performed 28 plan reviews, and entered 12 Basin database summary forms into the Rutgers database. Two Notices of Violation have been issued since the August 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 has been drawing down his vacation leave during August and September and will use the remainder of his vacation leave and administrative leave during the month of October. Paul's last day in the office will be September 23<sup>rd</sup>.
- **Reallocation of Responsibilities:** Work items currently handled by P. Evans will need to be distributed to other staff. Items needed to be taken into account include existing active projects (Inspections), new applications (Plan Review), County Maintenance work and COVID restrictions. G. Berg approved the staff to continue their work schedule which include working from home.
- **Work from Home Items are still being maximized:**
- **COVID-19 Preventative Measures Continue as previously implemented:**
  - Effective March 17<sup>th</sup> 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 contacted Southampton Township regarding the received resolution and will identify exactly what services they are requesting. The Township may be requesting 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 Hainesport Twp. agreement and has begun collecting data points. Sean McGee is doing the mapping for these townships.
- **NFWF 2018:** Reitmeyer continues to contact producers within the grant area. The cover crop demonstration plots have been prepared by G&G Landscaping and were seeded on 9/9/20. Kings Agro Seed donated the seed for the cover crop project.
- **SJRC&D:** The Manalapan grant is moving ahead. SJRC&D may seek use of District's Gator and District Inspector Sean McGee for GIS related work. More discussion on the latter is expected.
- **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:** Scheduled to begin installation and conversion in October

## **CHAPTER 251 & RFA: R. Reitmeyer**

Certification Report was presented and discussed. Reitmeyer reports there are **16** 251 Plans and **7** RFA permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Margolis Warehouse Distribution Facility-Phase 2 of Mansfield; Proposed Wawa Food Market & Fueling Station of Mount Laurel and New Facility for Dolan Contractors, Inc. Lot 5.02 of Riverside.

On a motion of approval by T. Budd and seconded by A. Winzinger. All in favor, motion approved.

### **OLD BUSINESS:**

#### **1). Supervisor Appointment**

- The appointment of Burlington County Freeholder Daniel O'Connell was approved during the September 14<sup>th</sup> SSCC meeting.

#### **2). FY 2020 Audit**

- Audit has been completed and a first draft was provided to Reitmeyer for comment.
- A response to the draft comment has been received and a revised draft will be available shortly.

### **NEW BUSINESS:**

#### **1). 2020 NJACD Joint Annual Conference**

- Currently scheduled to be held on November 15<sup>th</sup> and 16<sup>th</sup>.
- Location is "To Be Determined"
- Supervisors are required to attend at least two Annual conferences per term and be present for the NJACD Business meeting.


#### **2). 2021 NACD Annual Meeting**

- Currently scheduled for February 6<sup>th</sup> thru the 10<sup>th</sup>.
- To be held in New Orleans, L.A.
- Meeting will celebrate the 75<sup>th</sup> Anniversary of the NACD

**PUBLIC COMMENT:** No Comment by the Public

**NEXT MEETING: October 21,2020** The Board has agreed to continue the meetings remotely until the end of the year.

**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

