

Minutes for: September 28, 2016

**PRESENT: G. Berg, D. Knezick, T. Budd, D. Caldwell, C. Costa, R. Reitmeyer
N. Ciccaglione (late), R. Belcher and P. Saunders**

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 2:58 p.m.

Roll Call: G. Berg, D. Knezick, D. Caldwell, T. Budd, C. Costa, 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 24, 2016 meeting were approved on a motion by D. Knezick and seconded by C. Costa. All in favor. The Bills To Be Paid, Financial Report for September and Budget Snapshot were reviewed and accepted on a motion by T. Budd and seconded by D. Caldwell. R. Reitmeyer reported that he has investigated various options to reduce the balance of the checking accounts at Investors Bank, as previously directed by the Board. Collectively these accounts are still significantly over the FDIC limit of \$250,000.00 and expose the district to risk of loss. After reviewing the various options it was motioned by T. Budd and seconded by D. Caldwell to reduce the regular checking account to \$150,000.00, maintain payroll checking account at \$40,000.00 and to open a new CDARS account for a term of 5 years with the remainder. All in favor, Motion approved.

SUPERVISOR MANUAL:

The Board discussed Chapter #10 of the Supervisor Manual. G. Berg stated after review of Chapter #10 that the discussion was pertinent to the proposed resolution included later in the agenda and the encouragement of this process. Chapter 11 was distributed for discussion at the October meeting.

CORRESPONDENCE: R. Reitmeyer

1. Invitation received from Cinnaminson Township Public Schools, which is hosting a Water Festival at the Palmyra Cove Nature Park, and requested if Tim Robinson would be a presenter for Fourth Grade students.
2. Correspondence received from R. Belcher seeking a district to host the 2017 Envirothon.
3. NACD newsletter with information regarding the NACD 2017 Annual Meeting being held in Denver, Colorado beginning on January 28, 2017 and ending on February 1, 2017.
4. Notification from Kiplinger Letter that subscription renewal will be necessary.
5. Proposal received from John Black, President of the Native Plant Society of New Jersey for the installation of a native plant garden at the Helen A. Fort Middle School in Pemberton School District. This would be funded through the grant offered by Pinelands Nursery and administered by the District. On a motion to accept their proposal by G. Berg and seconded by D. Caldwell, abstained by D. Knezick. All in favor.

6. Notification from Joe Dunn regarding the Senate Bill for Native Plants sponsored by Senator James W. Holzapfel. R. Reitmeyer will draft a letter to express support of the Bill. On a motion of approval by C. Costa and seconded by D. Caldwell, abstained by D. Knezick. All in favor.
7. Thank you letter received from the NJ Envirothon for our donation made in support of the 2016 NJ Envirothon.
8. Newspaper article regarding the installation of the Floating Island at a Mansfield site by the Burlington County Soil Conservation District Staff and Supervisor

STAFF REPORT: P. Saunders

P. Saunders reported that she has been working to reverse a transaction for a pension payment made to the State of New Jersey. The pension payment was erroneously required by the State of New Jersey. After payment by the District it was determined that it would require reversal. Documentation was received from Investors to process the Stop Payment and reissue the correct payment. Saunders thanked the Board for allowing her to participate in the NE NACD Conference that was held in Galloway Twp., NJ and also wanted to thank the Board for allowing her the opportunity to work one of the stops at Tour de Farms. Saunders and R. Reitmeyer continue to maintain all the day to day activity needed for the 251 Audit program. Other projects, such as completing the closing out of 251 files will be worked on in the near future.

NRCS REPORT: N. Ciccaglione

N. Ciccaglione mentions that N. Moraldo will be retiring within two weeks. NRCS has selected Clair Flanagan as the District Conservationist for the Freehold Office and she will be starting on October 11, 2016. Ciccaglione has been performing the duties in both the Freehold Office and the Burlington Office for several years. Ciccaglione also mentioned that their fiscal year is coming to a close and that a lot of plans that are obligated for a total of almost \$900,000.00. New program signups will begin on October 21, 2016. Seven Conservation Plans were presented for acceptance and signature. On a motion of approval by C. Costa and seconded by T. Budd. All in favor.

SJRC & D: NO REPORT

SSCC REPORT: R. Belcher

R. Belcher noted that the H&H database program is up and running. The SSCC is requesting any comments regarding the Soil Restoration Standard. The information for the 2017 Poster Contest will be coming up soon and Belcher will keep us informed.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

1. **Snapshot of Activity:** For the month August 2016 the staff performed 307 inspections, issued ROC's for 39 Units and performed 24 plan reviews. Two Notices of Violation have been issued since the August meeting.
2. **Staff Workload:** Staff continues to be busy with field inspection activity, plan reviews and administrative functions including District meeting and Audit preparation, project entries and re-certifications.
3. **File Recertification:** Permit extension re-certifications are largely complete. The regular re-certification process for those applications that have been certified for 3.5 years is now underway. T. Robinson has been processing the annual re-certifications required for all mining sites.
4. **Shared Employee with Ocean SCD:** Ocean SCD is in agreement of general terms. They seem ok with us interviewing, but a concern is being able to exit the agreement if they are not happy. Christine Raabe and I will be working together to draft an agreement.
5. **Basin Database:** Majority of corrections have been made. An upcoming concern is the entry of new basins that have been not been entered due to existing work load. Options for entering the data include existing staff, interns or to contract with Warren SCD. Warren will enter data for the cost of \$10 per basin.
6. **District Website:** New website up and running. We are compliant with State requirements and Chris Edwards, the contractor, has been helpful in addressing any concerns. G. Berg suggested that the website needs more pictures and to possibly change the background.
7. **Floating Wetland Project:** D. Caldwell, T. Robinson and R. Reitmeyer successfully installed a floating wetland at the Mansfield Municipal building. A reporter from the Burlington County Times was on hand to cover the launch and an article was included in the weekend addition. Reitmeyer has also discussed placing the floating wetlands in the Homestead at Mansfield subdivision.
8. **Rain Garden Correction:** A recommendation has been provided Rutgers and we have received a quote from G&G based upon the recommendation. Unfortunately the quote is larger than the amount of funds remaining in the watershed budget. I have asked Jeremiah for alternatives.
9. **Trimming and Mulching:** Approval of the G&G quote to clean and re-mulch the landscape beds around the District office in the amount of \$2,400.00. On a motion of approval by D. Caldwell and T. Budd. All in favor.
10. **Pavement Repair:** Quotes from American Asphalt Solutions, in the amount of \$5,445.70 and Stanley Paving, in the amount of \$6,350.00 have been provided for crack repair, seal coating and line painting of the paved area around the district office. Both are able to complete the work this fall. On a motion of approval by D. Knezick and seconded by T. Budd, the Board accepted the proposal from American Asphalt Solutions. All in favor. Reitmeyer will coordinate with the contractor.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are 25 251 projects and 7 RFA that have been approved for this month. This list of projects discussed is as follows: Sheffield Drive Professional Offices of Mansfield Township is both a certification as well as part of certification because of a minor change; Oscar Franco of Springfield Township is a single family home with additional land grading. On a motion of approval by D. Knezick and seconded by T. Budd.

OLD BUSINESS

1. **NFWF Grant:** The required status report was made. On 9/22 the District provided grant funding to seed 48 acres of soybean field for Larry Roohr in Pemberton Township with the NRCS Multi-Species cover crop. The seeding was done via airplane so that Mr. Roohr did not need to harvest the existing crop before planting the cover crop. Significant assistance was provided by Nicole and NRCS. A baseline assessment of the seeded field is scheduled for October 5th.
2. **CPESC Exam:** The exam is scheduled for October 13, 2016 and currently there are 5 people attending. Reitmeyer will contact Envirocert to finalize planning and for payment of the exam proctor.

NEW BUSINESS

1. **Resolution for NJACD:** G. Berg presented a draft of a resolution promoting the importance of native plants in the developed landscape. Berg and Reitmeyer will finalize the draft for approval by the Board. The resolution will then be forwarded to the NJACD for consideration.
2. **District Technology:** The FY 2017 included upgrades to the District's technology based assets. Accordingly, Reitmeyer presented estimates from Intellec IT Solutions for Discussion by the Board: GIS Workstation - \$2,857.84, Two new desk stations - \$2,404.86, Firewall and Malware for seven work stations - \$536.18 and Cloud Based backup - \$600.00 per year. It was discussed that the Cloud based backup system must be verified to be fully automated. On a motion of approval to purchase and install these upgrades by D. Caldwell and seconded by D. Knezick. Additionally the FY 2017 Budget included a GIS component. Reitmeyer will arrange a meeting with himself, G. Berg and ESRI to review options for GIS
3. **District Intern:** R. Reitmeyer will seek an intern from Rutgers or Stockton for a period of 10-12 weeks at 8 hours a week or full time. Reitmeyer will write up a job description and solicit to the above mentioned Colleges.

PUBLIC COMMENT: December meeting will be held on the 3rd Wednesday of December which is December 21, 2016 at which time the district office will also host their annual holiday luncheon.

NEXT MEETING: October 26, 2016.

ADJOURNMENT: The meeting was adjourned at 5:13 pm. On a motion of approval by D. Knezick and seconded by D. Caldwell. All motions unanimous unless otherwise noted.

Respectfully submitted,

 DONALD KNEZICK

G. Berg, Chairman