

SUSSEX COUNTY SOIL CONSERVATION DISTRICT

Board of Supervisors Meeting

July 20, 2011

2:00 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

NEXT MEETING: September 21, 2011–7:30 PM – SCSCD Office (Conference Room)

SUPERVISORS PRESENT: Barbara Rosko, Fred Hough and Winifred Straub.

SUPERVISORS ABSENT: James Kilduff (excused) and Walter Ricker.

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

Chairman Rosko called the meeting to order at 2:05 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.

The Board observed a moment of silence in honor of Army PFC Brian Kilduff who was wounded in action in Afghanistan on July 13. PFC Kilduff is the son of Supervisor James Kilduff. Mr. Kilduff's absence from the meeting was listed as excused.

REORGANIZATION:

- a) Officers: Mr. Lundin opened the floor for nominations for the officers for the period of July 2011 through June 2012. Mrs. Straub moved, seconded by Mr. Kilduff the following slate:

Chairman	Mrs. Rosko
Vice Chairman	Mrs. Straub
Secretary	Mr. Ricker
Treasurer	Mr. Hough

There were no other nominations and the slate was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.

- b) Special Counsel/Attorney: Mr. Hough moved, seconded by Mrs. Rosko to appoint William Haggerty as Special Counsel/Attorney for the period of July 1, 2011 through June 30, 2012. This appointment is for a Professional Service and is awarded without competitive bidding. The appointment was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.
- c) Auditor: Mrs. Straub moved, seconded by Mr. Hough to appoint Thomas Ferry of the firm of Ferraioli, Wielkotz, Cerulo and Cuva, PA as Auditors for the period of July 1, 2011 through June 30, 2012. This appointment is for a Professional Service and is awarded without competitive bidding. The appointment was

- approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.
- d) Engineer: Mrs. Straub moved, seconded by Mr. Hough to appoint Joseph Sedivy, P.E. as Engineer for the period of July 1, 2011 through June 30, 2012. This appointment is for a Professional Service and is awarded without competitive bidding. The appointment was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.
 - e) Custodian of Public Records: Mrs. Straub moved, seconded by Mr. Hough to appoint Clifford R. Lundin as the Custodian of Public Records for the period of July 1, 2011 through June 30, 2012, pursuant to the Open Public Records Act. The appointment was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.
 - f) Pension Certifying Officer: Mrs. Straub moved, seconded by Mr. Hough to appoint Catherine Williams as the Pension Certifying Officer for the period of July 1, 2011 through June 30, 2012. The appointment was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.
 - g) Open Public Records Act Fees: Mr. Hough moved, seconded by Mrs. Straub to establish the following photocopy fees pursuant to the Open Public Records Act for the period of July 1, 2011 through June 30, 2012: Letter size- \$0.05 per copy and Legal size- \$0.07 per copy. The motion was approved on the following roll call vote: Mr. Hough- yes, Mrs. Straub- yes and Chairman Rosko- yes.
 - h) North Jersey RC&D representatives: Mrs. Straub moved, seconded by Mr. Hough to appoint Barbara Rosko as the Board's representative on the North Jersey RC&D Council, with Mr. Lundin to be designated as the Board's Alternate member for the period of July 1, 2011 through June 30, 2012. The appointment was approved by the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko- yes.

MINUTES:

On motion by Mrs. Straub, seconded by Mr. Hough and properly carried, the minutes of the regular meeting of June 15, 2011 were approved.

CORRESPONDENCE:

On motion by Mr. Hough, seconded by Mrs. Straub 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:

- a) Monthly Report: On motion of Mr. Hough, seconded by Mrs. Straub and properly carried, the Treasurer's Report was approved, subject to audit, by Roll Call vote as follows: Mr. Hough- yes, Mrs. Straub- yes and Mrs. Rosko- yes. The Treasurer's Report included the following: Income Statement for the One Month Period ending July 31, 2011, Cash Disbursements-Check Register from June 15, 2011 to July 20 2011, Cash Receipts Journal from June 15, 2011 to July 20, 2011, Cash Account Balance Report as of July 20, 2011, Consulting Engineer-Cash Disbursements Journal from July 1, 2011 to July 20, 2011, General Ledger Trial Balance as of July 20, 2011 and Balance Sheet dated July 31, 2011.
- b) Amendment to FY 2011 Budget: Mr. Lundin provided the Board with a report comparing the actual income and expenditures for FY2011 (July 1, 2010 through June 30, 2011.) The District operated at a profit and did not have to utilize any reserves. While many accounts were under the adopted budget, expenditures exceeded the appropriations in the following categories: donations, awards, audit fees, auto repair, health benefits, payroll taxes, telephone and fuel. On motion of Mr. Hough, seconded by Mrs. Straub, the Board adopted an amended budget to transfer funds to cover all deficiencies on the following roll call vote: Mr. Hough- yes, Mrs. Straub- yes and Mrs. Rosko- yes.
- c) FY 2012 Budget: Mr. Lundin distributed a draft FY2012 budget that he had developed in consultation with the Finance Committee consisting of Mrs. Straub and Mrs. Rosko. On motion of Mrs. Straub, seconded by Mr. Hough, the Board adopted the FY2012 budget on the following roll call vote: Mr. Hough- yes, Mrs. Straub- yes and Mrs. Rosko- yes.
- d) FY2011 Audit: Mr. Lundin reported that he had been in contact with Mr. Ferry and that the work on the audit should be commencing within the next two weeks.

OLD BUSINESS:

Chapter 251:

Monthly Report: On motion of Mrs. Straub, seconded by Mr. Hough and properly carried, the attached 251 Project Card Summary Sheet dated July 20, 2011, the Project Status Report dated July 20, 2011 and the Performance Bonds Report dated July 20, 2011 were approved.

Quarterly reports: On motion of Mrs. Straub, seconded by Mr. Hough and properly carried the Board approved the 251 District Quarterly report for the period of April 1, 2011 through June 30, 2011. On motion of Mrs. Straub, seconded by Mr. Hough and properly carried the Board approved the 251 Quarterly report for Andover Township for the period of April 1, 2011 through June 30, 2011. On motion of Mrs. Straub, seconded by Mr. Hough and properly carried the Board approved the 251 District Quarterly report for Green Township for the period of April 1, 2011 through June 30, 2011.

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

- 1) Eagles Nest. SP-125, SP-125B, SP-125C. Mr. Lundin is still attempting to schedule a meeting with the District consulting engineer and the SSCC engineer. The Board directed Mr. Lundin to inform the applicant that the application for recertification would be denied in the event that they did not cooperate with the review.
- 2) Jobless site- Hopatcong. The District is still awaiting action by the NJDA-SSCC.
- 3) Whispering Woods- VR-748, VR-748A, VR-748B. Mr. Lundin reported that there are several outstanding issues with the site. A District inspection was conducted on July 5, 2011. There has been no progress. A Notice of Violation was sent to the applicant on July 6, 2011. The applicant has violated a condition of recertification that the site must be in full compliance by June 30, 2011.
- 4) Grinnell Solar- SP-696. The site is now in compliance.
- 5) Emerald Estates- HY-220. Recent inspections show compliance.
- 6) Ogdensburg Stream Cleaning. Linda Peterson of NRCS visited the site with Mr. Lundin and the Borough Engineer on June 9, 2011. She has issued a report with recommendations. The report has been provided to the Borough engineer for use in preparing an application for certification. The recommendations will be incorporated into a NJDEP Consent Order.
- 7) Maggio Site- Wantage. Mr. Lundin briefed the Board on the issues relative to the alleged uncertified site in Wantage Township. The owner has planted the site with sweet corn, which removes the disturbance from District jurisdiction.

Green Township Ordinance: Mr. Lundin reported the Green Township has submitted draft revisions to its ordinance. The draft is currently under review.

Agriculture-NRCS:

- a) NRCS report. Mr. Mull provided the attached report dated July 2011 to the Board. The Board approved the report on motion of Mr. Hough, seconded by Mrs. Straub and properly carried. The motion included authorization for the Chairperson to sign an AMA plan for a property in Fredon. Mr. Mull reported that the applications are currently being sought under the EQIP, WHIP and AMA programs. The deadline for EQIP and WHIP is 8/31/2011. The deadline for AMA is December 2011. There are currently 13 EQIP applications and 1 AMA application under review for Sussex County.
- b) Cooperators. On motion of Mr. Hough, seconded by Mrs. Straub and properly carried the Board approved the following requests for conservation assistance:
 - i) Carlos and Allison Perez- Montague, NJ
 - ii) Kathy Pepe- Wantage, NJ
 - iii) John and Mary Ellen Burke- Stillwater, NJ .

SSCC Report: Mr. Minch was not in attendance. In his absence Mr. Lundin reported on the following items:

- a) NJ Transparency Report. Mr. Lundin wrote to the three Sussex County legislators. As a result, the Legislation was modified in Committee so as to address many of the District's comments. The amended legislation has passed the Assembly and is now under consideration in the Senate. The SSCC at its July 11, 2011 meeting adopted guidance to the Districts. Mr. Lundin will contact several area website developers to obtain cost estimates for complying with the new requirements.
- b) NJ Employee's Pension and Health Benefits. Mr. Lundin briefed the Board on the requirements of the new NJ pension and health benefits provisions.

Education:

- a) Sussex County Farm and Horse Show/NJ State Fair- August 5- 14, 2011. The District will be sponsoring a display in the Sussex County Building.

Meetings:

- a) Northeast Regional NACD Meeting. Mr. Lundin provided information relative to the 2011 Northeast NACD meeting to be held August 7 through August 9, 2011 in Plymouth, Massachusetts. On motion of Mr. Hough, seconded by Mrs. Straub, and properly carried, the Board authorized Mr. Lundin to attend. The Board will reimburse Mr. Lundin for the cost of registration, hotel, travel and sustenance.
- b) NACD- Urban and Community RPG. Mr. Lundin reported that he had travelled to Washington DC on July 19, 2011 to meet with USDA officials relative to a possible community conservation act. Mr. Lundin's travel costs were assumed by NACD.

Clean Waters Initiative: Mr. Lundin reported that two Sussex County applications have been submitted to date for the second funding round which closes on August 1, 2011.

RC&D Funding: Mrs. Rosko reported that the RC&D Board has determined to continue to function despite the absence of NRCS support.

Other Old Business: None

NEW BUSINESS:

- a) August and September Meetings. The members reviewed their schedules for August and September. On motion of Mr. Hough, seconded by Mrs. Straub and properly carried, the August meeting was cancelled. In addition, the September meeting will be changed to September 21, 2011 at 7:30 p.m.
- b) FY 2012 Salaries. Action was deferred pending an Executive Session.

PUBLIC SESSION:

Chairman Rosko opened the meeting to the public at 3:21 p.m. Having no one come forward, the meeting was closed to the public.

EXECUTIVE SESSION:

On Motion of Mr. Hough seconded by Mrs. Straub and properly carried, the Board entered into executive session at 3:22 p.m. for the discussion of personnel items, minutes of the meeting to be made available upon authorization of the Board.

The Board returned from Executive Session at 3:35 p.m.

FY2012 Salaries:

On Motion of Mrs. Straub, seconded by Mr. Hough, the Board adopted the following recommendations of the Salary Committee as reviewed during the executive session.

Mr. Lundin – 3.5% increase

Mrs. Williams- 3.5% increase

Mr. Eckert- 3.5% increase

Mr. Hanson- Increase to \$13.00 per hour upon successful completion of the probationary period on October 1, 2011

Mrs. Zvalaren- \$.15 per hour increase

The recommendations will become effective on August 1, 2011. The District will continue on the 35 hour reduced work week for the 3rd calendar quarter of 2011. The motion was approved on the following roll call vote: Mrs. Straub- yes, Mr. Hough- yes and Chairman Rosko-yes.

ADJOURN:

The Meeting was adjourned at 3:40 p.m. on motion of Mr. Hough, seconded by Mr. Hough and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin