

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**

Board of Supervisors Meeting

June 25, 2014 - 4:30 PM

District Office-186 Halsey Road, Newton, NJ

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**NEXT MEETING:** Jul 23, 2014 – 4:30 p.m.

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

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**SUPERVISORS ABSENT:** None

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**OTHERS PRESENT:** Clifford R. Lundin-District Manager.

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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 a salute to the flag.

**ROLL CALL:** An initial call of the roll showed that Mrs. Rosko, Mr. Hough and Mr. Deacon were present. A quorum was established. Mr. Kilduff arrived at 4:36 p.m. Mr. Fox arrived at 4:50 p.m.

**MINUTES:**

On motion of Mr. Deacon seconded by Mr. Hough and properly carried on roll call vote, the Board approved the minutes of the regular meeting of May 28, 2014. Roll call vote as follows: Mr. Deacon-yes, Mr. Hough-yes and Chairman Rosko-yes.

**CORRESPONDENCE:**

On motion of Mr. Deacon, 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. Mr. Kilduff arrived at this time.

**TREASURER'S REPORT:**

**Monthly Report:** On motion of Mr. Deacon, seconded by Mr. Hough and properly carried, the Treasurer's Report was approved, subject to audit, by roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes and Chairman Rosko- yes. The Treasurer's Report included the following: Income Statement for the Twelve Month Period ending June 30, 2014, Cash Disbursements-Check Register for the period of May 28, 2014 to June 25, 2014, Cash Receipts Journal for the period of May 28, 2014 to June 25, 2014, Cash Account Balance Report as of June 25, 2014, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2013 through June 25, 2014, General Ledger Trial Balance as of June 25, 2014 and Balance Sheet dated June 30, 2014.

**Year-end budget review:** Mr. Lundin reviewed the overall financial report. With one minor exception, all expenditure accounts are either within budget or under budget. However, revenues for F2014 have fallen approximately \$112,000 under projections. Despite spending cuts, as of this date, for FY2014, the District has a negative balance

of approximately \$90,500.00.

Credit of Administrative Fees from Performance Bond Account: Mr. Lundin noted that the District has income in its performance bond account that has been earned but not credited. On motion of Mr. Deacon, seconded by Mr. Kilduff and approved on roll call vote, the Board adopted the attached Resolution authorizing the transfer of \$25,000 from the performance bond account (administrative fees) to the chapter 251 income account. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes and Chairman Rosko- yes.

With the above transfer the remaining deficit is approximately \$65,000.00. Those funds will be drawn against the Chapter 251 Reserve for Future Soil Erosion and Sediment Control Act expenditures account. Mr. Lundin noted that the account contains approximately \$63,000 in excess of the minimum required by the SSCC. As such, the use of the reserve will not deplete the chapter 251 reserve below minimum required levels. Mr. Fox arrived at this time.

Revised FY2014 Budget and Proposed FY2015 Budget. Mr. Lundin will present to the Board at the July meeting, a revised budget for FY2014 that reflects actual costs and expenses. The Board briefly discussed the FY2015 budget based upon a draft previously provided. Mr. Lundin will have the final proposed budget available for approval at the July 2014 meeting.

Supervisor Mileage Vouchers: The Board reviewed the Supervisor mileage vouchers for FY2014. The vouchers were approved for payment on motion of Mr. Deacon, seconded by Mr. Hough and approved on roll call vote. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox-yes and Chairman Rosko- yes. Each Supervisor recused themselves from voting on their own voucher.

## **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 June 25, 2014, the Project Status Report dated June 25, 2014 and the Performance Bonds Remaining Report as of June 30, 2014 were approved. The motion included authorization for the chairman to certify the 8 plans listed under the report heading: "Projects Certified 5/28/2014 to 6/25/2014" Mr. Lundin reported that the number of new applications and recertifications/extensions appeared to be increasing. In the past month, the District has

received 7 new applications, 7 recertification applications and 3 Permit Extension Act extension requests. The number of active projects is 327.

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

- 1) St Jude the Apostle Church Expansion- HY259: As a result of a District NOV, the applicant has commenced corrective action. Significant work remains to be done.
- 2) Grinnel facility- SP-666. A joint inspection with NJDEP officials was conducted on June 6, 2014. A district letter was sent June 24 outlining our concerns.
- 3) Wantage Solar- WT-145. The applicant has not satisfactorily addressed the problems identified in a District NOV. Mr. Lundin inspected the site on June 20, 2014, accompanied by John Showler the engineer for the SSCC.

**Agriculture-NRCS:** An NRCS representative office was not in attendance. Mr. Lundin reported that earlier in the day, he had received via e-mail a NRCS prepared Conservation Plan for an 8.2 acre property in Branchville, NJ. The Plan will enable the property to qualify for forest management under the EQIP program. The Board authorized the chairman to sign the plan on motion of Mr. Hough, seconded by Mr. Kilduff and properly carried.

Mr. Lundin reported that there were no applications for new cooperator agreements received during the past month.

**State Soil Conservation Committee (SSCC) Report:** Mr. Minch was unable to attend on behalf of the SSCC. Mr. Lundin and Mrs. Rosko attended the SSCC meeting on June 9, 2014. Mr. Lundin also reported on the following items:

- 1) Administrative Procedures Manual: The SSCC is circulating a draft revised manual for comment. Mr. Lundin has submitted comments on behalf of the District.
- 2) Single Family Home Guidance Bulletin: The SSCC has distributed a draft guidance bulletin on the applicability of Chapter 251 to the construction of single family homes. Mr. Lundin has submitted comments on behalf of the District.
- 3) H&H Grants. The data system will be reactivated at Rutgers. It is expected that Districts can commence reentering the data sometime in July. The second payment under the grant is expected at that time.

**Reappointment of Supervisor Deacon:** Mr. Lundin reported that the SSCC unanimously reappointed Mr. Deacon to an additional three year term commencing July 1, 2014. Mr. Lundin administered the oath of office to Mr. Deacon. The Board members congratulated Mr. Deacon on his reappointment.

**Education:**

- 1) Soil Tunnel: Mr. Lundin reported that the District conducted an all-day presentation utilizing the NJACD Soil Tunnel at the Rolling Hills School in Vernon on June 19, 2014. Approximately 200 second graders visited the tunnel.
- 2) Envirothon: Mr. Lundin attended a State Envirothon meeting on June 16, 2014 in Burlington. The purpose of the meeting was to conduct a review of the 2014 Envirothon. All comments were favorable.
- 3) NJ State Fair: Mr. Lundin attended a meeting at the Fairgrounds on June 13 concerning the exhibits to be included in the Sussex County Building.

**Meetings:**

- 1) NACD 2014 Northeast Regional Meeting: Mr. Lundin distributed information relative to the NACD NE Regional Meeting scheduled for Newport Rhode Island from August 24-27, 2014.
- 2) Annual NJ Conservation Partnership meeting. The meeting is currently tentatively scheduled for November 23-24 in a northern NJ location. The NJACD is exploring facilities in the Morris County area.
- 3) 2015 National Meeting: The 2015 NACD National Conference has been scheduled for February 1-4 in New Orleans.

**Common Waters Initiative:** No new items to report.

**North Jersey RC&D:** Chairman Rosko and Mr. Lundin participated in a May 30 meeting with the Musconetcong Watershed Association relative to the merger discussions. A follow-up meeting is scheduled for August 15.

**Other:** None

**NEW BUSINESS:** None

**PERSONNEL MATTERS:**

- 1) Annual employee compensation: Mr. Deacon moved, seconded by Mr. Hough and properly carried, to defer any action on employee salary increases for a 6 month time period due to financial condition of the District.
- 2) Furlough Program: Mr. Deacon moved, seconded by Mr. Hough and properly carried to continue the employee furlough program for an additional 3 months in light of the financial condition of the District. The program will be reviewed at the Sept meeting.
- 3) Layoff Program: Mr. Deacon moved, seconded by Mr. Hough and properly carried to authorize Mr. Lundin, in his discretion, to bring the part-time inspector back to work up to one day per week on an as-needed basis.
- 4) Flexible time request from employee Eckert: Mr. Lundin indicated that Mr. Eckert has requested to work a flexible time schedule. His intention is to work a 4 day per week schedule so as to seek outside part-time employment. Mr. Deacon moved, seconded by Mr. Hough and properly carried to authorize Mr. Lundin to allow Mr. Eckert to work a flexible time schedule. The days and hours will be subject to Mr. Lundin's approval and the weekly number of inspections performed shall not decrease. The authorization is for a three month time period only and can be cancelled by Mr. Lundin at any time if it does not appear to be in the best interest of the District.

**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 5:15 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:16 p.m.

**EXECUTIVE SESSION:** None

**ADJOURN:**

The Meeting was adjourned at 5:17 p.m. on motion of Mr. Kilduff seconded by Mr. Fox and properly carried.

Respectfully submitted for Fred Hough, Secretary/Treasurer

By Clifford R. Lundin, District Manager