

**SUSSEX COUNTY SOIL CONSERVATION DISTRICT**

Board of Supervisors Meeting

June 27, 2012

7:30 PM SCSCD Office – Conference Room

186 Halsey Road, Suite 2, Newton, NJ

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**NEXT MEETING:** August 29, 2012–7:30 PM – SCSCD Office (Conference Room)

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

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**SUPERVISORS ABSENT:** None

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**OTHERS PRESENT:** Clifford R. Lundin-District Manager, Dave Schaaf- USDA NRCS.

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Chairman Rosko called the meeting to order at 7:30 p.m. declaring that adequate notice had been provided in accordance with the NJ Open Public Meetings Act. The members joined in in a salute to the flag.

**MOMENT OF SILENCE:**

The members joined in a moment of silence in memory of Supervisor Winifred Straub who passed away on May 29, 2012.

**OATH OF OFFICE:**

Mr. Lundin administered the Oath of Office to Supervisors Hough and Kilduff who were reappointed for three year terms (commencing July 1, 2012) by the SSCC at its meeting of May 14, 2012.

**MINUTES:**

On motion of Mr. Hough, seconded by Mr. Ricker and properly carried, the Board approved the minutes of the regular meeting of April 26, 2012.

**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:**

**Monthly Report:** On motion of Mr. Hough, seconded by Mr. Kilduff and properly carried, the Treasurer’s Report was approved, subject to audit, by roll call vote as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes. The Treasurer’s Report included the following: Income Statement for the Twelve Month Period ending June 30, 2012, Cash Disbursements-Check Register from April 26, 2012 to June 27, 2012, Cash Receipts Journal from April 26, 2012 to June 27, 2012, Cash Account Balance Report as of June 27, 2012, Consulting Engineer-Cash Disbursements

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Treasurer's report continued.

Journal from July 1, 2011 to June 27, 2012, General Ledger Trial Balance as of June 27, 2012 and Balance Sheet dated June 30, 2012.

Amendment to FY2012 Budget: Mr. Lundin provided an overview of the FY2012 budget. The District has operated within its budget. Income has minimally exceeded revenues. Revenue projections were fully on target. Due to the continuing reduction in staff working hours from 40 hours per week to 35 hours per week, it was not necessary to utilize the Chapter 251 reserves as contemplated in the adopted budget. Mr. Lundin presented a proposed amendment to the FY2012 budget. The budget amendment was approved on motion of Mr. Ricker, seconded by Mr. Hough and properly carried by roll call vote as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko-yes. The motion included authorization to transfer the remaining balances into the capital/vehicle reserve account and educational reserve account.

FY2013 Budget: Mr. Lundin presented a draft FY2013 budget. The budget is based upon a full 40 hour work for all employees. The budget represents an increase of less than 2% from the prior year budget. If fee income remains static, the budget anticipates the use of funds from the Chapter 251 reserves. The budget was approved on motion of Mr. Kilduff, seconded by Mr. Hough and properly carried on the following roll call vote: Mr. Hough-yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes.

## **OLD BUSINESS**

### **Chapter 251:**

Monthly Report: On motion of Mr. Kilduff, seconded by Mr. Hough and properly carried, the attached 251 Project Card Summary Sheet dated June 27, 2012, the Project Status Report dated June 27, 2012 and the Performance Bonds Report dated June 27, 2012 were approved.

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

- 1) Jobeless site- Hopatcong: The District is still awaiting action by the NJDA-SSCC.
- 2) Ogdensburg Stream Cleaning: Mr. Lundin reported that matter is under review at the upper management levels of NJDEP.
- 3) Superior Structures- SP-683: An inspection is scheduled for June 28, 2012. Mr. Lundin anticipates that the Stop Work Order will be lifted at that time.

- 4) Grinnell Material Recovery Facility SP-666: Mr. Lundin reported that he has requested guidance from the SSCC as to the applicability of the New Jersey Soil Erosion and Sediment Control Act (Ch. 251) to the continuing operation of material recovery facilities.

Green Township Ordinance: Mr. Lundin reported that the SSCC approved the proposed revisions to the Green Township SESC ordinance at its meeting on May 14, 2012.

**Agriculture-NRCS:**

- 1) NRCS report: Mr. Schaaf provided the Board with the attached report dated June 2012. There are currently 59 active Farm Bill contracts within Sussex County, covering 2,194 acres and representing \$1,307,456 in federal assistance. Mr. Schaaf requested Board approval of 7 EQIP Conservation Plans for various properties in Hamburg Borough and in Lafayette, Frankford, Wantage, and Sandyston Townships. Mr. Schaaf also provided the Board with the fully executed Comprehensive Nutrient Management Plan for a facility in Wantage Township. The Board approved the report on motion of Mr. Ricker, seconded by Mr. Hough and properly carried. The motion included authorization for the chairman to sign the 7 plans.
- 2) NRCS Initiatives: Mr. Schaaf reported on the following NRCS initiatives:
  - a. Working Lands for Wildlife. Applications are still being accepted for this program which targets habitat improvements for bog turtles and for the Golden Winged Warbler. Both species are found in Sussex County. This program is intended as a replacement for the WHIP program.
  - b. Applications are currently being accepted for FY2013 for AMA, WHIP and EQIP.
- 3) Cooperators: Mr. Lundin indicated that he had received the following four applications for conservation assistance since the April meeting:
  - a. Carroll Quinn for a 90 acre parcel in Wantage;
  - b. John and Naomi Komar for a 35 acre parcel in Hampton;
  - c. Maria Palumbo for a 46 acre parcel in Wantage; and
  - d. Stephen Kyzer for a 220 acre parcel in Wantage.The Board approved the Conservation Assistance applications on motion of Mr. Hough, seconded by Mr. Kilduff and properly carried.
- 4) NJ SAFE Program: Mr. Ricker moved, seconded by Mr. Hough and properly carried, that the Board authorize submission of a request to USDA-FSA to allow the expansion of the NJ Grassland SAFE and New Jersey Agricultural Heritage SAFE programs.

**SSCC Report:** Mr. Minch was not in attendance. In his absence Mr. Lundin discussed the following statewide issues with the Board:

- 1) Restructuring Report: Mr. Lundin reported that the NJ Association of Conservation Districts submitted a response report to NJ Secretary of Agriculture Douglas Fisher on June 21, 2012. A copy of the report was provided to all members of the Board.
- 2) Fertilizer Law Guidance: Mr. Lundin reported that the NJDA-SSCC at its meeting on May 14, 2012 adopted guidance to the Districts relative to enforcement of the NJ Fertilizer Law. The guidance document stresses the use of educational efforts rather than formal enforcement at this point in time.
- 3) Stormwater basin MOU/Grant: Mr. Lundin reported that the District is currently awaiting the training on the requirements of this effort. The training is now projected for late August 2012.
- 4) Permit Extension Act: Mr. Lundin reported that both houses of the NJ Legislature have adopted an extension of the Permit Extension Act. The bill is awaiting action by Governor Christie. The current bill extends the Act to Highlands Act municipalities.

**Education:**

- 1) NJ Envirothon- May 5-6, 2012: Mr. Lundin, Chairman Rosko and Mrs. Straub acted as judges in this event held at Camp Sacajawea in Monmouth County.
- 2) Sussex County Birding and Nature Festival- June 9 and 10, 2012: The District sponsored a display at this program held at the Sussex County Fairgrounds.
- 3) 2013 Conservation Poster Contest: Mr. Lundin reported that the theme for the 2013 Poster contest is "Where Does Your Water Shed."

**Meetings:**

- 1) Northern District Managers Meeting: Mr. Lundin reported that the managers for the 5 northern NJ conservation districts have determined to meet on a bi-monthly basis to discuss common issues. The most recent meeting was May 17 in Morristown.

- 2) 2012 Northeast Regional NACD Meeting: Mr. Lundin reported that the 2012 NACD NE Regional Meeting is scheduled for August 19-21, 2012 in Corning NY. Any member wishing to attend should notify Mr. Lundin by July 13.
- 3) NJ Annual Conservation Partnership Meeting: Mr. Lundin reported that the annual NJ meeting had been scheduled for November 19, 2012 in Hightstown, NJ.
- 4) 2013 NACD Annual Meeting: Mr. Lundin reported that the 2013 NACD Annual Meeting is scheduled for early February 2013 in San Antonio, Texas.

**Common Waters Initiative:**

Mr. Lundin reported that the Board of Directors for the Pinchot Institute visited Sussex County on June 22, 2012. He accompanied them on a tour of the Jan Joritsma property in Lafayette along the Paulinskill River. The Joritsma project involves the planting of 1700 trees to stabilize the river bank and provide shade.

**Transparency Law-Website Modifications:** Mr. Lundin recommended that the Board award a Contract to William Repasy in an amount not to exceed \$800.00 for assistance in modifying the District's website to comply with the NJ Transparency Law. Mr. Ricker moved, seconded by Mr. Kilduff and approved by roll call vote to enter into the contract. The roll call vote was as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes.

**North Jersey RC&D:** Chairman Rosko reported on the RC&D meeting held on June 6, 2012. Mr. Lundin reported that RC&D has requested to use some of the District's display area at the Sussex County Fair. Mr. Hough moved, seconded by Mr. Ricker and properly carried, to authorize the North Jersey RC&D Council to utilize a portion of the District's display area.

**Other Old Business:** None

**NEW BUSINESS:**

**Nominating Committee:** Chairman Rosko directed Mr. Lundin to establish a Nominating Committee to review nominations for the vacant two year term on the District Board created by the passing of Supervisor Straub. The following names were suggested as possible members of the nominating committee: Donna Traylor, Glen Vetrano, Margaret McGarrity, Daniel Coronato, Richard Vohden and Philip Deacon.

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New Business Continued.

July/August Meeting: On motion of Mr. Hough, seconded by Mr. Ricker and properly carried, the Board voted to cancel the regular meeting scheduled for July 25, 2012. The next regularly scheduled Board meeting will be held on August 29, 2012. If necessary a special meeting can be convened at the call of the chairman.

Scholarship Donation: On motion of Mr. Hough seconded by Mr. Ricker and properly carried by roll call vote, the Board voted to donate \$500.00 to the NJ Association of Conservation Districts, Conservation Scholarship fund in honor of Mrs. Straub. Roll call vote as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes.

**PUBLIC SESSION:**

Chairman Rosko opened the meeting to the public at 8:53 p.m. Having no one come forward, the meeting was closed to the public at 8:54 p.m.

**EXECUTIVE SESSION:**

On motion of Mr. Kilduff, seconded by Mr. Hough and properly carried by roll call vote, the Board went into Executive session to discuss personnel matters. Roll call vote as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes. The Board returned from executive session at 9:15 p.m.

FY2013 Salaries: On motion of Mr. Hough, seconded by Mr. Ricker and properly carried by roll call vote, the Board voted to adopt the following FY 2013 salary schedule attached. Roll call vote as follows: Mr. Hough- yes, Mr. Ricker- yes, Mr. Kilduff-yes and Mrs. Rosko- yes.

**ADJOURN:**

The Meeting was adjourned at 9:20 p.m. on motion of Mr. Kilduff, seconded by Mr. Hough and properly carried.

Respectfully submitted for Walter C. Ricker, Secretary

By Clifford R. Lundin