

CAMDEN COUNTY SOIL CONSERVATION DISTRICT

MEETING MINUTES

June 17, 2019
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 6:32

ATTENDANCE:

Supervisors

Dennis Dougherty
Michael Rigolizzo
Robert Carter
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. The revised meeting location and time was advertised on the district's webpage

MINUTES:

The Minutes of the May 20, 2019 Camden County Soil Conservation District Board Meeting were reviewed.

Motion: It was moved by Mr. Carter, 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 June 14, 2019 were reviewed and classified as follows:

CERTIFIED:

Code	Twp	Project Name
6780	BB	Carriage Mews
6817	WI	Proposed Restaurant and Retail
6818	HT	Fieldstone Oneida
6820	WI	Winslow High School Additions
6821	WA	Office/Warehouse Bldgs
6824	LI	Scotts Ave Gas Main Renewal
6825	CH	Katz Center Parking Exp
6827	PE	Crescent Memorial Park New Access
6830	HT	Foulke Residence

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

RECERTIFIED:

Code	Twp	Project Name
2015-6328	GT	Reserves at Independence Square

Motion: It was moved by Mr. Madden, seconded by MR. Carter and passed unanimously to recertify Soil Erosion and Sediment Control Plans as recorded.

PENDING:

The list of Pending plans was reviewed.

CORRESPONDENCE:

None

OLD BUSINESS:

The Financial Reports and Lists of Disbursements for the periods ending May 31, 2019 were reviewed by the Board.

Motion: It was moved by Mr. Madden, seconded by Mr. Carter and passed unanimously to accept the financial report for the period ending May 31, 2019.

Grant Funded Projects:

The Camden City/Gloucester City Green Infrastructure project continues. The project team is moving forward with projects at the Gloucester City High School. Our NJDEP Project Manager has approved the project and the Rutgers staff is finalizing the details.

NEW BUSINESS

Mr. McGee reported that the FY2020 Budget was distributed to the board of supervisors for review. The board discussed the budget.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Madden and passed unanimously to approve the FY2020 Budget.

Mr. McGee presented a draft agreement between Camden SCD and SJRCD Council. The Camden SCD will provide administrative services for the Upper Manalapan Implementation project. The board reviewed the agreement and requested attorney review.

Mr. McGee presented the board with the next phase of the IT upgrades. This phase includes the installation of MS Office 2016 Pro on 5 PCs and upgrades 2 PCs to Windows 10 Pro. The total cost of these software updates is \$4870 and will be paid from the district's Reserve for Technology Upgrades (currently at \$18,183.64). These upgrades are necessary to install the soon to be completed updated project tracking database. The board advised consideration of a new PC instead of upgrading an older PC at the administrator's desk.

Motion: It was moved by Mr. Carter, seconded by Mr. Madden and passed to unanimously to approve expenditure of not to exceed \$6000 on software upgrades to be paid from the Reserve for Technology Upgrades.

The next phase will be the customization of the updated project tracking database. Freehold SCD has nearly completed the re-engineering of this application and will soon make it available to the CCSCD. A budget for the customization of the application has not yet been determined. Other upcoming costs may include replacing the network printer/scanner/fax with a color printer.

Insurance Office of America has provided a Commercial Insurance Proposal for the district. The total premium of \$12,129.07 reflects an increase of \$48.82 over last year. The FY20 budget includes adequate funding. IOA has been providing the district's insurance for many years.

Mr. McGee provided a job description for a part time Administrative Assistant. The board discussed the district's needs and agreed to authorize this position. Funding is already provided in the budget.

Motion: It was moved by Mr. Rigolizzo, seconded by Mr. Carter and passed unanimously to create the position of Part Time Administrative Assistant.

Mr. Dougherty reviewed the District Basin Inspection program promoted by the SSCC and adopted by several districts. The board discussed the program and considered opportunities in Camden County.

Motion: It was moved by Mr. Madden, seconded by Mr. Rigolizzo to authorize the development of a business plan for a stormwater basin inspection program offered to Camden County municipalities.

NJACD REPORT:

Mr. Dougherty reported on issues related to the NJACD:

- The Annual Business Meeting is scheduled for Dec.2 at the Burlington County Eco-Complex
- Regional Supervisor Training Sessions are being planned
- Warren and Sussex SCDs will be formally merged by the end of the year.
- NJACD & NRCS are looking to plan legislative tours during summer recess

Mr. Dougherty advised the board the Northeast NACD Regional Meeting will be held in Mashantucket CT August 25-28. Mr. Dougherty plans to attend, representing the NJACD and the Camden District.

Motion: It was moved by Mr. Carter, seconded by Mr. Madden and passed to authorize expenditure of \$500 toward Mr. Dougherty's expenses associated with attending the NACD Northeast Regional Meeting in August.

STAFF REPORTS:

Mr. McGee reported on ongoing activities at Harleigh Cemetery

AGENCY REPORTS:

NJDA State Soil Conservation Committee [SSCC] Report:

None

NRCS Report:

None

OTHER BUSINESS:

None

ADJOURNMENT:

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

Mr. Dougherty, Chairman, adjourned the meeting at 7:25.

Respectfully submitted,

Craig McGee
District Manager