

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

MCSCD SUPERVISORS

Gary Mount
Theodora Wang
Lucia Huebner
Scott Ellis
Edward DiPolvere

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Meredith Melendez

The meeting was called to order by Chairman, S. Ellis at 12:35 pm. This meeting was held virtually through Rutgers Webex as a result of the Covid-19 virus quarantine. All meeting notices were sent to two newspapers, put on the Districts' website and posted to the front door 48 hours prior to this meeting. The Statement of Adequate Notice was read.

The minutes of the June 4, 2020 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 with T. Wang abstaining, carried.

The Treasurer's Report was presented to the Board. This was a good month for 251 Income and expenses were kept to a minimum. The Fiscal Year has ended and the District was in the black for the year.

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

19 - APPLICATIONS RECEIVED
3 - PREREVIEW INSPECTIONS
27 - REVIEWS
95 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

HUNT LAKE DAM MAINTENANCE

The District Manager conducted an inspection to verify the mowing of the embankments. It was noted that the upstream and downstream embankments along with the top of bank had been mowed. The District Manager contacted the Director of Public Works regarding the mowing of the auxiliary spillway and the filling of several low lying sump areas along the top of bank. The additional work was subsequently scheduled. An additional inspection was also conducted to verify the completion of the additional work. After the work was verified, the District Manager contacted Clint Oman, P.E., of the NJDEP to confirm that repairs and maintenance that were identified in the Annual Regular Inspection Report had been completed.

BUILDING MAINTENANCE

The video doorbell security was installed adjacent to the front door on June 24th by Federal Alarm. The system live streams through a camera to a cell phone. There is also an audio component that allows for communication, if desired, with the person approaching the door. The system also sends alerts when an individual approaches and is in range of the camera. The doorbell chime also rings to the cell phone as well as the chime in the building. We are in the process of hooking the system up to multiple cell phones (Administrator's and the District Manager's).

The new air conditioning system was installed and is fully operational. It was determined that the pre-existing system was approaching the end of its design life. A leak was noted in the old system and was repaired. The age of the compressor/condenser was 16 years old and the air handler was older. During installation of the new system it was noted that the bottom of the old air handler was almost completely rusted out.

A new programmable thermostat was also installed that allows for regulating temperatures during and after regular business operating hours and days.

COVID-19

The District Manager and the Office Administrator viewed a webinar conducted by Paychex regarding work and office operations under the current Covid-19 pandemic. The webinar was informative. The webinar also referenced additional guidelines published by the CDC regarding this topic.

Based upon CDC definition, the District is considered to be operating within the lower risk of the operational risk pyramid. Therefore, certain precautions, although not necessary, are recommended and are substantially being complied with.

PERMIT EXTENSION ACT

The NJ Department of Agriculture notified all District's that the Permit Extension Act was

signed into law and is retro-active from March 9, 2020 for the duration of the Public Health Emergency, State of Emergency or both. Therefore, Chapter 251 Plan Certifications that previously expired on or after March 9th, 2020 are by law still active.

The District will need to compile a list of the expired projects, contact the owners of the projects and rescind the expiration of the effected projects.

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 letter from Peter Schaefer of RCR Management, LLC, a Condominium and Homeowners Association in West Windsor with regard to a swale reconstruction on Ketley Place on the Windsor Haven property. They have been receiving sediment laden storm water from an adjacent site which has been an ongoing issue. Toll Brothers is aware of the issues and the District will not issue a Final Report of Compliance without these issues being addressed.

CHAPTER 251

2020-5899-T	2020-5890-T	2020-5885-T	2016-5167-EW NJG0292141
2020-5901-H	2020-5900-H	2020-5891-H	2020-5875-H
2020-5817-H	2018-5589-H	2017-5406-H NJG0269557	2016-5286-H NJG0272728
2020-5897-HPB	2020-5904-HT	2020-5876-HT	2019-5792-HT
2020-5909-P	2020-5908-P	2020-5906-P	2020-5903-P
2020-5895-P	2020-5894-P	2019-5793-P NJG0302201	2017-5378-R NJG0267813
2020-5902-WW	2020-5896-WW	2020-5886-WW	2020-5882-WW
2020-5873-WW	2020-5862-WW		

MOTION 4

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

EXTENSION UPDATE

Rutgers has a new President, Dr. Holloway. Larry Katz retired last week and Bob Goodman retired also.

M. Melendez mentioned Rutgers has a 250 million dollar deficit due to covid-19.

Extension employees are still under the no face to face interaction with the public and other employees through August 15, 2020. Rutgers is still on no social contact through mid-August.

Brian Shilling will be meeting with all the County Extension Department Supervisors on Monday hoping to get more information with regard to opening in the fall.

The County has asked help from all departments with election ballots. Nina, Erica and Leslie Floyd have been working overtime shifts to process election ballots.

WICK moved into the Extension Office Building.

The Agro Tourism Working Group has been working on the best practices for farms for the fall season, check lists, videos for best practices, attempting to keep up the changing executive orders from the Governor. The Agro Tourism Working Group is writing these safe practices with general wording to follow the state rules and also to reduce risks with the fall activities. The Secretary of Agriculture will present this to the Governor as reasons why these activities should take place on farms in the fall.

DEP is also dealing with furloughs and there will be delays in reviewing of documents.

Extension received information about Water Allocation Renewals. Any renewal due after March 9th has been granted an extension. There is nothing to do until the extension is over and they will send out a preformed application.

OTHER 251 ACTIVITY

An Applicant for 1 John Henry Drive – Solar Project is in need of a Certification Delegation. The revised plans were received by the District yesterday and there was not enough time to review them by this meeting. The District Manager is requesting a Certification Delegation for this project before final review so the applicant does not have to wait another month to start the project.

MOTION 5

A motion of Certification Delegation for 1 John Henry Drive – Solar Project was made by G. Mount, seconded by E. DiPolvere, with L. Huebner absent.

SSCC UPDATE

The Department of Agriculture staff has to take a 10 day furlough by the end of July. The staff is staggering there time off. Districts without Licensed Professional Engineers on staff will not be able to certify plans, issue technical review letters or issue reports of compliance on projects with engineered components until John Showler is back to work.

The Department of Treasury is in the process of reviewing State Agency budgets, in attempt to acquire funds to assist in the States projected deficit, due to the covid-19 Pandemic.

The employees Association (NJCDEA) is drafting a response letter in support of the New Jersey Department of Agriculture explaining the beneficial programs and employees within the department, requesting that their budget remain untouched. It was requested that all Districts prepare this letter and submit this to the Department of Treasury.

UNFINISHED BUSINESS

The Board agreed to stay flexible with regard to when to have the Dinner Tour Meeting, depending on the Covid-19 quarantine.

HUNT LAKE DAM

The Hopewell Township Committee has been discussing preserving the Hunt Lake Dam. The District Manager has been in touch with Mark Kataryniak and the latest correspondence says they are continuing discussions with D&R Greenway, who owns land adjacent to the dam site for public access. Mr. Kataryniak is looking for estimates from D&R Greenway for land acquisitions and he is getting estimates on construction costs. Mr. Kataryniak also discussed the property with the Open Space Advisory Committee which are generally in favor of preserving the Hunt Lake Dam site. It will be on the agenda for the Hopewell Township Committee meeting on July 7th.

NEW BUSINESS

The next meeting will for August 6, 2020.

The Mercer District had three State poster contest winners with one; grades 7th through 9th, going to Nationals this year.

The meeting was adjourned at 1:37 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 6, 2020**

MCSCD SUPERVISORS

Scott Ellis
Ed DiPolvere
Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHERS

Meredith Melendez
Frank Minch
Nicholas Saumweber - NRCS

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

The District Manager introduced Nicholas Saumweber from NRCS. N. Saumweber spoke about a new MOA agreement between the Districts, SSCC and NRCS. The goal of the MOA agreement is to establish basic partnership guidelines and outline methods of cooperation between the three entities. One of the goals is to treat the Districts equally, fairly and increase the participation by the Districts in NRCS programs. Districts have the opportunity to revise the MOA agreement to suit their local needs and priorities since this is written on a national template. This agreement is to outline the framework of how the Districts and NRCS might collaborate together. An example might be a local working group meeting with stakeholders (local farmers) in their area to talk about what the biggest concerns are for their area.

After the initial presentation from N. Saumweber, the Board had a discussion about the MOA agreement to change the wording as not an obligation, but a guideline of what opportunities are available to the Districts with regard to conservation priorities in their counties. N. Saumweber encouraged the District to look over the MAO agreement and make any necessary changes to the agreement. The Board agreed that the District Manager should make changes to the MOA agreement and change some of the wording like the word shall and obligation.

The minutes of the July 9, 2020 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. 251 Revenue was down for this period and expenses were 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 L. Huebner, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

- 11 - APPLICATIONS RECEIVED
- 2 - PREREVIEW INSPECTIONS
- 22 - REVIEWS
- 84 - INSPECTIONS
- 1 - PRE-CONSTRUCTION MEETINGS
- 9 - FINAL REPORTS OF COMPLIANCE
- 7 - CONDITIONAL REPORTS OF COMPLIANCE
- 1 - VIOLATION NOTICES
- 1 - STOP WORK ORDERS
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 1 - 251 EXEMPTION DETERMINATIONS

HUNT LAKE DAM

The District Manager conducted an inspection for regular maintenance activities. It was determined that the upstream and downstream embankments, top of bank as well as the auxiliary spillway need to be mowed. The District Manager reached out to the head of Public Works Department to schedule the mowing. A work order was issued for the embankment mowing.

PERMIT EXTENSION ACT OF 2020

The District received a memorandum along with an explanatory email from the SSCC regarding how to proceed with the projects affected by the Permit Extension Act of 2020 (PEA). There are several categories of projects affected by the PEA as follows: projects that otherwise expired after March 9th, 2020. Letters were mailed to owner's, rescinding the previously issued expiration letters; projects that have been re-certified for technical issues. No further action is required for these projects; projects that were re-certified on or after March 9th, 2020 to extend the certification period prior to expiration. The District must return the administrative fee received for processing the re-certification since, under the PEA, there is currently no expiration date for projects set to expire after March 9th, 2020. Expiration dates are a function of Covid-19 State of Emergency. A tolling period will be applied upon the end of the State of Emergency. At that point, for projects that have not been completed, the District will contact all affected projects

with additional requests for re-certification.

MEMORANDUM OF AGREEMENT (MOA)

The District received a template MOA between the SSCC, NRCS and Districts. Evidentially there is an existing, dated MOA between the three (3) entities. The purpose of the MOA is to establish basic partnership guidelines between the entities. The District Manager emailed the MOA to all Supervisors', outlining several concerns related to District functions regarding the coordination of Local Working Groups. The District Manager contacted the NRCS representative who authored the MOA. An explanatory email was received that indicated recognition of different capabilities of District's due to current staffing levels and well as the level of need for Local Working Groups within the County.

CORRESPONDENCE

The District received correspondence from Hamilton Township to attend a public meeting on August 2, 2020 to discuss the restoration of Dam Site #8.

A Thank You was received by the District from a recipient of the 2020 NJACD Memorial Conservation Scholarship sent from the NJ Association of Conservation Districts Director.

The District Manager discussed a letter received from ARC Mercer Klockner Road for a reduction in fees on application #2020-5920-H. The application falls under the site plan category for a group home with 6 bedrooms, additional parking for nurses and other staff. They want the application to be recognized as a single family home with the reduced fee associated with that. The Board also discussed waiving additional inspection fees that may become associated with this project.

MOTION 3

A motion to recognize Arc Mercer Klockner Road application #2020-5920-H as a single family home and waive all additional fees was made by G. Mount, seconded by T. Wang, carried unanimously.

MOTION 4

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

CHAPTER 251

2020-5881-EW	2019-5803-EW	2020-5820-E	2016-5329-H
		NJG0305120	NJG0265721
2020-5915-HT	2020-5914-HT	2020-5910-P	

MOTION 5

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

NRCS UPDATE

The District received an update from Clare Flanagan. NRCS is working on the 2020 funding and Mercer County has seven contracts this year. They are in the process of getting them signed and obligated. She is currently conducting site visits with masks and distancing. The offices are still closed to the public but individuals can still meet outside if there is something to be dropped off or signed.

NRCS has a \$500.00 relief payment for BIPOC (Black Indigenous Persons of Color) Producers impacted by Covid-19 that are working on farms.

L. Huebner noted that ten NRCS employees will be going to Beechtree Farms to do training on their farm Monday.

EXTENSION UPDATE

In Mercer County there is no indication when they will open the offices for staff. At the Extension Office the Sheriff Officers are scanning temperatures of all who enter the building.

M. Melendez and W. Kline will do their Food Safety Training Classes online. They are working with the Department of Agriculture to come up with a certificate-based training that NJDA deems worthy of a certificate, that is required for third party audits. This also means M. Melendez & W. Kline have to do the FSMA (Food Safety Modernization Act) Produce Safety Rule training online.

Third Party Audits for farms and inspections for Produce Safety Rules have been happening. Only one farm in Sussex County has been requested for readiness reviews. There have not been many requests for farm visits.

A group of other Universities with M. Melendez and W. Kline have submitted a grant application to the USDA focusing on cost effective ways for farms growing produce to be in compliance with regulations. This large grant application for over Seven Million Dollars was funded.

M. Melendez submitted her tenure packet on Monday. She will have to wait until February to see if this is granted.

Secretary Fisher asked the Agro Tourism Group to put together a check list for farms to consider going into the fall tourism season to reduce risk due to Covid-19.

HUNT LAKE DAM

The Hopewell Township Engineer has been continuing discussions with D&R Greenway with putting a plan together for acquiring the Forrester property and a portion of the Baldarossi property containing the lake. D&R Greenway is working on appraisals.

MOTION 6

A motion to change the next District meeting time to 12:30 pm was made by L. Huebner, seconded by T. Wang with G. Mount absent, carried.

The meeting was adjourned at 2:15 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
SEPTEMBER 10, 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 12:42 pm. The Statement of Adequate Notice was read.

The minutes of the August 6, 2020 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 the month with expenses kept to 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

19 - APPLICATIONS RECEIVED
5 - PREREVIEW INSPECTIONS
25 - REVIEWS
77- INSPECTIONS
1 - PRE-CONSTRUCTION MEETINGS
10- FINAL REPORTS OF COMPLIANCE
1- CONDITIONAL REPORTS OF COMPLIANCE
1 - VIOLATION NOTICES

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

CHAPTER 251

The District received a request to issue a Final Project Report of Compliance and close out a 251 plan Certification for a partially completed residential development in Princeton. The project “522 and 536 Prospect Avenue” comprised a total of three dwelling units, one to be constructed on a lot with an existing dwelling that was demolished. The District manager indicated to the original owner / developer that since two of the three dwellings had been constructed, and the third lot (existing dwelling that was demolished) had been cleared but not stabilized, the District could not issue a Final Project Report of compliance unless one of two things occurred: The third lot be stabilized (either by vegetative cover or the construction of the dwelling) or a new application be provided for the remaining lot.

The District Manager was informed that the remaining lot had been subsequently sold and that a new owner / applicant would be applying for a separate SESC Certification.

The original owner was informed that as soon as the new application is approved, we could close out the original application.

Several weeks later, the District was informed that the new owner had begun construction, which was being done under the current plan certification without authorization from the current owner.

The District Manager contacted the Municipality to retrieve the new owner / applicant information, which was subsequently provided. The District Manager reached out to the new owner who initially indicated that he would provide a separate application for the remaining lot. Afterwards, the new owner contacted the District indicating that there is specific language on the original executed application indicating transfer of Certification obligations to any subsequent owner. The District Manager subsequently contacted District Council for an interpretation of the language.

District Council indicated that based upon the language on the application, the new owner was, essentially transferred the plan Certification and may operate under the original plan Certification.

The District Manager informed both parties of the interpretation of the application language. New contact information was also requested from the new owner.

HUNT LAKE DAM MAINTENANCE

The District manager conducted an inspection on 08-03-2020 of the Hunt Lake Dam to determine if the previously requested mowing had been completed. The District manager conducted a follow up inspection on 08-18-2020. The mowing was completed

satisfactorily.

MEMORANDUM OF AGREEMENT BETWEEN THE NRCS / SSCC / MCSCD

The District Manager edited the MOA between the NRCS / SSCC / MCSCD to modify the language to be less restrictive in the expectations of the District. The current language stipulates several requirements that the District currently does not undertake and currently does not have the resources or the capacity to accomplish. The revised MOA was forwarded to all Board members for input and comments.

ANNUAL DISTRICT AUDIT FY 2020

The District accountants / auditors conducted the annual audit for FY 2020 of District financial records. The Office Administrator gathered all of the requested financial information, records, account data and project files for review and audit. The District is awaiting receipt of the Audit report.

ELECTRONIC DATA TRACKING SYSTEM

The District Manager updated the Excel based Electronic Data Tracking System to include an Unobligated Funds tally for each municipality as well as for all projects in aggregate. Once a plan has been certified or completed and closed out, any remaining Review and Administrative Fees are considered non-refundable. The update will assist the auditors in determining if an adequate reserve balance exists in accordance with financial policy requirements and recommendations.

The information was provided to the District's Auditors for their review and inclusion in the Audit.

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 an email from the New Jersey Association of Conservation Districts (NJACD) thanking the Districts for their contributions to the National Association of Conservation Districts (NACD). New Jersey was among the top six contributors.

An Auction Notice for a farm in Voorhees was received by the District.

Van Engelen Dutch Bulbs Wholesale Fall 2020 Price List Brochure was also received by the District.

The District received the ArcUser News.

CHAPTER 251

2020-5927-T	2020-5932-E	2020-5919-E	2020-5928-HT
2020-5941-P	2020-5936-P	2020-5933-P	2020-5926-P
2020-5925-P	2020-5888-P	2020-5916-R	2020-5911-R

2020-5921-WW

2020-5854-WW

NJG0309796

MOTION 4

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

NRCS UPDATE

FSA & NRCS offices are open but, closed to the public with only one person in the office each day. Appointments are set up to meet the public outside. C. Flanagan is still doing field work.

C. Flanagan has seven EQIP Conservation Plans ready for approval today from seven different properties in Mercer County. C. Flanagan and S. Ellis will set up a time/date to meet for signatures.

NRCS is currently taking applications for 2021 and so far they have seven contracts.

MOTION 5

A motion to approve seven EQIP Conservation Plans was made by G. Mount, seconded by E. DiPolvere, carried unanimously.

EXTENSION UPDATE

The Extension Office is still closed to the public and most of the staff is still working from home. Two people from the Sheriff's Office are working the front door.

Election Office has moved into the gym and the 'fish bowl' classroom. Elections will be there for several months.

There is still no word from the County when the office will be opened to staff and the public.

Extension is still handling farmer plate certifications through Dana's email and she will mail out the certificate or leave it at the office for the farmer to pick-up.

M. Melendez has been going out with E. Blackman from Mercer County Planning Dept. to do the preserved farm visits for the past few weeks. T. Wang went for a day visiting farms with M. Melendez.

Extension has been working on the Weed Management Program. They received a Specialty Crop Grant and the first weed will be Nutsedge weed. M. Melendez is working on publications and incentive training dealing with Nutsedge.

Food Safety inspections are ongoing for the Federal roll by the Dept. of Ag, Farm Readiness Reviews and Third Party Audits are still happening. The first Grower Training will be online in December and all other trainings will be online this winter.

M. Melendez spoke to the District Manager about runoff and erosion control matters at a farm on Woosamonsa Road in Hopewell, New Jersey she encountered on a monitoring visit. The District Manager said he would revisit the farm site.

SSCC UPDATE

Frank Minch could not make the meeting today and sent the District Manager an update. All projects requesting an extension through the Permit Extension Act 2020 have to register through the DEP website. The website is now up and running as of 9/9/20. The District Manager will monitor this site and see which projects are to be extended. There is a 30-day window to apply for an extension.

UNFINISHED BUSINESS

The District Manager has been working on changing the wording of the Memorandum of Agreement with SSCC/NRCS/MCSCD. There are many differences of option/concerns between the Supervisors and the written agreement. C. Flanagan suggested meeting with Nicholas Saumweber from NRCS with any other questions to change the wording of the agreement. Since this topic is not of an urgent nature, the Supervisors agreed to table this until they can meet in person for discussion before signature.

The District staff is still working and functioning under the Executive Order for Covid-19 from the Governor of New Jersey. District Manager is working in the office in the morning and at home in the afternoon. The Office Administrator is working from home in the morning and in the office in the afternoon. This has not changed since the Executive Order for Covid-19.

The District has been corresponding with the Municipal Engineer for Hopewell Township with regard to Hunt Lake. Hunt Lake was to be on the agenda for the Hopewell Township Committee Meeting on Tuesday night, but there has not been an update.

NEW BUSINESS

The next District meeting is scheduled for October 8, 2020.

The District Audit went really well. The initial indication from T. Dark was that everything looks really good. The Auditors have to finish up the audit at their office and send the final audit reports.

T. Wang asked for an additional explanation of the Data Tracking System. The District Manager updated the Excel based Electronic Data Tracking System to include an Unobligated Funds tally for each municipality as well as for all projects in aggregate. Once a plan has been certified or completed and closed out, any remaining Review and Administrative Fees are considered non-refundable. The update will assist the auditors in determining if an adequate reserve balance exists in accordance with financial policy requirements and recommendations. The District Manager will show the Supervisors the Data Tracking System the next time the District Board of Supervisors can meet in person.

The information was provided to the District's Auditors for their review and inclusion in the Audit.

E. DiPolvere asked what the prospects of meeting in person are. What needs to happen? The District Manager is following the Governors Executive Order Covid-19 guidelines for State employees.

There was a suggestion of meeting next time outside, setting up tents and tables keeping 6 feet apart. G. Mount has an employee who tested positive for Covid-19 and had to have three other employees be quarantined for two weeks. He will not be able to attend an outside meeting which might affect his business. The Board agreed to not have an in person meeting at this time.

The meeting was adjourned at 1:41 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 8, 2020**

MCSCD SUPERVISORS

Gary Mount
Lucia Huebner
Theodora Wang

STAFF

Paul Schiariti, P.E.
Lind Sandusky

The meeting was called to order by Vice-Chairman, G. Mount at 12:31 pm. The Statement of Adequate Notice was read.

The minutes of the September 10, 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. The District was in the black for the month with expenses kept to a minimum.

MOTION 2

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

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

11 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
19 - REVIEWS
92 - INSPECTIONS
1 - PRE-CONSTRUCTION MEETINGS
25 - FINAL REPORTS OF COMPLIANCE
6 - CONDITIONAL REPORTS OF COMPLIANCE
1 - VIOLATION NOTICES
0 - STOP WORK ORDERS
0 - DENIALS

0 - CERTIFICATION DELEGATIONS
2 – 251 EXEMPTION DETERMINATIONS

PERMIT EXTENSION ACT 2020 (PEA)

The District was provided with an initial list of projects which registered through the NJDEP Portal for the Permit Extension Act 2020 (PEA). As of September 16, 2020, six projects within Mercer County registered for the PEA. The last day for registration is October 9, 2020. If a project is not registered by that date, it will not be eligible for extension under the PEA.

The District will check the list on or after October 9, 2020 for any changes.

HUNT LAKE DAM

The District Manager inspected Hunt Lake Dam for regular maintenance activities on 9/22/20. Based upon the inspection, it was determined that the embankments and the spillway need to be mowed. Hopewell Public Works was contacted to schedule the work. A work order was placed for the mowing. The District Manager re-inspected the dam to verify completion of the maintenance.

BUILDING MAINTENANCE

The District Manager conducted regular maintenance of the rain garden and the planter bed areas around the building. This included trimming of bushes, hedges and warm season grasses.

ETHICS TRAINING

The District Manager and the Office Administrator completed their Outside Activities Forms and on-line Ethics Training courses as required to be completed annually. Supervisors were provided with a link to complete their on-line Ethics Training.

MOTION 3

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

CHAPTER 251

2020-5931-H	2020-5923-H	2020-5920-H	2020-5912-H
2020-5883-H	2020-5950-P	2020-5948-P	2020-5946-P
2020-5937-P	2020-5944-R	2020-5943-WW	2020-5935-WW
2020-5884-WW			

MOTION 4

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

UNFINISHED BUSINESS

There is nothing new to report on the Hunt Lake Dam issues. Hopewell Township Committee is still doing virtual meetings and there are no updates. The District Manager

will give Clint Oman, P.E. a call to see if there is anything to report.

NEW BUSINESS

The next meeting is on November 5, 2020.

An approval is required for the Shared Services Grant Agreement between Mercer County and the Mercer County Soil Conservation District.

MOTION 5

A motion to approve the Shared Services Grant Agreement between Mercer County and the Mercer County Soil Conservation District was made by L. Huebner and seconded by T. Wang, carried unanimously.

L. Huebner asked to send a card and/or flowers to Ed DiPolvere. The Board agreed to send a card and fruit basket when appropriate.

The meeting adjourned at 12:46 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 5, 2020**

MCSCD SUPERVISORS

Gary Mount
Lucia Huebner
Theodora Wan
W. Scott Ellis
Ed DiPolvere

STAFF

Paul Schiariti, P.E.
Lind Sandusky

OTHER

Meredith Melendez

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

The minutes of the October 8, 2020 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 with S. Ellis abstaining, motion carried.

The Treasurer's Report was presented to the Board. The District was in the black for the month with expenses kept to 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

15 - APPLICATIONS RECEIVED
0 - PREREVIEW INSPECTIONS
25 - REVIEWS
88 - INSPECTIONS
3 - PRE-CONSTRUCTION MEETINGS
26- FINAL REPORTS OF COMPLIANCE
0 - CONDITIONAL REPORTS OF COMPLIANCE
2 - VIOLATION NOTICES

0 - STOP WORK ORDERS
0 - DENIALS
0 - CERTIFICATION DELEGATIONS
2 – 251 EXEMPTION DETERMINATIONS

HUNT LAKE DAM

The District Manager over-seeded the rear embankment of Hunt Lake Dam on 10/13/20. The downstream embankment was never over-seeded during the subsequent seeding season. It was determined that the majority of vegetative growth on this embankment was exclusively annuals (weeds). The top of bank and upstream embankments as well as the auxiliary spillway have adequate perennial turf grass coverage.

PERMIT EXTENSION ACT OF 2020

The District received notification from the New Jersey Department of Agriculture regarding an extension to the previous filing deadline for the Permit Extension Act of 2020. Therefore, projects set to expire on or after March 9, 2020, who file with NJDEP prior the E.O.B. December 2, 2020 will be eligible for an automatic extension to their Soil Erosion and Sediment Control Plan Certification and respective 5G3 Permits. Several additional lists have been provided to the District. The number of projects that have filed for an extension within Mercer County has expanded significantly. As the list gets updated, the respective projects are dealt with accordingly.

MERCER COUNTY MOA

The District Manager delivered the 2021 MOA Grant Agreement to the Board Chairman on 10/16/20, for signature. The Office Administrator subsequently mailed the executed copies to Mercer County.

2021 POSTER CONTEST

The District received the 2021 Poster Contest Brochure from the Freehold District Public Education Specialist. This years' topic is: Healthy Forests = Healthy Communities. The Office Administrator added the local District Rules and forwarded the same to our website designer for posting to the website. The appropriate school contacts throughout Mercer County were sent the brochure also. Posters are due to be submitted to the District by 4 pm, Friday March 10, 2021 for judging. First place winners are due to be submitted to the State Office no later than April 1, 2021. It is currently anticipated that virtual voting (photographs) will be employed again, similar to last year.

MOTION 3

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

CORRESPONDENCE

The New Jersey Farmers Newspaper was received by the District.

The District received the annual membership contribution letter from the National Association of Conservation Districts (NACD). The Board had a discussion on whether

to contribute and how much to give.

L. Huebner wanted to know what the NACD does for the District. The District Manager mentioned a few things the NACD does; a voice for conservation by testifying before Congress, proposing rules and legislation; technical assistance grants to Districts; host the poster contest and other contests for students 2nd grade through 12th grade.

G. Mount held the discussion on whether to contribute and how much should be given. The consensus was to contribute \$250.00, the same as the last couple of years.

MOTION 4

A motion to renew the annual membership of \$250.00 to the National Association of Conservations Districts was made by G. Mount, seconded by T. Wang, carried unanimously.

CHAPTER 251

2020-5951-E	2020-5945-E	2020-5934-E	2020-5918-E
2020-5867-E	2019-5806-E	2020-5964-HT	2020-5949-L
NJG0312401			
2020-5955-PB	2020-5966-P	2020-5961-P	2020-5956-P
2020-5965-WW	2020-5952-WW	2020-5905-WW	2019-5744-WW

MOTION 5

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

RC&D UPDATE

The District received an agenda from the virtual meeting on October 21, 2020 which included officers for 2021. Information about Manalapan Lake Grant and a stormwater basin retro fit in Lakewood Twp. Grant was also provided. Next meeting will be November 18, 2020.

NRSC UPDATE

The District Manager received information from Lauren Lapczynski, Easement Specialist regarding the upcoming Wetlands Reserve Easement Area Rates, used for their purchase rate for applications of wetland preserves and how they are priced out.

EXTENSION UPDATE

M. Melendez is working on Education Sessions for the Annual Ag Convention the week of the 22nd. The State is planning to have the Delegates conduct a one-day session similar to the Farm Bureau Meeting due to the requirement of an in person vote.

Last week M. Melendez participated in the International Association for Protection Meeting. Most of the talks were prerecorded and the speakers were available live for questions at the end of the talk.

M. Melendez's Grant work has been keeping her busy. One Grant is focused on Common Sense Resources for Farmers to achieve compliance with Risk Reduction Requirements. Working on National Surveys to gauge industry priorities to guide the Grant where they want to focus their attention.

Audits and Online Readiness Reviews are still ongoing and assists M. Melendez getting out to the farms.

M. Melendez has been talking to Princeton University on the dredge material from Carnegie Lake to be used on agricultural lands. There were discussions about the type of testing on the soils in particular the metals. Most of the testing is done already. She is looking forward to learning the process as it moves forward.

G. Mount asked M. Melendez about the new bill Governor Murphy signed today about food stores not allowed to offer paper bags to customers. Because of Covid-19 currently they are not allowed to let the customers bring their own bags into the store. M. Melendez said that will not happen until 2022. That gives time for clarity for what they really mean with the new bill. There is talk about food safety and the use of styrofoam and plastics, but not sure what that may encompass.

SSCC UPDATE

Frank Minch sent a copy of the new Executive Order 192 from Governor Murphy on work site protocols. All business must have a daily screening form that each employee must fill out prior to coming to work. Each employee must have their temperature taken prior to working as well. F. Minch sent a copy of a standard form for District use. The Office Administrator purchased a no touch thermometer.

All District Managers were requested to put together a three to five minute PowerPoint presentation about a completed project in their District during the Covid-19 period for the Annual Conference on the 16th.

UNFINISHED BUSINESS

The District Manager spoke to Clint Oman from DEP with regard to Hunt Lake Dam. Hopewell Township has not responded for a few months and the District Manager is concerned this will be stalled for 2 to 3 more years without a resolution. C. Oman will talk to John Moyle and see if they can write a letter to Hopewell Township for an updated status with Hunt Lake Dam.

The maintenance is currently up to date and there will be one more mowing before the winter season.

NEW BUSINESS

The next meeting is scheduled for December 3, 2020 at 11:00 am. The District staff would like to change to meeting date to December 10th at 12:30 pm to give time to prepare the reports and have them mailed out prior to the meeting. The Board agreed to move next meeting date to December 10, 2020 at 12:30 pm.

District staff supplied a new District Calendar for 2021.

MOTION 6

A motion to approve the District Calendar for 2021 was made by G. Mount, seconded by T. Wang, carried unanimously.

The District Manager started a discussion about the process associated with performance deposits. F. Minch had brought up the fact there is a procedure all Districts are to follow. A performance deposit is required when a report of compliance is requested off season and the project is not stabilized. A performance deposit will be required to make sure the project is correctly completed during the next planting season and then a final report of compliance can be issued. The procedure currently would be to take a bank check and hold until the project is completed. Then the check is returned.

The SSCC requirement is to take a performance deposit check, deposit into an interest bearing bank account and hold until the project is completed. Funds returned will include interest less administrative costs. A new bank account would need to be opened for each project performance deposit check. The SSCC would need to approve the procedure with a fee schedule modification that outlines the procedure and respective fees. The Board agreed to keep the procedure the same for now.

The meeting adjourned at 1:26 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board