

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

June 26, 2013- 2:00 PM

District Office- 186 Halsey Road, Newton (Hampton Township)

NEXT MEETING: August 28, 2013 – 4:30 p.m. District Office

SUPERVISORS PRESENT: Barbara Rosko, Walter Ricker, James Kilduff, Fred Hough and Philip Deacon.

SUPERVISORS ABSENT: None

OTHERS PRESENT: Clifford R. Lundin-District Manager, Dan Mull- Regional Conservationist, USDA-NRCS, Ann Ricker and Matthew Fox, P.E., Supervisor appointee.

Chairman Rosko called the meeting to order at 2:12 p.m. declaring that adequate notice had been provided in accordance with the NJ Open Public Meetings Act. The members joined in in a salute to the flag. The members recognized Mr. Ricker for the completion of 33 years of service to the Board. This is Mr. Ricker's final meeting. Prior to the meeting the Board joined in a luncheon to salute Mr. Ricker and presented him with a clock in honor of his many years of volunteer service. Mrs. Rosko read a letter of appreciation from the NJ Secretary of Agriculture, Douglas Fisher.

ROLL CALL: A call of the roll confirmed that a quorum was present. Mr. Deacon arrived at 2:42 p.m.

MINUTES:

On motion of Mr. Ricker, seconded by Mr. Kilduff and properly carried, the Board approved the minutes of the regular meeting of April 26, 2013.

CORRESPONDENCE:

On motion of Mr. Kilduff, seconded by Mr. Hough and properly carried, the attached correspondence list was reviewed and approved for the files. Special attention was given to the highlighted items.

TREASURER'S REPORT:

Monthly Report: On motion of Mr. Hough, seconded by Mr. Ricker and properly carried, the Treasurer's Report was approved, subject to audit, by roll call vote as follows: Mr. Ricker- yes, Mr. Hough-yes, Mr. Kilduff- yes and Mrs. Rosko- yes. The Treasurer's Report included the following: Income Statement for the Twelve Month Period ending June 30, 2013, Cash Disbursements-Check Register from April 24, 2013 through June 26, 2013, Cash Receipts Journal from April 24, 2013 through June 26, 2013, Cash Account Balance Report as of June 26, 2013, Consulting Engineer-Cash Disbursements Journal from July 1, 2012 through June 26, 2013, General Ledger Trial Balance as of June 26, 2013 and Balance Sheet dated June 30, 2013.

FY2013 Budget: Mr. Lundin reviewed the overall financial report. As of this date, the Board is showing a slight profit for FY2013. It has not been necessary to utilize the 251 reserve. Minor over-expenditures occurred in two accounts. Mr. Lundin presented a minor amendment to the FY2013 budget for consideration. The amendment was approved on roll call vote on motion of Mr. Ricker, seconded by Mr. Hough. Roll call vote as follows: Mr. Ricker- yes, Mr. Hough-yes, Mr. Kilduff- yes and Mrs. Rosko- yes.

FY2014 Budget: Mr. Lundin presented a proposed FY2014 budget for Board consideration. The budget represents a 2% increase in total budgeted expenses over FY2013. For budgetary purposes, the salary figure is based upon a 40 hour work-week, although the District staff remains at reduced hours. The budget was approved on roll call vote on motion of Mr. Kilduff, seconded by Mr. Ricker. Roll call vote as follows: Mr. Ricker- yes, Mr. Hough-yes, Mr. Kilduff- yes and Mrs. Rosko- yes.

Mr. Deacon joined the meeting at this time.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Hough, seconded by Mr. Ricker and properly carried, the attached 251 Project Card Summary Sheet dated June 26, 2013, the Project Status Report dated June 26, 2013 and the Performance Bonds Remaining Report as of June 30, 2013 were approved. The motion included authorization for the chairman to certify the plans listed under the report heading: "Projects Certified 4/24/2013 to 6/26/2013."

District Quarterly report: On motion of Mr. Ricker, seconded by Mr. Deacon and properly carried the Board approved the District Chapter 251 Quarterly report for the months of January through March 2013.

Exempt Municipality Quarterly reports: The Board reviewed the Quarterly Reports submitted on behalf of Green Township and Andover Township. On motion of Mr. Kilduff, seconded by Mr. Deacon and properly carried the Board approved the Exempt Municipality Quarterly report for the months of January through March 2013.

Problem sites: Mr. Lundin briefed the Board on the following sites:

- 1) 284 Aggregates- WT-057M: The certification expired on December 5, 2012. The permittee does not have an accurate depiction of the area of disturbance. The permittee submitted a revised survey in late May. The permittee is working on identifying the area of disturbance. The District will continue to monitor the progress.

- 2) Whispering Woods- VR-748. The applicant has abandoned the site. The site is now owned by the lender. Major work remains to be done. The Township's bond is insufficient to complete all work. The owner refuses to take responsibility for the roads or permits. The District issued a Stop Work Order on April 11, 2013 that is applicable to all lots and rights of way. The District is coordinating its actions with the Township.
- 3) Crystal Springs Office Building. HY-254. An ROC was issued in 2008 for the building. A CROC was issued simultaneously for the parking lot. The final course has not been installed. The performance bond is now depleted. The District has requested that the applicant restore the bond to its full amount.

Agriculture-NRCS:

- 1) NRCS Report: Mr. Mull provided the Board with the attached report dated June 2013. There are currently 53 active Farm Bill contracts within Sussex County involving assistance valued at \$1,497,103.58 on 2,318.4 acres. Mr. Mull requested Board approval of 5 conservation plans involving properties in Montague, Wantage, Hampton, Vernon and Andover. NRCS is currently processing applications for AMA-EQIP (1 approved to date) and WHIP (1 approved, 7 preapproved.) Two applications are also pending for WRP assistance for properties in Frankford and Sparta. NRCS will be advertising for a replacement for Mr. Wick. The Board approved the NRCS report on motion of Mr. Deacon, seconded by Mr. Ricker and properly carried.
- 2) Cooperators: Since its last meeting, the District is in receipt of three applications for Conservation Assistance from the following:
 - a. James Chirip for a 21.45 acre parcel in Green Township;
 - b. Mitchell Sparrow for a 22.78 acre parcel in Hampton Township; and
 - c. Natasha Alfsen for a 30 acre forested parcel in Sparta.

The Board approved the applications on motion of Mr. Hough, seconded by Mr. Ricker and properly carried.

- 3) Vernon Township Block 134 lot 22. Mr. Lundin indicated that the District has issued a determination that the construction of a manure storage facility on the above property is exempt from Chapter 251. The construction involves NRCS financial and technical assistance. The project was designed by NRCS, is in accordance with the applicable FOTG, and includes soil erosion controls. Under the SSCC policy such construction is exempt.

SSCC Report: Mr. Minch was unable to attend on behalf of the SSCC. In his absence, Mr. Lundin briefed the Board on the following matters:

- 1) Program reevaluation: The work of the subgroups continues.
- 2) Readoption of SESC Standards: The SSCC at its meeting of April 8, 2013 readopted the SESC standards with changes. However, the publication and implementation of the standards has been suspended pending review by the Governor's office. For the indefinite future the prior standards will remain in effect.
- 3) District appointment: Mr. Lundin provided the Board with a copy of the report of the District's 2013 Nominating Committee. The SSCC at its meeting of June 10, 2013, approved the reappointment of Chairman Rosko for an additional 3-year term and appointed Matthew Fox, P.E. to the Board to replace Mr. Ricker. Copies of the letters of appointment are attached.
- 4) Bahr/Anderson- WT-131. The aggrieved neighboring property owner continues to complain to various officials. After receipt of a call from Mrs. Anderson, Secretary Fisher directed Mr. Minch to visit the site. Mr. Minch apparently met with Mrs. Anderson on June 20, 2013.
- 5) Biosecurity Policy: Mr. Lundin distributed copies of the attached SSCC Biosecurity policy.
- 6) Right to Farm Rules: The State Board of Agriculture has proposed amendments to the Right to Farm rules. A general discussion followed.

H&H Grant: The District reviewed Secretary Fisher's letter of May 28, 2013 relative to reimbursement to the Districts for the cost of the data lost in the Rutgers data system.

Education:

- 1) Envirothon Training: Mr. Lundin reported on the New Jersey Envirothon held on May 3 and 4 in Burlington County. Mrs. Rosko and he served as judges. The only teams from the County were the two Kittatiny teams who came in 26th and 28th.
- 2) 2014 Envirothon: Mr. Lundin reminded the Board that the District will be the sponsor of the 2014 Envirothon to be held at the NJ School of Conservation on May 2 and 3, 2014.

- 3) Sussex County Farm and Horse Show/NJ State Fair: Mr. Lundin reported that the District has been invited to place a display in the Sussex County Building at the SC Fair to be held from August 2-August 11, 2013. On motion of Mr. Deacon, seconded by Mr. Kilduff, and properly carried, the Board authorized the District's participation in the Fair.

Meetings:

- 1) 2013 NACD Northeast Regional Meeting. Mr. Lundin reported that the Board that this annual meeting will be held in Dover, Delaware from September 15-September 17, 2013.
- 2) 2013 NJACD Meeting. Mr. Lundin reported that firm dates have not yet been determined for this meeting. It appears likely that that the conference will be a 2 day session in Avalon sometime in October.
- 3) 2014 NACD Annual Meeting: Mr. Lundin reported that the 2014 Annual NACD Meeting is scheduled for February 2-5, 2014 in Anaheim, California.

Common Waters Initiative: Mr. Lundin reported that the next quarterly meeting is scheduled for July 11, 2013 at Grey Towers in Milford, PA.

North Jersey RC&D: Chairman Rosko and Mr. Lundin reported that the next meeting will be on July 10, 2013. Both Mrs. Rosko and Mr. Lundin will attend.

Other Old Business:

Nominations: The report of the Nominating Committee meeting of May 21, 2013 is attached.

Lake Owassa property: Mr. Lundin reported that the District is in receipt of the 2013 annual license payment for the Lake Owassa property.

Renewal Lease Agreement: Mr. Lundin reported that he and Supervisor Deacon had successfully negotiated a five year renewal to the District's office lease agreement. The suggested 5% annual increase requested by the landlord was reduced to 2% per year.

NEW BUSINESS:

NJACD Dues: Mr. Lundin reported that the District is in receipt of a letter from the New Jersey Association of Conservation Districts requesting the annual dues in the amount of \$500.00. On motion of Mr. Kilduff, seconded by Mr. Deacon and properly carried by roll call vote, the District will join the NJACD for the 2013 year. Roll call vote as follows: Mr. Ricker- yes, Mr. Hough-yes, Mr. Deacon-yes, Mr. Kilduff- yes and Mrs. Rosko- yes.

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New Business continued.

2013 Staff Outside Employment/Activity Forms: Mr. Lundin reported that the state is requiring the submission of an Outside Employment/Activity Form for all employees. The Board individually reviewed the forms submitted by Mr. Lundin, Mrs. Williams, Mr. Eckert and Mr. Hansen. On motion of Mr. Deacon, seconded by Mr. Kilduff and property carried, the chairman was authorized to sign the forms and submit the same to the NJDA-SSCC.

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 3:16 p.m. There being no one desiring to speak, the meeting was closed to the public at 3:17 p.m.

EXECUTIVE SESSION:

On motion of Mr. Deacon seconded by Mr. Ricker and properly carried, the Board went into executive session for the purpose of discussing personnel issues. The closed session commenced at 3:18 p.m.

The Board returned from Executive Session at 3:45 p.m.

PERSONNEL ACTION: Mr. Ricker moved seconded by Mr. Hough and properly carried by roll call vote, to grant the District employees an increment in salary effective July 1, 2013 (Schedule attached.) It was noted that all employees will remain on a 35 hour or less work week due to reduced District workload. Roll call vote as follows: Mr. Ricker- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Kilduff- yes and Mrs. Rosko- yes.

ADJOURN:

The Meeting was adjourned at 3:50 p.m. on motion of Mr. Deacon, seconded by Mr. Kilduff and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin, District Manager