

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

June 1, 2016- 4:30 PM

District Office- 186 Halsey Road, Suite 2, Hampton Township, Sussex County, NJ

NEXT MEETING: July 12, 2016 – 4:30 p.m. District Office

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

SUPERVISORS ABSENT: None

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

Chairman Rosko called the meeting to order at 4:31 p.m. declaring that adequate notice had been provided in accordance with the NJ Open Public Meetings Act.

FLAG SALUTE: The members joined in a salute to the flag.

ROLL CALL: A call of the roll showed that Mrs. Rosko, Mr. Hough and Mr. Deacon were present. A quorum was established. Mr. Fox was arrived at 4:37 p.m.

RESIGNATION OF SUPERVISOR KILDUFF: The Board is in receipt of a letter dated May 15, 2016, from member James Kilduff, resigning from the Board for personal reasons. The Board accepted the resignation with regret on motion of Mr. Deacon, seconded by Mr. Hough and properly carried.

MINUTES:

On motion of Mr. Deacon seconded by Mr. Hough and properly carried on roll call vote, the Board approved the minutes of the regular meeting of April 27, 2016. The motion was approved on the following roll call vote: Mr. Hough- yes, Mr. Deacon-yes, and Chairman Rosko-yes.

On motion of Mr. Deacon seconded by Mr. Hough and properly carried on roll call vote, the Board approved the minutes of the Executive session of April 27, 2016. The motion was approved on the following roll call vote: Mr. Hough- yes, Mr. Deacon-yes, and Chairman Rosko-yes. The minutes are to be released upon authorization of the Board at the conclusion of the matter.

CORRESPONDENCE:

On motion of Mr. Hough, 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. Deacon, seconded by Mr. Hough and properly carried, the Treasurer's Report was approved, subject to audit, by roll call vote as follows: Mr. Hough-yes, Mr. Deacon-yes and Chairman Rosko-yes. The Treasurer's

Report included the following: Income Statement for the Eleven Month Period ending May 31, 2016; Cash Disbursements-Check Register for the period of April 27, 2016 to June 1, 2016, Cash Receipts Journal for the period of April 27, 2016 to June 1, 2016; Cash Account Balance Report as of June 1, 2016; Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2015 through June 1, 2016; General Ledger Trial Balance as of June 1, 2016 and Balance Sheet dated May 31, 2016. The Board reviewed the financial condition of the District. For the first 11 months of FY2016, the District is showing a deficit of \$5,367.00. This is primarily due to a shortfall in revenue resulting from a decrease in the anticipated number of applications. No accounts are significantly over-expended at this point.

Mr. Fox arrived at this time. The Board considered several suggestions from Mr. Lundin relative to transfers from reserves and uncredited administrative income in order to balance the budget. No action was taken at this time.

Supervisor Mileage vouchers: Mr. Lundin presented summary reports of the vehicle mileage incurred by the individual supervisors for the FY-2016 year to date. Mr. Deacon waived any reimbursement due to him due to his proximity to the office. Mr. Deacon moved seconded by Mr. Hough to pay the supervisor vouchers. Roll call vote as follows: Mr. Hough-yes, Mr. Deacon-yes, Mr. Fox-yes and Chairman Rosko-yes. Each of the individual supervisors recused themselves from voting on their own voucher.

FY-2017 Budget: Mr. Lundin presented a draft FY-2017 budget for review. The budget is based upon 10.5 months experience in FY-2015. The budget includes anticipated increases in health insurance and liability insurance. The salary figure is premised upon returning to the 35 hour work week. The SSCC requires the submission of the budget prior to the start of the fiscal year. After discussion, Mr. Deacon moved, seconded by Mr. Hough and properly carried on roll call vote, to adopt the proposed budget on an interim basis. The budget will be reviewed and amended at future meetings when the actual full year FY-2016 data is available. Roll call vote as follows: Mr. Hough-yes, Mr. Deacon-yes, Mr. Fox-yes and Chairman Rosko-yes.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Hough, seconded by Mr. Deacon and properly carried, the attached 251 Project Card Summary Sheet dated June 1, 2016, the Project Status Report dated June 1, 2016 and the Performance Bonds Remaining Report as of May 31, 2016 were approved. The motion included authorization for the chairwoman to certify the 9 plans listed under the report heading: "Projects Certified 04/27/2016 to 06/01/2016." Since the April meeting, the District has received 11 new applications and

5 applications for recertification. The total number of active projects has remained stable at 315. Since the April meeting 10 projects have been completed and no projects were placed in dormant status.

Board discussion/review of specific sites: Mr. Lundin briefed the Board on the following sites:

- 1) National Winter Activity Center- VR-901 and VR-904. The site is generally stable. The District is currently holding a \$30,000.00 CROC bond that allowed them to operate during the winter of 2015-2016. The site is still not ready for a FROC, although portions can be issued an ROC. Revisions to the certified plan are pending. Mr. Lundin is attempting to schedule a meeting with the permittee, the township and NJDEP. On recommendation of Mr. Lundin and on motion of Mr. Fox, seconded by Mr. Deacon, the Board waived the administrative fee for extension of the CROC bond for the month of June 2016.
- 2) Wallace- Uncertified Site-Vernon- 3 Silver Spruce Drive. The Stop Work Order remains in effect. No change since the prior meeting.
- 3) 522 Kemah Lake Road. This site accepted excess material from the Branchville Sewers project. The site remains under a district NOV. No change since the last meeting.
- 4) Cicerale Site- Hardyston. This is a complaint that was initially filed with the NJDEP Hotline and with the SSCC office in Trenton. NJDEP Freshwater Wetlands Enforcement is also involved. This is an agricultural site, where an owner brought in significant new fill material. The District will be requiring the owner to apply for a SESC certification for the fill area. No other change since the prior meeting.
- 5) Truhan Site- Franklin. This involves the placement of fill near the entrance to the former Franklin Zinc mine. The property owner has halted the introduction of new fill to the site. The District will continue to monitor the site.
- 6) Red Hook, LLC. - Wantage. This site is located at SC Route 565 and Roy Road. The property was previously utilized as agricultural land. The new owner has taken down several trees and brought heavy equipment onto the site. A Notice of Violation has been issued. The NOV was mailed to the owner's Brooklyn, NY address according to the tax records. Unfortunately it has been returned. All site work has apparently ceased.

- 7) Hopatcong Shooting Range- HC-074. The District's consulting engineer, Joseph Sedivy reviewed the application. A comment letter was issued signed by Chairman Rosko. The district awaits the Borough's response. The Board noted two recent letters to the editor concerning the site.
- 8) Augusta Solar Farm. HP-322. The facility has failed to comply with the District NOV. Mr. Lundin has contacted the projected design engineer, Ken Dykstra and threatened a Stop Work Order. In addition, Mr. Lundin warned the engineer regarding the possible penalties if the facility is energized prior to issuance of a final ROC.
- 9) Mountain Creek-South- Vernon. Mr. Lundin reported on a blowout onto State Highway 94 from a "Mud Race" conducted on the premises. A meeting is scheduled at the site for June 7, 2016.

Agriculture-NRCS:

Monthly Report: Mr. Mull presented the attached NRCS report for June 2016. There are currently 42 active Farm Bill contracts within Sussex County representing financial assistance in the amount of \$869,773.59 on 2,007.4 acres. These consist of 4 AMA contracts, 26 EQIP Contracts, 11 WHIP contracts and 2 RCPP contracts. There are 4 remaining pending AMA applications, 9 RCPP applications and 31 EQIP applications currently under review for FY2016. Mr. Deacon moved, seconded by Mr. Fox and properly carried, to approve the report.

Cooperators: There were no new pending applications for conservation assistance.

NRCS-FRPP Contract: NRCS has offered the District a contract in the amount of \$6,810 for work under the Farm and Rangeland Protection Program (FRPP). This will consist of site inspections on federally preserved farm land in counties outside Sussex. On motion of Mr. Fox, seconded by Mr. Deacon and properly carried on roll call vote, the chairman was authorized to execute the Contract. Roll call vote as follows: Mr. Hough-yes, Mr. Deacon-yes, Mr. Fox-yes and Chairman Rosko-yes.

State Soil Conservation Committee (SSCC) Report: Mr. Minch was unavailable to attend the meeting. In his absence Mr. Lundin briefed the Board on the following matters.

- a) Time Tracking system: This District continues to investigate options to establish a time tracking system.

- b) Records Disposal: Mr. Lundin and Mrs. Williams are scheduled to hold a teleconference with Mr. Minch in the coming weeks to review the new automated system.

Education:

New Jersey Envirothon: The 2016 NJ Envirothon was held on May 13-14, 2016 in Somerset County. Mrs. Rosko, Mr. Fox and Mr. Lundin served as judges of the oral presentation portion. The state winner was West Windsor Plainsborough High School. Kittatinny High School placed 23rd in the overall competition.

NJ State Fair/Sussex County Farm and Horse Show: On motion of Mr. Deacon, seconded by Mr. Fox and properly carried the District was authorized to participate in the NJ State Fair/Sussex County Farm and Horse Show to be held from August 5 through 14. The District will prepare a display in the Sussex County pavilion. In addition, the District will sponsor the Soil Tunnel on August 8, 2016.

Meetings:

NACD Urban and Community Conservation Committee: Mr. Lundin reported on his continuing participation on the NACD national policy advisory committee. He discussed an upcoming grant opportunity for urban/suburban districts.

Common Waters: The next meeting is scheduled for July 7, 2016.

NJ District Liaison Meeting: The next meeting is scheduled for Freehold for July 21, 2016.

NACD Northeast Regional Meeting: The NJ Association of Districts will be hosting this meeting to be held from August 14-17, 2016 in Cape May County. On motion of Mr. Fox seconded by Mr. Deacon and properly carried on roll call vote, all Supervisors, as well as the District Manager, were authorized to attend at District cost. Roll call vote as follows: Mr. Hough-yes, Mr. Deacon-yes, Mr. Fox-yes and Chairman Rosko-yes.

Lake Dredging Symposium: Mr. Lundin indicated that he had been invited to participate in a dredging symposium sponsored by the Lake Hopatcong Foundation on June 2, 2016. The symposium will explore all the various permits required to undertake lake dredging projects. The foundation is exploring ways to make the permitting process more efficient and economical.

North Jersey RC&D: Mrs. Rosko reported on the RC&D meeting on May 17, 2016 and an Executive Committee conference call held on May 27, 2016.

Other:

Nominating Committee: The terms of Chairman Rosko and Mr. Fox are expiring on June 30, 2016. Mr. Lundin distributed the report of the Nominating Committee that was submitted to the SSCC. The committee unanimously recommended the reappointment of Mr. Fox and Mrs. Rosko. The SSCC is expected to act on the recommendations at its meeting of June 13, 2016.

Hough and Kilduff seats: Mr. Lundin outlined the procedure necessary to identify possible appointments. The Notice of Vacancy has been distributed and will require submission of applications by July 15, 2016.

NJACD Dues: No action was taken at this time.

Lake Owassa Licensing Agreement: Mr. Lundin reported that the District has received the required fee from the Lake Owassa Association relative to the management of the District preserve property.

NEW BUSINESS:

Off Site Storage Facility: Mr. Lundin reported that the ownership of the off-site storage facility had changed. A new lease agreement at no change in rent was required. On motion of Mr. Hough, seconded by Mr. Deacon and properly carried on roll call vote, the Manager was authorized to execute the new agreement.

District Car Wash: Mr. Lundin noted that he is attempting to identify a new facility for use in District car washes. The current provider has cancelled the District account saying it is too small for their administrative costs in processing the same.

Change of Meeting Dates: The next regularly scheduled meeting of the Board is July 27, 2016. Mrs. Rosko indicated that she would be unable to attend. It might also be difficult to obtain a quorum in light of the resignation of Mr. Kilduff. Mr. Fox moved, seconded by Mr. Deacon and properly carried, to cancel the July 27, 2016 meeting and to schedule the July meeting for July 12, 2016 at 4:30 p.m.

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 5:32 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:33 p.m.

EXECUTIVE SESSION:

There was no need for an Executive session at this time.

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ADJOURN:

The Meeting was adjourned at 5:35 p.m. on motion of Mr. Deacon seconded by Mr. Hough and properly carried.

Respectfully submitted for Matthew Fox, Secretary/Treasurer

By Clifford R. Lundin, District Manager