

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

October 23, 2013- 4:30 PM

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

NEXT MEETING: December 4, 2013 – 2:00 p.m.

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

SUPERVISORS ABSENT: Matthew Fox, P.E.

OTHERS PRESENT: Clifford R. Lundin-District Manager, Dan Mull- Regional Conservationist, USDA-NRCS.

Chairman Rosko called the meeting to order at 4:32 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.

ROLL CALL: A call of the roll confirmed that a quorum was present.

MINUTES:

On motion of Mr. Kilduff, seconded by Mr. Deacon and properly carried, the Board approved the minutes of the regular meeting of August 28, 2013.

CORRESPONDENCE:

On motion of Mr. Deacon, seconded by Mr. Kilduff 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. Deacon and properly carried, the Treasurer’s Report was approved, subject to audit, by roll call vote as follows: Mr. Hough-yes, Mr. Kilduff- yes, Mr. Deacon- yes and Mrs. Rosko- yes. The Treasurer’s Report included the following: Income Statement for the Four Month Period ending October 31, 2013, Cash Disbursements-Check Register from August 28, 2013 through October 23, 2013, Cash Receipts Journal from August 28, 2013 through October 23, 2013, Cash Account Balance Report as of October 23, 2013, Consulting Engineer-Cash Disbursements Journal from July 1, 2013 through October 23, 2013, General Ledger Trial Balance as of October 23, 2013 and Balance Sheet dated October 31, 2013.

Mr. Lundin reviewed the overall financial report. With few exceptions, all accounts are either within budget or under budget. However for the most recent calendar quarter, income fell far below projections. As of this date, for FY2014 the District has a negative balance of approximately \$28,000.00 Mr. Lundin that the number of applications has significantly increased for the month of October. The Board will continue to carefully monitor the income over the next months.

Status on FY2013 Audit: Mr. Lundin reported that he had spoken to Mr. Ferry earlier in the day and that the auditors anticipated being on site during the week of October 28, 2013.

Health Insurance Premiums: Mr. Lundin informed the Board that effective January 1, 2014, the State of New Jersey has increased the monthly State Health Benefits Insurance Premium for the district by an average of 8.375%. The FY2014 District Budget anticipated a 12.5% increase.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Kilduff and properly carried, the attached 251 Project Card Summary Sheet dated October 23, 2013, the Project Status Report dated October 23, 2013 and the Performance Bonds Remaining Report as of October 31, 2013 were approved. The motion included authorization for the chairman to certify the plans listed under the report heading: "Projects Certified 8/28/2013 to 10/23/2013."

District Quarterly Report: On motion of Mr. Deacon, seconded by Mr. Kilduff and properly carried the Board approved the District Chapter 251 Quarterly Report for the months of July through September 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 Reports for the months of July through September 2013.

Statewide trends: Mr. Lundin provided the Board with copies of reports distributed at the September SSCC meeting that seem to indicate that on a statewide basis that the number of new SESC applications is increasing. This trend has not yet been observed in Sussex County.

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

- 1) 284 Aggregates- WT-057M: The certification expired on December 5, 2012. Mr. Lundin met with the permittee on October 22. We finally have an accurate depiction of the area of disturbance. Mr. Lundin and the permittee are to meet again in the near future to review the paperwork to extend and/or recertify the application.

- 2) Whispering Woods- VR-748. The applicant has abandoned the site. The site is now owned by the lender. The roads and drainage have been deeded to the Homeowner's Association. Major work remains to be done. The Township's bond is insufficient to complete all work. The District has issued a Stop Work Order. Mr. Lundin and Mr. Hansen recently met at the site with the Township Engineer, Cory Stone; the Homeowner's Association and the Hidden Lake Association. The Township is developing a proposal to address the most significant issues.
- 3) Crystal Springs Office Building. HY-254. An ROC was issued in 2008 for the building. A CROC was issued for the parking lot. The final course has not been installed. The initial performance bond has been depleted. The applicant has replenished the bond fund and a new bond agreement has been signed.
- 4) Wantage Solar Farm WT-145. The applicant has submitted and the District and SSCC Engineer have approved revisions to the certification that address the stormwater issues. The revised certification will be issued by October 25, 2013.
- 5) Mountain Creek Snow Tubing Attraction- VR-872. Mr. Lundin and Mr. Eckert met at the site with the Township Engineer, Cory Stoner and Mountain Creek representatives. The site is significantly improved but is still not ready for an FROC. The CROC and bond will continue to be needed to allow operation through the 2013-2014 winter season.

Resolution: On motion of Mr. Hough seconded by Mr. Kilduff and properly carried on a roll call vote, the Board approved the attached Resolution relative to the initial bond for HY-254. The Resolution authorizes the release to the District of the previously withheld administrative fees. Roll call vote as follows: Mr. Hough-yes, Mr. Kilduff- yes, Mr. Deacon- yes and Mrs. Rosko- yes.

Agriculture-NRCS:

- 1) NRCS Report: Mr. Mull provided the Board with the attached report dated October 2013. There are currently 56 active Farm Bill contracts within Sussex County involving assistance valued at \$1,442,599.82 on 2,001.5 acres. Mr. Mull requested Board approval of 3 conservation plans involving properties in Hampton, Sparta and Sussex. Mr. Mull noted that the Hampton application is actually being processed by the Frenchtown NRCS office in that the recipient is a relative and he has recused himself from action on the application. NRCS is currently processing applications for 2 AMA applications. The deadline for EQIP has been extended until November 15, 2013. 25 EQIP applications have been

received to date. NRCS has also extended Wetlands Reserve Program (WRP) offers to two properties in Frankford and one property in Sparta.

- 2) Cooperators: Since its last meeting, the District is in receipt of one application for Conservation Assistance from the following:
 - a. Goldenview Farm for a 76.233 acre parcel in Frankford Township.

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

State Soil Conservation Committee (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) Administrative Policies: Mr. Lundin distributed two policies adopted at the SSCC meeting on October 22, 2013. These involved: a) Computer and Internet Access and Use and b) Disposition of Excess and/or Surplus Property.

H&H Grant: Mr. Lundin reported that the data entry remains on hold pending the reprogramming of the data system. He further indicated that the SSCC/NJDEP have suspended the second payment to the Districts under the grant. Discussions are still underway with Rutgers relative to reimbursement of District costs.

Mr. Lundin also indicated that the SSCC and NJDEP have clarified the information requested in a recent NJDEP letter. The District response will be submitted within the near future.

Education:

- 1) Sussex County Harvest, Honey and Garlic Festival: Mr. Lundin reported that the District sponsored a display in this festival held at the Sussex County Fairgrounds on October 12. Approximately 500 people attended the festival.
- 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. Mrs. Rosko and Mr. Lundin are scheduled to attend a planning meeting to be held at the Mercer SCD on October 30, 2013.

Meetings:

- 1) 2013 NJACD Meeting. The annual conference is scheduled for October 27-28, 2013 in Avalon. Mr. Lundin is scheduled to conduct one of the training sessions. This is a required event for Supervisors to qualify for reappointment to the Board. On motion of Mr. Hough, seconded by Mr. Deacon and properly carried by roll call vote the following members and staff were authorized to attend: Mrs. Rosko, Mr. Deacon, Mr. Hough, Mr. Kilduff and Mr. Lundin. Roll call vote as follows: Mr. Hough-yes, Mr. Kilduff- yes, Mr. Deacon- yes and Mrs. Rosko- yes

- 2) 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 grant program has ended and he is processing the District's final invoice for reimbursement.

North Jersey RC&D: Chairman Rosko and Mr. Lundin reported that the next meeting will be on November 6, 2013. Both Mrs. Rosko and Mr. Lundin will attend. A final decision must be made by the end of the calendar year as to whether or not to continue or to disband the organization.

NACD dues: The District is in receipt of a membership renewal notice from the National Association of Conservation Districts (NACD). On motion of Mr. Kilduff seconded by Mr. Deacon and properly carried on roll call vote, the District voted to continue its membership. Roll call vote as follows: Mr. Hough-yes, Mr. Kilduff- yes, Mr. Deacon-yes and Mrs. Rosko- yes

NEW BUSINESS:

December meeting: On motion of Mr. Hough, seconded by Mr. Kilduff and properly carried, the Board determined to change the date of its December meeting to December 4, 2013. This will be a luncheon meeting.

District vehicle: Mr. Lundin advised the Board that the District's 2012 Liberty was experiencing transmission issues and it is currently out of service and at the dealership. The work should be covered under the District's new vehicle warranty.

Labor Law Posters: On motion of Mr. Kilduff seconded by Mr. Deacon, the Board authorized Mr. Lundin to order new wall posters to comply with Federal and State employment requirements at a cost not be exceed \$100.00.

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PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 5:40 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:41 p.m.

ADJOURN:

The Meeting was adjourned at 5:42 p.m. on motion of Mr. Deacon, seconded by Mr. Kilduff and properly carried.

Respectfully submitted for Fred Hough, Secretary/Treasurer

By Clifford R. Lundin, District Manager