

Minutes for: September 26, 2018

**PRESENT: G. Berg, D. Caldwell, T. Budd, A. Winzinger, N. Ciccaglione, E. Wills,
R. Reitmeyer and P. Saunders**

ABSENT: 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, N. Ciccaglione, E. Wills, 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 August 22, 2018 meeting were approved on a motion by A. Winzinger and seconded by D. Caldwell. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for September 26, 2018 were reviewed and accepted on a motion by D. Caldwell and seconded by T. Budd. All in favor.

CORRESPONDENCE: R. Reitmeyer

- Email from Audubon Savings Bank listing the available Annual Percentage Rates for CDARS dated September 19, 2018.
- Email from Alec McCartney regarding the New Jersey Tree Recovery campaign which the District has participated in. The upcoming year will be the 6th and perhaps final year. Approximately 500,000 trees that have been given away in the first 5 years.
- The Water Resources Association of the Delaware River Basin is hosting their 57th Annual Fall Conference that is being held at the Rutgers Eco-Complex on November 1, 2018 from 8:30 – 6:00. Registration is \$75.00 per person and it includes continental breakfast and lunch. Registration deadline is October 25, 2018.
- Registration Renewal Support for System for Award Management (SAM). There have been some changes and R. Reitmeyer will check to see if registration is needed.
- Advertisement for Comcast Business VoiceEdge Select. This voicemail system will cost approximately \$34.95 per month, per seat.
- New Jersey Department of Agriculture State Soil Conservation Committee Chapter 251, amended Administrative Policies Bulletin with the purpose of providing clarification and guidance on the applicability of the Soil Erosion and Sediment Control Program on land disturbances with approved NRCS conservation plans.

- Email from EnviroCert stating the CPESC Certification expires in 60 days and should be renewed by October 27, 2018. Renewal requires the annual membership fee and a minimum of 8 hours PDHs.

STAFF REPORT: E. Wills

- July and August Inspections have been very busy. The Seneca Woods residential project has started construction in Tabernacle Township. Two large applications for residential projects have been received, but these are not yet certified. The new Motor Vehicle Inspection station in Delanco is nearly completed and will open shortly.
- E. Wills has been using GIS to assist in refining a mailing list that will be used in the upcoming NFWF 2018 grant outreach.
- E. Wills has registered for Webinar on GIS.
- E. Wills and P. Evans attending the Plant Material event in Cape May.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione presented the monthly NRCS Activities Update for September, 2018.
- Most of the report include Single Species, High Tunnel, Irrigation, Cropland, Pollinator Habitat and Cover crop.
- 7 AMA Contracts have been completed and all but 2 were funded with Conservation Plans.
- Deer Fence plans are pending and waiting on a plan.
- There are 26 new applications in Columbus and 3 are approved for State Cost Share. are in 1 CNMP presented for SCD Certification for a high density animal waste operation. Ciccaglione mentioned that the NJ Animal Waste Rules require these operators to have an approved plan.

SSCC REPORT: NO REPORT

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month August 2018 the staff performed 397 inspections, issued ROC's for 128 Units and performed 29 plan reviews. Two Violation have been issued since the July meeting. These violations were both issued to Eastampton Place West for failure to provide an adequate stabilized construction access and preventing soil tracking onto Woodlane Road.

- **Staff:** Inspections remain at a good level. Construction projects are very active.
- **Annual Report:** a draft is available for Supervisor review. R. Reitmeyer has requested content from staff and various partner agencies. T. Robinson has placed the content within the document format and continues to modify the report as new content is added

and other revisions are made. G. Berg suggested that R. Reitmeyer review options for professional printing of the report.

- **Poster Contest:** T. Robinson has requested that the Board re-authorize the contest awards in an amount not to exceed \$750.00. The Board approved the request on a motion by T. Budd and seconded by A. Winzinger.
- **Envirothon:** T. Robinson has requested that the Board re-authorize the team scholarships for an amount not to exceed \$500.00. These are \$100.00 per school in Burlington County that is sending a team. No more than five schools can receive the scholarship per year. On a motion of approval by D. Caldwell and seconded by T. Budd the Board has agreed to continue this Scholarship.
- **Municipal Shared Services:** The first group of Inspection reports along with the appropriate billings for 17 basins have been sent to Burlington Township. Mansfield Township has requested the single free inspection offered in our initial letter.
- **Cloud based Backup:** R. Reitmeyer met with R. Babezki of Intellec IT to review and reduce District storage needs. As of September 25, 2018 the cloud backup was 30GB which is a reduction from 175 GB.
- **Network Firewall:** R. Babezki informed R. Reitmeyer that the Fortinet Firewall will need to be replaced at a cost of approximately \$1,000.00. On a motion of approval by A. Winzinger and seconded by T. Budd. District storage needs.
- **A & L Septic:** Will be refunding the District for the erroneous billing.
- **Building Maintenance:** R. Reitmeyer met with G&G Landscaping to review exterior building maintenance items including trimming, edging and re-mulching the planting beds and also the trimming/removal of trees and shrubs that are in decline or were damaged during the winter.

1. **Landscape Bed Cleanup:** The proposal is in the amount of \$2,400.00 and includes no increase from a similar 2016 Proposal. This proposal was recommended for approval by R. Reitmeyer. On a motion of approval by D. Caldwell and seconded by T. Budd.
2. **Tree Removal & Rain Garden Cleanup:** The proposal is in the amount of \$730.00 includes the removal of four Arborvitae and one plum tree. This proposal was recommended for approval by R. Reitmeyer. On a motion of approval by D. Caldwell and seconded by A. Winzinger

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **25 251** Plans and **10 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Good Farm Recreation Complex in Southampton, L & D Landfill Solar Project in Mount Holly that is a recertification, Bradley Minor Subdivision in Evesham/Medford which is a recertification as well. The recertification for continuance of Mining Projects was also discussed. On a motion of approval by T. Budd and seconded by A. Winzinger. Abstained by D. Caldwell are projects: Tola Residence of Moorestown, Burlington Coat Factory of Florence, STAF Industrial of Burlington, Margolis Warehouse Distribution

Facility of Mansfield, Prestige Learning Academy of Mansfield and Lennar at Florence of Florence. All in favor.

OLD BUSINESS

1. FY 2018 Audit

- Holman Frenia Allison P.C. has completed the audit and provided copies for Supervisor Review.
- The audit contains no recommendations.
- The audit will be on the October agenda for final review and acceptance.

2. NRCS Program Assistant Modification

- R. Reitmeyer has provided the necessary documents to move ahead with the transition from part time to full time for this position.
- USDA is now reviewing the modification.
- Once approved we will transition the employee into full time status.

NEW BUSINESS

1. 2018 NFWF Grant

- The 2018 submission has been approved for funding pending completion of the NFWF fiscal review process.
- R. Reitmeyer is still working to satisfy budget submittal requirements.
- This grant will provide approximately \$40,000.00 in funding to farmers within the Pineland portions of Burlington and Camden Counties wishing to sample NRCS Soil Health measures and Gypsum application.
- R. Reitmeyer spoke with the NFWF Coordinator seeking an explanation of how much could the district request in indirect cost and was informed that this budget item can be as high as 10% of the requested grant amount, not including indirect cost.
- R. Reitmeyer indicated he will need to supply proposed cost breakouts for seed, flight application, gypsum and gypsum application even though these cost elements cannot be determined until farmers have been communicated with.

2. District Policy Manual

- The Board reviewed the draft copy of the document.
- Further revisions to the document formatting were identified as being necessary.
- It will also be necessary to revise components of the Job Descriptions to include district education and outreach responsibilities.

- Approval of the policy manual was tabled to allow for these revisions to be made. It was requested that any additional comments to be given to R. Reitmeyer prior to the October meeting.
- It was noted that the district has been working on these revisions for a significant period.

3. 2018 Annual NJACD Conference

- Will be held at the Rutgers Eco-Complex on Monday November 19, 2018.
- Agenda and details will be provided as they become available.
- It is expected that Ethics training will be on the agenda for Supervisors and staff.

4. Supervisor Vacancy

- The Board and R. Reitmeyer have not been made aware of additional candidates.
- R. Reitmeyer will contact Frank Minch to determine the status of previously reviewed candidates.

PUBLIC COMMENT: N/A

NEXT MEETING: October 24, 2018.

ADJOURNMENT: The meeting was adjourned at 4:34 pm. On a motion of approval by D. Caldwell and seconded by T. Budd. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chairman