

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

October 15, 2018
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
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 September 17, 2018 Camden County Soil Conservation District Board Meeting were reviewed.

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

CERTIFICATIONS:

Soil Erosion and Sediment Control Plan applications received by the District for the period ending October 12, 2018 were reviewed and classified as follows:

CERTIFIED:

Code	Twp	Project Name
6714	BB	Royal Farms # 184
6736	HA	Allen Residence
6737	PE	Fontana's Auto Repair
6738	LA	Lawnside Retail Site
6739	GC	PSE&G Gloucester Switch Station
6741	BA	Barrington Chick-Fil-A
6743	GT	2 New Single Family Homes
6744	WA	Pineland Access Road Violation
6745	PE	Petty Island Decommissioning
6746	PE	Haddon Pointe Phase II
6747	BB	Remedial Action - Owens Corning
6748	PH	129 Berlin Cross Keys Rd

Motion: It was moved by Mr. Madden, 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:

The New Jersey State Agriculture Development Committee sent notice of a Beginning Farmer Workshop designed to assisting beginning or expanding operators in evaluating their finances.

The National Association of Conservation Districts sent notice of the annual survey and requested that each district complete the survey with a consensus of the full board of directors. Mr. McGee and Mr. Dougherty will work on completing the survey on behalf of the district.

OLD BUSINESS:

The Financial Reports and Lists of Disbursements for the periods ending September 30, 2018 were reviewed by the Board.

Motion: It was moved by Mr. Madden, seconded by Mr. Rigolizzo and passed unanimously to accept the financial report for the period ending, September 30, 2018.

Mr. McGee reviewed the status of the search for interested individuals for consideration by the nominating committee for open district board member position.

Mr. McGee reported that a District email account has been set for all board members. A forwarder will be created to send those emails to the preferred email account. These email accounts will be used in all official correspondence and included on District Supervisor Business Cards.

Grant Funded Projects:

The Camden City/Gloucester City Green Infrastructure project continues. There has been very little activity during the summer. A rain garden for the Gloucester City Water Department is proposed for fall construction. Mr. McGee reviewed with the board the financial statements from Year 2, Qtr 1.

Mr. McGee reported that the final contract documents between SJRCD and NJDEP for the continuation of the Manalapan Brook restoration project are still under review by DEP attorneys. This project was expected to begin this summer or early fall, with Camden SCD providing administrative services under contract to SJRCD.

NEW BUSINESS

Mr. McGee reported that several applicants have recently inquired about the ability to make application payments through e-payment or various electronic means. Nightlinger, Colavita and Volpa, the District's auditor has advised that as long as the transfer of funds can be linked to the specific project for which it is intended e-transfers are acceptable. Mr. Minch at the Department of Agriculture has provided similar guidance. The board discussed the merits of allowing e-payment and asked for a policy to be prepared for review and approval at a future meeting.

Mr. McGee reported the district's auditor has requested the district review the proposed Chapter 251 Reserve Balance in response to the current District Accounting Manual. The preliminary analysis revealed that the District will need to make significant adjustments to the reserve balances. Mr. Dougherty recommended that he, Mr. Madden and Mr. McGee schedule a work session to review the issues and make recommendations to the board.

Mr. McGee reported that he has prepared a preliminary job description and cost estimate for a part time administrative assistant. To accommodate this position, the district will need to revise the FY19 budget. The board reviewed the job description and revised budget.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Madden and passed unanimously to accept the revised budget dates 10/10/18

Further the district agreed to proceed with creating a part time administrative position and requested that details be resolved prior to the next meeting

NJACD REPORT:

Mr. Dougherty reported that a draft agenda for the upcoming Annual Meeting has been developed. All district supervisors and staff are expected to attend.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Madden and passed unanimously to support full attendance of the Camden SCD district staff and Board of Supervisors.

STAFF REPORTS:

None

AGENCY REPORTS:

NJDA State Soil Conservation Committee [SSCC] Report:

None

NRCS Report:

None

OTHER BUSINESS:

The November SCD meeting is scheduled for Nov. 19, 2018 which conflicts with the NJ Conservation Conference. The board agreed to reschedule the meeting location to the Rutgers Eco-Complex at 3:30 (immediately following the NJ Conservation Conference).

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 7:10.

Respectfully submitted,

Craig McGee
District Manager