



State of New Jersey

Highlands Water Protection and Planning Council
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BENJAMIN L. SPINELLI, ESQ.
Executive Director

MEMORANDUM

To: Budget & Finance Committee
From: Benjamin L. Spinelli, Esq., Executive Director
Subject: Committee Meeting Minutes – January 8, 2024
Date: January 11, 2024

A Budget and Finance (B&F) Committee meeting was held on Monday, January 8, 2024, at 10:00am via Zoom. The following participants were present:

Committee: Chair Richko (acting Committee Chair); Committee Members James and Visioli.

Governor's Authorities Unit (GAU): Alexis Franklin, Associate Counsel

Highlands Staff: Ben Spinelli, Gabrielle Gallagher, James Humphries, Maryjude Haddock-Weiler, Kelley Curran, Corey Piasecki, Herb August, Carole Diction, Roberta Burkhart, and Annette Tagliareni.

Chair Richko opened the meeting at 9:59am.

Highlands Council FY2024 Highlands Protection Fund Grant Requests

Stormwater Management Planning

Kelley Curran, Science Manager, reported that the Council currently has approximately seven (7) municipalities in the queue who have requested funding to comply with the enhanced regulations of the NJDEP Municipal Separate Storm Sewer System (MS4) Permit. Two (2) of which are ready to go. Highlands Council grant funding will be used to supplement NJDEP grant funding. Mendham and Pohatcong Townships have requested funding for Stormwater Management Planning. Both Mendham and Pohatcong Townships have applied for the NJDEP grant (\$25,000). Their grant request amounts are shown in the table below and tasks associated with the funding requests include some or all the following:

- MS4 stormwater facilities mapping update
- Stormwater Pollution Prevention Plan development or update
- Municipal Stormwater Management Plan update
- Local public outreach
- Preparation or revision of required community-wide ordinances
- Inspection and maintenance of private stormwater facilities
- Employee training

- Storm drain inlet retrofitting assessment
- Storm drainage, catch basin, and infrastructure inspection
- Preparation of a Municipal Maintenance Yard BMP Manual
- Stream scouring and illicit discharge outfall inspection
- Development of a Watershed Improvement Plan (Phase I)

Municipality	County	MS4 Tier	Amount
Mendham Township	Morris	Existing Tier A	\$145,000
Pohatcong Township	Warren	Existing Tier A	\$98,500

At this time, Executive Director Ben Spinelli noted that the Council requires the municipalities to use NJDEP funding first as well as provide a scope of work for the project. NJDEP’s grant funding for existing Tier A municipalities is \$25,000 while former Tier B municipalities transitioning to Tier A is \$75,000. It was noted that in some cases the grant requests may be lower/higher depending on municipal needs.

Chair Richko asked what the difference is between Tier A and Tier B towns. Ms. Curran responded that:

- Tier A towns generally have more development and stormwater infrastructure; and
- Tier B towns are more rural – not as much stormwater infrastructure.

Committee Member Visioli asked if there is a timeline for these projects. Ms. Curran responded that Council staff asks the municipality to provide a one-year timeline. After that year, the municipality would come back and request additional funding for the following year.

Netcong Borough, Morris County – Highlands Center Petition Preparation (\$25,000)

Maryjude Haddock-Weiler, Planning Manager, reported on behalf of Judy Thornton, Principal Planner, that Netcong Borough is a 100% Planning Area municipality. The Borough intends to submit a new petition for plan conformance with a Highlands Center designation for the entire Borough. Ms. Haddock-Weiler noted that Ms. Thornton worked with the Borough on their Initial Assessment. This petition will be considered by the full Council in the future.

Mountain Lakes Borough, Morris County – Plan Conformance Petition Preparation (\$15,000)

Ms. Haddock-Weiler reported that the Borough passed a resolution to petition the Highlands Council for plan conformance. The Borough is requesting grant funding to assist them and their professionals in collaborating on this next step. This petition will be considered by the full Council in the future.

Town of Clinton, Hunterdon County – Land Use Plan Element and Climate Hazard Vulnerability Assessment (\$50,000)

Principal Planner, Corey Piasecki reported that the Town of Clinton was approved for Planning and Preservation Area Plan Conformance in 2011. The Town is seeking funding to update their Master Plan goals and objectives as well as the Land Use Plan Element and required Climate Hazard Vulnerability Assessment.

Chair Richko asked for a motion to move the following grants to the full Council for consideration: Mendham Township (Stormwater Planning); Pohatcong Township (Stormwater Planning); Netcong Borough (Highlands Center Petition Preparation); Mountain Lakes Borough (Plan Conformance Petition Preparation); and Town of Clinton (Land Use Plan Element and Climate Hazard Vulnerability Assessment). Committee Member Visioli made a motion and Member James seconded it. All were in favor.

The meeting adjourned at 10:11am.