

# CAMDEN COUNTY SOIL CONSERVATION DISTRICT

## MEETING MINUTES

February 21, 2015  
423 Commerce Lane, Suite 1  
West Berlin, NJ 08091

Dennis Dougherty Chairman, called the Board of Supervisors Meeting of the Camden County Soil Conservation District to order, at 6:30

### ATTENDANCE:

Supervisors

Dennis Dougherty  
Philip Kunkle  
Louis Parzanese  
Michael Rigolizzo

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 17, 2014 Camden County Soil Conservation District Board Meeting were read.

Motion: It was moved by Mr. Parzanese, seconded by Mr. Rigolizzo and passed unanimously to approve the November 17, 2014 Minutes as presented.

### **Election of Officers:**

The Board discussed the annual election of officers. It was agreed that elections should be held in July in order to correspond with both the fiscal year and the appointment of members by the SSCC.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Parzanese and passed to extend the current officers until July 2015.

### CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending *December 12, 2014* were reviewed and classified as follows:

6181 VO	Samaritan Center
6182 CA	Philadelphia 76ers Practice Facility
6184 SO	Proposed Retail Development
6187 CH	Cherry Hill Nissan
6188 GT	Chews Village Basin Rehab
6189 GT	Broadmoor West Basin Rehab
6190 GT	Gloucester Farms Basin Rehab
6191 GT	Oak Ave Basin Rehab
6192 HT	Andrews Residence -SFH

Soil Erosion and Sediment Control Plan applications received by the District for the period ending *January 16, 2015* were reviewed and classified as follows:

6183	CH	Bancroft Parking Lot Expansion
6186	CA	Rosedale Elementary School
6193	CA	Camden Rowan Bldg Exp
6194	PE	Hadley House Restaurant
6195	SO	Gas Mains -Various Streets
6196	PE	Morgue Demolition
6197	BA	FedEx Ground Dist Center
6198	MA	FedEx Ground Dist Center
6199	VO	Aquatic Holdings The Coliseum
6200	WI	Gas Mains Taylor Woods Blvd
6201	SO	601 Kennedy Blvd
6202	WA	SJ Gas Main Renewal

Soil Erosion and Sediment Control Plan applications received by the District for the period ending *February 13, 2015* were reviewed and classified as follows:

6203	CA	Pastoral Center Parking Imprvts
6204	WI	Gas Main - W4245
6205	OA	Oaklyn Water Main Replacements
6206	CA	Holtec Technology Center
6207	PH	Gas Main - W3572-R
6208	GT	Gas Main -W4064R
6209	HA	Kropinski Residence
6210	WI	Gas Main -W4191

**CERTIFIED:**

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

**PENDING:**

The list of pending plans was reviewed.

**CORRESPONDENCE:**

Mr. McGee reported on a letter he sent to all Camden County Construction Officials advising of the revisions to the policy affecting Single Family Home and other C. 251 exemptions. The letter further reminded the officials of the district's role in issuing certified plans and reports of compliance.

Frank Minch forwarded a copy of the Annual Audit Manual for NJ Soil Conservation Districts and requested comments. Mr. McGee reported that the manual was sent to all CCSCD supervisors for their comments.

NJACD announced the dates of the regional supervisors meetings. The Southern Regional Meeting is Thursday, March 26 at 6:00pm. The meeting, like last year will be held at An Italian Affair in Glassboro. Cost for Supervisors is \$15, Managers and Partners \$30.

Motion: It was moved by Mr. Parzanese and seconded by Mr. Kunkle and passed to cover all registration costs associated with the regional supervisor meeting for all supervisors and district manager.

The SJRCD Council sent a notice requesting annual dues of \$300. This is the same as the past year and is included in the 2015 Budget.

NJACD sent a notice regarding the 2015 NJ Envirothon Funding. The NJACD has requested that each district contribute \$500 or arrange to raise an equivalent or greater amount of funds from sources within our boundaries. Payment is due by April 1 to ensure inclusion on of district name on the Envirothon tee-shirt. The \$500 donation is included in the 2015 Budget. District Supervisors are encouraged to solicit funds from their colleagues, companies and contacts.

### **OLD BUSINESS:**

The Financial Reports and Lists of Disbursements for the period ending **November 30, 2014, December 31, 2014 and January 31, 2015** were reviewed by the Board.

Motion: It was moved by Mr. Kunkle, seconded by Mr. Rigolizzo and passed unanimously to accept the financial report and to approve the payment of expenses for the period ending November 30, 2014, December 31, 2014 and January 31, 2015.

Of note on the financial reports, our budget for Pension Expense is \$30,000. The bill for this expense was received last month and is \$33,576.00.

Mr. McGee reported that at the direction of the Chairman and Treasurer a \$75,000 Certificate of Deposit was purchased from Hudson City Savings Bank.

The Report of Audit for the Fiscal Year Ended June 31, 2014 prepared by Nightlinger, Colavita and Volpa, was distributed to Board members and was reviewed. Typographical errors noted last meeting have been corrected.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Parzanese and passed unanimously to accept the FY 2014 Report of Audit.

Mr. McGee reported on the status of the H& H database project. Data entry is in progress.

Mr. McGee reported that a district hired a student (Isabella Castiglioni) to work during winter break on entering data into the H & H database. The student worked for a total of 70 hours and made considerable progress despite the database issues. Additional student workers or interns will be needed to complete this work.

The FY 2015 budget includes \$5000 to pay a student or part time worker during this fiscal year. Mr. McGee suggested offering a summer position to Isabella Castiglioni. If she is interested, her two weeks of training and experience will prevent a lag in production. The Board agreed to the hiring a summer intern for the summer of 2015 and directed the district manager to begin a search.

The Microsoft Office upgrade from Office 2003 to Office 2010 took place on February 6, 2015. The expense for this upgrade, \$2420, was approved in the FY2015 budget

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

## **NEW BUSINESS**

The Board discussed the clarified single family homes procedures. It was agreed that individual single family lot plans should be reviewed and certified as quickly as possible. To facilitate this, the Board authorized, the district manager to sign certified plans.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Parzanese and passed to authorize the district manager to sign single lot applications.

The NJACD sent an invoice for 2015 Dues - \$750. This expense was included in FY2015 annual budget and has been paid.

Nightlinger, Colavita and Volpa sent an invoice for Services rendered, including the 2014 Audit, computer processing and QuickBooks assistance for FY 2014. The total invoice is \$6950, although \$2500 of this total is billable to our two active grants. This expense is covered by our FY2015 annual budget and has been paid

George Botcheos, the District's Attorney, has sent an invoice in the amount of \$1,800 for 2015 Legal Retainer. This expense is covered by our FY2015 annual budget and has been paid.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Kunkle and passed to reappoint George Botcheos, Esq as the district's legal counsel.

## **NJACD REPORT:**

Mr. Dougherty reported the NJACD met on January 12, 2015.

The NJACD scholarship program is still accepting applications. Information is available on the associations website.

Mr. Dougherty reported that the 2016 Northeast Regional meeting of the National Association of Conservation Districts will be held in New Jersey. District supervisors, staff and NJACD will all be involved in the planning and preparations.

## **STAFF REPORTS:** (see attached)

Mr. McGee provided an update of staff activities.

## **AGENCY REPORTS:**

### **NJDA State Soil Conservation Committee [SSCC] Report:**

Rich Belcher forwarded a written report and reminded the Board that the district's nominating committee must meet this spring.

Motion: It was moved by Mr. Kunkle, seconded by Mr. Parzanese and approved to appoint the nominating committee and authorize the committee to meet.

## **NRCS Report:**

None

**OTHER BUSINESS:**

Mr. Dougherty advised the Board that the district's revamped Annual Plan of Work is still in development. A draft plan will be available for discussion at the March meeting

The Board discussed the NJ Annual Conservation Conference. All agreed that the meeting was productive and informative.

**ADJOURNMENT:**

Motion: It was moved by Mr. Kunkle, seconded by Mr. Rigolizzo and passed unanimously to adjourn the meeting.

Mr. Dougherty, Chairman, adjourned the meeting at 7:40 pm

Respectfully submitted,

Craig McGee  
District Manager

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

**February 2015**

Active Projects:

DeCou Run Stream Restoration

- Cherry Hill Township is in the process of obtaining bids for the DeCou Run project. An unanticipated condition required a revision to the bid package and an extension of the bid opening.
- Bidders have the option of a spring or fall construction window

Cooper River Implementation Projects

- Our DEP project manager has discovered several budget reporting errors going back to June of 2012. The error was minor but has been translated through all future reporting. All financial reports previously prepared have been reviewed and corrected.
- The concept plan for a Haddonfield High School tiered rain garden was reviewed with our faculty contact. A meeting was held last week with the principal, grounds crew, Rutgers staff and a contractor to move forward on this project.
- A potential project site in Camden has been selected. Rutgers Water Resources staff are preparing plans for the bio-filtration garden/meadow. If possible, this project will be included as a change to an existing contract CCMUA is currently administrating for green infrastructure projects in the city.
- Black Horse Pike Regional School District is moving forward with a project to resolve a drainage issue at the rear of Highland HS and adjacent to their administration building. We will make grant funds available to enhance this project through the use of native plantings and other green infrastructure techniques.
- Planning and budgeting for all remaining projects will occur over the winter months with all new work scheduled for spring 2015. Work will include enhancements to previously completed work.

## MANAGER'S REPORT

February 2015

### CHAPTER 251 ACTIVITIES:

	Nov	Dec	Jan
SITE PLAN REVIEWS COMPLETED:	9	12	11
SITE INSPECTIONS PERFORMED:	35	87	112
REPORTS OF COMPLIANCE ISSUED:	8	5	8
PROJECTS COMPLETED:	2	9	7
PROJECTS WITHDRAWN BY APPLICANT:	0		
PROJECTS DENIED:	0		
PROJECTS EXPIRED:	0		
PROJECTS RE-CERTIFIED:			1

### STAFF ACTIVITIES:

Craig McGee:

Attended SJRCD Meetings in November, January and February and was appointed Team Habitat coordinator.

Lead a Team Habitat Partners meeting on Jan 29 focusing on restoring the direction of this program and encouraging partners to participate

Trained our temporary employee on the H&H database project and supervised her data entry and work.

Attended NRCS Conservation Innovation Grant meeting

Attended Pine Hill Golf Club Conservation Group Meeting and was re-appointed chair of the committee

Karen Mullen:

Attended Envirothon meetings in November and January

Coordinated annual reviews of 251 projects, including invoicing for landfill/mining projects