

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**

Board of Supervisors Meeting

May 27, 2015- 4:30 PM

186 Halsey Road, Hampton Township, Newton NJ 07860

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**NEXT MEETING:** June 24, 2015 – 2:00 p.m.

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

**SUPERVISORS ABSENT:** Philip Deacon

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

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Chairman Rosko called the meeting to order at 4:43 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:** A call of the roll showed that Mrs. Rosko, Mr. Kilduff, Mr. Hough and Mr. Fox were present. Mr. Deacon was absent. A quorum was established.

**MINUTES:**

On motion of Mr. Hough seconded by Mr. Kilduff and properly carried on roll call vote, the Board approved the minutes of the regular meeting of April 22, 2015. The motion was approved on the following roll call vote: Mr. Kilduff-yes; Mr. Hough- yes, Mr. Fox- abstain and Chairman Rosko-yes.

**CORRESPONDENCE:**

On motion of Mr. Kilduff, seconded by Mr. Fox 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. Fox and properly carried, the Treasurer’s Report was approved, subject to audit, by roll call vote as follows: Mr. Kilduff- yes, Mr. Fox-yes, Mr. Hough-yes and Chairman Rosko-yes. The Treasurer’s Report included the following: Income Statement for the Eleven Month Period ending May 31, 2015, Cash Disbursements-Check Register for the period of April 22, 2015 to May 27, 2015, Cash Receipts Journal for the period of April 22, 2015 to May 27, 2015, Cash Account Balance Report as of May 27, 2015, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2014 through May 27, 2015, General Ledger Trial Balance as of May 27, 2015 and Balance Sheet dated May 31, 2015. The Board reviewed the financial condition of the District. For the first 11 months of FY2015, the District is showing a negative balance \$22,918.97. Mr. Lundin indicated that there will be approximately \$5,000.00 in bond administration fees available for transfer to income in June. In addition the 251 reserve remains in excess of the state minimum recommendations. No expenditure accounts are significantly over budget at this point.

May 27, 2015 (continued)

## **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 May 27, 2015, the Project Status Report dated May 27, 2015 and the Performance Bonds Remaining Report as of May 31, 2015 were approved. The motion included authorization for the chairman to certify the 8 plans listed under the report heading: "Projects Certified 04/22/2015 to 5/27/2015." In the past month, the District has received 9 new applications and 4 recertification applications. The number of active projects is 311 a slight increase since April.

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

- 1) Maggio Site: WT-154. The proposed SESC plan is finally ready for certification. The District is awaiting the receipt of additional fees from the applicant and will release the approved plan upon receipt of the funds.
- 2) Uncertified sites- 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. One of the sites is apparently in foreclosure. The District has been contacted by an engineer for the owner of 1 Silver Spruce who has been retained to prepare the necessary plan.
- 3) Grauerholz Site- Sparta. This is an uncertified site on 60 South Shore Trail involving the demolition and reconstruction of a single family home. Prior to the issuance of the Stop Work Order, the applicant was provided multiple opportunities over an 18 month time period, to stabilize the site or submit an application.
- 4) Berardi Site- 20 Catalina Drive- Byram. The property owner was notified in December of the need to obtain a SESC permit. A recent site visit showed an active disturbance and a Stop Work Order was issued. The owner was in contact with the District earlier this date.

### **Agriculture-NRCS:**

**Monthly Report:** Mr. Mull presented the attached NRCS report for May 2015. There are currently 52 active Farm Bill contracts within Sussex County representing financial assistance in the amount of \$877,681.21 on 2521.4 acres. These consist of 4 AMA contracts, 36 EQIP Contracts and 12 WHIP contracts. There are 2 pending AMA contracts and 26 pending EQIP contracts for FY2015. Mr. Mull requested approval of 3 conservation plans. These consisted of: a) a WRP Restoration for a site in Frankford; b) a Forest Stewardship Plan for a site in Stillwater and c) a Farm Conservation/Grazing

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Old Business- Agriculture- (continued)

Plan for a site in Vernon. Mr. Mull's report was approved on motion of Mr. Kilduff seconded by Mr. Fox and properly carried.

Cooperators: Mr. Lundin indicated that there were no new cooperator requests received in the past month.

**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: The District is in receipt of a remainder of the payment under the grant. Mr. Hansen continues to enter data from closed District files (not part of the original contract.) We anticipate completion by June 30, 2015.

EEO Non-Discrimination Policy: All Supervisors will be required to take EEO training. The training will be scheduled as part of the NJACD annual conservation conference in October.

Third-Party Appeals: The SSCC has recently received an opinion from the office of the Attorney General that severely limits the rights of third parties to appeal District decisions under Chapter 251. A guidance bulletin is expected to be issued in the near future.

### **Education:**

NJ Envirothon: The 2015 NJ Envirothon was held on May 1-2, 2015 at the Cape May 4H Center. The theme was "Urban and Community Forestry." Mr. Lundin and Mrs. Rosko acted as judges for the oral presentation component. The sole participating school from Sussex County was Kittatinny High School who had 2 teams. The Kittatinny teams placed 13<sup>th</sup> and 14<sup>th</sup> overall and took 1<sup>st</sup> and 9<sup>th</sup> place in the oral competition.

2015 Conservation Poster Contest: Mr. Lundin reported that he had attended award ceremonies at 4 schools. The final award ceremony is scheduled for Friday May 29, 2015 at Pope John High School.

### **Meetings:**

Department of Personnel Training: Mr. Lundin reported that he participated in two NJ Dept. of Personnel webinar training sessions relative to the PERS pension system. These are mandatory for supervisors of pension certifying officers. He is scheduled for one additional session next month. A final mandatory session has not yet been scheduled by the Department of Personnel.

Policies and Procedures Committee: Mr. Lundin reported that a Policies and Procedures Subcommittee meeting was scheduled for May 28, 2015. He will participate by teleconference.

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.

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 executive committee meeting on May 18, 2015. A meeting of the full RC&D council is scheduled for May 28, 2015.

**Other:**

National Fish and Wildlife Foundation (NFWF) Grant Proposal: The District is still awaiting NFWF action on the grant application.

District Strategic Plan/Business Plan: Since the April meeting, Mr. Lundin had distributed a draft updated District Strategic Plan to all Supervisors. Mr. Kilduff moved, seconded by Mr. Fox and properly carried to adopt the draft plan.

Supervisor reappointments: The District Nominating Committee met on May 19, 2015. A copy of the minutes of the meeting is attached. The Committee unanimously recommended the reappointment of Mr. Kilduff. To date, the committee has been unable to locate a suitable willing candidate to replace Mr. Hough. The committee has recommended and Mr. Hough has agreed to extend his term on an interim basis until a replacement could be determined. The Committee provided Mr. Lundin with a list of approximately 10 candidates. Mr. Lundin will contact these candidates over the next month.

**NEW BUSINESS:** None

Preliminary Budget: Mr. Lundin provided the Supervisors with a preliminary FY2016 budget. The budget again projects a loss. The Board reviewed the status of the District's 251 and other reserves. No action was taken on the preliminary proposal.

May 27, 2015  
New Business- (continued)

Animal Waste Management Grant Opportunity: The Board reviewed the requirements of a grant opportunity issued by the NJDA for Animal Waste Management. The Board reviewed the most recent SSCC statistics re Animal Waste Management Plans within the County. The state estimates that 164 farms are subject to the AWMP requirement. To date only 68 have been prepared. This represents a compliance rate of 41% which is slightly below the state average of 45%. After discussion, the Board authorized Mr. Lundin to reach out to the Wallkill River Watershed group to determine any interest in preparing a joint grant application.

Office Administrator Computer: The current computer utilized by Mrs. Williams is incapable of processing the upgraded accounting software (Current computer is Windows XP based which is no longer supported by the manufacturer.) Mr. Kilduff moved, seconded by Mr. Fox to authorize the purchase of a new computer and accessories, cost not to exceed \$1000.00. Roll call vote as follows: Mr. Kilduff- yes, Mr. Fox-yes, Mr. Hough-yes and Chairman Rosko-yes.

Sussex County Farm and Horse Show-NJ State Fair: The fair is scheduled for July 31 through August 9. Mr. Hough moved seconded by Mr. Fox and properly carried to authorize the District's participation.

Salary Committee: Chairman Rosko appointed Mr. Deacon and Mr. Kilduff as the Salary Committee. \_

**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 5:53 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:54 p.m.

**EXECUTIVE SESSION:**

There was no need for an executive session.

**ADJOURN:**

The Meeting was adjourned at 5:55 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