

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors' Meeting
December 6, 2017- 2:00 PM

Homer's Restaurant- Newton Sparta Road, Andover Township, Sussex County, NJ
(Newton, NJ 07860)

NEXT MEETING: January 24, 2018 – 4:30 p.m.

SUPERVISORS PRESENT: Philip Deacon, Matthew Fox, P.E., Natalie Burger and Richard Vohden

SUPERVISORS ABSENT: Barbara Rosko

OTHERS PRESENT: Clifford R. Lundin-District Manager; Frank Minch-SSCC, Joseph Sedivy. P.E- District Engineer, Thomas Ferry-District Auditor, Ryan Cleary-District Auditor, Laura Tessieri- North Jersey RC&D, Walter Ricker- Supervisor Emeritus

Vice Chairman Fox 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.

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

MOMENT OF SILENCE: The Board observed a moment of silence in honor of retired District inspector, Andrew Graybush, who passed away on November 3, 2017.

ROLL CALL: A call of the roll showed that Mr. Deacon, Mr. Vohden, Mr. Fox and Mrs. Burger were present. Mrs. Rosko was excused due to a medical appointment. A quorum was established.

MINUTES:

On motion of Mr. Deacon, seconded by Mrs. Burger and properly carried on roll call vote, the Board approved the minutes of the meeting of November 1, 2017. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mr. Vohden- yes, Mrs. Burger-yes and Mr. Fox-yes.

On motion of Mr. Fox, seconded by Mrs. Burger and properly carried on roll call vote, the Board approved the minutes of the executive session meeting of November 1, 2017. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mr. Vohden-yes, Mrs. Burger-yes and Mr. Fox-yes.

CORRESPONDENCE:

On motion of Mr. Fox seconded by Mrs. Burger and properly carried, the attached correspondence list was reviewed and approved for the files. All highlighted items were scheduled to be discussed on the agenda.

TREASURER'S REPORT-FINANCE:

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Vohden and properly carried, the Treasurer's Report was approved, subject to audit, by the following roll call vote: Mr. Deacon- yes, Mrs. Burger- yes, Mr. Vohden-yes and Mr. Fox- yes. The Treasurer's Report included the following items: Income Statement for the period ending November 30, 2017; Check Register for the period of October 31, 2017 to December 6, 2017; Cash Receipts Journal for the period of October 31, 2017 to December 6, 2017; Cash Account Balance Report as of December 6, 2017; Consulting Engineer-Cash Disbursements Journal for the period from July 1, 2017 through December 6, 2017; General Ledger Trial Balance as of December 6, 2017; and Balance Sheet dated November 30, 2017. The Board reviewed the financial condition of the District. For the first 5 months of FY2018, the District has experienced a deficit in the amount of \$31,500.00.

FY-2017 Audit: Vice Chairman Fox asked the Board's Auditors to provide a report on the findings and conclusions of the FY2017 Audit. The report had previously been distributed to the Board and posted on the Board's website. There were no adverse findings or recommendations. The report is slightly different this year due to the elimination of the requirement to report in-kind services from the SSCC and NRCS. Mrs. Burger raised the issue of the need to develop a time tracking system. Sussex and HEP are the only remaining Districts without a system in place. Various data management options were discussed. The auditors indicated that they would make themselves available to assist. Mr. Lundin and the Financial Committee agreed to contact the Warren District to explore their spread sheet system. Mr. Deacon moved, seconded by Mr. Fox to accept the audit report. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mr. Vohden- yes, Mrs. Burger-yes and Mr. Fox-yes.

Auditor's Invoice: On motion of Mr. Deacon, seconded by Mr. Fox and approved on roll call vote, the Board approved for payment, the Invoice of Ferraioli, Wielkotz, Cerullo and Cuva, PA in the amount of \$5,715.00. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mr. Vohden- yes, Mrs. Burger-yes and Mr. Fox-yes.

District Financial Committee: The committee consisting of Mr. Fox and Mrs. Burger has met and has agreed to meet with every District employee to discuss their job duties and requirements. The committee directed Mr. Lundin to notify each employee to expect that they will be contacted by the committee to arrange to meet.

OLD BUSINESS

Chapter 251:

Monthly Report: On motion of Mr. Deacon, seconded by Mr. Vohden and properly carried on roll call vote, the Board approved the attached 251 Project Card Summary Sheet dated December 5, the Project Status Report dated December 6, 2017 and the Performance Bonds Remaining Report as of November 30, 2017. The motion included authorization for the chairwoman to certify the 6 plans listed under the report heading: "Projects Certified 10/31/2017 to 12/06/2017." Roll call vote as follows: Mr. Deacon-yes, Mr. Fox- yes, Mrs. Burger- yes, and Mr. Vohden-yes. Since the November meeting, the District has received 5 new applications and 1 application for recertification. The total number of active projects is currently at 301. Since the November meeting, 7 projects have been completed and 3 projects were placed in dormant status for failure to recertify. There is currently no backlog in administrative or technical review. The Board noted that there is currently only one active performance bond, the Northern NJ Veteran's cemetery. Mr. Lundin indicated that as a result of the discussions at the November 1, 2017 meeting, he contacted the coordinator and requested that he come in to discuss the project. At this point, the meeting has not been scheduled.

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

- a) Wallace- Uncertified Site-Vernon-3 Silver Spruce Drive. The District has filed a Complaint with the Vernon Municipal Court. The hearing date is now set for December 19, 2017
- b) 522 Kemah Lake Road. On behalf of the District, Mr. Lundin filed a request for formal consideration with the Sussex County Agriculture Development Board (SCADB). The matter is currently scheduled for consideration on December 18, 2017.
- c) Kelly Farm- 98 Beemer Church Road. The District is withholding action pending resolution of the negotiations between Mr. Kelly and the NJDEP.
- d) Keila Transport- This is an uncertified site on Houses Corner Road and Route 15 in Sparta. A Stop Work Order has been issued. The property continues to operate and to conduct soil disturbances. Mr. Lundin has been coordinating efforts with the Sparta Township Construction Official since the site also involves several municipal and building code violations. It may be necessary to file a complaint with the Municipal Court.

- e) Maggio- WT-154. The land use application has apparently been withdrawn. The matter is once again before the Wantage Municipal Court (Wantage Township is the complainant.)

Green Township: Mr. Lundin reported that he had been contacted by Green Township relative to a possible transfer of chapter 251 responsibilities effective January 1, 2018. Mr. Lundin and Mr. Fox met with Green on November 29, 2017. Mr. Lundin has prepared and distributed a draft Memorandum of Agreement.

Soil Compaction regulations: Mr. Lundin noted that the new regulations take effect on December 7, 2017. Informational materials have been posted on the District's website. Mr. Minch provided an overview of the new requirements. The Board stressed the need for additional educational programs to train both District staff and the regulated community.

Workload Analysis: Mr. Lundin distributed the attached quarterly summary prepared by the state showing the relative activity of the various Districts. Of the 15 Districts, Sussex is tied for 13th in new applications. The Sussex County building economy has not recovered as quickly as other counties. Mr. Lundin also distributed the attached memo he prepared relative to the numbers of new applications and recertifications during the nine years he has served as District Manager.

Agriculture-NRCS:

Monthly Report: Mr. Mull was not in attendance.

Cooperators: There have been no new applications for conservation assistance since the November 1, 2017 meeting.

SC Board of Agriculture: Mrs. Burger reported on the activities of the SCBA. Lori Space Day is the new President. Peter Southway is the new Vice President. She also reported on a meeting being convened on December 7, 2017 in Belvidere by Congressman Gottheimer relative to conservation funding.

SC Agricultural Development Board: Mr. Lundin attended the Board meeting on November 20, 2017. The Board is commencing reconsideration of the Brodhecker application.

Conservation Cost Share Grants Mr. Minch provided guidance on the new conservation cost share program. The state is currently only funding applications previously approved (for which funding was not available) and is primarily targeting lands permanently preserved with an agricultural easement.

Contact from Assemblyman Space's Office- Tax Assessment Issue: Mr. Lundin indicated that he had been contacted by Assemblyman Space's office relative to possible changes in the Farmland Assessment Act to address the tax assessment issue arising in Wantage Township so as to require the use of the most current soil survey data. He offered to provide a draft proposal to the Assemblyman's office.

State Soil Conservation Committee (SSCC) Report: Mr. Minch reported on the following items.

- a) Soil Health/Compaction regulations. Previously discussed above.
- b) NJAC 2:90 regulations. The regulations governing the Chapter 251 program expire on December 7, 2017. The SSCC lacked sufficient time to process revisions and instead determined to renew the prior regulations without change.
- c) Conservation Cost Share program: Discussed above.
- d) Complaint of Joseph Retz to NJ Red Tape Committee: Mr. Retz, of Wantage has submitted a complaint to the Red Tape Commission concerning the cost of soil erosion control as compared to New York State and to Pennsylvania. Mr. Minch has been assigned by the NJDA to respond.

Education:

2018 Conservation Poster Contest: The contest information has been posted on the District website and will be mailed to schools on January 2, 2018. Mr. Lundin noted that the Lake Hopatcong Foundation and Musconetcong Watershed Association are assisting in the distribution of the materials. Further, the Lake Hopatcong Foundation has announced that it will match any prize awards by either the Morris or Sussex District to any student in the Lake Hopatcong Watershed.

2018 Conservation Scholarship: A copy of the attached Conservation Scholarship Announcement was distributed to the Board and placed on the District website. The application deadline is May 7, 2018.

2018 Northern NJ Envirothon Field Day: Mr. Lundin indicated that he had completed most advance arrangements for the Northern NJ Envirothon Training program to be held on April 24, 2018 at Swartswood State Park.

2018 NJ Envirothon: The 2018 NJ Envirothon has been scheduled for May 4-5, 2018 at Camp Grice within Camp Roosevelt in Elmer, NJ.

Reforest NJ Program: The District will once again act as a distribution center for tree seedlings to Sussex County municipalities and to the public. The distribution has been scheduled for May 3 and 4, 2018.

NJ Soil Health Standards Training. Mr. Fox provided an overview of the November 9, 2017 training program in Freehold. Mr. Deacon moved, seconded by Mrs. Burger, to approve payment of Mr. Fox's travel voucher in the amount of \$80.25. The motion was approved on the following roll call vote: Mr. Deacon-yes, Mr. Vohden- yes, Mrs. Burger-yes. Mr. Fox recused himself from action.

Meetings:

NACD Urban and Community Conservation Committee: Mr. Lundin reported on his participation in the National Association of Conservation Districts (NACD) Urban and Community Conservation (UCC) Resource Policy Group (RPG.) The group most recently met by teleconference on November 7, 2017 and November 17, 2017. The group is currently updating the national policies relative to urban and suburban conservation.

Common Waters: Mr. Lundin was unable to attend the meeting on November 30, 2017. The date of the next meeting has not been announced.

Hyper Humus Site Restoration: No new meetings have been scheduled at this time.

NJACD Annual Meeting: Mr. Deacon, Mr. Vohden, Mrs. Burger and Mr. Lundin attended this meeting held on November 2, 2017. Mrs. Burger moved, seconded by Mr. Vohden, to approve payment of Mr. Fox's travel voucher in the amount of \$90.95 and Mr. Deacon's travel voucher in the amount of \$86.14. The motion was approved on the following roll call vote: Mr. Vohden- yes, Mrs. Burger-yes. Mr. Fox –yes as to Mr. Deacon's voucher and Mr. Deacon-yes as to Mr. Fox's voucher. Both Mr. Deacon and Mr. Fox recused themselves from action on their own vouchers.

North Jersey RC&D: Ms. Tessieri reported on the myriad of activities of the RC&D project. This included a discussion of the Winter Cover Crop pilot program and evaluation. She announced that the RC&D is seeking to hire an additional Agricultural Specialist to work in the Asbury office. The next meeting of the Technical Advisory Committee (TAC) is scheduled for January 11, 2018.

Other Old Business: None

NEW BUSINESS:

2018 Schedule of Holidays: Mr. Deacon moved, seconded by Mr. Vohden and properly carried to adopt the attached schedule of Holidays for 2018. The list includes an exchange of Election Day for Christmas Eve

2018 Schedule of Meetings: Mrs. Burger moved, seconded by Mr. Fox and properly carried to adopt the attached schedule of meetings for 2018. The meetings will continue to be held on the 4th Wednesday of each month at 4:30 at the District office with a combined November/December meeting at an offsite location.

2017 Census of Governments: Mr. Lundin reported that he had completed the annual questionnaire (approximately 3 hours of staff time.) The 2017 questions focused on income sources and amount of income received from other governmental entities.

Records Disposal: On motion of Mr. Deacon, seconded by Mr. Vohden and properly carried, the Board voted to authorize the Manager to submit (after 1/1/2018) an application to the state in accordance with SSCC guidance, a request to destroy chapter 251 records of files closed in excess of seven years ago (prior to December 31, 2010.)

Requests to carry-over vacation time: Mr. Eckert is requesting to carry over 7 vacation days from 2017 to 2018. Similarly, Mr. Lundin is requested authorization to carryover 8 vacation days. Mrs. Burger moved, seconded by Mr. Deacon, and properly carried to approve the two requests on condition that the carryover days are utilized prior to March 31, 2018.

PUBLIC SESSION:

Vice Chairman Fox opened the meeting to the public at 3:20 p.m. There being no one desiring to speak, the meeting was closed to the public at 3:20 p.m.

EXECUTIVE SESSION: None

The Meeting was adjourned at 3:20 p.m. on motion of Mr. Deacon seconded by Mr. Fox and properly carried.

Respectfully submitted for Philip Deacon, Secretary/Treasurer

By Clifford R. Lundin, District Manager