

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

January 21, 2015- 4:30 PM

186 Halsey Road, Hampton Township, Newton NJ 07860

NEXT MEETING: March 11, 2015 – 4:30 p.m.

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

SUPERVISORS ABSENT: Fred Hough

OTHERS PRESENT: Clifford R. Lundin-District Manager.

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 Board observed a moment of silence in memory of Margaret Sedivy, mother of the District's consulting engineer Joseph Sedivy, who passed on December 25, 2014.

The members joined in in a salute to the flag.

ROLL CALL: A call of the roll showed that Mrs. Rosko, Mr. Kilduff, 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 December 10, 2014. The motion was approved on the following roll call vote: Mr. Kilduff-yes; Mr. Deacon-yes; Mr. Fox- yes and Chairman Rosko-yes.

CORRESPONDENCE:

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

TREASURER'S REPORT:

FY2014 Audit: The FY2014 Audit report has been received and distributed. The Board's Auditor, Thomas Ferry is expected at some point in the meeting. The Board deferred action on the report until Mr. Ferry's arrival.

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Fox 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. Fox- yes and Chairman Rosko- yes. The Treasurer's Report included the following: Income Statement for the Seven Month Period ending January 31, 2015, Cash Disbursements-Check Register for the period of December 10, 2014 to January 21, 2015, Cash Receipts Journal for the period of December 10, 2014 to January 21, 2015, Cash Account Balance Report as of January 21, 2015, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2014 through January

21, 2015, General Ledger Trial Balance as of January 21, 2015 and Balance Sheet dated January 31, 2015. The Board reviewed the financial condition of the District. For the first 6.5 months of FY2015, the District is showing a positive balance in excess of \$20,200. No expenditure accounts are over budget at this point.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Fox, seconded by Mr. Kilduff and properly carried, the attached 251 Project Card Summary Sheet dated January 21, 2015, the Project Status Report dated January 21, 2015 and the Performance Bonds Remaining Report as of January 31, 2015 were approved. The motion included authorization for the chairman to certify the 6 plans listed under the report heading: "Projects Certified 12/10/2014 to 1/21/2015." In the past month, the District has received 7 new applications, 8 recertification applications and 25 Permit Extension Act applications. The number of active projects is 310, representing a small increase over the prior month.

District Quarterly Report: The Board reviewed the Chapter 251 quarterly report for the period of October 1, 2014 through December 31, 2014. The report was approved on motion of Mr. Fox, seconded by Mr. Kilduff and properly carried.

Exempt Municipality Quarterly Reports: The Board reviewed the Chapter 251 quarterly reports submitted by Andover Township and Green Township for the 2nd Quarter of FY2015 and covering the period of October 1, 2014 through December 31, 2014. Mr. Deacon moved seconded by Mr. Fox and properly carried to approve the reports.

Permit Administration Act Fees for FY2015. Mr. Lundin reported that the NJ Permit Extension Act had been extended for a one year time period. It is necessary for the Board to establish a fee schedule for the inspection portion of the fee for projects eligible for extension under the act. Mr. Kilduff moved, seconded by Mr. Fox to adopt the attached Resolution. This is identical to the fees applied to PEA fees in 2014. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Fox- yes and Chairman Rosko- yes.

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

- 1) 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.
- 2) Grinnel facility- SP-666. The District has received the plans which are currently under review.

- 3) Stonehedge Development- BY 122B. The overall project owner has submitted an application to recertify the roads and drainage. The ROCs have been released for the homes that are completed.

Records Disposal: Mr. Lundin sought Board approval to apply to the NJDA for authorization to destroy the following old project files: a) Files for which a Final ROC was issued more than 7 years ago and b) Files which were placed in a dormant status more than 7 years ago. Files which include a stormwater basin will be retained pursuant to SSCC policy. Mr. Deacon moved, seconded by Mr. Fox to authorize Mr. Lundin to submit the necessary paperwork to the NJDA. Roll call vote as follows: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Fox- yes and Chairman Rosko- yes.

Dormant Applications: Mr. Lundin sought Board guidance relative to several applications that have been inactive for more than one year. The Board directed him to reach out to each of the applicants to determine whether or not they intended to move forward.

Agriculture-NRCS:

Monthly Report: Mr. Mull was not present to provide the monthly NRCS report.

Cooperators: Mr. Lundin reported that the District received one application within the past month for Conservation Assistance. This is the application of Michael Opilla for a 78 acre parcel located in Frankford Township. Mr. Deacon moved, seconded by Mr. Fox and properly carried to approve the application.

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: Entry work has been on hold due to Mr. Hansen's illness. The data system experienced another crash but the data was preserved. The Rutgers' staff person assigned to the system has left the University and a new person has not yet been assigned.

Single-Family Home Bulletin: Mr. Lundin distributed copies of an SSCC Single Family Home bulletin dated December 31, 2014. This has been posted on the District website and will be mailed to all Sussex County Construction Officials.

Permit Extension Act: The legislation extending the Permit Extension Act has passed the NJ Legislature and was signed by Governor Christie. The bill extends the PEA through December 31, 2015. A copy of the SSCC Guidance is attached. Over one half of the PEA eligible files have renewed in Sussex County. Mr. Lundin is in the process of contacting the remaining applicants.

Digital copies of SESC plans: Mr. Lundin distributed copies of the attached SSCC Technical Guidance relative to digital copies of SESC plans. The District has previously modified its application checklist to impose a similar requirement. The District may have to adjust its requirement to comply with the state directive.

Audit Manual: The SSCC has released a draft audit manual for comment. By consensus, the Board authorized Mr. Lundin to submit comments on its behalf.

Education:

Northern NJ Envirothon Training Session: Mr. Lundin reminded the Board that the District will once again host the Northern NJ Envirothon Training Day on April 15, 2015 at Swartswood State Park.

Envirothon: 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.”

2015 Conservation Poster Contest: Mr. Lundin reported that the District sent information to approximately 60 Sussex County schools relative to the 2015 Conservation Poster Contest. The theme is “Pollinators- Our Local Heroes.” Entries are due to the District by March 20 and to the SSCC by April 1, 2015. The information is also posted on the District website. Mr. Deacon volunteered to assist in the judging.

NJ Flower Show: Mr. Lundin reported that the Conservation Partnership is sponsoring a display at the NJ Flower and Garden Show to be held from Feb 12-15, 2015. Volunteers are needed to man the display.

Meetings:

2015 National NACD Meeting: Mr. Lundin will be attending the 2015 NACD National Conference has been scheduled for February 1-4 in New Orleans.

Paulinskill Workshop: The Nature Conservancy has scheduled a workshop for January 28, 2015 at the Sussex County Fairgrounds.

Common Waters Project: Mr. Lundin reported on the Common Waters conference call on January 8, 2015. The group is continuing to seek additional funds to continue the forestry assistance program.

NJACD Northern Regional Supervisors’ Meeting: The Northern regional meeting has been scheduled for March 19, 2015. The place and time have not been announced.

NACD Northeast Conference: Mr. Lundin reported that this conference has been scheduled for August 2 through 4, 2015 in Davis, West Virginia.

North Jersey RC&D: Mrs. Rosko and Mr. Lundin reported on the RC&D Council meeting on January 7, 2015 and on the ‘merger’ meeting on January 20, 2015. The RC&D office in Bedminster has closed and the staff is now working from the Musconetcong Watershed Association office in Asbury. The RC&D and MWA have combined to share a staff member dealing with water quality issues. The groups are considering a formal parent/subsidiary arrangement. Many details still need to be resolved and it is projected that the formal transition will occur in late 2015.

Other:

Forestry RFP: The NJDEP has issued an RFP for forestry survey work within Stokes State Forest. Mr. Lundin has prepared a formal submission in which the Sussex District will partner with the Morris District to provide the service. The Sussex District will handle all administrative and reporting matters and the Morris District will provide the actual field personnel.

District Annual Report: Mr. Lundin reported that he is preparing an Annual Report for Supervisor review. The SSCC is considering requiring all Districts to prepare an Annual Report.

District Business Plan: Mr. Lundin also reported that the SSCC is considering a requirement for an annual District business plan. The most recent District plan is from 2005. Mr. Lundin will distribute the 2005 plan to the Supervisors prior to the next meeting.

NEW BUSINESS:

February and March Meetings: Chairman Rosko indicated that she would be unable to make the scheduled meetings in February and March. After discussion, Mr. Deacon moved, seconded by Mr. Fox and properly carried to cancel the scheduled meetings on February 25, 2015 and March 25, 2015 and to have a combined meeting on March 11, 2015.

Sussex County Open Space Committee: Mr. Lundin reported that the Freeholders have reappointed him to the Sussex County Open Space Committee for an additional three years and have designated him as chairman for 2015.

NJACD Dues Invoice: The District is in receipt of an Invoice from the NJACD for 2014 and 2015. The Board took no action.

Grant Opportunity- Agricultural Energy Audits: Mr. Lundin reported on a grant opportunity for Districts to establish a program for agricultural energy audits. By consensus, the Board determined not to take any action.

FY2014 AUDIT: Earlier in the meeting, the Board had deferred action on the FY2014 Audit report. The Board reviewed the audit. It contains no negative findings and has no recommendations. Despite the need to use the 251 reserve in FY2014, all reserves are adequate. Mr. Lundin reported that the auditors made a verbal recommendation that the reserve for sick and vacation time should be slightly increased if economic conditions allow at the end of FY2015. Mr. Deacon moved, seconded by Mr. Kilduff to accept the FY2014 Audit report. The motion was approved on the following roll call vote: Mr. Kilduff- yes, Mr. Deacon-yes, Mr. Fox- yes and Chairman Rosko- yes. The motion included authorization to pay the auditors fee in accordance with the contract.

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 5:26 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:26 p.m.

EXECUTIVE SESSION:

There was no need for an executive session.

ADJOURN:

The Meeting was adjourned at 5:27 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