

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

December 8, 2010

2:30 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

NEXT MEETING: January 26, 2011–2:00 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, Dan Mull- USDA NRCS-District Conservationist, Frank Minch- NJDA-SSCC, Thomas Ferry, District Auditor and Phillip Deacon- public.

Chairman Rosko called the meeting to order at 2:40 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. Kilduff and properly carried, the minutes of the regular meeting of October 27, 2010 and Executive Session of October 27, 2010 were approved.

CORRESPONDENCE

On motion by Mrs. Straub, 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.

AUDITOR’S REPORT. Mr. Thomas Ferry of the firm of Ferraioli, Wielkottz, Cerullo and Cuvo, PA, presented to the Board the results of the FY2010 Audit. There were no irregularities or recommendations. The year ended with a very small profit and funds were placed into various reserves. On motion of Mrs. Straub, seconded by Mr. Hough, the audit report was accepted, on the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes, Mr. Ricker-yes, Mr. Kilduff-yes and Mrs. Rosko-yes.

TREASURER’S REPORT

On motion of Mrs. Straub, seconded by Mr. Hough 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 October 27, 2010 to December 8, 2010, Cash Receipts Journal from October 27, 2010 to December 8, 2010, Income Statement for the five-month period ending November 30, 2010; Cash Account Balance Report as of December 8, 2010; Consulting Engineering-

Page 2

December 8, 2010

Treasurer's Report continued

Cash Disbursements Journal from July 1, 2010 to December 8, 2010, General Ledger Trial Balance as of December 8, 2010 and Balance Sheet dated November 30, 2010.

The Board reviewed the financial status of the District. The District operated at a \$14,233.00 profit for the first 5 months of FY 2011. Income is now on target for the year. All expense items are under budget except auto repairs, telephone and health insurance.

OLD BUSINESS

Chapter 251

Monthly Report. On motion by Mr. Kilduff, seconded by Mrs. Straub and properly carried the attached 251 Project Card Summary Sheet dated December 7, 2010, the Project Status Report dated December 8, 2010 and the Performance Bonds Report dated December 8, 2010 were approved.

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

Wantage Township. Mr. Lundin reported that he had met with Thomas Knutelsky, the engineering consultant for Wantage Township, earlier in the week relative to the transfer of all remaining Wantage projects to the District. The new target date for the transfer is January 1, 2011. A meeting will be held within the next two weeks to transfer all permit information. 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. Any fees previously paid by the permittees to Wantage Township will be treated as escrow and subject to review and refund.

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

- 1) Eagles Nest. SP-125, SP-125B, SP-125C. Mr. Lundin reported that we are still awaiting the final "as built" plan for the slide site. In addition, the permittee does not appear to have implemented the temporary measures agreed to at the September meeting. A District inspection is scheduled for next week.
- 2) Jobless site- Hopatcong. Mr. Minch promised to consult with the SSCC-DAG and take necessary action.

- 3) Whispering Woods- VR-748, VR-748A. Mr. Lundin met with the permittees on November 12. The applicant has now paid all recertification fees. Detention basin 1 has been ROC'd. The District will recertify the plans once an engineering report is received addressing the open issues. An ROC is pending on one completed home.
- 4) ETM-Inc. SP-680. The site is now in compliance.

Permit Extension Act fees for 2011. Under the NJ Permit Extension Act, the District cannot charge recertification fees to eligible applicants. The District is allowed, however, to impose charges for inspections. The inspection fee for PEA eligible projects must be sufficient to cover District inspection related costs for the time period through December 31, 2012. After discussion, Mrs. Straub moved, seconded by Mr. Hough that for PEA extensions approved in 2011 that the District continue to impose the full inspection fee under the appropriate line of the District fee schedule. The motion was by approved by Roll Call vote as follows: Mr. Ricker – yes, Mr. Hough– yes, Mrs. Straub- yes, Mr. Kilduff- yes and Mrs. Rosko- yes.

Agriculture-NRCS

- a) NRCS report. Mr. Mull provided the attached report to the Board. The Board approved the report on motion of Mr. Hough, seconded by Mr. Ricker and properly carried.
- b) Cooperators. A request for conservation assistance was received from Alfred LaCovaca for a property in Lafayette. The Conservation Agreements was approved on voice vote on motion of Mr. Hough and Mr. Ricker.
- c) Animal Waste Management. Mr. Lundin inquired as to whether NRCS has seen an increase in assistance requested relative to the Animal Waste Management Rules. Mr. Mull indicated that activity has been minimal to date.

SSCC Report: Mr. Minch briefed the Board on rumors of possible state reorganization efforts. A meeting is to be held at the Freehold District offices on December 17, 2010 to brief the Districts and to finalize a position paper relative to the importance of the Districts to state operations. It is essential that the Districts present a united front. Mrs. Rosko and Mrs. Lundin will attend on behalf of the District. All other supervisors are welcome to attend.

Education:

- a) Annual Poster Contest. The theme of this year's competition is "Conservation Habits = Healthy Habitats. The list of this year's winners is attached. Sussex did not have any winners in the statewide competition.

- b) 2011 North Jersey Envirothon Training. The District will host the North Jersey Envirothon Training session on April 13, 2011 at Swartswood State Park.
- c) Dirt-The Movie. Mr. Lundin reported that the USDA-NRCS has supplied each District with a DVD called "Dirt- The Movie." The District will make this available to all schools in the County for use.

Meetings

- a) Sussex County Green Infrastructure Seminar Series. Mr. Lundin reported that he had participated in four meetings relative to Green Infrastructure. Mr. Kilduff had also participated in two of the sessions. Additional seminars will be scheduled in the spring of 2011.
- b) Soil Health Conference. Mr. Lundin reported on the results of the NJACD North Jersey Soils Health Conference on November 9, 2010 in Mendham.
- c) NACD Leadership Training. Mr. Lundin reported that he and Mrs. Rosko had been awarded stipends to attend the NACD Conservation Partnership Leadership Training session in Louisville, Kentucky from December 13-15, 2010. Mrs. Rosko is representing the RC&D. Mr. Lundin is representing the NJCDEA. There is no cost to the District.
- d) Continuing Education Units. Mr. Lundin reported that he had achieved 12 CEU of Conservation training and 14 CEUs of legal training during 2010. The courses included training in OPRA, Farmland Preservation and Hazardous Waste Site Remediation.

Other Old Business:

- a) Highlands Council. Mr. Lundin reported that on Governor Christie's recent appointments to the Highlands Council. Freeholder-elect Vohden is now the Sussex County representative. Former SSCC Executive Secretary Sam Race was appointed to represent Warren County.
- b) NJACD Local Workgroup Grant. Mr. Lundin developed a grant proposal for consideration by the Board for submission to NJACD to conduct local workgroups. After discussion the Board determined not to proceed at this time.

- c) Clean Waters Initiative. Mr. Lundin indicated that he has developed a proposal to Pinchot Institute to provide local services in the forestry outreach project. The Board encouraged the submission of the proposal.

NEW BUSINESS

2011 Meeting Schedule. On motion of Mr. Hough, seconded by Mrs. Straub, and properly carried, the Board approved the attached meeting schedule for 2011.

Holiday Schedule. On motion of Mrs. Straub, seconded by Mr. Ricker, and properly carried, the Board approved the attached Holiday Schedule for 2011.

PUBLIC SESSION

Chairman Rosko opened the meeting to the public at 4:35 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 Mr. Kilduff and properly carried the Board closed the meeting to the public and went into Executive Session at 4:35 p.m. for discussion of personnel matters. The Board returned from executive session at 4:40 p.m.

Personnel Action: On motion of Mrs. Straub, seconded by Mr. Ricker, the Board approved the expenditure of \$750.00 for employee exemplary service awards for 2010. The motion was approved by roll call vote as follows: Mrs. Straub- yes, Mr. Kilduff- yes, Mr. Hough- yes, Mr. Ricker- yes and Mrs. Rosko- yes.

ADJOURN:

The Meeting was adjourned at 4:45 p.m. on motion of Mr. Hough seconded by Mr. Kilduff and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin

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EXECUTIVE SESSION

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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 4:35 p.m.

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

- 1) Performance Awards. For the past several years, the Board has made small performance service awards to the employees. Mr. Lundin inquired as to the Board's preference for 2010. After discussion Mr. Straub moved, seconded by Mr. Ricker to make the following awards:

Mr. Lundin- \$250.00

Mrs. Williams- \$200.00

Mr. Eckert- \$150.00

Mr. Baysa- \$100.00

Mrs. Zvalaren- \$50.00

The action is to be memorialized upon the return to public session.

- 2) Employee Zvalaren. Mr. Lundin reported that he had denied the following requests of Mrs. Zvalaren:
 - a) Request to modify working hours to depart at 3:30 p.m. and
 - b) Request for leave of absence from December 10, 2010 to February 10, 2010.

Mr. Lundin's determinations were made after consultation with Chairman Rosko.

The Board adjourned the Executive Session and returned to the public session on motion of Mr. Hough seconded by Mrs. Straub and properly carried. Executive session adjourned at 4:40 p.m.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin