

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

October 27, 2010

7:30 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

NEXT MEETING: December 8, 2010–2:30 PM – SCSCD Office (Conference Room)

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

SUPERVISORS ABSENT: None

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

Chairman Rosko called the meeting to order at 7:30 p.m. declaring that adequate notice has been provided in accordance with the NJ Open Public Meetings Act.

The members joined in a salute to the flag.

MINUTES

On motion by Mr. Hough, seconded by Mr. Ricker and properly carried, (Mrs. Straub and Mr. Kilduff abstaining), the minutes of the regular meeting of September 29, 2010 were approved.

CORRESPONDENCE

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

TREASURER’S REPORT

On motion of Mrs. Straub, seconded by Mr. Ricker and properly carried, the Treasurer’s Reports were approved, subject to audit, by Roll Call vote as follows: Mr. Ricker – yes, Mr. Hough– yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko- yes. The Treasurer’s Report included the following: Cash Disbursements-Check Register from September 29, 2010 to October 27, 2010, Cash Receipts Journal from September 29, 2010 to October 27, 2010, Income Statement for the one-month period ending October 31, 2010; Cash Account Balance Report as of October 27, 2010; Consulting Engineering-Cash Disbursements Journal from July 1, 2010 to October 27, 2010, General Ledger Trial Balance as of October 27, 2010 and Balance Sheet dated October 31, 2010.

The Board reviewed the financial status of the District. The District operated at an \$11,000.00 profit for the first 4 months of FY 2011. The deficit reported at the September meeting was resolved with increased revenues in October. Income is now on target for the year. All expense items are under budget except auto repairs and health insurance.

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Treasurer's Report continued

Audit Mr. Lundin reported that the audit for FY2010 is underway. To date, there have been no problems. The final audit report should be available for the next meeting.

OLD BUSINESS

Chapter 251 –

Monthly Report: On motion by Mr. Ricker, seconded by Mrs. Straub and properly carried the attached 251 Project Card Summary Sheet dated October 27, 2010, the Project Status Report dated October 27, 2010 and the Performance Bonds Report dated October 27, 2010 were approved.

Quarterly Reports: The Board reviewed the District Quarterly 251 Report for the period ending September 30, 2010. On motion of Mrs. Straub, seconded by Mr. Hough and properly carried, the report was approved.

The Board reviewed the Quarterly 251 Report for Andover Township for the period ending June 30, 2010. The Board had deferred action from the September meeting pending clarification of one of the items. Mr. Lundin spoke to the Andover Township engineer and confirmed the information. The report was approved on motion of Mr. Hough, seconded by Mr. Ricker and properly carried.

The Board reviewed the Quarterly 251 Report from Green Township for the period ending September 30, 2010. The report was approved on motion of Mr. Kilduff, seconded by Mr. Ricker and properly carried.

Wantage Township: Mr. Lundin reported that he had spoken with Thomas Knutelsky, the engineering consultant for Wantage Township, earlier that day relative to the transfer of all remaining Wantage projects to the District. The target date for the transfer is December 1, 2010 or earlier. A meeting will be held within the next two weeks, once Wantage gathers all the necessary data. All projects will be considered to be eligible for an extension pursuant to the NJ Permit Extension Act, will be certified through December 2012 and will be charged inspection fees only.

Problem sites: The Board also discussed the following SESC problem sites:

- 1) Eagles Nest. SP-125, SP-125B, SP-125C. Mr. Lundin reported that he, Mr. Baysa and Mr. Sedivy had met with the applicant, Robert and Kevin Viersma, the applicant's engineer, Allen Campbell and Eric Powell, the engineer for Sparta Township on September 30. He has prepared a Memo concerning the discussions. The final "as built" plan for the slide site is scheduled to be submitted to the District by no later than October 29. Once

the “as built” is approved, the District will recertify all three plans. The District’s Stop Work Order will be lifted on a lot-by-lot basis as additional information is submitted. The District will continue to monitor the site.

- 2) Sparta Meadows SP-555 and SP-555A. The Sparta Township engineer has indicated that the site is stable. The District will inspect.
- 3) Jobeless site- Hopatcong. The SSCC has apparently still not taken action relative to this site.
- 4) Whispering Woods- VR-748, VR-748A. Stop Work Orders, as authorized at the September meeting have been issued for the two expired certifications.
- 5) O’Krepky S/F- MO-212. The Stop Work Order approved at the September meeting was issued for this expired certification.
- 6) Branchville Properties- BR-020. The Stop Work Order remains in effect on this site.
- 7) Maggio- A final warning letter was issued to Mr. Maggio relative to this Wantage site.
- 8) Blochinger- SP-548. The Stop Work Order authorized at the September meeting was issued. The certification for the site has expired.
- 9) ETM-Inc. SP-680. Three consecutive inspection reports have shown non-compliance. A NOV was issued on July 15, 2010. The applicant has failed to comply. Mr. Lundin reported that he had received a telephone call from the permittee earlier in the day, promising to be in compliance by November 1. On motion of Mr. Kilduff, seconded by Mrs. Straub, and properly carried, the Board approved the issuance of a Stop Work Order by Roll Call vote as follows: Mr. Ricker – yes, Mr. Hough– yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko- yes. The Order is to be issued in Mr. Lundin’s discretion, in the event that the applicant is not in compliance by November 1, 2010

Agriculture-NRCS

- a) NRCS report– Mr. Mull provided the attached report to the Board. The Board approved the report on motion of Mr. Ricker, seconded by Mrs. Straub and properly carried. The motion included authorization to Mrs. Rosko to sign all necessary approvals.
- b) Cooperators- The following requests for assistance were received:
 - i) Request from Lisa Glazer for a property in Frankford;
 - ii) Request from Harold and Sally Deck for a property in Lafayette;
 - iii) Three requests from Brian Hautau for three separate properties located in Frankford.

The Conservation Agreements were approved on voice vote on motion of Mr. Ricker and Mr. Kilduff.

- c) Augusta Hill Property. Mr. Mull presented an application to utilize an alternate cost share table in conjunction with an application for state financial assistance for a rainwater storage system for August Hill Farms. The application was approved on motion of Mr. Hough and Mrs. Straub and properly carried.
- d) Confidentiality Agreement- Mr. Lundin reported that he had received the final draft Confidentiality Agreement. This is required by section 1619 of the 2008 Farm Bill. On motion of Mr. Ricker, seconded by Mrs. Straub, the Chairman was authorized to execute the agreement by Roll Call vote as follows: Mr. Ricker – yes, Mr. Hough– yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko- yes.
- e) Animal Waste Manage Rules. Mr. Lundin outlined an October 5, 2010 policy issued by the SSCC relative to high density animal operations. All applications received by the Districts will be reviewed by the CAP (Conservation Assistance Program) staff and/or the SSCC staff.
- f) Detention Basins on Agriculturally Preserved Land: Mr. Lundin outlined a new draft SADB policy regulating stormwater basins on preserved farmland. The issue arose from a Sussex County site. Stormwater basins on preserved land are prohibited unless there are no other alternatives. Approval must also be obtained from the holder of the preservation easement.
- g) FY2010 Assistance. Mr. Lundin provided the Board with an NRCS letter indicating that the amount of NRCS assistance to the District in FY 2010 amounted to \$69,757.00.

SSCC Report: Mr. Minch was not present.

Mr. Lundin reported that the EPA numerical turbidity limit for RFA sites had been invalidated by the Federal courts.

Education

- a) Annual Poster Contest. The theme of this year's competition is "Conservation Habits = Healthy Habitats. Over 75 entries from 5 schools have been received. The Supervisors will judge the contest after the meeting.
- b) Sussex County Harvest Festival. Mr. Lundin reported that over 750 individuals toured the District's Soil Tunnel display on October 23, 2010.
- c) 2011 Envirothon. Mr. Lundin reported that he and Chairman Rosko had attended the Envirothon Planning Committee meeting on October 14, 2010 at Camp Glen Gray in Bergen County. The District has agreed to host the North Jersey Training Session at Swartswood State Park on April 13, 2011.
- d) 2014 Envirothon. Mr. Lundin reported that the NJ Association of Conservation Districts is seeking sponsors for future Envirothons. On motion of Mrs. Straub seconded by Mr. Ricker and properly carried, the SCSCD agreed to host the 2014 Envirothon.

Meetings

- a) Sussex County Green Infrastructure Seminar Series. Mr. Lundin provided the Board with information relative to this series of free seminars. Mr. Lundin and Mr. Kilduff attended the initial session on October 12, 2010. Future seminars are scheduled for October 29, November 8 and November 30.
- b) Soil Health Conference- November 9, 2010. Mr. Lundin distributed information relative to an upcoming NJACD North Jersey Soils Health Conference to be held on November 9, 2010 in Mendham.
- c) NACD Annual Meeting- January 29, 2011- February 3, 2011. On motion of Mr. Ricker, seconded by Mrs. Straub, the District authorized Mr. Lundin to attend the NACD Annual Meeting in Nashville, at the District expense to a maximum of \$1,500.00. The motion was approved by the following Roll Call vote: Mr. Ricker – yes, Mr. Hough– yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko-no. Mrs. Rosko indicated that the District budget provided sufficient funds to allow members of the Board of Supervisors to also attend the meeting.

Other Old Business:

Mr. Lundin reported that an OPRA request had been personally served upon the District's Special Counsel by Mr. Caggiano. Mr. Haggerty has responded within the time period prescribed by the Open Public Records Act.

NEW BUSINESS

Elimination of Per Diem payments. The District is in receipt of a letter from the SSCC indicating that due to budgetary considerations, that the state is unable to continue making per diem or mileage reimbursements to Supervisors. The Board discussed this issue at its September 29, 2010 meeting and deferred action until this meeting for further consideration and discussion. The Board directed Mr. Lundin to continue to track Supervisor time and mileage and to continue to submit the vouchers to the SSCC. The Board will reconsider this issue in June 2011.

Holiday Schedule: On motion of Mrs. Straub, seconded by Mr. Kilduff, the Board declared November 26, 2010 (Day after Thanksgiving) to be a District holiday. The motion was approved by the following Roll Call vote: Mr. Ricker- yes, Mr. Hough- yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko-yes.

November/December meeting: On Motion of Mrs. Straub, seconded by Mr. Ricker and properly carried, the Board determined to modify the meeting schedule for November and December and to hold a combined meeting on December 8, 2010 at 2:30 p.m. at the District offices.

PUBLIC SESSION

Chairman Rosko opened the meeting to the public at 9:20 p.m. Having no one come forward, the meeting was closed to the public.

EXECUTIVE SESSION

Mr. Lundin indicated that there was a need for a brief executive session to discuss personnel issues. On motion of Mr. Hough, seconded by Mrs. Straub and properly carried the Board went into Executive Session at 9:20 p.m. for discussion of personnel matters. The Board returned from executive session at 9:30 p.m.

ADJOURN:

The Meeting was adjourned at 9:31 p.m. on motion of Mr. Ricker seconded by Mr. Hough and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

EXECUTIVE SESSION

October 27, 2010

9:21 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

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

SUPERVISORS ABSENT: None

OTHERS PRESENT: Clifford R. Lundin-District Manager.

Chairman Rosko called the meeting to order at 9:20 p.m.

Mr. Lundin indicated that he wished to discuss three personnel items:

- 1) Catherine Williams-Vacation time carryover. The SCSCD Policy allows a maximum carryover of vacation time of 20 days. Ms. Williams currently has 30 days. After due consideration, the Board advised Mr. Lundin to direct Ms. William to attempt to utilize her time prior to the end of the year. If she does not utilize the time, the Board will reimburse her for up to five days. The maximum vacation time allowed to be carried over shall remain at 20 days.
- 2) Thanksgiving Holiday- Mr. Lundin provided the Board with a copy of a State memo indicating that Governor Christie will not be authorizing the day after Thanksgiving as an additional holiday (as in the past.) All Sussex County Offices will be closed. After due consideration, the Board determined to declare the day after Thanksgiving to be a District Holiday and all employees scheduled to work that day shall receive the day off with pay.
- 3) 2011 Holiday Schedule. Mr. Lundin asked for guidance from the Board relative to certain holiday where there is a difference in treatment between the state and county offices. He was directed to prepare a 2011 schedule for consideration at the December 7, 2010 meeting.
- 4) Reduced work hours. All employees have been working on reduced hours (7 hours per day) since March 2009. In addition, Mr. Baysa has been working three days per week instead of 5 days per week since December 2009. When the Board imposed the reductions, it promised to review the need for the continuation of the reductions on a regular basis. After due consideration, the Board determined to continue the reduced hours program at this time. The Board will again consider this issue in March 2011.

The Board adjourned the Executive Session and returned to the public session on motion of Mrs. Straub seconded by Mr. Kilduff and properly carried. Executive session adjourned at 9:30 p.m.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin

REMINDER

DISTRICT HOLIDAY LUNCHEON

DECEMBER 8, 2010

12:00 NOON

LAFAYETTE HOUSE

**AFTER THE LUNCHEON, WE WILL
RETURN TO THE DISTRICT OFFICE**

FOR THE MONTHLY MEETING

COMMENCING AT

APPROXIMATELY 2:30 P.M.

