

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
JULY 11, 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 12:36 pm. The Statement of Adequate Notice was read.

The minutes of the June 6, 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. 251 Fees were up for June, 2019. The District was in the black for the month and for 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**

20- APPLICATIONS RECEIVED  
7 - PREREVIEW INSPECTIONS  
25 - REVIEWS  
65 - INSPECTIONS  
1 - PRE-CONSTRUCTION MEETINGS

- 9 - FINAL REPORTS OF COMPLIANCE
- 6 - CONDITIONAL REPORTS OF COMPLIANCE
- 1 - VIOLATION NOTICE
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 2 – 251 EXEMPTION DETERMINATIONS

### **AEI**

The District received a copy of a letter from the IRS approving the request for reinstatement under revenue procedure 2014-11. The letter further stated that AEI is exempt from Federal Income Tax under IRC (Internal Revenue Code) section 501(c)(3). The reinstatement was effective on May 20, 2019. The District Manager forwarded a copy to the District's Auditor.

### **SSCC**

The District Manager and Supervisor, T. Wang attended the SSCC meeting on June 10, 2019. Topics of discussion included: Sussex County Soil Conservation District update; Supervisor appointments; Exempt Municipality Reports; Supervisor Performance Standards; NJ Envirothon 2019; Engineering Report and New Chapter 251 Application Form.

T. Wang was approved for an additional 3-year term as Supervisor for the Mercer County District.

The new Chapter 251 Application Form includes a section for total soil restoration area previously not included on the form. The District will post this form on the website when the website redesign occurs.

### **LIAISON MEETING**

The District Manager attended the District Personnel Liaison Meeting on June 20, 2019. Topics of discussion included: The Annual Conference to be held on December 2, 2019 at the Burlington County Eco Complex; the NJ Envirothon; Supervisor Performance Measures/Orientation; Soil Restoration; NJDEP BMP Manual and 5G3 coordination.

### **DAM SITE 8 SCOPING MEETING**

The District Manager and Chairman, W. Scott Ellis attended a Scoping Meeting for Dam Site 8 at a Municipal facility in Hamilton Township. The Dam is one of 4 high hazard dams within the Country that has received authorization and funding to be rehabilitated. Although the dam is currently not in a deleterious state, it does not meet the current design criteria as specified by the USDA, NRCS and NJDEP Dam Safety.

The District Manager performed the initial dam assessment report in July, 2017. The assessment yielded a high total risk index if the dam was to fail under several scenarios.

**HUNT LAKE DAM**

G. Mount recommended changes and additional information to be sent with the letter to the Watershed regarding responsibility for maintaining maintenance at the Hunt Lake Dam Site.

**MOTION 3**

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

**CORRESPONDENCE**

The District received information from NACD about hosting a series of listening sessions, giving members the opportunity to provide feedback on programs & improve as a national association. These sessions will be held throughout the country.

A postcard was received by the National Watershed Coalition. NASCA & NWC Conservation Conference will be held on Sept 30 – Oct 2, 2019 in Lexington, Kentucky.

Periodicals received by the District:

- Meetings Today
- New Jersey Farmer
- New Jersey Business
- ArcNews

**CHAPTER 251**

2019-5698-T	2018-5527-EW	2019-5719-E	2019-5734-H
2019-5733-H	2019-5732-H	2019-5723-H	2019-5720-H
2019-5750-HT	2019-5742-HT	2019-5727-HT	2019-5724-HT
2019-5743-P	2019-5730-P	2019-5729-R	2008-4163-R
			11-12-09-028
2019-5749-WW	2018-5638-WW	2015-5137-WW	
	NJG0291706	NJG0249190	

**MOTION 4**

A motion to approve plans recommended by staff was made by L. Huebner, seconded by T. Wang, and with G. Mount absent carried unanimously.

**NRCS UPDATE**

The District Manager received an email from K. Farbotnik, NRCS, Somerset, NJ informing the District next month NRCS will be updating the following standards for New Jersey:

- Pest Management Conservation System
- Nutrient Management
- Stream Habitat Improvement and Management
- Wildlife Habitat Planting

All comments on the standards can be forwarded to K. Farbotnik at NRCS by 7/19/19.

An email from C. Flanagan informed the District sign up deadline for NRCS 2020 program funding is 8/30/19. Implementation of projects is off to a slow start due to all the wet weather.

### **EXTENSION UPDATE**

Interviews will start the week of 7/17/19 for the Monmouth County Agricultural Agent position.

Inspections for the Farm Food Safety Rules are being conducted. There have been 40 farm inspections so far. The goal is to inspect over 70 farms this summer.

M. Melendez handed out flyers for Rutgers Great Tomato Tasting Event & Snyder Farm Open House on 8/28/19.

Flyers for Mercer County 4-H Fair to be held 8/3/19 & 8/4/19 were handed out.

Flyers were handed out on how to become a Rutgers Master Gardener. Applications are being accepted. Classes are Thursday from 9:30 am – 1:00 pm, from late September to early March. Registration fee is \$250.00.

Starting in August, during the 2<sup>nd</sup> Monday of the month help lines will be open in the evening and samples can be brought to the Extension Office for residents that can only come in the evenings.

### **SSCC UPDATE**

F. Minch emailed information about the North East NACD meeting being held August 25-28, 2019, at the Foxwood Resort and Casino in Connecticut.

### **NEW BUSINESS**

The District office building siding is faded on the right side of the building. The District contacted CertainTeed, the siding manufacturer and filled out a claim to have the siding replaced. CertainTeed agreed to replace the siding on the right side of the building only at no cost to the District.

Shared Services agreements were presented to the Board for Cleaning Services and a Cooperative Agreement with the Freehold Soil Conservation District for technical assistance when the Mercer District Manager is on vacation.

### **MOTION 5**

A motion to approve the Shared Services for Svitlana Romaniv Cleaning Services was made by T. Wang, seconded by L. Huebner, and with G. Mount absent carried unanimously.

**MOTION 6**

A motion to approve the Cooperative Agreement with Freehold Soil Conservation District was made by L. Huebner, Seconded by T. Wang, and with G. Mount Absent carried unanimously.

T. Wang inquired about the District's new website progress. The District Manager informed the Board he just received an email yesterday with a link to a basic website design.

The meeting was adjourned at 1:50 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board

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

**MCSCD SUPERVISORS**

Scott Ellis  
Theodora Wang  
Gary Mount  
Lucia Huebner

**STAFF**

Linda Sandusky

**OTHER**

Meredith Melendez

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 July 11, 2019 meeting were reviewed by the Board.

**MOTION 1**

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

The Treasurer's Report was presented to the Board. The District was in the black for this period. Section 251 Fees were up for the month and expenses were down.

**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  
2 - PREREVIEW INSPECTIONS  
26 - REVIEWS  
94 - INSPECTIONS  
0 - PRE-CONSTRUCTION MEETINGS  
24 - FINAL REPORTS OF COMPLIANCE  
10 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES

- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 4 – 251 EXEMPTION DETERMINATIONS

### **HUNT LAKE DAM**

The District Manager completed an additional draft of the letter to be sent to the Watershed Institute. Additional revisions were requested to be made by L. Huebner. The Board will need to decide which version of the letter they would like to be sent.

The District Manager reached out to Mark Kataryniak, P.E., the Hopewell Township Engineer regarding the possibility of Hopewell Public Works performing the maintenance outlined in the letter to be sent to the Watershed Institute. Mr. Kataryniak stated he would meet with his Public Works Director at the site to see if they are capable of performing the maintenance activities. The District Manager received a follow up phone call from the Township Engineer. They believe they can do the work and would be willing to do so. There are some concerns regarding Public Works performing services on private property. The District Manager contacted District Council regarding this issued. District Council researched the issue and determined that the easements grant the District or its agents have the right of ingress and egress for this purpose.

It was determined by District Council that there is a potential conflict of interest since the District regulates Hopewell Township. District Council recommended procuring the services of an outside contractor that the District has no regulatory authority over, and have the District pay for the cost to perform the services.

After further consideration, the District Board of Supervisors is willing to have a Shared Service Agreement with Hopewell Township Department of Public Works to do the clean-up and future maintenance work at Hunt Lake dam site. The District will pay for all services provided.

The District Manager reached out to Clint Oman, P.E. at New Jersey DEP to provide an update on the Homeowners decision to proceed with rehabilitation or have the dam breached.

Mr. Oman responded back, that Mr. Forrester has reached out to Emergency Services in Hopewell Township for the potential use of the lake as a water source for fire suppression. Both Hopewell Township and Hopewell Borough Fire Departments expressed an interest in the use of the lake for such a purpose. Therefore, NJDEP will be issuing an additional time extension to make a determination on rehabilitation or breaching of the dam.

### **MOTION 3**

A motion to allow Hopewell Township Public Works Department to do maintenance work at Hunt Lake Dam Site under District direction and to pay for time and materials was made by G. Mount, seconded by T. Wang, carried unanimously.

#### **MOTION 4**

A motion to approve sending out a letter to Watershed Institute was made by G. Mount, seconded by L. Huebner, carried unanimously.

#### **BUILDING MAINTENANCE – SIDING**

The District Administrator was contacted by CertainTeed Warranty & Technical Services to inform the District the original siding color has been discontinued. CertainTeed agreed to replace the siding on the entire building at no cost to the District.

The owner, Gary Sklut of NuLook Distributors, Inc. (the original installer) agreed to install the siding with the amount of installation funds being provided by CertainTeed. The only thing the District has to do is pick a new color for the siding.

#### **MOTION 5**

A motion to approve replacing the siding through warranty from CertainTeed was made by L. Huebner, seconded by T. Wang, carried unanimously.

#### **CHAPTER 251 COMPLAINT**

The District Manager received notification of a complaint to NJDEP, Dept. of Water Quality and Compliance Enforcement regarding unfiltered dewatering at 120 Stokes Avenue in Ewing. This project was previously referred to the District by Municipal Officials in 2018. At that time, the District issued a Stop Work Order for land disturbance activities without a certified plan. The stop work order has not been rescinded due to the plan never being certified.

The District Manager conducted an inspection and noted that activities were occurring. The Manager contacted (emailed) the owner of the property to ascertain what was happening. The District Manager received a phone call from the Mayor of Ewing explaining that a storm drain trunk line had failed within this property, and the repair work was being performed on an emergency basis at the request of the Township. The District Manager stated that the work should proceed with proper sediment controls. At this point it was requested that dewatering from within the trench be done through proper filters. The Mayor agreed and said that would be done.

The District Manager also contacted the site Engineer regarding the status of the plan revisions. The plans were subsequently re-submitted and have been recommended for certification.

The District Manager received an additional complaint on 7/29/19 from a nearby Business Owner regarding sediment control and flooding. The Manager scheduled a field meeting with the concerned individual. It was determined that additional sediment barriers should be provided. An email stating this was sent directly to the Developer, with the Municipal Officials and NJDEP being copied. The District Manager subsequently had phone conversations with the owner and the site contractor regarding the installation of sediment barriers.



**MOTION 6**

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

**CORRESPONDENCE**

The District received a postcard about the Legislative Breakfast being held at Terhune Orchard on 9/9/19 at 7:30 am.

Conservation Reserve Enhancement Program (CREP) explanation sheet was handed out to the Board Members.

The District received the New Jersey Farmers News Papers.

**CHAPTER 251**

2018-5644-E	2019-5759-H	2019-5754-H	2019-5688-H
2018-5607-H NJG0298115	2015-5114-H NJG0281158	2019-5757-HB	2019-5761-L
2019-5751-L	2019-5756-P	2019-5752-P	2019-5722-P
2019-57821-P	2015-5119-P	2015-5099-R NJG0255785	2014-4908-R NJG0250392
2008-4035-R 11-12-09-010	2006-3697-R 11-12-06-087	2019-5763-WW	2019-5741-WW

**MOTION 7**

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

**EXTENSION UPDATE**

The Monmouth County Agricultural Agent and Cumberland County Agricultural Agent have been chosen by the Committee. The Rutgers Dean has to make the official hire.

Salem County interviews were held earlier this week for an Agricultural Agent.

Two events are scheduled for the Eco Complex, Equine Environmental Management Seminar on 8/2/19 and Organics Waste Management Summit with a focus on commercial composting to be held on 10/1/19. Sponsors and Stakeholders are being sought for Organics Waste Management Summit.

DEP is continuing to look into the regulations and meeting with stakeholders for farm composting regulations.

M. Melendez attended the International Association for Food Protection in Louisville Kentucky and gave a presentation on Food Safety Readiness Reviews.

M. Melendez held a Food Safety Readiness Review course in Indiana for inspectors.

54 inspections for Food Safety Readiness Reviews were done to date in New Jersey with only 3 farms passing so far.

**MISCELLANEOUS**

G. Mount informed the Board the dredging project at Carnegie Lake is being delayed until 9/1/19.

**WEBSITE**

The District Manager is still working with the website designer on updating and making changes to the website.

The next meeting is scheduled for September 5, 2019 and is the picnic meeting.

Respectfully submitted,

Linda Sandusky  
Acting Secretary to the Board

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
SEPTEMBER 5, 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  
Dan Pace  
Lewis Goldshore, Esq.

The meeting was called to order by Chairman, S. Ellis at 3:10 pm. The Statement of Adequate Notice was read.

The minutes of the August 8, 2019 meeting were reviewed by the Board. Corrections were discussed and corrected.

**MOTION 1**

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

The Treasurer's Report was presented to the Board. 251 Income was up significantly for the month.

**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**

16 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
21 - REVIEWS

- 82 - INSPECTIONS
- 4 - PRE-CONSTRUCTION MEETINGS
- 22 - FINAL REPORTS OF COMPLIANCE
- 7 - CONDITIONAL REPORTS OF COMPLIANCE
- 1 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 0 – 251 EXEMPTION DETERMINATIONS

### **HUNT LAKE DAM**

The District Manager requested a meeting and subsequently met with representatives of Hopewell Twp., including: The Twp. Engineer, Mark Kataryniak, P.E.; the Twp. Administrator / CFO, Elaine Cruickshank-Borges; and the Twp. Director of Public Works, George Snyder, on August 21, 2019. The topic of discussion was the potential of acquiring services of the Hopewell Twp. Public Works Department to perform initial as well as regular maintenance activities at Hunt Lake Dam. The initial maintenance activities include: fallen tree removal on the embankment as well as within the auxiliary spillway of the Dam, mowing the upstream and downstream Dam embankments as well as the top of Dam, and removal of woody vegetation along the upstream embankment. Regular maintenance activities will include the mowing of the embankments every four (4) to six (6) weeks during the growing season.

It was determined that the best course of action would be to enter into a Shared Services Agreement between Hopewell Twp. and the Mercer County Soil Conservation District. The District Manager prepared a Scope of Services document, and forwarded the same to Hopewell Twp. The Director of Public Works provided cost information including hourly rates for various employees by title. The District accepted the cost and hourly rate information provided. The Twp. Administrator created the Shared Services Agreement for District review. The agreement is very similar to other Shared Services Agreements that the District has previously entered into. The District reviewed the agreement and forwarded a copy to Council for comments. Council had no comments. The Township Administrator informed the District that the Township Committee would vote on the agreement on September 9, 2019.

The Final draft of the letter to The Watershed Association regarding reimbursement for Hunt Lake Dam maintenance was completed and mailed on August 12, 2019. To date a response has not been received.

### **MOTION 3**

A motion to authorize a Shared Services Agreement with Hopewell Township to do the maintenance work at Hunt Lake Dam was made by L. Huebner, seconded by T. Wang carried unanimously.

### **HONEY LAKE DAM**

The District received a complaint from a resident regarding tracking onto Bayberry Road from soil trucking within Hopewell Twp. The District manager responded to the complaint and conducted an inspection. It was determined that the source of the material was from the dredging activity at Honey Lake Dam. Significant tracking was occurring from the source of the dredging as well as the destination. The District Manager attempted to make contact with the original applicant representative. However, we were informed that the original representative is no longer a resident and not involved with Honey Lake Dam. Contact was made with the new representative of the Honey Lake Association. Several verbal and email requests were made to have the issues addressed. An additional inspection indicated that no progress had been made, so the District proceeded with the issuance of a Violation Notice in an attempt to bring the site back into compliance. Several additional complaints were subsequently received regarding soil tracking on the roadways, dust control and concerns regarding the make up and composition of the dust. The District Manager conducted inspections as necessary and as standard operating procedure, and subsequently met on site with a representative of the Honey Lake Association. A street sweeper was present at the time of the inspection and progress has been made. It is anticipated that all soil trucking activities will be completed by Friday, August 30, 2019.

### **CHAPTER 251**

Staff from the Freehold SCD were able to fill in for the District Manager during his vacation time. Two (2) individuals were able to be work during a two (2) day period to conduct inspections and perform technical plan reviews. The District Manager compiled a list of projects that required inspections and technical plan review. The Office Administrator was able to provide guidance for the various projects. The process went very well and accomplished the goal of providing support when the District Manager is not present.

### **BUILDING MAINTENANCE**

The promotional period for discounted monthly rate for Verizon phone and Internet Service ended. The District received a billing statement from Verizon for their standard billing rates. The Office Administrator made numerous attempts over a four (4) week period to get the promotional rates reinstated. After emails and phone calls to several individuals, Verizon determined that they would not grant us an extension on the promotional rates. The Office Administrator contacted Optimum for their service pricing. We were quoted a price significantly less then what our new Verizon rate would be. Their long-term pricing is also less expensive than Verizon's. Optimum also waived the installation cost. The Office Administrator therefore switched our phone and internet service provider to Optimum. They are scheduled to install all the necessary hardware and conduct the switch on September 10, 2019.

### **MOTION 4**

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

**CORRESPONDENCE**

An auction notice was received by the District for 207.4 acres preserved farm land in Hunterdon Country.

A wholesale price catalog was received from Van Engelen, Inc.

**CHAPTER 251**

2019-5766-T	2019-5748-EW	2019-5760-E	2019-5755-H
2015-4993-H	2002-3062-H	2019-5778-HPB	2019-5769-HT
NJG0253618	11-03-03-349		
2019-5767-HT	2019-5740-HT	2019-5739-HT	2019-5736-HT
2019-5735-HT	2019-5780-P	2019-5773-R	2016-5166-R
2019-5753-WW			NJG0252379

**MOTION 5**

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

**NRSC UPDATE**

C. Flanagan distributed a Farmers’ Guide to Farm Bill Programs from the USDA. This guide describes assistance for farmers, ranchers, and forest managers available through the 2018 Farm Bill broken down by funding opportunities from the Farm Service Agency, Natural Resources Conservation Service and Risk Management Agency.

The summary of current Mercer County NRCS assistance:

Ten 2020 EQIP Cost Share Applications have been received and the sign-up is closed out.

Fifteen Existing Contracts and four State Cost Share applications.

One Conservation Plan in East Windsor needs approval by the Board.

October 28<sup>th</sup> & 29<sup>th</sup> there will be a Quality Assurance Review of the NRCS Freehold Office by the State Office Staff. They will be reaching out to the District Board Members to get feedback on District/NRCS relations.

Laura Coover is planning on retiring on September 30, 2019.

**MOTION 6**

A motion to approval one Conservation Plan in East Windsor was made by G. Mount, seconded by T. Wang carried unanimously.

**EXTENSION UPDATE**

There will be an announcement about the Monmouth County Agricultural Agent hire in near future. Once the Committee makes the announcement of the chosen Agent, the Rutgers Dean has to make the official hire.

M. Melendez attended the Vegetable Growers Association Meeting last night. Fire safety inspections and the number of citations received by farms were discussed. A bill was put through to the State to mitigate this, but the bill is being held up by one Senator. The current outcome was for individuals to talk to their legislators on this issue.

Jesse Niederer is the current vice-president of the Vegetable Growers Association and has asked for a year leave of absence for maternity leave. Jen Monica will step in for Jess as vice-president.

September 9, 2019 is the legislative Breakfast at the Terhune Orchards.

Farm Readiness Reviews nationally are up to 1,100 reviews. Only two states have not had training, South Dakota and Wyoming. 40% of farms were totally ready to pass the inspection and only 8% needed significant improvements to be ready for the review.

First training for growers will be held at the Extension Office on September 11, 2109. 20 people have signed up for this training so far. Campbell Soup is requiring their potato supplies from New Jersey to comply with the Third-Party Audit even though every thing is cooked and canned.

### **SSCC UPDATE**

A save the date notice was handed out for the 2019 Joint Annual Conference being held on December 2, 2019 at the NJ Eco Complex in Bordentown, New Jersey. The program agenda will follow.

The September 23, 2019 SSCC quarterly meeting will be changed to the Health & Ag building at 300 Riverview Plaza with free parking.

At the National Envirothon a team from New Jersey placed 15<sup>th</sup> out of 53 teams.

A memo was received from F. Minch on Stormwater Rule Compliance on Agricultural Development Activities. A flow chart needs to be followed to see if compliance is required and then a form has to be forwarded to the State Soil Conservation Committee for their action.

### **UNFINISHED BUSINESS**

The Final draft of the letter to The Watershed Association regarding reimbursement for Hunt Lake Dam maintenance was completed and mailed on August 12, 2019. To date a response has not been received.

The homeowners associated with the Hunt Lake Dam approached Hopewell Township to have an agreement drawn up to use the Hunt Lake as a water source for fire protection/safety. This has to be put on the Hopewell Township Committee agenda to be discussed at the Township Committee Meeting. Another extension was then given by New Jersey DEP.

No vacation policy change has been made. Extending the vacation carry-over to two weeks was discussed. The current carry-over is only one week now. It was left that this can be discussed again if the need arises.

The meeting adjourned at 4:41 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board



**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
OCTOBER 3, 2019**

**MCSCD SUPERVISORS**

Gary Mount  
Theodora Wang  
Ed DiPolvere  
Lucia Huebner

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez

The meeting was called to order by Vice Chairman, G. Mount at 12:38 pm. The Statement of Adequate Notice was read.

The minutes of the September 5, 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 Manager commented on the lack of 251 Revenue this month with the expenses being stable.

**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**

9 - APPLICATIONS RECEIVED  
1 - PREREVIEW INSPECTIONS  
24 - REVIEWS  
98 - INSPECTIONS  
1 - PRE-CONSTRUCTION MEETINGS  
37- FINAL REPORTS OF COMPLIANCE  
0 - CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICES

- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 4 – 251 EXEMPTION DETERMINATIONS

### **LAND DISTURBANCE ACTIVITY**

The District Manager received a resident complaint passed through Hamilton Township regarding land clearing/soil disturbance activities on Klockner Road. The District Manager conducted an inspection of the property in question. It was noted that the site had been stripped of all vegetation, trees and stumps had been removed. The District Manager researched the property ownership at the Municipal Tax Assessors Office. The property is over 60 acres in area. The District Manager contacted the land owner to determine the nature of the activity. The owner is in the process of putting the land into agricultural production and has applied for farmland tax assessment. Copies of the farmland assessment forms were forwarded to the District. Since this is an agricultural use, it is considered a non-regulated activity. The District contacted the Municipality and informed them of the nature of the activity and the non-regulatory role of the District.

### **HUNT LAKE DAM**

The District received three (3) copies of the executed Shared Services Agreement between Hopewell Twp. and the District for maintenance activities at Hunt Lake Dam. The District Manager contacted the Board Chairman to arrange for District execution of the agreement. The District Chairman signed the agreement. Two (2) copies were forwarded to Hopewell Twp.

The District Manager contacted Hopewell Twp. Director of Public Works regarding the anticipated schedule to complete the maintenance activities. The majority of the initial maintenance (fallen tree removal and embankment mowing) has been completed. The removal of woody vegetation on the lower interior embankment is scheduled for removal over the next 2 weeks.

### **DISTRICT AUDIT**

The District received a Management Representation letter and an Attorney's Representation letter regarding respective understanding of financial issues related to the District. The District Manager forwarded the Attorney's letter directly to District Council for execution. A copy of the Management Representation letter was forwarded to the District Chairman to review prior to the Board meeting.

### **MOTION 3**

A motion to approve signature of the Management Representation Letter for the Auditor's was made by E. DiPolvere, seconded by T. Wang, carried unanimously.

### **WEBSITE**

The District Manager forwarded additional comments to the website designer for inclusion into the new website. Approximately 75% of the modifications have been employed into the new website. The District Manager conducted a slide show

presentation on the new website.

**MOTION 4**

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

**CORRESPONDENCE**

1. The District received a copy of the New Jersey Farmer Newsletter.
2. Rich Belcher sent an email about his upcoming retirement on 1/1/20.
3. The District received a Pinelands Native Seed Catalog.
4. A letter from Carrie Lindig was received regarding a change in scope due to a categorical exclusion from a detailed environmental assessment for Dam Site #8 upgrade by the Federal Government.

**HUNT LAKE DAM**

The District Manager received an email from Clint Oman from DEP. Mr. Oman received a letter from Hunt Lake Homeowner, Mr. Forrester regarding reaching out to the Hopewell Township Administrator and Deputy Mayor to discuss the fire protection aspect along with any other means the Township could assist him with for this project. Per Mr. Oman, the Township is currently reviewing their options.

**CHAPTER 251**

G. Mount informed the Board Carnegie Lake dredge piping has started. Cells are ready to receive the dredge materials.

2019-5779-E	2017-5474-E	2007-3816-E	2019-5785-H
	NJG0276626		
2019-5784-H	2016-5192-H	2007-3828-H	2005-3461-H
	NJG0253626		
2019-5738-HT	2019-5737-HT	2019-5725-L	2019-5783-P
2019-5781-P	2018-5560-P	2019-5729-R	2019-5768-WW

**MOTION 5**

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

**EXTENSION UPDATE**

Per M. Melendez upgrades are still being done at the new extension office. Lighting in the gym area was replaced with new LED lighting and the gym will also be painted. Trees are being planted and woody shrubs are being planted back by the garage area.

The Veterans Affairs Office has moved into the Extension Building.

The Master Gardeners may supply a food bank for the needy which can also be used by the veterans.

Bill Ericson is now the new Ag Agent for Monmouth County. Tim Waller for Cumberland County will start on January 1<sup>st</sup>.

New Jersey Dept. of Agriculture has completed 100 Food Safety inspections so far. The Food Readiness Reviews and Extension Outreach funding have been approved for another five years.

### **SSCC UPDATE**

A meeting for this morning at the Dept. of Agriculture regarding the Sussex and Warren District issues had to be cancelled per the Attorney General due to an administrative oversight. There has not been a Board meeting in Sussex since May, 2019. Consolidating the two Districts is still in limbo.

The Mercer District Manager has been assisting the Department of Agriculture with technical questions forwarded from Frank Minch in John Showler's absence.

### **NEW BUSINESS**

The Auditor had a conversation with the District Manager about having 110 percent revenue in the bank for 3 ½ years of permitting fees to be on reserve. The Auditor suggested transferring funds from unrestricted funds to restricted funds to cover part of the required fees retention. The Board agreed that this would be fine with them. The Auditor suggested the District Manager review/revise the fee schedule to add additional revenue.

The Board reviewed the meeting calendar dates for 2020. Changes can be made to the dates through the year.

### **MOTION 6**

A motion to approve the District Meeting Calendar for 2020 was made by L. Huebner, seconded by E. DiPolvere, carried unanimously.

The Board reviewed the Shared Services Agreement with Mercer County and agreed to renew the agreement.

### **MOTION 7**

A motion to approve the Mercer County shared Services Agreement was made by L. Huebner, seconded E. DiPolvere, carried unanimously.

The meeting adjourned at 1:44 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
NOVEMBER 6, 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 12:28 pm. The Statement of Adequate Notice was read.

The District Manager started the meeting with a twenty-three-minute slide show of the dredging of Carnegie Lake that also included the technical aspects of the dredging.

The minutes of the October 3, 2019 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. Section 251 Fees were up slightly from this time last year.

**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  
1 - PREREVIEW INSPECTIONS  
23 - REVIEWS  
111 - INSPECTIONS

- 3 - PRE-CONSTRUCTION MEETINGS
- 34 - FINAL REPORTS OF COMPLIANCE
- 0 - CONDITIONAL REPORTS OF COMPLIANCE
- 3 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 1 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 4 – 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251 ACTIVITIES**

- I. The District Manager received a phone call from an EPA (Federal) Employee, regarding a complaint he received relative to the Saw Mill Farms project located on Sawmill Road in the Crosswicks section of Hamilton. The complaint stated that there is older construction equipment (trucks, bulldozers, loaders, etc.) that have been parked for years and that may be leaking fuel and hydraulic oil.

The District Manager conducted an inspection later that day. It was noted that there were several vehicles including: a fuel supply truck, a bulldozer, dump trucks, loaders, etc. Also noted was an empty kerosene container without a lid, that was turned over.

The District Manager contacted the developer regarding potential violations to the 5G3 Permit (Authorization to Discharge Stormwater), since these issues are regulated under that permit. As a result of this, the developer moved the fueling truck offsite and removed the kerosene container. A small hydraulic fuel leak was noted as well. This is required to be addressed under the Permit. The developer remediated that spill.

The District Manager followed up with the EPA Employee who was very happy with the results. Photographs and emails outlining the efforts were also provided.

- II. The District Manager received a phone call from an investigator with the Mercer County Prosecutor's Office regarding a complaint they received relative to Honey Lake Dam dredging. The Investigator was looking for background information from the dredging activity occurring at the Dam site. They received a complaint from a local citizen regarding whether the dredge material (soil) had been tested, and if the dust being generated from the hauling of the material contained any contaminants. The District Manager informed the Investigator that the District has no regulatory authority related to the testing of soil for contamination. This is typically an NJ DEP issue. The District Manager referred him to the HOA representative for further concerns.
- III. The District Manager provided technical assistance to the Ocean County Soil Conservation District on several Chapter 251 projects. The assistance was related to: conduit outlet protection, offsite stability and channel stabilization.

**HUNT LAKE DAM**

The District Manager met with Hopewell Twp. Public Works Employee on October 9, 2019 to go over the remainder of the maintenance items to be addressed at the Dam site. Since that meeting, the fallen tree in the auxiliary spillway has been removed, the smaller caliper trees growing in the spillway have been cut down and the majority of the woody vegetation growing along the interior dam embankment has been cut down. The grass has begun to germinate along the interior embankments as well.

**FEE SCHEDULE ANALYSIS**

The District Manager met with Frank Minch to go over the fee schedule analysis performed. The analysis indicates that hourly rates to be charged for both plan review and inspections should be increased. The next step would be to see if there are categories within the current fee schedule that can be modified as a result of the hourly rate change.

At a minimum, the newer hourly rates can be submitted to the SSCC for review and approval. Each category will be analyzed to see if the hourly rate change translates into a fee schedule modification.

**MOTION 3**

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

**CORRESPONDENCE**

1. The District received a copy of the New Jersey Farmer Newsletter.
2. Notice of expiring terms for District Supervisor Members of the State Soil Conservation Committee was received from Frank Minch.
3. NRCS – Carbon Farming Workshop being held on November 7, 2019 at Duke Farms.
4. National Association of Conservation Districts (NACD) Membership renewal notice was received by the District.

**MOTION 4**

A motion to renew the National Association of Conservation Districts (NACD) Membership for \$250.00 was made by E. DiPolvere, seconded by G. Mount, carried with Lucia Huebner voting against the membership.

**CHAPTER 251 DENIAL**

2015-5106-H

**CHAPTER 251**

2019-5764-EW	2015-5077-E NJG0259896	2019-5789-H	2019-5788-H
2019-5774-H	2019-5727-HT NJG0297526	2017-5458-HT NJG0276812	2019-5787-PB
2019-5793-P	2019-5791-P	2019-5790-P	2019-5776-P

2019-5731-P            2018-5555-P            2019-5753-WW            2019-5745-WW  
2019-5744-WW            2006-3601-WW  
11-13-06-039

**MOTION 5**

A motion to approve one denial and plans recommended for certification by staff was made by G. Mount, seconded by L. Huebner, carried unanimously.

**EXTENSION DATE**

Master Gardners are having a Botanical Art Exhibit at the Extension Office.

**SSCC UPDATE**

John Showler will be back to work next week.

Frank Minch will be attending the Carbon Farming Workshop at Duke Farms on 11/7/19. Mr. Minch was invited by the Farm Bureau to see if there may be a role for Districts as they are looking at working on legislation.

The Sussex & Warren Soil Conservation District's are holding a public hearing 11/7/19 regarding their merger.

**UNFINISHED BUSINESS**

NJACD Annual Conference Partnership Meeting is being held at the Rutgers Eco-Complex, Bordentown, NJ on Monday, December 2, 2019. The District Manager and all Supervisor's except S. Ellis will be attending the conference.

The meeting adjourned at 1:50 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board



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

The meeting was called to order by Chairman, S. Ellis at 11:08 am. The Statement of Adequate Notice was read.

The minutes of the November 6, 2019 meeting were reviewed by the Board.

**MOTION 1**

A motion to approve the minutes with corrections 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 this month with receiving the 4<sup>th</sup> Qtr. FY2019 RFA Permit Fees.

**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  
17 - REVIEWS  
89 - INSPECTIONS  
1 - PRE-CONSTRUCTION MEETINGS

- 17 - FINAL REPORTS OF COMPLIANCE
- 8 - CONDITIONAL REPORTS OF COMPLIANCE
- 2 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 4 – 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251 ACTIVITIES**

The District Manager received a phone call from the Hamilton Township Engineer regarding a retaining wall failure along Kino Blvd. The District Manager conducted an inspection of the wall. The wall appeared to be of CMU construction with little to no reinforcement or tie backs into the earth it was supporting. The Township Engineer was seeking advice on potential solutions for the repair. The District approved a 251 project several years ago, downstream of the subject area. The Circumstances were fairly similar; a CMU block retaining wall failure into the same stream channel. The District Manager contacted the Township Engineer with alternatives to address the failure, that could be investigated. The repair downstream involved a segmental block retaining wall, with a battered face, and geogrid soil reinforcement. The District also provided the Design Engineers name to the Municipality.

### **BUILDING MAINTENANCE**

The District Manager contacted Rutgers Climatology Department regarding their fence around the weather station in the rear of our facility. The fence was rotting and portions had fallen down. The original weather station was dismantled and transferred to the District from its previous location, by the previous District Manager and the current District Manager. The wood was left by the curb. The District Manager cut and bound the wood for pick up by the Township. The material has subsequently been removed by the Township and a person passing by.

### **DISTRICT AUDIT**

The District received a copy of FY 2019 Audit prepared by: Nightlinger, Colavita & Volpa, P.A.

It was noted that the District's reserve balance of 100% restricted funds is below 110% target value, as outlined in the fiscal policy manual. Anything below the 110% value serves a warning that reserve balances may not be sufficient to complete obligated projects. It was previously suggested that the District re-analyze our fee schedule to determine if fees being charged represent current costs to provide services.

The District Manager is in the process of analyzing our fee schedule/structure.

### **MOTION 3**

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

## **CORRESPONDENCE**

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

An email was received from G. Sandusky regarding the three bridge replacements on Alexander Rd. in Princeton. The anticipated completion date for the County portion of the project is mid-April, 2020.

## **CHAPTER 251**

2019-5746-T	2019-5775-EW	2019-5800-E	2019-5796-E
2019-5671-H	2019-5799-HB	2006-3603-HB	2019-5747-HT
2019-5801-P	2006-3683-WW		
	11-13-06-079		

## **MOTION 4**

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

## **NRCS UPDATE**

C. Flanagan informed the Board there are 10 Conservation Program Applications pending/eligible in Mercer County for the year 2020 funding.

Mercer County has 15 existing EQIP & CSP contracts currently.

NRCS is currently writing an agreement for Freehold District to help NRCS with planning. An agreement was made allowing Courtney Davidson to do Conservation Planning for 8 hours per week to help NRCS.

L. Huebner of Beechtree Farm talked about a pond built at the farm with NRCS support. The Beechtree Farm also did a Pasture Walk talking about rotating pastures, etc., which was well attended.

G. Mount spoke at length about drainage issues on one of the low fields at Terhune Orchards. He received help from Rodger Gravatt to put in piping & a pumping system to pump the water out due to the low elevation of the field.

## **EXTENSION UPDATE**

M. Melendez is on the hiring committee for a Rutgers staff position for Burlington County.

The Salem County Ag Agent hire did not accept the job so the interview process will continue.

M. Melendez & W. Kline had a meeting last month at the Snyder Farm where they focused on post-harvest sanitation, geared to growers. Cleaning and sanitizing surfaces are most of the questions. Eleven people attended doing a hands-on experience with analyzing the apple wash line, which is a very old line used to wash apples.

M. Melendez attended the National Food Safety Program Meeting in Denver, Colorado with FDA, USDA & the National Association of State Departments of Agriculture. M. Melendez gave an update on the National Readiness Reviews. In New Jersey 14% of the farms had readiness reviews and Nationally only 3% of farms had readiness reviews. Going out to the farms really helps the growers with their needs.

### **UNFINISHED BUSINESS**

The District Manager received correspondence from Clint Oman of NJ DEP Dam Safety. Mr. Forrester has been reaching out to Hopewell Township Officials and some other Politicians in an effort to get financial assistance to rehabilitate the Hunt Lake Dam. So far no one has made a commitment to help funding and Mr. Forrester has asked for an extension of time. C. Oman is giving Mr. Forrester additional time and then will issue a letter with a final date for Mr. Forrester to sign the MOA or the dam will be decommissioned.

The District Manager is still going back and forth with the website designer updating the new website. The District Manager is still in discussions with Ram It about hosting the website and what that entails.

### **NEW BUSINESS**

District's Audit for FY2019 was received and reviewed by the Board. No outstanding items were noted. The only recommendation was 110% restricted funds are required to be in reserve and the District is at 100%. The Auditors recommended looking at our fee schedule for a possible increase to obtain and 110% reserve balance.

### **MOTION 5**

A motion to approve the Audit for FY2019 was made by L. Huebner, seconded by E. DiPolvere, carried unanimously.

### **OTHER BUSINESS**

G. Mount mentioned at the Annual Conference that the Keynote Speaker suggested District's change their names to be more inclusive of other forms of conservation. The Board discussed whether the Mercer County Soil Conservation District should change the name of the District. The District Manager mentioned that F. Minch said Districts could change to any name they want but the legal name will have to stay the same, since the District names are established in the statutes.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
JANUARY 9, 2020**

**MCSCD SUPERVISORS**

Scott Ellis  
Ed DiPolvere  
Gary Mount  
Lucia Huebner  
Theodora Wang

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Meredith Melendez  
Clare Flanagan

The meeting was called to order by Chairman, S. Ellis at 12:31 pm. The Statement of Adequate Notice was read.

The minutes of the December 5, 2019 meeting were reviewed by the Board.

**MOTION 1**

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

The Treasurer's Report was presented to the Board. The District was in the black for December, 2019 with 251 Income holding steady and expenses kept at a minimum.

**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**

11 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
22 - REVIEWS  
76 - INSPECTIONS  
1 - PRE-CONSTRUCTION MEETINGS

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

### **NJACD ANNUAL PARTNERSHIP MEETING**

The District Manager and all Supervisor's attended the 2019 New Jersey Association of Conservation District's Annual Partnership Meeting on December 2, 2019 held at the Rutgers Eco-Complex in Columbus, New Jersey.

Brief presentations were given by: Dennis Daugherty, President of NJACD; Secretary of NJ Dept. of Ag, Douglas Fisher; Carrie Lindig, USDA – NRCS State Conservationist and Brian Shilling of Rutgers University.

The keynote speaker was Eric Hansen of the National Association of Conservation Districts.

A Partnership Communication Round Table entitled: What We Do and Can Do For Each Other, was held between the NACD; NRCS; NJACD; SSCC & NASCA.

The NJACD Business Meeting was also held.

The meeting was condensed as a result of weather concerns.

### **SSCC QUARTERLY MEETING**

The District Manager and Supervisor, T. Wang attended the State Soil Conservation Committee Meeting on December 9, 2019.

Topics of discuss included: Bergen Soil Conservation District Supervisor appointments; Sussex Soil Conservation District update; 2020 SSCC meeting calendar; Engineering Report; NRCS Conservation Service Report including the Conservation Reserve Program; Subcommittee Reports; and Conservation Program Partners Reports.

### **CHAPTER 251 ACTIVITIES**

The District Manager received a complaint from a farmer on Etra Road in East Windsor, regarding a flooding concern on their farm. The nature of the concern was related to Mercer County repaving Etra Road. They believed the elevation of Etra Road was raised when the road was reconstructed, causing water to back up onto the field. The District Manager conducted an inspection and contacted the County Engineer. The County Engineer indicated that the road was initially milled two inches and repaved two inches. Therefore, no elevation change occurred. The District Manager emailed the land owner with the result of the inspection and follow up.

**CONTINUING EDUCATION**

The District Manger completed an online training course entitled: Hydrology-Rainfall Runoff Processes – Peak Flow for Ungauged Sites on December 18, 2019.

**FORESTRY GRANTS**

The District received the final close out notification for Grant #12DG11420004142, from the USDA – Forest Service.

**MOTION 3**

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

**CORRESPONDENCE**

A thank you card was received by Richard Belcher for the generous gift the District gave him for his retirement.

Holiday card was received by Nightlinger, Colavita & Volpa, PA.

Seed Catalog was received from Ernst Seed, 2020 Spring Savings Opportunity for Conservation Districts.

USDA Farmers’ Guide to Farm Bill Programs was discussed.

The District received the New Jersey Farmer News.

USDA Inside Agroforestry Newsletter was received by the District.

Hilltop Hollow Farms sent a special offer for Conservation Districts for a spring plant sale.

**CHAPTER 251**

2019-5809-E	2016-5216-E NJG0258067	2019-5815-H	2019-5777-H
2019-5732-H NJG0297887	2016-5329-H NJG0265721	2004-3419-H 11-03-05-157	20195811-HB
2019-5786-HB	2019-5810-HT	2019-5805-L	2019-5797-L
2019-5813-PB	2019-5814-P	2019-5807-P	2019-5765-P
2019-5705-P	2015-5081-P NJG0260738	2019-5808-R	2016-5157-R NJG0259942
2006-3648-R 11-12-06-064			

**MOTION 4**

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

### **RC&D UPDATE**

Meeting minutes, agenda, financial statement and meeting schedule for 2020 were received from South Jersey RC&D.

### **NRCS UPDATE**

C. Flanagan has one State Cost Share Application, Live Stock Farm for District Approval.

### **MOTION 5**

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

The State has funding to restore historically old buildings. L Huebner was interested in restoring an old barn and was inquiring about this funding.

High Tunnel program in the past required planting crops into the ground. A new program is in place that if you have contaminated soil with arsenic you can have a barrier between the contaminated soil and bring in good soil to plant on top of the barrier. This is ideal for community gardens in urban areas. Some plants absorb contaminants from the soil or through the leaves.

FSA has an acre crop reporting deadline of January 15, 2020 for fruit, grapes & berries.

### **EXTENSION UPDATE**

G. Mount spoke about Bee Vectoring Technologies, a bio-pesticide being used on bees for organic use. Bees walk through trays of bio-pesticides after leaving the hive and then transfer the bio-pesticide to the plant. This bio-pesticide does not hurt the bees. This is to prevent a rotting type of disease that affect plants when in the flowering stage.

M. Melendez handed out the agenda for 2020 NJ Agricultural Convention & Trade Show and NJ Vegetable Growers Meeting being held February 4, 2020 at Harrah's Resort Hotel Convention Center in Atlantic City, NJ.

South Jersey Vegetable Meeting is being held March, 9, 2020 and the North Jersey Vegetable Meeting is being held February 26, 2020.

M. Melendez was written into a Grant with ISLES to help find farms to participate in Farm to School Programs.

Princeton University has a summer internship program M. Melendez was telling the District about. Princeton University will house the students and even give them a car if needed for the internship.

M. Melendez spoke about the District Manager being a speaker/presenter regarding water quality at the Environmental Stewards Class.



### **SSCC UPDATE**

F. Minch is working with Director Purcell and Secretary Fisher to fill the position Richard Belcher held and will be focusing on more farmland assessment duties then educational aspects of the job.

Sussex and Warren Districts merger was approved by the SSCC and will be known as the Upper Delaware Soil Conservation District effective July 1, 2020.

F. Minch has been dealing with many animal waste management issues, but nothing in Mercer County.

### **UNFINISHED BUSINESS**

The final deadline for Mr. Forrester is February 15, 2020 to notify DEP of his desire to take ownership and rehabilitate Hunt Lake Dam. If no action is taken then decommissioning the dam will occur.

### **NEW BUSINESS**

The Board agreed to change the next meeting date to February 7, 2020.

The District received a signed Shared Services Agreement with Robbinsville Township for the District vehicle maintenance for the year 2020.

### **MOTION 6**

A motion to approved the Shared Services Agreement with Robbinsville Township was made by E. DiPolvere, seconded by L. Huebner, carried unanimously.

The District Manager received notice from the U.S. Forest Services with the final close out of the Forestry Grants.

The meeting was adjourned at 1:39 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board



**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
FEBRUARY 7, 2020**

**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 12:28 pm. The Statement of Adequate Notice was read.

The minutes of the January 9, 2020 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. 251 Fees were up significantly for this period with expenses kept normal.

**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**

19 - APPLICATIONS RECEIVED  
2 - PREREVIEW INSPECTIONS  
34 - REVIEWS  
101 - INSPECTIONS  
2 - PRE-CONSTRUCTION MEETINGS

- 13 - FINAL REPORTS OF COMPLIANCE
- 8 - CONDITIONAL REPORTS OF COMPLIANCE
- 0 - VIOLATION NOTICES
- 0 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 3 – 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251 ACTIVITIES**

The District received a letter from Concerned Citizens in the MRC Zone of Hopewell Township regarding a land disturbance activity at 185 Van Dyke Road. The District Manager conducted an inspection of the property in question. There were no on-going construction activities. The District Manager followed up with an email to the Township engineer for input. The Township Engineer indicated that several improvements projects (garage & pool house) were issued zoning/building permits at various times in 2018.

Since both projects are completed and there are no current land disturbance activities occurring, District involvement is not required. There was no return address or contact provided on the original letter, so a follow up response was not possible.

### **SSCC**

The District Manager attended the January 13, 2020 State Soil Conservation Committee Meeting. Topics of discussion included: Sussex Soil Conservation District update; Soil Conservation District Audits; Soil and Water Cost Sharing Tables.

It was noted that the Soil and Water Cost Sharing Tables must be approved annually by the individual District Boards. The District Manager reached out to the Executive Secretary of the New Jersey Department of Agriculture, for a copy of the most current Cost Sharing Tables.

It was also noted that the Districts are all required to post FY 2019 Audits on their respective websites.

### **251 ADMINISTRATION**

The District Manager filed an annual request for the purging of 251 documents. A disposition request was made through the online portal of the New Jersey Department of Treasury, Division of Revenue and Enterprise Services, Records Management Services. The request must first be approved by the NJ Department of Agriculture and then by the RMS. Upon receipt of the approval all 251 files closed out over 7 years ago were brought to the Hamilton Township Ecological Center for recycling. Old financial records were also shredded by the Office Administrator.

### **WEBSITE**

The new District website is up and operational. The District has had some issues with getting our vendor to provide timely changes to the website. Meeting agendas, minutes posting, FY 2019 Audit and other corrections required. There was a concern regarding

the posting of meeting agendas/notices 48 hours prior to the meeting. The District Manager contacted District Council regarding statutes related to the Open Public Meetings Act (AKA: The Sunshine Law). District Council provided a copy of the statutes related to this requirement. Electronic/internet notice is not a requirement within the Sunshine Law. Several case law decisions were provided along with Council determination. Therefore, it is not a requirement to have meeting agendas posted on the internet. However, the District will continue to do so as a courtesy to the public.

### **DAM SITE 21**

The Office Administrator informed the District Manager the final master plan for recreational improvements to Dam Site 21 had been posted to the County's Website. The District Manager and Office Administrator reviewed the plan. It was noted that a public restroom facility is being proposed adjacent/attached to the District Office at 590 Hughes Drive. The Office Administrator expressed concerns related safety as well as hygiene, considering that there is typically just one (1) employee within the office. The suggestion was provided that we contact the County to request that the facility be moved to where 508 Hughes Drive building was previously located. The District Manager met with the Chairman of the Board of Supervisors to discuss the issue. The District Manager also reached out to the Planners who created the Master Plan, for clarification. The District Manager heard back from the Superintendent of Parks, who confirmed our interpretation and also noted that currently there are no detailed plans for the restroom facility. The District Manager reached out to the Superintendent of Parks as well as the Deputy Director of the Mercer County Park Commission to schedule a meeting, to discuss the Districts' concerns.

The District Manager did a slide show presentation of the Dam Site 21 Master Plan and where a proposed public restroom is being considered behind the District office.

### **MOTION 3**

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

### **CORRESPONDENCE**

1. NJ Farmer Newspaper
2. Auction notice for 166 acres farmland property in Cumberland County, NJ
3. Letter from Secretary Fisher to Senator Steven V. Oroho regarding Soil Districts to provide electronic filing of soil erosion and sediment control plans instead of physical copies.
4. NJBIA (NJ Business & Industry Association) Membership notice

### **MOTION 4**

A motion to renew membership with NJBIA in the amount of \$285.00 was made by G. Mount, seconded by T. Wang, carried unanimously.

5. Lewis Goldshore, Esq. sent an article he wrote in the New Jersey Law Journal with regard to the financial burden for repair and rehabilitating a failing private

- dam. Also sent was an article in the New Jersey Law Journal called Construing Dam & Reservoir Responsibilities in NJ.
6. Notice from NJACD for a donation to sponsor the New Jersey Envirothon in the amount of \$500.00. The Board agreed to have Assunpink environmental Institute, Inc. do the donation this year.
  7. South Jersey RC&D Council sent the District a dues invoice for \$300.00. The Board did not approve payment.

**MOTION 5**

A motion to donate \$500.00 through Assunpink Environmental Institute, Inc. to the Envirothon was made by G. Mount, seconded by L. Huebner, carried unanimously.

**CHAPTER 251**

2019-5707-T NJG0295388	2020-5829-EW	2020-5821-EW	2019-5764-EW
2020-5820-E	2020-5828-H	2019-5782-H	2016-5256-H
2020-5823-HB	2020-5832-HT	2019-5812-HT	2019-5816-L
2020-5833-P	2020-5827-P	2020-5826-P	2020-5819-P
2019-5802-P	2019-5794-P	2019-5793-P NJG0302201	2016-5245-P
2020-5831-R	2019-5795-R	2019-5729-R NJG0300861	2020-5825-WW
2019-5758-WW			

**MOTION 6**

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

**NRCS UPDATE**

C. Flanagan could not attend the meeting and sent the District Manager an update. C. Flanagan was contacted by the landowner on Woosamonsa Road and a concerned neighbor about the same property on Woosamonsa Road regarding goats on the property in the near future. The neighbors concern is a manure handling issue. The District Manager contacted Emily Blackman at the County to inform her of the issue because it is a preserved farm through Mercer County. Emily informed the District Manager that they should have a Manure Handling Conservation Plan. The farmer has contacted C. Flanagan to discuss a conservation plan.

**EXTENSION UPDATE**

M. Melendez could not make the meeting and sent the District Manager an update. Educational sessions at NJACTS were well attended. Specca Farms received the vegetable grower of the year award and Variety Farms won blueberry grower of the year award.

NJDA will be calling farms regarding the FSMA Produce Safety Rule. They are looking to determine if individual farms qualify for the rule. They will be visiting about 25% of

farms who claim they are exempt to look at paperwork proving that statement. There are no fines associated with this rule, yet.

### **SSCC UPDATE**

F. Minch will be attending a NRCS Somerset meeting and could not make the District meeting.

F. Minch sent out annual dinner meeting registration information for the Central Region Meeting scheduled for 3/18/20 at Villa Mannino. Years of service forms for employees and supervisors reaching 5-year milestones, and notification of expiring supervisor terms for G. Mount and L. Huebner whose terms will expire Jun 30, 2020 were also received.

F. Minch met with the Executive Committee to review a plan of work for the coming year.

The Sussex/Warren merger is continuing under the name Upper Delaware Soil Conservation District.

Audit reviews are now underway.

F. Minch is waiting for confirmation from the Governor's office on the backfilling of positions.

Exempt Municipality review reminders will be sent shortly.

F. Minch informed the District Manager that they are working with SADC and NRCS to update the Cost Sharing Tables.

### **NEW BUSINESS**

District Manager received a CPESC renewal fee for \$146.00. The District Manager noted that there is money in the budget for this.

### **MOTION 7**

A motion to approve the payment of CPESC renewal for \$146.00 was made by G. Mount, seconded by T. Wang, carried unanimously.

The next meeting date is March 5, 2020. The Board change to date to March 6, 2020.

The meeting was adjourned at 1:52 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board