

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

November 16, 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 6:26 pm.

ATTENDANCE:

Supervisors

Dennis Dougherty
Philip Kunkle
Louis Parzanese
Robert Carter
Michael Rigolizzo

Staff

Craig McGee

NRCS District Conservationist

Nicole Ciccaglione

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

MINUTES:

The Minutes of the September 21, 2015 Camden County Soil Conservation District Board Meeting were reviewed.

Motion: It was moved by Mr. Carter, seconded by Mr. Parzanese and passed to approve the September 21, 2015 Minutes as presented.

CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending October 16, 2015 and November 13, 2015 were reviewed and classified as follows:

CERTIFIED:

October Certifications:

6306	CH	Republic Bank
6307	GT	Broadacres Dr. Culvert Replacement
6308	GT	Hampton Ln. Pipe & Headwall Replacement
6309	CA	Christian Temple Assembly Church
6310	CH	SMVS Temple
6311	HT	Haddon Twp HS Track Recon
6312	GT	Danbury Basin Remediation
6313	VO	Gas Main - 2282270

6314 WA Macauley Residence - SFH
6317 CA RPSE&G Former Camden Gas Plant
6319 VO New Home

November Certifications

6315 CA Subaru Headquarters
6316 LI MD Landscape Mgmt
6318 PE Bergey's Truck Center
6320 WI Auto Lenders Serv. & Recon. Ctr. Expan.
6322 CH Haddonfield Rd. Site Plan
6323 PE Subaru Parking Expansion
6324 PE PSE&G Delair Substation
6325 LI Wawa Market and Fuel
6326 BE New St. Mary's Cemetery
6327 AU PSEG Audubon Sediment Staging Area

Mr. Dougherty refrained from discussion and abstained on 6306-CH

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

PENDING:

The list of Pending plans was reviewed

CORRESPONDENCE:

SJRCD sent a Certificate of Appreciation for the CCSCD's support of the 9th Annual Tour Des Farms

The State Agricultural Development Committee sent notice of two new Fact Sheets: NJ Right to Farm Act and NJ Agricultural Mediation Program.

The National Association of Conservation Districts sent a newsletter along with their request for 2016 Dues. The District has budgeted for the full membership dues of \$775.

OLD BUSINESS:

The Financial Reports and Lists of Disbursements for the periods ending September 30, 2015 and October 31, 2015 were reviewed by the Board.

Motion: It was moved by Mr. Carter seconded by Mr. Rigolizzo and passed unanimously to accept the financial report and to approve the payment of expenses for the period ending September 30, 2015.

Motion: It was moved by Mr. Carter seconded by Mr. Rigolizzo and passed unanimously to accept the financial report and to approve the payment of expenses for the period ending October 31, 2015.

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

Mr. McGee reported that due to the NJDEP policy of retaining 10% of the total grant award until all final reports have been submitted, it may be necessary to temporarily transfer funds from the CCSCD unrestricted assets to the grant project account. These funds will be restored upon receipt of final payment from NJDEP. A procedure for this transfer has been developed by the District's Auditor (Nightlinger, Colavita and Volpa)

and vetted by the District's Attorney (George Botcheos, Esq). The issue was discussed.

Motion: It was moved by Mr. Rigolizzo seconded by Mr. Parzanese and passed unanimously to approve a temporary transfer of funds, up to \$75,000 from unrestricted assets to the DeCou Run Grant Checking Account and then to be reimbursed upon receipt of funds from NJDEP. This is a single event policy

The Report of Audit for the Fiscal Year Ended Jun 30, 2015 as prepared by Nightlinger, Colavita and Volpa was distributed to the Board. Action was tabled to allow the board time to review the audit report.

NEW BUSINESS

Intellec Solutions provide a computer network Systems Maintenance Agreement for the period November 1, 2015 through October 31, 2016. The cost, \$4425 remains unchanged from the past three years and is included in the budget.

Motion: It was moved by Mr. Carter seconded by Mr. Rigolizzo and passed unanimously to accept the System Maintenance Agreement prepared by Intellec Solutions.

Mr. McGee advised the Board that the District's back-up Network Server has begun to fail. This machine is a re-purposed computer, originally purchased in 2005 and converted to a back-up server in 2011. It is running the no longer supported Windows Server 2003. Intellec Solutions has provided a proposal for a new Windows Server running Windows Server 2012. The proposal includes all hardware, software and installation for \$2731.60. The budget provides \$2500 for this Equipment Purchase.

Motion: It was moved by Mr. Rigolizzo seconded by Mr. Parzanese and passed unanimously to accept the proposal from Intellec Solutions to purchase and install a new Network Server.

John Showler and Frank Minch have sent notice that the NJ Office of Management and Budget has "taken" the balance of the fees sequestered for the 2nd half of the H&H database entry project. They believe the funding can be restored if a suitable justification can be provided by November 20, 2015. Mr. McGee updated the board on the status of the H&H database project and discussed several options for completing the work.

The Board agreed to the following course of action:

- 1) Confirm that the district's plan for completing this work will satisfy the requirements of the agreement and the expectations for the NJ Dept of Ag staff and NJDEP
- 2) Confirm funding will be restarted
- 3) Hire temporary staff/intern as necessary to complete the data entry by March 30, 2016

Motion: It was moved by Mr. Kunkle, seconded by Mr. Carter and passed unanimously to advise the NJ SSCC of the district's plans to complete the Hydrologic and Hydraulic Database data entry project.

NJACD REPORT:

Mr Dougherty reported on the 2016 Northeast Regional Meeting of Conservation District to be held in New Jersey in August 2016. Sub-committees are being formed to plan the meeting. Mr. Dougherty advised that New Jersey districts will be supporting this event both financially and through planning, managing and staffing events. In addition, New Jersey is planning an exhibit area where local conservation districts may display information on their district's achievements and activities.

STAFF REPORTS: (see attached)

Mr. McGee provided an update of staff activities.

AGENCY REPORTS:

NRCS Report:

Ms. Ciccaglione shared NRCS press releases on the RCPP program and updated the board on NRCS activities.

OTHER BUSINESS:

A Susquehanna Bank CD will mature on November 20, 2015. Susquehanna will not likely provide the promotional rate we received last time. The board agreed to cash in the CD and search for better rates.

The December meeting will remain cancelled as noted in the annual meeting schedule.`

ADJOURNMENT:

It was moved by Mr. Carter, seconded by Mr. Parzanese and passed unanimously to adjourn the meeting. Mr. Dougherty, Chairman, adjourned the meeting at 7:50 pm.

Respectfully submitted,

Craig McGee
District Manager

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

October 2015

Active Projects:

DeCou Run Stream Restoration

- Revised plans and specs prepared by AKRF were received 9/18/15
- Cherry Hill Township, CCSCD staff and AKRF staff met with one of the previous bidders to discuss negotiating a final costs for the revised scope of work.
- AKRF sent a revised Scope of Work and Consulting Agreement to cover costs associated with the re-design and support for construction oversight

Cooper River Implementation Projects

- The Union Field Rain Garden, planted on September 15 still looks good and should be in good shape going into the winter
- Construction at the Haddonfield High School Rain Garden was completed on September 25th. CCSCD staff provided daily construction oversight. The contractor completing the work did an excellent job.
- Students and Grounds Department staff from Haddonfield HS mulched the garden the following week.
- The rain garden was planted on October 14th with the help of 60 students.
- Contractors for the Black Horse Pike Regional School District have begun work on the Highland HS rain garden/ stormwater improvement project
- Weekly cyanobacteria and water quality monitoring of Hopkins Pond was completed September 29. Sample data is not yet available

Administrative and financial reports for both projects were prepared earlier this month and all reporting is up to date. Upon completion of the above listed projects, all substantial work will be completed.

New Projects:

I met with Dr. Rouzbeh Nazari at Rowan University to discuss partnership opportunities. He will be actively seeking funding for a variety of projects and hopes to partner with the Conservation Districts as often as possible

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

November 2015

Active Projects:

DeCou Run Stream Restoration

- Cherry Hill Township has awarded a contract to complete the revised scope of work
- A pre-construction meeting was held, November 12. The contractor expects to begin work Nov. 30 and expects to be completed by the end of December
- Cherry Hill Township, AKRF and SCD staff will provide construction supervision and inspections.

Cooper River Implementation Projects

- The HMHS rain garden was planted on October 14th with the help of 60 students.
- Contractors for the Black Horse Pike Regional School District have begun work on the Highland HS rain garden/ stormwater improvement project. Work is expected to be completed by early December
- A bio-infiltration meadow will be planted at the Camden County Park Headquarters this winter. The meadow will also serve as a pollinator meadow for the RCE beehives.
- A No Cost Time Extension was requested until June 30, 2016. This will allow time to complete all the final reporting.

Staff Activities

November 2015

CHAPTER 251 ACTIVITIES:

	September	October
SITE PLAN REVIEWS COMPLETED:	14	15
SITE INSPECTIONS PERFORMED:	56	75
REPORTS OF COMPLIANCE ISSUED:	14	15
PROJECTS COMPLETED:	4	12
PROJECTS WITHDRAWN BY APPLICANT:	0	0
PROJECTS DENIED:	0	0
PROJECTS EXPIRED:	0	0
PROJECTS RE-CERTIFIED:	1	0

STAFF ACTIVITIES:

Craig McGee:

- Beginning the process of updating phone service - Considering a switch to mobile phones and virtual office
- Plan to review fee schedule with the goal of a minor revision to address inspection shortfall on small projects
- Will be investigating hardware and software requirements to adopt a mobile field office for inspectors. Hopefully we can include this in the 2017 budget
- Attended SJRCD meetings and supervised Team Habitat Project in Voorhees

Karen Mullen:

- Attended in first planning meeting for the 2016 Envirothon