

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**  
Board of Supervisors Meeting  
June 24, 2015- 2:00 PM  
Boathouse Restaurant, Swartswood Lake, Stillwater Township

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**NEXT MEETING:** August 26, 2015 – 2:00 p.m. - District Office

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

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**SUPERVISORS ABSENT:** None

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

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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.

Prior to the meeting, the Supervisors participated in a luncheon to celebrate Fred Hough's completion of 45 years of volunteer service to the Board. Mr. Hough will continue on the Board on an interim basis until a successor can be chosen. During the luncheon Mr. Hough was presented with gifts from the District and a plaque from the Natural Resources Conservation Service (NRCS) in honor of his many years of fine service.

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

**MINUTES:**

On motion of Mr. Fox seconded by Mr. Kilduff and properly carried on roll call vote, the Board approved the minutes of the regular meeting of May 27, 2015. The motion included the correction of three minor typographical errors from the draft previously distributed. The motion was approved on the following roll call vote: Mr. Kilduff-yes, Mr. Hough- yes, Mr. Fox-yes, Mr. Deacon- 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. Fox, 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. Fox-yes, Mr. Hough-yes, Mr. Deacon-yes and Chairman Rosko-yes. The Treasurer's Report included the following: Income Statement for the Twelve Month Period ending June 30, 2015, Cash Disbursements-Check Register for the period of May 27, 2015 to June 24, 2015, Cash Receipts Journal for the period of May 27, 2015 to June 24, 2015, Cash Account Balance Report as of June 24, 2015, Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2014 through June 24, 2015, General

Ledger Trail Balance as of June 24, 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 of approximately \$23,000.00. Mr. Lundin indicated that there will be approximately \$2,500 in bond administration fees available for transfer. In addition the 251 reserve remains in excess of the state minimum recommendations. Two accounts, operating insurance and health insurance are slightly over budget due to premium increases in excess of anticipated.

Transfer of Performance Bond Administrative Fees: Mr. Lundin distributed a resolution to recognize as income the administrative fees received but not yet credited from performance bonds. This will address approximately \$2,500.00 of the budget shortfall. Mr. Deacon moved, seconded by Mr. Fox to adopt the resolution. The resolution was approved on the following roll call vote: Mr. Kilduff- yes, Mr. Fox-yes, Mr. Hough-yes, Mr. Deacon-yes and Chairman Rosko-yes.

FY2016 Budget: Mr. Lundin distributed a draft budget for FY2016. This contains income and expense figures through June 19. The budget shows the continuing need to utilize funds from the Chapter 251 reserve during FY2016. Mr. Deacon moved, seconded by Mr. Fox to adopt the proposed FY2016 budget. The budget was approved by roll call vote as follows: Mr. Kilduff- yes, Mr. Fox-yes, Mr. Hough-yes, Mr. Deacon-yes and Chairman Rosko-yes.

## **OLD BUSINESS**

### **Chapter 251:**

Monthly Report: On motion of Mr. Fox, seconded by Mr. Deacon and properly carried, the attached 251 Project Card Summary Sheet dated June 24, 2015, the Project Status Report dated June 24, 2015 and the Performance Bonds Remaining Report as of June 30, 2015 were approved. The motion included authorization for the chairman to certify the 6 plans listed under the report heading: "Projects Certified 5/27/2015 to June 24, 2015." In the past month, the District has received 7 new applications and 3 recertification applications. The number of active projects is 306. In the past month 10 projects were completed and 1 project was placed in dormant status.

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

- 1) Maggio Site: WT-154. The SESC plan has been certified and the Stop Work Order issued. A letter has been received from Windsor Lake neighbors. Many of the issues raised are outside the jurisdiction of the District. The Board provided Mr. Lundin with guidance relative to future inspections.

- 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 has 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. The Stop Work Order remains in effect. The property owner has retained an engineer to prepare the necessary SESC plan. The order will be lifted upon certification of the plan.
- 4) Berardi Site- 20 Catalina Drive- Byram. The property owner asserts that the disturbance on the site is less than 5,000 square feet and is challenging the issuance of the Order. The property owner has however, promised to stabilize the disturbance. Mr. Lundin has agreed that the Order will be lifted upon confirmation that the site is stable.
- 5) Barone Site Byram BY-198. This commercial site was placed in dormant status in July 2014. The site was recently disturbed in conjunction with the construction of a CVS on adjacent property. After notice from the District, the property owner has applied to recertify the plan.
- 6) 26 White Birch Drive-Vernon. This appears to be an uncertified site involving the construction of a single family home. The District is investigating.

Meeting with Mine Safety Inspector: Mr. Lundin reported that's he had met on June 23, 2015 with Mr. Stephen Bykowsky of the NJ Department of Labor, Office of Public Safety, Bureau of Mines. There are two active and one possible chapter 251 sites that may possibly be located directly over the entrance to former mine shafts. This is beyond the jurisdiction of the District. Mr. Bykowsky was provided with the names of all involved parties. Mr. Bykowsky has also promised to provide the District with a list of all active mining permits in the County to cross check against the 251 files.

**Agriculture-NRCS:**

Monthly Report: Mr. Mull presented the attached NRCS report for June 2015. There are currently 50 active Farm Bill contracts within Sussex County representing financial assistance in the amount of \$875,588.21 on 2,397.3 acres. These consist of 5 AMA contracts, 33 EQIP Contracts and 12 WHIP contracts. There is 1 remaining pending AMA contract for FY2015 and 26 pending EQIP contracts for FY2016. Mr. Mull requested approval of 3 farm conservation plans. These consisted of a Wildlife Habitat Restoration Plan for a site in Wantage and two Nutrient Management Plans for properties also located in Wantage. Mr. Mull also reported on the RCPP program which targets the

Upper Paulinskill watershed area. Signups are open until July 30. Mr. Mull also reported that the NJDA-CAP (Conservation Assistance Program) employee assigned to his office, Jillian Jaworski has resigned. He does not believe that she will be replaced. Mr. Mull's report was approved on motion of Mr. Deacon seconded by Mr. Fox and properly carried.

Cooperators: Mr. Lundin indicated that one application has been received for conservation assistance over the past month. The property involves a 9 acre site off River Road in Montague owned by Christopher Ayers. Mr. Deacon moved seconded by Mr. Hough and properly carried to approve the application and forward the same to the NRCS.

**State Soil Conservation Committee (SSCC) Report:** Mr. Minch was not present to provide a report. In addition, Mr. Lundin was unable to attend the SSCC meeting on June 8, 2015. Mr. Lundin did report however, that the SSCC voted unanimously to reappoint Supervisor Kilduff to an additional three year term. In addition, the SSCC authorized Supervisor Hough to continue on the Board until an appropriate successor could be identified.

**Education:**

Lake Curriculum: Mr. Lundin reported that a curriculum of educational materials concerning lakes is now available for access on the District website.

**Meetings:**

Department of Personnel Training: Mr. Lundin provided an overview to the Board on the mandatory training required by the NJ Dept. of Personnel.

Policies and Procedures Committee: Mr. Lundin reported that the Policies and Procedures Subcommittee meeting that was scheduled for May 28, 2015 was cancelled. No new meeting has been scheduled at this time.

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 Council meeting on May 28, 2015. The Executive Director of the project, Grace Messinger has resigned and will be relocating to North Carolina. The RC&D council and MWA Board will be conducting the search for a new Director.

**Other:**

**National Fish and Wildlife Foundation (NFWF) Grant Proposal:** The District's proposal was not selected for funding.

**Animal Waste Management Grant Opportunity:** At the May 27, 2015, Mr. Lundin had briefed the Board on a possible grant opportunity through the NJDA for Animal Waste Management efforts. Based upon the directions of the Board he had contacted the Wallkill River Watershed Management Program relative to a possible joint grant submission. After discussion and after consultation with the District chair he had determined not to apply at this point in time.

**NJACD Dues:** The Board authorized Mr. Lundin to engage in additional discussions with the NJACD relative to a possible reduction in the District's dues to the District's income shortfall in FY2014 and FY2015.

**NEW BUSINESS:**

**NJ Right to Know Act requirements:** Mr. Lundin reported that he submitted the 2014 Annual Right to Know Law report to the NJ Department of Health. The reporting protocol has been fully automated.

**Salary Committee:** Mr. Deacon provided a report of the salary committee. In light of the continuing shortfall in District income the committee is recommending that they defer consideration of any salary increases until December 2015. Mr. Deacon moved, seconded by Mr. Fox and properly carried to adopt the Committee's recommendation.

**Vacation Schedule:** Mr. Lundin reported that he will be on vacation from August 4 through August 13. Chairman Rosko reported that she will be on vacation from July 15 through August 10.

**July Meeting:** Mr. Deacon moved seconded by Mr. Kilduff and properly carried to cancel the July 22, 2015 meeting of the Board.

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**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 3:14 p.m. There being no one desiring to speak, the meeting was closed to the public at 3:15 p.m.

**EXECUTIVE SESSION:**

There was no need for an executive session.

**ADJOURN:**

The Meeting was adjourned at 3:15 p.m. on motion of Mr. Hough seconded by Mr. Fox and properly carried.

Respectfully submitted for Fred Hough, Secretary/Treasurer

By Clifford R. Lundin, District Manager