

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**

Board of Supervisors Meeting  
December 10, 2014- 2:00 PM  
Irish Cottage Inn- Franklin, NJ

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**NEXT MEETING:** January 21, 2015 – 4:30 p.m.

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

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**SUPERVISORS ABSENT:** None

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**OTHERS PRESENT:** Clifford R. Lundin-District Manager; David Schaaf-Resource Conservationist-NRCS, Madeline (Mim) Dean, NRCS Program Assistant, Grace Messinger-Executive Director, North Jersey Resource Conservation & Development (NJRC&D), Walter Ricker, Supervisor Emeritus, Joseph Sedivy, P.E., District Engineer

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Chairman Rosko called the meeting to order at 2:00 p.m. declaring that adequate notice had been provided in accordance with the NJ Open Public Meetings Act. The members and guests joined in in a salute to the flag.

**ROLL CALL:** A call of the roll showed that Mrs. Rosko, Mr. Kilduff, Mr. Hough, Mr. Fox and Mr. Deacon were present. A quorum was established.

**MINUTES:**

On motion of Mr. Deacon seconded by Mr. Kilduff and properly carried on roll call vote, the Board approved the minutes of the regular meeting of October 22, 2014. Roll call vote as follows: Mr. Kilduff-yes; Mr. Deacon-yes; Mr. Hough-yes, Mr. Fox- Abstain and Chairman Rosko-yes.

**CORRESPONDENCE:**

On motion of Mr. Kilduff, seconded by Mr. Deacon and properly carried, the attached correspondence list was reviewed and approved for the files.

**TREASURER'S REPORT:**

Monthly Report: On motion of Mr. Kilduff, 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, Mr. Fox- yes and Chairman Rosko- yes. The Treasurer's Report included the following: Income Statement for the Six Month Period ending December 31, 2014, Cash Disbursements-Check Register for the period of October 22, 2014 to December 10, 2014, Cash Receipts Journal for the period of October 22, 2014 to December 10, 2014, Cash Account Balance Report as of December 10, 2014, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2014 through December 10, 2014, General Ledger Trial Balance as of December 10, 2014 and Balance Sheet dated December 31, 2014. The Board reviewed the financial condition of the District. For the first 5.5 months of FY2015, the District is showing a positive balance in excess of \$26,000. No expenditure accounts are over budget at this point.

FY2014 Audit: Mr. Lundin reported that the auditors are scheduled to be in the district offices on December 16-18.

## **OLD BUSINESS**

### **Chapter 251:**

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Hough and properly carried, the attached 251 Project Card Summary Sheet dated December 9, 2014, the Project Status Report dated December 10 2014 and the Performance Bonds Remaining Report as of December 31, 2014 were approved. The motion included authorization for the chairman to certify the 5 plans listed under the report heading: "Projects Certified 10/22/2014 to 12/10/2014." In the past month, the District has received 8 new applications and 5 recertification applications. The number of active projects is 307.

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

- 1) Whispering Woods-Vernon- VR-748. The municipal corrective action is completed. The site is generally stable. There is no construction underway. The Stop Work Order remains in effect.
- 2) Marina Energy/Frankford Solar Farm- FF-271. The applicant has installed all controls as directed by the District and in in compliance at this time.
- 3) Uncertified site- Vernon- 1 and 3 Silver Spruce Drive. Two Stop Work Orders have been issued to adjoining owners. The sites remain unstable. All work had apparently ceased, however, Mr. Lundin received a telephone call earlier today that trucks were observed bring additional fill to the site.
- 4) Grinnel facility- SP-666. The District is awaiting the receipt of the revised plans. The owner has promised to submit the plans by the close of the calendar year.
- 5) Stonehedge Development- BY 122. This is a major subdivision in Byram. The certification for the roads and drainage has expired. The developer has refused to recertify. There are three single family houses under construction by people who purchased lots from the project owner. At the time of certification all were warned that the District could not issue a ROC for the home until either the roads and drainage were completed and approved or until we had an active certification for the roads and drainage. A CROC has been issued for one property. Mr. Lundin will seek to convene a meeting of all parties and the Township Engineer during January.

- 6) Caggiano- SH044. Mr. Lundin indicated that Mr. Caggiano continues to submit OPRA requests. Mr. Lundin indicated that Sussex County and Green Township have filed motions in the Superior Court seeking an Order directing Mr. Caggiano to cease the submission of OPRA requests or otherwise harassing the agencies. Mr. Hough moved, seconded by Mr. Deacon and properly carried in a roll call vote to direct Special Counsel William Haggerty to intervene in the above matter and to seek a similar Order on behalf of the District. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox- yes and Chairman Rosko- yes.

Fee Tracking Data System: The Board reviewed a copy of a letter from the HEP District to the SSCC suggesting that the SSCC create and finance a data system to be used for the tracking of fees. This requirement was recently adopted by the SSCC and requires all Districts to have a tracking system within 2 years. The HEP letter suggested that greater uniformity would be promoted through the use of a uniform data system. By consensus, the Board directed Mr. Lundin to send a letter to the SSCC supporting the HEP proposal.

**Agriculture-NRCS:**

Monthly NRCS Report: Mr. Schaaf presented the attached NRCS report for the month of December 2014. There are currently 51 active Contracts within the county with assistance totaling \$975,363.09 and impacting 2,637 acres. There are 3 AMA applications and 24.EQIP applications currently pending. Since the last report, NRCS has made 84 payments totaling \$230,027.88 to Sussex County landowners. The Board approved the report on motion of Mr. Deacon seconded by Mr. Kilduff and properly carried.

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

2015 Young Farmer of the Year: Mr. Lundin reported that Henry Byma a 36 year old dairy, hay and grain farmer from Wantage had been selected as NJ's Outstanding Young Farmer for 2015.

2015 International Year of Soils: Mr. Lundin distributed a NRCS press release in which 2015 has been designated as the International Year of Soils. This is part of the NRCS Soil Health initiative.

**State Soil Conservation Committee (SSCC) Report:** Mr. Minch was not present to provide a report. In his absence, Mr. Lundin discussed the following items:

H&H Grant: Mr. Lundin reported that Mr. Hansen has reentered approximately 100% of the H&H forms currently in the District files. Mr. Lundin requested authorization to spend up to \$200 from the H&H grant to purchase a GPS unit. Mr. Fox moved seconded by Mr. Deacon and properly carried to authorize the purchase of such a unit.

Permit Extension Act: Bills are now pending in both house of the Legislature to extend the Permit Extension Act through December 31, 2016. The bills are expected to pass. Mr. Lundin outlined the administrative difficulties associated with the proposal. Mr. Lundin projected that if the extension is adopted, this will negatively impact District income by a minimum of approximately \$25,000.00.

**Education:**

- 1) Envirothon: Mr. Lundin reported that the 2015 NJ Envirothon will be held on May 1-2, 2015 at the Cape May 4H Center. The theme will be “Urban and Community Conservation.”
- 2) Northern NJ Envirothon Training Session. Mr. Lundin reported that the District will once again host the Northern NJ Envirothon Training Day on April 15, 2014 at Swartswood State Park.

**Meetings:**

- 1) Annual NJ Conservation Partnership meeting. The annual partnership meeting was held on November 24, 2014 at the Eco-Complex in Bordentown, Burlington County. Mr. Fox, Mr. Hough and Mr. Lundin attended. The District and Mr. Lundin were presented with a plaque in appreciation for their efforts in sponsoring the 2014 Envirothon. Mr. Eckert also received his 10 years of service certificate. Mrs. Rosko’s seat on the SSCC was subject to reelection. Mrs. Rosko and Sylvia Kovacs of the Warren District were both nominated. An initial vote resulted in a tie. A subsequent vote resulted in a one vote win by Ms. Kovacs. The Board thanked Mrs. Rosko for her 12 years of service on the SSCC.
- 2) 2015 National NACD Meeting: The 2015 NACD National Conference has been scheduled for February 1-4 in New Orleans. Mr. Lundin serves on the national Urban and Community Conservation Resource Policy Group which meets as part of the conference. The projected cost of attendance is approximately \$2100. Mr. Lundin offered to assume a portion of his travel costs and sustenance costs. Mr. Kilduff moved seconded by Mr. Deacon to authorize Mr. Lundin to attend and to reimburse Mr. Lundin for all costs to a maximum of \$1,600.00. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox- yes and Chairman Rosko- yes.

- 3) Road Map Revisited: Mr. Lundin reported on a meeting he attended in Freehold on December 9, 2014 relative to the various reexamination efforts underway.
- 4) Paulinskill Workshop: The Nature Conservancy has scheduled a workshop for January 28, 2015 at the Sussex County Fairgrounds. Informational materials were distributed to the members. Ms. Messinger is scheduled to be one of the speakers.
- 5) Common Waters Project. Mr. Lundin reported that the next meeting of the Common Waters committee will be held on January 8, 2015. This will be a video teleconference.

**North Jersey RC&D:** Grace Messinger, the Executive Director of the North Jersey RC&D Project briefed the Board on the status of the council's various projects. The council has recently hired a new agricultural specialist, Jennifer Byrne, who will be working out of the NRCS Hackettstown office. Mr. Messinger provided the Board with a copy of the original 1974 Area Plan. The plan is now 40 years old. For much of the 40 years, the District has been represented by either Mrs. Rosko or Mr. Lundin on the project council. Discussions are still underway relative to a possible merger or other partnership with the Musconetcong Watershed Association. Ms. Messinger, Mrs. Rosko and Mr. Lundin are scheduled to meet with representatives of the MWA Board on December 11, 2014.

**NEW BUSINESS:**

**2015 Holiday Schedule:** Mr. Lundin distributed a proposed 2015 Holiday Schedule. There are no significant changes. All District employees have agreed to waive the Lincoln's Birthday holiday in exchange for the day after Thanksgiving. Mr. Kilduff moved, seconded by Mr. Deacon and properly carried, to adopt the attached list.

**2015 Meeting Schedule:** Mr. Kilduff moved, seconded by Mr. Deacon and properly carried, to adopt the 2015 schedule of meetings.

**Joint Forestry RFP with Morris County SCD:** Mr. Lundin indicated that the State of New Jersey has issued an RFP seeking proposals to inventory tree species on various state owned tracts. Joe Dunn, Mr. Lundin's counterpart within the Morris District is a licensed forester. Mr. Dunn has suggested that the Districts submit a joint proposal to undertake the work. The notice of interest is due by December 18, 2014 with formal proposals due by January 20, 2015. By consensus, the Board authorized Mr. Lundin to continue discussions with Mr. Dunn.

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(Continued)

**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 2:55 p.m. There being no one desiring to speak, the meeting was closed to the public at 2:56 p.m.

**EXECUTIVE SESSION:**

Mr. Deacon moved, seconded by Mr. Kilduff and properly carried by roll call vote to go into executive session of discussion of personnel items. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox- yes and Chairman Rosko- yes. The Board went into executive session at 2:57 p.m. The Board returned from executive session at 3:10 p.m.

**PERSONNEL ITEMS**

Incentive awards: Mr. Fox moved seconded by Mr. Kilduff and properly carried on roll call vote to make the following year end incentive awards: Mr. Eckert- \$300, Mrs. Williams- \$400 and Mr. Lundin- \$500.00. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox- yes and Chairman Rosko- yes.

Furlough Program: Mr. Deacon moved seconded by Mr. Kilduff and properly carried to continue the furlough program in effect through March 2015.

FY2015 Salary Increases: At its July meeting, the Board had deferred any decision on FY2015 salaries until the December 2014 meeting. Mr. Deacon moved, seconded by Mr. Hough and properly carried to maintain salaries at their current level through the remainder of FY2015. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes, Mr. Fox- yes and Chairman Rosko- yes.

**ADJOURN:**

The Meeting was adjourned at 3:15 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