

**MINUTES OF MERCER COUNTY  
SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS' MEETING  
590 HUGHES DRIVE  
HAMILTON SQUARE, NJ 08690  
AUGUST 14, 2025**

**MCSCD SUPERVISORS**

Scott Ellis  
Theodora Wang  
Lucia Huebner  
Daniel Pace

**STAFF**

Linda Sandusky

**OTHERS**

Lewis Goldshore, Esq.  
Diane Kottas, MC Planning  
Morgan Devine, USDA, NRCS

The meeting was called to order by Chairman, S. Ellis at 12:37 pm. The Statement of Adequate Notice was read. The attendees rose for the flag salute.

The minutes of the July 10, 2025 meeting were reviewed by the Board.

**MOTION 1**

A motion to approve the minutes was made by D. Pace seconded by T. Wang, carried unanimously.

The new District Conservationist, Morgan Devine from USDA, NRCS introduced herself to the Board. All meeting attendees also introduced themselves.

The Treasurer's Report was presented to the Board. The District was in the red for this period. Larger the normal expenses were paid and only 15 applications received.

**MOTION 2**

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

The Director's Report was given.

**NON-POINT SOURCE POLLUTION PROGRAM**

15 - APPLICATIONS RECEIVED  
0 - PREREVIEW INSPECTIONS  
27 - CHAPTER 251 REVIEWS  
69 - CHAPTER 251 INSPECTIONS

- 0 - PRE-CONSTRUCTION MEETING
- 21 - FINAL REPORTS OF COMPLIANCE
- 7 - CONDITIONAL REPORTS OF COMPLIANCE
- 1 - VIOLATION NOTICE
- 0 - STOP WORK ORDER
- 0 - DENIALS
- 0 - CERTIFICATION DELEGATIONS
- 6 - 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251**

A Violation Notice was issued for a new warehouse project located on Route 130 in Robbinsville Township for out of sequence construction issues. Building construction commenced prior to the completion of the required stormwater management / temporary sediment basin. The district manager met multiple times with the developer to discuss the proper sequence related to the completion of the stormwater management basin. Subsequently the Violation Notice was issued after receiving authorization from the Chairman. All items noted on the Violation notice have been adequately completed. No further action is required.

### **OFFICE ADMINISTRATION**

Andrea Farparan from the Freehold Soil Conservation District was able to provide office administrative assistance during a two (2) week period when the district's office administrator was on vacation. Andrea did an excellent job filling in during that time period. The district is incredibly grateful and thankful for the assistance and cooperation provided by the Freehold SCD.

### **ANNUAL AUDIT**

The Auditors from Nightlinger, Colavita and Volpa conducted their annual audit of the district's finances on Tuesday, July 29, 2025. The office administrator provided all the necessary financial documents as well as the requested Chapter 251 project files. Two (2) auditors spent the majority of the day in the district office, reviewing finances and district records. The auditors also conducted brief interviews with the district manager and the office administrator, as standard operating procedure. Upon completion, the Audit will be forwarded to the district as well as the NJ Department of Agriculture and posted on the district's web site.

### **ASSUNPINK ENVIRONMENTAL INSTITUTE (AEI)**

District Council has been researching and preparing the required documentation to dissolve the AEI 501(c)(3) non-profit corporation. The office administrator stopped by the bank to discuss the closing out of the account after the last check from the account has been cashed / withdrawn. The office administrator has also been gathering all necessary documentation, at the request of district council, required for the necessary filing.

### **MOTION 3**

A motion to approve a Resolution to take the necessary actions to dissolve the Assunpink

Environmental Institute, Inc. (AEI) was made by T. Wang, seconded by D. Pace, carried unanimously.

**MOTION 4**

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

**CORRESPONDENCE**

1. Mercer County Board of Agriculture notice to save the date for the Legislative Breakfast to be held at Needle Creek Brewery in Pennington, N.J. on September 8, 2025 starting at 7:30 am.
2. Hamilton Post Newspaper
3. NACD 2025 Northeast Region Meeting to be held September 21-25, 2025 at the Double Tree By Hilton Hotel Syracuse in East Syracuse, NY.

**CHAPTER 251**

2025-6799-T	2025-6774-T	2025-6786-E	2025-6814-E
2024-6684-E	2025-6811-E	2025-6812-H	2024-6708-H
2024-6702-H(R)	2020-5883-H(R)	2025-6809-H	2021-6019-HT(R)
2025-6804-HT	2024-6699-HT	2025-6808-HT	NJG0330914
2025-6791-HT	2025-6802-HT	2025-6795-HT	2025-6810-PB
2025-6801-P	2024-6673-P(R)	2024-6657-P(R)	2025-6817-P
2025-6788-R			

**MOTION 5**

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

**NORTH JERSEY RC&D STATUS**

D. Kottas attended the North Jersey RC&D Meeting. North Jersey RC&D are still getting their Grants in order.

**USDA/NRCS UPDATE**

M. Devine gave a brief description of her previous work relationship and is now working for USDA/NRCS out of the Freehold Office servicing Mercer County and the State of New Jersey.

There are four Conservation Plans for approval today. These are for cover crops, wildlife habitat conservation stewardship program and operations management of the pasture, associated land and livestock.

**MOTION 6**

A motion to approve Conservation Plans by the District was made by L. Huebner, seconded by D. Pace, carried unanimously.

### **EXTENSION UPDATE**

M. Melendez could not attend the meeting and sent an email summary of their current activities.

The Mercer County 4H fair was a success with a great turnout for both days. The Jersey Fresh wagon, supported by Chickadee Creek Farm and Terhune Orchards, raised several hundred dollars to support 4H youth programming in the county.

M. Melendez continues to work on the fact sheet focusing on produce safety for gleaning organizations and volunteers. These fact sheets will be supplemental to the training video created last year.

The FDA FSMA Traceability Rule has been postponed until 2028. They are seeing more wholesale buyers of produce require traceability of products sold since the FDA has not stepped in with the regulatory requirement. This means that some farms will need to comply with varying expectations from each of their produce buyers. The ability to trace back products should be reasonable for the farm.

M. Melendez continues to provide assistance to farmers who are new to the USDA Third Party Audit (food safety) process, and they are seeing increased activity from NJDA with FSMA Product Safety Rule inspections on small farms.

### **SSCC UPDATE/NJACD UPDATE**

NACD 2025 Northeast Region Meeting to be held September 21-25, 2025 at the Double Tree By Hilton Hotel Syracuse in East Syracuse, NY. The meeting will have sessions covering conservation topics across the Northeast, and a lunch cruise along the Erie Canal. Participants have the opportunity to network with fellow conservation professionals and partners.

### **UNFINISHED BUSINESS**

The next meeting will be held at 3:00 pm and the annual picnic to follow the meeting. The Board members added additional attendees to invite to the picnic.

### **NEW BUSINESS**

Next Meeting: September 11, 2025 at 3:00 pm.

The meeting adjourned at 1:51 pm.

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  
JULY 10, 2025**

**MCSCD SUPERVISORS**

Scott Ellis  
Theodora Wang  
Gary Mount (virtual)

**STAFF**

Paul Schiariti, P.E.  
Linda Sandusky

**OTHERS**

Lewis Goldshore, Esq.  
Meredith Melendez  
Tairi Melchiorre, USDA/NRCS  
Diane Kottas, MC Planning

The meeting was called to order by Chairman, S. Ellis at 12:46 pm. The Statement of Adequate Notice was read. The attendees rose for the flag salute.

The minutes of the June 12, 2025 meeting were reviewed by the Board.

**MOTION 1**

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

The Treasurer's Report was presented to the Board. The District was in the black for Fiscal Year 2025.

**MOTION 2**

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

The Director's Report was given.

**NON-POINT SOURCE POLLUTION PROGRAM**

14 - APPLICATIONS RECEIVED  
0 - PREREVIEW INSPECTIONS  
28 - CHAPTER 251 REVIEWS  
102 - CHAPTER 251 INSPECTIONS  
0 - PRE-CONSTRUCTION MEETING

23 - FINAL REPORTS OF COMPLIANCE  
13- CONDITIONAL REPORTS OF COMPLIANCE  
0 - VIOLATION NOTICE  
1 - STOP WORK ORDER  
0 - DENIALS  
0 - CERTIFICATION DELEGATIONS  
6 - 251 EXEMPTION DETERMINATIONS

### **CHAPTER 251**

The district issued a Stop Construction Order for a project located on Sharon Road in Robbinsville Twp. The project was previously issued a Violation Notice for out of Sequence Construction related to the installation of the Bioretention Basins. The district had previously met with and discussed the proper sequence with the developer multiple times. Upon inspection at the due date of the Violation Notice, it was determined that the corrective actions were both incomplete and sub-standard. Therefore, a Stop Construction Order was issued after receiving approval from the District Chairman.

### **HUNT LAKE DAM**

The district manager met with a representative /estimator from T. Dolci, Inc. to go over the maintenance work noted within the Annual Inspection Report. The entire embankment and auxiliary spillway areas were walked, and the various maintenance items were gone over. The district manager is awaiting a price to provide the services. The estimator noted the difficulty in reaching from the top of bank to remove the woody vegetation on the interior – lower embankment. Also, of concern was the removal of the woody vegetation, while minimizing damage to the embankment.

The district also received the Invoice from French and Parrello Associates for the Bi-annual Inspection Report and the update to the Emergency Action Plan. The total Invoice amount was for \$5,300.27. The original proposal was for \$5,400.00.

### **FEE SCHEDULE**

The revised Fee Schedule was officially presented to the State Soil Conservation Committee during the June 16, 2025 virtual meeting. The District Manager, and Supervisor's: T. Wang, L. Huebner and D. Pace were in attendance. F. Minch presented the findings to the committee. One (1) question regarding diversification of services was presented to the district manager. F. Minch indicated that the district should continue to keep accurate records regarding expenditures associated with current and future Chapter 251 projects. The district received an official acknowledgement of the approval, from the SSCC. The district manager emailed engineers and developers, that consistently apply for Chapter 251 Plan Certifications, a copy of the new Fee Schedule, indicating that it was in effect on June 16, 2025. The office administrator emailed a copy to our web site consultant, to immediately post on the district's web site, as well.

### **SUPERVISOR RENOMINATIONS**

Supervisor's T. Wang and D. Pace were officially renominated for three (3) year terms, during the State Soil Conservation Committee Meeting on June 16, 2025. Both re-

nominations were within the first tier of Supervisors who met or exceeded all of the mandatory requirements to continue to serve as Supervisors.

**BUILDING MAINTENANCE**

The district manager contacted Princeton Tree Care regarding the White Pine Tree branches being intertwined within power lines and electric utility lines, between the utility pole and the building. Initially Mercer County was contacted. Due to trimming restrictions associated with the logistics of the power lines, they were unable to provide assistance. PSE & G, Inc. were also contacted. They did not believe there was the potential for an eminent power outage since no branches were broken off of the trees. However, they did note that the other electric utility lines were in fact entangled in the branches. They would not provide the tree trimming service if there was not a broken branch leaning on their (PSE & G's) power line.

Princeton Tree Care provided the tree trimming services for the cost of \$1,023.38. The work was completed on June 10, 2025.

**MOTION 3**

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

**CHAPTER 251**

2025-6797-T	2025-6739-T	2024-6680-E(R)	2022-6379-H(R)
2024-6672-H	2024-6685-H(R)	NJG0367231	NJG0370541
2025-6794-H	2025-6775-HT	2025-6790-P	2024-6555-P(R)
2025-6805-P	2025-6806-P	2025-6798-P	2025-6777-R
2025-6785-R	2023-6537-R(R)		
	NJG0361151		

**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**

T. Melchiorre informed the Board the Agency will start Phase 2 of filling 6 critical vacancies as follows; assistant engineer, 2 field engineers, 2 DC's, CET Woodstown, SC Frenchtown & ASTC-P at the State Office.

A notice was handed out with regard to USDA-NRCS Cape May Plant Materials Center 60<sup>th</sup> Anniversary Event on 9/25/25, hold at the Cape May Court House, NJ.

A press release announcing Fiscal Year 2026 programs will be out soon. Application deadline is October 17<sup>th</sup>.

Earth Team Volunteer program is up and running again. Volunteers are needed. Please contact T. Melchiorre at the Freehold office or K. Colon at the State Office.

Two Conservation Plans require approval by the District. One CSP Conservation Plan for cover crop and mulching for weed control and one CSP Conservation Plan for pollinator habitat and mulching for weed control.

#### **MOTION 5**

A motion to approve two Conservation Plans was made by G. Mount, seconded by T. Wang, carried unanimously.

#### **EXTENSION UPDATE**

M. Melendez gave an update that David Hlubic started July 1<sup>st</sup> as the Burlington County Ag Agent. Seo Woo Lee started as Rutgers Extension AG Viability Specialist. Working with farms on aspects of a business plan, enterprise budgets and policy related issues. Byron Chavez was hired as an Extension Specialist focusing on Food Safety. His start date is March 1, 2026.

The vegetable working group has been working on the Ag Convention. Which is now called North East Ag Expo & Education. The convention will be January 20-23, 2026. They are determining the details.

#### **UNFINISHED BUSINESS**

L. Goldshore explained the need for additional billings due to extra-legal incidental work. For example, a delinquent notice was received for Assunpink Environmental Institute (AEI) from the Department of Treasury for non-submittal of a Charitable Registration that was cancelled years ago. Working to dissolve the non-profit company Assunpink Environmental Institute (AEI) to name a few.

District Manager found an email from 3 years ago retiring the Charity. Retiring the charity means that AEI receives under a certain threshold in donations each year (none for many years). L. Goldshore sent a letter stating the Charitable Institute is retired and sent a copy of their website showing AEI retired in 2022.

The District Manager stated that AEI should be dissolved and to send the balance of the account to a charity, Northeast Organic Farmers Association (NOFA) in memory of Charlie Huebner. The Board agreed to dissolved AEI and send the balance of the funds to NOFA.

#### **MOTION 6**

A motion to approve the balance of the funds for a donation from Assunpink Environmental Institute (AEI) to Northeast Organic Farmers Association (NOFA) was made by G. Mount, seconded by T. Wang, carried unanimously.

#### **MOTION 7**

A motion to dissolve Assunpink Environmental Institute (AEI) was made by G. Mount, seconded by T. Wang, carried unanimously.

An invoice was received for Directors & Officers annual insurance.



### **HUNT LAKE DAM**

The District Manager received an email from T. Dolci, Inc. indicating that the scope of work was beyond their capabilities and subsequently recommended another contractor. The District Manager and Chairman met with the contractor to go over the scope of work. A quote of \$13,075.00 was received. The Board discussed the price and determined that additional prices should be obtained. The District Chairman indicated that he knows a contractor who may be interested in performing the services and would reach out to him.

### **CORRESPONDENCE**

1. New Jersey Law Journal Article by Lewis Goldshore, Esq. regarding New Jersey courts addressing a broad range of issues that are of interest to environmental and real estate attorneys.
2. Municipal Sewer & Water
3. Farm Auction Notice Pilesgrove Twp., Salem County
4. USDA-NRCS Cape May Plant Materials Center 60<sup>th</sup> Anniversary Event 9/25/25
5. The National Association of Conservation Districts 2024 Annual Report
6. National Conservation Foundation 2024 Annual Report
7. Hamilton Post Newspaper

### **RC&D STATUS**

A 2025 Annual Dues Appeal was received from RC&D South Jersey for \$300.00. The District Manager sent an email to C. Raabe at South Jersey RC&D to clarify if the District is under South Jersey RC&D or North Jersey RC&D since Mercer County Farms have been given grant funding from North Jersey RC&D. It has been clarified by L. Tessieri that Mercer County is within South Jersey RC&D and also received certain grant funding from North Jersey RC&D. South Jersey and North Jersey are separate 501(c)3 nonprofits.

The Board at this time did not approve funding for either nonprofit.

### **NEW BUSINESS**

Next Meeting: August 14, 2025

The meeting adjourned at 2:05 pm.

Respectfully submitted,

Paul Schiariti, P.E.  
Secretary to the Board