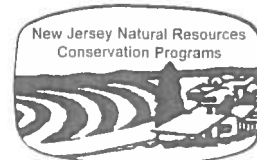


**BURLINGTON COUNTY SOIL CONSERVATION DISTRICT**

1971 Jacksonville - Jobstown Road, Columbus, NJ 08022

Tel: (609) 267-7410 Fax: (609) 267-3347



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

**DISTRICT MEETING AGENDA  
September 27, 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). PERSONNEL SUBCOMMITTEE REPORT
- 9). DISTRICT MANAGER'S REPORT
- 10). CHAPTER 251 REVIEW, CERTIFICATIONS & CANCELLATIONS
- 11). OLD BUSINESS
  - 1). FY 2017 Audit
  - 2). 2015 NFWF Grant
  - 3). NRCS Program Assistant
- 12). NEW BUSINESS
  - 1). 2017 Annual NJACD Conference  
(Thursday, November 2<sup>nd</sup>)
- 13). PUBLIC COMMENT
- 14). NEXT MEETING **October 25, 2017**
- 15). ADJOURNMENT

**Minutes for: September 27, 2017**

**PRESENT:** G. Berg, T. Budd, D. Caldwell, D. Knezick, R. Rebozo, D. Kaufmann, L. Wills, R. Belcher, R. Reitmeyer and P. Saunders

**ABSENT:** N. Ciccaglione

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 2:59 p.m.

Roll Call: G. Berg, T. Budd, D. Caldwell, D. Knezick, R. Rebozo, D. Kaufmann, L. Wills, R. Belcher, 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 23, 2017 meeting were approved on a motion by D. Caldwell and seconded by D. Knezick, abstained by G. Berg. All in favor. The Bills to be paid and the Financial Report for September were reviewed. R. Reitmeyer mentioned that a CDARS account will mature on October 18, 2017. It has a value of \$210,542.78 and is currently yielding .6% as a 24 month CD. After discussion it was recommended that \$50,000.00 be withdrawn from this CD and deposited in the regular checking account with the remaining balance reinvested as a 24 month CDARS CD. The Bills to be paid and the Financial Report for September were accepted on a motion by D. Knezick and seconded by R. Rebozo. All in favor. Reitmeyer will determine the steps to take regarding the CDARS account.

**CORRESPONDENCE: R. Reitmeyer**

- Notification from JB MDL with a proposal to grant an easement to NJ Land, LLC to construct and operate an underground electric distribution line along the northern boundary of JB MDL property and connect to Saylor's Pond Road in Springfield Township.
- Quote from ESRI Inc. for the renewal of the ArcGIS Desktop Basic Single Use Primary Maintenance in the amount of \$400.00.
- Invitation to the Firman E. Bear Chapter, SWCS Tour and Business meeting being held on October 6, 2017 at Cattus Island County Park in Toms River, NJ. T. Robinson and E. Wills will be attending.
- Notification from D. Clapp of the NJSADC regarding Soil and Water Conservation Cost-Share Grants. An agreement has been reached with NRCS allowing them to offer technical assistance to farmers and landowners consistent with the New Jersey Soil and Water Conservation Cost-Share Grant Program.
- Notification from Frank Minch recommending that the distributed 2017 NRCS 100% Cost Data tables be approved by all Districts. R. Reitmeyer mentions that any changes to the rates for existing practices will need to be based upon actual cost data collected locally. Any additional practices will need to be submitted as an Addendum. On a motion of approval by D. Knezick and seconded by T. Budd. All in favor.

### **STAFF REPORT: L. Wills**

- The Township List of Inspectors will be revised shortly which means that E. Wills will have additional inspection responsibility. This will allow Reitmeyer, Evans and Robinson to spend more time on other District work items.
- Wills mentioned that the GIS program Survey 123 is not the best fit for collecting site inspection data because the data is stored as one single file. Wills indicated that Collector for ARCGIS should be more suitable however the GIS work station will need to have Windows 10 installed. R. Reitmeyer will contact Intellec IT regarding this item.
- Wills is getting familiar with her assigned Townships and is also getting comfortable with the District's processes.

### **NRCS REPORT: D. Kaufmann**

- D. Kaufmann presented the monthly NRCS Activities Update for September, 2017. The report is as follows: 5 EQIP Applications obligated for Irrigation, Cover crop, 2 Beginner and a Bob White Quail; 1 CSP and 2 EQIP-RCPP; 1 WRP. On a motion of approval by D. Knezick and seconded by D. Caldwell. Abstained by T. Budd. All in favor.

### **SSCC REPORT: R. Belcher**

- Soil Restoration adoption is scheduled for December 7, 2017. Training will be provided on November 8<sup>th</sup> and November 29<sup>th</sup>.
  - The Districts should have received an email from F. Minch that included the Draft copy of the Soil Erosion and Sediment Control on Land Disturbance Activities. F. Minch is recommending changes for the 2:90 Rules to be submitted as soon as possible. Reitmeyer suggest that the Board submit any changes or comments to him by October 13, 2017.
  - On November 2, 2017 NJACD will be hosting annual conference and business meeting at the Eco-Complex. The theme is Relevancy. Ethics Training will be provided.
  - Belcher requested that the District email all names of the Staff and Supervisors for the Achievement Award.
  - Envirothon – Gloucester/Cumberland Salem Counties will be partnering to host the 2018 event. Belcher indicated that the location has not been finalized.
- 
- **SJRC & D REPORT:** No meeting, but the Tour des Farms event was held. It was a very successful event with a large number of riders.

## DISTRICT MANAGER'S REPORT: R. Reitmeyer

- For the month of August, 2017 the staff performed 380 inspections, issued ROC's for 30 Units and performed 32 plan reviews. No Violation has been issued since the August meeting.
- Inspectors remain at a good level. Liz continues to make good progress in her development. Paul, Tim and I will be further adjusting Township assignments soon. At that time a more defined inspector/office schedule will be possible. Tim is performing the website updates as needed.
- Paul, Tim and I will attend a defensive driving course on Wednesday, October 4<sup>th</sup>, 2017 given by the Burlington County Sheriff's office. Liz is unable to attend because she has an out of state license.
- Reitmeyer has reached out to Township Managers to discuss the District performing the basin inspections required for MS-4 compliance, but has not received replies. It will be necessary to set an hourly rate for services. This rate can be no higher than the District's inspection rate of \$100.00/hr. G. Berg suggest we wait until the Townships are interested and then district will offer \$100.00 and see if they will be agreeable to that fee. D. Caldwell suggested that maybe the district should offer the first 2 Townships free service and then see if other townships will be interested.
- Reitmeyer provided copies of the most recent draft of the 2:90 rules to each Supervisor for review as requested by Frank Minch. Comments can be forwarded directly to F. Minch or to Reitmeyer for inclusion in a comprehensive District response. Some comments were provided at a recent Manager's meeting.
- B. Babezki of Intellec IT has recommended a few improvements. A total of \$15,000 was included in the FY 2018 budget for technology upgrades including regular maintenance. On a motion of approval to purchase, and/or install, the below listed items for an amount not to exceed \$9,481.43 by D. Caldwell and seconded by Dr. R. Rebozo. All in favor.
  - The first is the replacement of three work stations (Paul, Tim and Liz). Reitmeyer has received a proposal for the purchase and installation of three desk stations in the amount of \$3,599.16.
  - The second proposal is for five new 22" monitors in the amount of \$821.20. This could be reduced by pairing existing monitors at certain workstations.
  - The third is updating our Anti-Malware subscription in the amount of \$349.99.
  - The fourth is for the purchase and installation of Microsoft Office Plus 2016 for 6 work stations is \$4,573.33. According to Babezki, this will need to be done within the next couple years, but does not have to be done now.
  - The fifth is to purchase of up to five adaptors to connect old monitors to new computers in the amount of \$137.75. This final amount would be lessened if new monitors are purchased.

- Fall cleanup around the building will need to be performed. This will include trimming hedges, removing old growth from planting beds, weeding and cleaning up rain gardens. A quote has been requested from G & G Landscaping, but has not yet been received.

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

Certification Report was presented and discussed. Reitmeyer reports there were **24 251 Plans** and **11 RFA** permits that have been approved for this month. 251 Certifications mentioned for discussion are as follows: Top Golf-Mount Laurel of Mount Laurel on Marne Highway; Fellowship Road Apartments of Mount Laurel and Northline 6A of Burlington Township. On a motion of approval by D. Knezick and seconded by T. Budd. D. Caldwell recused himself of Lockheed Martin Solar of Moorestown; Westampton Apartments, Woodlane Road of Westampton and Burlington Chevrolet of Burlington City. All in favor.

## **OLD BUSINESS:**

### **1) FY 2017 Audit:**

- Frenia, Holman and Allison have provided a draft audit report, but are unable to provide the final audit report until the in-kind contributions have been received from the N.J. Department of Agriculture and NRCS. The draft report contains no findings. I have scheduled the exit conference for Friday, September 29, 2017 at 9:00 am. Supervisors are welcome to attend.

### **2) 2015 NFWF Grant:**

- Multi-species cover crop seed has been provided for the farmers on the distributed list. A total of 506 acres have received cover crop, about 450 acres of this is the multi-species. The aerial seeding took place this past Friday and Saturday. Broadcast seeding has also been performed by some of the farmers receiving the mini-grants. I will be meeting with the mini-grant recipients to discuss with them the advantages of the NRCS program should they wish to enroll. I am also in contact with farmers who may be suitable mini-grant recipients for standard single species cover crop assistance later this fall. Invoices will be submitted to NFWF for repayment per their schedule.
- Reitmeyer mentioned that he spoke with Larry Roorh, who received a mini-grant last year, about any observations made on his field this year. Roorh indicated that his per acre fertilizer cost was significantly lower this year.
- Reitmeyer mentioned that mini-grants for the multi-species mixture were provided to four farmers in Camden County.
- Reitmeyer is awaiting the invoice for the aerial seeding and one other invoice from Helena Seed.

**3) NRCS Program Assistant:**

- The position advertisement has been placed in the Burlington County Times (2 days) and online (30 days) and resumes are being received. Reitmeyer is forwarding these resumes to N. Ciccaglione for review.
- The District will be compensated for the advertisement costs. Reitmeyer is in the process of drafting a suitable job description for inclusion with the District Policy Manual. Reitmeyer asked N. Ciccaglione to review the draft of this job description.
- Interviews will be held in coordination between Ciccaglione and Reitmeyer and Reitmeyer anticipates recommending the hiring of a candidate at the October meeting.

**NEW BUSINESS:**

**1) 2017 Annual NJACD Conference:**

- Will be held on November 2, 2017 at the Rutgers Eco Complex from 8:00 am until the afternoon. Expected to be a one day conference. The business meeting is required for Supervisor points.

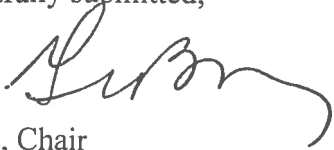
**PUBLIC COMMENT: None.**

**EXECUTIVE SESSION:** Exited for an executive session at 4:20 on a motion by D. Knezick and seconded by D. Caldwell and returned to regular meeting at 4:49 on a motion by G. Berg and seconded by D.Knezick.

**NEXT MEETING: October 25, 2017.**

**ADJOURNMENT:** The meeting was adjourned at 5:00 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,



G. Berg, Chair