

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

October 28, 2009

7:30 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

NEXT MEETING: December 9, 2009–2:00 PM – SCSCD Office (Conference Room)

SUPERVISORS PRESENT: Barbara Rosko, Fred Hough, Walter Ricker, and Winifred Straub

SUPERVISORS ABSENT: Phillip Deacon

OTHERS PRESENT: Clifford R. Lundin, Maria Collazo

Chairman Rosko called the meeting to order at 7:35 p.m. declaring that adequate notice has been provided in accordance with the Open Public Meetings Act.

The members joined in a salute to the flag.

Mr. Lundin announced that Winifred Straub had been appointed to the vacant term on the Board by the State Soil Conservation Committee (SSCC) at its meeting of October 19, 2009. The Oath of Office was administered to Mrs. Straub. The members welcomed Mrs. Straub to the Board.

MINUTES

On motion by Mr. Ricker, seconded by Mr. Hough and properly carried the minutes of the regular meeting of September 23, 2009 were approved. Mrs. Straub abstained.

CORRESPONDENCE

On motion by Mr. Ricker, seconded by Mrs. Straub and properly carried the correspondence was reviewed and approved for the files. Special attention was given to the highlighted items.

TREASURER'S REPORT

On motion by Mr. Hough seconded by Mr. Ricker and properly carried the Treasurer's Report was approved, subject to audit by Roll Call as follows: Mr. Hough – yes, Mr. Ricker – yes, Mrs. Straub- yes, Ms. Rosko – yes. The Treasurer's Report included the following: Cash Disbursements Check Register from September 23, 2009 to October 28, 2009, Cash Receipts Journal from September 23, 2009 to October 28, 2009, Income Statement for the four month period ending October 31, 2009; Cash Account Balance Report as of October 28, 2009; Consulting Engineering Expenses Cash Disbursements Journal from July 1, 2009 to October 29, 2009; General Ledger Trial Balance as of October 28, 2009 and Balance Sheet dated October 31, 2009. Mr. Lundin reviewed for the Board, the financial condition of the District.

AUDIT

Mr. Lundin reported that the Audit is completed and that he is meeting with the auditors on October 30, 2009. He was verbally informed that there are no exceptions or recommendations.

OLD BUSINESS

Chairman Rosko deviated from the Agenda so as to allow NRCS to give its report at this time

AGRICULTURE – NRCS – Ms. Collazo presented the attached NRCS Activities Update for Sussex County dated October 2009. She requested approval of one Farm Conservation Plan: Ms. Collazo announced that NRCS is sponsoring a outreach meeting on December 10, 2009 at Pequest Hatchery from 7-9 p.m. to discuss the Conservation Stewardship Program. She also announced sign-ups for a new EQIP program for organic farmers or farmers seeking to transition to organic farming. Applications will also open soon for the Grassland Preserve Program. Under the program Easements can be purchased for a 10 year, 15 year, 30 year or permanent time period. Ms. Collazo also announced that Rutgers would be hosting a session on the new NJ Animal Waste Management Rule requirements in Sussex County on November 4 from 7-9 p.m. The NRCS report was unanimously accepted on Motion of Mr. Ricker and seconded by Mr. Hough.

There was no report available on the status of the Soil Survey.

Chapter 251 – On motion by Mrs. Straub, seconded by Mr. Ricker and properly carried the Project Card Summary Sheet dated 10/28/2009, the Project Status Report dated October 28, 2009, the Performance Bonds Report of October 28, 2009, the 251 District Quarterly Report for the 3 month period ending September 30, 2009 and the RFA Report for the period of 9/24/09 through 10/28/09 were approved.

The Board also discussed the following 251 matters:

- a) Problem sites. Mr. Lundin briefed the Board on the Berardi subdivision site in Byram. A NOV and follow-up letter were issued. A site meeting was held on October 22, 2009. The builder has brought the site into compliance. Mr. Lundin also reported on two single family home sites in Sparta under construction by Natasha Berardi. Again a NOV, a follow-up letter and a site visit were necessary. The builder has promised to be in compliance by the end of this week. Mr. Lundin also reported on the Haubrich site in Branchville off Kemah Lake Road. A site meeting will be scheduled for Friday and further action may be needed.
- b) RFA-E-Permitting. Mr. Lundin reported that only 1 RFA certification code was issued within the past month. The applicant has not yet obtained the RFA.

Chapter 251- Continued

- c) **SSCC Fee Schedule Surcharge.** The SSCC adopted a \$25.00 surcharge for all 251 applications at its meeting of October 19, 2009 with an effective date of January 1, 2010. Subsequent to the meeting the Attorney General's Office ruled that the fee must be subjected to the rulemaking procedures through the NJ Register. This will significantly delay implementation of the fee.
- d) **SSCC Engineering Bulletin.** Mr. Lundin distributed an Engineering Bulletin adopted by the SSCC at its October 19, 2009 meeting requesting the District, in its discretion to forward certain review letters.
- e) **Change of Ownership Fee.** Mr. Lundin explained that Mr. Deacon has requested that the Board review the fee currently charged for a transfer of ownership. The District currently charges for 2 hours or \$190.00 as an "extraordinary" service. Mrs. Straub explained the various steps necessary to change all the data systems. The Board reviewed a survey conducted by Mr. Lundin of charges in other Districts. The Board took no action to change the current fee at this time.
- f) **Policy re Soil Survey information on 251 plans.** Mr. Lundin proposed that effective January 1, 2010 the District no longer accept 251 plans using the 1975 Soil Survey. Rather all plans must use the digitized 2004 soil survey. The Board concurred in this recommendation by Motion of Mrs. Straub and Mr. Ricker and properly carried.
- g) **Plan Withdrawals.** Mr. Lundin indicated that a number of plans are not being recertified or are being abandoned or withdrawn. Before closing a file, the District will visit the site and determine if there is any active disturbance or areas not permanently stabilized. The District will not close a file until the site is permanently stabilized.
- h) **Guidance re use of current fee schedule.** Mr. Lundin sought guidance relative to the application of the current fee schedule to projects that had been dormant in the review process for over one year (prior to the adoption of the current schedule.) On Motion of Mrs. Straub and Mr. Ricker and properly carried, the Board determined to apply the current fee schedule to such projects.
- i) **Construction on Agricultural Lands.** Mr. Lundin distributed a draft guidance document from NRCS and the SSCC on the application of 251 to construction on agricultural lands. Members were asked to review the policy and comment on the same. The SSCC is scheduled to reconsider the policy on January 2010.

EDUCATION

- a) **Boy Scout Jamboree:** Mr. Lundin indicated that the District participated in the Patriots' Path Council Centennial Boy Scout Jamboree held at the Sussex County Fairgrounds on October 3, 2009. Mr. Baysa and Mr. Lundin operated the Soil Tunnel. Over 400 Scouts toured the tunnel.

Education- Continued

- b) Envirothon: Mr. Lundin indicated that the North Jersey Training Session for the 2010 Envirothon will be held on April 21, 2010 at Swartswood State Park. Mrs. Straub has agreed to coordinate the training session.
- c) Hopatcong High School. Mr. Lundin indicated that he had given a lecture to three Chemistry Classes in Hopatcong High School on October 23, 2009 in Soil Science and in Lake Chemistry.

MEETINGS

- A) The District nominating Committee met on September 30, 2009. The Committee recommended Mrs. Straub for the vacant position. A letter of thanks has gone to all members of the Committee.
- B) The 2009 NJACD Conference was held on October 27, 2009 in Freehold. All 5 supervisors and Mr. Lundin attended.
- C) The 2010 NACD Annual Meeting will be held January 30-February 3, 2010 in Orlando, Florida. Mr. Lundin presented the Board with projected costs for participating. The estimated cost for airfare, hotel and registration is \$1,300 per participant. Mr. Hough expressed reluctance to approve the travel in light of the economic situation. Action was deferred pending further consideration.
- D) The 2010 Northeast Regional NACD Meeting has been scheduled for August 8-August 11, 2010 in Portland Maine.

NEW BUSINESS

Cooperators – Mrs. Lundin presented the Board with a Request for Assistance/Conservation Agreement from Clarence R. Kymer for a property located in Frankfort Township. On motion of Ricker, seconded by Mr. Hough and properly carried the Request for Assistance for the aforementioned property was approved.

November/December Meeting. The Board on motion of Straub and Ricker and properly carried, determined to combine the November and December meetings and scheduled the same for 2:00 p.m. on December 9 at the District office.

Public Session - Ms. Rosko opened the meeting to the public at 8:45 PM. Having no one come forward the meeting was closed to the public.

Executive Session: At 8:47 p.m., on Motion of Straub and Hough the Board went into Executive Session for the purpose of discussion of personnel issues. The Board returned from Executive session at 9:00 p.m.

Personnel matters: The following personnel matters were approved on motion of Straub and Ricker and properly carried:

- 1) Employee Baysa. Effective November 16, Mr. Baysa's work hours will be reduced to 3 days per week, 21 hours. Reduction to be in effect for a minimum of 4 months. Mr. Baysa's health insurance stipend will be reduced to \$100.00 per month during the reduction in hours.
- 2) End of year awards for exceptional service. The following awards for exceptional service were approved: Zvalaren- \$50.00, Baysa- \$100.00, Eckert- \$200.00 and Williams- \$300.00. The awards are to be post tax.

Other- On motion of Straub and Ricker and properly carried, the Board took the following actions:

- 1) Thanksgiving Holiday. The Board declared Friday November 27, 2009 as an additional holiday.
- 2) Christmas Eve- December 24, 2009. The Board authorized closing at 12:30 p.m.
- 3) New Years Eve- December 31, 2009. The Board authorized closing at 12:30 p.m.

Adjourn:

The Meeting was adjourned at 9:00 p.m. on Motion of Mrs. Straub seconded by Mr. Hough and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin

MINUTES
SUSSEX COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
OCTOBER 28, 2009

EXECUTIVE SESSION

Session commenced at 8:37 p.m. The following members were in attendance: Chairman Rosko, Mrs. Straub, Mr. Ricker and Mr. Hough.

The following personnel issues were discussed:

- 1) Employee Baysa. Mr. Lundin indicated that Mr. Baysa had indicated a willingness as a cost cutting measure to reduce his work hours to 3 days per week, 21 hours. In addition, Mr. Baysa currently receives a health insurance stipend in the amount of \$1,250.00 per quarter. Mr. Lundin proposed to reduce the stipend to \$100.00 per month during the period of reduced hours.
- 2) End of year awards for exceptional service. Mr. Lundin proposed the following awards for exceptional service: Zvalaren- \$50.00, Baysa- \$100.00, Eckert- \$200.00 and Williams- \$300.00. The awards are to be post tax.

On Motion of Hough and Straub the Board returned to public session at 9:00 p.m.

Respectfully Submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin