

**Mercer County Soil Conservation District
MEETING MINUTES
For Fiscal Year 2017 (July 1, 2017 to June 30, 2018)**

(Chronological order starting July, 2017, Scroll down for other months.)

----- July 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
JULY 6, 2017**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Clare Flanagan

The meeting was called to order by Chairman Scott Ellis at 12:01 pm. The Statement of Adequate Notice was read.

The minutes of the June 8, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by T. Wang, seconded by E. DiPolvere, carried unanimously.

The Treasurer's Report was presented to the Board. The District had an average month and was slightly in the red. 251 Revenue was down from this time last year.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The Director's Report was given.

NON POINT SOURCE POLLUTION PROGRAM

11 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
26 - REVIEWS
78 - INSPECTIONS
2 - PRE CONSTRUCTION MEETINGS
38 - FINAL REPORTS OF COMPLIANCE
11 - CONDITIONAL REPORTS OF COMPLIANCE
0 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
3 - 5,000 SQUARE FOOT DETERMINATIONS

EFRP

No additional requests for inspections (FSA 848's) were received during the month. No additional FSA 848B Forms were received for inspections performed by the Warren District Forester.

The District Manager prepared and submitted Form SF 425 (Federal Financial Form) through the Health and Human Services Website.

The EFRP Grant Expired on June 30, 2017. Final reports, billing and invoicing will be prepared for the last quarter to close out the Grant.

CWPP

The District Manager prepared Annual Progress Reports for both CWPP Phases II & III Grants. Form SF 425 (Federal Financial Form) for both Grants were also submitted through the Health and Human Services Website.

The District received notification that both Grants were set to expire June 30, 2017. The District Manager prepared Forms SF 424 (applications for Federal Assistance) to extend the Grant duration of both Grants. An expiration date of 12/31/17 was requested for CWPP II. An expiration date of 7/31/18 was requested for CWPP III.

Also requested for CWPP Phase II was an Object Class Change to shift money from supplies category to contract category. A new narrative and budget (SF 424A) was also required for this request.

Letters were sent to Kathleen Atkinson, Area Director, of the U.S. Forest Service in support of each request.

CWPP Phase III increase in duration request was approved. We are waiting for the determination on CWPP Phase II.

The District's Consulting Forester continued on plan preparation and outreach **efforts as**

well as gathering invoices for reimbursable expenses related to implementation of CWPP practices for Phases II & III.

HONEY AND HUNT LAKE DAMS

The District Attorney received a request from the HOA Attorney requesting documents that the Soil District wants signed.

The District Attorney responded back to Mr. Pico with copies of the Quit Claim Deed and Discharge of Deeds Easement letting Mr. Pico know that the documents are ready to record once clearances are provided by the interested parties.

The District Manager reached out to Clint Oman of the NJDEP regarding the status of the Hunt Lake hazard classification determination being reviewed by the NJDEP. Mr. Oman responded back stating the NJDEP's review has not yet commenced, but he is anticipating commencing review within the next several weeks.

The District Manager reached out to Clint Oman of the NJDEP regarding the status of the JBOC's review of the additional funding request by the Honey Lake HOA. The HOA has written a letter to Senator Shirley K. Turner of District 15 requesting her assistance in expediting the HOA's request. The letter was read to the Board.

SITE 8 DAM ASSESMENT

The District Manager is continuing on the Assessment Report for Site 8 (Robert G. Martin Lake). 25 hours were spent on the report preparation and evaluation of potential rehabilitation projects form to be included in the report.

STATE SOIL CONSERVATION COMMITTEE MEETING

The District Manager attended the SSCC Meeting on June 12, 2017. Topics of discussing included: 2:90 Rules, Supervisor Appointments/Re-Appointments, Supervisor Performance Standards, Soil Restoration Rules and Standards, Roadside Vegetation Laws, Exempt Municipality Reviews and H&H Data Base.

BUILDING MAINTENANCE

The Office Administrator procured services to do maintenance and re-stain the District sign along Hughes Drive. The work on the sign was completed during the week of June 26, 2017.

MOTION 3

A motion to approve the Director's Report was made by E. DiPolvere, seconded by L. Huebner, carried unanimously.

CORRESPONDENCE

The District received USDA New Jersey Farm Service Agency Newsletter for June, 2017.

A notice to attend Local Working Group Meeting to identify the greatest conservation

needs in your area and make recommendations for funding criteria of NRCS programs was received. This will be held at the Burlington Soil Conservation District on July 25, 2017.

The District received the 2017 NACD Northeast Region Meeting information being held August 13-15, 2017 in Burlington, Vermont.

A Save the Date Notice was received for the Mercer County Board of Agriculture Legislative Breakfast being held September 11, 2017 at Terhune Orchards.

CHAPTER 251

2013-4823-T	20147-5418-E	2017-5410-E	2017-5409-E
2017-5422-H	2017-5413-H	2017-5411-H	2017-5372-H
2016-5305-HT	2016-5300-HT	2017-5408-PB	2017-5417-P
2013-4747-P	2017-5415-WW	2016-5263-WW	2009-4201-WW

MOTION 4

A motion to approve the plans recommended by staff was made by G. Mount, seconded by T. Wang, carried unanimously.

NRCS

C. Flanagan discussed the Local Working Group Meeting to identify the greatest conservation needs in your area and make recommendations for funding criteria of NRCS programs. NRCS needs the support of the Supervisors at this meeting and their input. This will be held at the Burlington Soil Conservation District on July 25, 2017.

There are eleven open EQIP Applications. Five are up for District approval today. There are four open EQIP Contracts, two Conservation Reserve Programs, three Conservation Reserve Enhancement Programs, two AMA Contracts, one Conservation Stewardship Program Contract and two Conservation Agreements.

MOTION 5

A motion to approve four Conservation Plans was made by G. Mount, seconded by L. Huebner, carried unanimously.

MOTION 6

A motion to approve one Conservation Plan was made by L. Huebner, seconded by T. Wang with G. Mount abstaining and motion carried.

MOTION 7

A motion to approve one Conservation Agreement and Technical Assistance was made by L. Huebner, seconded by E. DiPolvere, carried unanimously.

EXTENSION UPDATE

Progress is being made on the farm municipal leaf issue. A statewide survey of farmers and their current and desired use of these leaves have been conducted. Jack Rabin and Dan Kluchinski have been offering their wisdom and historical knowledge on the regulatory code. NJDA has had communication with DEP who seems to be listening.

M. Melendez reviewed twelve graduate student grant proposals for SARE funding. There were a number of proposals focusing on tree fruit disease, water quality assessments for specific watersheds and others to specific crops.

Meredith attended the Center for Produce Safety National Meeting last week and was able to hear some excellent talks and had discussions with some experts.

Basil is the next crop of focus for the Ultra Niche Project. Taylor James of FlipSide Farm in Bridgewater is highlighted. The live workshop will take place on September 26, 2017 in Bridgewater, NJ at the EcoComplex and RAREC.

NEW BUSINESS

The District handed out Supervisor Performance Standards for each Supervisor for their records.

The District Manager spoke about the Ethics Training information to be sent from the State Ethics Committee to be filled out by each employee and supervisor.

The District Manager received a request from a potential future engineering student to shadow the District Manager to see what a day at the District is like. S. Ellis requested the District Manager talk to legal counsel to see if this would be advisable.

Meeting was adjourned at 1:10 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- August 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
AUGUST 3, 2017**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Meredith Melendez
Katie Porter, Student at
Brown University

The meeting was called to order by Chairman Scott Ellis at 5:30 pm. The Statement of Adequate Notice was read.

The minutes of the July 6, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by G. Mount, seconded by T. Wang, carried unanimously.

The Treasurer's Report was presented to the Board. The District was in the black for the month. 251 Revenue was up from this time last year. The 4th Quarter Fiscal Year 2017 RFA (5G3 Permit) fees were received also.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

The Director's Report was given.

NON POINT SOURCE POLLUTION PROGRAM

18 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
25 - REVIEWS
63 - INSPECTIONS
2 - PRE CONSTRUCTION MEETINGS
12 - FINAL REPORTS OF COMPLIANCE

13 - CONDITIONAL REPORTS OF COMPLIANCE
0 - VIOLATION NOTICES
1 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
1 - 5,000 SQUARE FOOT DETERMINATIONS

EFRP

The EFRP Grant has been completed. All final reports (Quarterly Report, SF-270 & SF-425) have been completed and submitted to the U.S. forest Service for official grant close-out. The District will be receiving an official notice for the close out of the grant from the U.S. Forest Service.

The District received a final invoice from the Warren District for quarter ending June 30, 2017. The invoice was processed and payment was made to the Warren District.

The District prepared and submitted a final invoice to the U.S. Forest Service for the quarter ending June 3, 2017.

CWPP

The District Manager prepared and submitted forms SF-425 for both CWPP II & CWPP III Grants. The previous forms were submitted through the U.S. Health and Human Services website, which is no longer applicable.

CWPP II increase in duration as well as Object Class Change requests were approved by the U.S. Forest Service. The new and final expiration date for this phase will be December 31, 2017. No additional time extensions will be granted.

The approved Object Class Change shifted \$15,000.00 from supplies category to contract category, to pay the Districts' Consultant as a result of the increase in duration.

The Districts' Consulting Forester is continuing on plan preparation and outreach efforts as well as gathering Municipal invoices (Phase II) for reimbursements.

The District received an invoice from the Consulting Forester for the month of June. The invoice was processed and payment was made.

HONEY AND HUNT LAKE DAMS

The District was notified that the State Treasury closed out their design contract with French & Parello. Per the Memorandum of Agreement (MOA) Section 4.C, the District must expend all funds received from DEP under the agreement toward the rehabilitation of the dam.

The District received an email along with a voucher from Clint Oman of New Jersey DEP to transfer the remaining overage amount for design services of Honey Lake Dam to the District.

The Office Administrator opened a new and separate account at Grand Bank to accept the funds for disbursement to the HOA. The payment voucher (in the amount of \$295,926.00) was signed and re-submitted to the New Jersey DEP per their instructions.

The District Manager completed the regular inspection report for Honey Lake Dam and submitted the same to U.S.D.A. NRCS.

DAM SITE 8 ASSESMENT

The District Manager spent 16.50 hours working on the assessment report and evaluation of potential rehabilitation projects form.

EMPLOYEE HANDBOOK

The Office Administrator met with a representative of Paychex regarding putting together an Employee Handbook which would provide up to date and current employment policies and practices within the District.

TREE TRIMMING

The Office Administrator contacted Mercer County Parks regarding a tree limb that appeared to be hanging on the main electrical power supply line for the building. A crew from Mercer County Parks arrived at the office and elevated all of the pine tree limbs within the front and side of the building.

However, due to safety concerns they could not address the limb in conflict with the main power supply. The Office Administrator contacted P.S.E. & G Co., who immediately came to the office and removed the limb.

MOTION 3

A motion to approve the Director's Report was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

CORRESPONDENCE

The District received a notice from the Mercer County Ag Development Board, advising the District that Mercer County has acquired an agricultural development easement located on Woosamonsa Road.

A request was received from the South Jersey RC&D to sponsor the Annual South Jersey Tour des Farms. The Board agreed to send a donation of \$200.00.

MOTION 4

A motion to approve a donation of \$200.00 to the South Jersey Tour des Farms was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

The New Jersey Farmer Periodical was received by the District and passed around at the meeting.

A notice was received by Liberty Mutual Insurance Co. notifying the District earthquake damage coverage is available.

CHAPTER 251

2017-5425-T	2017-5247-EW	2017-5428-E	2017-5423-E
2017-5420-E	2017-5419-E	2017-5356-E	2016-5321-H NJG0265764
2017-5426-HPB	2017-5429-HT	2016-5296-PB	2017-5444-P
2017-5432-P	2017-5431-P	2017-5380-P	2017-5361-R
2016-5279-R	2017-5438-WW	2017-5435-WW	

MOTION 5

A motion to approve the plans recommended by staff was made by G. Mount, seconded by T. Wang, carried unanimously.

NRCS

Clare Flanagan was very grateful for all the Board Members attendance at the Working Group Meeting on 7/25/17.

EXTENSION UPDATE

The Extension has a new hire in Hunterdon County, Megan Muehlbauer. She started August 1st, 2017.

Meredith is still working with the Dept. of Ag and DEP on Municipal Leaf issue associated with leaves on farms. They are making progress with dialog and the Municipal Leaf Regulatory Code will hopefully be changed.

Meredith had a farm visit at Resilient Farm. They are doing a diverse vegetable farm operation on a small scale. This is an organic farming operation.

A family in West Windsor is growing Asian lemons in their living room. They are selling them to Chefs in Princeton.

The Ag Agents Conference in Salt Lake City was very good this year. There were 22 States represented at the Food Safety Session conducted by Meredith & Wes, to keep the Ag Agents up to date on the resources available to help with Federal Regulation.

SSCC

Frank Minch is continuing work on the soil restoration rules. They have an operational date of December 7th, 2017. The rule language should be in the latest NJ Register. They are meeting on August 4th, 2017 at Freehold to discuss implementation procedures.

The SSCC staff is working on changes to the entire 2:90 rules. They are scheduled to sunset in December and are in the process of making amendments.

Sandra Howland is working with DEP solid waste on revising rules on leaf mulching/leaf composting. This matter was brought up at one of your prior meetings. The DEP seems open to making some changes based on our suggestions. The next step is pre-proposal stakeholder meetings.

A fiscal subcommittee meeting is scheduled for next week to discuss District reserves and their use.

There are a number of animal waste issues the Department is involved in, but none are in Mercer County. We are in the process of hiring a field staffer to take Frank Wu's position and hope to have someone on board shortly.

UNFINISHED BUSINESS

HONEY LAKE DAM

Since we are nearing the end of Honey Lake Dam issues, our attorney wrote a memo discussing the five items required by the District per the consent order and memorandum of agreement. Below is what was written in that memo:

Section 4.A. requires the District to obtain surveying, hydrology, and hydraulic information for the benefit of the successful RFP bidder for the engineering design. This requirement has been satisfied;

Section 4.B. requires the District to provide the templates and assist in updating the required dam safety documents. This requirement has been satisfied;

Section 4.C. requires that the District in coordination with DEP and the HOA expend all funds received from DEP under the Agreement toward rehabilitation of the Dam. This requirement will be satisfied – the only proviso is that the District has requested that DEP provide the District with specific written instructions concerning the disbursement of the funds;

Section 4.D. requires the District to transfer to the HOA its easement rights, or discharge or release such easement rights, and any ownership interest in the Dam and associated areas prior to the start of the Dam rehabilitation. The legal documents have been prepared; approved by the HOA Attorney; and executed by the District. They will be filed with the County Recording Office once the funds are received and the Division of Law advises in writing that the release will be provided to the District; and

Section 4.E. requires that the District continue to inspect the Dam until construction begins for the rehabilitation and repair of the Dam and the District transfers its easement rights and any ownership right for the Dam to the HOA. The District has complied with this requirement and is poised to file the legal documents with the County Recording

Office as outline above.

This discussion gets us back to the HOA's Release of the District which is addressed in Section 3.H. of the Agreement and which provides: "Said Release has been executed by the Association and will be held by the New Jersey Division of Law on behalf of NJDEP until such time as the NJDEP determines in writing that the District has fulfilled its obligations under Section 4 below. Upon making such determination, the NJDEP shall provide the executed Release to the District and the District may record the Release in the Office of the Mercer County Clerk."

The bottom line here is that the District wants to be cooperative and assure that this matter is concluded as expeditiously as possible. But to put this in context – the District was locked in useless and extremely costly litigation commenced by the DEP (by DAG Reese's predecessor) against the District and the homeowners for approximately two years. The District needs to be assured that once DEP confirms that the District has complied with its obligations under the Agreement this matter will be finally concluded. That explains why the District needs to be extremely careful and precise about the next steps and why we want written instructions and a paper trail from DEP.

FEE SCHEDULE ADJUSTMENTS

The District Manager has a meeting with Frank Minch to discuss fee schedule changes for Residential Multi-Family: Townhouses & Condominiums. The inspection part of the fee calculation is based on per Unit costs. The Manager would like to change this to per Building costs at a reasonable fee. This would have to be approved by the State Soil Conservation Committee to be implemented.

PICNIC MEETING

The next meeting is scheduled for September 7, 017 at 3:00 pm. This is the Districts' Annual Picnic Meeting.

NRCS ENGINEER HIRE

Chad Cherefko, Assistant for Field Operations from NRCS contacted the District Manager to see if the District would be interested in hiring an Engineer under our payroll (as a NRCS Employee) and be reimbursed by NRCS with a stipend of \$7,500.00 over a two year period to cover the District's costs. The District Manager declined this offer due to the expedited timing, administrative requirements and reimbursement concerns.

Meeting was adjourned at 6:37 pm and opened Executive Session.

Executive Session was closed at 7:05 pm and the Board reconvened the regular meeting.

MOTION 6

A motion to approve Office Administrators salary increase to step eight, add eight additional increments to employee's salary ranges and end the cost of living adjustments to employee's salaries was made by G. Mount, seconded by T. Wang, carried unanimously.

The Board requested that staff raises be reviewed annually prior to raises being given, noting that fiscal considerations may have an effect on increased salaries. The District Manager will provide this information to the Board two months prior to raises being given for Board review/approval.

Meeting was adjourned at 7:10pm

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- September 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
SEPTEMBER 7, 2017**

MCSCD SUPERVISORS

Scott Ellis
Edward DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti
Linda Sandusky

OTHER

Dan Pace
Meredith Melendez
Dave Lamb

The meeting was called to order by Chairman Scott Ellis at 3:03 pm. The statement of Adequate Notice was read.

The minutes of the August 3, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

The Treasurer's Report was presented to the Board. The District was in the black for the month. 251 Revenue was up from this time last year.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The Director's Report was given.

NON POINT SOURCE POLLUTION PROGRAM

17 – Applications received
3 – Pre-review Inspections
29 – Reviews
99 – Inspections
2 – Pre Construction Meetings
12 – Final Reports of Compliance

9 – Conditional Reports 1 – Violation Notices
0 – Stop Work Orders
0 – Denials
0 – Certification Delegations
1 – 5,000 Square Foot Determinations

CWPP

John Cowie is continuing to work on CWPP Phase II projects for the following towns: Bass River, Sandyston, Shamong, Bernardsville, Woodland & Jackson.

Work is continuing on CWPP Phase III projects for the following towns: Frankford, Lawrence & Vineland.

HONEY LAKE DAM

The District Manager and District Council met with representations from the Honey Lake HOA and the Hopewell Township Engineer/Business Administrator on 8/23/17 at the District Office at the request of Hopewell Township.

The HOA stated that they would like to begin construction in September, 2017.

The HOA requested that the remaining overage amount (\$259,926.00) be transferred to the HOA. The District informed the HOA that we have not received the funds. We completed and submitted the payment voucher to the New Jersey DEP and opened a separate bank account to accept the funds once received. The District also stated that we are awaiting specific direction from the New Jersey DEP on how/when to disperse the funds to the HOA once received.

The District received a copy of an email from Paul Pogorzelski to Clint Oman of New Jersey DEP Dam Safety, requesting that the New Jersey DEP provide direction to the District on the disbursement of funds to the HOA, once received by the District.

The District Council recorded the Discharge of Easement and Quit Claim Deed in the Mercer County Clerk's Office on 8/24/17. This represents one of the remaining items within the MOA that the District must do to satisfy all the requirements of the MOA.

The District Council sent an email to Andrew Reese of New Jersey Law & Public Safety requesting that the executed release, the Division of Law has been holding, be provided to the District. He also requested that the District be provided with direction/instructions regarding the procedure to disperse the overage funds to the HOA.

DAM SITE 8 ASSESSMENT

The District Manager spent 26.75 hours on the Population at Risk (PAR) Analysis and the Evaluation of Potential Rehabilitation Projects for Dam Site 8. The Assessment Report will be finished during the month of September 2017.

FEE SCHEDULE

The District Manager met with Frank Minch of the New Jersey Department of Agriculture regarding a fee schedule modification for projects comprised of apartments/townhomes/condominiums. The current fee schedule assesses inspection fees based upon the number of units. This has resulted in excessive inspection fees for these types of projects. The District has been reassessing inspection fees for projects that have been received, over the past several years. The District Manager presented the modified fee schedule to Mr. Minch. Mr. Minch concurred with the modification. He requested additional back up (actual project data) to substantiate the request. He also requested a formal request be made to be reviewed and approved by the SSCC.

WELLS FARGO BANK WIRE TRANSFER

A wire transfer was completed at Wells Fargo Bank on August 8, 2107. 50,000.00 U.S. Dollars were to be transferred to the State Cash Management Fund due to the significantly better interest rate being paid by the Cash Management Funds.

The Office Administrator checked several times over the next week with State Street Bank of Boston to verify that the funds had been received. To date the funds have not been received.

On August 18, 2017, the District Manager, Office Administrator and Chairman of the Board went to Wells Fargo Bank. Several changes were made to the wire (beneficiary/recipient names from Mercer County Soil Conservation District to State Street Bank and Trust Co.) and the recall was rescinded. The District was told that the corrected transfer would take a minimum of five (5) business days. The Bank Manager stated that this case has been sent to the Resolution Team for review.

The District has been in contact with both banks on an almost daily basis for updates.

HUNT LAKE DAM

The District received a copy of a response letter to Mr. F. Lee Forester regarding a May 2017 Dam Breach Analysis for Hunt Lake Dam, prepared by Mott MacDonald. The analysis recommended that Hunt Lake Dam be reclassified as significant hazard (class II). The Division of Dam Safety and Flood Control do not concur with the results of the analysis due to over-topping flow depths and respective velocities at Route 31 during breach scenarios. The Division also

indicated that the analysis did demonstrate that a reduction in the auxiliary spillway design storm below the full PMP may be warranted.

The Division requested a response in writing no later than September 8, 2017 regarding intent to re-analyze the spillway or a decision regarding the settlement agreement.

Dave Lamb, NRCS State Engineer spoke to the Board regarding the options for Hunt Lake Dam that can or might occur. First, a pending study for the dam if the owners want to keep the dam would be to do an incremental analysis to see what the damages are from various storms with and without the dam in place. If the PMP causes about as much damage as the breach plus PMP, a case can be made for designing the dam for something less than the PMP storm. It could end up being a high hazard dam but designed to significant hazard criteria if the incremental analysis is supportive and Dam Safety is accepting.

The Soil Conservation District as project sponsor, can request Watershed Rehabilitation Assistance from NRCS as it did with Honey Lake. We cannot go right to designing for the decommissioning but would first have to go through a planning process looking at rehab alternatives plus dam removal. After an application for assistance is accepted, we'd have to get in the funding cycle. Congress hasn't provided the program with much funding since 2014 when it received about \$250 million. Once funding is in place, planning is about a year followed by design/permitting for another year, then finally construction. Through this process the Soil Conservation District would still be held as sponsor. In Dave's option as the sponsor, the District would be responsible for 1/3 of the construction costs.

Another option would be to scope out assistance from some of the various non-profits that are doing dam removal such as American Rivers or NJCF. They have gotten funding from other Federal Agencies such as NOAA and USF&W that helps with design/decommissioning costs. Our only avenue to assist with the removal of a watershed dam is through the Watershed Rehab Program.

Dam Safety will want to see that flood conditions downstream of the site are not worsened with removal of the dam. This can be a real problem when trying to remove a dam that provided flood protection. Although originally designed as sediment basins to protect Carnegie Lake, the Stony Brook dams also provide some flood reduction benefit. This would have to be looked at in some detail. The main hope for a successful analysis would be that the Route 31 culvert is a point of restriction that controls much of the discharge, with or without the dam in place.

The dam agreement as the District being a sponsor was good for 50 years and the dam was constructed in 1960.

The Board had a discussion regarding Hunt Lake owner's option of decommissioning the dam.

The District Manager suggested the Board have the District Attorney at the next meeting to address the District's options regarding Hunt Lake.

MOTION 3

A motion to approve the Director's Report was made by G. Mount, seconded by T. Wang, carried unanimously.

CORRESPONDENCE

The New Jersey Farmer News Paper was passed around with Nicole Ciccaglione, NRCS and Robert Reitmeyer, Burlington SCD on the cover.

A copy of Estuary News was received and passed around to the Board.

A Thank You was received from Rich Belcher for being a sponsor for the Envirothon.

The District received a notice from a group called Concerned Citizens of New Jersey informing the District; NJDEP is lowering and /or eliminating certain requirements for groundwater contamination. A meeting was held August 31, 2017 talking about NJDEP's new requirements.

A notice was received about an auction at the Equestrian Center in Bethlehem Twp., Hunterdon County, NJ.

A memo was received from Susan Payne, Executive Director about the Right to Farm Outreach Efforts from 2017-2018.

The Minutes from the NRCS Central NJ Local Working Group Meeting Summary were received and passed around to the Board.

CHAPTER 251

2017-5451-EW	2015-5115-EW NJG0260142	2017-5436-E	2017-5433-E
2017-5447-H	2017-5430-H	2017-5396-H	2016-5291-H
2017-5434-HB	2017-5441-L	2017-5453-P	2017-5452-P
2017-5449-P	2017-5442-P	2017-5440-P	2017-5421-R
2017-5391-R	2017-5388-R	2016-5175-R	2017-5446-WW
2017-5445-WW			

MOTION 4

A motion to approve the plans recommended by staff was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

RC&D STATUS

Dan Pace advised the Board that all current efforts are for the South Jersey Tour des Farms being held September 9, 2017.

EXTENTION UPDATE

Meredith Melendez attended the National Extension Tourism Conference at the being of August in Princeton with about 60 attendees.

Meredith led a tour of Mercer County Parks with 15 people attending the tour. The tour started at Terhune Orchards for apple cider donuts and a hay ride. The tour continued to Howell Living History Farm where they met with County Executive, Brian Hughes. Mr. Hughes had a lot of nice things to say about the Farm Land Preservation Program and supporting County Ag programs. Had lunch at the farm and went to Hopewell Vineyards.

The next Ultra Niche Crop Program Workshop will be Basil on September 26th at the Bridgewater Somerset County Office.

October 17th the focus will be on garlic.

Meredith attended a Vegetable Twilight meeting at Raritan; Tom Warton did a tomato tasting event.

SSCC

The District received a copy of the State of New Jersey Soil and Water Conservation Project Cost Share Rates for Board approval. These rates are used for CAP Program Cost Share for Farmers. The State is looking to start the program up again. They are using the NRCS cost data. Nicole Ciccaglione explained the rates are flat rates at 100% cost. Different practices are reimbursed at different rates (not 100%). These are 2017 North East Regional rates from the NRCS Master List.

MOTION 5

A motion to approve the State of New Jersey Soil and Water Conservation Project Cost Share Rates was made by G. Mount, seconded by T. Wang, carried unanimously.

Meeting was adjourned at 4:24 pm.

Respectfully submitted,
Paul Schiariti, P.E.
Secretary to the Board

----- October 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
OCTOBER 5, 2017**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Clare Flanagan

The meeting was called to order by Chairman Scott Ellis at 5:30 pm. The Statement of Adequate Notice was read.

The minutes of the September 7, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed with one correction was made by E. DiPolvere, seconded by T. Wang, carried unanimously. Gary Mount was not present during this motion.

The Treasurer's Report was presented to the Board. The District was in the black for the month. 251 Revenue was up from this time last year. Dam Assessment Grant funds were billed and received. CWPP Grant was billed also.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by E. DiPolvere, seconded by L. Huebner, carried unanimously.

The Director's Report was given.

NON POINT SOURCE POLLUTION PROGRAM

10 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
21 - REVIEWS
82 - INSPECTIONS
20- PRE CONSTRUCTION MEETINGS
28 - FINAL REPORTS OF COMPLIANCE
0 - CONDITIONAL REPORTS OF COMPLIANCE

- 1 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 2 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

John Cowie is working on Phase II for Bernardsville, Shamong, Woodland & Jackson Townships. Phase II is almost completed.

John Cowie is working on Phase III meetings with town officials for Voorhees, Hammonton, Frankford & Blairstown. Plans for Lawrence are almost ready for signing. John is still working on Vineland plans.

The District Manager Prepared an invoice for activities from March, 2017 through August, 2017 for processing. The invoice includes reimbursements for five (5) Municipalities (Ocean, Monroe, Howell, Bass River & Sandyston). The invoice was submitted to the Forest Service Office of Budget and Finance for reimbursement.

HONEY LAKE DAM

The District Manager attended a pre-construction meeting with all relative parties (Twp. Officials, Contractor, NJDEP, HOA & Design Engineer). Work including the lowering of the water within the Dam is scheduled to start this October, 2017.

The District was informed by Clint Oman, P.E., of NJDEP Dam Safety, that in order for the overage payment (\$295,926.00) to be processed and submitted to the District, a Grant Application will need to be prepared. Currently the draft version of the Grant is under review by the NJ DAG. Upon approval the draft version will be submitted to the District for comments. Upon execution/signature by the appropriate parties, the overage payment will be submitted to the District.

HUNT LAKE DAM

The Office Administrator mailed copies of relative agreements to the Supervisors. The District Manager contacted the District's Legal Counsel regarding potential next steps the District may consider moving forward. To date, a response/decision by the Hunt Lake Homeowner's regarding how they plan to proceed, has not been received.

DAM SITE 8 ASSESMENT

The District Manager spent 33.50 hours on finalizing the Assessment Report for Dam Site #8, along with the Evaluation of Potential Rehabilitation Projects for Dam Site #8. The Report was delivered to the NRCS on September 18, 2017.

The District Manager prepared form SF-270 (Request for Advance or Reimbursement) and form SF-425 (Federal Financial Report) for Dam Site #8.

The Office Administrator prepared an invoice for Dam Site #8. The Federal Reports along with the invoice were forwarded to the NRCS for reimbursement. The payment was received in the District's account on September 27, 2017.

SSCC

The District Manager, Office Administrator and Supervisor, Lucia Huebner attended the State Soil Conservation Committee Meeting on 9/11/17. Topics of discussion included: The Chapter 2:90 Rules sunseting on December 8, 2017, Soil Restoration Rules, H&H Database, Electronic Signatures and Seals by NJ Professional Engineers, Conservation Education Programs, NRCS Report and Conservation Program Partners Reports.

The District Manager attended a Committee Meeting of Chapter 2:90 Rules revisions on 9/20/17 at the Freehold Soil Conservation District Office.

MOTION 3

A motion to approve the Director's Report was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

CORRESPONDENCE

The District received a close-out notice from USDA Newtown Square Corporate Campus, regarding Hurricane Sandy Emergency Forest Restoration Program- Disaster Relief as of June 30, 2017. The records are to be kept for a three year period.

The District received a close-out notice from USDA Somerset Office, regarding Dam Assessment Assunpink Dam Site #8 as of October 4, 2017. The records are to be kept for a three year period.

The latest copy of the New Jersey Farmer was passed around.

A notice was received for Fiscal Year 2018 from the National Association of Conservation Districts for a conservation investment (donation).

MOTION 4

A motion to approve a donation of \$500.00 to the National Association of Conservation Districts was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The District received a periodical called California Trees that was passed around.

The District received a memo from David Clapp, Resource Conservationist to all SADC Partners. Governor Christie signed SADC's FY17 appropriations request. 3% of the funding request by SADC was set aside for stewardship activities. The cost share rate for the program is for 50% of the actual cost of installing a conservation project.

The District received a save the date notice from NACD. The Annual NACD Meeting will be held January 27-31, 2018 in Nashville, TN.

A Management Representation Letter was received from Nightlinger, Colavita & Volpa, PA for signature by the Chairman.

MOTION 5

A motion to sign the Auditor's Management Representation letter was made by G. Mount, seconded by T. Wang, carried unanimously.

CHAPTER 251

2017-5461-E	2017-5467-H	2017-5455-H	2017-5463-H
2016-5329-H NJG0265721	2017-5448-H	2017-5458-HT	2017-5465-HT
2017-5408-PB NJG0270831	2017-5462-P	2017-5457-P	2017-5459-P
2012-4637-P NJG0213454	2017-5472-P	2017-5464-P	2017-5439-R
2004-3280-WW 11-13-04-430	2017-5454-WW		

MOTION 6

A motion to approve the plans recommended by staff was made L. Huebner, seconded by G. Mount, carried unanimously.

NRCS

Clare Flanagan thanked the Board Members who attended the Local Working Group Meeting on July 25th. The meeting was a complete success. The money will be split into three areas of New Jersey, North, Central and South Jersey. Central Jersey will have funding for forestry, crop land & live stock.

The State Conservationist Carrie Lindig will be working in DC on a six month detail and Christine Hall will be the Acting State Conservationist until Carrie's return.

Applications are now being accepted for 2018 funding consideration for: EQIP & AMA until 10/20/17. If any money is still available there will be a second sign up in early spring.

Clare Flanagan has six Conservation Plans for approval today, four for EQIP, two for CSP and 1 Cooperative Agreement for approval.

MOTION 7

A motion to approve all Conservation Plans and a Cooperative Agreement was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

SSCC UPDATE

Frank Minch could not attend the meeting and sent the District Manager an email update.

SSCC is still working on 2:90 rules. They are struggling to meet the filing deadline. It appears that they may first have to do a re-adoption with no amendments so the rules can be preserved.

The Committee has not finalized the soil compaction inspection process and will be having further discussions.

The Annual Conference is set for November 2nd at the Eco-Complex. An agenda will be forthcoming and mandatory ethics training is required.

The Dept. of Ag hired a new Ag Resource Specialist, Kelly Steimle to replace Frank Wu.

Standards Training will be at the Freehold Office, November 8th and 29th. John Showler has sent out registration information through the association.

UNFINISHED BUSINESS

Some of Honey and Hunt Lake old Dam Agreements were sent to the Board and District Attorney for review. The Board members found no length of term on any agreement reviewed. The Board is discussing their next options. The District Manager reminded Board Members of the past legal expenses associated with having litigation. Gary Mount brought up the point that when the original agreement was signed the Supervisors were just trying to help by serving the resource needs of the Community. These dams were built to trap sediment from going into Carnegie Lake.

NEW BUSINESS

The District had computer system problems this past month and is looking into a new computer system with a server to tie all the computers together. The District Manager is researching computer systems, a company to set up and have ongoing, maintenance, website design and consulting services. A quote was received by RAM IT Solutions, a local IT company to provide these services. The quote needs to be revised to meet the District's needs. The District Manager estimates the total cost should not exceed \$7,000.00.

MOTION 8

A motion to approve a new computer system was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

The Board discussed the 2018 District Meeting Calendar. An agreement was made to have the meetings at 12:30 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- November, 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
NOVEMBER 8, 2017**

MCSCD SUPERVISORS

Scott Ellis
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Lewis Goldshore, Esq.

The meeting was called to order by Chairman Scott Ellis at 12:30 pm. The Statement of Adequate Notice was read.

NRCS

Clare Flanagan could not attend the meeting and sent the District Manager an email update.

There are 10 new applications for Mercer County for 2018 funding. The ranking and funding will be in Jan/Feb.

The State has announced additional funding in conjunction with NRCS for Farmers on preserved farms, the sign up for this closed on 11/17/17.

NRCS announced that there may be funding available for Districts for Staff to assist with Conservation Planning with EQIP.

The next round of Local Working Group meetings is set for early spring.

EXTENSION UPDATE

The next meeting Meredith Melendez can make is January, 2018. The Extension is rolling out the National Training Program for people who will be conducting farm inspections (FDA, Dept. of Ag, etc.) for the FSMA Produce Safety Rule. Meredith will be teaching a few of these trainings.

SSCC

Frank Minch could not attend the meeting due to a conflict with the Standards Training the same day.

The District Manager and Gary Mount attended the NJACD Conference 11/2/17 and the SSCC Committee Meeting during that conference.

The NJACD Treasurer's Report was handed out to all Supervisors in attendance.

SSCC is still working on the Soil Restoration Rules. The Committee made some minor tweaks to the form but also has stipulated that Districts will be in a position to conduct verification of soil decompaction during the compliance inspection.

CORRESPONDENCE

The New Jersey Farmer Newspaper was passed around to the Board.

The District received an Auction Notice for the sale of 80.2 acres preserved farmland that was passed around to the Board.

An email was received by the District Manager from the NJ Dept. of Agriculture as a reminder of the NJ Soil Erosion and Sediment Control Standards Training Workshops on 11/8/17 and 11/29/17.

Each Board Member received a copy of the Current FY 2017 District Audit.

The District Christmas party will be on December 7, 2017 this year. The Board would like to continue to have this holiday gathering.

A notice was received and posted to the District's website regarding the 2018 Poster Contest. The theme is Watersheds Our Water, Our Home.

HONEY AND HUNT LAKE DAMS

The Board discussed options in moving forward with Honey and Hunt Lake Dam. The District Attorney gave an overview of the Districts' requirements moving forward with each dam.

The minutes of the October 5, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by T. Wang, seconded by L. Huebner, carried unanimously.

The Treasurer's Report was presented to the Board. 251 fees were up from this time last year. Mercer County Grant was billed pending Mercer County approval.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by L. Huebner, seconded by T. Wang, carried unanimously.

The Director's Report was given.

NON POINT SOURCE POLLUTION PROGRAM

6 - APPLICATIONS RECEIVED
2 - PREREVIEW INSPECTIONS
24 - REVIEWS
136 - INSPECTIONS
1 - PRE CONSTRUCTION MEETINGS
54 - FINAL REPORTS OF COMPLIANCE
7 - CONDITIONAL REPORTS OF COMPLIANCE
1 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
4 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

The District's Consultant, John Cowie, is working on the following Phase II CWPP's: Jackson Twp., Woodland Twp. & Shamong Twp. Bernardsville Twp. CWPP cost reimbursement request has been submitted to the District for reimbursement.

The District received reimbursement from USDA, Forest Service for CWPP Phase II through 8/31/17. Checks for the following Phase II Municipalities: Ocean Twp., Monroe Twp., Howell Twp., Bass River Twp. & Sandyston Twp. were prepared and picked up by the District's Consultant for delivery to the respective Municipalities.

The District's Consultant is working on the following Phase III CWPP's: Lawrence Twp., Vineland Twp., Blirstown Twp, Frankford Twp. & Sparta Twp.

HONEY LAKE DAM

The District received an email from Clint Oman, P.E, of NJ DEP regarding the status of the Grant Agreement being prepared to transfer the overage funds to the District. The Attorney originally assigned to process/review the Grant Agreement has retired. Therefore, the Agreement has been forwarded to another Attorney within the Department for review.

HUNT LAKE DAM

The District received an email from Lewis Goldshore regarding the original consent order signed by the District.
The District sent an email to Clint Oman, P.E. requesting an update on the status of Hunt Lake and the Homeowner's position on how they intend to proceed.

SSCC

The District Manager and Supervisor G. Mount attended the SSCC Annual Conference at the Rutgers Eco Complex in Burlington County. The Manager and G. Mount also attended the State Soil Conservation Committee Meeting. Topics on the Agenda included: Remaining Relevant by Mike Brown of NASCA, NRCS Conservation Planning and the NJACD Annual Business Meeting. Ethics training was cancelled and will be rescheduled, possibly during the Regional Supervisor’s Meetings.

OTHER

The Office Administrator updated the Shared Services Agreements between the Mercer County Soil Conservation District and: Freehold Twp. (for Chapter251 inspection services) and John Cowie (for CWPP plans). A Shared Services Agreement between Mercer County and the District was also prepared. The District Manager obtained the Chairman’s signature for the Mercer County Agreement and the Office Administrator forwarded the same to Mercer County Planning Dept. for processing.

MOTION 3

A motion to approve the issuance of a Shared Services Agreement with the Freehold Soil Conservation District and a Shared Services Agreement with John Cowie was made by T. Wang, seconded by L. Huebner, carried unanimously.

The Office Administrator updated the District’s website for this year (2018) Poster Contest entitled: Watersheds, Our Water, Our Home. Entries must be received by March 23, 2018 for judging. First place winners in each category will be forwarded to the SSCC for statewide judging.

The District received a copy of the Auditors Report for FY 2017. No recommendations or deficiencies were noted.

MOTION 4

A motion to approve the Director’s Report was made by L. Huebner, seconded by T. Wang, carried unanimously.

CHAPTER 251

2017-5443-EW	2017-5470-E	2017-5460-H	2017-5456-H
2017-5397-H	2016-5321-H	2005-3451-H	2017-5469-H
NJG0269484	NJG0265764	11-03-05-176	
2017-5482-HB	2017-5473-HPB	2017-5424-HT	2017-5477-P
2017-5471-P	2017-5468-P	2015-5070-P	2016-5275-R
		NJG0249157	

MOTION 5

A motion to approve the plans recommended by staff was made L. Huebner, seconded by T Wang, carried unanimously.

Meeting was adjourned at 2:00 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- December, 2017 -----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
DECEMBER 7, 2017**

MCSCD SUPERVISORS

Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Clare Flanagan
Frank Minch
Dan Pace
John Cowie

The meeting was called to order by Vice Chairman G. Mount at 11:05 am. The Statement of Adequate Notice was read.

The minutes of the November 8, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by L. Huebner, seconded by T. Wang, carried unanimously.

The Treasurer's Report was presented to the Board. The District was slightly in the red this month. This is typical for this time of year. The large audit billing was paid also.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by T. Wang, seconded by L. Huebner, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

12 - APPLICATIONS RECEIVED
2 - PREREVIEW INSPECTIONS
18 - REVIEWS
66 - INSPECTIONS
1 - PRE-CONSTRUCTION MEETING
14- FINAL REPORTS OF COMPLIANCE
7 - CONDITIONAL REPORTS OF COMPLIANCE
1 - VIOLATION NOTICE

- 2 - STOP WORK ORDERS
- 1 - DENIAL
- 0 - CERTIFICATION DELEGATIONS
- 3 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

The District's Consultant is working on obtaining the remaining three Phase II Municipality Cost Reimbursements: Jackson Twp. Woodland Twp. and Shamong Twp. Bernardsville Twp. Reimbursement request with backup receipts has been received.

The District Manager informed the Board that there is a possibility of an inadequate matching component for Phase II CWPP Grant. If this is the case, the District may be responsible for making up the amount.

The District's Consultant is working on the following Phase III Municipality Plans: Voorhees Twp., Blairstown Twp., Vineland Twp., and Lawrence Twp.; including meetings with Municipal Officials and plan preparation.

HONEY LAKE DAM

The District requested and received an update on the status of the Honey Lake Dam Grant prepared to transfer the overage funds to the District. The new D.A.G. assigned to the case is in the process of reviewing the grant. Upon completion and comments, the grant language will be forwarded to the District for attorney review.

HUNT LAKE DAM

The homeowners have decided to pursue a reduction in the spillway design storm event. Mott MacDonald (the HOA's Engineer) will be submitting a revised analysis in an effort to support the reduction, to the NJ DEP by December 31, 2017. The NJ DEP will review the analysis upon submission.

SSCC

The District Manager attended the Standards Training Seminar on 11/29/17. This was an all-day training session for the newly adopted Chapter 251 Standards. Topics covered included existing Standards as well as modifications to existing Standards.

The Soil Restoration Guidelines including: plan requirements as well as field inspection requirements and verification of procedures were discussed at length. All new permit applications received on or after December 7, 2017 will be subject to the new requirements as outlined in the Standards.

OTHER

The District's computer system upgrades were completed by RAM IT on 11/15/17. The Office Administrator and District Manager received new computers; the third computer was upgraded to Windows 10 Operating System with the latest version of Micro Soft Office Software. A new server was installed as well that automatically backs-up on a monthly basis.

MOTION 3

A motion to approve the Director's Report was made by L. Huebner, seconded by T. Wang, carried unanimously.

CHAPTER 251

2017-5484-E

2015-5133-E
NJG0253758

2017-5486-L

2017-5483-P

2017-5479-WW

MOTION 4

A motion to approve the plans recommended by staff was made T. Wang, seconded by L. Huebner, carried unanimously.

CHAPTER 251 DENIAL

Project called, The Promenade at East Windsor has been brought to the Board for denial. Engineering letter was sent out and no response has been received for 7 years. The project recently was re-submitted. The District Manager contacted the SSCC for direction on how to proceed. The SSCC has a policy to deny projects that have not been responded to within 90 days. Staff recommends this plan be denied.

MOTION 5

A motion to deny The Promenade at East Windsor (no response for 7 years) was made by T. Wang, seconded by L. Huebner, carried unanimously.

NRCS

Clare Flanagan handed out a USDA pamphlet, Benefits of Cover Crop Forum to be held at the Burlington Soil District, December 13, 2017. Burlington Soil District is hosting this workshop.

Eight 2018 EQIP applications have been submitted in Mercer County and a Conservation Plan for approval today.

In February the NRCS is looking to have a second Working Group Meeting. Clare asked if the Mercer District would like to Co-Host this with the Freehold District and possibly hold the meeting at the Eco-Complex in Burlington, NJ. The Vice-Chairman would like to consider this for March 13 or 15, 2018.

MOTION 6

A motion to approve one Conservation Plan was made by L. Huebner, seconded by T. Wang, carried unanimously.

EXTENSION UPDATE

Meredith Melendez is at a three-day training on FSMA Preventive Controls Rule (impacting processors of food, including a limited number of farms).

Ray Samulis, Ag Agent Burlington County will retire at the end of the year.

Larry Katz is stepping down as Director of Extension, and his replacement will be officially announced shortly.

The Mount Family will be recognized as Vegetable Grower of the Year at the NJ Ag Convention in Atlantic City in February.

Nick Polanin, Ag Agent Somerset County, is serving as Department Chair of Rutgers NJAES Ag and Natural Resources (replacing Dan Kluchinski).

SSCC

Frank Minch is preparing for the SSCC next week.

The Department has a new field specialist to cover Frank Wu's position, her name is: Kelly Simon.

The Annual SSCC Conference was a success with one glitch. The person to give the Ethics Training had laryngitis so that training was cancelled.

CWPP

District Manager and John, Cowie, Consulting Forester conducted a 45-minute PowerPoint and Video Presentation on CWPP Phase II Projects.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- January, 2018-----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
JANUARY 3, 2018**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Meredith Melendez
Dan Pace

The meeting was called to order by Chairman S. Ellis at 12:29 pm. The Statement of Adequate Notice was read.

The minutes of the December 7, 2017 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes with one correction was made by L. Huebner, seconded by T. Wang, carried unanimously.

The Treasurer's Report was presented to the Board.

The District was in the red this month with 251 revenues down. This is typical for this time of year.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by G. Mount, seconded by L. Huebner, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

6 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
10 - REVIEWS
70 - INSPECTIONS
1 - PRE-CONSTRUCTION MEETINGS

20 - FINAL REPORTS OF COMPLIANCE
12 - CONDITIONAL REPORTS OF COMPLIANCE
0 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
2 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

The District's Consultant obtained receipts and reimbursement requests for Woodland Twp. and Shamong Twp. After repeated attempts to procure receipts for reimbursable plan elements, Jackson Twp. notified the District's Consultant that they would not be seeking reimbursement for the implementation of CWPP plan components. 9 of the 10 Municipalities have completed and implemented their plan components and have been or will be reimbursed. December 31, 2017 was the last day of Phase II CWPP Grant. The District has 90 days beyond this date to submit final invoices/reimbursement requests and Final Reports.

The District's Consultant is working on plan preparation and is meeting with Municipal Officials in Phase III CWPP Communities.

HONEY LAKE DAM

The District Manager contacted the NJDEP regarding the possibility of scheduling a meeting with the new D.A.G. assigned to review the loan/grant for the transfer of overage funds remaining for Honey Lake Dam. The District heard back from the NJDEP with a status update on the review. The DAG requested some clarification on several items that the NJDEP has provided. As soon as the NJDEP hears anything regarding the status of the review, all pertinent parties will be notified.

SSCC

The District Manager and Supervisor, T. Wang attended the SSCC Meeting at the Department of Agriculture on December 11, 2017. Topics of Discussion included:

- N.J.A.C. 2:90 Rules Re-adoption, effective November 3, 2017 with a new expiration date of November 3, 2026.
- Soil Restoration Measures Policy and Procedures
- SSCC Meeting Schedule for 2018
- SESC program statistics for the first quarter of FY 2018
- The 2018 Poster Contest
- The 2018 NJ Envirothon to be held on May 5, 2018 in Salem County

The District received a memo from the N.J.D.A. regarding the Ethics Code related to the acceptance of gifts or items of value.

OTHER

The District received a copy of a settlement agreement between the U.S. EPA and the Village at Lambert Green in the amount of \$14,500.00. This project (which is now complete) began without filing their RFA or notifying the District that the project commenced.

The District was alerted about this project from the U.S. EPA. A Violation Notice was issued by the District for required S.E.S.C. measures that were not installed. The project has since been closed out by the District and a Final Report of Compliance was issued.

MOTION 3

A motion to approve the Director’s Report was made by T. Wang, seconded by G. Mount, carried unanimously.

CORRESPONDENCE

A copy of an Expedited Storm Water Settlement Agreement between United States Environmental Protection Agency and The Village at Lambert Green was received by the District and discussed by the Board Members.

A copy of the December 15, 2017 issue of the New Jersey Farmer was received.

The District received a notice for the Annual NACD Meeting January 27, 2018 in Nashville, TN.

A letter was received to be a 2018 New Jersey Envirothon Sponsor. Each year the District donates \$500.00 to the Envirothon.

MOTION 4

A motion to donate \$500.00 to the Envirothon was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

CHAPTER 251

2017-5485-E	2017-5474-E	2014-4902-E NJG0232416	2017-5492-P
2006-3774-W 11-12-07-042	2017-5488-WW	2015-5134-WW	2014-4858-WW NJG0273368

MOTION 5

A motion to approve plans recommended by staff was made by T. Wang, seconded by G. Mount, carried unanimously.

EXTENSION UPDATE

Meredith Melendez supplied the District with a schedule for the 2018 NJ Agricultural Convention & Trade Show at Harrah’s Resort Hotel and Convention Center, Atlantic City, NJ on February 6-8, 2018.

The Organic Farming Research foundation is holding its annual conference in conjunction with the NOFA NJ Winter Conference. Meredith will be at both, presenting on Copper Research to the OFR audience and focusing on food safety and an organic consumer survey at the NOFA meeting.

Theirry Besancon (Rutgers Specialty Crop Weed Specialist) and Meredith are working on a weed survey and educational outreach focusing on beginning farmers. They hope to hold the sessions next winter.

Meredith & Wes attended a meeting with the FDA to review their plans to train FDA Farm Inspectors for the Food Safety Modernization Act (FSMA) Project Safety Rule. Two FDA Commissioners were in attendance.

SSCC

The District received the annual Holiday Gifts Memo. Reminding us not to take any Holiday Gifts.

NEW BUSINESS

The District received a response for a project that has been sitting for seven years waiting for an engineering review letter response. Which raises a question, how long do you keep the file open without a response to the Engineers review letter? The District Manager contacted Frank Minch at SSCC and he said there is a 90-day policy. If there is no response within 90 days the plans can be denied. The District has numerous plans sitting with no response. The District Manager will go through and see how many plans will be affected. The Board had a discussion on how long the plans should be kept open and waiting for an Engineering response. They will revisit this at the next meeting.

There is a requirement for Municipalities called an MS4 (Municipal Separate Storm Sewer Permit) to do inspections on their detention basins. Brenda Kramer, Assistant Municipal Engineer for Lawrence Township asked the District Manager if the District is interested in providing a quote on inspecting the basins in Lawrence Township. This information would be stored in the H&H Data Base. More information is required before a decision could be made: how many basins, what is the time frame to do these inspections and what would the work load be.

Meeting adjourned at 1:48 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- February, 2018-----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
FEBRUARY 8, 2018**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Dan Pace
Emily Blackman

The meeting was called to order by Chairman S. Ellis at 12:36 pm. The Statement of Adequate Notice was read.

Dan Pace introduced Emily Blackman to the Board. Emily Blackman will be taking on some of Dan Pace's responsibilities and working on open space preservation for the Mercer County Planning Dept. Dan Pace will be retiring as of May 31, 2018.

The minutes of the January 3, 2018 meeting were reviewed by the Board. T. Wang requested to have last names spelled out.

MOTION 1

A motion to approve the minutes as mailed was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The Treasurer's Report was presented to the Board. The District is in the black for January with 251 revenues being average for this time of year. Received RFA reimbursement for the 2nd Qtr. Fy 2018.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by T. Wang, seconded by G. Mount, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

11 - APPLICATIONS RECEIVED

3 - PREREVIEW INSPECTIONS
26 - REVIEWS
71 - INSPECTIONS
3 - PRE-CONSTRUCTION MEETINGS
1 - FINAL REPORTS OF COMPLIANCE
6 - CONDITIONAL REPORTS OF COMPLIANCE
1 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
1 - 5,000 SQUARE FOOT DETERMINATION

CWPP

The District's Consultant Forester is in the process of setting up initial meetings for Hammonton and Sparta Township. The CWPP has been completed and signed for Lawrence Township. The CWPP Plan for Frankford & Vineland Township has been completed and are waiting for Township approval. Blairstown & Voorhees Townships are in the process of gathering information for the CWPP.

HONEY LAKE DAM

The District Council and Manager conducted a conference phone call with Clint Oman of New Jersey DEP Dam Safety regarding the status of the Grant Agreement for the transfer of the overage funds to the District. The District was informed that a New Grant Application Form has been adopted by the State. Therefore, the Grant must be modified to this new format. The District Manager was later informed that the DAG advised the New Jersey DEP the Grant would be forwarded to the New Jersey DEP within a few days.

HUNT LAKE DAM

The additional engineering analysis for the reduction in the spillway design storm, was supposed to be submitted by December 31, 2017 to the New Jersey DEP. The New Jersey DEP issued an email to Mr. Lee Forester (HOA) to submit a written request by February 9, 2018, for an extension of time to complete and submit the analysis.

The District received a notice that the Hunt Lake Dam inspection report is due to be submitted to the New Jersey DEP by April 16, 2018. The District Manager completed the required inspection report and submitted the same to Dave Lamm, P.E. of the U.S.D.A., N.R.C.S. Mr. Lamm signed the report and submitted it to Mr. Darin Shaffer of New Jersey DEP.

RECORDS DISPOSAL

The District Manager submitted a records disposal request to the Bureau of Records Management. The request was approved. The appropriate records were taken to the Hamilton Twp. Recycling Center for disposal.

DISTRICT VEHICLES

The following maintenance was performed on the District vehicles:
Ford Escape: New tires, new battery, two (2) new ignition coils and an oil change.
Dodge Dakota: Oil change, tire rotations and front-end repairs.

COPY MACHINE

The Office Administration and District Manager met with a sales associate from American Duplicating regarding the purchase of a new copy machine.

The District received authorization from the Board of Supervisors, to purchase a new copy machine. The cost of the new copy machine is \$6,069.00. The District will receive the first year of maintenance contract at no charge. Also, the annual maintenance contract cost has been reduced from \$2,047.52 to \$622.52 (savings of \$1,425.00 per year).

SYSTEM FOR AWARD MANAGEMENT

The District Manager renewed the annual SAM registration for the District. SAM must be renewed yearly to receive Federal Grant reimbursements.

MOTION 3

A motion to approve the Director’s Report was made by T. Wang, seconded by G. Mount, carried unanimously.

CORRESPONDENCE

The District received a copy of the New Jersey Farmer.

A news release was received from Barbara Phillips USDA-NRCS. Assistance is available to Agricultural Producers through the Conservation Stewardship Program.

The District received a letter from Cape Atlantic Conservation District addressed to Douglas Fisher, Secretary New Jersey Dept. of Agriculture regarding Training for Soil Compaction Testing Methods.

Sunoco Pipeline sent a safety message pamphlet to the District.

CHAPTER 251

2017-5480-T	2018-5504-E	2017-5494-E	2017-5481-E
2014-4912-E	2016-5321-H NJG0265764	2008-3990-H	2018-5506-HT
2018-5502-HT	2017-5493-HT	2017-5491-HT	2017-5344-P NJG0267155
2016-5231-P	2015-5029-P NJG0276707	2017-5487-R	2017-5450-R

2017-5421-R

2017-5495-WW

2014-4858-WW
NJG0273368

MOTION 4

A motion to approve plans recommended by staff was made by G. Mount, seconded by L. Huebner, carried unanimously.

CHAPTER 251 DENIALS

2009-4237-H

2008-4033-H

2008-4026-H

2007-3933-H

2005-3482-H

2005-3481-H

2005-3453-H

2005-3440-H

MOTION 5

A motion to deny plans recommended by staff was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

L. Huebner asked if there is a clause somewhere regarding District policy returning permit fees. The SSCC has a three-month policy if the plans are not certified/responded to, then the project can be denied. The District has a one-year policy if there is no response to an engineering review letter then the plans can be denied without returning permitting fees. The District Manager discussed this issue with Frank Minch of State Department of Agriculture. There is no requirement to return permit fees for denied projects.

EXTENSION UPDATE

Meredith Melendez is currently at the New Jersey Agriculture Convention, conducting a full day of Food Safety Training Session.

Gary Mount received the Vegetable Grower of the Year Award, at the New Jersey Agriculture Convention. Theodora Wang mentioned that the District should put the Mount family award picture on our website.

SSCC

The District received from Frank Minch 2nd Qtr. FY 2018, Chapter 251 Program Statistics which lists by District, the number of applications, certifications, reviews, inspections, fees, acres etc. for the quarter.

The Regional Supervisors Meeting will be held at Villa Mannino, 73 Route 130, Bordentown, NJ 08620 again this year on March 20, 2018. If the Board has any agenda items they would like discussed, the District Manager will forward the same to the SSCC. Soil Restoration will be a big topic of discussion this year.

Lucia Huebner brought to the Boards attention that March 3rd is a Deer Management Symposium being held at the Princeton Elks Lodge, 354 County Route 518, Skillman, NJ 08558. Dan Pace handed out the notices to the Supervisors. Dan Pace also mentioned pot luck venison will be served.

NEW BUSINESS

The District Manager received a renewal notice from NJ Manufacturers Insurance Co. for auto insurance. The Manager is thinking about cancelling collision & comprehensive on the 1998 Ford Escape. Blue book value is about \$1,000.00. Gary Mount and Scott Ellis both recommended keeping comprehensive since this portion is very reasonable in price.

Meeting adjourned at 1:42 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- March, 2018-----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
MARCH 12, 2018**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Meredith Melendez
Clare Flanagan
Dan Pace

The meeting was called to order by Chairman, S. Ellis at 12:18 pm. The Statement of Adequate Notice was read.

The minutes of the February 8, 2018 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by L. Huebner, seconded by G. Mount, carried unanimously.

The Treasurer's Report was presented to the Board. The District just about had a breakeven month. Repairs to both vehicles were made this month. The County Grant was received for year 2018.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by E. DiPolvere, seconded by T. Wang, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

18 - APPLICATIONS RECEIVED
0 - PREREVIEW INSPECTIONS
26 - REVIEWS
81 - INSPECTIONS
1 - PRE-CONSTRUCTION MEETINGS

13 - FINAL REPORTS OF COMPLIANCE
3 - CONDITIONAL REPORTS OF COMPLIANCE
0 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
2 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

The District's Consultant Forester is proceeding with Phase III CWPP's.

The District Manager made four (4) copies of the Lawrence Twp. CWPP and delivered the same to the Consultant for distribution on 2/21/18.

The District Manager received an email confirmation from the U.S. Forest Service regarding the applicability of sub-grant over-match being applied to the entire Grant. This confirmed a previous response to this specific question, which authorized the use of sub-grant over-match to other parts of the Grant.

HONEY LAKE DAM

The District Manager reached out to Clint Oman of New Jersey DEP regarding the status of the Grant Agreement with the DAG. The DAG has not completed their review. We were informed that they had a case come up that required their attention, and that they would get to it as soon as possible.

The District Manager reached out to the District Council for options in dealing with this issue.

HUNT LAKE DAM

The District received a copy of a time extension request from Mott MacDonald, to complete the revised analysis for a reduction in the spillway design storm, to March 31, 2018.

The New Jersey DEP approved the request with a caveat, that no additional extensions would be granted.

EXEMPT MUNICIPALITIES

The District Manager filed the on-line Exempt Municipalities Form and submitted the same. The report must be approved by an action of the Board of Supervisors. There is no way to save the form, prior to submitting it, to print it out without repeating the process.

BUILDING MAINTENANCE

The Office Administrator contacted St. Joseph Contractor to mount the Knox box wall mounted safe, that holds the building entry key for emergency services egress. The Knox box was mounted at the location as directed by the Fire Official.

MOTION 3

A motion to approve the Director’s Report was made by G. Mount, seconded by T. Wang, carried unanimously.

CORRESPONDENCE

The District received the annual invoice from NJACD for 2018 dues in the amount of \$750.00. L. Huebner asked, “what do we get for our dues?” The Board had a discussion about the function of NJACD, and the District Manager said he would look up their website and let the Board know their goals and accomplishments.

MOTION 4

A motion to pay the NJACD dues for 2018 was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The District received a copy of California Trees.

The New Jersey Farmer newspaper was received by the District.

P.S.E. & G Co. stopped by the District to ask permission to trim trees that are blocking the power lines.

A notice was received from USDA National Urban and Community Forestry Advisory Council about Cost Share Grant Programs.

The District Manager found guidelines from the Department of State about how long to keep emails. Emails are considered the same as correspondence and are to be kept for seven years after project close-out.

S. Ellis had a discussion about the electronic data tracking system and how does it work. The District Manager explained all the information required to be imputed into an excel database and updated daily. This is a current requirement from the SSCC that started September, 2016. The District Manager will put together a power-point presentation on this procedure for the next meeting.

CHAPTER 251

2018-5510-T	2018-5503-E	2018-5520-H	2018-5509-H
2018-5508-H	2018-5496-H	2018-5507-HB	2018-5514-HPB
2018-5501-HT	2018-5500-L	2014-4940-L NJG0233510	2018-5523-P
2018-5518-P	2018-5517-P	2018-5516-P	2018-5513-P

2018-5512-P	2018-5511-P	2018-5505-P	2018-5497-P
2017-5490-P	2017-5437-WW		

MOTION 5

A motion to approve plans recommended by staff was made by. E. DiPolvere, seconded by T. Wang, carried unanimously.

CHAPTER 251 DENIALS

2011-4523-EW	2007-3817-E 11-02-07-068	2014-4956-H	2014-4891-H
2011-4534-H	2011-4531-H	2011-4524-H	2009-4238-H
2008-4042-T	2007-3929-W		

MOTION 6

A motion to deny plans recommended by staff was made by T. Wang, seconded by G. Mount, carried unanimously.

NRCS UPDATE

C. Flanagan handed out invitations to an NRCS Local Working Group Meeting scheduled for March 22, 2018, 9:00 – 11:00 am at the Freehold District. NRCS would like to identify the biggest conservation needs in our area and use NRCS funding through their programs.

March 19, 2018 is a Deer Meeting at the Eco Complex with Fish and Wildlife and the Audubon Society to discuss Deer issues in New Jersey.

G. Mount mentioned Energy Audit is not going well at the farm. Cost share is quite low compared to the work being done. An example is; the price of a heat pump reimbursed at 5% of the total cost of the heat pump. He feels this is a waste of time. The big thing for approval is to replace lights. This can be done through the Clean Energy Program through the State of New Jersey and not have to go through NRCS.

EXTENSION UPDATE

The Ultra-Niche Crop Series ended with blueberries on February 22, 2018. Ultra-Niche means exceptionally high-value crops that can be grown on ten acres or less. All the resources for the Ultra-Niche programs can be found on-line through Rutgers.

M. Melendez and W. Kline are almost done with the Food Safety Workshops. 522 farms in New Jersey will be affected by the Produce Safety Rules. They have educated 400 farmers so far through the workshops.

M. Melendez attended a meeting in California that was a joint meeting with the FDA & USDA and all of the State Partners who will be doing the inspections for all the

regulations regarding the Food Safety Rules. It was a nice opportunity to get up to date on where everyone stands.

May, 2018 will start the on-part readiness reviews, which is the readiness review program visiting the farms before they start inspections as of May, 2019. These will be announced inspections by the FDA unless the farms have not responded to the inspection request or a grievous situation is reported on a farm.

The Extension has a new part-time hire, Wendy Byar to help with the Food Safety Modernization Act.

Extension has a new Food Safety Website at <https://onfarmfoodsafety.rutgers.edu/food-safety>. They have a paid person to update the website now.

SSCC

T. Wang and S. Ellis attended the SSCC meeting this morning and T. Wang gave an update. There was a discussion about Districts not making enough money and what are the alternatives. One option would be to consolidate Districts.

The SSCC talked about the decompaction form and regulations on how and when to use the form. This was to be a self-certifying form.

SSCC discussed the NJ Flower Show and the Educational Awards won by the Dept. of Agriculture.

A graph was passed around prepared by John Showler with the entire Districts' 251 Program information from 2005 to 2018. This information was compiled from the quarterly reports the Districts' have to supply.

NEW BUSINESS

Exempt Municipalities Annual Report for Lawrence Township received a satisfactory reporting. The Exempt Municipalities Report has to be filled out online and approved by the District Board through a motion.

MOTION 7

A motion to approve the Exempt Municipalities Annual Report for Lawrence Township was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

DINNER TOUR MEETING

The District Manager had a couple suggestions for the Dinner Tour Meeting this year. Visiting Honey Lake Dam construction site and he noted logistical difficulties in visiting Hunt Lake Dam. S. Ellis suggested Trenton/Mercer Airport site.

L. Huebner suggested going to Hopewell Bistro on Broad Street in Hopewell Borough for dinner after the tour.

Meeting adjourned at 2:05 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- April, 2018-----

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
APRIL 5, 2018**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Theodora Wang

STAFF

Paul Schiariti, P.E.

OTHERS

Meredith Melendez

The meeting was called to order by Chairman, S. Ellis at 12:29 pm. The Statement of Adequate Notice was read.

The minutes of the March 12, 2018 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes as mailed was made by G. Mount, seconded by T. Wang, carried unanimously.

The Treasurer's Report was presented to the Board. The District is in the black for the month including making the Employer Appropriation Pension Payment. Section 251 Income has increased for this month. The District Manager billed CWPP Phase II & III.

MOTION 2

A motion to receive and file the Treasurer's Report pending audit was made by G. Mount, seconded by E, DiPolvere, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

19 - APPLICATIONS RECEIVED
3 - PRE-REVIEW INSPECTIONS
30 - REVIEWS
72 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS
8 - FINAL REPORTS OF COMPLIANCE
5 - CONDITIONAL REPORTS OF COMPLIANCE
0 - VIOLATION NOTICES

- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 1 - 5,000 SQUARE FOOT DETERMINATIONS

CWPP

The District Manager prepared the final billing and close out documents for Phase II CWPP, including: Form SF-270; Request for Reimbursement, Form SF-425; Federal Financial Report, CWPP Final Project Close-Out Notification, Billing Invoice #100, Summary of Activities and Accomplishments Form (NFPORS), and the Annual Progress Report. The Office Administrator generated the billing invoice.

The remaining three (3) Municipal reimbursement requests were received and processed.

The District received reimbursements for the remaining three (3) Municipalities and reimbursement for billable hours from the last billing cycle.

The District Manager prepared the Annual Progress Report, Form SF-425; Form SF-270 and a billing invoice for Phase III CWPP's. The Office Administrator prepared an invoice for billing through January 2018.

The District received reimbursement from the U.S. Forest Service for both invoices.

The District Manager printed, collated and bound four (4) copies of the Franklin Township CWPP's.

HONEY LAKE DAM

The District Manager reached out to Clint Oman of NJ DEP Dam Safety regarding the status of the Honey Lake Dam Grant Agreement. Mr. Oman informed the District that the Ag's Office completed their review of the agreement. Four copies of the agreement were sent to the NJ DEP for signature. Once the signed copies have been received, the NJ DEP will forward the same to the District for signature.

POSTER CONTEST

The Office Administrator along with the District Manager, Ed & Lucia DiPolvere and Holly Reynolds judged the posters for this year's Poster Contest entitled: Watersheds Our Water, Our Home.

First through third places were selected for each category, the posters were delivered to Rich Belcher of the NJ Dept. of Agriculture.

The number of posters received this year (8) was down from previous years.

SSCC

The District Manager and Supervisors: Gary Mount, Ed DiPolvere, Lucia Huebner and Theodora Wang attended the Regional Supervisors Meeting. Topics of discussion

included: District diversification and staffing needs for transitions, along with potential District consolidations. The Soil Restoration Requirements were discussed as well.

BUILDING MAINTENANCE

The District received a deficiency notice and inspection from the Hamilton Twp. Fire Commission regarding several code issues at the office. The knox box had to be re-hung, fire extinguishers were re-tagged and carbon monoxide detectors were placed in the basement level as well as the first-floor level.

MOTION 3

A motion to approve the Director’s Report was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

CORRESPONDENCE

The District received a few periodicals; GIS News, New Jersey Farmer, Arc News, Delaware Estuary News and New Jersey Business.

A notice was received from Dan Pace that the County of Mercer has acquired an agricultural development easement on the Smith Farm located on Sawmill Rd.

A notice was received from NRCS, USDA regarding an NRCS Local Working Group meeting being held April, 9, 2018 at the Freehold Soil Conservation District from 9:00 am – 11:00 am.

G. Mount requested to change the meeting date for the May Meeting & Dinner Tour to May 10, 2018.

CHAPTER 251

2018-5534-H	2018-5524-H	2018-5530-HT	2018-5506-HT
2017-5458-HT NJG0276812	2018-5500-L	2018-5538-P	2018-5535-P
2018-5515-P	2018-5499-R	2018-5536-WW	2018-5529-WW

MOTION 4

A motion to approve plans recommended by staff was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

CHAPTER 251 DENIAL’S

2009-4214-EW 11-01-09-052	2010-4317-H	2005-3584-HT 11-06-06-030	2013-4801-R
2007-3912-W 11-12-08-024	2009-4268-WW 11-13-10-004		

MOTION 5

A motion to deny plans recommended by staff was made by T. Wang, seconded by G. Mount, carried unanimously.

SSCC

Frank Minch is busy at the Sussex County Soil Conservation District with the District Manager's retirement, two board members retired/resigned and two newer board members. There is discussion about consolidating Sussex and Warren Soil Conservation Districts.

The SSCC is talking about consolidation of smaller Districts with larger Districts for financial reasons.

The SSCC is looking for more content and more pertinent content at the required meetings. The meetings need to be more educational for District Supervisors.

EXTENSION UPDATE

The new Extension office may be ready for October/November move-in date. Mercer County is funding the new office.

The Master Gardner's Committee has been meeting to talk about the grounds outside the new office. They are holding landscaping design contests.

Barbara Bromley will be retiring as the Mercer County Horticulturist. M. Melendez will cover this position until there is a replacement.

The State of New Jersey's First Lady's office has contacted Rutgers about landscaping at Drumthwacket. M. Melendez is working with Laura Lawson and the Department Chair of the Landscape Design Program on a master plan for the outside of Drumthwacket.

NOFA is offering, Exploring the New Farm Dream Class by Jess Niederer. M. Melendez will be explaining, what is agriculture in New Jersey.

M. Melendez had the Organic Grower Advisory Meeting at the Extension Office two days ago. The meeting was focused on business planning and marketing.

G. Mount announced they are looking for an assistant manager at the Trenton Farmers Market.

G. Mount is now the President of the Trenton Farmers Market.

ELECTRONIC TRACKING SYSTEM

The District Manager gave a presentation on the Electronic Tracking System put into place by the District to track all projects coming in as well as the finances and inspections conducted for each project. Each District was tasked to coming up with a data tracking system. All project received after Sept. 1, 2016 have to be entered into the data tracking

system. The District Manager came up with an excel based system that has a separate file for each municipality and a file that tracks the totals.

The Board had a discussion on the amount of reserves the District currently has in the bank.

The District Manager took a Continuing Education Class, renewed his P.E. License and renewed his CPESC Certification.

MOTION 6

A motion to approve District reimbursement to the District Manager for Continuing Education Class, P.E. License and CPESC Certification was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The meeting was adjourned 1:56 pm.

Executive Session started at 1:56 pm.

The Supervisor's discussed the current yearly salary increases for the staff in closed session.

Executive Session ended at 2:02 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board

----- **May, 2018** -----