

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

January 23, 2014
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 6:25

ATTENDANCE:

Supervisors

Dennis Dougherty
Philip Kunkle
Louis Parzanese

Staff

Craig McGee

Notice of this meeting was provided to the Courier Post and Trenton Times newspapers, County Clerk and posted in accordance with the Open Public Meetings Act.

MINUTES:

The Minutes of the November 18, 2013 Camden County Soil Conservation District Board Meeting were read.

Motion: It was moved by Mr. Parzanese, seconded by Mr. Kunkle and passed unanimously to approve the November 18, 2013 Minutes as presented.

ELECTION OF OFFICERS:

The district board proposed the following slate of Officers for 2014:

Chairman: Dennis Dougherty
Vice Chair: Phil Kunkle
Treasurer: Bob Carter
Secretary: Lou Parzanese

Motion: It was moved by Mr. Kunkle, seconded by Mr. Parzanese and passed unanimously to approve the slate of officers as presented.

CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending December 12, 2013 were reviewed and classified as follows:

CERTIFIED:

| | |
|---------------------------------------|------------------------------------------|
| 6046 CA Family Dollar | 6047 WI Shoppes at Cross Keys Ph2 |
| 6048 VO Cedar Lake Dam * | 6049 WA Gas Main Renewal (W-3424-R) |
| 6050 PH Gas Main | 6051 BB Berlin Park Site Improvements |
| 6052 RU Runnemede Corp Center Parking | 6053 PE Riverfront Village at Pennsauken |
| 6054 AU Bridge 4B-15 | 6056 CA H. B. Wilson School Demo |
| 6057 ST Water Main Replacement | 6058 HA Moyer Residence |

* Mr. Dougherty abstained from voting on 6048-VO – Cedar Lake Dam

Motion: It was moved by Mr. Parzanese seconded by Mr. Kunkle and passed unanimously to certify Soil Erosion and Sediment Control Plans as recorded.

Soil Erosion and Sediment Control Plan applications received by the District for the period ending January 17 2013 were reviewed and classified as follows:

CERTIFIED:

| | |
|--------------------------------------------|---------------------------------------|
| 6042 CC Baldwin's Run Tributary Project | 6055 ST Family Dollar |
| 6059 GT Outfall Repairs Stephen Dr. | 6060 GT Pipe and Headwall Replacement |
| 6061 GT Deer Park Circle Basin Rehab | 6062 BT Diggerland USA 1 |
| 6063 HT Shopping Center – 160 Atlantic Ave | 6064 GC Gloucester City Organics |
| 6065 PE Sycamore Ridge Apartments | 6066 BE 11 Chadwick Ave. |
| 6067 MT Spread Eagle Tavern | 6068 MA Water Main Replacement |
| 6069 CC Kipp Cooper Norcross Academy | 6070 PH Atlantic Ave Pump Station |

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

PENDING:

A list of Pending plans was reviewed

CORRESPONDENCE:

The District received correspondence from the Flower Show Committee seeking volunteers to staff the NJ Conservation Partnership display at the NJ Flower and Garden Show.

The District received correspondence from Frank Minch regarding NJAC 2:90 – et seq. Rules Adoption, specifically the effective date for the revised Standards for Soil Erosion and Sediment Control in NJ is February 20, 2014. The Standards will be only published online and will be available at: <http://www.state.nj.us/agriculture/divisions/anr/nrc/njerosion.html>

The District received correspondence from Douglas Fisher, Chair SSCC regarding the appointment of Louis Parzanese to a full term as supervisor, his term will expire June 31, 2016.

OLD BUSINESS:

Mr. McGee advised the board that our transition to QuickBooks has gone smoothly. An arrangement with Nightlinger, Colavita and Volpa will allow for bi-monthly “audits” of our financial records. Monthly financial reports for board review are now provided directly from QuickBooks. Some minor changes will be required to address how grant funds are reported in QuickBooks. All checks, including both grant projects are now prepared in QuickBooks. In advance of next year’s budget, we will be reviewing our chart of accounts, making adjustments as necessary and preparing the budget directly in QuickBooks.

The Financial Report and List of Disbursements for the period ending **November 30, 2013** were reviewed by the Board.

Motion: It was moved by Mr. Parzanese, seconded by Mr. Kunkle and passed unanimously to accept the financial report and to approve the payment of expenses for the period ending November 30, 2013.

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

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

Craig McGee updated the Board on the status of the District’s Watershed Projects. [See attached report]

NEW BUSINESS:

Mr. Dougherty noted that at the recent SSCC meeting, the Cape-Atlantic SCD challenged the other district’s to support the NJ Conservation Partnership’s display at the NJ Flower and Garden Show with a monetary donation.

Motion: – It was moved Mr. Kunkle, seconded by Mr. Parzanese and passed unanimously to provide a \$100 donation to the Flower Show Committee

George Botcheos, the District’s Attorney, has sent an invoice in the amount of \$1,800 for 2014 Legal Retainer.

Motion: – It was moved Mr. Kunkle, seconded by Mr. Parzanese and passed unanimously to reappoint Mr. Botcheos as the District Attorney and pay the annual retainer

Nightlinger, Colavita & Volpa provided a letter of Engagement for audit services.

Motion: It was moved by Mr. Parzanese, seconded by Mr. Kunkle and passed unanimously renew Nightlinger, Colavita and Volpa as District Auditor

The National Association of Conservation Districts submitted their 2014 Membership Investment Letter

Motion: It was moved by Mr. Parzanese, seconded by Mr. Kunkle and passed unanimously pay the 2014 NACD Membership of \$775.

Request from Camden Children's Garden for the CCSCD to provide the NJ Soil Tunnel for the spring school festivals: April 24, May 1, 15 & 22 (Thursdays). Karen has checked on the availability of the Soil Tunnel and is planning to attend all four events.

The district discussed the passing of John Rigolizzo and will consider options to recognize his years of 42 years of service to the Conservation District program. Plans will be finalized at the next District meeting

The district discussed the vacancy on the Board of Supervisors and the expiring terms of Phil Kunkle and Robert Carter.

Motion: It was moved by Mr. Kunkle, seconded by Mr. Parzanese and passed unanimously to authorize the District Supervisor Nominating Committee to meet. The Nominating Committee will meet prior to the end of April, 2014.

AGENCY REPORTS:

USDA Natural Resources Conservation Service [NRCS] Report:

No report

NJDA State Soil Conservation Committee [SSCC] Report:

No Report

ADJOURNMENT:

Dennis Dougherty, Chairman, adjourned the meeting at 7: 45

Respectfully submitted,

Craig McGee
Acting District Manager

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

January 2014

Active Projects:

DeCou Run Stream Restoration

- A six-month no cost time extension was received Dec 5, 2013. The grant period is now extended to February 20, 2014
- A project meeting is scheduled for Jan 23 to discuss the project status. We will determine if the project can go forward, what steps need to be taken and a cost and schedule for remaining tasks.
- NJDEP is aware another extension will be required if the work is to be completed.
- NJDEP has indicated that perhaps an additional \$60K may be available in addition to a pledged \$20K from Cherry Hill Township

Cooper River Implementation Projects

- Planning for next spring/ summer projects will occur over the winter
- Our partnership with Haddonfield Borough and the construction of the Lincoln Ave rain gardens and Allen Ave tree pits will be the topic of an article in the League of Municipalities Magazine.

NJ American Water Mini Grant

- A preliminary final report was submitted to NJ American Water.
- Work on the remaining aspects of the project will be completed in the spring