

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

April 22, 2015- 4:30 PM

186 Halsey Road, Hampton Township, Newton NJ 07860

NEXT MEETING: May 27, 2015 – 4:30 p.m.

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

SUPERVISORS ABSENT: Matthew Fox

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

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. Chairman Rosko noted that this is the 45th Anniversary of the first Earth Day.

The members joined in in a salute to the flag.

ROLL CALL: A call of the roll showed that Mrs. Rosko, Mr. Kilduff, Mr. Hough and Mr. Deacon were present. Mr. Fox was absent. 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 March 11, 2015. The motion was approved on the following roll call vote: Mr. Kilduff-yes; 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.

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. Kilduff- yes, Mr. Deacon-yes, Mr. Hough-yes and Chairman Rosko-yes. The Treasurer's Report included the following: Income Statement for the Ten Month Period ending April 30, 2015, Cash Disbursements-Check Register for the period of March 11, 2015 to April 22, 2015, Cash Receipts Journal for the period of March 11, 2015 to April 22, 2015, Cash Account Balance Report as of April 22, 2015, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2014 through April 22, 2015, General Ledger Trial Balance as of April 22, 2015 and Balance Sheet dated April 30, 2015. The Board reviewed the financial condition of the District. For the first 10 months of FY2015, the District is showing a negative balance \$19,766.32. This is due to the annual pension contribution and a large insurance invoice which are both paid in April. Mr. Lundin pointed out that indicated that there is currently approximately

\$10,000.00 in uncredited income in bond administration fees and grant reimbursements. In addition the 251 reserve remains in excess of the state minimum recommendations. No expenditure accounts are significantly over budget at this point.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Kilduff, seconded by Mr. Hough and properly carried, the attached 251 Project Card Summary Sheet dated April 22, 2015, the Project Status Report dated April 22, 2015 and the Performance Bonds Remaining Report as of April 30, 2015 were approved. The motion included authorization for the chairman to certify the 6 plans listed under the report heading: "Projects Certified 3/11/2015 to 04/22/2015." In the past month, the District has received 3 new applications, 3 recertification applications and 2 Permit Extension Act applications. The number of active projects is 306, essentially level since the March meeting.

District Quarterly Report: The Board reviewed the Chapter 251 quarterly report for the period of January 1, 2015 through March 31, 2015. The report was approved on motion of Mr. Kilduff, seconded by Mr. Hough and properly carried.

Exempt Municipality Quarterly Reports: The Board reviewed the Chapter 251 quarterly reports submitted by Andover Township and Green Township for the 3rd Quarter of FY2015 and covering the period of January 1, 2015 through March 31, 2015. Mr. Kilduff moved seconded by Mr. Deacon and properly carried to approve the reports.

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

- 1) Maggio Site: WT-154. This is an active application. A District Stop Work Order was issued on March 13, 2015. Supplemental material has now been submitted by the applicant's engineer and is under review by John Showler, P.E. engineer for the SSCC. The District received information that the owner continued to bring fill material onto the site in violation of the Stop Work Order. Mr. Lundin inspected on April 17, 2015 and took several pictures documenting the violations. The site owner sent several hostile e-mails to the District on April 20 and threatened to file trespassing charges against the District. After multiple exchanges of e-mails, the District's special counsel was authorized to contact the attorney for the site owner.
- 2) Uncertified site- Vernon- 1 and 3 Silver Spruce Drive. Two Stop Work Orders have been issued to adjoining property owners. The sites remain unstable. All work had apparently ceased. The District has been contacted by an engineer for the owner of 1 Silver Spruce who has been retained to prepare the necessary plan.

Records Disposal: Mr. Lundin reported that old records had been destroyed in accordance with the state requirements.

Agriculture-NRCS:

Monthly Report: Mr. Mull presented the attached NRCS report for April 2015. There are currently 48 active Farm Bill contracts within Sussex County representing financial assistance in the amount of \$770,100.58. These consist of 4 AMA contracts, 33 EQIP Contracts and 12 WHIP contracts. There are 2 pending AMA contracts and 25 pending EQIP contracts for FY2015. Mr. Mull requested approval of 2 conservation plans for properties located in Lafayette and Stillwater. Mr. Mull's report was approved on motion of Mr. Deacon seconded by Mr. Kilduff and properly carried.

Cooperators: Mr. Lundin and Mr. Mull reported that the District received three applications within the past month for Conservation Assistance. These are the applications of 1) Frank Cicerale for a 62.5 acre parcel located in Hardyston Township; 2) Steve MacLean for an 170 acre tract in Vernon; and 3) Gabrielle Stubbert for a 39.8 acre tract in Montague. Mr. Hough moved, seconded by Mr. Deacon and properly carried to approve the applications.

Mosefund Farms Property- Frankford and Wantage: Mr. Lundin and Mr. Mull briefed the Board on an ongoing issue between Mosefund Farm and two adjacent neighboring residential property owners. The dispute may be directed to mediation or may be directed to the Sussex County Agricultural Development Board for a hearing under the Right to Farm Act. No District action is required at this time.

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

SSCC Recognition of Mrs. Rosko: Mr. Lundin presented Mrs. Rosko with an award certificate from the SSCC and signed by the Secretary of Agriculture and thanking her for 12 years of service on the SSCC.

H&H Grant: The District is in receipt of a letter from the Secretary of Agriculture encouraging districts to complete the project in a timely manner. Only 5 districts (including Sussex) have completed their contractual obligation. The data system may have to be temporarily shut down on June 30 and it is essential all data be input by that time. Mr. Hansen continues to enter data from closed District files (not part of the original contract.) Payment from the state is expected in the near future.

Audit Manual: Mr. Lundin indicated that he has received the verbal input from the District's auditor and will forward the comments to the SSCC.

EEO Non-Discrimination Policy: The SSCC has requested that the attached policy be distributed to all staff members and to all Supervisors. The Supervisors acknowledged the same and directed the policy to be included in the District minutes.

Education:

Northern NJ Envirothon Training Session: Mr. Lundin reported on the annual field day program hosted by the District on April 15, 2015 at Swartswood State Park. Two schools involving three teams and 15 students participated. Mr. Lundin extended his appreciation to Chairman Rosko who attended the entire training session.

NJ 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." Mr. Lundin and Mrs. Rosko have agreed to act as judges for the oral presentation component

2015 Conservation Poster Contest: The theme of this year's contests is "Pollinators- Our Local Heroes." The District received over 100 entries from 8 different schools. Mr. Deacon acted as the chief judge. A list of the winners is attached. The 1st place posters have also been featured on the District website. All winners have been notified and award ceremonies are being arranged with the schools. The District did not have any statewide winners.

Meetings:

Common Waters Project: Mr. Lundin reported on the Common Waters meeting held on April 9, 2015 at the Grey Towers National Historic Site in Milford, PA. Mr. Lundin reported that as part of the meeting he had an extended discussion with John Donahue, the Park Supt. for the DWGNRA. Mr. Donahue invited the District to participate in the agencies ongoing evaluation of its Visitor Use Management Plan (information attached.)

NJACD Northern Regional Supervisors Meeting: Mr. Lundin, Mr. Hough and Mr. Kilduff reported on the Northern Regional Supervisors' meeting on March 18, 2015 in Clifton NJ.

NRCS Training: Mr. Lundin distributed information relation to a NRCS training session to be held in Somerset on May 20, 2015.

Department of Personnel Training: Mr. Lundin reported that he is enrolled in three mandatory NJ Dept. of Personnel web training sessions over the next 2 months.

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

NJACD Annual Conservation Partnership Conference: This conference will be held on either October 16 or October 23, 2015 at the Burlington Eco-Complex. The Supervisors were asked to reserve those dates on their schedules.

NACD 2016 Annual Meeting: This meeting is scheduled for February 1-4, 2016 in Reno Nevada.

North Jersey RC&D: Mrs. Rosko, Mr. Lundin and Mr. Kilduff reported on the RC&D meeting held on March 13, 2015.

Other:

Forestry RFP: Mr. Lundin reported that the NJDEP has determined to award the RFP to a private consulting forestry entity. The District's proposal was unsuccessful.

National Fish and Wildlife Foundation (NFWF) Grant Proposal: Mr. Lundin reported that he had submitted the grant application on behalf of the District to NFWF on March 18, 2015. Carrie Mosely NRCS State Conservationist had provided a letter of support. The application seeks funds to hire an entry level agricultural specialist to work with NRCS for a two year time period to provide outreach services and conservation technical assistance to Sussex County producers. Target populations include: a) Preserved farms; b) Producers subject to the Animal Waste Management requirements; and c) Small acreage producers. The SCSCD is the only northern NJ District to request funding for the Highlands Cluster. Two South Jersey Districts submitted applications for a different cluster. The applications are under review.

District Strategic Plan/Business Plan: Mr. Lundin reported that he is preparing a first draft for consideration for the Supervisors. The matter will be scheduled for discussion at the Board's May meeting.

Reforest NJ Program: During the week of April 13, the District distributed over 5,300 tree seedlings to municipalities and residents of Sussex County. Eight Sussex County municipalities participated.

Supervisor reappointments: The terms of Mr. Hough and Mr. Kilduff are expiring on June 30, 2015. Mr. Kilduff expressed an interest in reappointment. Mr. Hough indicated that he would not be seeking reappointment after 45 years of service to the Board. The required advertisements have been placed in the NJ Herald and forwarded to all Sussex County municipalities. The deadline for submission of applications is April 24, 2015.

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Old Business- Other (Continued)

Donna Traylor has agreed to act as chair of the Nominating Committee. Mr. Lundin indicated that a member of the Nominating Committee, Margaret McGarrity is retiring and is unable to continue as a member. He is seeking suggestions for a replacement. The Nominating Committee is scheduled to meet on May 19 or 20, 2015

Employee Furlough Program: Mr. Deacon moved seconded by Mr. Hough and properly carried that in light of the District's current financial condition, that the Employee Furlough Day program be continued through June 2015.

NEW BUSINESS: None

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 5:55 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:56 p.m.

EXECUTIVE SESSION:

There was no need for an executive session.

ADJOURN:

The Meeting was adjourned at 5:56 p.m. on motion of Mr. Deacon seconded by Mr. Hough and properly carried.

Respectfully submitted for Fred Hough, Secretary/Treasurer

By Clifford R. Lundin, District Manager