

**HUNTERDON COUNTY SOIL CONSERVATION DISTRICT**  
**MONTHLY BOARD OF SUPERVISORS MEETING**  
**February 5, 2019 @ 7:00 AM**

**PRESENT:** SUPERVISORS: Van Nuys, Manners, Stothoff, Mathews, Hill  
STAFF: Engisch, DePalma, Schwenderman  
AGENCY REPS: Jill Ott (NRCS), Jess (NRCS)

**OPEN PUBLIC MEETING ACT:** "This meeting is being held in accordance with the provisions of the Open Public Meeting Act. Adequate notice has been provided by prominently posting and maintaining so posted throughout the year in the Hunterdon County Soil Conservation District Administrative Office 687 Pittstown Road, Frenchtown, New Jersey, as well as on the Hunterdon County Soil Conservation District's website, and by e-mailing to the Hunterdon County Democrat newspaper and by filing with the Hunterdon County Clerk a schedule of the times and dates of such meetings."

**CALL TO ORDER:** @ 7:05 AM by John Van Nuys, District Chairman

**MINUTES:**

**MOTION:** Manners, 2<sup>nd</sup> Hill; "To accept the minutes of the January 8, 2019 meeting as mailed." **MOTION APPROVED BY UNANIMOUS VOTE.**

**REPORTS:**

**REQUEST FOR ASSISTANCE** – There were no Request for Assistance to present

**USDA-NRCS** – Jill Ott, NRCS, District Conservationist presented two plans for Board approval.

Readington Twp. – T1033  
Holland Twp. – T3339 & T6742

**OLD BUSINESS:**

**State Soil Conservation Annual Meeting** – DePalma reported that there has been mention of possibly holding the meeting in HEP for multiple days. The Supervisors expressed that they are more than happy keeping it at the Eco Complex for one day.

**2019 Supervisor Re-Nominations – Greg Manners & Michael Mathews – Terms Ending 6/30/19**  
Both Greg & Michael expressed their wish to be re-nominated. Supervisors Re-Nomination Process and Performance Standards. Being that they asked to be re-nominated, no nominating committee needs to be formed. Following a discussion, the following motion was made:

**MOTION:** Hill, 2<sup>nd</sup> Stothoff, Manners and Mathews abstained from any discussion or vote;  
"To re-nominate Manners and Mathews as Supervisors." **MOTION APPROVED BY UNANIMOUS VOTE**

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### CORRESPONDENCE:

**Robert Haughton, Acting Director Management Services Division Farm Production and Conservation – Rent** – The letter basically explained that the District would not be receiving rent, beginning with January’s rent from their tenants during the Federal Government shut-down.

**Frank Minch, SSCC – Chapter 251 Surcharge – 2<sup>nd</sup> Quarter FY2019 - \$875.00**

**MOTION:** Stothoff, 2<sup>nd</sup> Hill; “To pay Chapter 251 Surcharge for 2<sup>nd</sup> Quarter FY2019 as billed.”  
MOTION APPROVED BY UNANIMOUS VOTE

**NJSREC – District Solar** – The District received their first NJSREC payment for solar energy produced from their solar panels. The payment covered September, October and November 2018.

**Bid for Lawn Mowing - \$2,750** – The District obtained a bid for lawn mowing of the District grounds through the County. The bid was \$2,750 for the year starting April 1<sup>st</sup> through December 1<sup>st</sup>. The bid also includes spring clean-up and fall clean-up.

After a brief discussion, a motion was made.

**MOTION:** Stothoff, 2<sup>nd</sup> Manners; “To accept lawn mowing bid of \$2,750.” MOTION APPROVED  
BY UNANIMOUS VOTE

**Bank of America – Visa Bill – December 18, 2018 through January 17, 2019 - \$1,167.17**

**MOTION:** Mathews, 2<sup>nd</sup> Hill; “To pay Bank of America Visa as billed.” MOTION APPROVED  
BY UNANIMOUS VOTE

**Rich Belcher, SSCC – 2019 Envirothon Donation - \$500**

**MOTION:** Stothoff, 2<sup>nd</sup> Manners; “To make a \$500 donation towards the 2019 Envirothon.”  
MOTION APPROVED BY UNANIMOUS VOTE

**Soil and Water Conservation Society – 2019 Membership Renewal - \$140.00**

**MOTION:** Hill, 2<sup>nd</sup> Mathews; “To pay Soil and Water Conservation Society 2019 Membership  
Renewal as billed.” MOTION APPROVED BY UNANIMOUS VOTE

### 251 WORK:

### CERTIFICATION REPORT:

**MOTION:** Mathews, 2<sup>nd</sup> Hill; “To accept the Certification Report for the month of January  
2019.” MOTION APPROVED BY UNANIMOUS VOTE.

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### CERTIFICATIONS:

1. Stadnick Dwelling, 18-07-032  
Block 57, Lot 3.01, Delaware Twp.  
Plan Date: November 16, 2018  
Latest Revisions: None  
Certified: January 3, 2019
  
2. Hunterdon County Culvert R-167 Reconstruction, 18-99-009  
Readington Twp.  
Plan Date: August 2018  
Latest Revisions: November 19, 2018  
Certified: January 3, 2019
  
3. Del Valley Properties Grading Plan, 18-08-028  
Block 41, Lot 14, East Amwell Twp.  
Plan Date: December 10, 2018  
Latest Revisions: None  
Certified: January 3, 2019
  
4. Novak Property, 17-26-007  
Block 21, Lot 9, West Amwell Twp.  
Plan Date: October 24, 2016  
Latest Revisions: December 17, 2018  
Certified: January 3, 2019
  
5. Lazor Development Dwelling, 18-21-049  
Block 25, Lot 12, Raritan Twp.  
Plan Date: December 11, 2018  
Latest Revisions: December 26, 2018  
Certified: January 3, 2019
  
6. Gaeta Property, 18-03-007  
Block 13, Lot 3, Bloomsbury Boro.  
Plan Date: October 9, 2018  
Latest Revisions: December 28, 2018  
Certified: January 4, 2019
  
7. Uthgenannt Dwelling, 18-08-027  
Block 40.01, Lot 3.01, East Amwell Twp.  
Plan Date: November 2, 2018  
Latest Revisions: January 2, 2019  
Certified: January 4, 2019

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8. 35 Island Road Addition, 18-22-053  
Block 14, Lot 1, Readington Twp.  
Plan Date: October 23, 2018  
Latest Revisions: December 21, 2018  
Certified: January 8, 2019
  
9. Chrono Property, 18-07-034  
Block 43, Lot 21.02, Delaware Twp.  
Plan Date: November 18, 2018  
Latest Revisions: January 3, 2019  
Certified: January 10, 2019
  
10. Johnson Residence & Barns, 18-24-032  
Block 45, Lot 6.02, Tewksbury Twp.  
Plan Date: November 9, 2018  
Latest Revisions: December 19, 2018  
Certified: January 10, 2019
  
11. Argenziano Site Plan, 18-24-031  
Block 16, Lot 26.02, Tewksbury Twp.  
Plan Date: May 24, 2018  
Latest Revisions: October 23, 2018  
Certified: January 10, 2019
  
12. Tamburri Property, 18-03-005  
Block 29, Lot 1, Bloomsbury Boro.  
Plan Date: August 27, 2018  
Latest Revisions: January 8, 2019  
Certified: January 10, 2019
  
13. Toolan Property, 18-21-050  
Block 7.01, Lot 12, Raritan Twp.  
Plan Date: December 17, 2018  
Latest Revisions: January 7, 2019  
Certified: January 10, 2019
  
14. Saulsky Property, 18-24-033  
Block 10, Lot 6.04, Tewksbury Twp.  
Plan Date: December 10, 2018  
Latest Revisions: January 7, 2019  
Certified: January 10, 2019
  
15. Matthews Property, 18-24-034  
Block 47.02, Lot 3, Tewksbury Twp.  
Plan Date: November 30, 2018  
Latest Revisions: January 4, 2019  
Certified: January 10, 2019

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- 16.** Koep Property, 18-05-041  
Block 25, Lot 14.06, Clinton Twp.  
Plan Date: December 12, 2018  
Latest Revisions: January 3, 2019  
Certified: January 10, 2019
- 17.** Daly Property, 18-12-005  
Block 9, Lot 28, Glen Gardner Boro.  
Plan Date: October 31, 2018  
Latest Revisions: January 3, 2019  
Certified: January 10, 2019
- 18.** Jeffries Property, 18-26-015  
Block 5, Lot 19, West Amwell Twp.  
Plan Date: November 2, 2018  
Latest Revisions: January 2, 2019  
Certified: January 10, 2019
- 19.** Filson Property, 18-02-018  
Block 44, Lot 15, Bethlehem Twp.  
Plan Date: November 19, 2018  
Latest Revisions: January 3, 2019  
Certified: January 10, 2019
- 20.** 110-112 Main, LLC – Retail Building, 14-22-045  
Block 34, Lot 5, Readington Twp.  
Plan Date: November 13, 2017  
Latest Revisions: September 13, 2018  
Certified: January 11, 2019
- 21.** Krutzler Residence, 19-22-002  
Block 93, Lot 22, Readington Twp.  
Plan Date: December 28, 2018  
Latest Revisions: None  
Certified: January 11, 2019
- 22.** Yard Driveway, 18-07-030  
Block 44, Lot 15, Delaware Twp.  
Plan Date: October 22, 2018  
Latest Revisions: December 21, 2018  
Certified: January 14, 2019

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23. Creekside @ Hunterdon, 15-21-006  
Block 36, Lot 17, Raritan Twp.  
Plan Date: March 2, 2105  
Latest Revisions: December 18, 2017  
Original Certification: July 1, 2015  
Recertification: January 16, 2019
  
24. Novello Residence, 18-24-035  
Block 42, Lot 7, Tewksbury Twp.  
Plan Date: October 31, 2018  
Latest Revisions: January 14, 2019  
Certified: January 16, 2019
  
25. Doyle Property, 19-24-001  
Block 27, Lot 100, Tewksbury Twp.  
Plan Date: December 26, 2018  
Latest Revisions: January 15, 2019  
Certified: January 16, 2019
  
26. Rieke Property, 18-02-017  
Block 44, Lot 31, Bethlehem Twp.  
Plan Date: October 22, 2018  
Latest Revisions: January 14, 2019  
Certified: January 16, 2019
  
27. Cunningham Property, 18-05-040  
Block 90, Lot 4, Clinton Twp.  
Plan Date: December 5, 2018  
Latest Revisions: January 14, 2019  
Certified: January 16, 2019
  
28. Valenta Property, 18-18-045  
Block 37, Lot 18, Lebanon Twp.  
Plan Date: December 19, 2018  
Latest Revisions: January 11, 2019  
Certified: January 16, 2019
  
29. McKeown Property, 19-05-001  
Block 82.13, Lot 60, Clinton Twp.  
Plan Date: December 26, 2018  
Latest Revisions: January 10, 2019  
Certified: January 16, 2019

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- 30.** Chamberlin Property, 19-21-002  
Block 77.13, Lot 12, Raritan Twp.  
Plan Date: January 2, 2019  
Latest Revisions: January 11, 2019  
Certified: January 17, 2019
- 31.** Raritan Partners, LLC – Site Plan, 18-21-011  
Block 15, Lots 20 & 20.01, Raritan Twp.  
Plan Date: February 20, 2018  
Latest Revisions: August 17, 2018  
Certified: January 18, 2019
- 32.** Botti Multi-Family, 19-09-001  
Block 47, Lot 6, Flemington Boro.  
Plan Date: August 2, 2018  
Latest Revisions: January 9, 2019  
Certified: January 23, 2019
- 33.** Johnson Residence, 19-01-002  
Block 3, Lot 40, Alexandria Twp.  
Plan Date: January 2, 2019  
Latest Revisions: None  
Certified: January 23, 2019
- 34.** Harbor Freight Tools, 18-21-047  
Block 66, Lot 1, Raritan Twp.  
Plan Date: July 2, 2018  
Latest Revisions: January 18, 2019  
Certified: January 23, 2019
- 35.** Scenic Pastures LLC – Site Plan, 14-18-017  
Block 43, Lot 1.01, Lebanon Twp.  
Plan Date: July 1, 2014  
Latest Revisions: None  
Original Certification: July 22, 2014  
Recertification: January 23, 2019
- 36.** V.A. Spatz & Sons Corporate Headquarters, 18-25-025  
Block 22, Lot 5, Union Twp.  
Plan Date: October 24, 2018  
Latest Revisions: December 18, 2018  
Certified: January 28, 2019

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37. Kacvinski Property, 18-21-040  
Block 73.04, Lot 10, Raritan Twp.  
Plan Date: November 9, 2018  
Latest Revisions: January 15, 2019  
Certified: January 29, 2019
  
38. Maroulis Property, 19-24-002  
Block 38, Lot 16.20, Tewksbury Twp.  
Plan Date: January 7, 2019  
Latest Revisions: January 16, 2019  
Certified: January 29, 2019
  
39. Avens Property, 18-18-043  
Block 38, Lot 109, Lebanon Twp.  
Plan Date: December 11, 2018  
Latest Revisions: January 17, 2019  
Certified: January 29, 2019
  
40. M & D TSC, LLC Property, 18-22-054  
Block 45.02, Lot 46, Readington Twp.  
Plan Date: December 21, 2019  
Latest Revisions: January 17, 2019  
Certified: January 29, 2019
  
41. Gillespie Property, 18-22-048  
Block 50, Lot 32.03, Readington Twp.  
Plan Date: November 2, 2018  
Latest Revisions: January 17, 2019  
Certified: January 29, 2019
  
42. Metz Property, 18-22-046  
Block 63, Lot 8.01, Readington Twp.  
Plan Date: November 20, 2018  
Latest Revisions: January 17, 2019  
Certified: January 29, 2019
  
43. Barnes Property, 18-21-039  
Block 44, Lot 55, Raritan Twp.  
Plan Date: November 6, 2018  
Latest Revisions: January 29, 2019  
Certified: January 29, 2019
  
44. Kotlarchick Property, 18-21-041  
Block 86, Lot 20, Raritan Twp.  
Plan Date: November 1, 2018  
Latest Revisions: January 22, 2019  
Certified: January 29, 2019



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45. Lukowski Property, 19-15-001  
Block 3, Lot 116, Holland Twp.  
Plan Date: December 31, 2018  
Latest Revisions: January 22, 2019  
Certified: January 29, 2019
  
46. Eick Property, 19-16-002  
Block 1, Lot 1, Kingwood Twp.  
Plan Date: January 2, 2019  
Latest Revisions: January 23, 2019  
Certified: January 29, 2019
  
47. Potter Property, 19-01-001  
Block 2, Lot 46, Alexandria Twp.  
Plan Date: October 21, 2018  
Latest Revisions: January 24, 2019  
Certified: January 29, 2019

### **COMPLIANCE REPORTS:**

**MOTION:** Mathews, 2<sup>nd</sup> Hill; “To accept the Compliance Reports for the month of January 2019.” MOTION APPROVED BY UNANIMOUS VOTE

### **COMPLIANCES:**

1. Hsiao Fill, 18-25-016  
Block 11, Lot 8.26, Union Twp.  
Certified: October 9, 2018  
Complied: January 2, 2019
  
2. Ubel Property, 18-07-017  
Block 11, Lot 17, Delaware Twp.  
Certified: September 28, 2018  
Complied: January 4, 2019
  
3. Califon Group LLC Property, 18-04-007  
Block 31, Lot 1, Califon Boro.  
Certified: November 21, 2018  
Complied: January 9, 2019
  
4. Henriksen Property, 18-10-015  
Block 9, Lot 2, Franklin Twp.  
Certified: September 7, 2018  
Complied: January 11, 2019

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- 5.** Serafyn Property, 18-22-047  
Block 53, Lot 9.14, Readington Twp.  
Certified: December 19, 2018  
Complied: January 14, 2019
- 6.** Coleman Dwelling, 17-26-008  
Block 20, Lot 9.01, West Amwell Twp.  
Certified: June 16, 2017  
Complied: January 15, 2019
- 7.** Soto Barn & Carport, 18-26-002  
Block 8, Lot 34.02, West Amwell Twp.  
Certified: March 23, 2018  
Complied: January 16, 2019
- 8.** Creekside @ Hunterdon, 15-21-006  
Block 36.05, Lot 44, Raritan Twp.  
Certified: July 1, 2015  
Complied: January 17, 2019
- 9.** Hunterdon Wellness Center – Solar Project, 18-05-020  
Block 70, Lot 13, Clinton Twp.  
Certified: July 9, 2018  
Complied: January 17, 2019
- 10.** Monson Property, 18-22-030  
Block 38, Lot 82, Readington Twp.  
Certified: November 21, 2018  
Complied: January 24, 2019
- 11.** RB3 Development Property, 18-21-046  
Block 86, Lot 24, Raritan Twp.  
Certified: December 26, 2018  
Complied: January 24, 2019
- 12.** Hunterdon Central HS Athletic Facilities Upgrade, 17-21-072  
Block 27, Lot 3, Raritan Twp.  
Certified: December 19, 2017  
Certified: January 28, 2019
- 13.** Gupte Property, 18-22-011  
Block 70.01, Lot 16.01, Readington Twp.  
Certified: May 18, 2018  
Complied: January 31, 2019

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### TEMPORARY COMPLIANCES:

1. Chapman Property, 18-07-023  
Block 19, Lot 7.04, Delaware Twp.  
Certified: September 28, 2018  
Complied: January 2, 2019
2. Mountain View @ Hunterdon, 12-21-026  
Block 44, Lot 24.08, Raritan Twp.  
Certified: July 10, 2012  
Complied: January 7, 2019
3. Hamilton Property, 18-21-043  
Block 25, Lot 42, Raritan Twp.  
Certified: December 19, 2018  
Complied: January 7, 2019
4. Pauch Dwelling, 18-16-014  
Block 29, Lot 22.02, Kingwood Twp.  
Certified: May 31, 2018  
Complied: January 8, 2019
5. Jacob Dwelling, 18-24-013  
Block 14, Lot 7, Tewksbury Twp., "SEPTIC ONLY"  
Certified: September 28, 2018  
Complied: January 14, 2019
6. Mountain View @ Hunterdon, 12-21-026  
Block 44, Lot 24.05, Raritan Twp.  
Certified: July 10, 2012  
Complied: January 14, 2019
7. Mountain View @ Hunterdon, 12-21-026  
Block 44.01, Lot 3, Raritan Twp.  
Certified: July 10, 2012  
Complied: January 14, 2019
8. Dawlatzai Dwelling, 18-08-001  
Block 17, Lot 14, East Amwell Twp.  
Certified: March 22, 2018  
Complied: January 15, 2019
9. North Bridge Properties Subdivision, 17-21-052  
Block 36.04, Lot 74, Raritan Twp.  
Certified: July 23, 2018  
Complied: January 17, 2019

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10. Mountain View @ Hunterdon, 12-21-026  
Block 44.02, Lot 24, Raritan Twp.  
Certified: July 10, 2012  
Complied: January 18, 2019
11. Chamberlin Property, 19-21-002  
Block 77.13, Lot 12, Raritan Twp.  
Certified: January 17, 2019  
Complied: January 25, 2019
12. Toolan Property, 18-21-050  
Block 7.01, Lot 12, Raritan Twp.  
Certified: January 10, 2019  
Complied: January 28, 2019
13. Rabosky Dwelling, 17-16-012  
Block 8, Lot 25.15, Kingwood Twp.  
Certified: June 30, 2017  
Complied: January 28, 2019
14. Regency @ Readington, 02-22-006  
Block 36, Lots 49.066-49.071, Building #18, Readington Twp.  
Certified: June 24, 2004  
Complied: January 28, 2019
15. Jeffries Property, 18-26-015  
Block 5, Lot 19, West Amwell Twp.  
Certified: January 10, 2019  
Complied: January 29, 2019
16. Cassidy Property, 18-02-019  
Block 43, Lot 36.01, Bethlehem Twp.  
Certified: December 19, 2018  
Complied: January 30, 2019

### REASSESSMENTS:

**MOTION:** Hill, 2<sup>nd</sup> Stothoff; “To accept the Reassessment Report for the Month of January 2019 and bill the projects for uncompleted portions as per District policy and current Fee Schedule.” **MOTION APPROVED BY UNANIMOUS VOTE**

### NEW BUSINESS:

**Plain Language Guide to NJ Executive Branch Ethics Standards** – The guide was presented to each Supervisor. After review of the standards, each Supervisor signed a sheet to acknowledge receipt of said standards and that they read and understand same standards.

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**Request and Authorization for Records Disposal** – Schwenderman brought to the attention of the Board that the District has not disposed of records covering January 2006 through December 2007 since April 2015. Schwenderman requested the Boards authorization to dispose of records covering January 2008 through December 2011.

**MOTION:** Manners, 2<sup>nd</sup> Hill; “To authorize the disposal of records covering the dates January 2008 through December 2011.” MOTION APPROVED BY UNANIMOUS VOTE

### FINANCIAL:

**Treasurer’s Report – January 2019** - The Treasurer’s Report for January 2019 was discussed.

The following motion was made:

**MOTION:** Mathews, 2<sup>nd</sup> Hill; “To accept statement of revenue and expenses and to approve the January 2019 Treasurer’s Report as presented.” MOTION APPROVED BY UNANIMOUS VOTE.

**District Credit Card** – The Board was presented a list of expenses charged to the District credit card that occur on a monthly/yearly basis.

**MOTION:** Hill, 2<sup>nd</sup> Mathews; “To approve yearly expenses charged with the District credit card.” MOTION APPROVED BY UNANIMOUS VOTE

**District Financial Institutions (Bank Accounts)** – The Board was presented a list of the District Financial Institutions (Bank Accounts) and all authorized signatures.

**MOTION:** Manners, 2<sup>nd</sup> Mathews; “To approve District Financial Institutions and authorized signatures.” MOTION APPROVED BY UNANIMOUS VOTE

**Audit Recommendations** – Engisch presented the Board with some possible changes with their internal control procedures to bring them in compliance with the “Financial Accounting Manual for NJ Soil Conservation Districts”. These items will address the District Auditors recommendations made preceding their FY2018 Audit.

**MOTION:** Stothoff, 2<sup>nd</sup> Hill; “To accept changes to the internal control procedures and forward to District Auditor for review, comments and suggestions.” MOTION APPROVED BY UNANIMOUS VOTE

With no further business to discuss, a motion to adjourn was made:

**MOTION:** Hill, 2<sup>nd</sup> Manners; “To adjourn the District meeting at 8:21 AM.” MOTION APPROVED BY UNANIMOUS VOTE.

Respectfully Submitted,

Richard Stothoff  
Secretary/Treasurer