

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**

Board of Supervisors Meeting

January 22, 2014- 4:30 PM

District Office-186 Halsey Road, Newton, NJ

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**NEXT MEETING:** February 26, 2014 – 4:30 p.m.

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

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**SUPERVISORS ABSENT:** None.

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**OTHERS PRESENT:** Clifford R. Lundin-District Manager, David Schaaf- Soil Conservationist, USDA-Natural Resources Conservation Service, Thomas Ferry, CPA-Ferraioli, Wielkocz, Cerullo & Cuva, PA.

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Chairman Rosko called the meeting to order at 4:30 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. Deacon seconded by Mr. Kilduff and properly carried, the Board approved the minutes of the regular meeting of December 5, 2013.

**CORRESPONDENCE:**

On motion of Mr. Kilduff, seconded by Mr. Deacon 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. Deacon, seconded by Mr. Kilduff 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, Mr. Fox- yes and Mrs. Rosko- yes. The Treasurer's Report included the following: Income Statement for the Seven Month Period ending January 31, 2014, Cash Disbursements-Check Register for the period of December 5, 2013 to January 22, 2014, Cash Receipts Journal for the period of December 5, 2013 to January 22, 2014, Cash Account Balance Report as of January 22, 2014, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2013 through January 22, 2014, General Ledger Trial Balance as of January 22, 2014 and Balance Sheet dated January 31, 2014.

Mr. Lundin reviewed the overall financial report. With few exceptions, all expenditure accounts are either within budget or under budget. However for the first 7 months of this fiscal year, income has fallen far below projections. As of this date, for FY2014, the District has a negative balance of approximately \$48,000.00. Approximately \$19,000 of this would be offset by administrative fees to be transferred from the

performance bond account. In addition, as of the close of FY2013, the District chapter 251 reserves had a balance of \$285,000 which is designed to be used to address any deficits. The Board will continue to carefully monitor the income over the next months.

FY2013 Audit: The District's auditor, Thomas Ferry of the firm of Ferraioli, Wielkocz, Cerullo & Cuva, PA provided the Board with an overview of the FY2013 Audit. The audit report had previously been provided to the Board for review. There were no negative findings. There are no recommendations for improvements. Mr. Ferry described the District's financial condition as "healthy" and "sound" and praised the Board and staff for being fiscally conservative and for setting aside adequate reserves for several items. The Board accepted the report on motion of Mr. Deacon, seconded by Mr. Hough and properly carried on the following roll call vote: Mr. Hough-yes, Mr. Kilduff- yes, Mr. Deacon- yes, Mr. Fox- yes and Mrs. Rosko- yes. Mr. Ferry departed the meeting at this time.

## **OLD BUSINESS**

### **Chapter 251:**

Monthly Report: On motion of Mr. Hough, seconded by Mr. Kilduff and properly carried, the attached 251 Project Card Summary Sheet dated January 22, 2014, the Project Status Report dated January 22, 2014 and the Performance Bonds Remaining Report as of January 31, 2014 were approved. The motion included authorization for the chairman to certify the plans listed under the report heading: "Projects Certified 12/5/2013 to 1/22/2014."

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 period of October 1, 2013 through December 31, 2013.

Exempt Municipality Quarterly Reports: The Board reviewed the Quarterly Reports submitted on behalf of Green Township and Andover Township. On motion of Mr. Hough, seconded by Mr. Deacon and properly carried the Board approved the Exempt Municipality Quarterly Reports for the period of October 1, 2013 through December 31, 2013.

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

- 1) St Jude the Apostle Church Expansion- HY259: Mr. Lundin indicated that due to weather conditions, the stormwater system could not be completed in time for the scheduled opening of the church expansion on Christmas Eve. Mr. Lundin, after consultation with the chairman, allowed certain items to be included in the

performance bond so as to allow the church to open. The District continues to inspect the site on a regular basis.

- 2) Maggio Property- Wantage. The District is still awaiting the application that was due to be submitted by December 1, 2013. A follow-up letter was sent to the Mr. and Mrs. Maggio on January 17, 2014.
- 3) Whispering Woods- VR-748. The applicant has abandoned the site. The remaining undeveloped lots in the development are owned by the lender. The roads and drainage have been deeded to the Homeowner's Association. Major work remains to be completed. The Township's bond is insufficient to complete all work. The Township is developing a proposal to address the most significant issues. The certification has expired. On motion of Mr. Deacon seconded by Mr. Fox, the Board authorized Mr. Lundin to waive any necessary recertification fees in order to facilitate the Township's work to permanently stabilize the site.

**Agriculture-NRCS:** David Schaaf, a soil conservationist from the USDA-NRCS Hackettstown office was in attendance on behalf of Mr. Mull.

- 1) NRCS Report: Mr. Schaaf provided the Board with the attached NRCS report dated January 2014. There are 49 active NRCS contracts within Sussex County representing assistance in the amount of \$1,160,009.86 on 1,719.7 acres. NRCS is currently evaluating 1 AMA application, 25 EQIP applications and 4 WHIP applications. Mr. Schaaf requested Board approval of six Farmland Conservation Plans for properties located in Hampton Township. All six are on preserved farmland. The Board approved the report on a motion by Mr. Fox seconded by Mr. Hough and properly carried.
- 2) Cooperators: Since its last meeting, the District is in receipt of one application for Conservation Assistance from the following:
  - a. Barry Cornelius for a 69 acre parcel in Sandyston Township.

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

- 3) NRCS Forum on Cover Crops and Soil Health. Mr. Schaaf briefed the Board on a February 18, 2014 meeting to be held at the Pequest Fish Hatchery. The District has been invited to participate.

- 4) Fred Kelly: The Board observed a moment of silence in honor of NRCS employee Fred Kelly who recently passed of cancer. During his career, Mr. Kelly had been active on several water quality related programs within Sussex County.

**State Soil Conservation Committee (SSCC) Report:** Mr. Minch was unable to attend on behalf of the SSCC. In his absence, Mr. Lundin reported on the following items:

- 1) SESC Standards: The SSCC has readopted the SESC standards with minor changes. The modifications become effective on Feb 20, 2014. A link to the new standards will be posted on the District's website.
- 2) Policy and Procedures Workgroup. The January 21, 2014 meeting of the group was cancelled due to inclement weather. The meeting has not yet been rescheduled.

**Education:**

- 1) 2014 Poster Contest: Mr. Lundin reported that brochures concerning the 2014 Poster Contest have been mailed to over 100 teachers within the county. The deadline is March 17, 2014 for submission of entries to the District. This year's national theme is "Dig Deeper- The Mysteries of the Soil." The brochure is also available on the District's website.
- 2) 2014 Northern NJ Envirothon Field Day Training. Mr. Lundin reported that the Field Day training (which is coordinated by the District) has been scheduled for Thursday, April 10, 2014 at Swartswood State Park.
- 3) 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. Mr. Fox and Mrs. Rosko have volunteered to work as judges.

**Meetings:**

- 1) 2014 NACD Annual Meeting: The 2014 Annual NACD Meeting is scheduled for February 2-5, 2014 in Anaheim, California. The Board had previously determined not to send a delegate in light of the District's financial position. Mr. Lundin is a member of the National Resource Policy Group (RPG) for Urban and Community Conservation (UCC) Issues. He has made arrangements to participate in the meeting of the UCC-RPG via conference call. Mr. Lundin has been invited to continue to represent the National Conservation District Employee's Association (NCDEA) on the UCC. On motion of Mr. Kilduff, seconded by Mr. Fox and

properly carried, Mr. Lundin was authorized to continue to participate in the committee for 2014.

- 2) Sussex County Construction Code Officials: Mr. Lundin indicated that he had accepted an invitation to appear at a luncheon meeting of all Sussex County Construction Code Officials to be held on February 6, 2014.
- 3) NJACD Northern Regional Meeting. The NJACD has tentatively scheduled the northern regional supervisors meeting for March 26, 2014. As such, it may be necessary to reschedule the Board's meeting that is also scheduled for that date. A final decision will be made at the February meeting of the Board.

**Common Waters Initiative:** Mr. Lundin participated in a "virtual" meeting of the committee held on January 9, 2014.

**North Jersey RC&D:** Chairman Rosko and Mr. Lundin reported that on the ongoing discussions relative to the consolidation of the NJRC&D into the Musconetcong Watershed Association. Mrs. Rosko and Mr. Lundin will participate in a meeting to be held on January 29, 2014. Since the last meeting of the SCSCD Board, NJRC&D has received significant additional grant funding for water quality implementation work within the Delaware River basin.

**NEW BUSINESS:**

**Donna Traylor:** Mr. Lundin reported on the retirement of Sussex County employee, Donna Traylor. Donna has served on the County Farmland Preservation Coordinator and Open Space Coordinator. Donna has also served as the Chair of the District's Nominating Committee. The Board unanimously extended its best wishes to Ms. Traylor.

**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 5:32 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:33 p.m.

**ADJOURN:**

The Meeting was adjourned at 5:33 p.m. on motion of Mr. Hough seconded by Mr. Deacon and properly carried.

Respectfully submitted for Fred Hough, Secretary/Treasurer

By Clifford R. Lundin, District Manager