



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
Highlands Water Protection and Planning Council
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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEETING AGENDA Thursday, December 3, 2015 at 4pm

- CALL TO ORDER
- ROLL CALL
- OPEN PUBLIC MEETINGS ACT STATEMENT
- PLEDGE OF ALLEGIANCE
- APPROVAL OF MINUTES – September 17, 2015
- APPROVAL OF EXECUTIVE SESSION MINUTES – September 17, 2015
- CHAIRMAN'S REPORT (and Council Member Reports)
- EXECUTIVE DIRECTOR'S REPORT

• COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

- CONSIDERATION OF RESOLUTION – Approval of the Highlands Council FY2016 General Operating Budget (*voting matter with public comment*)
- CONSIDERATION OF RESOLUTION - Approval of the FY2016 Highlands Protection Fund Capital Budget (*voting matter with public comment*)
- CONSIDERATION OF RESOLUTION – Approval Of Contract To Review And Comment On Fiscal Impact Assessment Of The Highlands Water Protection And Planning Act And Associated Regional Master Plan Deliverables Prepared By PlaceWorks, LLC (*voting matter with public comment*)

• **OTHER BUSINESS:**

- CONSIDERATION OF RESOLUTION – Approval of 2016 Annual Meeting Schedule (*voting matter with public comment*)
- CONSIDERATION OF RESOLUTION – Authority for Plan Conformance and Highlands Project Review (*voting matter with public comment*)

• COMMITTEE REPORTS: (cont'd)

REGIONAL MASTER PLAN UPDATE:

- Report
- Presentation – Fiscal Impact Assessment - PlaceWorks
- PUBLIC COMMENTS (*to ensure ample time for all members of the public to comment, we will respectfully limit comments to three (3) minutes. Questions raised in this period may not be responded to at this time but, where feasible, will be followed up by the Council and its staff.*)
- EXECUTIVE SESSION (*if deemed necessary*)
- ADJOURN

PUBLIC COMMENTS SUBMITTED AT HIGHLANDS
COUNCIL MEETING ON DECEMBER 3, 2015

Comments to the Highlands Council, December 3, 2015

My name is Deborah Post.

The DEP is in the process of preparing revised Highlands septic density regulations based on revisited nitrate dilution data.

The new regulations, if structured and implemented honestly, will return some, not all, property value to harmed Highlands landowners. This goal is laudable. Please appreciate that as property value is returned to landowners, the “just compensation” nut that this Council is charged with fulfilling will also be reduced. The task of fairly compensating landowners, while never easy, will become easier.

However, there is an undiscussed glitch in the way the new regulations are being proposed. The private well data in the revisited nitrate dilution modeling is being mapped onto the existing six zones in this Council’s Regional Master Plan. That is the Community, Conservation and Protection Zones in both the Planning and the Preservation Area, that’s six zones in total. The mapping I am referring to may be found in the chart appendices to the United State Geological Services report titled Median Nitrate Concentrations in Groundwater in the NJ Highlands Region Estimated Using Regression Models and Land Surface Characteristics prepared in cooperation with the NJDEP.

But the six zones in the current plan were created using the old nitrate dilution model which has been totally discredited scientifically. So, when new data is mapped into zones based on old data, the result is nonsensical and fails to produce accurate septic densities based on the new data for all landowners. It becomes a slight of hand with what appears to be being given back with one hand is then taken away simultaneously by the other hand.

Let me try to explain with an example: A landowner with open space cleared land in the Protection Zone of the Preservation Area is currently allowed one build right per 25 acres. Recall that the current DEP regulations distinguish between forested and unforested land in applying the DEP septic densities in the Preservation Area only, which is the only area of their authority under the Act. The proposed new densities in the Protection Zone of the Preservation Area will reduce the 25 acre requirement for a home to only 22 acres, statistically irrelevant. In contrast, that same open space landowner would have the acreage requirement reduced to 12 acres if the DEP’s forested / unforested mapping were to remain in place.

I am sure the greens here today will be pleased to learn these facts as they have been screaming in Trenton about new rules that will basically do nothing to change the status quo.

If the revised nitrate dilution models are to be applied with integrity, the mapping of the Regional Master Plan must be redone completely using the data in the USGS report. And I mean a zero-based remapping, not a tweak here and there. That remapping is in the purview of this Council and you must make it happen. Indeed the Highlands Act at NJSA 13:20-12 requires this Council to plan based upon and in compliance with the NJDEPs standards.

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(d) identify transportation, water, wastewater, and power infrastructure that would support or limit development and redevelopment in the planning area. This analysis shall also provide proposed densities for development, redevelopment, or voluntary receiving zones for the transfer of development rights;

(e) identify potential voluntary receiving zones in the planning area for the transfer of development rights through the appropriate expansion of infrastructure or the modified uses of existing infrastructure;

(f) issue model minimum standards for municipal and county master planning and development regulations outside of the preservation area, including density standards for center-based development to encourage, where appropriate, the adoption of such standards;

(g) identify special critical environmental areas and other critical natural resource lands where development should be limited; and

(h) identify areas appropriate for redevelopment and set appropriate density standards for redevelopment. Any area identified for possible redevelopment pursuant to this subparagraph shall be either a brownfield site designated by the Department of Environmental Protection or a site at which at least 70% of the area thereof is covered with impervious surface.

b. The resource assessment, transportation component, and smart growth component prepared pursuant to subsection a. of this section shall be used only for advisory purposes in the planning area and shall have no binding or regulatory effect therein.

12. (New section) In addition to the contents of the regional master plan described in section 11 of this act, the plan shall also include, with respect to the preservation area, a land use capability map and a comprehensive statement of policies for planning and managing the development and use of land in the preservation area, which shall be based upon, comply with, and implement the environmental standards adopted by the Department of Environmental Protection pursuant to sections 33 and 34 of this act, and the resource assessment prepared pursuant to paragraph (1) of subsection a. of section 11 of this act.

These policies shall include provision for implementing the regional master plan by the State and local government units in the preservation area in a manner that will ensure the continued, uniform, and consistent protection of the Highlands Region in accordance with the goals, purposes, policies, and provisions of this act, and shall include:

a. a preservation zone element that identifies zones within the preservation area where development shall not occur in order to protect water resources and environmentally sensitive lands and which shall be permanently preserved through use of a variety of tools, including but not limited to land acquisition and the transfer of development rights; and

b. minimum standards governing municipal and county master

RESOLUTION 2015-19
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL
APPROVAL OF FISCAL YEAR 2016 GENERAL OPERATING BUDGET

WHEREAS, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, Section 6.g of the Highlands Act authorizes the Highlands Council to conduct its business as needed to effectuate the purposes of the enabling legislation; and

WHEREAS, to satisfy its duties, responsibilities and obligations under the Highlands Act, the Council desires to prepare a general operating budget for Fiscal Year 2016; and

WHEREAS, the Budget and Finance Committee has reviewed a proposed general operating budget for Fiscal Year 2016; and

WHEREAS, the Budget and Finance Committee recommends the approval of the proposed general operating budget for Fiscal Year 2016; and

WHEREAS, pursuant to N.J.S.A. 13:20-5,j, no action authorized by the Highlands Council shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Council has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE, BE IT RESOLVED that the Highlands Council hereby approves the attached Fiscal Year 2016 General Operating Budget; and

BE IT FURTHER RESOLVED that the Budget and Finance Committee shall review the budget periodically and make recommended adjustments to the Council, as appropriate.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 3rd day of December, 2015.



Jim Rilee, Chairman

RESOLUTION 2015-19

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

APPROVAL OF FISCAL YEAR 2016 GENERAL OPERATING BUDGET

Vote on the Approval of This Resolution	Motion	Second	Yes	No	Abstain	Absent
Councilmember Alstede			✓			
Councilmember Carluccio			✓			
Councilmember Dougherty						✓
Councilmember Dressler			✓			
Councilmember Francis		✓	✓			
Councilmember Holtaway			✓			
Councilmember James			✓			
Councilmember Richko			✓			
Councilmember Sebetich			✓			
Councilmember Tfank						✓
Councilmember Visioli			✓			
Councilmember Vohden	✓		✓			
Councilmember Walton				✓		
Chairman Rilee			✓			

RESOLUTION 2015-20

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL APPROVAL OF THE FY2016 HIGHLANDS PROTECTION FUND CAPITAL BUDGET

WHEREAS, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, Section 6.g of the Highlands Act authorizes the Highlands Council to conduct its business as needed to effectuate the purposes of the enabling legislation; and

WHEREAS, Section 18 of the Highlands Act obligates the Highlands Council to establish a grant funding program from funding created by the Highlands Protection Fund to reimburse municipalities and counties for reasonable expenses associated with Plan Conformance; and

WHEREAS, to satisfy its duties, responsibilities and obligations under the Highlands Act, the Council desires to prepare a Highlands Protection Fund Capital Budget; and

WHEREAS, the Budget and Finance Committee has reviewed a proposed Highlands Protection Fund Capital Budget; and

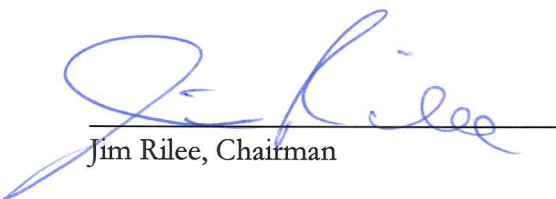
WHEREAS, pursuant to N.J.S.A. 13:20-5.j, no action authorized by the Highlands Council shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Council has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE, BE IT RESOLVED that the Highlands Council hereby approves the attached Highlands Protection Fund Capital Budget for Fiscal Year 2016; and

BE IT FURTHER RESOLVED that the Budget and Finance Committee shall review the budget periodically and recommend adjustments to the Council, as appropriate.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 3rd day of December, 2015.



Jim Rilee, Chairman

RESOLUTION 2015-20

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

APPROVAL OF THE FY2016 HIGHLANDS PROTECTION FUND CAPITAL BUDGET

Vote on the Approval of This Resolution

	Motion	Second	Yes	No	Abstain	Absent
Councilmember Alstede			✓			
Councilmember Carluccio			✓			
Councilmember Dougherty						✓
Councilmember Dressler			✓			
Councilmember Francis		✓	✓			
Councilmember Holtaway			✓			
Councilmember James	✓		✓			
Councilmember Richko			✓			
Councilmember Sebetich			✓			
Councilmember Tfank						✓
Councilmember Visioli			✓			
Councilmember Vohden			✓			
Councilmember Walton				✓		
Chairman Rilee			✓			

RESOLUTION 2015-21

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL APPROVAL OF CONTRACT TO REVIEW AND COMMENT ON FISCAL IMPACT ASSESSMENT OF THE HIGHLANDS WATER PROTECTION AND PLANNING ACT AND ASSOCIATED REGIONAL MASTER PLAN DELIVERABLES PREPARED BY PLACEWORKS, LLC

WHEREAS, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, section 6.g of the Highlands Act authorizes the Highlands Council to enter into any and all agreements or contracts to effectuate the purposes of the Highlands Act; and

WHEREAS, on July 17, 2008, the Highlands Council adopted Resolution 2008-27 thereby adopting the Highlands Regional Master Plan (RMP), which became effective September 8, 2008; and

WHEREAS, section 8a. of the Highlands Act states that the RMP shall be periodically revised and updated at least once every six years, after public hearings; and

WHEREAS, Policy 10A5 of the RMP states that to ensure the long term success of the RMP, the Highlands Council evaluate regional conditions, identify new or emerging issues, and develop future RMP priorities through the tracking and monitoring of regional indicators; and

WHEREAS, Objective 10A5a of the RMP states that the Highlands Council prepare a Highlands RMP Monitoring Review Report at least every six years to ensure that the RMP is meeting its goals; and

WHEREAS, Objective 10A5b of the RMP states that the Highlands Council prepare a Fiscal Impact Assessment (FIA) that measures the overall economic health of the Region as compared to the rest of the State, to be included in the Highlands RMP Monitoring Review Report; and

WHEREAS, in consideration of the requirements of the Act and RMP, the Highlands Council intends to develop a fiscal impact assessment demonstrating the economic effects of the Act and the RMP on municipalities and counties wholly or partially within the region as compared to the State and other comparable region; and

WHEREAS, to support the Highlands Council with implementation of this program, the Highlands Council staff prepared a Request for Proposal (RFP) which was released to the public on December 18, 2013 seeking firms to advise and assist the Highlands Council; and

WHEREAS, on May 15, 2014 by Resolution 2014-16, the Highlands Council awarded PlaceWorks, LLC (PlaceWorks) a contract to address the needs articulated by the Highlands Council's RFP and further recommended that the Highlands Council authorize the Executive Director to enter a contract in connection with the RFP and the proposal of PlaceWorks; and

WHEREAS, in consideration of the complexities of the FIA, the RMP Update Committee has requested that a peer review be completed to verify the work of the FIA Report, the purpose of which will be to assess the appropriateness of the data, research approach, and the methodological techniques

RESOLUTION 2015-21

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL APPROVAL OF CONTRACT TO REVIEW AND COMMENT ON FISCAL IMPACT ASSESSMENT OF THE HIGHLANDS WATER PROTECTION AND PLANNING ACT AND ASSOCIATED REGIONAL MASTER PLAN DELIVERABLES PREPARED BY PLACEWORKS, LLC

used, and in doing so, seek to evaluate the robustness of the FIA's conclusions regarding the economic and fiscal performance of municipalities in the Highlands Region; and

WHEREAS, Highlands Council staff held extensive discussions with the Bloustein School of Planning and Public Policy, Rutgers University (Bloustein) to determine its FIA capabilities; and

WHEREAS, the Highlands Council may enter into a professional services contract with Bloustein without going out for public bid where Bloustein constitutes a sole source vendor that is uniquely qualified to undertake the task required by the Highlands Council; and

WHEREAS, the Highlands Council staff is therefore recommending a sole source contract pursuant to Executive Order 37 (2006) paragraph 16(c) and GAU Procurement Best Practices VII (e) July 19, 2012) in that Bloustein's exceptional knowledge of planning, policy, and economics on a regional, sub-regional, municipal, and sub-municipal basis uniquely qualifies the vendor as the only entity available to meet the Council's specific needs, at a specific time and place with a specific delivery date; and

WHEREAS, Bloustein has prepared a scope of work to undertake the peer review of the aforementioned Highlands Region economic and fiscal analysis for \$49,500, which scope of work and amount has been reviewed and approved by the RMP Update Committee and the Budget and Finance Committee;

NOW, THEREFORE, BE IT RESOLVED by the Highlands Council that:

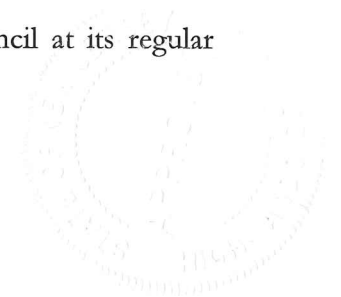
The Executive Director, or his/her designee, is hereby authorized to enter into a contract with the Bloustein School of Planning and Public Policy, Rutgers University for an amount not to exceed, \$49,500 with a contingency of \$4,950, not to exceed \$54,450.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 3rd day of December, 2015.



Jim Rilee, Chairman



RESOLUTION 2015-21

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL APPROVAL OF CONTRACT TO REVIEW AND COMMENT ON FISCAL IMPACT ASSESSMENT OF THE HIGHLANDS WATER PROTECTION AND PLANNING ACT AND ASSOCIATED REGIONAL MASTER PLAN DELIVERABLES PREPARED BY PLACEWORKS, LLC

Vote on the Approval of This Resolution

	Motion	Second	Yes	No	Abstain	Absent
Councilmember Alstede			✓			
Councilmember Carluccio				✓		
Councilmember Dougherty						✓
Councilmember Dressler				✓		
Councilmember Francis			✓			
Councilmember Holtaway			✓			
Councilmember James	✓		✓			
Councilmember Richko			✓			
Councilmember Sebetich			✓			
Councilmember T'fank						✓
Councilmember Visioli			✓			
Councilmember Vohden			✓			
Councilmember Walton		✓	✓			
Chairman Rilee			✓			

RESOLUTION 2015-22

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL ANNUAL MEETING SCHEDULE FOR 2016

WHEREAS, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, the Open Public Meetings Act directs public bodies to give adequate written advance notice of regular meetings and to establish and post an annual schedule of regular public meetings; and

WHEREAS, the Highlands Council has considered a schedule of regularly scheduled meetings of the Highlands Council for the year 2016; and

WHEREAS, pursuant to N.J.S.A. 13:20-5.j, no action authorized by the Highlands Council shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Council has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE, BE IT RESOLVED

1. The Highlands Council hereby adopts the following schedule of regularly scheduled meetings of the Highlands Council for the year 2016. All scheduled meetings will begin at **4:00pm**:

January 21
February 18
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
December 1

2. The Highlands Council's regular public meetings shall be held at the dates and times noted above at its office at 100 North Road, Chester, New Jersey, with the understanding that the Council may choose to make changes in location or time, but only with the provision of adequate advance public notice; and

3. The above schedule of regular public meetings, which may be amended and revised by the Executive Director as appropriate, shall be posted at the Highlands Council's office and on its web site.

RESOLUTION 2015-22

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL ANNUAL MEETING SCHEDULE FOR 2016

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 3rd day of December, 2015.



Jim Rilee, Chairman

Vote on the Approval of This Resolution

	Motion	Second	Yes	No	Abstain	Absent
Councilmember Alstede	_____	_____	✓	_____	_____	_____
Councilmember Carluccio	_____	_____	✓	_____	_____	_____
Councilmember Dougherty	_____	_____	_____	_____	_____	✓
Councilmember Dressler	_____	_____	✓	_____	_____	_____
Councilmember Francis	_____	_____	✓	_____	_____	_____
Councilmember Holtaway	_____	_____	✓	_____	_____	_____
Councilmember James	_____	_____	✓	_____	_____	_____
Councilmember Richko	✓	_____	✓	_____	_____	_____
Councilmember Sebetich	_____	_____	✓	_____	_____	_____
Councilmember Tfank	_____	_____	_____	_____	_____	✓
Councilmember Visioli	_____	_____	✓	_____	_____	_____
Councilmember Vohden	_____	_____	✓	_____	_____	_____
Councilmember Walton	_____	✓	✓	_____	_____	_____
Chairman Rilee	_____	_____	✓	_____	_____	_____

RESOLUTION 2015-23

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL AUTHORITY FOR HIGHLANDS PLAN CONFORMANCE AND HIGHLANDS PROJECT REVIEW

WHEREAS, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, the Highlands Act created the Highlands Council as a regional planning and protection entity, to develop, adopt and periodically revise a Regional Master Plan, with a primary goal of protecting and enhancing the significant values of the resources of the Highlands Region; and

WHEREAS, the Highlands Council adopted the Regional Master Plan (RMP) on July 17, 2008 and, as a result of Executive Order 114 (2008), the RMP has an effective date of September 8, 2008; and

WHEREAS, Section 14 of the Highlands Act requires that within nine to 15 months after the effective date of the Regional Master Plan, each municipality located wholly or partially in the Preservation Area shall submit revisions to the municipal master plan, development regulations and other regulations, as applicable to the development and use of land in the Preservation Area, as may be necessary to conform them with the goals, requirements and provisions of the RMP (Plan Conformance); and

WHEREAS, Section 15 of the Highlands Act states that for any municipality located wholly in the Planning Area or for the portion of a municipality lying within the Planning Area, the municipality may, by ordinance, petition the Highlands Council of its intention to revise its master plan, development regulations and other regulations, as applicable to the development and use of land in the Planning Area, to conform them with the goals, requirements and provisions of the RMP; and

WHEREAS, the Highlands Council adopted and distributed to the Highlands municipalities and counties Plan Conformance Guidelines outlining the process and procedures for petitioning the Highlands Council for Plan Conformance; and

WHEREAS, Section 13 of the Highlands Act requires the Highlands Council to create a regional transfer of development rights (TDR) program for the Highlands Region which includes a program for voluntary TDR receiving zones for any municipality within the seven Highlands Counties and sending zones for the preservation of lands to protect Highlands resources; and

WHEREAS, Section 11.a.4 of the Highlands Act requires a coordination and consistency component which details the ways in which local, State, and federal programs and policies may best be coordinated to promote the goals, purposes, policies, and provisions of the RMP; and

WHEREAS, Section 11.h and 9 of the Highlands Act requires the identification of areas appropriate for redevelopment and the setting of appropriate density standards for redevelopment; any area identified for possible redevelopment shall be either a brownfield site designated by the Department of Environmental Protection or a site at which at least 70% of the area thereof is covered with impervious surface (Highlands Redevelopment Areas); and

RESOLUTION 2015-23
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL
AUTHORITY FOR HIGHLANDS PLAN CONFORMANCE AND
HIGHLANDS PROJECT REVIEW

WHEREAS, Section 30 of the Highlands Act includes seventeen exemptions from the provisions of the Act, the RMP, any rules or regulations adopted by NJDEP pursuant to the Act, or any amendments to a master plan, development regulations, or other regulations adopted by a local government unit to specifically conform them with the RMP; and

WHEREAS, Sections 38 through 82 of the Highlands Act amends numerous statutes of State agencies to specifically require coordinated action to implement the RMP and requires consultation between the Highlands Council and State agencies to ensure that the RMP is considered prior to State agency action; and

WHEREAS, Sections 16 and 17 of the Highlands Act respectively authorize the Highlands Council to review capital or other project proposed to be undertaken by any State entity or local government unit and to review a final local government unit approval, rejection, or approval with conditions; and

WHEREAS, the Highlands Council desires to establish a process to implement the Highlands Act and the RMP in an orderly fashion through Plan Conformance and Highlands Project Review and to ensure that the Highlands Council retains authority to review and approve certain matters and to delegate authority to the Executive Director to review and approve others matters such that delegated matters constitute final agency action subject to the Council's authority to reconsider any final agency action; and

WHEREAS, pursuant to N.J.S.A. 13:20-5.j, no action authorized by the Highlands Council shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Council has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE, BE IT RESOLVED by the Highlands Council shall hereby take the following actions to implement the Highlands Regional Master Plan:

1. For municipal and county Plan Conformance, review and issue final determinations on all Petitions for Plan Conformance including, but not limited to, any related conditions, grant allocations, resource management plans, Map Adjustments and Highlands Center designations in accordance with the Regional Master Plan and the Plan Conformance Guidelines;
2. For the Highlands TDR Program, designate voluntary TDR Receiving Zones based upon municipal petitions and review and, where direct Council action is recommended by the Executive Director, issue HDC Allocation Determinations and execute any related documents and deeds of easement;
3. For Highlands Redevelopment Area Designations, designate areas appropriate for redevelopment;
4. For federal, State, and regional agency coordination, review and issue determinations on all requests for consultation, coordination, recommendation or consistency determinations where direct Council action is recommended by the Executive Director;

RESOLUTION 2015-23
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL
AUTHORITY FOR HIGHLANDS PLAN CONFORMANCE AND
HIGHLANDS PROJECT REVIEW

5. For Highlands Act exemption determinations, review and issue exemption determinations where direct Council action is recommended by the Executive Director; and
6. For the adoption of any master plan, development regulation, or other regulation by a local government unit not in Plan Conformance, development applications submitted to and approved by local government units, the call-up of local government unit approvals, and capital and other projects of State entities and local government units, review and issue comments or determinations on these matters on a case-by-case basis where the Highlands Council determines that Council action is required.

THEREFORE, BE IT FURTHER RESOLVED by the Highlands Council that the Executive Director is hereby delegated the authority to take the following final agency actions on behalf of the Council:

1. For municipal and county Plan Conformance, provide recommendations and take actions pursuant to the Plan Conformance Guidelines or Council Resolution and review and issue determinations on all requests for an RMP Update to verify updated, relevant factual information;
2. For the Highlands TDR Program, review and issue HDC Allocation Determinations and execute any related documents and deeds of easement;
3. For federal, State, and regional agency coordination, review and issue determinations on all requests for consultation, coordination, recommendation or consistency determinations;
4. For Highlands Act exemption determinations, review and issue exemption determinations;
5. For the adoption of any master plan, development regulation, or other regulation by a local government unit not in Plan Conformance, development applications submitted to and approved by local government units, the call-up of local government unit approvals, and capital and other projects of State entities and local government units, review and issue comments or determinations on these matters unless Council review is required by the Council;
6. For all of the above, the Executive Director may make a recommendation, based upon the potential impact on Highlands resources, that final agency action be taken by the Highlands Council; and
7. For all of the above, the Executive Director shall provide reports to the Highlands Council of all actions and determinations on a regular basis.

RESOLUTION 2015-23 **NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL** **AUTHORITY FOR HIGHLANDS PLAN CONFORMANCE AND** **HIGHLANDS PROJECT REVIEW**

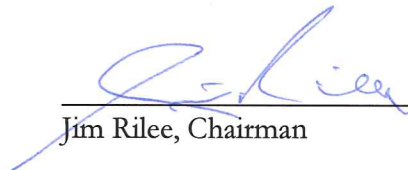
THEREFORE, BE IT FURTHER RESOLVED that any and all actions taken by the Executive Director pursuant to Resolution 2015-7 from April 16, 2015 through the effective date of this Resolution be and hereby are ratified by the Highlands Council; and

THEREFORE, BE IT FURTHER RESOLVED that the Highlands Council shall reassess this Resolution on or before the April, 2016 Council Meeting and every six months thereafter, or may, at any time, determine that a reassessment should take place; and

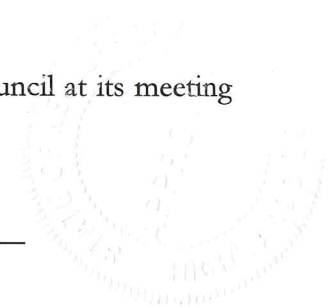
THEREFORE, BE IT FURTHER RESOLVED that this Resolution shall remain in full force and effect unless and until a future resolution is adopted by the Council and becomes effective.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its meeting held on the 3rd day of December, 2015.



Jim Rilee, Chairman



Vote on the Approval of The Resolution

	Motion	Second	Yes	No	Abstain	Absent
Councilmember Alstede			✓			
Councilmember Carluccio				✓		
Councilmember Dougherty						✓
Councilmember Dressler			✓			
Councilmember Francis			✓			
Councilmember Holtaway			✓			
Councilmember James	✓		✓			
Councilmember Richko			✓			
Councilmember Sebetich			✓			
Councilmember Tfank						✓
Councilmember Visioli			✓			
Councilmember Vohden			✓			
Councilmember Walton		✓	✓			
Chairman Rilee			✓			

Highlands Council Meeting

Thursday, December 3, 2015

- DRAFT -
- Confidential -

FIA–PHASE 2 REAL ESTATE AND DEMOGRAPHIC ANALYSIS

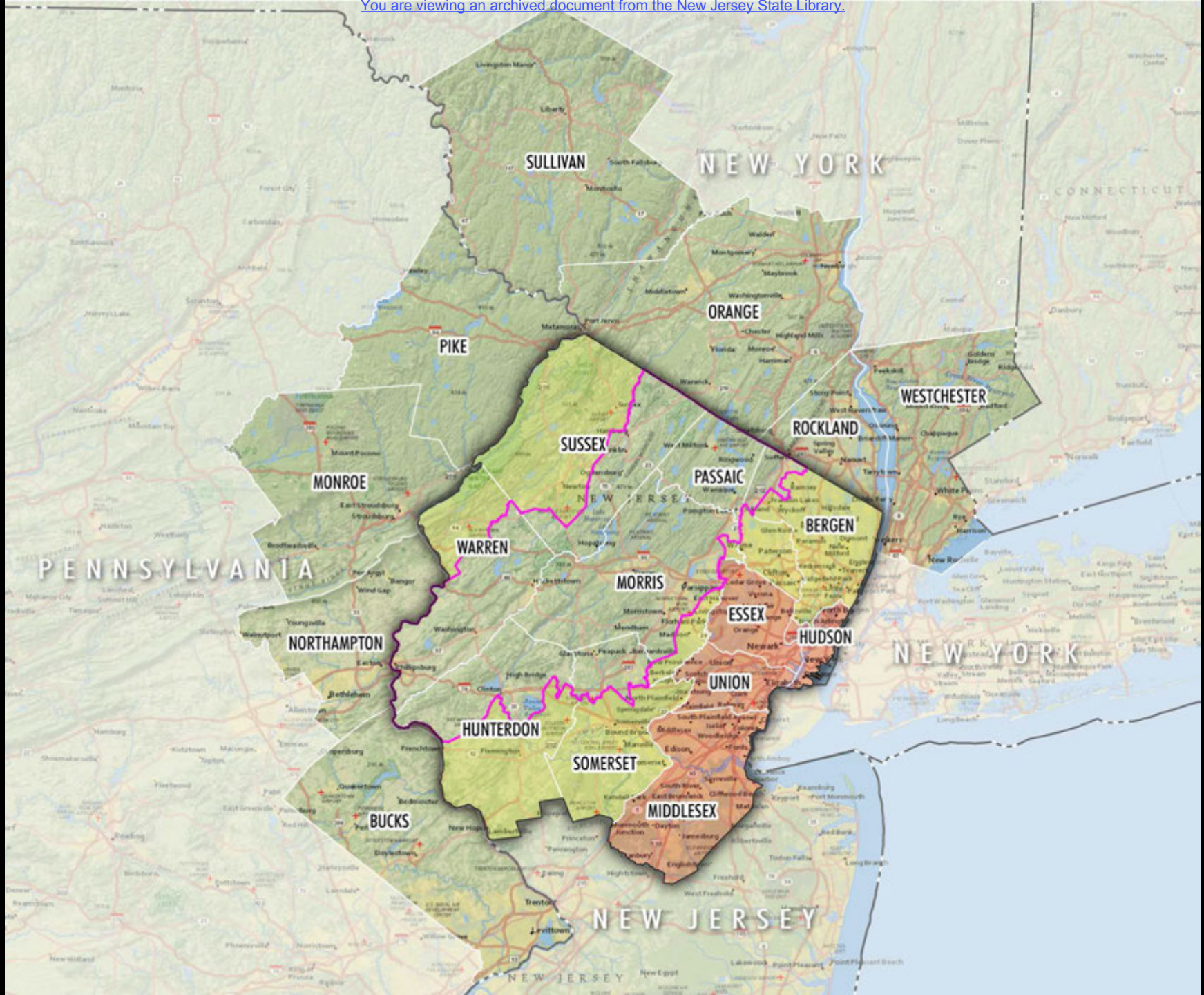
**New Jersey Highlands Water Protection and Planning Council
RMP Update Committee | December 3rd, 2015**

AGENDA

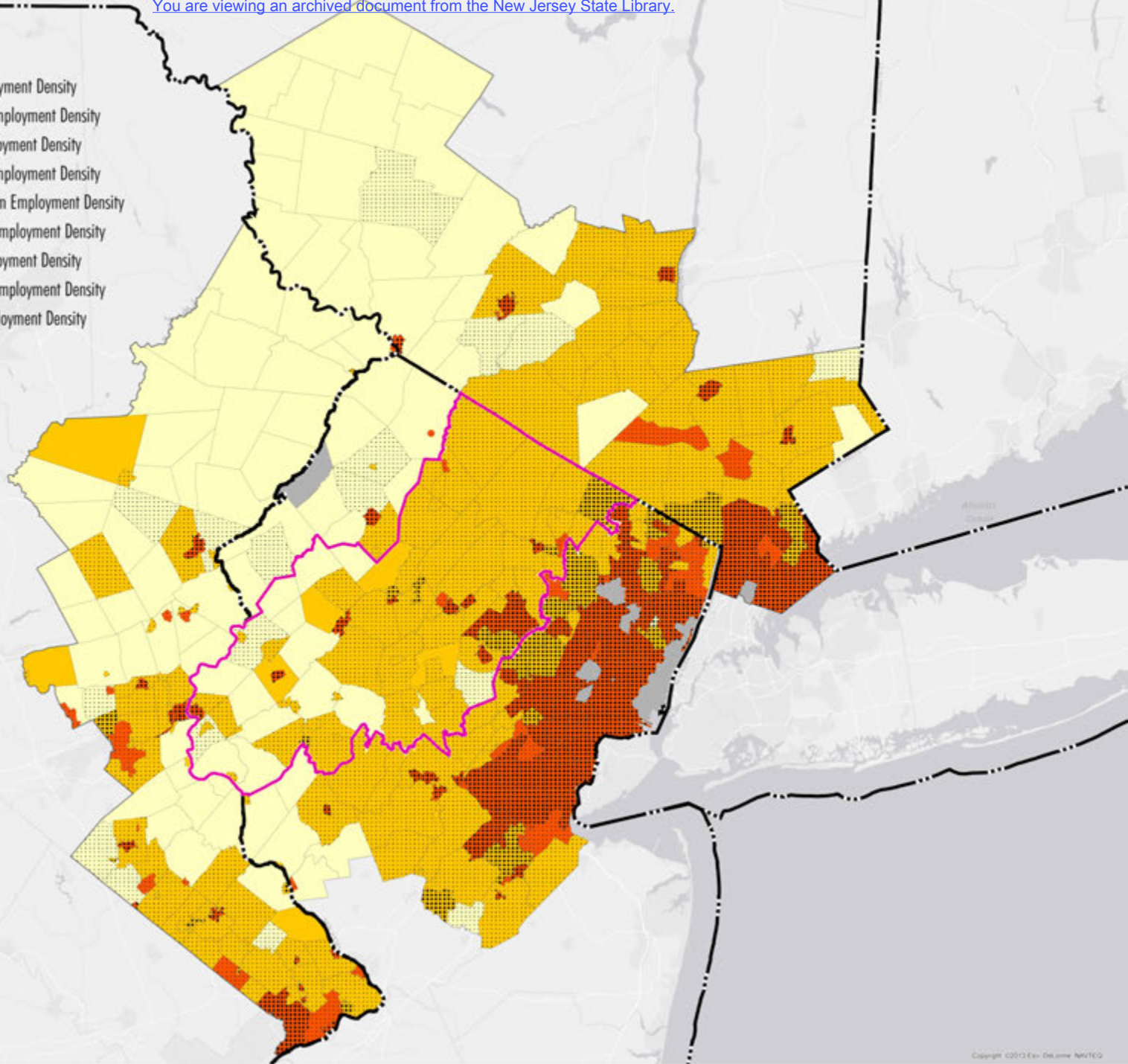
- **Phase 1 Recap**
 - + What did Phase 1 conclude?
- **Building Permits and Construction**
 - + What is the trend in construction and has it changed?
- **Demographics**
 - + How is the Highlands Region similar to or different from the comparison regions?
- **Real Estate Market**
 - + What are the trends in real estate transactions and property values?

FISCAL IMPACT ASSESSMENT

- **Regional Economic Evaluation**
- **Demographic and Real Estate Analysis**
- **Fiscal and Financial Analysis**
- **Final Fiscal Impact Assessment Report**



Municipal Classification



PHASE 1 RECAP

NEW JERSEY AREA FINDINGS

- **The Highlands Region had a higher employment growth rate from 2004 to 2008, and less job loss from 2008 to 2013.**
- **Within the Highlands Region, the Preservation Area was the only area with negative job growth rate from 2004 to 2008; It also had the highest job loss rate from 2008 to 2013. The conforming Highlands Centers generated the highest employment growth rates from 2004 to 2008 and from 2008 to 2013.**

INTERSTATE COMPARISON FINDINGS

- **From 2004 to 2008, the Highlands Region rate of employment change was higher than the NJ comparison regions and lower than the interstate comparison regions.**
- **From 2008 to 2011, the Highlands Region had the lowest rate of employment growth among the comparison regions, reflecting slower recovery from the recession.**

ANNUAL RATE OF EMPLOYMENT CHANGE



Data Source: These findings were based on analysis of publicly-available employment data from the U.S. Census Bureau's longitudinal employer-household dynamics program.

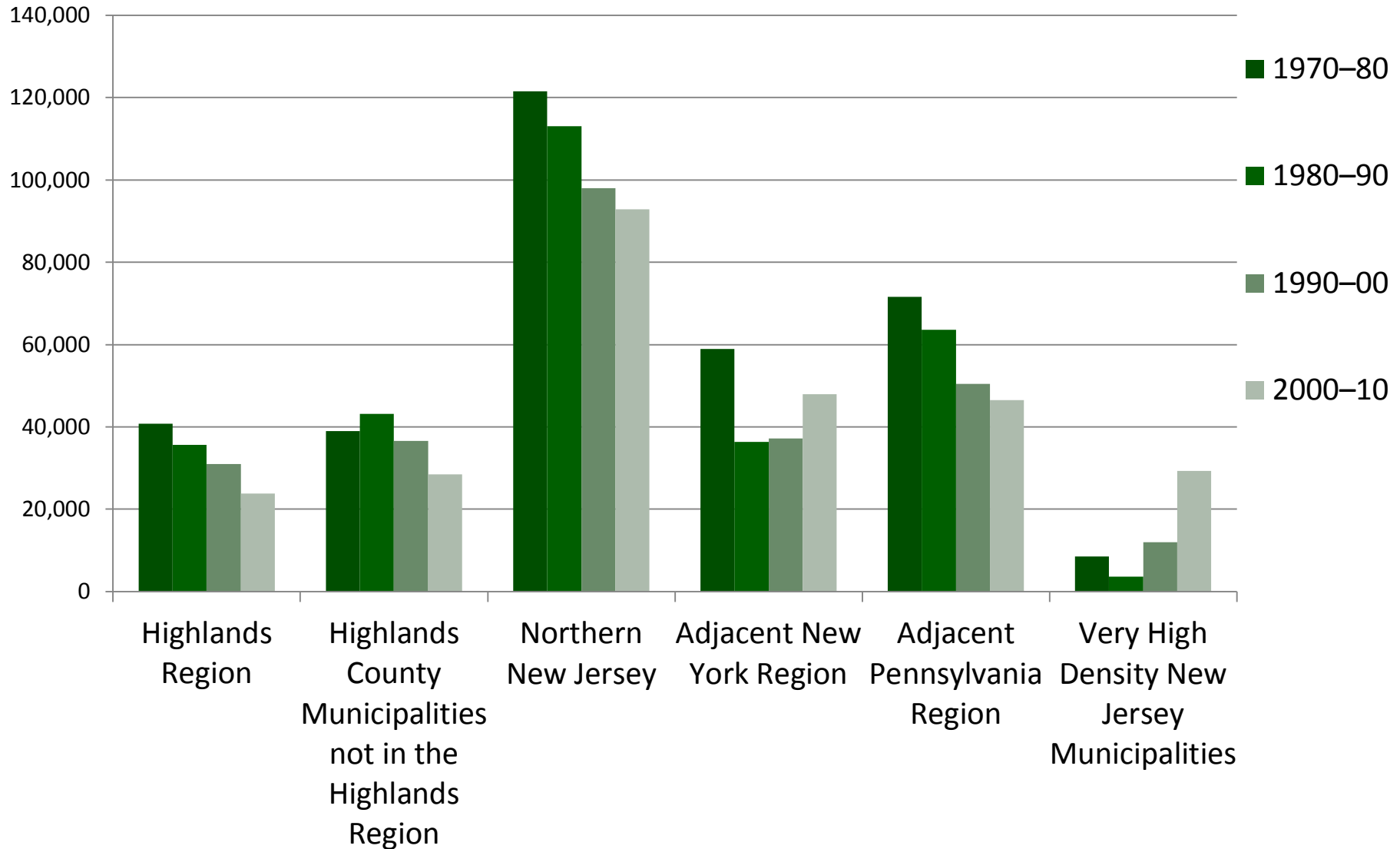
OVERALL PHASE 1 FINDINGS

Based on the data available at this point in time, the employment analysis revealed no statistically relevant basis to conclude that the Act or the RMP had a positive or negative impact on economic growth in the Highlands Region.

BUILDING PERMITS AND CONSTRUCTION

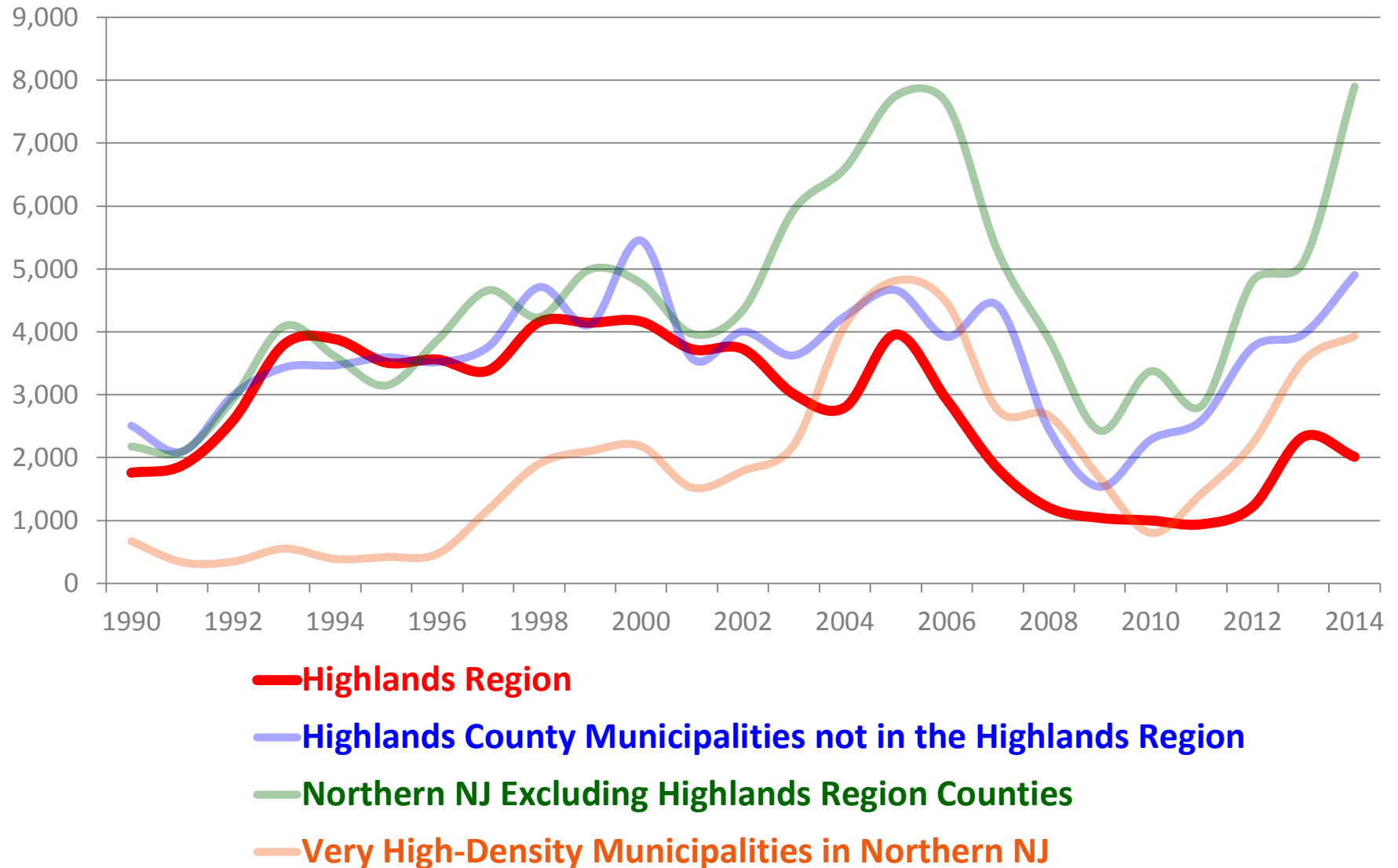
TOTAL HOUSING

Change in the Total Number of Housing Units by Decade



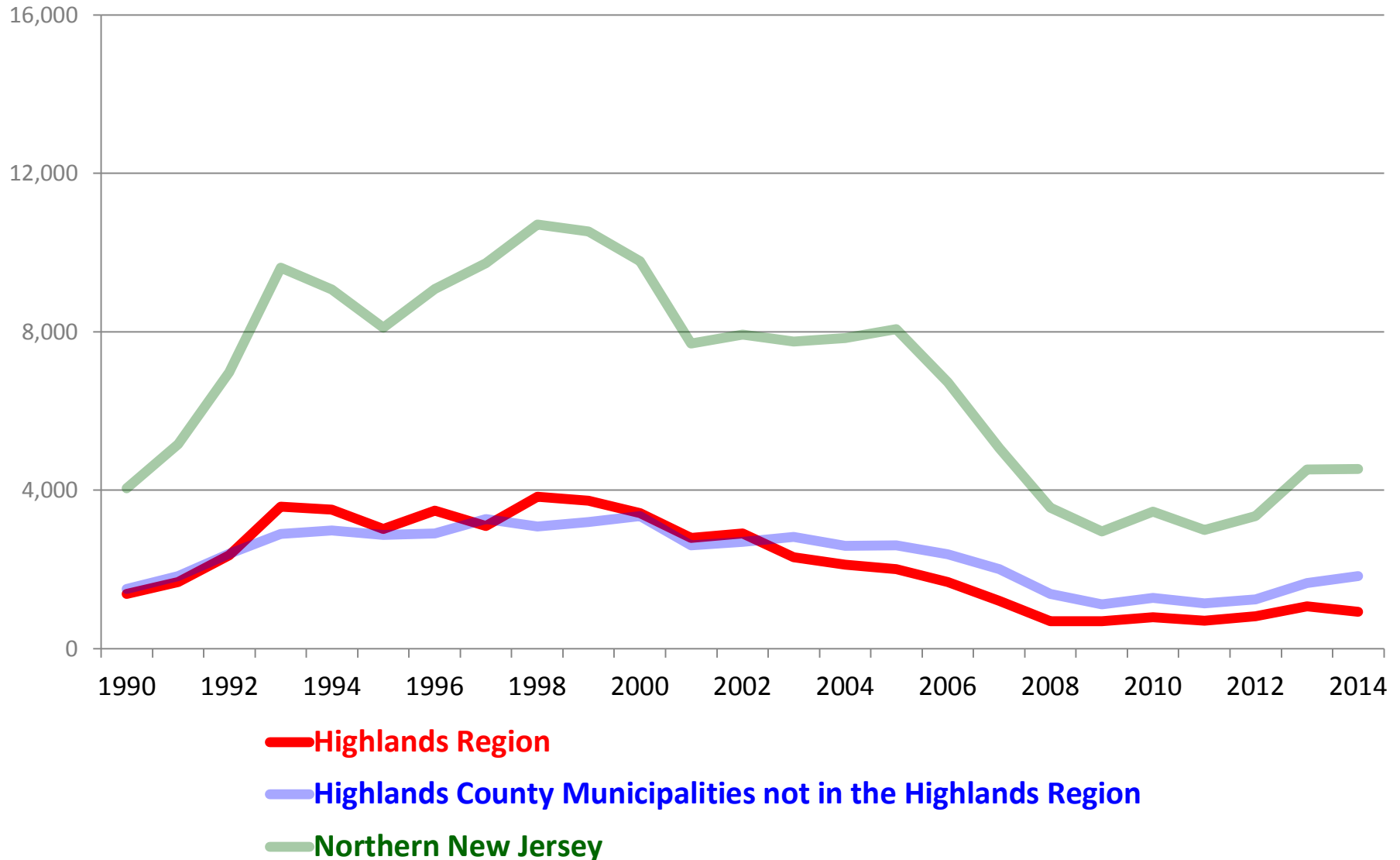
RESIDENTIAL BUILDING PERMITS

Number of Residential Dwelling Units Authorized Each Year



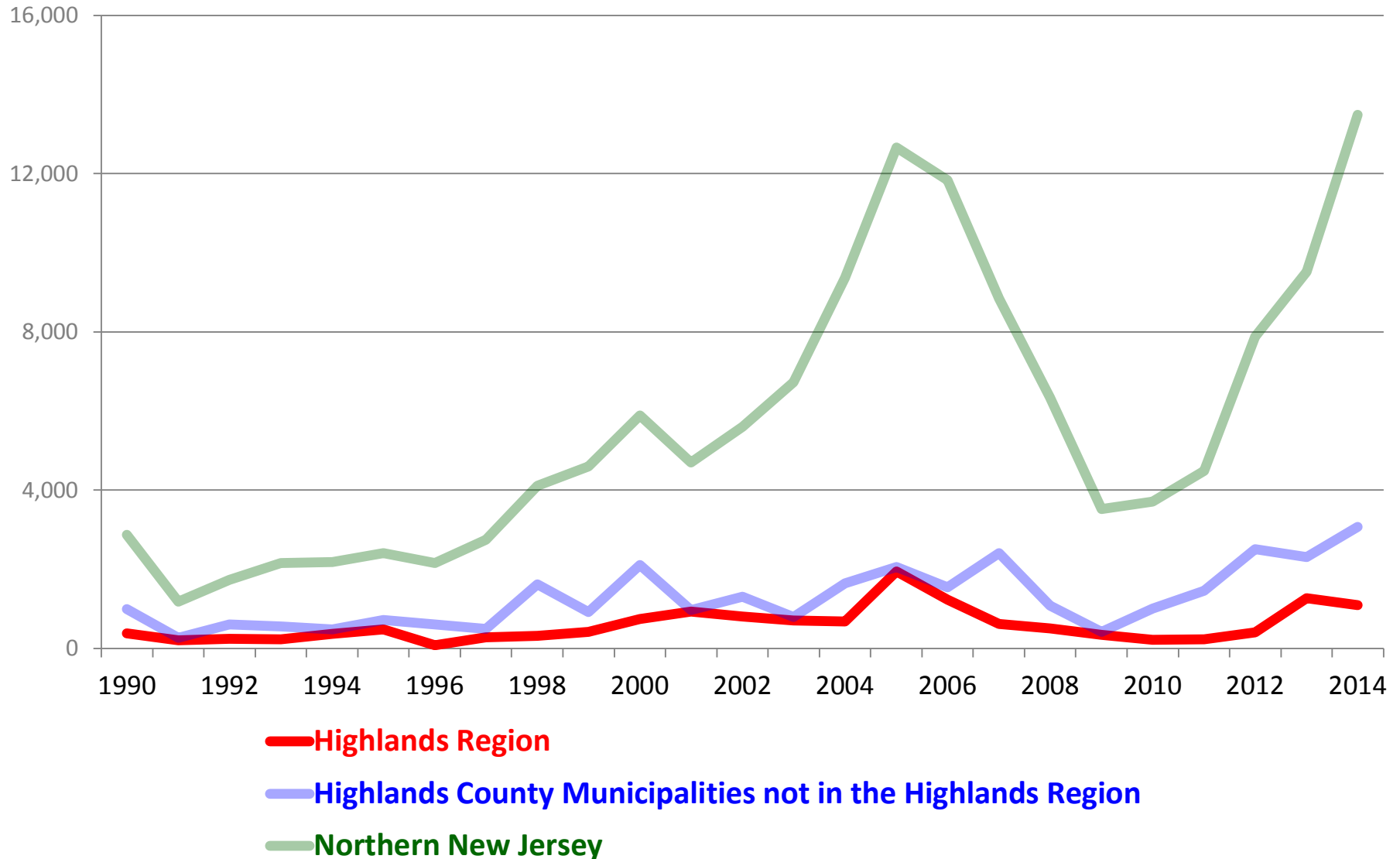
RESIDENTIAL BUILDING PERMITS

Permits for Single-Family Housing



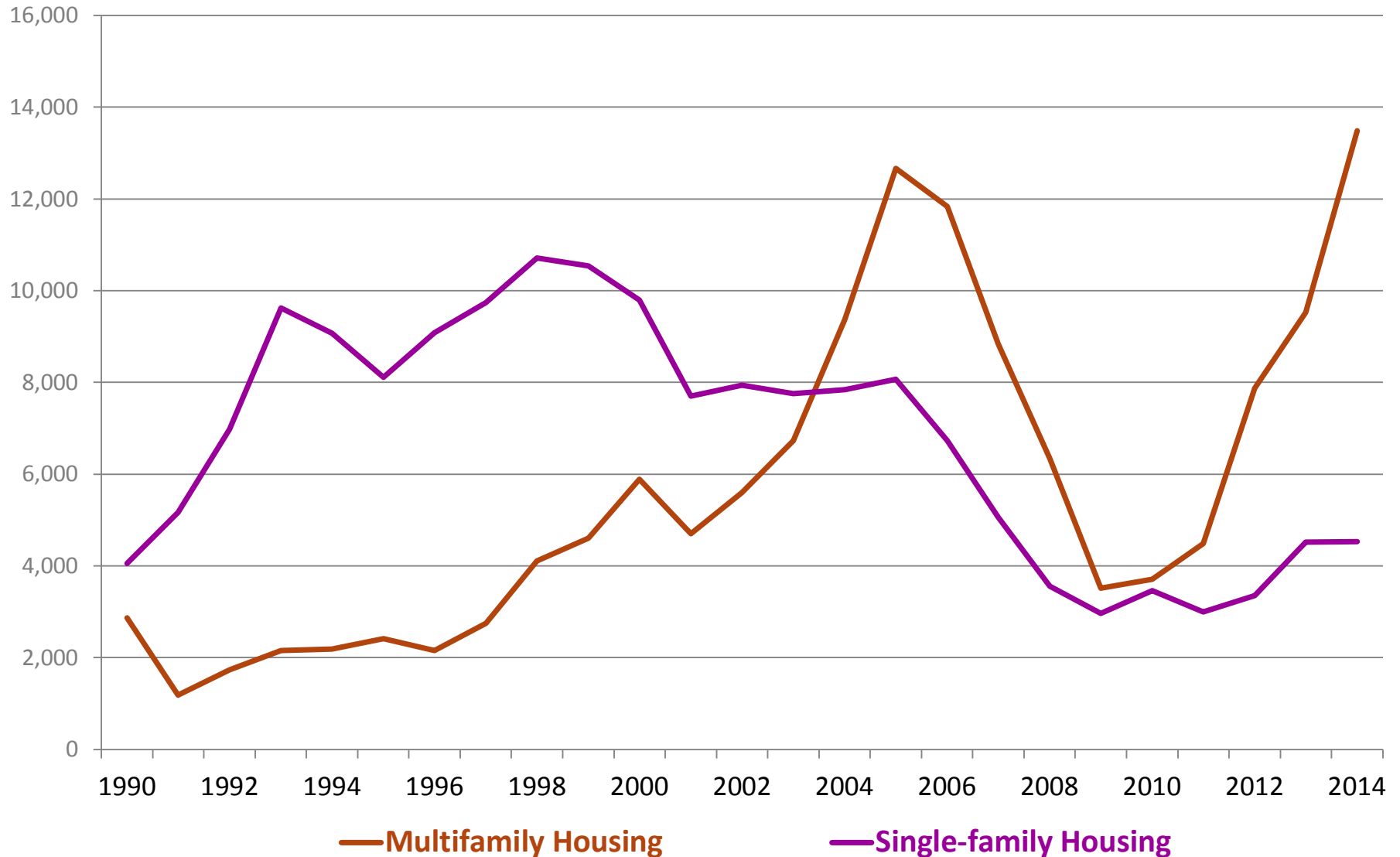
RESIDENTIAL BUILDING PERMITS

Permits for Multifamily Housing



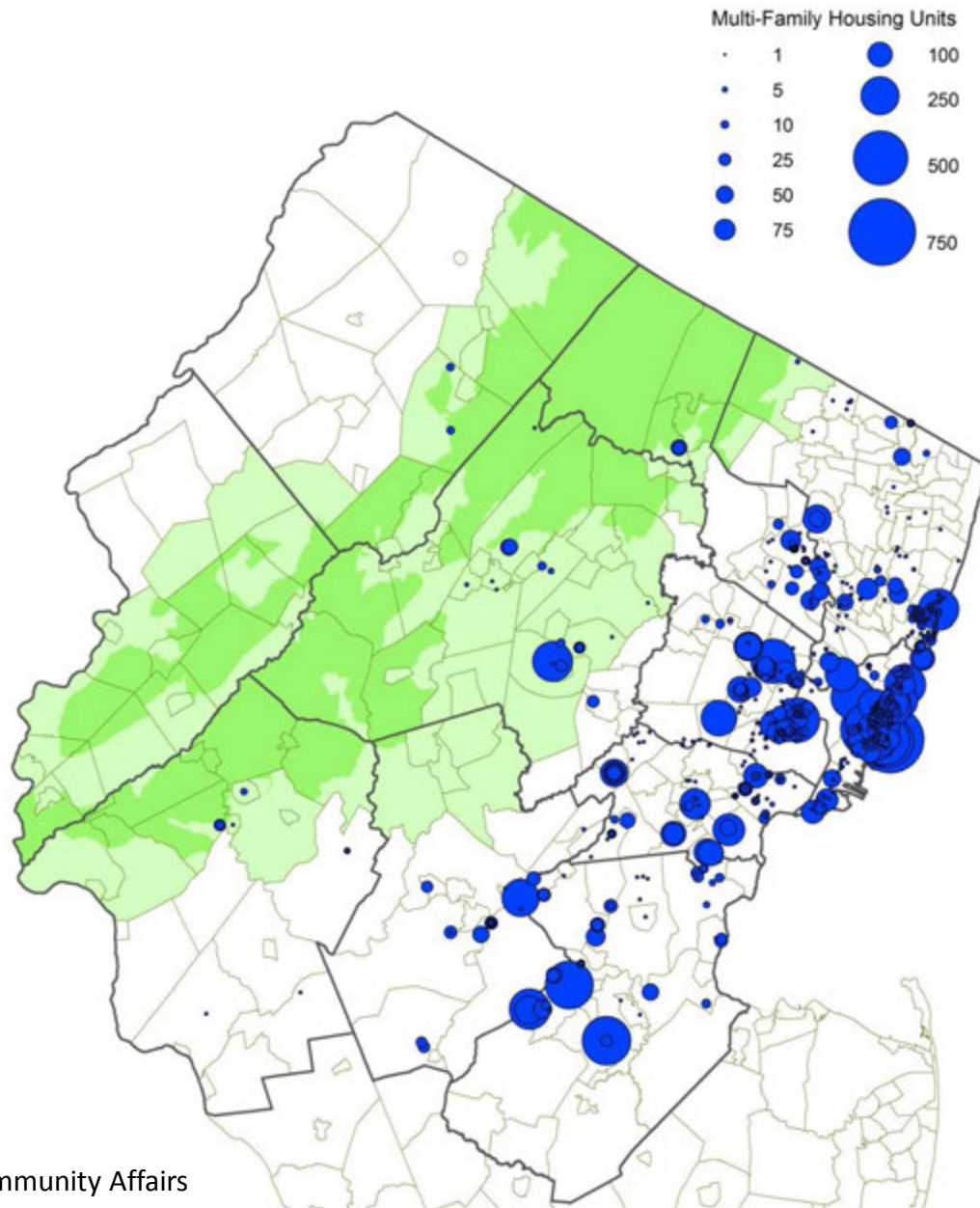
RESIDENTIAL BUILDING PERMITS

Building Permits by Type of Housing, Northern New Jersey



RESIDENTIAL BUILDING PERMITS

Permits for
Multifamily
Housing in
Northern New
Jersey, 2013
and Q1 2014

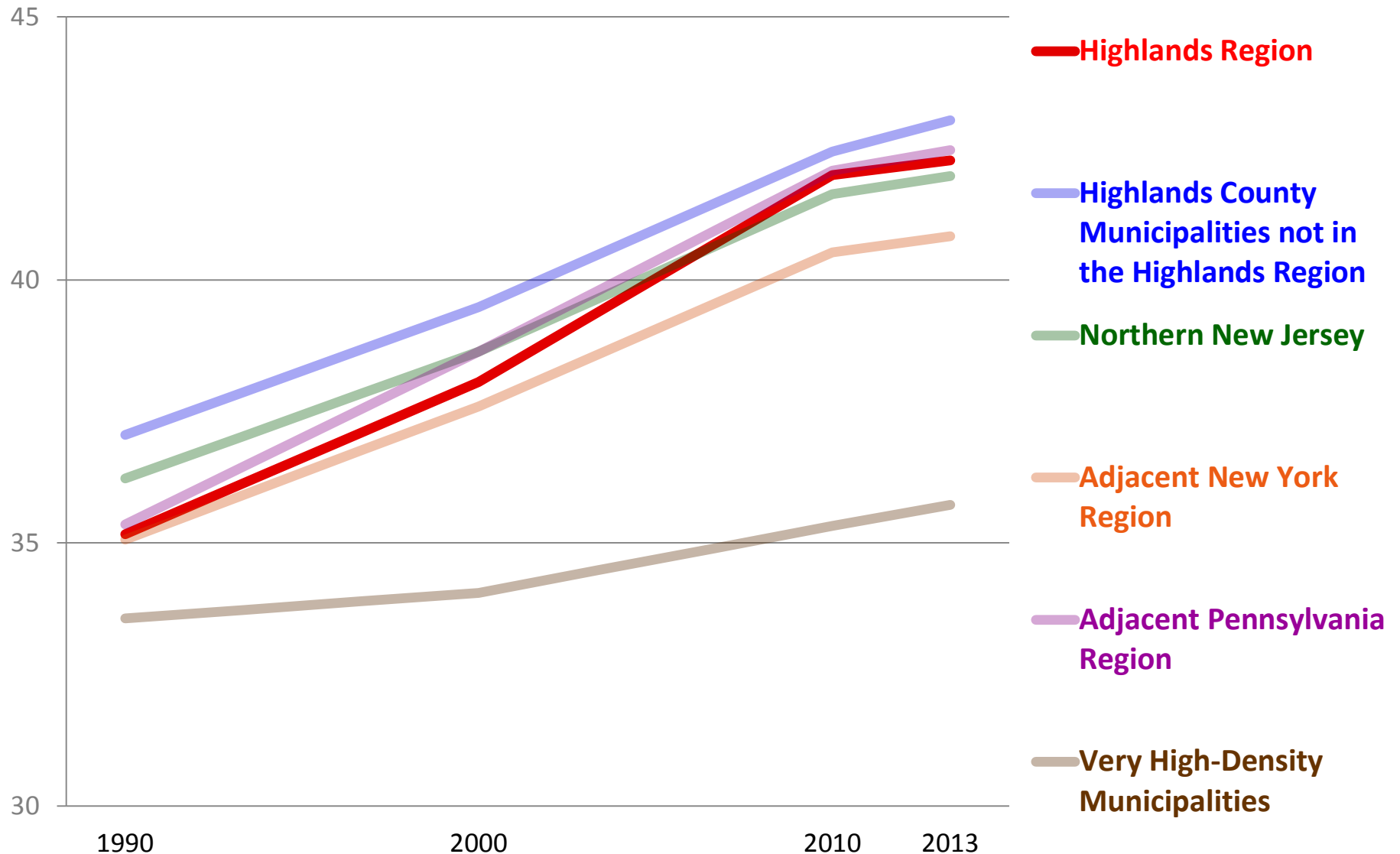


HOUSING CONSTRUCTION FINDINGS

- The number of residential building permits issued in the Highlands Region has generally been declining since 1998.
- Across Northern New Jersey, the number of building permits issued for single-family housing has been declining since 1998.
- In Northern New Jersey, especially in the areas east of the Highlands Region, growth in housing construction has been in multifamily housing, which accounted for 75 percent of Northern New Jersey building permits in 2014.
- The Highlands Region is not benefitting from the regional market demand for multifamily housing.

DEMOGRAPHICS

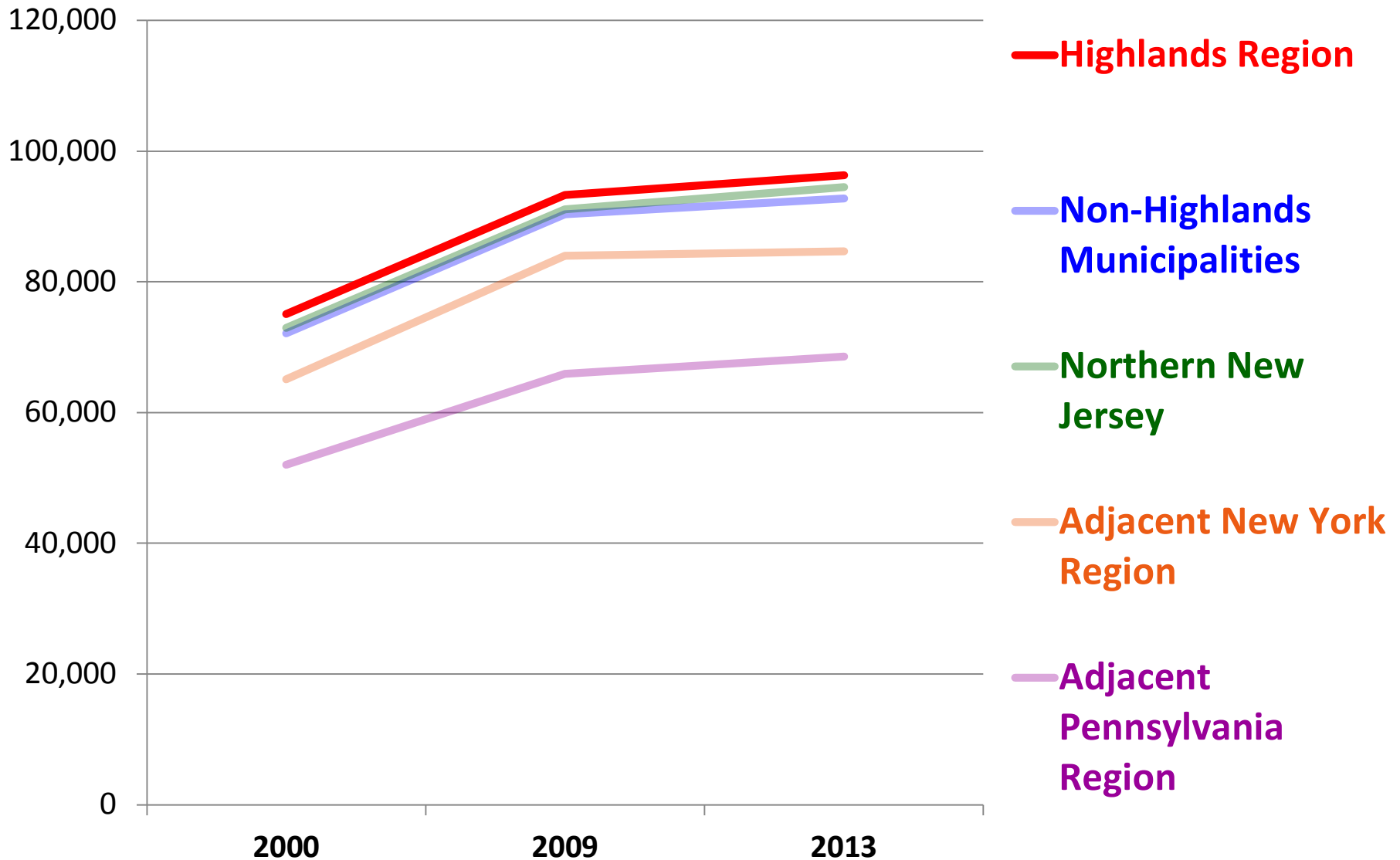
CHANGE IN MEDIAN AGE OVER TIME



AVERAGE HOUSEHOLD SIZE

	2000	2010
Highlands Region	2.71	2.65
Non-Highlands Municipalities	2.68	2.70
Northern New Jersey	2.71	2.72
Adjacent New York Region	2.76	2.76
Adjacent Pennsylvania Region	2.65	2.61

CHANGE IN MEDIAN INCOME



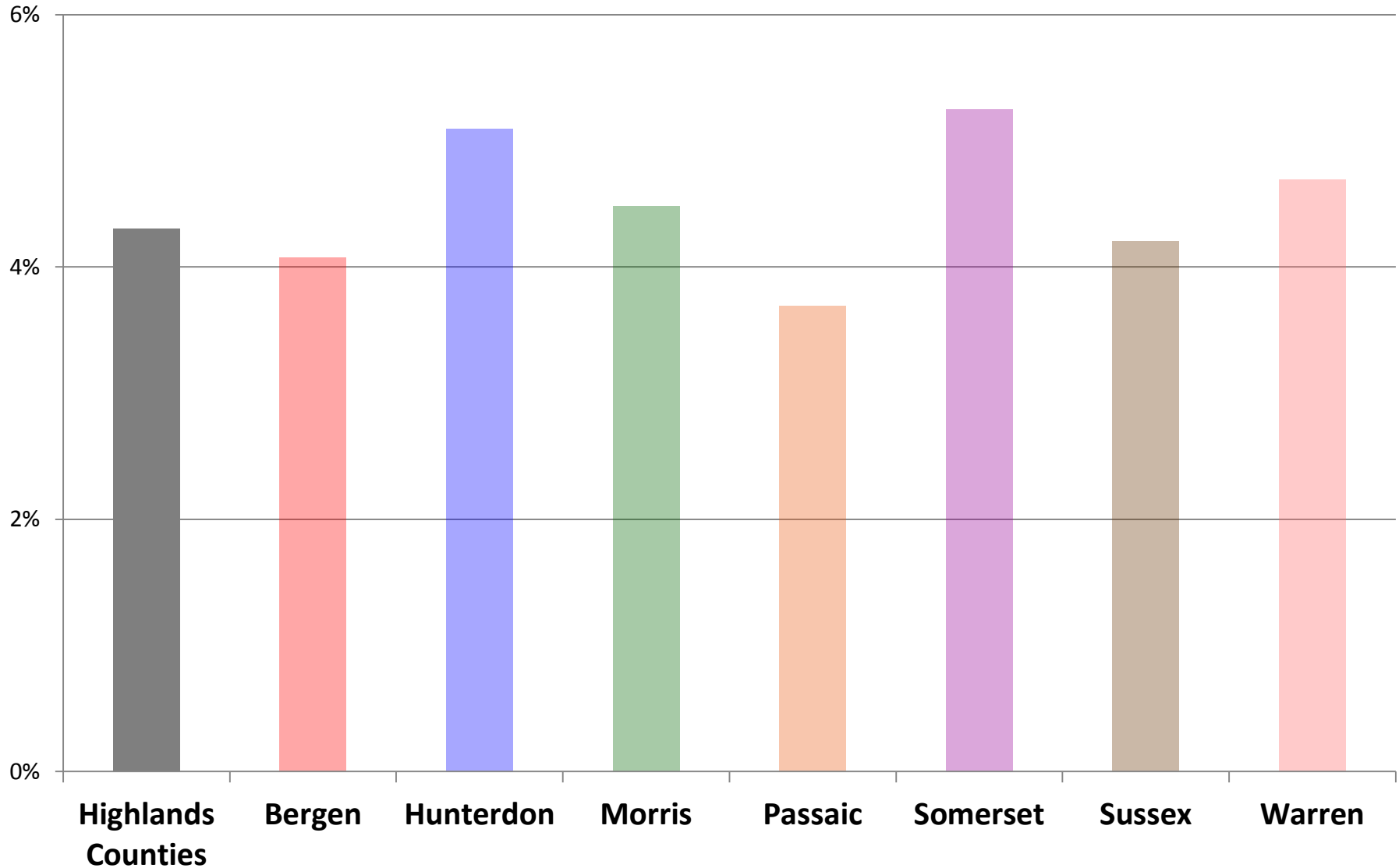
DEMOGRAPHIC FINDINGS

- **The report analyzes a variety of other demographic characteristics:**
 - + Households: number, size, and type
 - + Population: number, age, race/ethnicity
 - + Other: education, income
- **Generally, the regions are following similar demographic trends.**
- **However, where the Highlands Region is different is:**
 - + It is getting older, faster
 - + There are fewer children
 - + Households are getting smaller

MIGRATION

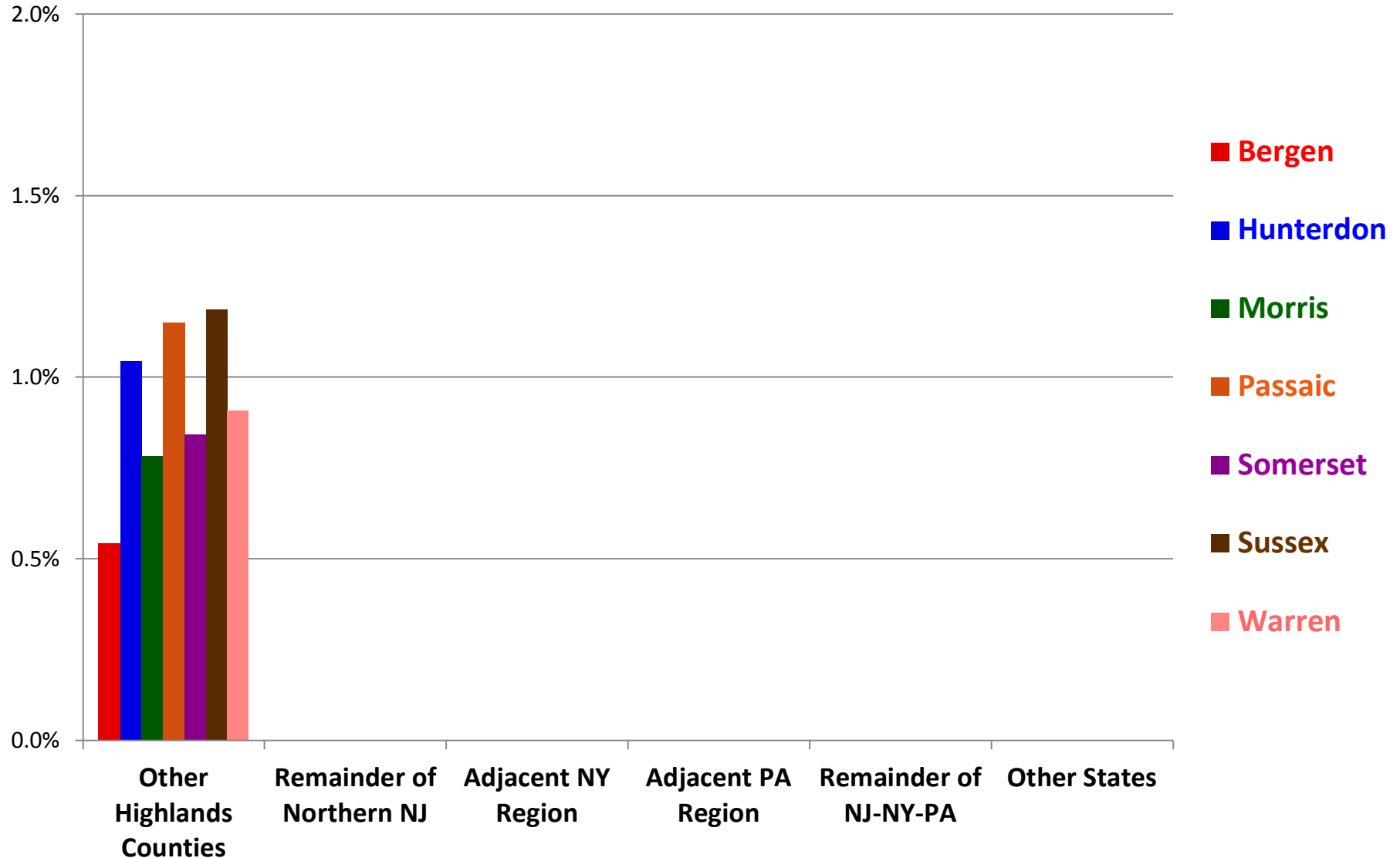
COUNTYWIDE OUTBOUND MIGRATION

Total Outbound Migration, 2008 to 2012, as a Percentage of 2010 Population



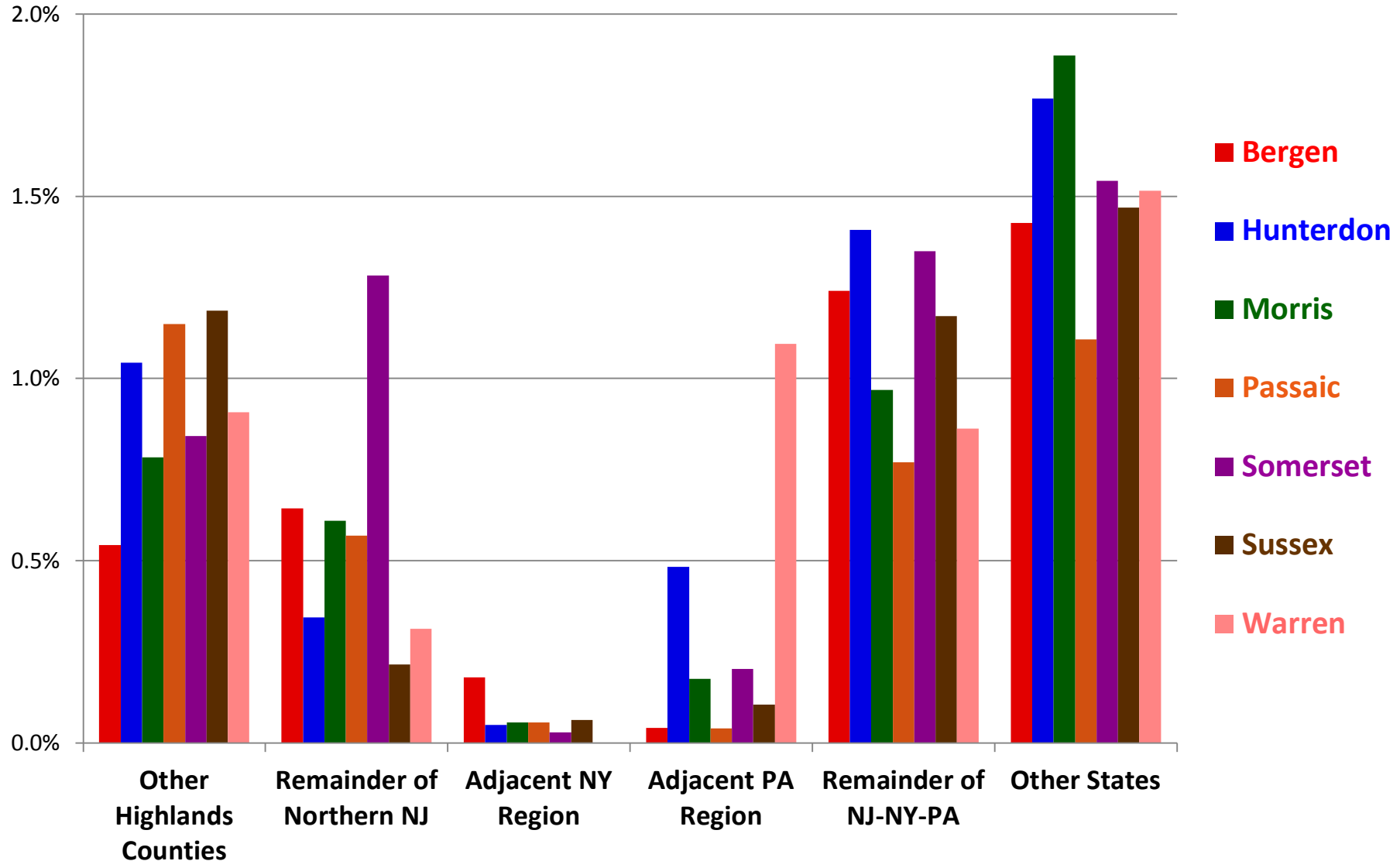
COUNTYWIDE OUTBOUND MIGRATION

Destination of Outbound Migration, 2008 to 2012, Percentage of 2010 Pop.



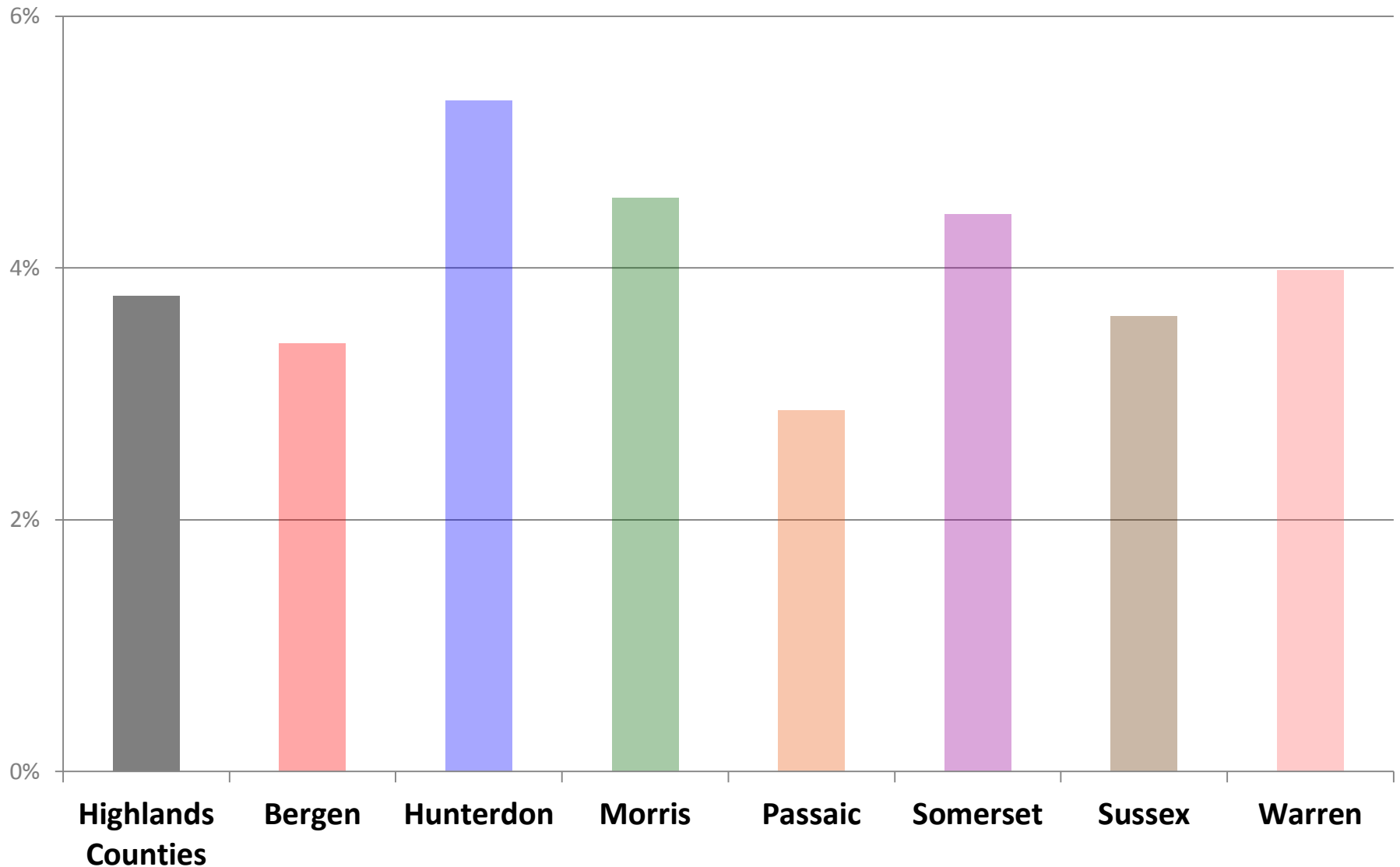
COUNTYWIDE OUTBOUND MIGRATION

Destination of Outbound Migration, 2008 to 2012, Percentage of 2010 Pop.



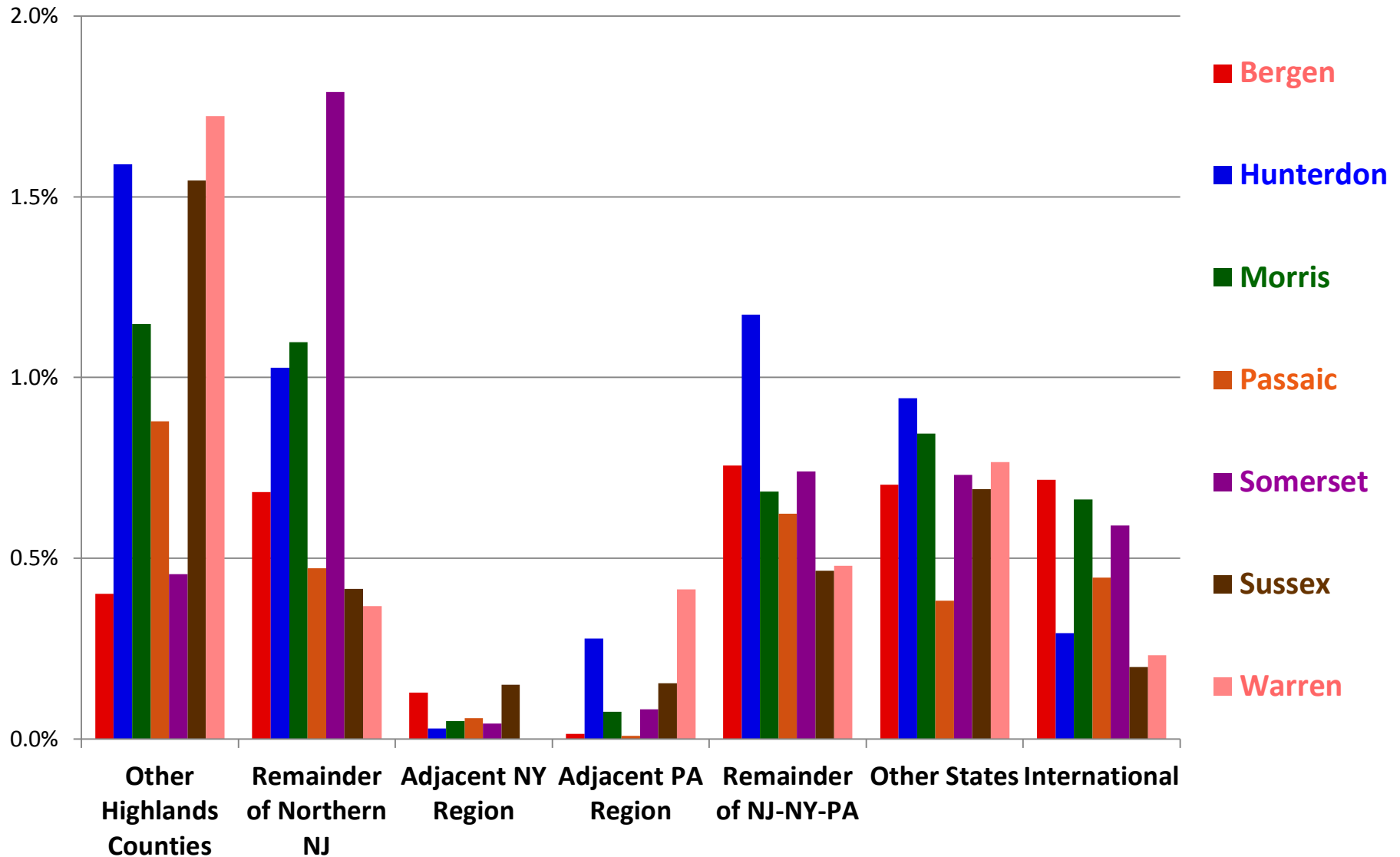
COUNTYWIDE INBOUND MIGRATION

Total Inbound Migration, 2008 to 2012 , as a Percentage of 2010 Population



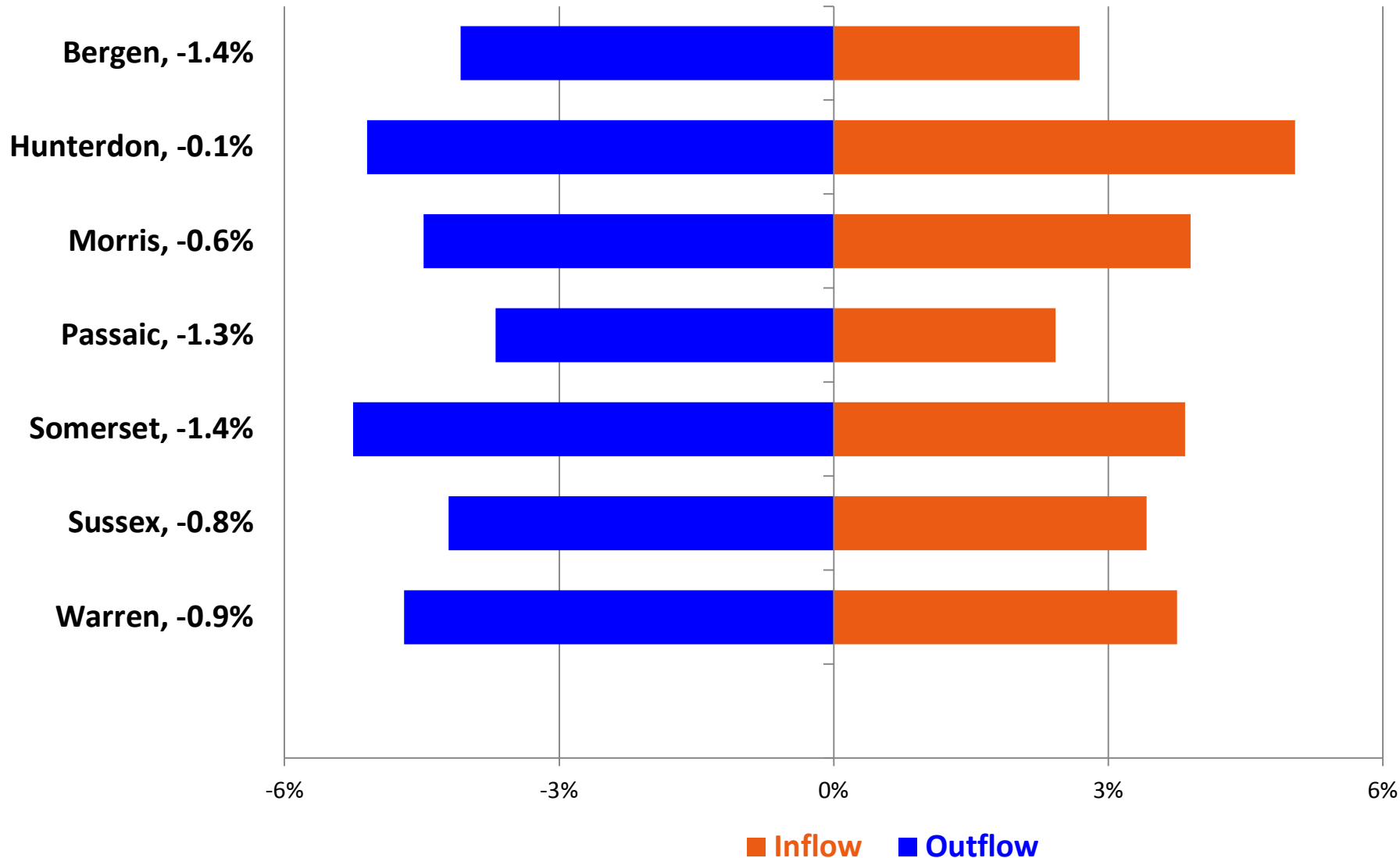
COUNTYWIDE INBOUND MIGRATION

Total Inbound Migration, 2008 to 2012 , as a Percentage of 2010 Population



COUNTYWIDE DOMESTIC MIGRATION

Net Countywide Migration, 2008 to 2012, Percentage of 2010 Population



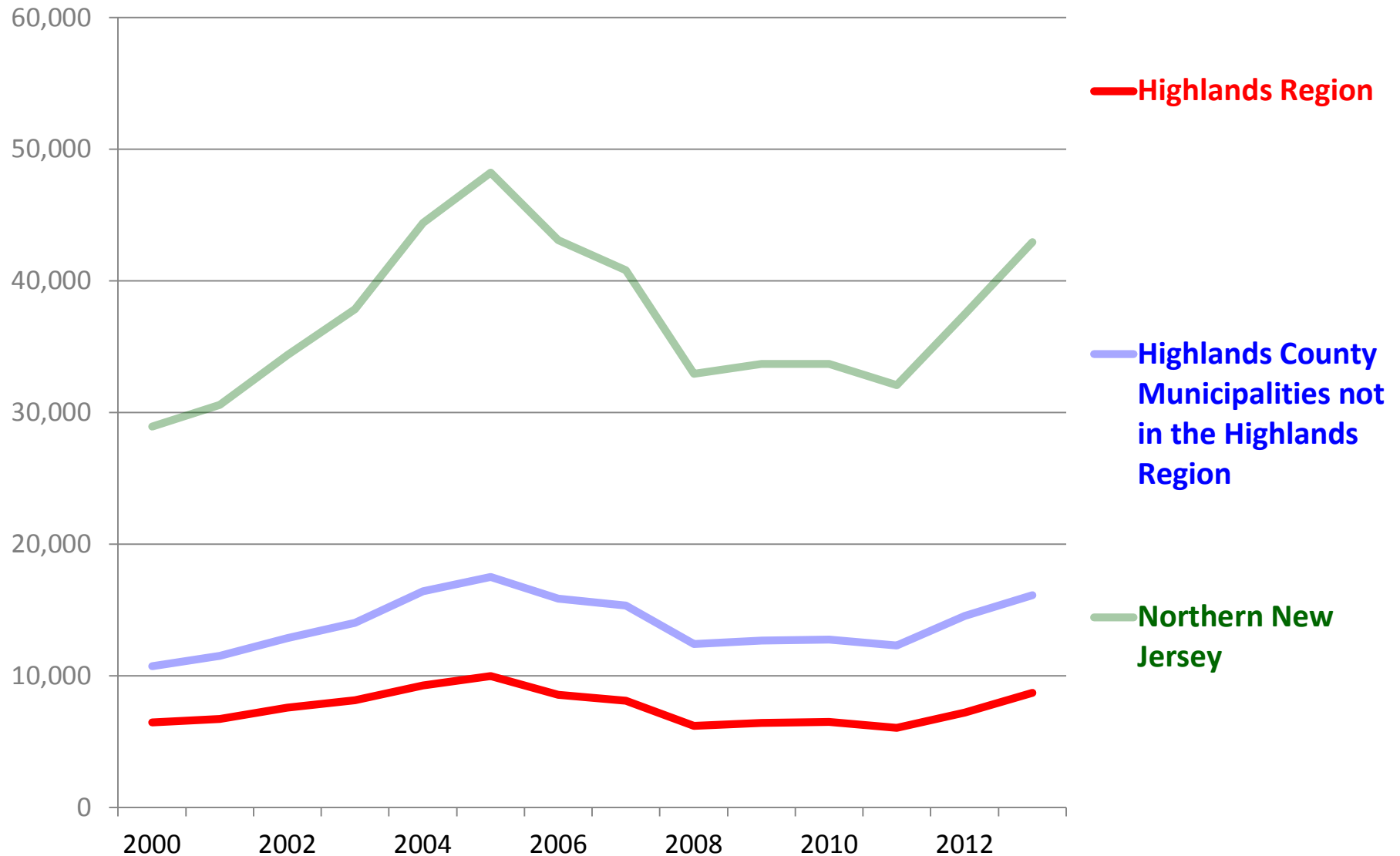
MIGRATION FINDINGS

- From countywide perspectives, the seven counties in which the Highlands Region is located, exhibit typical rates of both in- and out-migration.
- The region has a slightly higher rate of net outmigration relative to the comparison regions.
- Relative to other origins and destinations for migration, the adjacent regions in New York and Pennsylvania account for relatively little of the migration for the seven counties.
- Migration *and* natural increase (births and deaths) determine whether an area is growing or declining in population.

REAL ESTATE SALES AND VALUES

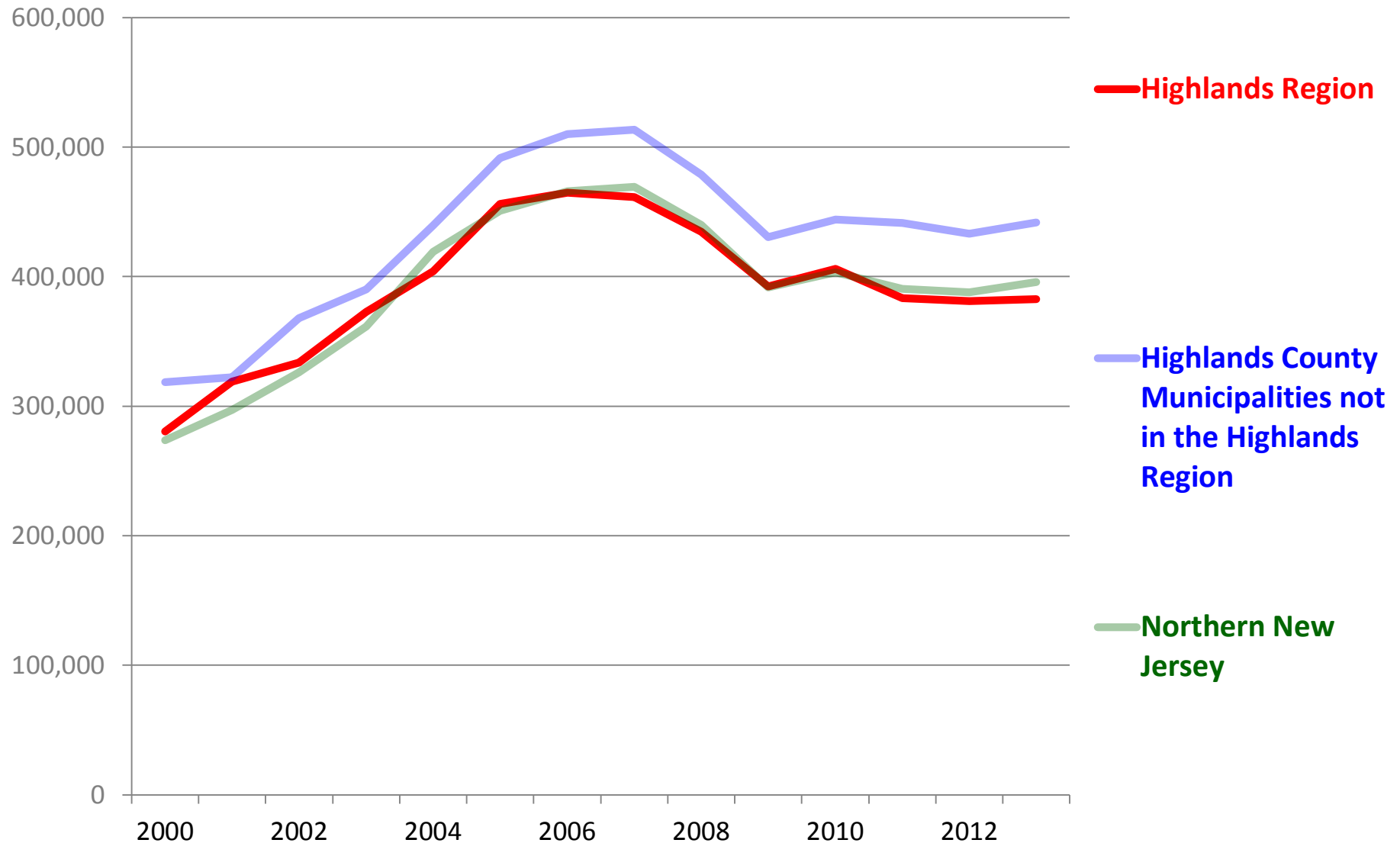
NUMBER OF HOUSING SALES PER YEAR

Sales of New and Existing Single-Family Houses



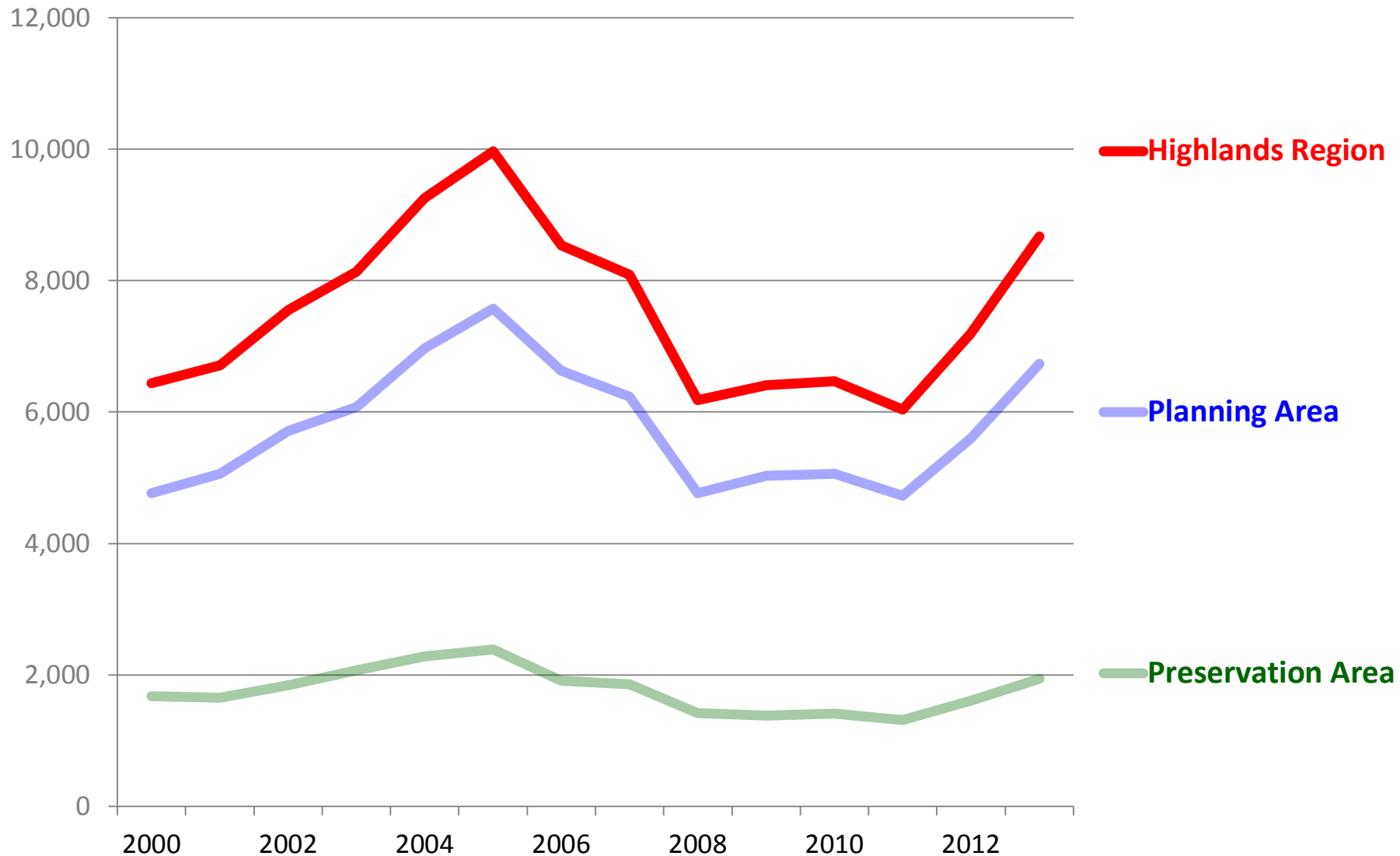
AVERAGE HOUSING SALES VALUES

Sales of New and Existing Single-Family Houses



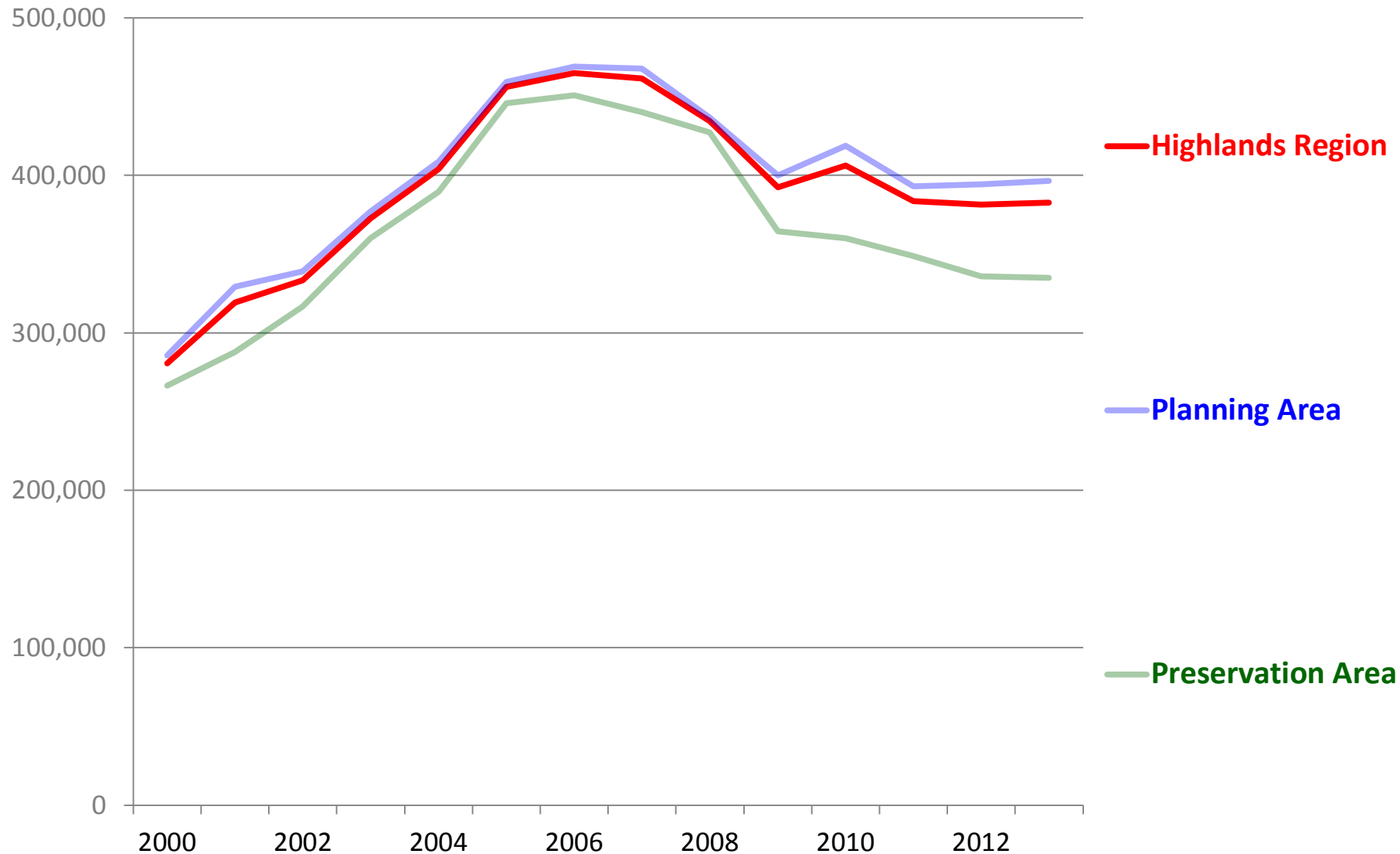
NUMBER OF HOUSING SALES PER YEAR

Sales of New and Existing Single-Family Houses



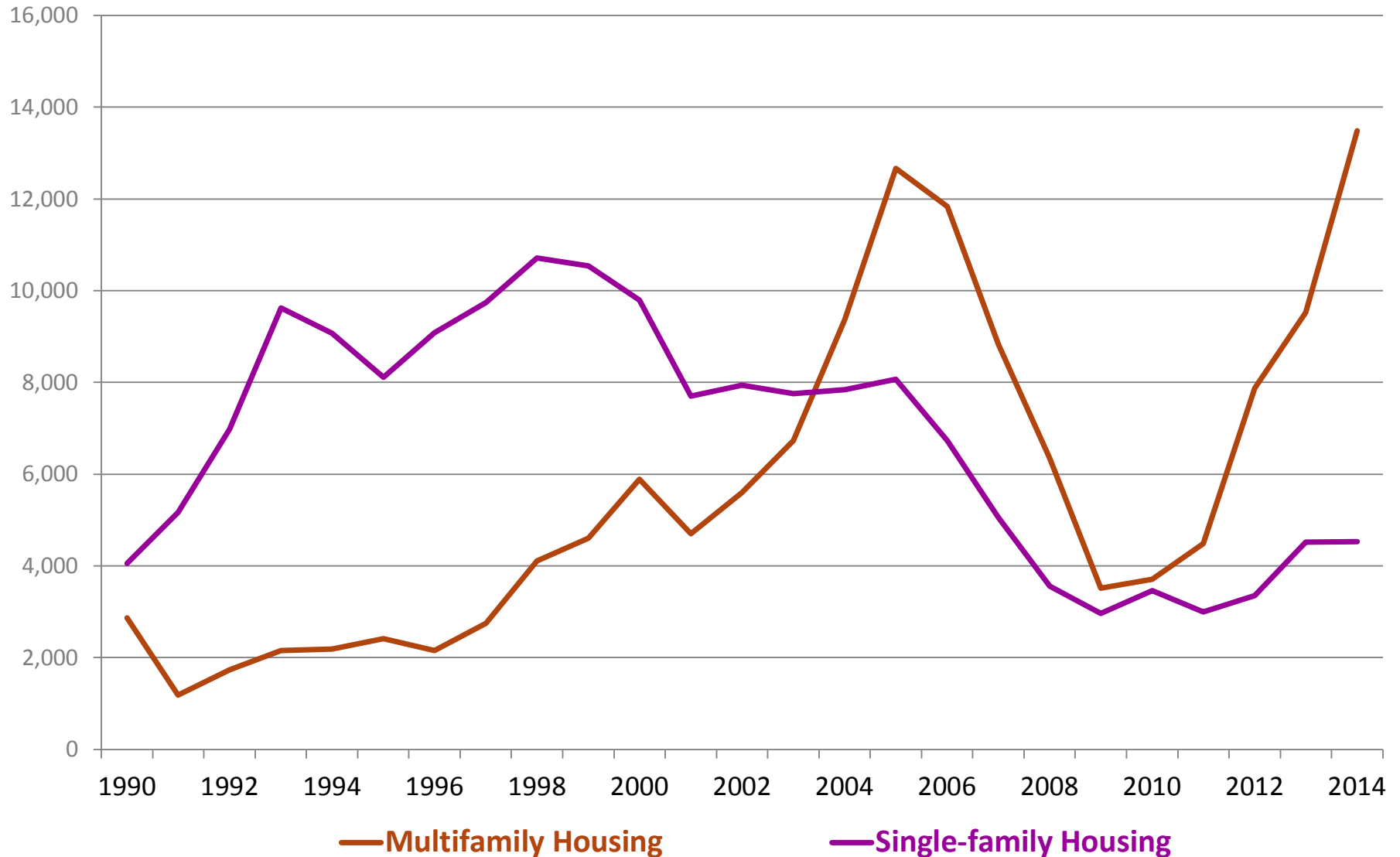
AVERAGE HOUSING SALES VALUES

Sales of New and Existing Single-Family Houses



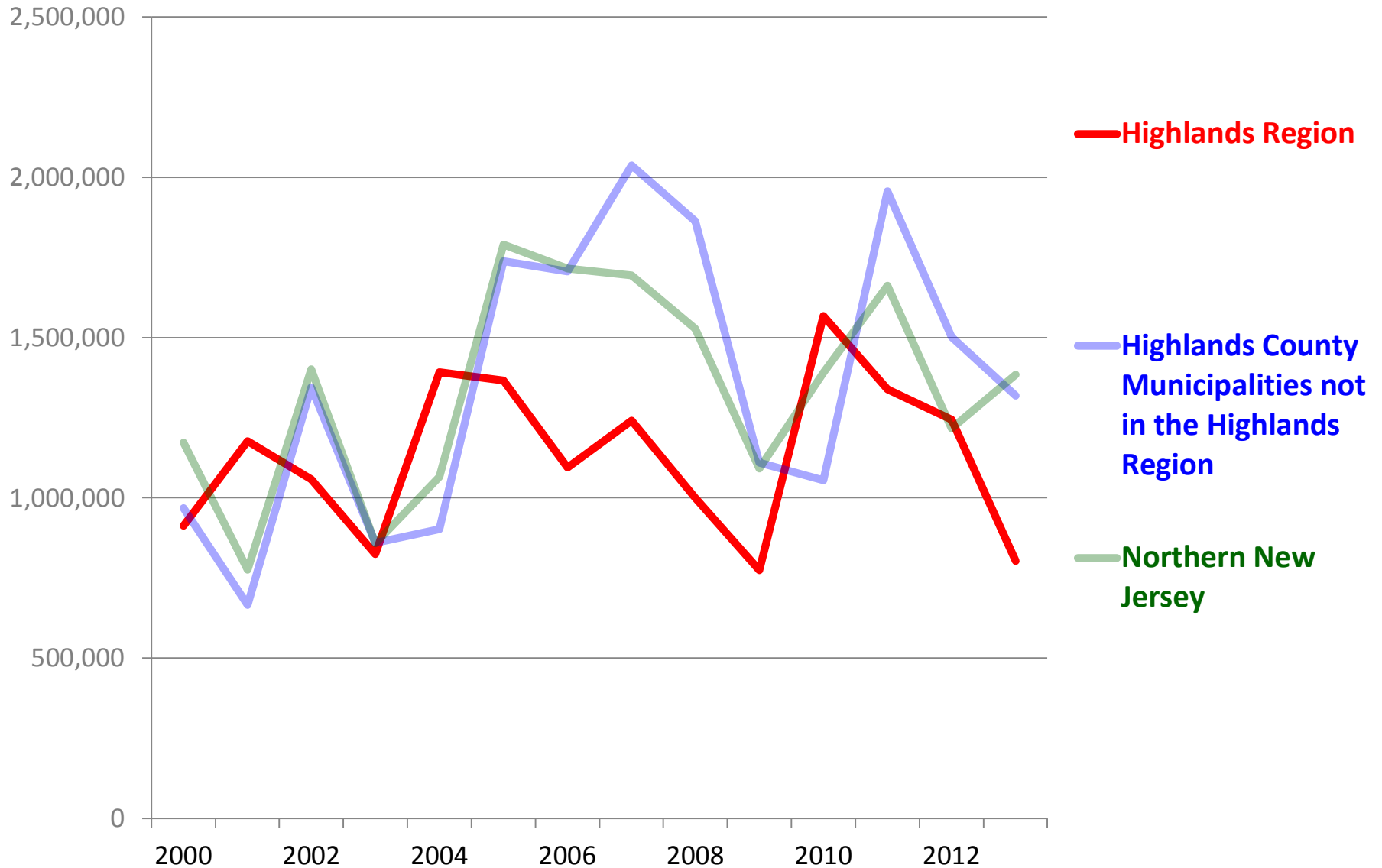
RESIDENTIAL BUILDING PERMITS

Building Permits by Type of Housing, Northern New Jersey



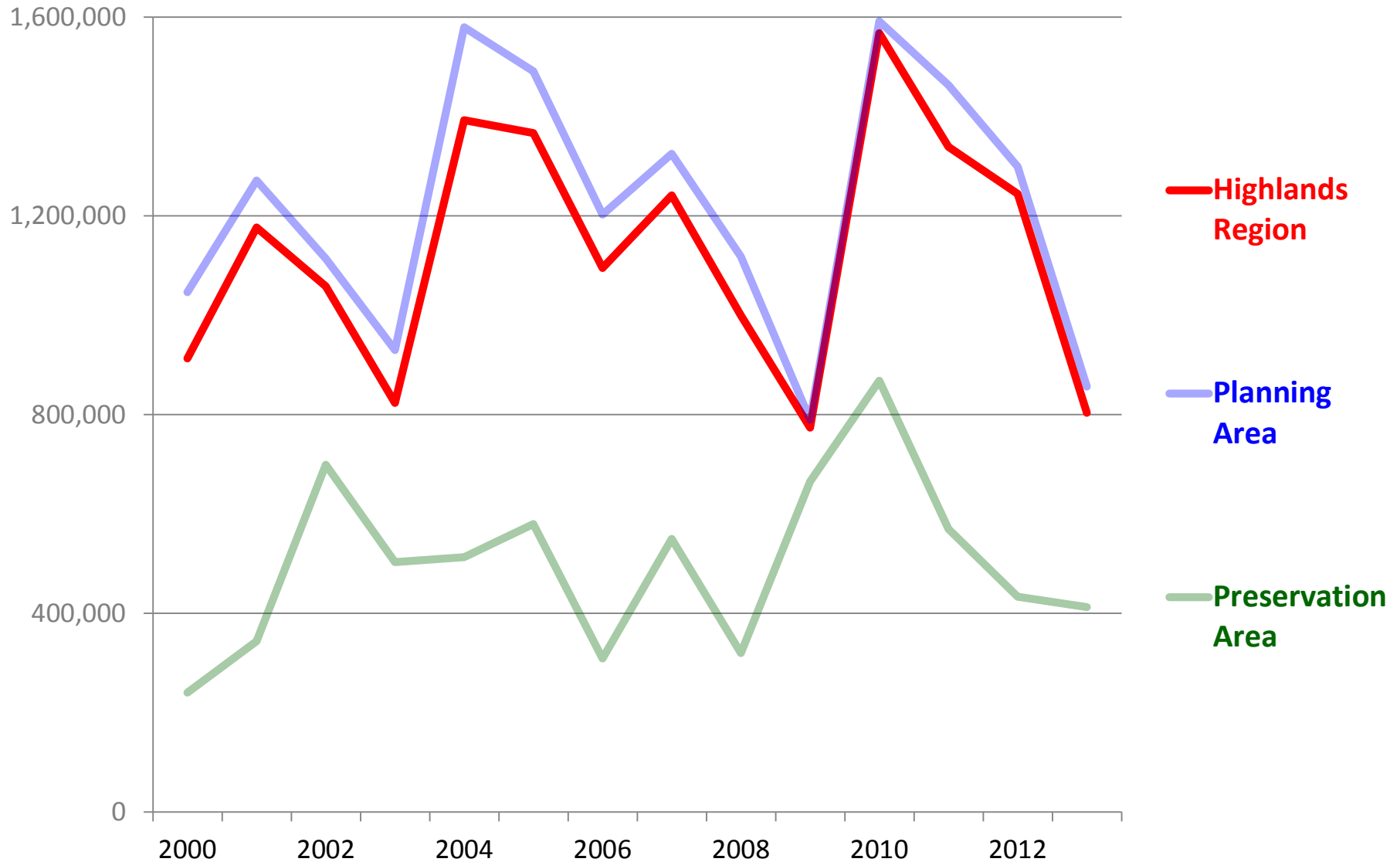
IMPROVED COMMERCIAL PROPERTIES

Average Sales Value per Acre (land and buildings)



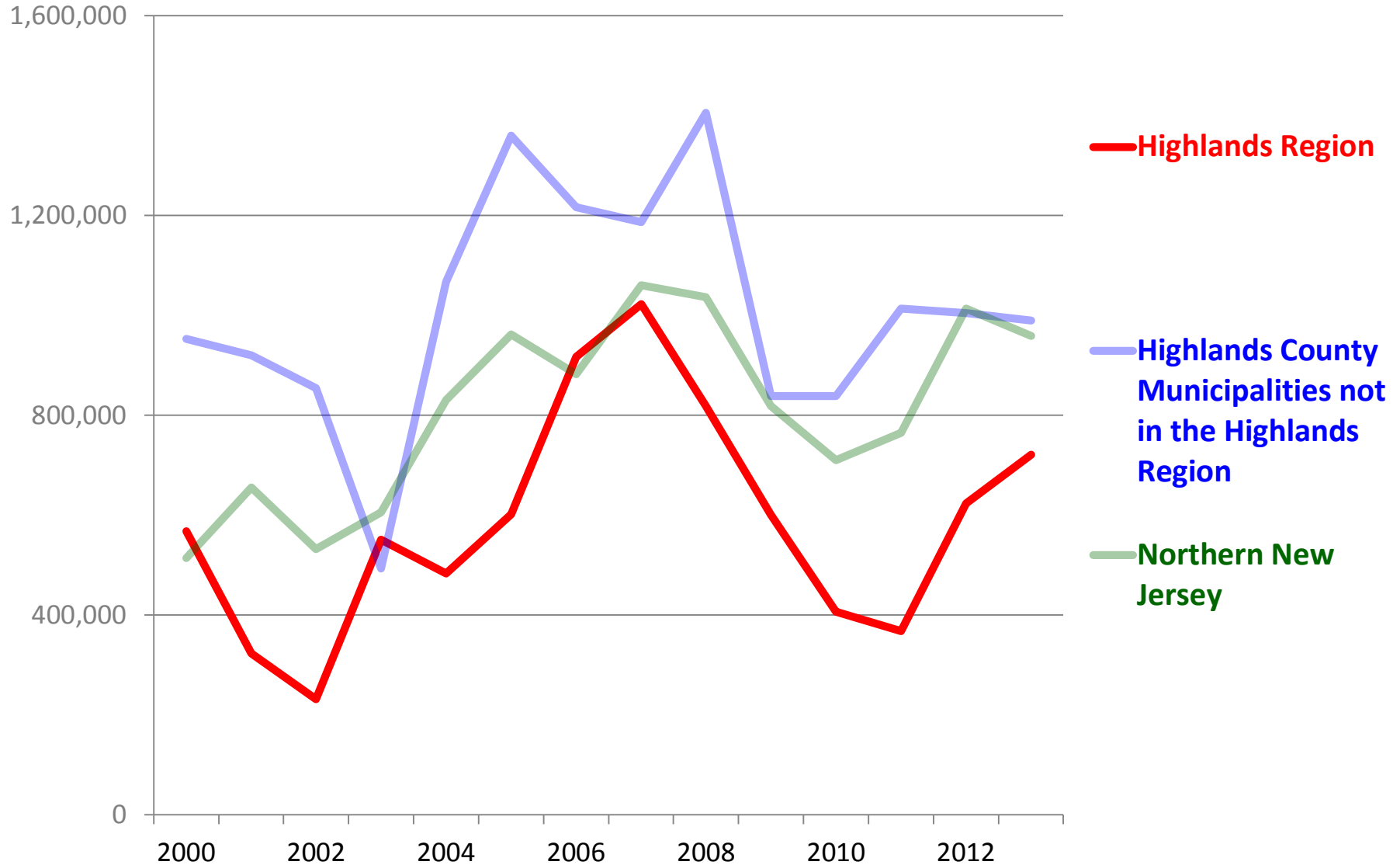
IMPROVED COMMERCIAL PROPERTIES

Average Sales Value per Acre (land and buildings)



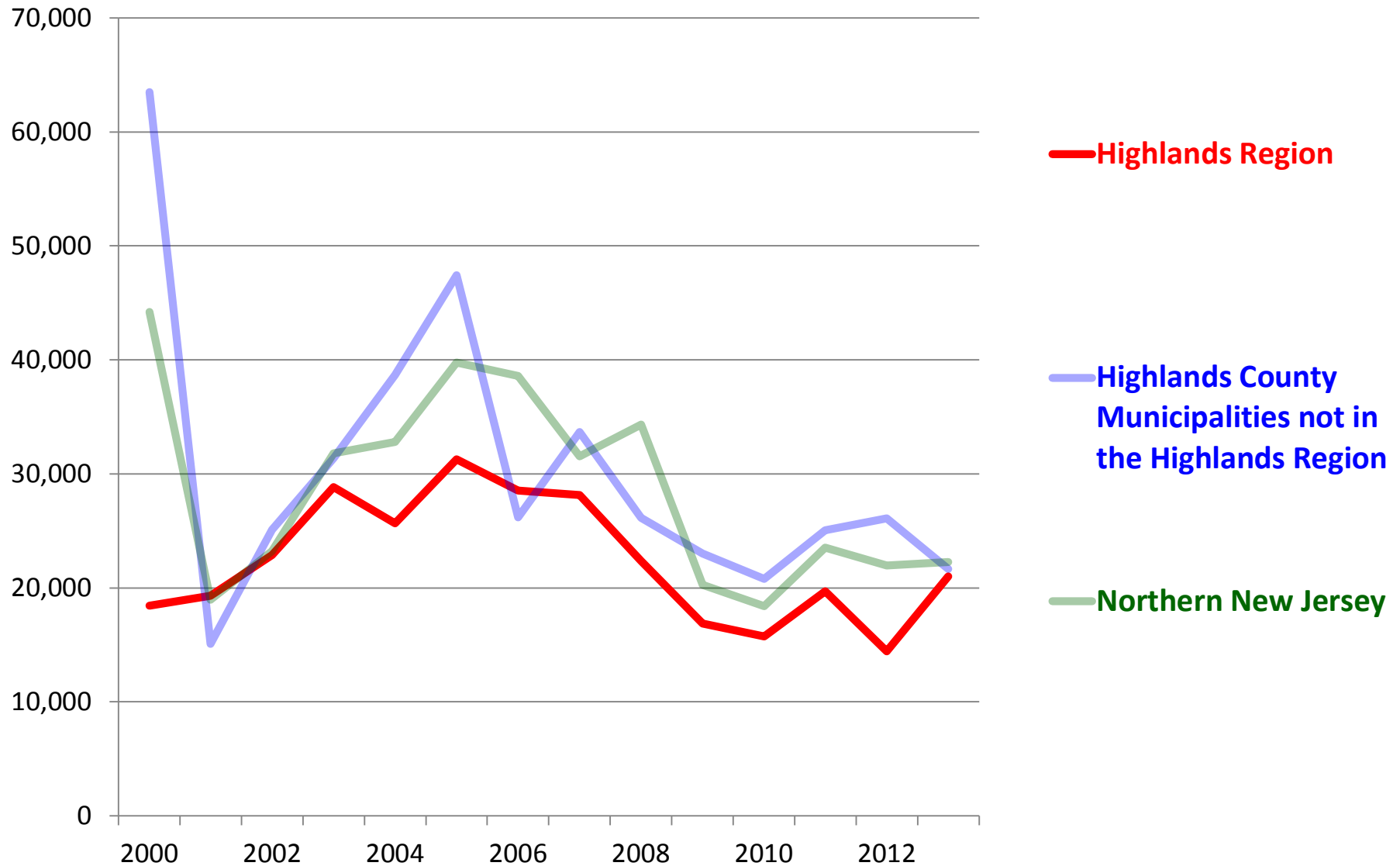
IMPROVED INDUSTRIAL PROPERTIES

Average Sales Value per Acre (land and buildings)



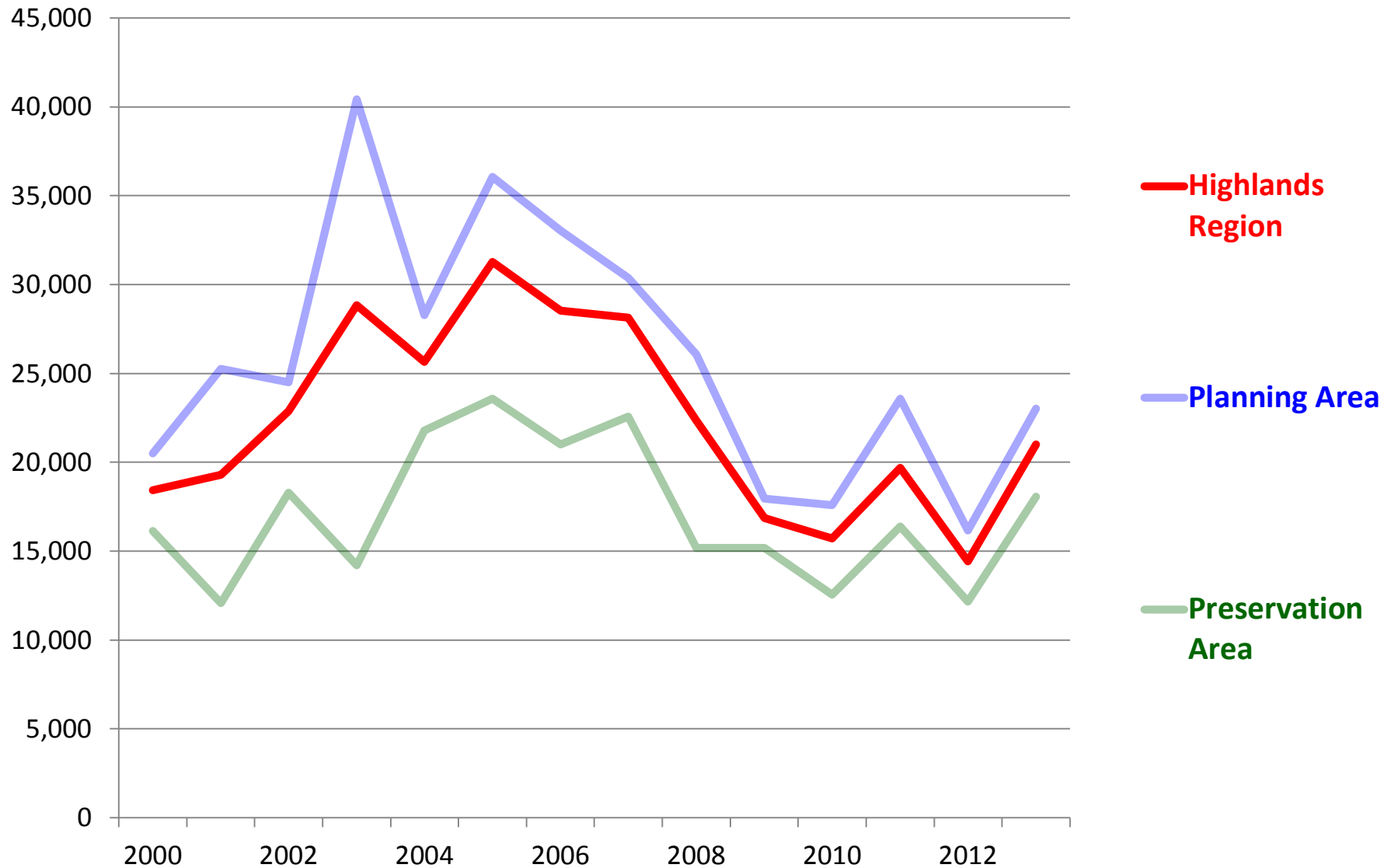
FARMLAND SALES

Average Sales Value per Acre (land and buildings)



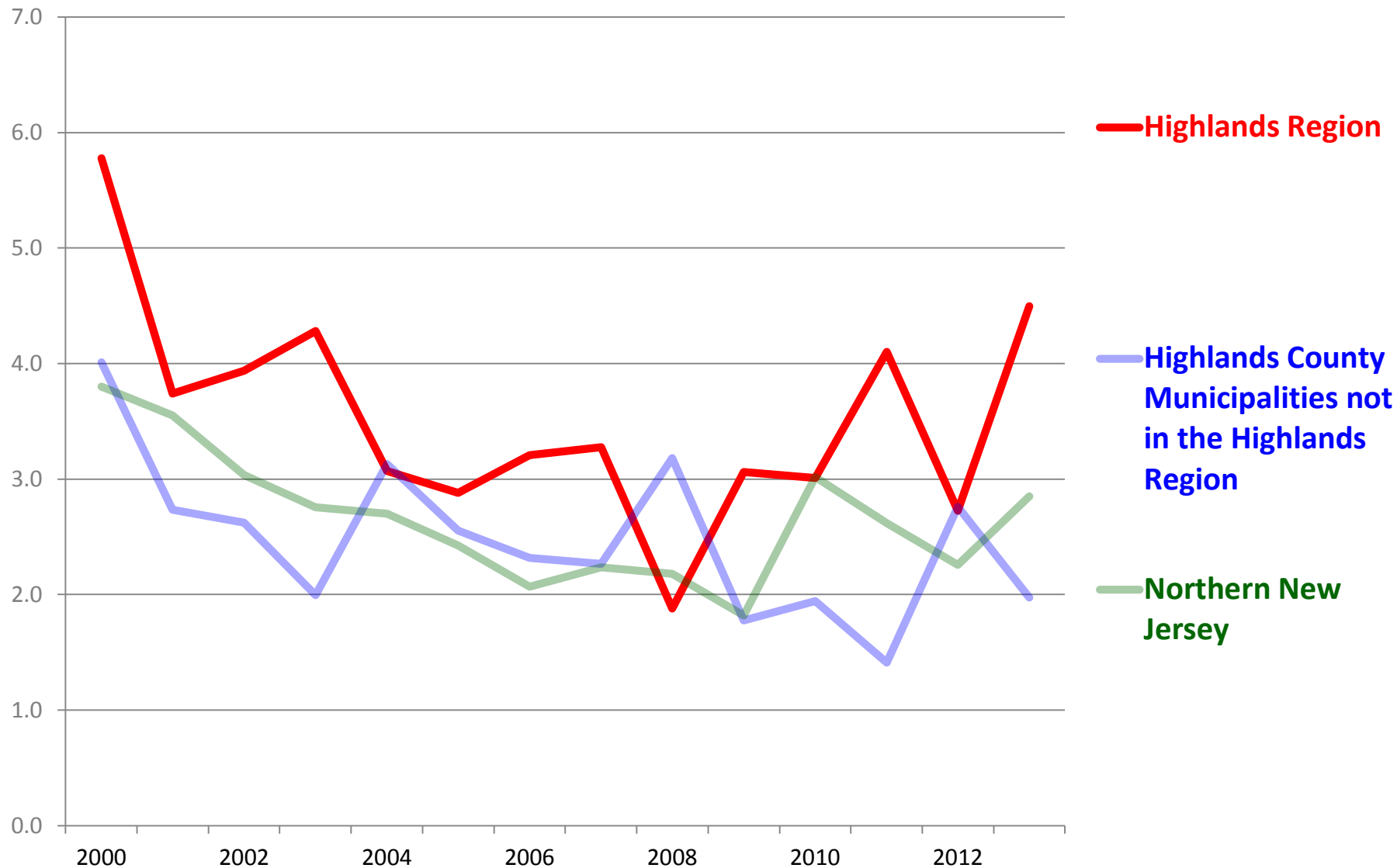
FARMLAND SALES

Average Sales Value per Acre (land and buildings)



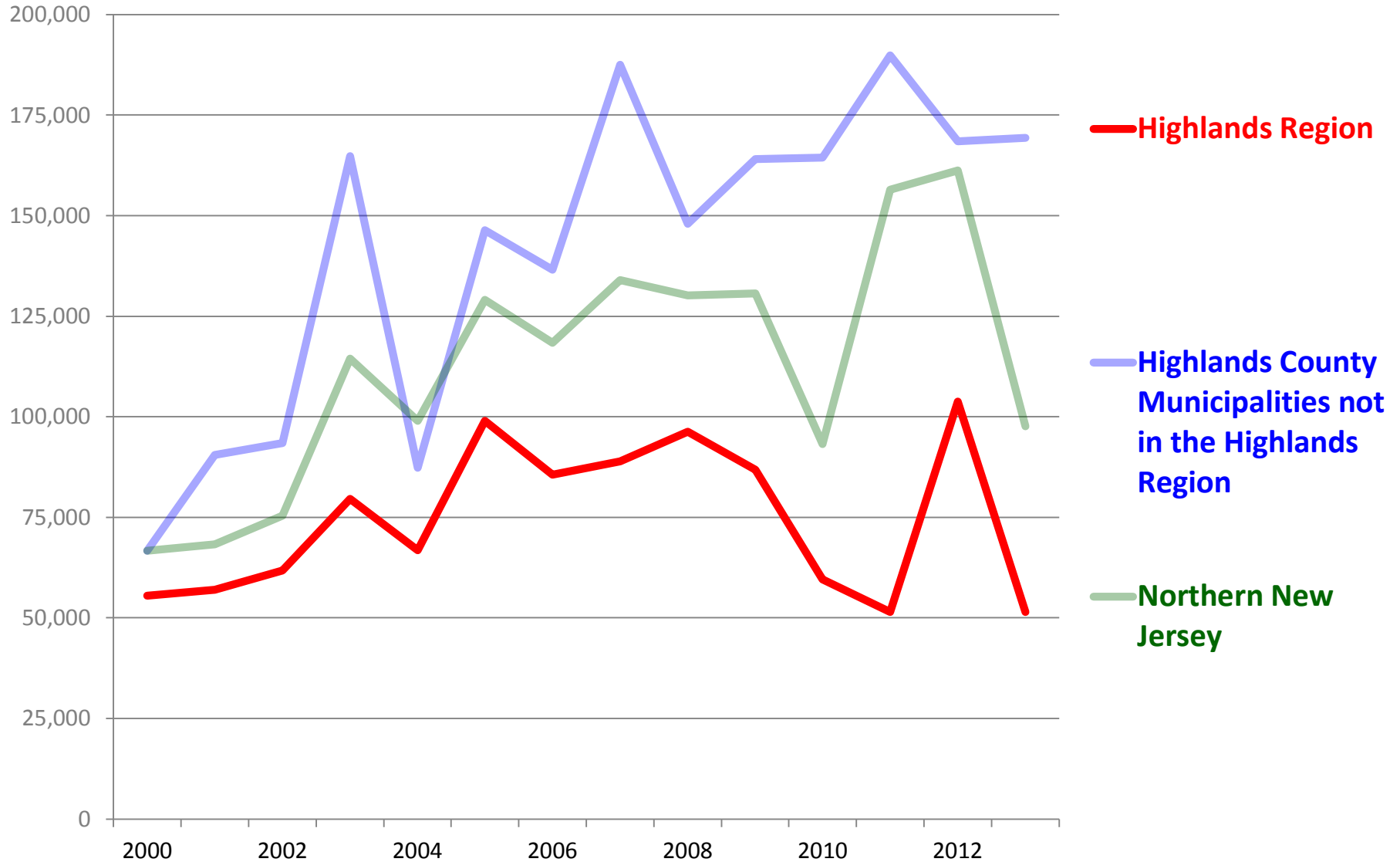
VACANT LAND SALES

Average Size of Lot/Parcel, All Sales Larger Than 0.15 Acres



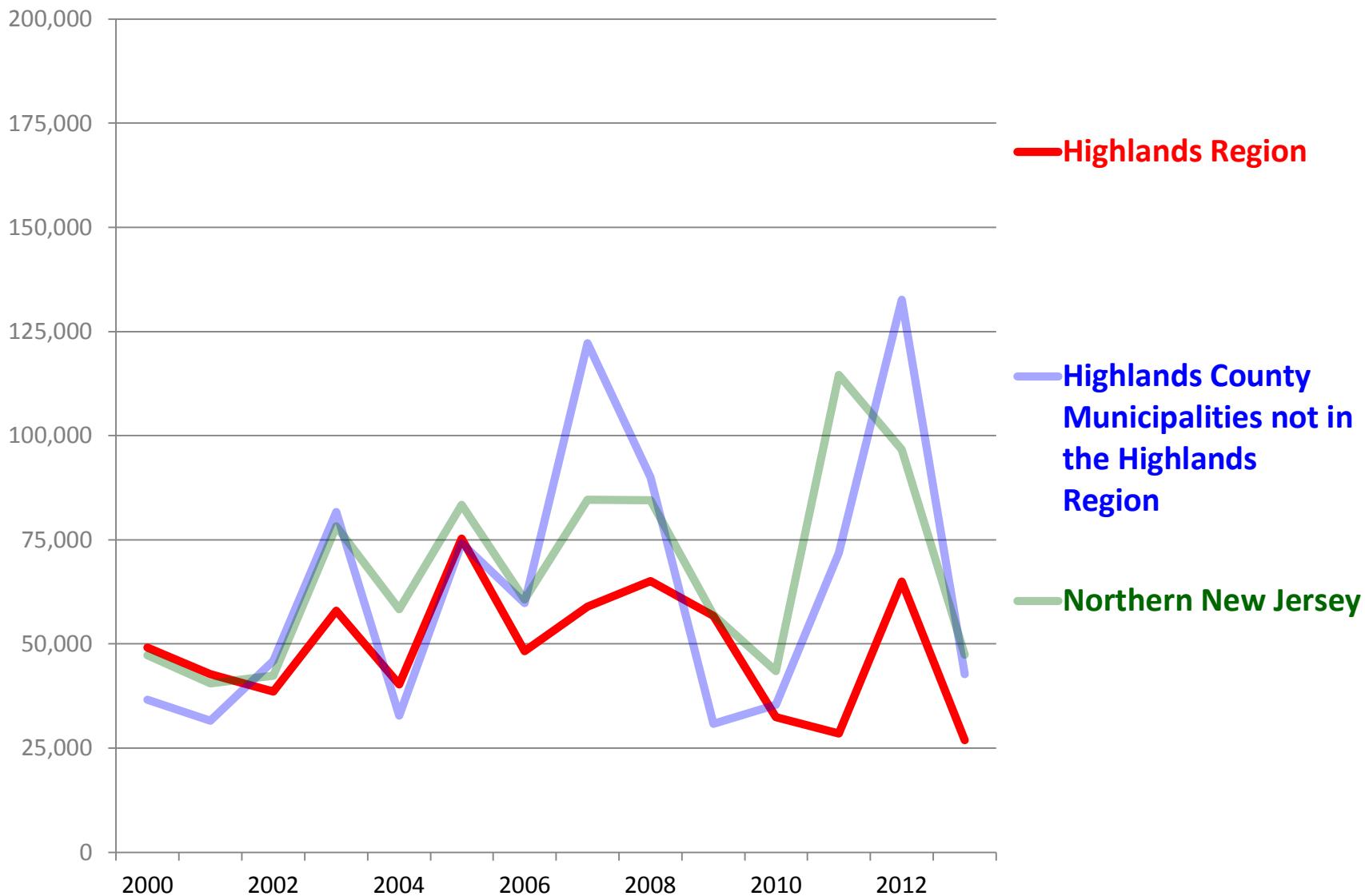
VACANT LAND SALES

Average Sales Value per Acre, All Sales Larger Than 0.15 Acres



VACANT LAND SALES

Average Sales Value per Acre, All Sales Larger Than 5 Acres (average 15 to 20 acres)



VACANT LAND SALES

- **Similar results (no clear trends, no diverging trends among geographic areas, no conclusive findings) with:**
 - + Parcels 10 acres and larger
 - + Assessed land value per acre for residential sales

FINDINGS

- The analysis finds that there is a difference in housing development between the Highlands Region and Northern New Jersey and that the type of housing being built drives the difference between the rates of housing construction.
- However, this difference appears to affect municipalities west of the Highlands Region and in the adjacent regions in New York and Pennsylvania.
- The difference in housing development appears to be an effect of broad trends, future monitoring is recommended.

FINDINGS

- **The analysis finds that the Highlands Region is similar to the comparison regions, but it is getting older, there are fewer children, and households are getting smaller**
- **The analysis finds that any differences at this point in time between the Highlands Region and the other comparison areas in New Jersey for average sales values for residential, commercial, industrial, farmland, and vacant property are not large enough to be statistically significant.**
- **However, there could be a difference in the sales value per acre for vacant land, and the Council should continue to track and monitor this issue.**

RECOMMENDED MONITORING

Based on the analysis, the Council should consider monitoring:

- **Number of building permits by housing type (single-family and multifamily)**
- **Average sales value of single-family housing in the Preservation and Planning Areas**
- **Average sales value of improved commercial properties in the Planning Area and Preservation Area**
- **Average sales value of vacant land, 0.15 acre or larger**
- **Average sales value of vacant land, 5 acres or larger**

Highlands Council Meeting

Thursday, December 3, 2015



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

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www.nj.gov/njhighlands



JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: RMP Update Committee

From: Margaret Nordstrom, Executive Director

Subject: Record of RMP Update Committee Meeting of September 9, 2015

Date: September 18, 2015

The RMP Update Committee met on Wednesday, September 9, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden (on phone), and Member Sebetich. Also present Lisa LeBoeuf, Assistant Counsel (on phone and in person) and Matt Kelly DAG (on phone).

Highlands Council Staff Members present: Margaret Nordstrom, Chris Danis, Judy Thornton, Corey Piasecki, James Hutzelmann, Carole Ann Diction, and Sabina Martine.

Committee Chair Alstede called the meeting to order at 1:02 pm.

The following topics were discussed:

Fiscal Impact Assessment (FIA)

The presentation will be updated and will be presented by Steve Gunnells to the Council in October once the committee has reviewed.

Phase II report is being reviewed by staff and should be available to the committee at the October committee meeting.

A meeting is scheduled with Rutgers on September 22nd to discuss a potential opportunity to conduct a peer review of the FIA. A Scope of Work may be available to discuss at the October meeting.

Monitoring Program Recommendation Report

TAC Invitations and Resume Review -

127 of the 218 invitees provided their resumes for consideration. Tentative dates on hold for TAC meetings are October 20th, 22nd, 27th, 29th and November 10th & 12th. Four of the six days will be used for the meetings which will be held at the Highlands Council offices.

Indicators and Milestones –

A data needs sheet was provided to committee members containing information that staff, particularly GIS staff, will compile and provide to the consultant. Data needs are not the same as indicators.

Committee Chair Alstede requested a complete list of indicators which staff indicated will be provided at the October committee meeting.

Public Comment Web Portal

Public Comment Response Process -

Staff provided a list of all of the comments received, organized by topic area and indicating each staff member who is responsible to respond. Any comments can be researched by committee members through the database links provided. Staff members will also provide any information committee members request.

The next committee meeting is scheduled for October 8, 2015 at 1:00pm.

The meeting was adjourned at 1:39pm.



CHRIS CHRISTIE
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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: RMP Update Committee
From: Margaret Nordstrom, Executive Director
Subject: Record of RMP Update Committee Meeting of October 8, 2015
Date: October 21, 2015

The RMP Update Committee met on Thursday, October 8, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden, and Member Sebetich.

Highlands Council Staff Members present: Margaret Nordstrom, Chris Danis, Judy Thornton, Corey Piasecki, James Hutzelmann, Carole Ann Dicton, and Annette Tagliareni.

Also present: Lisa LeBoeuf, Assistant Counsel, Governor Authorities Unit (on phone and then in person), and Steve Gunnells, PlaceWorks (on phone)

Committee Chair Alstede called the meeting to order at 1:04pm.

The following topics were discussed:

Technical Advisory Committees (TACs)

Staff noted that invitations were sent in August to participate in the TACs. Acceptance letters were emailed on October 6, 2015 to an approved list of participants for TACs. The committee members received the confidential participant list. Staff will finalize dates for the TAC meetings once product is received by consultant RPA. Staff noted that the product is expected as early as today. Member Sebetich asked if enough advanced notice of the date and time will be given to the TACs to attend the meetings. Staff responded that plenty of notice will be given – two weeks at the least. Staff also reported that 218 invitations to participate in the TACs were emailed/mailed, 135 resumes were received. Of the 135, all were assigned to TACs. Ms. Nordstrom added that the goal was to have 10-15 experts on a TAC, and for a participant/expert to be assigned to no more than two TACs. Mr. Vohden noted that he may want to see resumes. Staff responded that resumes will be made

available to the committee, but remain confidential. If committee members would like to see resumes to let staff know.

Indicators

Committee members received spreadsheets with details regarding proposed indicators. Staff reviewed the spreadsheets with committee members indicating the sheets will be used to generate documents that will be used during TAC sessions to help guide indicator review for completeness, relevancy, and accuracy. The template for this document was shared with the committee at its April 8th meeting. Staff explained that the document will be given to TAC members prior to TAC meetings.

Committee Chair Alstede asked about how the sheets were developed. Staff responded that the sheets were created by project consultant RPA in collaboration with staff using stakeholder meeting comments and public comments received. RPA provided extra computing power and staff provided data and methodology.

Committee Chair Alstede added that this can set the stage for future revisions, as this is something that was not available the first time the RMP was adopted.

Public Comment Response Document

Staff reported that the public comments have been sorted by topic area, reviewed, and responses are being prepared by staff. Staff hopes to produce a Comment Response Document at the committee's November meeting. Ms. Nordstrom added that this was a huge amount of work for staff as some comments had sub-comments. Staff noted that each comment will appear as submitted and will be responded to individually.

Committee Chair Alstede asked where we are with our timeline. Staff responded that we are still looking at a Council adoption of a final Monitoring Program Recommendation Report in June/July 2016. Staff added that what we are doing now is the bulk of the project.

Ms. LeBoeuf was present (in person) at 1:36pm

Fiscal Impact Assessment (FIA)

The second phase of the Fiscal Impact Assessment: Real Estate and Demographic Analysis was originally presented to the committee by Steve Gunnells at its committee meeting on June 17, 2015, after which time there were some comments by committee members and GAU. Today staff planned for the committee to go through the presentation again with Mr. Gunnells slide-by-slide on the content to address the comments prior to delivering the presentation to the full Council. Additional comments from the Department of Community Affairs (DCA) were shared by GAU representative Lisa LeBoeuf. In light of the additional comments from DCA and after a lengthy conversation amongst committee members, staff and GAU representative, it was decided to review all additional comments with Mr. Gunnells prior to the Committee reviewing the final presentation and recommending it be presented to the full Council. The Committee requested that another

meeting be held in late October to address all comments on the presentation to ensure the presentation is ready for the December 3rd Council meeting.

Chairman Rilee and Mr. Gunnells left the meeting at 2:28pm.

Peer Review – Fiscal Impact Assessment (FIA)

On September 22nd, staff met with representatives from Edward J. Bloustein School of Planning and Public Policy at Rutgers University requesting them to do a Peer Review on the three components of the Fiscal Impact Assessment Report. The committee received a draft scope of work prepared by Rutgers. Mr. Vohden asked how the report will be graded. Staff responded that it would be a pass or fail grade. Staff suggested to have a joint meeting in November with the Budget & Finance Committee to discuss the Peer Review and the funding for this review. The committee members didn't see a need to attend the joint meeting with the Budget & Finance committee. Staff emphasized that this is a professional services agreement, not an RFP and asked GAU representative if this agreement may be moved forward. GAU representative agreed that staff may move forward with this agreement. The Budget & Finance Committee meeting is scheduled for November 5th at 3:30pm to discuss the funding for the Peer Review.

The meeting was adjourned at 2:44pm.



CHRIS CHRISTIE
Governor

KIM GUADAGNO
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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: RMP Update Committee

From: Margaret Nordstrom, Executive Director

Subject: Record of RMP Update Committee Meeting of October 29, 2015

Date: November 12, 2015

The RMP Update Committee met on Thursday, October 29, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden, and Member Sebetich.

Highlands Council Staff Members present: Margaret Nordstrom, John Maher, Chris Danis, Judy Thornton, Corey Piasecki, James Hutzelmann, Carole Ann Diction, and Annette Tagliareni.

Also present: Lisa LeBoeuf, Assistant Counsel, Governor Authorities Unit, and Steve Gunnells, PlaceWorks (on phone).

Committee Chair Alstede called the meeting to order at 1:05pm.

The following topics were discussed:

Fiscal Impact Assessment (FIA)

Staff began the meeting emphasizing that the PowerPoint presentations for the FIA are summaries taken from 150+ page reports prepared by PlaceWorks, and are not the complete reports in and of themselves. When all three phases of the FIA are completed, they will be combined into a final report, which may be approximately 700+ pages in length. It will be posted on Council's website after Council review and acceptance. The PowerPoint summarizing the first phase of the FIA (Regional Economic Evaluation) was posted after the full Council reviewed it at a Council meeting. The second phase (Real Estate and Demographic Analysis) will be posted to the website after the full Council reviews it, as well.

Following the committee's October 8th meeting, comments were received from the Department of Community Affairs (DCA) regarding the presentation for the second phase of the FIA: Real Estate and Demographic Analysis. These comments were forwarded to Steve Gunnells. Mr. Gunnells provided a comprehensive response that resulted in only minor changes to the presentation text. The response was provided to the committee prior to this meeting.

Mr. Gunnells reviewed the presentation for the second phase of the FIA: Real Estate and Demographic Analysis. At the request of GAU representative, Lisa LeBoeuf, Mr. Gunnells noted changes made in the presentation as he went along.

After reviewing the presentation, the committee had additional comments. The committee decided that another meeting should be scheduled to address all remaining comments and to ensure the presentation is ready for the December 3rd Council meeting.

Peer Review – Fiscal Impact Assessment (FIA)

Staff reported that the Budget & Finance Committee will review the draft scope of work for peer review of the final FIA submitted by the Edward J. Bloustein School of Planning and Public Policy at Rutgers University, for funding purposes and for Council's consideration. This committee meeting is scheduled for Thursday, November 5th. The peer review will be completed before the final FIA document is made available to the public.

Chairman Rilee and Mr. Gunnells left the meeting at 2:58pm.

Next Meeting

The next committee meeting was scheduled for Tuesday, November 10th at 1:00pm.

The meeting was adjourned at 3:04pm.



CHRIS CHRISTIE
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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: RMP Update Committee
From: Margaret Nordstrom, Executive Director
Subject: Record of RMP Update Committee Meeting of November 10, 2015
Date: November 20, 2015

The RMP Update Committee met on Tuesday, November 10, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden, and Member Sebetich.

Highlands Council Staff Members present: Margaret Nordstrom, John Maher, Chris Danis, Judy Thornton, Corey Piasecki, Carole Ann Dicton, and Annette Tagliareni.

Also present: Lisa LeBoeuf, Assistant Counsel, Governor Authorities Unit, and Matt Kelly, DAG (on phone).

Committee Chair Alstede called the meeting to order at 1:05pm.

The following topics were discussed:

Monitoring Program Recommendation Report (MPRR)

Staff reported that "save the date" emails were sent to four of the ten Technical Advisory Committees (TACs). Briefing materials will follow. Scheduled meetings are as follow:

- Implementation TAC – Tuesday, December 1, 2015 - 9:30am-11:30am
- Future Land Use TAC – Tuesday, December 1, 2015 - 12:30pm-2:30pm
- Economic Development TAC – Tuesday, December 1, 2015 - 3:30am-5:30pm
- Natural Resources TAC – Tuesday, December 8, 2015 - 10:00am-4:00pm

Ms. Nordstrom read a draft email to be sent to Council members regarding the TACs. The purpose of the email is to advise those Council members who are not participating in TACs, but may wish to

audit the meetings, that they will not be able to participate in the TAC discussion. They also need to advise whether or not they wish to attend in order that we avoid a Council quorum, and thus a potential “meeting” in violation of the Open Public Meeting Act. TAC meetings are not open to the public.

Member Sebetich asked why the Natural Resources TAC meeting time frame was longer than the others. Staff responded that the topic is broader and includes numerous resource components. The approach for the meeting is to begin as a group and then break up into smaller sub-groups to concentrate on specific areas within the natural resources category.

Ms. Nordstrom noted that staff is receiving good responses to the “save the date” emails. In some cases standard responses need to be prepared for individuals who are unable to attend and would like to send a representative in their place. Staff is preparing responses to address this type of issue.

Fiscal Impact Assessment (FIA)

Based on discussions at the committee’s previous meeting on October 29, 2015, staff reviewed the PowerPoint for Phase II of the FIA: Real Estate and Demographic Analysis. Staff noted the additions and/or omissions made to the presentation. The committee approved the PowerPoint for presentation before the full Council at its December 3rd meeting. As with the previous FIA presentation, the PowerPoint will be posted on Council’s website after the meeting.

Next Steps

Ms. Nordstrom asked committee members to start thinking about next steps regarding the FIA report and how best to provide it to the full Council, as well as the process for determining how the Council would make amendments to the RMP. Members agreed that a draft policy statement should be developed, ultimately for consideration and adoption by the full Council, to address the criteria for, and the process to be undertaken with respect to future amendments to the RMP.

Matt Kelly, DAG, left the meeting at 1:22pm.

Report Out

Steve Gunnells is expected to present Phase II of the FIA: Real Estate and Demographic Analysis to the full Council at the December 3, 2015 regular Council meeting.

Next Meeting

The next two committee meetings were scheduled for:

Tuesday, January 5, 2016 at 1:00pm
Tuesday, February 16, 2016 at 1:00pm

The meeting was adjourned at 1:44pm.



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: Budget & Finance Committee
From: Margaret Nordstrom, Executive Director
Subject: Committee Meeting Minutes – September 10, 2015
Date: 09/30/15

A Budget and Finance (B&F) Committee meeting was held on Thursday, September 10, 2015 at 2:30pm at the Highlands office in Chester. Committee Members present: Chairman Rilee (via phone), Committee Chair Holtaway, and Governor's Authorities Unit Representatives (via phone): Michael Collins, Assistant Counsel. Staff Members present: Margaret Nordstrom, Herbert August, Ranji Persaud, and Annette Tagliareni.

Committee Chair Holtaway asked staff member Ranji Persaud to give an overview of the proposed FY2016 General Operating Budget:

Highlands Council FY2016 General Operating Budget

Mr. Persaud indicated that the proposed FY2016 General Operating Budget remains flat. There were slight increases in insurance and MIS/IT budgets and small reductions elsewhere to offset the increase. Mr. Persaud noted that all unexpended salary funds held by DEP/Treasury due to staff separation and some hiring delays were disbursed to Council and deposited into the RMP Account.

Committee Chair Holtaway made a motion to move the proposed FY2016 General Operating Budget. Chairman Rilee seconded the motion, and all were in favor.

FY2016 Highlands Protection Fund Capital Budget

Committee Chair Holtaway asked staff member Herb August to give an overview of the proposed FY2016 Highlands Protection Fund Capital Budget.

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Mr. August indicated that the FY2016 Highlands Protection Fund Capital Budget remained the same (no increase in funds). Mr. August also noted that any unused funds can be transferred to RMP Account.

The Committee had no questions. Committee Chair Holtaway made a motion to move the proposed FY2016 Highlands Protection Fund Capital Budget. Chairman Rilee seconded the motion, and all were in favor.

Other Business:

Ms. Nordstrom informed the committee that they will be asked to review a peer evaluation scope of work for the Fiscal Impact Assessment and Council will consider this budget item at a future Council meeting.

Ms. Nordstrom asked Highlands staff to schedule a meeting with Treasury for the 2017 budget.

The B&F Committee adjourned at 2:48pm.



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JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: Budget & Finance Committee

From: Margaret Nordstrom, Executive Director

Subject: Committee Meeting Minutes – November 5, 2015

Date: 11/16/15

A Budget and Finance (B&F) Committee meeting was held on Thursday, November 5, 2015 at 1:00pm at the Highlands office in Chester. Committee Members present: Committee Chair Holtaway; and Chairman Rilee and Bruce James (via phone). Also present via phone: Lisa LeBoeuf, Governor's Authorities Unit Assistant Counsel. Staff Members present: Margaret Nordstrom, John Maher, Chris Danis, Corey Piasecki, and Annette Tagliareni.

Committee Chair Holtaway called the meeting to order at 1:06pm. Committee Chair Holtaway turned the meeting over to Ms. Nordstrom to discuss the agenda item:

Regional Master Plan (RMP) Fiscal Impact Assessment (FIA) – Peer Evaluation

Ms. Nordstrom gave an overview of the peer evaluation process. She noted that the Council hired PlaceWorks for the RMP FIA. PlaceWorks was attractive as a consultant for the FIA because they were from California and were not associated with Highlands issues. Staff met with the RMP Update Committee on October 29th recommending a Sole-Source Contract for a peer review in accordance with Executive Order 37 (2006) to the Edward J. Bloustein School of Planning and Public Policy, Rutgers. The RMP Update Committee reviewed the scope of work and were in agreement with the peer review and Council's consideration of a resolution at its December 3rd meeting contingent upon the Budget & Finance Committee's funding approval. Committee Chair Holtaway and Member James expressed concern regarding a Sole-Source Contract.

After discussion, Committee Chair Holtaway asked for a motion as a preliminary approval contingent on staff preparing a Sole-Source Contract justification memo to GAU for review to make sure the Sole-Source contract is in accordance with Executive Order 37.

November 16, 2015

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Member James made a motion, Chairman Rilee seconded the motion, and all were in favor.

The B&F Committee adjourned at 1:16pm.