

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
JUNE 10, 2021**

MCSCD SUPERVISORS

W. Scott Ellis
Lucia Huebner
Theodora Wang
Gary Mount

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHER

Meredith Melendez (virtual)
Hilary Trotman (virtual)
Lewis Goldshore, Esq.

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 May 6, 2020 meeting were reviewed by the Board.

MOTION 1

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

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

MOTION 2

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

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

12 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
20 - REVIEWS
57 - INSPECTIONS
3 - PRE-CONSTRUCTION MEETINGS

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

HUNT LAKE DAM MAINTENANCE

The District Manger conducted the Regular Annual Inspection of Hunt Lake Dam on May 25, 2021. During the inspection, it was noted that the normal water surface elevation within the Dam appeared to be elevated. The NRCS was contacted for a copy of the As-Built plans to determine the elevation of the spillway weir within the structure. Hilary Trotman, P.E. forwarded the plans via email to the District Manager. Based upon the information provided, it was noted that water surface elevation was elevated above normal. The District Manager and W. Scott Ellis, on May 28, visited the site to examine the spillway structure. Due to the logistics of the structure being located within the pool of the Dam, a kayak had to be used to access the structure. The steel plate was removed from the inspection portal on the top of the structure. It was noted that a significant number of branches and debris were caught within the interior of the structure and the trash rack system. The District Manager removed as much of the material as could be reached by hand and with several implements, purchased at a local Farm Supply store. However, the location of the material along with the design of the structure prohibited the removal of all the material. The water surface decreased within the lake several inches in approximately 2 hours, after the material was removed.

However there remains a significant number of branches and debris within the structure that must be removed.

The District Manager also contacted local Municipal, County and State officials making them aware of the issue. The nature of the work along with the location of the structure prohibit Municipal and County Public Works from performing the maintenance activities.

The District Manager contacted several companies that specialize in Dam Construction and Rehabilitation for assistance.

It was also noted that the Emergency Action Plan (EAP) needs to be updated. Many of the contacts on the latest version are no longer valid. The District Manager will update the EAP and prepare the Regular Annual Inspection Report for submission to the USDA NRCS and Dam Safety. The EAP will also need to be sent out to all the listed agencies on the Emergency Notification List.

ROBERT G. MARTIN LAKE DAM SITE 8

The District Manager attended a virtual meeting with the representatives from the NRCS, Municipal Engineer for Hamilton Twp., representatives from Monmouth County, and the District Manager from the Freehold SCD. The purpose of the meeting was to discuss the

technical aspects of the proposed upgrades for the Dam site 8 (Robert G. Martin Lake) in Hamilton Twp., and the roles of the Sponsoring Local Organizations (SLO's) for the Supplemental Watershed Work Plan. The Mercer County SCD, Mercer County, Freehold SCD and Monmouth County were all SLO's for the original Work Plan or, for subsequent Supplemental Work Plans. For the Supplemental Work Plan to be approved, all SLO's must approve the plan by an official resolution / action.

The Mercer District Manager raised concerns regarding the liability associated with remaining an SLO for the Work Plan, based upon our experience with being an SLO for the Stony Brook Watershed Work Plan (Honey and Hunt Lake Dam). Monmouth County expressed similar concerns, noting their experiences with litigation for several Dams within their county, further noting that Dam Site 8 is not located within Monmouth County. Freehold SCD also had similar concerns.

It was noted that an official request can be made to be removed from the Work Plan as an SLO.

A follow up email was received by the Acting NJ NRCS State Engineer, Brandon Sampson, P.E., requesting additional information regarding the Mercer District's experience with the Stony Brook Watershed Dams. The District Manger spoke at length with Mr. Sampson and provided a synopsis of the history and litigation associated with the Stony Brook Watershed Dams.

The District also received an official request from Hamilton Twp. for a Letter of Support for the project.

POSTER CONTEST

Posters for this year's Poster Contest were forwarded to the Mercer District for judging and photographing. Lily Mehl and Chris Edwards of the NJACD used the District office on Wednesday, May 26th to judge and photograph the category winners from each age group.

BUILDING MAINTENANCE

Pete's Landscaping performed the annual landscape service around the Hughes Drive Office Building. The annual landscape included new mulch in the mulch beds, decorative stones, weeding, pruning trees and trimming bushes around the building grounds.

The Office Administrator contacted several contractors to repair the interior ceiling in the conference room as a result of the staining from moisture / water, prior to the new roof being installed.

MOTION 3

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

CORRESPONDENCE

The National Association of Conservation Districts 2020 Annual Report was received by the District.

The District received the Van Engelen Inc. Fall 2021 wholesale tulip bulb price list.

The National Conservation Foundations 2020 Annual Report was received by the District.

CHAPTER 251

2021-6058-T	2020-5834-T	2021-6065-EW	2021-6087-E
2021-6071-E	NJG0316393	2021-6070-E	2021-6069-E
2021-6028-E	2021-6077-H	2020-5817-H	2020-5942-HT
2021-6074-HT	2021-6059-PB	NJG0311685	2021-6080-P
2021-6075-P	2021-6042-P	2021-6041-P	2020-5975-P
2020-5947-P	2017-5489-P	2021-6082-WW	2021-6089-E

MOTION 4

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

MOTION 5

A motion to approve plans for TCNJ – Pedestrian Path application #2021-6089-E pending technical review was made by L. Huebner, seconded by G. Mount, carried unanimously.

RC& D STATUS

The District received an invoice from South Jersey RC&D Council for membership dues in the amount of \$300.00 The Board agreed to send \$100.00 as a good faith gesture.

MOTION 6

A motion to approve a \$100.00 Membership Dues payment to South Jersey RC& Council was made by G. Mount, seconded by L. Huebner, carried unanimously.

NRCS UPDATE

Mercer County has 11 current EQIP contracts for 2021 and 21 current active contracts in Mercer County. NRCS is currently accepting applications for 2022 funding.

An approval for one State Cost Share program has been brought to the Board by C. Flanagan. W. Scott Ellis recused himself from the discussion.

MOTION 7

A motion to approve a State Cost Share Program for a local Farmer was made by L. Huebner, seconded by T. Wang, with S. Ellis abstaining, carried.

L. Huebner started a discussion about a high use area protection pad built (concrete pad) and the regulations with the new draft rules (SADC Soil Protection Standards). C. Flanagan felt that the size will determine whether this will fit into the standard.

EXTENSION UPDATE

The requests for field visits to farms has picked up per M. Melendez. The Department of Agricultural has been aggressive in identifying farms for inspections under the FSMA Produce Safety Rule.

M. Melendez has been doing sampling, focusing on soil salts or electric conductivity (EC levels) in soils and dealing more with high tunnels where the plastic has been left on for a few years. She has been assisting farmers in the decision to take off the plastic covers to let the rainfall breakdown the soil salt levels. The Rutgers Soil Testing Lab is now paying attention to this issue also.

M. Melendez went to the Center Research Firm to look for fine weed species that they will treat with herbicides labeled for organic use. Weeds to be treated and watched weekly are: thistle, calistoga, nutsedge, large crabgrass & smooth pigweed. These are the weeds the organic growers have the biggest issues with.

HUNT LAKE DAM

The District will require a professional to remove the rest of the debris lodged within the spillway and analyze the entrance to the trash rack to stop debris from clogging the spillway. The District Manager is waiting for an estimate to do the work.

L. Goldshore, esq. believes the District is responsible for the maintenance of the dam because of a Consent Order signed by the District. L. Goldshore would like to contact Clint Oman at DEP to discuss this issue and see if there is funding to help with the costs. The Board of Supervisors will wait for the estimate before deciding on funding.

H. Trotman, Acting State Engineer USDA/NRCS would like to be informed on how the debris is getting into the spillway and if it has to do with animal presence. H. Trotman would like to have someone from NRCS be there during the clean out.

ROBERT G. MARTIN LAKE DAM SITE 8

Back in the 1950's – 1960's the District signed on as a sponsor to Dame Site 8. The District's role was to work with landowners in the watershed to resolve land treatment practices to reduce sediment in these types of dams. This was a requirement of the NRCS Watershed Program. To update the NRCS Watershed Workplan they need all the original sponsors to sign on as a sponsor to this latest supplement or request removal of sponsorship for the dam.

The Board of Supervisors had a discussion whether to be a sponsor to this latest Watershed Workplan (upgrades to Robert G. Martin Lake) or request removal of sponsorship. H. Trotman mentioned Hamilton Township is the owner/operator responsible for operational maintenance and any additional cost that NRCS cannot

provide cost sharing. H Trotman also mentioned the project will still move forward without District sponsorship.

DEP Dam Safety's positions (Hunt Lake Dam) sees the sponsorship as a responsible party for the dam. L. Goldshore does not see any benefit to the District to remain a sponsor. The Supervisor's agreed to withdraw from co-sponsorship of Robert G. Martin Lake Dam Site 8.

MOTION 8

A motion to withdraw as sponsoring local organization (SLO) for Robert G. Martin Lake Dam Site #8, was made by G. Mount, seconded by T. Wang, carried unanimously.

FY 2021 AUDIT AGREEMENT

The District received an agreement from Nightlinger, Colavita, Volpa, P.A. for preparing the FY 2021 Audit.

MOTION 9

A motion to allow Nightlinger, Colavita, Volpa, P.A. to prepare the audit for FY 2021 was made by G. Mount, seconded by T. Wang and carried unanimously.

SADC DRAFT SOIL PROTECTION STANDARDS

L. Huebner has some concerns regarding the draft soil protection standards for preserved farms, with regard to building barns. S. Ellis felt the standards will not stop or prevent a farmer from building a barn. Some items for discussion are special events on farms (weddings, wineries, etc.) parking lots & other business taking place on farm properties (micro enterprise rule). There will be an official 60-day review period once the draft issues are discussed.

The next meeting will be July 8, 2021. G. Mount asked to do a District Meeting and Tour in July or August at Princeton University. The District Manager will check with Princeton University to set up a tour.

The meeting was adjourned at 2:55 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
MAY 6, 2021**

MCSCD SUPERVISORS

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

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHER

Meredith Melendez

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

The minutes of the April 8, 2021 meeting were reviewed by the Board.

MOTION 1

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

The Treasurer's Report was presented to the Board. The District was in the black for the month with the Employer Pension Appropriation payment being made.

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
2 - PREREVIEW INSPECTIONS
33 - REVIEWS
94- INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

CHAPTER 251

We are nearing the end of the Spring seeding season (April 30th). Therefore, field inspections have generally been concentrating on projects that were issued Conditional Reports of Compliance over the winter. Typically, due dates of April 21st are issued on Conditional Reports of Compliance. Active construction sites are also being inspected on a regular basis. Chapter 251 plan review activities are also exceptionally high.

Princeton University is undergoing a major campus redevelopment. Major projects that are currently under construction are in the process of being permitted, include: The East Campus Soccer Stadium Complex, The Lake Campus Student Housing and Athletic Fields / Complexes, Residential College, The Art Museum, TIGER and Athletic Operations Facilities, Solar expansion projects, Geothermal Well system projects, and The School of Environmental Studies and School of Engineering and Applied Sciences redevelopment. Significant infrastructure construction projects to support Facilities expansion and redevelopment throughout the university campus are also currently under way or being planned.

HUNT LAKE DAM MAINTENANCE

The District Manager conducted an inspection for general maintenance of the Dam on 04-19-2021. It was determined that mowing currently is not necessary. We will continue to inspect the Dam regularly to determine maintenance needs and follow up as required to perform the regular maintenance activities. The District Manager contacted the NRCS to schedule the annual inspection of the Dam, for the preparation of the Annual Dam Safety Report, for submission to the NJDEP.

BUILDING MAINTENANCE

The District Manager met with the owner of Pete's Landscaping to go over the annual landscape maintenance around the building. An estimate to perform the services was prepared and signed by the District Manager. The Office Administrator contacted St. Joseph's Contractor to repair the interior ceiling where there is staining from moisture around the chimney. The new roof was installed on the building. The existing two (2) roofs were removed, new underlayment and flashing was also installed around the chimney. New gutters, downspouts and "Gutter Guards" were also installed.

OFFICE EQUIPMENT

The Office Administrator received the new laptop computer to be used for remote work. RAM IT set up the computer and transferred all necessary files and data from the old computer.

EMPLOYEE BENEFITS TRAINING

The Office Administrator and the District Manager were required to virtually attend an Employee Benefits Training Webinar offered by Benefits Solver, Inc., the State of NJ’s third-party vendor for the employee benefits web site. Benefits Solver is a software platform that will be used to navigate and access the respective web site. Several additional webinars will be required over the next several months. The new platform is scheduled to go “live” on June 1, 2021.

POSTER CONTEST

The Office Administrator ordered the Rosettes for the first through third place winners within each age group. Congratulatory letters were also issued to the first through third place winners within each age group.

MOTION 3

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

CORRESPONDENCE

A letter was received from Hamilton Township in support of Dam Site #8 rehabilitation. The Township requested the District prepare a letter in support of Dam Site #8 rehabilitation.

The District received an email from the U.S.D.A. NRCS requesting the District attend a virtual meeting to discuss Assunpink Creek Watershed Dam site 8, Plan #5. The Board had a lengthy discussion. The Supervisors were not in favor of being a sponsor, or providing a letter in support of the project.

A draft copy of changes to the Soil Protection Standards was received from Ag Development Committee (SADC) and a request for informal comments. S. Ellis has recused himself from this discussion. L. Huebner was wondering if the District received a copy of the draft and felt this should be sent to the District. The District was copied on the draft letter. The informal comment period ends 6/18/21. L. Huebner suggested having this on the next agenda for the June 10, 2021 meeting to discuss. Most agricultural activities are exempt from soil erosion and sediment control review. L. Huebner requested a copy to be sent to all Supervisors to look over before the next meeting.

CHAPTER 251

2021-6061-T	2021-6060-T	2021-6057-T	2021-6025-EW
2021-6071-E	2021-6054-E	2021-6047-H	2021-6039-H
2021-6022-H	2021-6017-H	2021-6014-H	2021-6013-H
2020-5994-H	2020-5993-H	2020-5986-H	2005-3451-H
2021-6051-HPB	2021-6073-HT	2021-6064-HT	11-03-05-176
2021-6052-HT	2020-5992-HT	2020-5850-HT	2021-6044-L
2021-6034-L	2021-6068-P	NJG0309303	2021-6049-P
2021-6048-P	2021-6036-P	2021-6032-P	2018-5538-P

MOTION 4

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

EXTENSION UPDATE

M. Melendez is now a tenured County Agent. M. Melendez just finished the online National on Farm Readiness Review Training. Training was for Extension educators and inspectors in various states across the U.S., to assess a farms readiness for a Federal inspection regarding produce safety. This program will continue forward in the future.

Information has been sent out to Extension employees for farms to have workers vaccinated for Covid-19. Extensions Facebook page has also been updated to include this information.

Extension has been receiving calls this spring season regarding transplants going out into the field that have not been hardened off as well as issues related to sun burn on tomatoes. Numerous mold issues have been found in transplants this year from within tunnel plantings that have poor ventilation and moist soil.

M. Melendez is waiting on training to be able to have meetings outdoors with clients to host meetings.

SSCC UPDATE

The next SSCC Supervisors Meeting will be held virtually for Central Jersey Region on May 11, 2021 at 5 pm to 5:45 pm. The District Manager will forward to link for the meeting.

NEW BUSINESS

The next District meeting will be held June 10, 2021 at 12:30 pm.

The Supervisors discussed raises for the District employees for this current year, 2021. G. Mount suggested the employees receive their annual step increase on their due dates.

MOTION 5

A motion to approve the annual step raises for District employees was made by G. Mount, seconded by T. Wang, carried unanimously.

E. DiPolvere asked “what has to happen to have a meeting again in person?” The District Manager will contact Frank Minch to see what the State of New Jersey guidelines are at this time and then make sure all the attendees are comfortable with attending a meeting in person, possibly outside. M. Melendez is waiting on training for meeting requirements on outside meetings from Rutgers.

SUPERVISOR APPOINTMENTS

Two supervisors' appointments will end June 30, 2021, W. Scott Ellis and Edward DiPolvere. S. Ellis and E. DiPolvere both would like to be considered for re-appointment. The Office Administrator will compile the information to be forwarded to Frank Minch for State Soil Conservation Committee approval.

HUNT LAKE DAM

The District Manager received a letter from the Hopewell Township Committee and accompanying Resolution 21-137, stating they do not want the responsibility of ownership or rehabilitation of Hunt Lake Dam site. The District Manager and District Attorney will contact Clint Oman at DEP Dam Safety for discussion.

The meeting was adjourned at 1:27 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
APRIL 8, 2021**

MCSCD SUPERVISORS

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

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHER

Meredith Melendez
Clare Flanagan
Lewis Goldshore, Esq.
Elyse Belarge, VHB

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

The minutes of the March 11, 2021 meeting were reviewed by the Board.

MOTION 1

A motion to approve the minutes with two corrections 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

24 - APPLICATIONS RECEIVED
0 - PREREVIEW INSPECTIONS
35 - REVIEWS
100 - INSPECTIONS

- 1 - 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
- 4 – 251 EXEMPTION DETERMINATIONS

BUILDING MAINTENANCE

The District Manager conducted annual maintenance activities around the building, including trimming bushes on the parking lot side of the building. The District Manager also took recyclables to the Municipal Ecological Center. The Office Administrator contacted and received several price quotes for a new roof on the District building. The lowest bid was received by M.A.J. Contracting, LLC. The bid was approximately \$2,000.00 lower than the next highest bid. The District procured the services of M.A.J. Contracting, LLC to remove the old roofs (two layers), install a new roof, flashing, new gutters, downspouts and the replacement of any rotted plywood as necessary. The bid price is \$10,450.00.

The District Manager contacted the Mercer County Director of Planning and the Deputy Director of the Mercer County Park Commission regarding any proposed future plans for the potential use of 590 Hughes Drive. Both replied that the County has no plans that might affect 590 Hughes Drive.

BANKING

The Office Administrator noted that the District's Wells Fargo Bank Account was in excess of the FDIC maximum insurance limit. The Office Administrator researched several local banks for accounts that had check writing capabilities since all banks are basically not paying high interest rates at this time. It was determined that 1st Constitution Bank was a good fit for the District. The District Manager brought the check and the required bank forms to W. Scott Ellis, District Chairman for the necessary signatures. The Office Administrator completed the transaction at the bank.

POSTER CONTEST

The District received over 25 posters for this year's poster contest. The Office Administrator, District Manager, Supervisors T. Wang and Lucia Huebner judged this year's posters. As previously discussed, District's throughout the State will forward their respective winners for each category, for State level judging to be held at the District Office.

WEST WINDSOR TOWNSHIP PROJECT APPROVAL

At the request of the West Windsor Township Municipal Engineer, the District Manager compiled a list of 251 project approvals within West Windsor Township for 2020. The Township requires this information for annual reporting to NJDEP. Information included:

project name, project number, block, lot and limit of disturbance.

GOVERNMENT AGENCY CENSUS

The District Manager completed an online census for Local Government Agencies/Authorities.

OFFICE ADMINISTRATOR LAPTOP

A laptop for the Office Administrator was ordered from Ram-it Solutions Inc. and will arrive in a couple of weeks.

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 an invoice for 2021 New Jersey Association of Conservation District’s Dues in the amount of \$850.00. The Board agreed to pay the dues invoice as billed.

MOTION 4

A motion to pay the 2021 New Jersey Association of Conservation District’s Dues was made by G. Mount, seconded by T. Wang, carried unanimously.

CHAPTER 251

2021-6031-T	2021-6035-EW	2020-5917-EW	2021-6055-H
2021-6053-H	2021-6006-H	2021-6012-HB	2021-6020-HT
2021-6050-L	2021-6045-P	2021-6040-P	2021-6037-P
2021-6015-P	2020-5973-P	2021-6026-R	2021-6029-WW
2021-6021-WW			

MOTION 5

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

RC&D STATUS

The District received the meeting agenda from the March 17, 2021 meeting. The meetings are still zoom meetings. Spoke about Officers, South Jersey RC&D website, Team Habitat, 2021 meeting dates, grants for storm water basin retro fits, Tour De Farms and the agenda for their next meeting.

NRCS UPDATE

C. Flanagan spoke about the updated guidance on Required Annual Civil Rights and Equal Opportunity Discussion with Partners Checklist. This includes information on a fair and equitable checklist for diversity and inclusion in all staff and programs.

Mercer County has twelve EQUIP applications that will be funded (close to \$100,000.00)

this year which includes: livestock, high tunnels, crops, etc. Another change is that the Districts' do not need to sign the conservation plans for NRCS programs. C. Flanagan will put a list together for discussion and there is no longer a need for the District to sign a conservation plan.

The Farm Service Agency has a fulltime administration position open to work on Farm Service Agency Programs and provide service to the farmers.

EXTENSION UPDATE

M. Melendez spoke about the State allocating \$25,000.00 to all the Land Grant Universities for getting vaccine information out to underserved populations. M. Melendez has been working with B. Schilling, the Director of Rutgers Cooperative Extension on a proposal to the CDC with the focus being on farm workers in the State of New Jersey.

M. Melendez is part of a Focus Group focusing on diversity and inclusion within the Extension Office. To help the Extension Office work with Rutgers University to better support Extension and have more impact.

The Extension Office will be having furloughs. This was a Union negotiation with Rutgers University to preserve positions. 91% voted for the furloughs. Faculty staff will have 10-½ day furloughs and office staff may be required to take more.

Extension Office is still working remotely and cannot host in person meeting/gatherings.

UNFINISHED BUSINESS

SSCC is relooking at the Supervisors requirements. The Board discussed a letter received by the Freehold District with this regard. SSCC will also relook at the Supervisor points system. This will be a topic of discussion at the Regional Supervisors Meeting in May.

NEW BUSINESS

HUNT LAKE DAM

The District Manager spoke about the spring maintenance program at Hunt Lake Dam site that the District is responsible for with the help of Hopewell Township Public Works Department.

There has not been any movement from the Hopewell Township Committee regarding their reluctance in acquiring Hunt Lake Dam. The Township Engineer has prepared a draft letter for the Township Committee to sign indicating the Committee is not interested in the dam ownership, but has not confirmed this has been completed.

L. Goldshore, Esq. spoke to the Board about Hunt Lake Dam and felt DEP should be the lead in this situation and the District should continue and wait for this to take its natural

course. DEP will have to eventually make a decision. The District should continue to keep up the maintenance program as required by the consent order.

L. Goldshore thanked the District Manager for including him in this meeting and attending helps him understand the District operations and to keeps him up to date with District activities.

The next meeting will be held on May 6, 2021 at 12:30 pm.

The meeting was adjourned at 1:25 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
MARCH 11, 2021**

MCSCD SUPERVISORS

Scott Ellis
Lucia Huebner
Theodora Wang
Gary Mount

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHER

Meredith Melendez

The meeting was called to order by Vice-Chairman, G. Mount at 12:32 pm. The Statement of Adequate Notice was read.

The minutes of the February 11, 2021 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 had an extremely good 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

19 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
32 - REVIEWS
38 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

REVIEW OF INFILTRATION REQUIREMENTS IN NEW JERSEY

The District Manager was requested to be part of a committee to assess the New Jersey Standards regarding infiltration basin system analysis procedures. Currently the Standards require a ‘failure’ analysis be performed for all infiltration structures being employed for compliance with the Standards. This requirement originated from the excessive failure rate associated with these facilities at the time the requirement was stipulated. Current studies and anecdotal evidence indicate that failure rates have significantly decreased. This can be attributed to additional requirements associated with these facilities: complete geotechnical evaluation of sub-surface soil conditions; factors of safety in the design; more stringent design and construction procedures; more frequent inspection requirements; and post-development geotechnical testing.

The goal of the committee is to make recommendations on a possible modification to the Standard to address the success rate that has become recently apparent. Over-analysis can be costly from an engineering perspective, as well as from a construction perspective: requiring larger retention structures that may not be necessary.

The meeting was held on February 26, 2021 by MS Teams Video Conferencing. A host of options were discussed. Future meetings will delve more deeply into potential changes to the Standards.

CHAPTER 251

The District received an anonymous phone call regarding trailer storage at 2144 East State Street, Hamilton Twp. The District previously issued a stop work order for this site, due to land disturbance activities occurring in excess to what the Certified Soil Erosion and Sediment Control Plan Permitted. The District conducted an inspection and emailed photos of the trailer storage to the Township Planner. The District was later copied on a summons issued by the Township, to the Developer: State of New Jersey V. 2144 East State Road Industrial, LLC (d/b/a Criterion Group, LLC). The District Manager is listed as a potential witness having knowledge of this matter, the State may call.

HUNT LAKE DAM

The District Manager received an email from the Hopewell Township Engineer indicating he prepared a draft letter regarding the Township Committee’s reluctance to acquire Hunt Lake Dam. His intention is to present the letter to the Committee for their signature. Upon receipt, the District will forward to Council and NJDEP Dam Safety.

MOTION 3

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

CORRESPONDENCE

A copy of a letter was received from Freehold Soil Conservation District to F. Minch with regard to District Supervisors’ Nominations amendment comments.

The District received a US Census request for Local Government Units for 2021-2022 to be filled out online.

CHAPTER 251

2021-6008-EW	2021-5996-EW	2020-5887-EW	2021-6016-H
2021-5998-H	2020-5987-H	2020-5963-HT	2021-6024-HT
2021-6023-P	2021-6000-P	2020-5995-P	2020-5977-P
2020-5936-P	2021-6011-R	2016-5175-R	2020-5988-WW
2020-5967-WW		NJG0256170	

MOTION 4

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

SSCC/NRCS UPDATE

NRCS Annual Water and Soil Cost Share Rates have been received by the District for approval.

MOTION 5

A motion to approve NRCS Annual Water and Soil Cost Share Rates was made by L. Huebner, seconded by T. Wang, carried unanimously.

EXTENSION UPDATE

The New Jersey Agricultural Convention online worked out very well. There was more turnout from producers than expected. Some sessions had up to 90 attendees.

M. Melendez & W. Klein continue to do online Food Safety Workshops & Training. This is also going very well.

M. Melendez spoke to B. Schilling, the Director of Rutgers Cooperative Extension about, what message Extension would have for farmers that are involved with NOFA. There is a NOFA meeting next week online. What does the future hold for the Extension and when will the Extension transition back to a traditional method of engaging with the public.

Extension Office is still waiting for Rutgers to lift restrictions and will be working from home through April, 2021.

The Extension will have a third year of funding for their Research Farms, infrastructure and updating Research Farms including Snyder Research Farm in Hunterdon County and the Bridge in Monmouth County. The Governor has included this funding in the budget.

The Governor of New Jersey has opened Covid-19 vaccines for farm workers. M. Melendez can supply the contact information for farmers wanting to have their workers vaccinated.

FEE SCHEDULE

The District Manager modified and gathered additional information as requested by F. Minch for the justification for the fee schedule modification. For a change in the fee schedule to be approved, financial information related to respective project categories, must demonstrate that potential fees represent historic costs to provide services. Some fees schedule changes being requested are for multi-family homes/units, pools & single family additions.

MOTION 6

A motion to submit fee schedule changes to State Soil Conservation Committee was made by T. Wang, seconded by G. Mount, carried unanimously.

NEW BUSINESS

The District Manager received a letter in response to the Supervisor Performance Standards regarding, District Supervisors' Nominations Amendment comments from the Freehold District to F. Minch. The District Manager will forward a copy to all Supervisors.

The next meeting will be held April 8, 2021 at 12:30 pm.

OTHER BUSINESS

The Office Administrator has requested a new laptop. The District Manager suggested a Dell Inspiron 15 5000 Laptop to be purchased from Ram-It Solutions. The District Manager would like to have Ram-It Solutions transfer all information to the new laptop and purchase the MS Office Suite package.

MOTION 6

A motion to purchase a new laptop was made by L. Huebner, seconded by G. Mount, carried unanimously.

The Auditor, T. Dark dropped off the Audit Reports to the District. Copies will be mailed out to the Supervisors.

The District will be transferring money from the Wells Fargo Checking Account into a Money Market account at the 1st Constitution Bank. This account has check writing capability at no cost.

There appears to be another leak in the roof near the chimney at the District Office. The

Office Administrator has received two estimates so far for a new roof, seamless gutters and gutter guards.

G. Mount brought up the point that the Mercer County might want to be involved in replacing the roof. G. Mount questioned whether Mercer County would still be keeping the building with the new park being installed behind the District Office. The District Manager spoke about the agreement with Mercer County to maintain the building.

MOTION 8

A motion to replace the roof at the District Office was made by G. Mount, seconded by T. Wang, carried unanimously.

The meeting was adjourned at 1:29 pm.

Respectfully submitted,

Paul Schiariti, P.E.
District Manager

**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

**MINUTES OF MERCER COUNTY
SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
590 HUGHES DRIVE
HAMILTON SQUARE, NJ 08690
DECEMBER 10, 2020**

MCSCD SUPERVISORS

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

STAFF

Paul Schiariti, P.E.
Lind Sandusky

OTHER

Meredith Melendez

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

The minutes of the November 5, 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 L. Huebner, carried unanimously.

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

10 - APPLICATIONS RECEIVED
0 - PREREVIEW INSPECTIONS
18 - REVIEWS
61 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

PERMIT EXTENSION ACT OF 2020 (PEA)

The last day for projects to register for an automatic extension under the PEA was December 2, 2020. The District will monitor the NJDEP's website for a final listing of all registered projects. The 3 ½ year plan certification period will cease for registered projects. All projects that did not register will be subject to the normal 3 ½ year time period and will be addressed under normal standard procedures.

NJACD ANNUAL CONFERENCE

The 2020 NJACD Annual Conference was held on November 16, 2020. The District Manager and two District Supervisors attended the meeting virtually. The District Manager prepared and presented a power point presentation on the South Broad Street Culvert Removal Project, also known as the Assunpink Creek Day Lighting Project. The presentation covered the storied history of this section of the Assunpink Creek from the Revolutionary War to the current time period.

CHAPTER 251

The District Manager received a complaint through the NJDEP's online complaint portal, regarding a sediment plume within Grop's Lake in Hamilton Township. It was believed that sediment discharge was occurring from the Vintage at Hamilton project site, located off of Kuser Road. The District Manager conducted an inspection of the site. This particular site was previously issued a violation notice for none compliance related issues, in Mid-October. The inspection indicated significant breaches of sediment barriers along the downstream end of the site that flows to Back Creek, under I-195 and into Grop's Lake. The developer was immediately contacted to rectify the issues. Temporary sediment barriers are immediately being repaired/replaced. The solution to the chronic issue will be to construct infrastructure at the location (low area) of the site and stabilize the area. The District Manager requested that this be done on an expedited schedule. A schedule to complete the work was provided to the District. The District has a meeting scheduled with NJDEP Enforcement regarding potential impacts to environmentally sensitive areas.

FEE SCHEDULE

The District Manager sent a 'DRAFT' letter to Frank Minch (NJ Dept. of Agriculture) regarding a proposed modification to the Districts' fee schedule. In particular Category 'B' – Residential Multi-Family: Townhouses, Condominiums assesses inspection fees based upon the number of "Units". This method of assessing inspection fees can generate excessive fees that do not represent the costs to provide services. Fifteen (15) projects that fell into this category and have been completed or are currently under construction

were analyzed to derive an equitable fee for projects within the category. Several other modifications to assist in clarifying project categories were also incorporated. The fee schedule change would be required to be approved by the State Committee prior to implementation.

BUILDING MAINTENANCE

The office cleaning person is currently unavailable to perform services due to illness. The Office Administrator and District Manager are currently performing office cleaning functions until such time as the office cleaner can return.

WEBSITE

The Office Administrator noted that the District has not been billed for services since April, 2020. The Office Administrator contacted the website maintenance company to request an invoice. An invoice was received and subsequently paid in December.

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 a letter from Lanning Engineering. Francis Goeke is retiring as of December 31, 2020 and closing Lanning Engineering Co.

The New Jersey Farmer Newspaper was received by the District.

CHAPTER 251

2020-5927-T	2020-5924-EW	2020-5893-EW	2020-5958-E
NJG0312568	2020-5974-H	2020-5940-H	2020-5960-HT
2020-5957-HT	2020-5971-L	2020-5970-L	2020-5969-L
2020-5972-P	2020-5973-P	2020-5968-P	2020-5962-P

MOTION 4

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

NRCS UPDATE

Dave Lamb, NRCS State Engineer will be retiring at the end of December, 2020.

EXTENSION UPDATE

Extension is still on a hold with in person and events due to covid-19. Rutgers extended telecommuting through March, 2021.

Mercer County is doing a study on return of investments with preserving land. G. Mount is on that committee with M. Melendez. The goal is to take the research and convey that to the public for support in investing in preservation. The County has hired a consulting firm for support.

Extension is looking into the diversity and inclusion plan to make sure their programs are relevant to a diverse audience and inclusive of all.

SSCC UPDATE

The Department of Agriculture will be moving their offices this week and next week to Riverview Plaza in Trenton.

NEW BUSINESS

The next District meeting will be held January 14, 2021 at 12:30 pm.

HUNT LAKE

Hopewell Township is not interested in sponsoring the rehabilitation of Hunt Lake Dam. Clint Oman from NJ DEP Dam Safety has asked the District Manager to contact the two property owners and give them two weeks to decide if they would like to proceed with the rehabilitation process. No response will initiate the commencement of the breach process. The District Manager and the Districts' Attorney both agreed that DEP Dam Safety should initiate the contact with the property owners. They are waiting for written confirmation from Hopewell Township that they are not interested in taking ownership of the dam. After the letter is received from Hopewell Township the Districts' Attorney will send a letter to DEP Dam Safety stating per the Consent Agreement, we are not the responsible party for contacting the homeowners.

The District Manager had a conversation with Dave Lamb, the State Engineer, NRCS regarding the decommissioning of the dam. NRCS will need an eligible sponsor for them to be involved with the decommissioning. The District does not qualify as an eligible sponsor. If NRCS cannot participate, the DEP would be responsible to initiate the breaching process of the dam.

The meeting adjourned at 1:18 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
JANUARY 14, 2021**

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 12:33 pm. The Statement of Adequate Notice was read.

The minutes of the December 10, 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, carried unanimously.

The Treasurer's Report was presented to the Board. The District had an exceptional month of December with regard to 251 Revenue.

MOTION 2

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

The Director's Report was given.

NON-POINT SOURCE POLLUTION PROGRAM

17 - APPLICATIONS RECEIVED
1 - PREREVIEW INSPECTIONS
11 - REVIEWS
62 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

CHAPTER 251

During an inspection at the Institute for Advance Study (IAS) project, it was noted that a significant amount of sediment was breaching the sediment barriers from a geothermal well drilling operation. These types of operations generate significant amounts of surface water. A violation notice was issued requiring additional filtering of the discharge water, sediment barrier repairs and removal of all accumulated sediment that breached the sediment controls. Due to the volume of sediment and the location, a jet-vacuum truck with a boom/suction hose long enough to reach the extents of the sediment will be employed.

DISTRICT VEHICLES

The Dodge Pickup Truck was inspected at the DMV on 12/16/20. The truck passed inspection. The Ford Escape would not start in early December. Robbinsville Twp. was contacted to schedule and arrange the vehicle to be towed to their automotive service garage after the beginning of the new year. The Office Administrator contacted NJM Insurance and it was determined that the tow would be covered by insurance.

PERMIT EXTENSION ACT 2020

The District Manager accessed the final list of projects that filed for an extension under the PEA 2020. All other projects that expired normally between the retro-active date (March 9, 2020) and the end date of registration (December 1, 2020) were verified and letters were prepared and sent to owners regarding the status (expiration) of their Soil Erosion and Sediment Control Plan Certifications.

DISTRICT AUDIT

The FY 2020 District Audit was completed and a subsequent electronic copy was provided to the District Manager. It was noted that the District has met the 110% reserve balance requirement to complete active projects. These were no additional recommendations.

MOTION 3

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

CHAPTER 251

2017-5474-E	2020-5980-H	2020-5979-H	2020-5983-HB
NJG0276626	2020-5982-P	2020-5978-R	2020-5929-R

2020-5954-WW

2020-5935-WW

MOTION 4

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

NRCS UPDATE

NRCS is still closed to the public. Field visits are going well and continuing. C. Flanagan and staff are working on 2021 applications. 15 applications have been received for Mercer County. The funding for 2021 has been approved for NRCS. The current State Conservationist is Julie Hawkins. State Engineer, Dave Lamb has retired and Acting State Engineer is now Brandon Samson until a replacement is hired.

EXTENSION UPDATE

M. Melendez and W. Kline had their first online Food Safety Training for growers the past 2 days with 25 people in attendance. This was the first full training online and went very well with no technical issues. There were 6 people trouble shooting for 25 people. Each participant will receive a certificate of attendance.

Third Party Audit Training for Growers is continuing online. This is a one-day course.

M. Melendez is still receiving multiple phone calls and emails for information about farm infrastructure questions, pasture questions, weeds questions, fertility questions which are taking up her time.

M. Melendez continues to work on the Produce Industry Survey. Getting responses from people across the United States on all different rolls in the produce industry on their perspective of food safety issues. 40% of the nearly 500 responses were from growers. There is representation from every State, Tribble Nations, all US Territories are represented in the responses. They are looking to create multiple publications. This research is part of the 7-million-dollar grant. The outreach portion is for growers all the way through processing & retail establishments. 25% of the top 5 priority responses is retail establishments handling of produce.

Each department at the Extension Office every two months does a bulleted list of the things they are working on to update the County and Rutgers regarding their work responsibilities. M. Melendez offered to send this list to the Supervisors for their information.

SSCC UPDATE

Department of Agriculture has moved to the Riverview Plaza next the Trenton Thunder Ballfield.

Matt DeLasandro will be the District Manager at Somerset Union District.

The rules for the Supervisor Standards/Performance Requirements are changing. Frank Minch has requested input from the Supervisors. The District Manager will forward the information via email after the meeting.

NEW BUSINESS

The next meeting will be on February 11, 2021.

The District Manager is requesting a Mail Box and Parcel Drop Box to be installed in front of the office building for when we are not in the office for deliveries. The Supervisors agreed to this request.

A Shared Services Agreement with Robbinsville Township for vehicle maintenance was received by the District.

MOTION 5

A motion to approve the Shared Services Agreement with Robbinsville Township for vehicle maintenance was made by T. Wang, seconded by G. Mount, carried unanimously.

S. Ellis brought up a conversation to return to onsite meetings. The Supervisors agreed to wait and continue to have virtual meetings.

T. Wang asked if there is any update on Hunt Lake Dam. The District Manager had reached out to the Hopewell Township Engineer by email. The Hopewell Township Engineer is waiting for an official letter/document from the Hopewell Township Committee stating they are not interested in rehabilitating the dam site.

The meeting adjourned at 1:35 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 11, 2021**

MCSCD SUPERVISORS

Scott Ellis
Lucia Huebner
Theodora Wang
Edward DiPolvere

STAFF

Paul Schiariti, P.E.
Linda Sandusky

OTHER

Meredith Melendez

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 January 14, 2021 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 had an extremely good month with 251 Income exceeding expectations with expenses kept to a minimum.

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

17 - APPLICATIONS RECEIVED
0 - PREREVIEW INSPECTIONS
24 - REVIEWS
86 - INSPECTIONS
0 - PRE-CONSTRUCTION MEETINGS

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

CHAPTER 251

The Director received a complaint from the Robbinsville Township Engineer regarding a land disturbance activity occurring on a site located along Windsor-Perrineville Road. Windsor-Perrineville Road is also the border between East Windsor Township and Robbinsville Township. Upon inspection it was noted that a significant amount of sediment was being tracked onto the road. The parcel is located within East Windsor Township. The District Manager made contact with a back-hoe operator and gave him a business card and requested that the owner/developer contact the District to discuss the nature of the disturbance. The operator indicated that the ‘Farmer’ is installing an access road/driveway from the road back to the farm. Contact was not initiated by the Farmer. The District Manager contacted both the NRCS as well as Mercer County. Neither agency preserved the farm or produced a conservation plan.

The District Manager proceeded with the issuance of a Stop Construction Order. The land owner is currently residing in New York State.

The District Manager conducted an inspection at the Americana Diner project site which expired in December 2020, for the purpose of closing out the project. A minor portion of the project began over a year ago. The District was not notified of the construction start at the time. Approximately seven (7) months ago, the District Manager met with the owner to discuss the situation. A substantial stockpile was requested to be removed. The owner was also notified that the project was set to expire and to keep the project active a plan re-certification was required.

During the close out inspection it was observed that the stockpiled material was being spread over an area in excess of 1 acre, with an expired Soil Erosion and Sediment Control Plan. The District Manager met with the owner to discuss the situation. A stop work order was subsequently issued, requiring a new plan certification be obtained for the project.

RECORDS DISPOSAL

The District Manager filed the necessary request for records disposal for Chapter 251 project files that have been closed out for over 7 years. The request was subsequently approved through the State’s ‘Artemis’ website. The District Manager brought the files to the Hamilton Township’s recycle center for recycling.

POSTER CONTEST

The District was contacted by Lily Mehl, President of the NJACD regarding the potential use of the District Office, as a central location for winning posters from all other Districts. The Mercer District Office is located close to the NJACD photographer’s residence. The District Manager and Office Administrator concurred that if safety protocols are followed, (temperature check, covid-19 questionnaire, and mandatory mask) this should be fine. The conference room may be used to photograph the winning posters or as a central location to gather the posters for photographing elsewhere.

WEBSITE

The Office Administrator contacted the District’s website designer for several updates and corrections required for the website.

MOTION 3

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

CORRESPONDENCE

New Jersey Business and Industry Association Membership billing was received by the District. The Board agreed to not renew the membership unless it is being used to keep New Jersey Manufacture Insurance for auto.

MOTION 4

A motion to renew New Jersey Business and Industry Association Membership only if required for New Jersey Manufacture Auto Insurance. Motion made by L. Huebner, seconded by T. Wang, carried unanimously.

CHAPTER 251

2021-6009-T	2019-5713-EW	2021-6002-E	2020-5930-E
2020-5991-H	2020-5981-H	2020-5959-HPB	2021-6005-HT
2021-6004-P	2021-6001-P	2021-5997-P	2021-5999-WW
2020-5865-WW			

MOTION 5

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

NRCS UPDATE

C. Flanagan sent an update and is working on site visits to have contracts obligated by the cutoff dates. Mercer County has 15 contracts for 2021. The \$15,000.00 cap limit for High Tunnel funding has been removed.

E. McShane sent an update on a seminar that was held entitled: Weathering the Change. Helping people help the land through climate smart farming. The District Manager will provide a link to the YouTube video for anyone interested in this seminar.

EXTENSION UPDATE

The Extension office continues to be closed to the public. Dana is handling the DMV farmer plate certificates and is able to get them out quickly via the mail.

New landowner calls continue to come into M. Melendez, mostly small acreage looking for farmland assessment but also with a farm dream (people who do not come from farming have an unrealistic idea what farming is).

M. Melendez grant work continues with many online meetings, conferences, and planning sessions. Upcoming farmer meetings:

- Short Food Safety Series focusing on; Backflow prevention in water systems, recordkeeping basics; What is a third party audit, will be held online on March 12, 19 & 26, 2021.
- NJ Vegetable Growers meeting online February 22 – 25, 2021.
- Central Jersey Turf & Ornamental Institute will be held online March 17, 2021.
- Central Jersey Vegetable Meeting online March 24, 2021.

SSCC UPDATE

F. Minch sent an update to the District Managers. The Regional Supervisors meetings this year will be virtual. They are working on a schedule for these meetings. The SSCC will be working on reviewing all District Audits.

UNFINISHED BUSINESS

There is still no correspondence from Hopewell Township Committee on the status of Hunt Lake Dam. The District is looking for a letter from the Hopewell Township Committee or the meeting minutes stating they are not interested in the rehab of Hunt Lake Dam.

NEW BUSINESS

The next meeting is on March 11, 2021 at 12:30 pm.

The meeting was adjourned at 1:03 pm.

Respectfully submitted,

Paul Schiariti, P.E.
Secretary to the Board