



State of New Jersey

Highlands Water Protection and Planning Council
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LISA J. PLEVIN
Executive Director

MEMORANDUM

To: Budget & Finance Committee
From: Lisa J. Plevin, Executive Director *LJP*
Subject: Committee Meeting Minutes – March 30, 2020
Date: April 6, 2020

A Budget and Finance (B&F) Committee call was held on Monday, March 30, 2020 at 2:00pm. The following participants were in attendance via teleconference:

Committee: Council Chair Richko, Committee Chair Holtaway, Members James and Visioli

Governor’s Authorities Unit (GAU): Stephanie Brown, Associate Counsel

Highlands Staff: Lisa J. Plevin, Christine LaRocca, James Humphries, Maryjude Haddock-Weiler, Keri Green, Judy Thornton, Kelley Curran, Gabrielle Gallagher, Herb August, and Annette Tagliareni.

Committee Chair Holtaway opened the meeting at 2:07 p.m.

Committee Minutes of March 12, 2020

Committee Chair Holtaway asked if any edits need to be made to the Committee Minutes of March 12, 2020. There were no revisions to be made.

Committee Chair Holtaway asked for a motion to approve the Budget & Finance Committee Minutes of March 12, 2020. Member Visioli made a motion. Chair Richko seconded the motion. All were in favor.

Highlands Protection Fund Capital Budget – FY2020

Due to the COVID-19 pandemic, Committee Chair Holtaway asked Highlands staff where Council stands regarding the Highlands Protection Fund Capital Budget. Ms. Plevin responded that she has not yet been made aware of how it will affect the Highlands Council. Ms. Plevin noted that staff is conducting normal business and is unclear at the moment what the impact may be.

Ms. Brown, Associate Counsel, GAU added that there is no direction as of now.

Committee Chair Holtaway asked Highlands staff to notify him if there are any constraints.

Township of West Milford – Stormwater Infrastructure Mapping - \$70,900

Kelley Curran, Senior Resource Management Specialist, gave an overview of a Stormwater Infrastructure Mapping Grant requested by West Milford Township. Ms. Curran indicated that the Township submitted a scope of work for municipal-wide stormwater mapping, an area encompassing 80 square miles. The Township currently has stormwater outfalls and detention/retention basins mapped as part of the Municipal Separate Storm Sewer Systems (MS4) permit requirements, but nothing else is completed. The Township Engineer estimates that the municipality has 4,000 catch basins, 200 sediment basins, and 20 water quality structures. This grant would allow the Township to fully meet its MS4 requirements while building a comprehensive database that will assist in future management and maintenance of the system. The final deliverable would consist of a single GIS map of the complete system and database of stormwater information for the entire Township. The estimated cost to complete the field work and associated deliverables is \$70,900. (Field work - \$59,000 completed between 16-18 weeks; and GIS map and database - \$11,900). Entire project to be completed within five months.) Ms. Curran noted that funding for a Watershed Management Plan was previously approved by the Budget and Finance Committee for the Township. The stormwater infrastructure mapping project will nicely supplement the watershed management work.

Committee Chair Holtaway asked if other municipalities around the lake would also be eligible for funding to map stormwater infrastructure. Ms. Curran and Ms. Green responded that the Highlands Council provides funding for stormwater management planning, including system mapping, to all its municipalities as a component of the Plan Conformance program.

Committee Member Visioli asked if this was the total cost. Ms. Curran indicated that the requested amount is an engineering estimate; any additional funding would need to be requested, if required.

Grants Manager, Herb August, noted that any additional requests would be brought back to the Budget & Finance Committee.

Committee Chair Holtaway asked for a motion to approve the Stormwater Infrastructure Mapping in the amount of \$70,900 for Township of West Milford. Committee Member Visioli made a motion and Chair Richko seconded it. All were in favor.

Borough of Stanhope – Water Use and Conservation Management Plan (WUCMP) - \$60,000

Kelley Curran, Senior Resource Management Specialist, gave an overview of a funding request for the development of a municipal-wide Water Use and Conservation Management Plan for Stanhope Borough. Ms. Curran noted that although Stanhope Borough is a non-conforming municipality in the Planning Area, Executive Order 114 (EO114) requires the Highlands Council to review proposed projects, provide comments and make recommendations for Water Quality Management Plan (WQMP) amendments regarding consistency with the Net Water Availability (NWA)

provisions of the RMP. Council's consent letter to NJDEP regarding a proposed WQMP amendment associated with a proposed development in Stanhope requires the Borough to develop and implement a WUCMP, since the NWA for the HUC14 subwatershed in which the property is located is in deficit. The estimated cost is \$60,000.

Committee Member Visioli noted that the proposed project is on 39 acres of land that is currently undeveloped and forested in the Protection Zone of the Planning Area. Keri Green, Science Manager, acknowledged the circumstances, but explained that the Council has no authority other than that conferred by EO114 provisions regarding NWA in non-conforming Planning Area towns.

Committee Chair Holtaway asked for a motion to approve the funding request for developing a Water Use and Conservation Management Plan in the amount of \$60,000 for Stanhope Borough. Committee Member James made a motion and Committee Member Visioli seconded it. All were in favor.

Committee Member James left the meeting at 2:24pm for recusal purposes regarding the next agenda item.

Passaic County – Economic Development and Transportation Analysis - \$24,400

Judy Thornton, Principal Planner, gave an overview of this supplemental funding request for Passaic County's Economic Development and Transportation Analysis. The project was initially approved by the Council in its FY2018 budget, with a not-to-exceed allocation of \$75,000. The project furthers County efforts to provide bicycle and pedestrian access and safety enhancements to assist its municipalities in attracting visitors to their downtown and scenic tourism areas. The scope of work includes:

- Preliminary intersection design plan for Borough of Bloomingdale;
- Conceptual pedestrian/bicycle bridge design for Borough of Ringwood; and
- Professional engineering project management.

Upon receipt of bids for the project, the County found that engineering costs were significantly higher than originally anticipated. They reduced costs by eliminating one component of the project (a signal warrant analysis shown unnecessary through county staff data collection) to bring the lowest bid estimate of \$103,600, down to \$99,400. The County proposal also now indicates that all County Planning Staff time, previously estimated at \$15,000 will be provided as an in-kind contribution. The County requests funding to cover the \$24,400 gap that still remains between the original \$75,000 grant and the total cost of \$99,400.

Committee Chair Holtaway asked for a motion to approve supplemental funding for the Economic Development and Transportation Analysis in the amount of \$24,400 for Passaic County. Committee Member Visioli made a motion and Committee Member Richko seconded it. All were in favor.

In closing, Ms. Plevin noted that currently the Council's April meeting is still on the calendar. Council staff requested guidance from the DAG's office regarding some changes to the Open Public Meetings Act (OPMA) during emergency circumstances. Staff expects a response in 1-2 weeks. Ms. Plevin added that staff is currently working remotely.

The committee meeting adjourned at 2:32 p.m.