

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors' Meeting

April 26, 2017- 4:30 PM

District Office- 186 Halsey Road, Hampton Twp, Sussex County, NJ (Newton 07860)

NEXT MEETING: June 28, 2017 – 4:30 p.m.

SUPERVISORS PRESENT: Barbara Rosko, Philip Deacon, Matthew Fox, Richard Vohden and Natalie Burger

SUPERVISORS ABSENT: None

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

Chairman Rosko called the meeting to order at 4:33 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. Deacon, Mr. Fox, Mr. Vohden and Mrs. Burger were present. A quorum was established.

SOIL AND WATER STEWARDSHIP WEEK: Mr. Lundin announced that Governor Christie has declared the week of April 30, 2017 through May 7, 2017 as Soil and Water Stewardship Week. A copy of the Proclamation is included in the minutes.

YEARS OF SERVICE AWARDS: At the recent Northern NJ Supervisors' Meeting held on March 29, 2017, the Secretary of Agriculture awarded Length of Service certificates to three members/employees of the District. The length of service was calculated as of June 30, 2016. The awards were as follows:

Chairman Rosko- 20 years
Catherine Williams- 15 years and
Thomas Hansen- 5 years.

MINUTES:

On motion of Mr. Deacon, seconded by Mr. Fox and properly carried on roll call vote, the Board approved the minutes of the regular meeting of March 22, 2017. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mrs. Burger- yes, Mr. Fox-yes and Chairman Rosko-yes. Mr. Vohden abstained since he was not present at the meeting.

CORRESPONDENCE:

On motion of Mr. Deacon, seconded by Mr. Vohden 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 Mrs. Burger and properly carried, the Treasurer's Report was approved, subject to audit, by the following roll call vote: Mr. Deacon-yes, Mr. Fox-yes, Mrs. Burger-yes, Mr. Vohden-yes and Chairman Rosko-yes. The Treasurer's Report included the following items: Income Statement for the Ten Month period ending April 30, 2017; Cash Disbursements-Check Register for the period of March 22, 2017 to April 26, 2017; Cash Receipts Journal for the period of March 22, 2017 to April 26, 2017; Cash Account Balance Report as of April 26, 2017; Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2016 through April 26, 2017; General Ledger Trial Balance as of April 26, 2017; and Balance Sheet dated April 30, 2017. The Board reviewed the financial condition of the District. For the first 10 months of FY2017, the District is showing a negative balance of \$18,027. No accounts are significantly over-expended at this point.

FY2018 Budget: Mr. Lundin has prepared and distributed to the Board a preliminary FY-2018 Budget. The Budget Committee of Mr. Fox and Mrs. Burger will meet with Mr. Lundin prior to the next meeting to finalize the draft. The remaining members of the Board were encouraged to provide comments.

Worker's Compensation Insurance Audit Mr. Lundin reported that he is scheduled to meet with an auditor from the District's Worker's Compensation Insurance carrier on Tuesday May 2 to review payroll records.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Fox and properly carried on roll call vote, the attached 251 Project Card Summary Sheet dated April 26, 2017, the Project Status Report dated April 26, 2017 and the Performance Bonds Remaining Report as of April 30, 2017 were approved. The motion included authorization for the chairman to certify the 12 plans listed under the report heading: "Projects Certified 3/22/2017 to 4/26/2017." Roll call vote as follows: Mr. Deacon-yes, Mr. Fox-yes, Mr. Vohden-yes, Mrs. Burger-yes, and Chairman Rosko-yes. Since the March meeting, the District has received 12 new applications and 5 applications for recertification. The total number of active projects is 300. Since the March meeting, 1 project has been completed, 1 project has been transferred to Green Township, and 2 projects have been closed due to a change in ownership. No projects were placed in dormant status.

District Quarterly 251 Report: On motion of Mr. Fox and Mrs. Burger and properly carried, the District Chapter 251 Quarterly report for the 3rd quarter of FY-2017 (January 2017 through March 2017) was approved.

Exempt Municipality Quarterly Reports: The Board reviewed the quarterly chapter 251 reports for Green Township and Andover Township. On motion of Mr. Deacon, seconded by Mrs. Burger and properly carried, the Board approved the Chapter 251 Quarterly report for the two exempt municipalities for the 3rd quarter of FY-2017 (January 2017 through March 2017.)

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

- a) Wallace- Uncertified Site-Vernon- 3 Silver Spruce Drive. No change. The Stop Work Order remains in effect.
- b) 522 Kemah Lake Road. This agricultural site remains in non-compliance.
- c) Kelly Farm- 98 Beemer Church Road. NJDEP will be taking the lead role in identifying the items to be included in a remediation plan. The remediation plan will possibly require a chapter 251 approval (depending upon the level of NRCS involvement.)
- d) Brown Road Sites-Wantage. The commercial trucking operation has ceased and the land is being returned to agricultural use.
- e) Kuperus Farm- Sussex Borough-Wantage Township. The District had previously determined after consultation with the NJDA-SSCC that the site was exempt from Chapter 251. NJDEP has however, issued a Notice of Violation under a NJDEP land use regulation.

Survey of Chapter 251 applications: As part of its review of the draft 2016 Annual Report at the March meeting, the Board had asked Mr. Lundin to conduct a review of the nature of the active projects before the District. A copy of the analysis is included in the minutes. As of December 2016, there were 309 projects. 43% of those projects were for the construction of single family homes. Of the single family applications 83 % were for individual single family homes (only 17% involved the construction of more than one single family home). 27% of the projects were for commercial developments. Close to 80% of those projects were for 3 acres of disturbance or less. The Board discussed the implications of these findings and the recent Sussex County demographic information.

OPRA Request: Mr. Lundin noted that he is in receipt of an OPRA request relative to several Shotland Bauer developments (Cloverdale, Highgrove, Ferndale and Pembridge) located within Crystal Springs. Most of the files are dormant. He is scheduled to meet with the requester on April 27, 2017.

Agriculture-NRCS:

Monthly Report: Mr. Mull distributed the NRCS report for April 2017. There are currently 49 active Farm Bill Contracts within Sussex County representing a total of \$1,043,282.75 of assistance on 2,406.4 acres. These consist of 2 AMA contracts, 34 EQIP contracts, 10 WHIP contracts and 6 RCCP contracts. His office is currently evaluating an additional 3 RCCP applications, 6 AMA applications and 38 EQIP applications. At this point, 8 applications have been approved and 3 pre-approved. Mr. Mull requested Board approval for 4 Farm Conservation Plans. The 4 plans include 2 Forest Stewardship Plans, 1 CNMP (Comprehensive Nutrient Management Plans) and 1 plan for Deer Fencing on a preserved farmland tract. Mr. Deacon moved, seconded by Mr. Vohden and properly carried, to approve the NRCS report and to authorize the chairwoman to sign the Forest Stewardship Plans.

Cooperators: There were no new applications for conservation assistance received since the March meeting.

SC Agricultural Development Board: No report. Neither Mr. Lundin nor Mrs. Burger was available to attend the meeting on April 17, 2017.

SC Board of Agriculture: Mrs. Burger reported on the meeting of April 24, 2017. The new president of the Board of Agriculture is Jim Hunt. The Board heard an interesting presentation regarding the status of the various Grange groups of Sussex County.

FRPP Program: Mr. Lundin indicated that the District is in receipt of a proposed two year extension to the contract with NRCS to provide District services to NRCS in the form of inspections of preserved farmland under the Federal FRPP program. The contract is in the amount of \$20,020.00. He had previously distributed the draft agreement to the Board members via e-mail. After review and discussion, Mr. Fox moved, seconded by Mr. Vohden, and properly carried on roll call vote, to authorize the chairman to sign the agreement. The roll call vote was as follows: Mr. Deacon-yes, Mr. Fox-yes, Mrs. Burger-yes, Mr. Vohden-yes and Chairman Rosko-yes.

SAM Registration: Mr. Lundin noted that in order to accept the FRPP grant, it was necessary for the District to review its registration in the Federal System for Award Management (SAM.). This entailed several hours of internet effort.

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Old Business- Agriculture continued.

Quality Assurance Review: Mr. Mull indicated that his office is undergoing an internal quality assurance review. State officials wish to interview District officials relative to the level of service. Mr. Fox volunteered to represent the District in this effort.

State Soil Conservation Committee (SSCC) Report: Mr. Minch was not in attendance. Mr. Lundin reported on the following items.

- a) Soil Health/Compaction regulations. The SSCC staff hopes to have the comment response document available for action by the SSCC at its June meeting. The aim is to have the regulation in effect by October 2017.
- b) Time Tracking System. Mr. Lundin indicated that he is still awaiting a proposal from the District's website manager to establish a time tracking system using an Excel spread sheet.
- c) SSCC Liaison Meeting. Due to a conflict of schedules, Mr. Lundin was unable to attend the District Manager's liaison meeting on April 20 in Freehold.

Education:

2017 Poster Contest: Mr. Lundin reported that the winning poster from the Sussex County-Grades 2-3-Conservation Poster contest had been chosen as a second place winner of the State contest. The Board extended its congratulations to Catelyn Rich of the Fields of Green School in Vernon. Mr. Lundin will arrange award presentations during the month of May at each of the participating schools in the Sussex County contest.

2017 Northern NJ Envirothon Field Training: The District hosted the North Jersey Training session on April 25, 2017 at Swartswood State Park. Due to adverse weather conditions only two schools (representing three teams) were able to participate. Mr. Lundin thanked Mrs. Rosko for spending the entire day assisting at the session despite the cold, wet, miserable weather.

2017 NJ Envirothon: The 2017 NJ Envirothon is scheduled for May 12-13, 2017 at Schooley's Mountain Park in Morris County. The theme will be "Soil and Water Conservation Stewardship." Mr. Lundin reported on the final preparation meeting that was held on the site on April 13, 2017. At this point 31 teams are registered. Chairman Rosko noted that the SCSCD typically donates \$500 annually to the NJ Envirothon. The names of all donors at that level are placed on the shirts worn by the participants. Mrs. Burger moved seconded by Mr. Fox, and properly carried by roll call vote, that the District make a \$500.00 donation to the Envirothon. The roll call vote was as follows: Mr. Deacon-yes, Mr. Fox-yes, Mrs. Burger-yes, Mr. Vohden-yes and Chairman Rosko-yes.

2017 National Envirothon: The 2017 North American Envirothon has been scheduled for July 23-27, 2017 at Mount St. Mary's College in Emmetsburg, Maryland. Mr. Lundin encouraged the members to attend.

NACD Urban Committee Webinar: Mr. Lundin reported that the April 20, 2017 webinar sponsored by the NACD Urban and Community Conservation (UCC) Resource Policy Group (RPG) had been cancelled due to technological issues. The session was to focus on the use of GIS with suburban and urban watersheds. The webinar will be rescheduled in the near future.

NJACD Conservation Scholarship: Mr. Lundin reported on the annual NJACD Conservation Scholarship program. Applications are due by no later than May 8, 2017.

Meetings:

NACD Urban and Community Conservation Committee: Mr. Lundin briefed the Board on his activities with the National Association of Conservation Districts (NACD) Urban and Community Conservation (UCC) Resource Policy Group (RPG.) The group most recently met by teleconference on April 21, 2017. NACD has obtained funding to allow the committee to meet in Las Vegas on June 23-25 so as to tour an urban initiative sponsored by the local District. The meeting will also involve the review of applications under the second round of funding for grants. Mr. Lundin requested authorization to attend. This will involve no cost to the District. Mrs. Burger moved seconded by Mr. Deacon and properly carried to authorize Mr. Lundin to attend the session.

Northern Regional Supervisors' Meeting: Mr. Deacon, Mr. Fox, Mrs. Rosko, Mrs. Burger and Mr. Lundin attended the Northern Regional Supervisors' meeting held in Rockaway on March 29, 2017. They reported on the discussions at the meeting.

Common Waters: Mr. Lundin reported that he was unable to attend the April 19, 2017 meeting. Mrs. Williams had applied for a sick day and Mr. Lundin's presence was necessary in order to keep the District office open to the public.

NRCS State Technical Committee Meeting: Mr. Lundin reported that he was unable to attend the April 19, 2017 meeting. Mrs. Williams had applied for a sick day and Mr. Lundin's presence was necessary in order to keep the District office open to the public.

2017 NACD Northeast Regional Meeting: Mr. Lundin advised the Board that the regional meeting has been scheduled for Burlington, Vermont for August 13-15, 2017. No further information is available at this time.

2018 NACD Annual Conference: Mr. Lundin advised the Board that the 2018 NACD National meeting is scheduled for Opryland outside of Memphis TN.

North Jersey RC&D: The next Technical Advisory Committee (TAC) meeting will be held in June.

NJ Tree Recovery Program: The trees are scheduled to arrive at the District on May 4 with distribution on May 5. The District will be distributing approximately 5,000 trees to Sussex County Municipalities.

Records Disposal: Mr. Lundin reported the successful destruction of Chapter 251 records prior to December 31, 2009. These were authorized by both the Board and the SSCC. The District used the facilities of the SCMUA Paper Shred Day on April 21, 2017 for the record destruction.

Other Old Business: None

NEW BUSINESS:

Supervisor Reappointment: The SSCC has notified the District that the term of Supervisor Philip Deacon is expiring on June 30, 2017. Mr. Deacon has expressed an interest in re-appointment. Chairman Rosko has appointed the following individuals to the Nominating Committee: Donna Traylor, chair, Autumn Sylvester, Glen Vetrano, Nathaniel Sajdak and Eric Snyder. Wirth the exception of Mr. Snyder, these individuals have all previously served on the committee. Mr. Snyder replaces Mr. Vohden. The committee is scheduled to meet on May 8, 2017 at 4:30 p.m.

Other: None

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 5:40 p.m. There being no one desiring to speak, the meeting was closed to the public at 5:40 p.m.

EXECUTIVE SESSION: None at this time.

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ADJOURN:

The Meeting was adjourned at 5:41 p.m. on motion of Mr. Deacon seconded by Mr. Vohden and properly carried.

Respectfully submitted for Philip Deacon, Secretary/Treasurer

By Clifford R. Lundin, District Manager