

**Mercer County Soil Conservation District  
MEETING MINUTES  
For Fiscal Year 2019 (July 1, 2018 to June 30, 2019)**

**(Chronological order starting July, 2018, Scroll down for other months.)**

----- July 2018 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
JULY 10, 2018**

**MCSCD SUPERVISORS**

W. Scott Ellis  
Gary Mount  
Edward DiPolvere  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.

**OTHERS**

Clare Flanagan  
Meredith Melendez

The meeting was called to order by Chairman, S. Ellis at 12:28 pm. The Statement of Adequate Notice was read.

The minutes of the June 7, 2018 meeting were reviewed by the Board.

**MOTION 1**

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

The Treasurer's Report was presented to the Board.

The District was in the black for another month. The Board had several questions regarding expenditures under Repairs and Maintenance. The District Manager explained the nature of the expenditures related to toilet replacement / repair as well as grounds landscaping.

L. Huebner noted that the Interest Income for the year was substantially higher than what was budgeted.

The District was also in the black for Fiscal Year 2018.

## **MOTION 2**

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

The Director's Report was given.

## **NON-POINT SOURCE POLLUTION PROGRAM**

17 - APPLICATIONS RECEIVED  
5 - PREREVIEW INSPECTIONS  
30 - REVIEWS  
99 - INSPECTIONS  
2 - PRE-CONSTRUCTION MEETINGS  
18 - FINAL REPORTS OF COMPLIANCE  
6 - CONDITIONAL REPORTS OF COMPLIANCE  
1 - VIOLATION NOTICE  
1 - STOP WORK ORDER  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
3 - 5,000 SQUARE FOOT DETERMINATIONS

The District Manager explained the technical and administrative issues related to the Stop Work Order that was issued for a site on Woosamonsa Road in Hopewell Twp. A culvert was installed within a roadside swale for a new driveway crossing. It appears that the culvert does not have sufficient capacity. This caused a restriction of stormwater flow and over-topping of the roadway during a recent high intensity storm event. The overtopping of the roadway as well as no riprap stone protection at the discharge end of the culvert, contributed to a significant amount of erosion and undercutting of the road base and sub-grade materials. The project disturbed in excess of 5,000 square feet of soil and began without the required Soil Erosion and Sediment Control Plan.

## **CWPP**

The District received the sad news that John Cowie, our Consultant for the CWPP Grant's passed away on June 12, 2018. Condolences were expressed by Board members, staff and others in attendance at the meeting.

A meeting was held at the District Office with Bill Brash, Greg McLaughlin, Joe Battersby and the District Manager on June 7, 2018 to discuss the strategy moving forward to attempt to complete the remaining aspects of Phase III.

Bill Brash will finish the remainder of the Phase III CWPP Plans and attempt to retrieve the relevant receipts for plan reimbursements. Since there is less than one month of active time remaining on this Grant there is a distinct possibility that we will not be able to finish all aspects of this Grant. NJ DEP Bureau of Parks and Forestry is aware of this potential scenario.

### **HONEY LAKE DAM**

The District received an email from Mr. John Ritchey of NJ DEP Bureau of Dam Safety regarding the Grant Agreement. DEP's financial review of the Grant Agreement disclosed that an audit will be required as a condition of the transfer of the Grant funds. The District Manager contacted both, the District Council as well as the District Accountants to determine what this process would entail. Since the transfer of funds did not occur prior to June 30, 2018, that transaction will not show up in the 2018 Audit. It will however be audited in the FY 2019 Audit. District Council requested from Mr. Ritchey, that the pre-executed full release letter be provided to the District prior to the FY 2019 Audit. If this could not be made a condition of the release, the release would not be available for an additional 15 months, minimally. This circumstance would be unacceptable to the District.

Mr. Ritchey agreed that the release will be provided to the District once the funds have been transferred to the Honey Lake HOA, and that the Audit can be provided as soon as it is available. The District received an email from Mr. Ritchey confirming this process.

The District Manager initialed the form change in the areas requiring an Audit, as requested by Mr. Ritchey and returned the same to him.

### **MOTION 3**

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

### **CORRESPONDENCE**

The District received a copy of the Freehold SCD's 2017 Annual Report.

The District received a copy of a letter sent to Douglas H. Fisher, Secretary of the NJ Department of Agriculture, from the Freehold SCD regarding the SSCC's contact with Exempt Municipalities.

The District received an Invoice from the South Jersey Resource Conservation and Development (SJRCDD), for 2018 membership dues. The Board noted that currently, the District does not have representation on the council. After a brief discussion, it was decided that the District would not renew our membership for 2018.

The District received an Invoice for The New Jersey Farmer subscription. Several member of the Board receive this publication. It was noted that the District has been receiving this publication, without charge, for several years. After a brief discussion, it was decided that the District does not need to subscribe to this periodical.

### **CHAPTER 251**

2018-5578-T	2014-4971-T	2018-5527-EW	2018-5584-E
2018-5579-E	2018-5563-E	2018-5589-H	2018-5566-H
2018-5564-H	2018-5583-HT	2018-5581-HT	2018-5577-HT

2018-5576-HT  
2018-5595-P  
2014-4969-R  
NJG0239127

2018-5580-PB  
2018-5585-P  
2018-5586-WW

2018-5594-PB  
2017-5487-R

2018-5591-PB  
2017-5475-R

#### **MOTION 4**

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

#### **NRCS UPDATE**

Clare Flanagan discussed changes to the 2018 Farm Bill. They are also working on State Cost Share Applications for Preserved Farms.

Clare Flanagan presented two (2) Conservation Plans for EQIP funding, for farms in Lawrenceville (Dairy operation) and Pennington Borough (Wildlife Habitat) for approval by the Board.

#### **MOTION 5**

A motion to approve and sign both Conservation Plans as presented, was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

#### **EXTENSION UPDATE**

Meredith Melendez discussed the Food Produce Safety Readiness Reviews they have been conducting throughout the State. Currently these reviews are voluntary, in preparation of new Federal regulations. NJ has completed 51 reviews. This is twice as many as any other state has completed. She also explained that as a result of this program, she has been able to get access to a lot of farms that she has never been on before. The NJ Department of Agriculture has been contracted by the FDA to perform the required inspections. Next year, the State will have the infrastructure in place to impose fines for non-compliance.

Meredith was in Ohio several weeks ago to attend Inspector Training for the Food Produce Safety Readiness. She noted that she took a tour of a farm south of Cleveland where the farm roads were six (6) feet higher than the adjacent fields, due to significant soil loss. They believe they will not be able to farm the ground in 75 years, due to the soil loss that is expected over that time.

#### **SSCC**

Frank Minch could not attend the meeting due to a scheduled conference call. There was no additional report provided by Mr. Minch.

#### **UNFINISHED BUSINESS**

There has not been any update on the status of the Hunt Lake Dam analysis, submitted to the NJDEP Bureau of Dam Safety, for a New Classification Request.

#### **NEW BUSINESS**

The District manager received an inquiry from the Freehold SCD regarding unused fees

for the three (3) projects, located within Freehold, that the Mercer District Certified and inspected, due to a conflict of interest. The projects involved the retrofitting of several detention basins, through Grant funds.

The Board stated that we should follow established protocols for returning fees.

The meeting was adjourned at 1:30 pm.

Respectfully Submitted,

Paul Schiariti, P.E.  
District Manager

----- August 2018 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
AUGUST 2, 2018**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Frank Minch

The meeting was called to order by Chairman, S. Ellis at 12:25 pm. The Statement of Adequate Notice was read.

The minutes of the July 10, 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 was in the blank for the first month of the fiscal year 2019.

**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**

5 - APPLICATIONS RECEIVED  
0 - PREREVIEW INSPECTIONS  
21 - REVIEWS  
60 - INSPECTIONS  
1 - PRE-CONSTRUCTION MEETINGS  
8 - FINAL REPORTS OF COMPLIANCE  
14 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES

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

The District Manager was contacted by a local resident regarding a detention basin that did not appear to be draining on Horizon Boulevard in Hamilton. Her concerns were with potential flooding and mosquito habitat. An inspection was conducted, and it was determined that the outlet structure was significantly clogged with branches and debris. Photographs were taken and forwarded to the Municipal Engineer, with a request to contact the owner to address the issue.

The Township was able to contact the land owner. It is our understanding the debris that was impeding the flow through the outlet structure, was removed. However, it was noted that the debris was a result of a beaver dam.

The resident responded back to the District and was pleased with the outcome.

The Freehold Soil Conservation District performed two inspections for the Mercer district during the district Manager's vacation, the week of July 23<sup>rd</sup>, 2018. The Office Administrator contacted Freehold Soil Conservation District to request the inspections per our Shared Services Agreement. The inspections were performed the next day by a Freehold Soil Conservation District Inspector. The process went very well.

### **CWPP**

The District Manager printed three (3) copies of the Voorhees Draft Plan, as well as four (4) sets of the Blairstown CWPP. The Blairstown Plan was collated and bound for signatures by the appropriate officials.

The District Manager delivered the Blairstown CWPP'S to Joe Battersby of the New Jersey Forest Service.

The Office Administrator printed four (4) copies of the Voorhees Township CWPP, for signatures by the appropriate officials. The plans were collated and bound as well.

William F. Brash, Jr. finished several other plans and continued to gather receipts from Municipalities seeking reimbursements.

July 31, 2018 was the official end of the CWPP Phase III Grant. The District will have 90 days to request payment for services as well as Municipality reimbursements. All final reports and documents must also be submitted to the U. S. Forest Service within this time.

### **HONEY LAKE DAM**

The District received the completed/executed Grant Agreement between the Mercer County Soil Conservation District and the New Jersey DEP, signed by the Assistant

Commissioner of the New Jersey DEP on July 12, 2018. This was the only remaining signature to complete the Grant process for the transfer of the Grant funds.

On July 24, 2018 the District received check #0001857740 from the New Jersey DEP in the amount of \$295,926.00, to be transferred to the Honey Lake Association. The Office Administrator deposited the check into the account that was previously opened in Grand Bank, solely for the purpose of this transaction.

On July 31, 2018 a cashier's check #047569 was provided to a representative of the Honey Lake Association for the same amount. The representative also signed a transfer of funds receipt.

The District Manager contacted Mr. John Ritchey of the New Jersey DEP, to inform him that the transaction had occurred, and the District would provide him with a letter as well as copies of all pertinent documents related to the transaction.

The District also requested expedited transfer of the pre-executed release.

### **MOTION 3**

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

### **CORRESPONDENCE**

The District received a thank you card from the Office Administrator.

An auction notice was received for a 56 acres property in Gloucester County, NJ

A save the date notice was received from the Mercer County Board of Agriculture regarding the Legislative Breakfast being held Sept., 17, 2018, 7:30 am at Terhune Orchards.

The Mercer County Agricultural Development Board sent notice of an agricultural development easement acquired by Mercer County.

The District received from USDA the New Jersey Farm Service Agency Newsletter.

The District Manager received an email from Clare Flanagan regarding the Spotted Lanternfly quarantine issued for Mercer, Warren & Hunterdon Counties.

### **CHAPTER 251**

2018-5592-T	2017-5476-T	2018-5590-HT	2017-5341-PB NJG0284238
2018-5593-P	2018-5587-P	2018-5582-P	2018-5555-P
2018-5522-P	2017-5370-P	2017-5421-R NJG0272914	2018-5572-WW
2014-4945-WW			



#### **MOTION 4**

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

#### **NRCS UPDATE**

NRCS is finishing up planning and contracting for this year. Six new contracts for 2018 are in Mercer on 321 acres.

C. Flanagan is working on new sites in the preservation program that have erosion issues.

There are four State Cost Share applications for Mercer County and most are for new wells. NRCS is currently working with the State on a realistic way to come up with a cost share rate to pay for them. The State cost share is 50% max.

#### **EXTENSION UPDATE**

DEP is doing inspections of wells that were permitted when installed, but are not registered or certified for agricultural water allocation. They are visiting the well location and taking pictures and GPS coordinates in an effort to determine if the wells are in use and should be registered or certified for Ag use.

The NJ Food Safety Task Force met for the first time in a few years in response to the Food Safety Modernization Act. There were attendees from NJDA, the Grocery Association, FBI Food Security Division, Farm Bureau and Extension. Wes Kline, Chris Kleinguenther, Bureau Chief of Inspections from NJDA and Meredith Melendez presented on the status of farm readiness for the Produce Safety Rule.

Farm Readiness Reviews are taking place across the State; in general most farms visited are following the regulation. Those farms that need to make modifications typically need technical assistance during decision making. A smaller percentage of farms will need significant monetary investments in order to come into compliance with the rule. Extension is visiting a mix of farms; some have robust food safety programs others are just getting started with food safety education and practices. It is an excellent opportunity to learn more about the diversity of farming practices in New Jersey and to bring Extension programs to farms that have not historically connected with Extension.

The Spotted Lantern Fly has now been found in New Jersey. This invasive pest feeds on woody tissue, including some of our crops including apples, grapes and hops. More information can be found on the Rutgers Plant and Pest Advisory: <https://plant-pest-advisory.rutgers.edu/category/plant-diagnostic-lab/>. Reports of the spotted lantern fly if found in New Jersey should be reported to: [slanternfly@njaes.rutgers.edu](mailto:slanternfly@njaes.rutgers.edu).

#### **SSCC UPDATE**

Frank Minch spent time at the Sussex County Soil Conservation District helping to coordinate and reorganize the District after the District Manager retired. It was decided the Warren District Manager will help out two days a week for now.

The SSCC is working on the Annual Conference which will be held on November 19, 2018 at the Eco Complete in Burlington, NJ.

The next SSCC Committee Meeting will be held September 10, 2018.

The Dept. of Ag is dealing with food waste for the Animal Waste Program. Facilities are taking in more food waste then the animals at their facility can eat. Many neighboring complaints of rotting food waste have been received. This is throughout New Jersey.

#### **UNFINISHED BUSINESS**

The Engineers for Hunt Lake Dam submitted to NJ DEP Bureau of Dam Safety for a down grade in classification of the dam which will make the cost to rehabilitation less. NJ DEP did a technical review and requested clarification of a few issues from the Engineer. The Engineer has until September 14<sup>th</sup> to respond.

#### **NEW BUSINESS**

The Board discussed the Picnic Meeting which will be held at the District Office on September 6, 2018 at 3:00pm.

The meeting was adjourned at 1:44pm.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager

----- September 2018 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
SEPTEMBER 6, 2018**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez  
Clare Flanagan  
Dan Pace  
Lewis Goldshore, Esq.

The meeting was called to order by Chairman, S. Ellis at 3:07 pm. The Statement of Adequate Notice was read.

The minutes of the August 2, 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 was in the red this month with a drop off of applications being received.

**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**

7 - APPLICATIONS RECEIVED  
4 - PREREVIEW INSPECTIONS  
19 - REVIEWS  
136 - INSPECTIONS  
2- PRE-CONSTRUCTION MEETINGS

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

The Rayhon berm project work has been completed. The District was notified in 2009 about the dumping of soil/rock at 83A Church Street in Robbinsville. It was determined that a 251 Plan Certification should have been obtained for this project prior to the import of the soil onto the site. The volume of material has been estimated at over 10,000 cubic yards that was spread over an area of roughly 1.5 acres. The NJ DEP determined that a portion of berm was placed in wetlands/wetlands buffer.

The portion of the berm that was determined to be within the wetlands/buffer area was removed. The remainder of the berm was topsoiled, graded and stabilized as required by the NJ Standards.

The District Manager discussed a project where it was discovered that the Landscaper was not applying topsoil under the sod for a residential development. Sod had to be removed from the lots and topsoil was required to be installed. Topsoil inspections, prior to the application of sod will now be required for this project.

### **CWPP**

The District Manager printed, collated and bound four (4) copies of Vernon, Hammonton and Sparta CWPP'S. The final drafts of these plans were forwarded to the District by William F. Brash, Jr. along with receipts for payment reimbursements for the Municipalities.

### **HONEY LAKE DAM**

The District Council received the original executed copy of the Honey Lake Release. The release was filed in the Mercer County Clerk's Office on August 6, 2018. This represents the official end of the District's obligation to any and all legal requirements related to the Honey Lake Dam.

### **HUNT LAKE DAM**

The Hunt Lake Dam Homeowners have until September 14, 2018 to respond to the technical issues raised from the July 11, 2018 NJ DEP comments.

Once the technical issues are resolved and or accepted by the NJ DEP, the Homeowners will be required to decide if they want to rehabilitate the dam. If they decide to rehabilitate the dam, the process would possibly follow the Honey Lake Dam model. If the Homeowners decide not to rehabilitate the dam, the process moving forward may entail the breaching of the dam.

Until the Hunt Lake Homeowners Association decides how or if they want to proceed, no

current action is required by the District.

### **DISTRICT AUDIT**

Nightlinger, Colavita & Volpa, P.A. conducted the annual District Audit during the week of August 15, 2018. The Office Administrator provided all financial records as requested by the Auditor. The District Council prepared and forwarded a letter to the auditor regarding any legal matters related to the District.

### **MOTION 3**

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

### **CORRESPONDENCE**

Two auction notices were received for, three farms with 44 acres combined in New Egypt, NJ and a 78-acre farm in Columbus, NJ.

The District received a newsletter from National Association of Conservation Districts called Forestry Notes.

The District also received a newsletter from the Partnership for the Delaware Estuary called Go Wild.

### **CHAPTER 251**

2015-5037-T	2010-4416-T NJG0285803	2018-5565-EW	2017-5351-E NJG0272582
2018-5599-H	2016-5321-H NJG0265764	2016-5294-PB NJG0263575	2018-5602-P
2018-5600-P	2018-5598-P	2018-5596-P	2018-5604-WW
2018-5551-WW	2018-5529-WW		

### **MOTION 4**

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

### **RC&D UPDATE**

Dan Pace informed the Board that the Tour-des-Farms (bicycle tour) is this Saturday. Dan will be stationed at the Russo Farm.

### **NRCS UPDATE**

C. Flanagan handed out two bulletins from the USDA Farm Service Agency covering the New Jersey Market Facilitation Program (MFP) to assist farmers with the economic effects of retaliatory tariffs on their bottom line. Informational meetings are being held September 12th, 13th & 18th.

A sign-up for NRCS Project Programs is scheduled for 19th of October for all 2019-year programs.

One State Cost Share Application was presented by C. Flanagan for approval by the Board. The application is for State Cost Share for farm irrigation in the Robbinsville, East Windsor area.

#### **MOTION 5**

A motion to approve an NRCS State Cost Share Application was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

#### **EXTENSION UPDATE**

The Legislative Breakfast being held at Terhune Orchards is scheduled for September 17, 2018.

An Open-House is being held at the current Extension Office on October 24, 2018 to honor Barbara Bromley who is retiring as the Horticulturist for Mercer County.

M. Melendez & W. Kline are continuing to conduct the Farm Readiness Reviews throughout New Jersey. So far, they have visited 50 farms in New Jersey to date. 164 Farm Readiness Reviews have been done to date across the nation.

M. Melendez & W. Kline have set up training for State Regulators from North Eastern States concerning the Farm Readiness Reviews the week of September 24, 2018. This is being conducted at the Terhune Orchard and one other farm. They tried to pick a farm that was close to what kind of farms the State Regulators will be reviewing.

The Extension Office will be moving into the new offices in November.

M. Melendez received an email today from Jess Niederer noting she found a Spotted Lantern Fly in her box truck. S. Ellis mentioned he had a Spotted Lantern Fly last week on his farm also.

#### **SSCC UPDATE**

The Annual Conference has been scheduled at the Ecco Complex in Burlington, NJ on November 19, 2018. All Supervisors are strongly encouraged to attend to comply with the ethics training and current supervisor performance standards. There will be discussion at the Association Business Meeting on the possibility of next year's conference being a two-day event in the Northern part of the State. Nominations for awards (technical, administrative, supervisor) should be forwarded to Rich Belcher.

Recent weather events have put the Chapter 251 Program front and center in a number of areas. Numerous inquiries have been received from Legislative Districts throughout the State. Districts must be diligent and responsive to complaints and keep the Department apprised of any major issues.

The SSCC Meeting is scheduled for September 10, 2018.  
Brian Schilling is the new Rutgers Cooperative Extension Director.

A notice was received from F. Minch. Four District Supervisors have expiring terms as of 12/31/18.

A thank you letter was received from Rich Belcher for the Districts' donation to the Envirothon. The letter came with a shirt, hat, poster contest folder and a frisbee. West Windsor North won the Envirothon this year.

The meeting was adjourned at 4:05 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager

----- October 2018 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
OCTOBER 4, 2018**

**MCSCD SUPERVISORS**

Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

The meeting was called to order by Vice Chairman, G. Mount at 12:34 pm. The Statement of Adequate Notice was read.

The minutes of the September 6, 2018 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 was slightly in the red for the month. 251 Income was down with only 7 applications received in this period.

**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**

7 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
14 - REVIEWS  
104 - INSPECTIONS  
2 - PRE-CONSTRUCTION MEETINGS  
33 - FINAL REPORTS OF COMPLIANCE  
0 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES  
0 - STOP WORK ORDERS



- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 0 - 5,000 SQUARE FOOT DETERMINATIONS

### **CWPP III**

The District Manager began preparing the final reports, invoices and billing for the CWPP III Forestry Grants. The grant period ended on July 31, 2018. To date we have received reimbursement requests for 7 out of 8 Municipalities. All 8 Municipalities have signed CWPP'S. Final reports and requests for reimbursement will be submitted next week.

### **HUNT LAKE DAM**

The District Manager received a communication from the District Counsel regarding our (the District's) obligations related to Hunt Lake Dam.

The District Manager contacted Mr. Clint Oman of NJDEP, regarding the status of the revised analysis that addresses the NJDEP's concerns. The revised analysis was received on September 19, 2018. The NJDEP hopes to review the same within the next several weeks.

### **SSCC**

The District Manager and Supervisor, Theodora Wang attended the State Soil Conservation Committee Quarterly Meeting on September 10, 2018. Topics of discussion included:

1. Sussex Soil Conservation District fee schedule amendment
2. Sayreville Exempt Municipality status
3. Engineering Report prepared by John Showler, P.E.
4. Technical bulletins for Chapter 251 on:
  - Agricultural Lands
  - The usage of the Del-Mar-Va D.U.H.
  - Project costs exceeding soil & water cost table estimates

### **MOTION 3**

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

### **CORRESPONDENCE**

A thank you card was received from Carol & Scott Lang for the kindness the District Manager showed to their daughter who had a flat tire out front of the District on 9/6/18.

Two magazines were received, the Inflow & Infiltration Solutions & Equipment and the Municipal Sewer & Water.

The District received a memo from Jeffrey C. Everett, Deputy Executive Director, SADC regarding Rural Microenterprises on Preserved Farmland.

## **CHAPTER 251**

2018-5612-EW	2016-5280-H	2018-5605-HT	2018-5613-P
2018-5608-P	2018-5606-P	2017-5359-WW	
		NJG02697341	

The District Manager discussed the status of the Woosamonsa Road repair project. The District received an email from the Hopewell Township Engineer regarding the status of plan certification. The Township is anxious to begin the repair work since the road has essentially been closed for several months. The District Manager responded back stating the District's policy related to emergency repairs. Essentially, the District requires correspondence from a Municipal Official stating the repair work is a public health and/or safety issue with immediate risks. The plan certification must follow as soon as possible, and all S.E.S.C. measures must be implemented.

### **MOTION 4**

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

### **EXTENSION UPDATE**

Rain, deer and weeds have been the biggest obstacles for farmers in Mercer County and statewide this season. Summer crops are winding down quickly due to the moisture, disease and weed competition. Growers seem positive about fall crops. Pennsylvania farmers who often are suppliers of pumpkins to NJ farms are facing the same size and disease issues that NJ farms have. M. Melendez and W. Kline trained 11 states and 1 FDA Inspector on how to conduct On Farm Readiness Reviews this week in Princeton. It was a mix of Department of Ag Inspectors from each state and Extension Educators. They demonstrated this process at one farm and then had a team of 5 attendees conduct a review at another farm. We overheard several attendees talking about how this was not what they imagined NJ to be like, how beautiful it is and that they now understand why we are called the Garden State.

### **UNFINISHED BUSINESS**

A question was raised regarding the District's future obligation with Hunt Lake Dam. The District counsel referenced in a memorandum, the consent order signed by DEP and the District, to comply with the six issues the District needs to fulfill, until the dam is either removed or a new sponsor found. He also sighted an Appellate Court decision (2015 Alloway Twp. case) that said four classes of people are subject to SDA compliance, dam owners, reservoir owners, those who control the dam and those who control the reservoir.

### **NEW BUSINESS**

The District still has not received the schedule for the Annual Conference to be held 11/19/18 at the Ecco Complex. The Supervisors are required to attend one conference in a three-year term.

The District fee schedule was discussed and what is required to have the fee schedule changed with the SSCC through a fee schedule analysis.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager

----- November 2018 -----

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

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

The meeting was called to order by Chairman, S. Ellis at 12:32 pm. The Statement of Adequate Notice was read.

The minutes of the October 4, 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 billed CWPP Phase III final invoice. This makes the Treasurer's Report look very good. It was noted that a substantial portion of the CWPP Phase III receipts are for reimbursement to seven (7) Municipalities for implementing their respective plans. Section 251 Fees have increased from the previous two months.

**MOTION 2**

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

The Director's Report was given.

**NON-POINT SOURCE POLLUTION PROGRAM**

13 - APPLICATIONS RECEIVED  
4 - PREREVIEW INSPECTIONS  
21 - REVIEWS  
154 - INSPECTIONS

1 - PRE-CONSTRUCTION MEETING  
42 - FINAL REPORTS OF COMPLIANCE  
4 - CONDITIONAL REPORTS OF COMPLIANCE  
1 - VIOLATION NOTICE  
0 - STOP WORK ORDERS  
1 - DENIAL  
0 - CERTIFICATION DELEGATIONS  
4 - 5,000 SQUARE FOOT DETERMINATIONS

### **CWPP III**

The District Manager prepared all relevant closeout documents for Phase III CWPP Grant, including: Federal Financial Report SF-425; Final Annual Progress Report; Final Project Closeout Notification Letter dated: October 12, 2018; Summary of Activities/Accomplishments (NFPORS) – National Fire Plan Operations and Reporting System. All reports were forwarded (emailed) to the U.S. Forest Service for processing.

The District Manager prepared Invoice #102 and Request for Advance or Reimbursement Form #SF-270. The forms were forwarded (emailed) to the U.S. Forest Service for processing.

Upon review and acceptance of all reporting requirements, authorization to release the final payment to the District will be approved.

Within the final invoice are seven (7) Municipality reimbursements totaling \$35,000.00. Upon receipt of the payment, the District will process the reimbursements for the seven (7) Municipalities.

### **HUNT LAKE DAM**

The District received correspondence from NJDEP Division of Dam Safety and Flood Control, regarding their decision relative to the classification as a Class I – High Hazard Structure. Furthermore, the Division accepted the Engineer's recommendation of a reduced spillway design storm (SDS) equivalent to ½ PMP (probable maximum precipitation). Typically, a high hazard, Class I Dam would require an SDS equivalent to the full PMP. However, through an analysis the Engineer was able to demonstrate that downstream impacts as a result of an over topping failure would not be significant as compared with the damage that would be caused by the flood in the absence of an over topping failure. This reduction in the SDS is allowed under N.J.A.C. 7:20-1.9(b) of the Dam Safety Standards.

The homeowners are required to respond back to the Division no later than November 30, 2018, regarding their intentions to pursue responsibility for the dam and bring the structure into compliance with the NJ Dam Safety Standards.

### **POSTER CONTEST**

The District received the 2019 Poster Contest information package. This year's theme is entitled: Life in the Soil: Dig Deeper. The Office Administrator added the poster contest

information to the District's website. The Office Administrator also sent out an email to numerous school officials to inform them of this year's contest. There was a significant drop off in contestants for last year's contest. This was due in part to a change in the State of New Jersey Department of Education staff that would normally send the mass email to School Districts in Mercer County.

### **MOTION 3**

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

### **CORRESPONDENCE**

The District received an invoice from the National Association of Conservation Districts (NACD). The Board discussed what the NACD does for New Jersey Districts and how much to send as a member. Last year the District sent \$500.00.

### **MOTION 4**

A motion to renew membership in the amount of \$250.00 with the National Association of Conservation Districts was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

A memo was received from Tony DiLodovico, President of NJACD in regard to the 2018 Conservation Conference. During the Annual Business meeting, the NJACD members will consider Resolutions that will be offered to influence our State and Federal conservation programs' needs or wants. Mr. DiLodovico invites all District Boards to submit resolutions for consideration by the membership.

The District received a Fact Sheet from USDA Farm Service Agency on the Market Facilitation Program. The Market Facilitation Program provides direct payments to help corn, cotton, sorghum, soybean, wheat, dairy, hog, shelled almonds and fresh sweet cherries producers who have been directly impacted by illegal retaliatory tariffs, resulting in the loss of traditional exports.

A notice was received from Nelson Tree Service, Inc. They have been contracted by P.S.E. & G. Co. to perform routine tree pruning near the electric power lines.

An email was received from Maria Rivera for information on the SADC's Deer Fencing Grant Program and the program's new round of funding. The SADC's Deer Fencing Grant Program makes cost-share grants available to New Jersey farmers for installing deer fencing on their preserved farms.

A copy of Municipal Sewer & Water was received and passed around for the Board to review.

### **CHAPTER 251 DENIAL**

2016-5156-R

## **MOTION 5**

A motion to deny Edinburg Village Off-Site Sewer Project was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

## **CHAPTER 251**

2018-5626-T	2018-5621-T	2018-5525-E NJG0283215	2017-5338-H
2018-5617-HB	2018-5619-HT	2018-5601-HT	2018-5627-L
2018-5628-P	2018-5620-P	2018-5616-P	2018-5614-P
2018-5611-P	2018-5624-R	2009-4272-R	2018-5618-WW
2018-5498-WW			

## **MOTION 6**

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

## **EXTENSION UPDATE**

Meredith Melendez could not attend the meeting due to a grant deadline.

Barbara J. Bromley has retired as the Mercer County Horticulturist. The County has posted the open position, which is now closed. A number of applications have been received and interviews will be held in the coming weeks.

The Mercer County Extension office is in the process of moving to 1440 Parkside Avenue in Ewing. They are waiting for a temporary C.O. to move operations over. They are hopeful this will occur in the next week or two.

Over 75 On Farm Readiness Reviews have been completed in New Jersey this season.

## **SSCC UPDATE**

Frank Minch could not attend the meeting but sent a report as follows:

Staff has continued work on the Annual Conference. 82 people have registered so far. Ethics training is mandatory for all staff and supervisors. If someone is unable to attend, then the Ethics Liaison Office has requested a written explanation. There is potentially another training in December, to be held in Trenton (no other details yet).

Subcommittees are encouraged to meet to discuss outstanding issues. In light of the situation in Sussex, the Review and Appraisal Group is working to get a self-evaluation and full evaluation process completed and distributed as soon as possible.

The SSCC is keeping an eye on Senate Bill 1073 which proposes to establish stormwater utilities. The Districts may have a role through the H&H database to provide identification and assessment. The Association is working with staff on the best way to get legislative support.

The final SSCC meeting for 2018 will be held on December 10, 2018. Brian Schilling is

the new Director of Rutgers Extension and is planning on attending the December meeting.

A Shared Services Agreement with Mercer County was prepared for signature and approval. This agreement off-sets the District Managers salary for 2019.

**MOTION 7**

A motion to approve the Shared Services Agreement with Mercer County was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

An Accountants Management Representation letter was received from Nightlinger, Colavita & Volpa, PA for signature by the Board and District Manager.

**MOTION 8**

A motion to sign the Accountants Management Representation letter was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The dates of the District Meeting Calendar for 2019 were presented to the Board. L. Huebner discussed the dinner tour meeting for suggestions. There is a need to change the February meeting to the 8<sup>th</sup> on a Friday.

The District Manager contacted Frank Minch to see what is involved with a fee schedule change. A full fee schedule modification is fairly involved. First you need to assess your hourly rate and then determine the workload for review and inspections. This can be a lengthy process.

Meeting was adjourned 1:30 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager



----- December 2018 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
DECEMBER 6, 2018**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Clare Flanagan  
Jessica Henry  
Lewis Goldshore

The meeting was called to order by Chairman, S. Ellis at 11:11 am. The Statement of Adequate Notice was read.

The minutes of the November 8, 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 report accounts for the billing of the County Grant. The checks were picked up for disbursement for the CWPP Phase III Grant payments to Municipalities which offsets the County Grant billing. The Section 251 Fees were down again this month.

**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**

10 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
23 - REVIEWS  
78 - INSPECTIONS

0 - PRE-CONSTRUCTION MEETINGS  
21 - FINAL REPORTS OF COMPLIANCE  
6 - CONDITIONAL REPORTS OF COMPLIANCE  
1 - VIOLATION NOTICE  
0 - STOP WORK ORDERS  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
2 - 5,000 SQUARE FOOT DETERMINATIONS

### **CWPP PHASE III**

The District received the full reimbursement for the last invoice and billing for the Phase III CWPP Grant.

Within this payment are reimbursements for seven (7) Municipalities; Blairstown Twp., City of Vineland, Frankford Twp., Lawrence Twp., Sparta Twp., Town of Hammonton and Voorhees Twp. Each Municipality has earned \$5,000.00 in reimbursements for executing the requirements of the CWPP specific to the respective Municipality.

The Office Administrator prepared the individual checks for each Municipality. The checks are scheduled to be picked up on 12/5/18 by Joe Battersby of the NJ Forest Service for hand delivery to the appropriate Municipal Officials. This concludes the District's obligation to the Phase III CWPP Grant.

### **HUNT LAKE DAM**

The District received a copy of a letter from Mott MacDonald Engineers, addressed to John Moyle, P.E., Manager, New Jersey DEP Bureau of Dam Safety and Flood Control. The letter, written on behalf of Mr. Lee Forester is in response to New Jersey DEP's October 15, 2018 request for Mr. Forester's intentions related to Hunt Lake Dam.

The letter indicates Mr. Forester's intent to pursue responsibility for the dam and to bring the structure into compliance with the New Jersey Standards.

The District Manager emailed District Council a copy of the response letter from Mott MacDonald Engineers to the New Jersey DEP.

The District Manager also spoke with Mr. Clint Oman, P.E. of New Jersey DEP Dam Safety regarding the process moving forward. Mr. Oman informed the District that the \$500,000.00 earmarked for Hunt Lake Dam remains available for the design and rehabilitation of this dam.

### **NJACD/SSCC**

The District Manager, W. Scott Ellis, E. DiPolvere, L. Huebner & T. Wang attended the Annual Conference held at the Rutgers Eco Complex in Columbus, NJ on November 19, 2018. W. Scott Ellis, L. Huebner & T. Wang also attended the Supervisor meeting/breakfast prior to the commencement of the conference.

Ethics training was conducted by a representative of the NJ Ethics Commission. The presentation covered aspects of ethics related to the operations of the District, along with Supervisor & District employee roles and responsibilities.

Additional administrative sessions were conducted on: Understanding the District Audit and District Obligations under Labor Law. A technical session was also conducted on: Open Channel Flow Hydraulics.

The NJACD Annual Business Meeting was also held during the conference.

### **MOTION 3**

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

### **CORRESPONDENCE**

The New Jersey Farmer December paper was passed around.

The District received the Arc User Magazine.

New Jersey Business Magazine was received by the District.

Buying pamphlet from the Maple Hill Farms was received by the District.

The District received a pamphlet; office space for lease is available at Station Plaza 3, 44 South Clinton Ave.

### **CHAPTER 251**

2018-5632-E	2018-5610-H	2018-5521-H	2018-5629-HB
2018-5625-HT	2018-5636-P	2018-5635-P	2018-5634-P
2018-5630-WW			

### **MOTION 4**

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

### **EXTENSION UPDATE**

M. Melendez could not attend the meeting and sent the District Manager an email update for the month.

M. Melendez will be running the Master Gardener Training on Thursday.

Interviews for the Mercer County Horticulturist are taking place Tuesday, December 4, 2018. Five candidates are to be interviewed.

The Extension office is still at 930 Spruce Street. They are hoping to move next week.

There are three Grower Meetings coming up this winter:

New Jersey Ag Convention & Trade Show, week of February 4, 2019.

Central New Jersey Vegetable Meeting, Mercer Extension Office, February 22, 2019.

North Jersey Vegetable Meeting, Flemington, February 28, 2019.

### **NEW BUSINESS**

L. Huebner questioned the District process with the new pipeline coming through Mercer County. The District Manager explained the approval process for a linier job is the same as any other type of project. The District Manager had a meeting with P.S.E. & G. Co. representatives two summers ago to discuss the job process as a pre-application meeting.

Auditors Report for Fiscal Year 2018 was handed out to each Supervisor. Also, a State Soil Conservation Committee Audit Review Reports were handed out that were received at the Annual Conference.

### **NRCS UPDATE**

C. Flanagan is currently working on the 2019 projects. The 2019 funding will have changes due to the new Farm Bill.

The Freehold District was a sub-contractor for an energy audit company out of New England called, EnSave. EnSave is looking for another sub-contractor to do the field work. C. Flanagan mentioned this as an income option the District might like to pursue further. The District Manager said he would look into this as an option.

NRCS is still working with the State on the changing of the funding for the well projects. There are a few projects on hold until this is resolved.

### **HUNT LAKE DAM UPDATE**

The Districts' Legal Counsel, Lewis Goldshore, Esq. gave an overview and update for the Hunt Lake Dam process. District Manager and District Counsel have been coordinating with the State. The State sent a letter to Mr. Forrester, one of the homeowners at Hunt Lake. The wording, (pursuing responsibility for resolving or updating the dam) has District Counsel a bit apprehensive. The key to resolving Hunt Lake Dam is the \$500,000.00 the State has earmarked for the rehabilitation and/or decommissioning of the dam and releasing the District from the easements.

Meeting was adjourned 12:26 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager

----- JANUARY 2019 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
JANUARY 4, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez

The meeting was called to order by Chairman, S. Ellis at 12:35 pm. The Statement of Adequate Notice was read.

The minutes of the December 6, 2018 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. Expenses were down and 251 Income was up for the first time in three months.

**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**

14 - APPLICATIONS RECEIVED  
6 - PREREVIEW INSPECTIONS  
19 - REVIEWS  
53 - INSPECTIONS  
2 - PRE-CONSTRUCTION MEETINGS  
15 - 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

### **SSCC**

The District Manager and T. Wang attended the December 10, 2018 State Soil Conservation Committee (SSCC) meeting. The 2019 SSCC meeting schedule was handed out. Quarterly meetings are scheduled for: March 11<sup>th</sup>, June 10<sup>th</sup>, September 9<sup>th</sup> and December 9<sup>th</sup>, 20189. Additional topics included:

Freehold SCD Fee Schedule Amendment  
Status of Sayreville Exempt Municipality  
Coastal Resiliency Summit held at Monmouth University, attended by John Showler  
Stormwater Utility Legislation  
Poster Contest  
Conservation Cost Share Cost Tables

The Natural Resources Conservation Service Report was also given. The 2018 Crop Year Disaster Designations were given. Farmers within certain counties in New Jersey are eligible for emergency loans through the Farm Service Agency, where excessive snow, rain, flooding and high winds caused physical losses to crops. Mercer County falls within the Administrator's Physical Loss Notification Area and the Presidential Designation Areas for loan eligibility. Specific application deadlines were given for these loans.

A copy of the Construction Code Communicator was also given. Within the periodical published by New Jersey DCA, was a section on the Soil Erosion and Sediment Control Act. The Department received several complaints regarding Municipalities disregarding the Soil Erosion and Sediment Control Act as a prior approval of the issuance of a construction permit.

The District received a Subpoena Duces Tecum from the Law Firm of The Kelly Firm, P.C. requesting attendance by a District representative and all documents related to the Residential Subdivision in Hamilton Township known as Christopher Estates. The District Manager contacted the District's attorney for advice and sent him copies. District's Attorney contacted Katherine Goldieri, Esq. of The Kelly Firm, P.C. The attorney is satisfied with the District sending copies.

### **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 a Vehicle Shared Services Agreement with Robbinsville Township. The agreement will allow the District to have Robbinsville Township Public Works

Department repair and maintain the District vehicles for the calendar year 2019.

#### **MOTION 4**

A motion to approve the Vehicle Shared Services Agreement with Robbinsville Township was made by G. Mount, seconded by L. Huebner, carried unanimously.

A membership application to the National Watershed Coalition was received by the District.

A memo from Frank Minch was received for the election of District Supervisor Members to the State Soil Conservation Committee.

The New Jersey Agricultural Convention & Trade Show letter was received and will be held February 5-7, 2019 at the Harrah's Resort & Waterfront Conference Center.

The New Jersey Business magazine was received by the District.

The District received The New Jersey Farmer Newspaper.

#### **CHAPTER 251**

2018-5612-EW	2018-5647-H	2018-5637-H	2018-5633-H
2018-5607-H	2008-4021-H(R)	2018-5646-L	2015-5049-L
2018-5649-P	2018-5645-P	2018-5522-P	2016-5183-P(R)
			NJG0257532
2018-5648-R	2018-5638-WW		

#### **MOTION 5**

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

#### **NRCS UPDATE**

Clare Flanagan was not able to attend the meeting. Clare sent an update email to the District Manager as follows:

NRCS is open for business during the government shutdown, but FSA is not open. Work is focusing on getting the 2019 applications for cost share funding ranked and getting site visits done before bad weather comes our way.

#### **EXTENSION UPDATE**

The Extension office move in two weeks, maybe still on hold.

The Central Jersey Vegetable Growers meeting will be held in the new office gymnasium area on February 27, 2019. The County will be installing Bose sound system and sound absorbing panels on the walls and ceilings.

M. Melendez, Mercer County Parks, Jan Rogers and Alex Rivera are reviewing the one-

acre space behind the building for park space for public use. Considering native plantings, vegetable, fruit, and perennial plantings. Good space for outdoor teaching.

The Rutgers Environmental Stewards Program is looking into have this at the new Extension building in Mercer County. This is a training program and at the end the participants are required to work on a project in the county to improve environmental sustainability. This is moving forward to be available in March. M. Melendez asked the District Manager to be a speaker to represent the Soil Districts.

An email string has started among agents regarding the New Jersey Division of Taxation visiting farms for Sales & Use Tax audits.

### **SSCC UPDATE**

An email was received from Frank Minch. F. Minch will be sending additional information/paperwork as well as identifying other in-person ethics training options for those who were not in attendance at the conference.

F. Minch is in the process of scheduling regional coordination meetings between Districts and DEP Water Compliance (5G3 enforcement).

F. Minch is also scheduling a meeting with DOT to address the concerns related to DOT erosion control efforts.

Exempt Municipality reviews should be initiated.

Regional meetings are being planned and the NJACD is working on the 2019 Annual Conference which may be held in the Secaucus area.

Matt Ward has been elected to the SSCC, replacing Charlie Buscaglia. The SSCC and Liaison meeting schedules will be distributed shortly.

### **NEW BUSINESS**

The District Manager was contacted by F. Minch. He is looking to put together a Planning Committee of the newer District Managers to examine new opportunities and new directions for the Districts due to 251 revenues being down throughout New Jersey. The District Manager asked F. Minch if other New Jersey Agencies are seeing the same downturn in projects, or is this just happening with the Soil Districts. F. Minch will get back to the District Manager on this. The Board agreed the District Manager should be on the committee.

Carrie Lindig approached the District Manager at the SSCC meeting regarding basin inspections. C. Lindig sits on the Environmental Commission for Robbinsville Twp. Robbinsville Twp. may be interested in potential basin inspections for basins in the township. The District could potentially provide this service. The H&H Database files could aid in the process.



G. Mount had a question regarding Carnegie Lake dredging. The District Manager received revised plans for the dredging of the lake and has not had time to review the plans yet. A discussion as to what will be done with the dredged material was asked. The District Manager said the dredged material will be used on other Princeton University sites.

L. Huebner gave the District a book entitled: Plant Science an Introduction to World Crops and also mentioned the District should start a Soil Library.

L. Huebner mentioned hiring an Environmental Educator at the District. She would like this put back on the agenda for discussion.

T. Wang had a question on how many hours can be carried over for vacation into the next calendar year. Currently District Staff can only carry over 40 hours vacation and all sick leave hours can be carried over to the following year. When you resign the current policy is District Staff can be reimbursed for unused vacation time. Sick leave hours are not reimbursed. A copy of the Districts Vacation Leave Policy was handed out to the Board. This discussion will be continued next month.

Respectfully submitted,

Paul Schiariti, P.E.  
District Manager

----- FEBRUARY 2019 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
FEBRUARY 8, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

The meeting was called to order by Chairman, S. Ellis at 12:33 pm. The Statement of Adequate Notice was read.

The minutes of the January 4, 2019 meeting were reviewed by the Board.

**MOTION 1**

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

The Treasurer's Report was presented to the Board. We are in the black this month with three payrolls recorded. A question was raised by L. Huebner to not purchase bottled water in plastic bottles. She requested flavored water not purchased in plastic containers due to their effect on the environment.

**MOTION 2**

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

The Director's Report was given.

**NON-POINT SOURCE POLLUTION PROGRAM**

19 - APPLICATIONS RECEIVED  
3 - PREREVIEW INSPECTIONS  
26 - REVIEWS  
99 - INSPECTIONS

- 3 - PRE-CONSTRUCTION MEETINGS
- 7 - FINAL REPORTS OF COMPLIANCE
- 10 - CONDITIONAL REPORTS OF COMPLIANCE
- 0 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 2 - 5,000 SQUARE FOOT DETERMINATIONS

### **DETENTION BASIN INSPECTIONS**

The District Manager conducted research on the background and protocols for municipal detention basin inspections. Tier A Municipalities are required under their NJPDES General Permit NJ0141852, entitled: Stormwater Discharge Master General Permit, to certify annually that municipally owned or operated stormwater management facilities are properly functioning. One of the requirements of the NJPDES permit is to inspect and prepare inspection reports for the aforementioned basins. The Municipality is also required to ensure that basins not owned by the Municipality are being maintained and are operating properly.

The District Manager prepared a synopsis of the above along with a preliminary scope of potential services that the District may be able to provide. This information was forwarded to Carrie Lindig of the Robbinsville Township Environmental Commission, as requested and previously authorized by the Board.

### **CHRISTOPHER ESTATES**

The District Manager met with District Council to review the subpoena and the project file for Christopher Estates subdivision in Hamilton Twp. The District Office Administrator made all requested copies and forwarded the same to the District Council, who in turn, forwarded it to the requesting council.

### **RECORDS DISPOSITION DISPOSAL**

The District Manager filed for the Annual Records Disposition Request through the on-line Artemis System. The request was subsequently approved. The eligible files were brought to the Hamilton Twp. Ecological Facility for recycling/disposal. Financial records with identifying information were shredded in office by the Office Administrator.

### **BUILDING MAINTENANCE**

The Office Administrator noticed some leaking around the chimney where it interfaces with the interior walls and roof. The Office Administrator contacted the chimney repair company (Top-Notch 1) that did the chimney repair 3 ½ years ago when the District office moved from 508 to 590 Hughes Dr. After several (weeks) attempts, a representative showed up and made a quick, temporary repair on the chimney. The chimney was still leaking after the attempted repair. Several additional attempts to get the original contractor back failed. The District Manager attempted to contact several other chimney repair contractors. None returned calls or would come out to give an estimate. The District Manager contacted Saint Joseph Contractor to provide an estimate.

An estimate was provided, and Saint Joseph Contractor was subsequently retained to perform the repair work.

The Office Administrator also contacted Clean and Green Remediation Services for mold remediation related to the chimney leak. An estimate was provided and they were retained to perform the mold remediation services.

### **HUNT LAKE DAM**

The District Manager contacted Clint Oman, P.E. of NJ DEP Dam Safety regarding an update of Hunt Lake Dam. We were informed that the Homeowner's Council was in the process of reviewing the Memorandum of Agreement (MOA) previously prepared, similar to Honey Lake Dam.

### **OTHER**

The District Manager viewed a free on-line training course entitled: Digitizing your Stormwater Program.

The District Manager took an on-line District Operations Survey. The SSCC and a subsequent sub-committee prepared the survey to assess district operations throughout the State.

### **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 Business and Industry Association membership dues were received by the District. Keeping membership allows the District to have NJ Manufacturers Auto Insurance.

### **MOTION 4**

A motion to approve the New Jersey Business and Industry Association membership dues in the amount of \$275.00 was made by E. DiPolvere, seconded by G. Mount, carried unanimously.

The District received a copy of the New Jersey Farmer paper.

New Jersey Business magazine was received by the District.

A Pinelands Nursery & Supply Wholesale Catalog was received by the District.

The District Manager received a letter from the Mercer County Park Commission requesting that the District serve on the Community Advisory Committee for the design of park improvements at Mercer County Dam Site 21. After speaking to the Districts' Attorney, the Manager had to decline due to a conflict with regulating & inspecting the site.

Mercer County Park Commission sent a letter to surrounding residents/businesses concerning the Dam Site 21 Park Master Plan to make this a passive recreational park, with an invite to upcoming neighborhood focus group meetings to discuss possible park improvements.

The District received Meetings Today Magazine.

Bill #1073 was approved to allow Municipalities to create stormwater utilities to collect fees from homeowners and business owners that have large paved surfaces, like driveways and parking lots. This will be overseen by regulations from DEP.

#### **Chapter 251**

2018-5640-T	2019-5654-EW	2018-5623-E	2018-5622-E
2019-5653-H	2018-5643-H	2018-5642-H	2019-5652-HB
2019-5656-HT	2018-5639-HT	2019-5655-PB	2015-5025-R
2019-5659-WW			

#### **MOTION 5**

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

#### **SOUTH JERSEY RC&D**

The District received an invoice from South Jersey RC&D for 2019 dues in the amount of \$300.00. The District did not pay dues last year.

#### **MOTION 6**

A motion to not renew dues for 2019 South Jersey RC&D was made by G. Mount, seconded by T. Wang, carried unanimously.

#### **EXTENSION UPDATE**

The Extension Office will be moving on Monday February 11, 2019.

The new Horticultural Consultant will start on February 19, 2019.

The New Jersey Agriculture Convention was well attended and a great success.

#### **SSCC UPDATE**

The March SSCC meeting will be held on March 11, 2019 at the Food Innovation Center on SEBS. F. Minch will be forwarding out information once they resolve parking requirements.

The list of 2019 SSCC scheduled meetings was received by the District.

A survey will be sent out by the State Association regarding the Annual Conference later this year.

The Regional Supervisor Dinner Meeting dates and locations are being finalized.

Phone directory updates are underway.

DEP Water Compliance & Enforcement Coordination Meeting will be held on February 26, 2019 at the DEP headquarters. F. Minch has invited the District Manager to attend this meeting. This is the group that oversees 5G3 Stormwater Permits.

The State Ag Development Committee sent a letter regarding a final approval of soil and water conservation cost-share funds for a farm in Mercer County.

### **NEW BUSINESS**

The District has to file an annual report for the Assunpink Environmental Institute. The Board would like to keep the Institute open and use the money for donations to the Envirothon and similar programs.

T. Wang had a follow-up question regarding how many hours can be carried over for vacation into the next calendar year. The Board asked what other Districts and the Department of Agricultural policies are. This will be addressed for the next meeting.

The District Dinner Tour will be coming up in May, 2019. The Board was asked to think of places to go for the tour and dinner.

The meeting was adjourned at 1:23 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board

----- MARCH 2019 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
MARCH 7, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

The meeting was called to order by Chairman, S. Ellis at 12:32 pm. The Statement of Adequate Notice was read.

The minutes of the February 8, 2019 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. The District was in the black for another month.

**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**

15 - APPLICATIONS RECEIVED  
3 - PREREVIEW INSPECTIONS  
33 - REVIEWS  
88 - INSPECTIONS  
0 - PRE-CONSTRUCTION MEETINGS  
2 - FINAL REPORTS OF COMPLIANCE  
15 - CONDITIONAL REPORTS OF COMPLIANCE  
1 - VIOLATION NOTICE

- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 6 – 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251 COMPLIANCE**

The District Manager was made aware that several TCO's have recently been issued in East Windsor Township without District issued Conditional Reports of Compliance or Reports of Compliance. Also, several building/demolition permits have been issued without 251 Plan Certifications or Exemptions. These issues have been on-going for the past several years. The District Manager has made multiple attempts to explain the regulations to the Code Enforcement Department over that time period.

As a result of the latest issuance of a TCO without a Conditional Report of Compliance, the District Manager contacted the Assistant Secretary of the State Soil Conservation Committee for direction to proceed. It was determined that a letter to the Code Official outlining the regulations and a list of projects where there was a breach of the regulations was warranted.

The District Manager prepared the letter and mailed the same to the Code Official. The Assistant Secretary of the State Soil Conservation Committee was copied on the letter as well. Copies of DCA Bulletins and relevant sections of the New Jersey Administrative Code were included as attachments in the letter. An advance copy was emailed directly to the Code Official.

We are hopeful this will resolve any confusion related to the sequencing and regulatory authority related to these issues. If the problem persists, the Assistant Secretary of the State Soil Conservation Committee will be contacted to pursue this issue directly with the Department of Community Affairs (DCA).

### **NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION MEETING**

The District Manager attended an NJDEP 5G3 Water Quality Meeting/Presentation on 2/26/19. The meeting was well attended by District Managers and staff from Central Jersey Districts', as well as relevant NJDEP personnel. The presentation covered topics related to review and enforcement coordination for the 5G3 Permit Program (commonly referred to as the RFA Permit). Protocols were emphasized for field issues that are considered non-compliance with the 5G3 Permit.

### **BUILDING MAINTENANCE**

St. Joseph's Contractor repaired the flashing around the chimney, and replaced the roofing shingles around the chimney as well. They also repointed the exterior chimney, and reconstructed the concrete portion of the top of the chimney, due to cracking and spawling.

The District solicited two (2) additional price proposals for the mold remediation due to non-response from the original mold remediation services company.



The District procured the services of Mold Solutions by Cowley's to perform the remediation services. They are due to perform the services on March 6, 2019.

Upon completion of the mold remediation, St. Joseph's Contractor will be retained to repair the interior walls and any other ancillary repairs related to the water damage and mold remediation.

The District Manager brought the fire extinguishers to the local testing facility for the annual testing and required tagging. The fire alarm testing company also performed the annual fire alarm test. The report was forwarded directly to the Hamilton Township Fire Department.

### **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 New Jersey Farmer Paper.

Municipal Sewer & Water Magazine was received by the District.

New Jersey Business Magazine was received by the District.

The District received an invoice for dues from the New Jersey Association of Conservation Districts (NJACD). The Board discussed the increased amount to \$850.00.

### **MOTION 4**

A motion to pay \$750.00 to the NJACD was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The District Manager handed out a list of donations the District has paid in the previous year.

The previous meeting the Board asked for information on why the Brumadinho Dam in Brazil failed. The District Manager printed out information and discussed the failure.

The Board discussed donating to the Envirothon this year. The Board felt AEI could donate this year and will have a Board meeting for AEI after this meeting.

### **CHAPTER 251**

2019-5675-E	2019-5660-E	2019-5658-E	2019-5668-H
2018-5650-L	2015-4998-M	2019-5661-PB	2019-5681-P
	NJG245615		
2019-5673-P	2019-5665-P	2018-5597-P	2018-5560-P
2018-5651-R	2019-5683-WW		

## **MOTION 5**

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

## **EXTENSION UPDATE**

Meredith Melendez could not attend the meeting this month and sent the District Manager an update. The Central Jersey Vegetable Growers Meeting was a success with over 100 in attendance at the Extension's new office.

The Board discussed moving the office to the new Extension Office in Ewing. The County is looking to fill the new building space.

M. Melendez will attend a meeting at the end of the month with State entities to develop resources for farmers who have customers that want to bring pets onto their farms.

The new County Horticulturist started work in late February. She is learning quickly and is a great addition to the Mercer Extension office.

## **SSCC UPDATE/NJACD UPDATE**

Frank Minch could not attend the meeting due to a conflicting meeting with Secretary Fisher to review the SSCC meeting agenda. They are still awaiting the NJACD survey on the Annual Conference. The next SSCC meeting will be held in New Brunswick at Rutgers.

## **UNFINISHED BUSINESS**

The District Manager received an email from Clint Oman at DEP regarding the status of Hunt Lake Dam. Mr. Forrester is still waiting on Mott MacDonald to provide a preliminary cost estimate for the rehabilitation.

The District added a filter on the kitchen faucet to filter the water instead of buying bottled water.

The District Manager contacted different Districts to see what their vacation policies are. All the Districts have different policies. The Dept. of Ag can carry over one year of vacation time. The Board did not make a decision on the vacation policy for the District. This was tabled until next month.

Dinner Tour suggestions were discussed by the Board for the May meeting. The District Manager had some suggestions: Washington Crossing Park Nature Center, Mercer County Wildlife Center, tour the Mercedes Benz Facility in Robbinsville, Princeton South Corporate Center detention basin or possibly the Lake Dredging at Carnegie Lake. The Board agreed to change the May meeting date from May 2<sup>nd</sup> to May 9<sup>th</sup>.

## **OTHER**

S. Ellis mentioned the Department of Agriculture is moving to the Riverview Building by

the Baseball Park in Trenton. The current building is set for demolition.

The District received a quote to update the current website with Ram IT Solutions. L. Huebner suggested getting other quotes for updating the website and looking at other websites Ram IT Solutions has developed.

**MOTION 6**

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

The meeting was adjourned at 2:15 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board

----- APRIL 2019 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
APRIL 4, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

The meeting was called to order by Chairman, S. Ellis at 12:34 pm. The Statement of Adequate Notice was read.

The minutes of the March 7, 2019 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.

**MOTION 2**

A motion to approve the AEI 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 in the black for another month. An expense for mold removal was recorded in March.

**MOTION 3**

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**

17 - APPLICATIONS RECEIVED

0 - PREREVIEW INSPECTIONS

34 - REVIEWS  
69 - INSPECTIONS  
2 - PRE-CONSTRUCTION MEETINGS  
2 - FINAL REPORTS OF COMPLIANCE  
13 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES  
1 - STOP WORK ORDER  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
2 – 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251 COMPLIANCE**

The District Manager met with the East Windsor Township Code Official on March 11, 2019 to go over TCO/CO issues related to CRC/ROC issuance. This meeting was in result of correspondence sent to the Code Official outlining Chapter 251 regulatory and compliance requirements that Code Officials are legally bound to follow.

The District Manager explained the statutory requirements regarding the Code Officials role in support of the Soil Erosion and Sediment Control Act. Specific projects were discussed where it was thought that protocols were not properly followed.

Procedures were also discussed that could limit the potential for these issues arising in the future. It appears that there may have been a lack of awareness of the role of the District in the authority of the Code Official, when it comes to building permit issuance as well as TCO & CO issuance. The meeting was very informative and cooperative.

### **STOP WORK ORDER**

The District received a complaint regarding land disturbance activities on a farm located on Woosamonsa Road in Hopewell Township. The District Manager conducted a site inspection. Soil disturbance activities were determined to be in excess of 5,000 square feet. Since the site is a farm, the District contacted the NRCS, SSCC and Mercer County Planning Department. It was determined that the parcel is farmland preserved under Mercer County. There is not a farm conservation plan. The District also contacted Hopewell Township. A zoning permit was issued for the construction of four (4) barn structures with ancillary improvements. Therefore, the project is subject to Chapter 251 regulations. The District proceeded with the issuance of a Stop Work Order. The District Manager also reached out to the land owner to inform him of what was transpiring. He pledged full cooperation in complying with the Act.

### **HUNT LAKE DAM INSPECTION**

The District Manager along with Jina Vandi of the U.S.D.A. NRCS conducted the required annual inspection of Hunt Lake Dam. It was determined that regular maintenance will include: the mowing of the embankments, woody vegetation removal from the dam embankment, removal of debris from the outlet structure trash rack and the removal of several large (fallen) trees within the auxiliary spillway. The District must decide on how to proceed with the maintenance.

## **ANNUAL EXEMPT MUNICIPALITY REPORTS**

The District Manager prepared and submitted the Annual Exempt Municipality Report for Lawrence Township. The Township received a satisfactory rating. The District also forwarded a Quarterly Exempt Municipality Report prepared by Lawrence Township to the State Soil Conservation Committee.

## **MOTION 4**

A motion to approve the Director's Report was made by G. Mount, seconded by L. Huebner, carried unanimously with E. DiPolvere absent for this vote.

## **CORRESPONDENCE**

Erosion Prevention and Sediment Control Seminar information for May 17, 2019 in Secaucus, NJ was received by the District.

The New Jersey Farmer newspaper was received by the District.

The District received New Jersey Business Magazine

Estuary News was received by the District.

The District received a memo from the New Jersey Farm Bureau to attend a Rutgers Conference, New Jersey's Evolving Climate on April 10, 2019.

## **CHAPTER 251**

2019-5663-T	2019-5693-EW	2019-5674-E	2019-5666-E
2019-5667-H	2019-5670-HB	2019-5680-HPB	2019-5695-HT
2019-5694-HT	2019-5687-HT	2019-5677-HT	2017-5458-HT
			NJG0276812
2019-5691-P	2019-5682-P	2019-5672-P	2019-5664-R
2019-5690-WW			

## **MOTION 5**

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

## **NRCS UPDATE**

C. Flanagan could not attend this meeting but sent an update to the District Manager. NRCS is currently getting 2019 EQIP contracts planned and contracted; Mercer County has a total of 7 producers getting funding this year. Producers can sign up for 2020 funding.

State Cost Share applications are still being accepted from preserved farms for State funding, and applications can be submitted to NRCS for State eligibility determination.

### **EXTENSION UPDATE**

M. Melendez could not attend this meeting and is at the Extension Risk Management Education Meeting in Louisville, KY, reporting on the development of the On-Farm Readiness Review Program. An update was given to the District Manager.

Extension has three Agricultural Agent open searches currently; Monmouth County, Salem County and Cumberland County. M. Melendez will be serving on the Monmouth County search committee.

Jenny Carleo announced that she will be leaving Rutgers next month, and has accepted a position at North Carolina State University. Cape May County Extension will be without an agent, and it is expected that an agent search will happen in the near future.

M. Melendez met with several State Board of Agriculture members, Farm Bureau, The Seeing Eye Foundation and NJDA to get advice in creating signage and guidance for farms when dealing with the public's desire to bring animals onto farm property. This is specific to farms that allow the public and specific to service animals vs emotional support animals. Resources should be available early in the growing season to help farmers understand regulations regarding service animals and any other type of animal designation that the public may want to bring onto the farm. Shirley Kline, President of the State Board, coordinated this very productive meeting.

E. Blackman, Mercer County Planning, and M. Melendez have been going out weekly to monitor preserved farms. The visits have been going well.

### **SSCC UPDATE**

The only update from F. Minch is that the Climate Summit was cancelled due to lack of interest with State Legislatures.

### **UNFINISHED BUSINESS**

Dinner Tour this year will be at the Carnegie Lake Dredging Site with the dinner following at Terhune Orchards and G. Mount will select a caterer. The Board requested inviting New Jersey Legislators to the Dinner Tour. The Board also agreed to pay up to \$600.00 for the dinner tour this year.

The District Manager did not have an update on the website.

The District Manager is still working on the online State of New Jersey AEI registration.

Exempt Municipality Report was submitted online for Lawrence Township.

### **MOTION 6**

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

The meeting was adjourned at 1:44 pm.

The Executive Session was called to order at 1:44 pm.  
The Board discussed salary increases for District staff.

The Executive Session was adjourned at 1:51 pm.

Regular session meeting was called to order 1:52 pm.

The Board agreed to the next step increases for District staff.

**MOTION 7**

A motion to approve salary increases was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The meeting was adjourned at 1:54 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board



----- MAY 2019 -----  
**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
MAY 9, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez  
Clare Flanagan  
Lewis Goldshore, Esq.  
Lucia DiPolvere  
Dan Pace

The meeting was called to order by Chairman, S. Ellis at 1:25 pm. The Statement of Adequate Notice was read.

The minutes of the April 4, 2019 meeting were reviewed by the Board.

**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 was in the red due to the Employer Pension Payment made in April. The 251 income was down for the month with 9 applications being received.

**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**

9 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
25 - REVIEWS  
125 - INSPECTIONS

2 - PRE-CONSTRUCTION MEETINGS  
45- FINAL REPORTS OF COMPLIANCE  
2 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES  
0 - STOP WORK ORDERS  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
1 – 251 CERTIFICATION DETERMINATIONS

### **POSTER CONTEST**

The Office Administrator organized all of the 2019 Posters into appropriate categories for judging. The number of posters received this year was in excess of 130. This is substantially more than last year's entries. This is likely due to the Office Administrators email outreach to various schools in Mercer County. Posters were judged by various volunteers. The winners in each category were delivered to the State by the District Manager on April 2, 2019. The Office Administrator procured the rosettes for the first through third place finishers in each category. She also prepared and mailed out congratulatory letters along with the respective rosettes for each of the first through third place winners.

### **NJ TREE RECOVERY PROGRAM**

Trees seedlings for various municipalities throughout the state were delivered to the District on April 4, 2019, by the NJ Forest Service. Pick up by various municipalities were conducted on April 5, 2019. The District is a delivery hub for the various municipalities.

### **DAM SITE 21 MEETING**

The District met with various consultants regarding the preliminary/draft plan for passive recreation at dam site 21, located behind the office. An over-all perspective of the plan was provided and discussed, along with Chapter 251 certification requirements. It was stressed that the plan is still in the development stages and at this point is preliminary for discussion purposes only.

### **HUNT LAKE DAM**

The District Manager reached out to council regarding the Districts obligation for maintenance related issues on Hunt Lake Dam. According to the consent order the District is required to perform regular and continuing maintenance of the Hunt Lake Dam.

### **BUILDING MAINTENANCE**

Saint Joseph Contractor finished the repair of the interior wall and ceiling areas around the chimney. Saint Joseph Contractor painted the ceiling repair area as well as the walls within the entire conference room.

### **CHAPTER 251**

The District Manager received a complaint regarding erosion/flooding within the rear

yard of a residence on Hughes Drive. An inspection was conducted and research into the issue was also done. The rear yard of the dwelling appears to be located within a flood plain, based upon FEMA mapping. The District Manager reached out to the homeowners with some suggestions regarding stabilizing their rear yard area.

### **AEI**

The District received a Denial of Request for Letter of Charity Registration Compliance from the Charities Registration Section of the Office of Consumer Protection with the Division of Consumer Affairs. The letter outlined the steps that would be necessary to renew AEI as a registered charity as follows:

Payment of \$55.00/year for years 2010 – 2014 via check directly to the Division of Consumer Affairs. \$55.00/year for years 2015 – 2017 and \$25.00 for the year 2018. The total required to re-register the charity would be \$465.00.

The District was also made aware that AEI tax exempt status was revoked by the IRS on June 13, 2011 due to a failure to file an annual information return or electronic notice. AEI is currently on the tax-exempt revocation list published by the IRS. The District Manager reached out to the District Council regarding the process and associated fees required to renew the tax-exempt status of AEI.

The District Manager in consultation with District Council submitted a letter to the Charities registration section of the Office of consumer Protection, Division of Consumer Affairs, requesting that the AEI Charities designation be retired. For a 501-C3 to be considered a charity it would need to receive over \$10,000.00/year in donations and have a paid professional fund raiser. AEI meets neither of those two (2) criteria, and in all likelihood will not meet those criteria in the near future.

G. Mount and T. Wang made a suggestion to not keep AEI open after the funds are depleted. The Board agreed to deplete AEI funds.

L. Goldshore is helping the District Manager keep the AEI open until the funds can be depleted. L. Goldshore advised the District Manager to contact the Districts Accountant, A. Cassetta to find out what will be required to have AEI tax exempt with the Federal Government since that status have been revoked.

District Attorney, Lewis Goldshore stated the Boards intention to spend the funds held by AEI and then close down/retire AEI. What has been done so far is to get a handle on what the current status of the AEI is. The funds will have to be used for an educational or charitable donation purpose. After the funds are spent the AEI can be retired. The steps taken so far are to continue the corporate registration, to retire the charitable status with the Division of Consumer Affairs at the State of New Jersey and to update IRS because of the interim period AEI did not file. The 1023 EZ is what needs to be filed with the IRS. Once these are up to date, the AEI can start to spend the balance of funds.

L. Goldshore noted that AEI Trustees are out of date relative to the original By-Laws.

AEI was intended to have five trustees. The only original trustee is E. DiPolvere and the other members are no longer part of the Board. L. Goldshore suggested the Board adopt two resolutions to effectuate original intentions. The first resolution is to designate new trustees of AEI. These will be the District Supervisors the second will be electing officers in the same positions as the District Supervisors, two for a one-year term, two for a two-year term and one for a three-year term.

### **MOTION 3**

A motion was made by L. Huebner, seconded by T. Wang, carried unanimously for a resolution to have T. Wang & G. Mount serve for a term of one year, L. Huebner & S. Ellis serve for a term of two years and E. DiPolvere serve for a term of three years as Trustees to AEI.

### **MOTION 4**

A motion was made by T. Wang, seconded by G. Mount, carried unanimously for a resolution to elect officers to AEI, S. Ellis, President, G. Mount, Vice President, T. Wang, Secretary, E. DiPolvere, Treasurer and L. Huebner, Assistant Treasurer.

L. Goldshore also informed the Board there will be a filing fee to file a 501C3 return by A. Cassetta.

### **MOTION 5**

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 Soil & Water Stewardship Week Proclamation from Governor Murphy.

The National Association of Conservation Districts Annual Report for 2018 was received by the District.

#### **Periodicals received by the District:**

The New Jersey Farmer  
Farm Focus Spring 2019 Edition  
New Jersey business  
Municipal Sewer & Water  
Meetings Today

The Poster Contest Winner announcement was received. The District had the First-Place Grand Champion, Cassie Wang and a Second-Place winner Zirui Lan, grades 10-12.

The awards ceremony and luncheon will be held May 30, 2019.

The District received a South Jersey RC&D Tour des Farms sponsorship form. Last year the District sent \$200.00.

## **MOTION 6**

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

A job announcement for a part-time Executive Director for the New Jersey Association of Conservation Districts was received by the District. Applications are due by May 3, 2019.

## **CHAPTER 251**

2019-5710-T	2019-5707-T	2019-5686-T	2019-5700-E
2019-5699-E	2019-5697-E	2019-5696-E	2019-5684-E
2019-5712-H	2019-5685-H	2019-5669-H	2018-5641-H
2016-5305-HT	2019-5711-P	2019-5708-P	2019-5706-P
NJG0272973			
2019-5702-P	2019-5701-P	2019-5704-R	2018-5542-R

## **MOTION 7**

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

## **NRCS UPDATE**

C. Flanagan provided fact sheets on Industrial Hemp Production in New Jersey, frequently asked questions.

There are five Conservation Farm Plans for approval. Two from Robbinsville, one in Monroe Twp., one in East Windsor and one in Lawrence Twp.

## **MOTION 8**

A motion to approve five Conservation Farm Plans was made by G. Mount, seconded by T. Wang with G. Mount abstaining from the Lawrence Plan, carried unanimously.

One State Cost Share Application and Farm Plan in East Windsor was submitted by C. Flanagan for approval.

## **MOTION 9**

A motion to approve the State Cost Share Application and Farm Plan was made by T. Wang, seconded by L. Huebner, carried unanimously.

## **EXTENSION UPDATE**

M. Melendez has been working on the 2020 NJ Agricultural Convention & Trade Show & NJ Vegetable Growers Meeting scheduled for February 4-6, 2020 at Harrah's Resort in Atlantic City, NJ. A draft of events was handed out with a request to look over and make any additions or comments.

M. Melendez mentioned that water testing lab maps on the Rutgers website are helpful for growers to test their water, for third party audits or for other water testing reasons.

This website includes the contact information.

There are three open Ag Agent positions, for Monmouth County, Salem County and Cumberland County. There are a significant number of applicants responding.

M. Melendez and E. Blackman have been going on Preserved Farm Land inspections.

The Extension's new office is still undergoing a face lift with outside power washing.

### **UNFINISHED BUSINESS**

The District Manager will reach out to the Stony Brook Watershed Association and Clint Oman to see if there are any funds or grants available to help with the maintenance work that needs to be done at Hunt Lake Dam site. The District is responsible for the maintenance until the dam agreement is resolved or rescinded.

### **BUDGET FISCAL YEAR 2020**

The District Manager went over the proposed budget for fiscal year 2020 with the Board. The District employees work up an estimate from the previous years' financial information.

G. Mount discussed rumors of District consolidation. The District Manager talked about the financial position of the Mercer District and the reserves the District has in the bank.

### **MOTION 10**

A motion to approve the budget as presented by the District was made by L. Huebner, seconded by G. Mount, carried unanimously.

The meeting was adjourned at 2:45 pm.

Respectfully submitted,

Paul Schiariti  
Secretary to the Board

----- JUNE 2019 -----

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
JUNE 6, 2019**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez  
Frank Minch

The meeting was called to order by Chairman, S. Ellis at 12:33 pm. The Statement of Adequate Notice was read.

The minutes of the May 9, 2019 meeting were reviewed by the Board.

**MOTION 1**

A motion to approve the minutes with one correction was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

The Treasurer's Report was presented to the Board. The District was in the black for the month of May. 251 Income was up and the District received RFA Permit Income for the 3<sup>rd</sup> Quarter FY2019.

**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**

15 - APPLICATIONS RECEIVED  
3 - PREREVIEW INSPECTIONS  
32 - REVIEWS  
96 - INSPECTIONS  
3 - PRE-CONSTRUCTION MEETINGS

33 - FINAL REPORTS OF COMPLIANCE  
5 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES  
0 - STOP WORK ORDERS  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
1 – 251 EXEMPTION DETERMINATIONS

### **AEI**

Tax Form 1023EZ (streamlined application for recognition of exemption under section 501 C3 of the Internal Revenue Code) and Form 990-N (electronic notice e-postcard for tax exempt organization not required Form 990 or 990-ez) were prepared and submitted to the IRS by the District's Accountant. The District Manager reached out to District Council as well as District Accountant relative to the registration status of AEI. The District is awaiting notification from the IRS regarding reinstatement of tax-exempt status.

### **POSTER CONTEST**

The District received notification from the New Jersey Association of Conservation Districts that Cassie Wang of Mercer County won this years' State Competition. Her poster will be forwarded to the National Competition along with the winners from other States for judging at the national level.

### **HUNT LAKE DAM**

As requested by the Board, the District Manager prepared a letter to the Watershed Association requesting grant funds for maintenance related issues at Hunt Lake Dam. The District Manager also emailed NJDEP Dam Safety regarding the same.

The District Manager prepared and forwarded the regular Annual Dam Inspection Report for Hunt Lake Dam to Dave Lamm of the NRCS.

### **CHAPTER 251**

The District was made aware that several TCO/CO's have been issued in Hopewell Township for projects that were not issued Conditional Reports of Compliance/Reports of Compliance. The District Manager phoned and emailed the Construction Official in Hopewell Township to discuss the issue. Several attempts were made without a response from the Construction Official. The District Manager prepared a letter outlining the Constructional Officials obligations related to TCO/CO and offered to meet with the Official. A response was not received from that letter. The District Manager contacted Frank Minch of the SSCC to initiate contact with the Official.

### **RFA**

The District Manager received a request from the West Windsor Township Engineer regarding statistical data related to all RFA (5G3) Construction General Permits that are currently open within West Windsor Township. Information requested included: project acreage, 5G3 permit numbers, filing status, lot and block designation and project name.



The District Manager compiled the data, prepared a spreadsheet and forwarded the same to the Township Engineer.

### **DAM SITE 8**

The District Manager received a request from Alterra Solutions regarding the electronic transfer of hydrologic and hydraulic data related to this dam. The District previously prepared a Dam Assessment Report for Site 8 – Robert G. Martin Lake in Hamilton. The District Manager compiled the electronic files (SITES & HEC-RAS) and uploaded the same, as requested to a file transfer site designated by Alterra Solutions.

### **CWPP III**

The District Manager received a request from the New Jersey Forest Fire Service, requesting that the District forward final reports previously prepared for CWPP III to the New Jersey Forest Fire Service. The District Manager compiled the reports as requested, and electronically transferred the same to the Fire Service.

### **WEBSITE**

The District Manager had a meeting with Ram IT Solutions to start the District's website design process.

### **MOTION 3**

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

### **CORRESPONDENCE**

The District received the National Conservation Foundation Annual Report for 2018.

#### **Periodicals received by the District:**

New Jersey Business  
Municipal Sewer & Water  
New Jersey Farmer

### **CHATER 251**

2019-5718-T	2019-5716-T	2018-5621-T NJG0288501	2018-5537-EW
2019-5715-E	2019-5717-H	2019-5703-H	2019-5676-HB
2019-5678-HT	2019-5709-PB	2019-5728-P	2019-5726-P
2019-5662-P	2019-5689-WW	2019-5657-WW	

### **MOTION 4**

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

### **NRCS UPDATE**

The 2020 funding is open until August 30<sup>th</sup>, 2019. This is an early cut-off date. All applications can be received through C. Flanagan.

A News Release was received from USDA – USDA Grants Available to Spur Innovation Technologies in New Jersey.

A News Release was received from USDA – USDA announces sign-up period for Updated Conservation Stewardship Program.

A News Release was received from USDA – USDA Seeks Project Proposals to Protect & Restore Critical Wetlands.

### **SSCC UPDATE**

SSCC Meeting will be held on Monday, June 10, 2019.

The Sussex County Soil Conservation District is now working out of the Warren County Soil Conservation District Office. The Sussex County Soil Conservation District will be merging with the Warren County Soil Conservation District in Hackettstown, NJ per F. Minch. The merge will happen around January, 2020. The logistics of this move need to be worked out for the Districts to merge.

A letter was received from Charles Buscaglia addressing the requirements of Supervisors attendance at meetings during their term. More and more Supervisors are not meeting the Standards and are requiring waivers for reappointment. The Business Meeting is only held at the Annual Conference. Two Business Meetings are required to be attended but only one Annual Conference is required for a three-year term. The next Annual Conference will be held in December in Central Jersey.

There is a concern that all Districts are not certifying plans using the same procedures.

At one time Supervisors were reimbursed for time and mileage to attend meetings. This was brought up in C. Buscaglia's letter also.

The Department of Agriculture will be moving offices to the 200 Building, 3<sup>rd</sup> Floor, next to the Baseball Park in September, 2019.

### **EXTENSION UPDATE**

M. Melendez discussed Composting on Farms with DEP having the regulations and the County Departments of Health conducting the actual inspections. There are still ideas being discussed about the actual regulations and there will be time for public comment during the Fall.

DEP is looking into changing how they are handling pesticide licenses. DEP is discussing licensing to be held at Rutgers in the Office of Continuing & Professional Education (OCPE). The exam will be held at OCPE with the test starting at \$100.00. M. Melendez had to originally take four exams to receive her license. Public comment on this topic is open until June 25, 2019. These exams are for commercial applicators and private applicators.

Inspections for the Food Safety Rules have started. Inspections are being conducted about 3 times per week at farms that sell over \$500,000.00 in produce.

M. Melendez met with Aaron T. Watson, Executive Director of Mercer County Parks. The County has agreed to put in a teaching garden and native trees at the new Extension Office. This should help make a nice entrance to the building. The area will also receive 100 additional parking spaces at the back of the building.

#### **UNFINISHED BUSINESS**

The District manager received an email/phone call from the District Auditor about the current fiscal year budget and the future fiscal year budgets. He suggested the District show a budget zeroed out and not show a net surplus at the end. District staff reworked the budgets to reflect these changes.

#### **MOTION 5**

A motion to amend the current Fiscal Year 2019 Budget was made by T. Wang, seconded by L. Huebner with G. Mount absent and carried unanimously.

#### **MOTION 6**

A motion to amend the current Fiscal Year 2020 Budget was made by L. Huebner, seconded by E. DiPolvere with G. Mount absent and carried unanimously.

#### **NEW BUSINESS**

The District received a letter from Nightlinger, Colavita & Volpa, P.A. to confirm our understanding of the services for the Audit of the basic financial statements of the Mercer County Soil Conservation District for the year ending June 30, 2019.

#### **MOTION 7**

A motion to approve Nightlinger, Colavita & Volpa, P.A. to audit the Districts financial statements for year ending June 30, 2019 was made by E. DiPolvere, seconded by T. Wang, with G. Mount absent and carried unanimously.

The meeting was adjourned at 2:11 pm.

Respectfully submitted,

Paul Schiariti  
Secretary to the Board