

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

July 17, 2017
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
Louis Parzanese
Robert Carter
Michael Rigolizzo
Edward Madden

Staff

Craig McGee

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 June 26, 2017 Camden County Soil Conservation District Board Meeting were reviewed.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Carter and passed to approve the minutes as presented.

SWEARING IN OF NEW BOARD MEMBER:

Mr. McGee announced that Edward Madden had been appointed to the Board by the State Soil Conservation Committee (SSCC) at its meeting of June 2017 meeting. Mr. Dougherty administered the Oath of Office to Mr. Madden. The members welcomed Mr. Madden to the Board.

REORGANIZATION

Mr. McGee stated that the board was required to re-organize at the first meeting of the fiscal year for terms July 1, 2017 through June 30, 2018 and called for nominations for Chairman:

Nomination for Chair – Mr. Dougherty was nominated by Mr. Rigolizzo, seconded by Mr. Parzanese and passed to appoint Mr. Dougherty as Chair.

Mr. Dougherty resumed as chair of the meeting and called for nominations for Vice Chair

Nomination for Vice-Chair – Mr. Parzanese was nominated by Mr. Rigolizzo, seconded by Mr. Carter and passed to appoint Mr. Parzanese as Vice Chair.

Nomination for Treasurer – Mr. Madden was nominated by Mr. Rigolizzo, seconded by Mr. Carter and passed to appoint Mr. Madden as Treasurer.

Nomination for Secretary – Mr. Carter was nominated by Mr. Rigolizzo, seconded by Mr. Parzanese and passed to appoint Mr. Carter as Secretary.

CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending July 14, 2017 were reviewed and classified as follows:

CERTIFIED:

6559	BB	2017 Berlin Boro Sidewalk Improvement Project Preliminary Site Clearing & Grading
6560	WI	Plan
6563	OA	Oaklyn Water Main Replacements
6564	CH	Polar Service Centers
6566	WI	Proposed ALDI Food Market
6567	SO	Sterling HS Tennis Court & Ballfield

Motion: It was moved by Mr. Carter, 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. Minch notified all District Chairman of Expiring Terms of District Supervisor Members of the State Soil Conservation Committee. An election for two District Supervisor Members will be held at the Annual Business Meeting of the NJ Association of Conservation Districts.

Mr. Minch sent copies of the newly adopted Supervisor Performance Standards. The Performance Standards were distributed to all Board Members.

Mr. McGee reported that he has received a letter from Jeffery Nash, Camden County Freeholder acknowledging Mr. McGee's appointment to the Camden County Agricultural Development Board.

Jack Sworaski, Chair of the SJRCD Council sent notice announcing the 11th Annual Tour des Farms scheduled for September 9, 2017 and requested the Camden SCD again support the event. The board agreed to sponsor the event at \$200 as provided in the approved budget.

OLD BUSINESS:

The Financial Reports and Lists of Disbursements for the periods ending June 30, 2017 were reviewed by the Board.

Motion: It was moved by Mr. Madden, seconded by Mr. Parzanese and passed unanimously to accept the financial report for the period ending June 30, 2017.

Mr. McGee updated the board on the effort to develop a new district logo and webpage.

Mr. McGee advised the board that contract documents with the NRCS regarding the NRCS FRPP Easement Monitoring have been completed and work has begun. Camden SCD staff will monitor 15 easements in 4 counties this year.

Mr. McGee reported that an agreement with the Bloom Organization to replace the HVAC unit and ductwork has been finalized. Bloom staff have visited the office to measure for ductwork and work will be schedule for early fall.

NEW BUSINESS

The Insurance Office of America has sent an Insurance proposal renewal for the District's policies expiring June 30. The proposal reflects an overall premium of \$11,899.58 with a savings of \$202.46 over last year.

Motion: It was moved by Mr. Carter, seconded by Mr. Parzanese and passed unanimously to accept the Commercial Insurance Proposal provided by Insurance Office of America.

At the July 10, 2017 District Personnel Liaison Meeting, District staff were notified the new Soil Restoration rules will become effective December 7, 2017. These rules include revisions to the Standard for Topsoiling and Standard for Land Grading and are designed to reduce soil compaction. Statewide training sessions for District personnel and for engineers, land developers and designers is schedule for November.

Mr. McGee advised the board that the annual audit process has started. A new auditor from Nightlinger Colavita and Volpa has been assigned to perform the audit. Field testing is scheduled for July 20 & 21.

Mr. McGee reported that work has begun on the Community Based Green Infrastructure grant program. Rutgers Cooperative Extension (RCE) Water Resources Program has provide an engagement letter specifying the task, time schedule, deliverable and budget for their involvement in the grant. This letter when attached to Rutgers Standard Terms and Conditions represents the necessary sub-contract agreement between RCE Water Resources Program and the Camden County Soil Conservation District. In all cases, Rutgers will be bound to the provisions of the overall grant agreement with NJDEP. The Board instructed Mr. McGee to have the district's council review the documents.

Mr. McGee reported that similar agreements are in the works for subcontracts with the New Jersey Tree Foundation and Camden Lutheran Housing.

NJACD REPORT:

Mr. Dougherty reported that the North East Regional Meeting will be held in New Hampshire in early August and that the New Jersey Soil Conservation Conference is scheduled for November 2.

STAFF REPORTS: (see attached)

Mr. McGee provided an update of staff activities.

AGENCY REPORTS:

NJDA State Soil Conservation Committee [SSCC] Report:

No report

NRCS Report:

No report

OTHER BUSINESS:

Mr. McGee distributed copies of the State of New Jersey Uniform Ethics Code and Plain Language Guide to the New Jersey's Executive Branch Ethic Standards. Each board member completed the acknowledgement of receipt.

Mr. McGee stated the next meeting of the Camden County Soil Conservation District is scheduled for September 18

ADJOURNMENT:

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

Mr. Dougherty, Chairman, adjourned the meeting at 7:15.

Respectfully submitted,

Craig McGee
District Manager