

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

November 18, 2013
423 Commerce Lane, Suite 1
West Berlin, NJ 08091

Phil Kunkle, Vice Chairman, called the Board of Supervisors Meeting of the Camden County Soil Conservation District to order, at 6:20 pm

ATTENDANCE:

Supervisors

Philip Kunkle
Dennis Dougherty
Louis Parzanese
Robert Carter

Staff

Craig McGee

Notice of this meeting was provided to the Courier Post and Philadelphia Inquirer Newspapers, County Clerk and posted in accordance with the Open Public Meetings Act.

MINUTES:

The Minutes of the October, 2013 Camden County Soil Conservation District Board Meeting were read.

Motion: It was moved by Mr. Parzanese seconded by Mr. Dougherty and passed unanimously to approve the October Minutes as presented.

CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending November 15, 2013 were reviewed and classified as follows:

CERTIFIED:

Motion: It was moved by Mr. Dougherty, seconded by Mr. Carter and passed unanimously* to certify Soil Erosion and Sediment Control Plans as recorded.

6022 WI Cross Keys Landing
6034 BE Wawa Market & Fuel
6037 GT CC College – Taft Hall Renno
6039 CH 2013 Water Main Replacement Fireside
6041 BT 444 Commerce Lane
6044 VO Laurel Oak Road (Hammonton, BEC)

6028 WI CarMax Auto Superstore
6035 CH Locustwood Cemetery Expansion
6038 CH 2013 Water Main Replacement – Rolling Lane
6040 LI Gas Main Renewal – Chews Landing Road
6043 CH Delaware Area Main Replacements – various
6045 SO Sanitary Sewer Ph1, Contract 2

*Mr. Carter abstained from voting on 6038 CH, 6039 CH and 6043 CH

PENDING:

The list of Pending plans was reviewed

CORRESPONDENCE:

Sandra Myers, Warren SCD, requested an example of the financial reports used at each board meeting for review by the Fiscal Subcommittee.

OLD BUSINESS:

The district's annual budget for FY14 was reviewed and revised based upon recent staffing changes. The revised budget was submitted for board review.

Motion: It was moved by Mr. Dougherty, seconded by Mr. Parzanese and passed unanimously to accepted the changes and approve the revised budget.

The Financial Report and List of Disbursements for the period ending October 31, 2013 were reviewed by the Board.

Motion: It was moved by Mr. Dougherty, seconded by Mr. Carter and passed unanimously to accept the financial report and to approve the payment of expenses for the period ending October 31, 2013.

The Board reviewed the Report of Audit prepared by Nightlinger, Colavita and Volpa, for The Fiscal Year Ended June 30, 2013.

Motion: It was moved by Mr. Dougherty, seconded by Mr. Parzanese and passed unanimously to accept the FY2013 Report of Audit

The Board reviewed several recommendations to upgrade the district's computer network and devices. The board agreed to purchase a new color network printer.

The Board reviewed options for phone and internet service providers. It was agreed to switch to Comcast for both telephone and internet service.

The Board reviewed options to update our internal bookkeeping practices. It was agreed to migrate all internal bookkeeping to QuickBooks and coordinate with our accountant to facilitate the conversion.

Dennis Dougherty and Craig McGee attended the 2013 NJ Conservation Conference on October 27-28, 2013 at the Golden Inn in Avalon, NJ.

Grant Funded Projects:

Craig McGee updated the Board on the status of the District's grant funded Stormwater and Watershed Projects. [See attached report]

NEW BUSINESS:

The Board adopted several banking and business resolutions to update the access and approved signatures for the district's Certificates of Deposit.

Motion: It was moved by Mr. Dougherty, seconded by Mr. Parzanese and passed unanimously to adopted the Ascencia Bank Business resolution authorizing all supervisors and Craig McGee to open bank accounts, deposit funds and sign accounts on behalf of the Camden County Soil Conservation District

Motion: It was moved by Mr. Dougherty, seconded by Mr. Parzanese and passed unanimously to adopted the Hudson City Savings Bank Business resolution authorizing all supervisors and Craig McGee to open bank accounts, deposit funds and sign accounts on behalf of the Camden County Soil Conservation District

AGENCY REPORTS:

USDA Natural Resources Conservation Service [NRCS] Report:

No report

NJDA State Soil Conservation Committee [SSCC] Report:

Mr. Dougherty provided the following report on behalf of Rich Belcher, NJ Department of Agriculture:

The 2013 NJ Association of Conservation District Scholarship program is accepting applications with a deadline of Dec 31, 2013.

The 2014 Envirothon is scheduled for May 3, 2014 at the School of Conservation in Branchville, NJ

Regional Supervisor meetings are being planned for the spring and the southern Regional meeting will be again held in Glassboro

The NJ Association of Conservation Districts is again participating in the NJ Flower Show and volunteers to help set up and staff the exhibit will be welcomed

The working committees of the NJ Association of Conservation District continue to seek members, especially the Development Committee.

OTHER BUSINESS:

Mr. McGee reported on the office holiday closure schedule. The District office will be closed for the following days beyond regular state holiday: Friday, Nov. 29, Tuesday Dec. 24 & Thursday, Dec. 26

ADJOURNMENT:

Mr. Kunkle, Vice-Chairman, adjourned the meeting at 7:25

Respectfully submitted,

Craig McGee
Acting District Manager

MANAGER'S REPORT

November 2013

CHAPTER 251 ACTIVITIES:

SITE PLAN REVIEWS COMPLETED:	17
SITE INSPECTIONS PERFORMED:	76
REPORTS OF COMPLIANCE ISSUED:	14
PROJECTS COMPLETED:	10
PROJECTS WITHDRAWN BY APPLICANT:	0
PROJECTS DENIED:	0
PROJECTS EXPIRED:	0
PROJECTS RE-CERTIFIED:	0

STAFF ACTIVITIES:

NJ Envirothon: Karen Mullen attended the NJ Envirothon planning meeting on October 30. This was the first planning meeting for next year's Envirothon

New Jersey Association of Conservation Districts: Attended the annual meeting in Avalon on October 28, 2013

**Camden County SCD
Watershed and Stormwater Projects Monthly Report**

November 2013

Active Projects:

DeCou Run Stream Restoration

- Our project manager indicated that the NCTE would be approved, but no time table was provided
- Our request for additional funds may be reconsidered.

Cooper River Implementation Projects

- The Allen Ave Enhanced Tree pit project was completed in early November. The project included a substantial esthetic enhancement.
- Several potential project sites were visited
- Planning for next spring/ summer projects will occur over the winter

NJ American Water Mini Grant

- Work on this project will resume in the spring when planting weather returns