



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 – September 12, 2023
Date: September 14, 2023

A Budget and Finance (B&F) Committee meeting was held on Tuesday, September 12, 2023, at 9:30am via Zoom.

Committee Chair Holtaway opened the meeting at 9:30am. The following participants were present:

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

Highlands Staff: Gabrielle Gallagher, James Humphries, Maryjude Haddock-Weiler, Kelley Curran, Judy Thornton, Corey Piasecki, Neda Hartman, Herb August and Annette Tagliareni.

Highlands Council FY2024 Highlands Protection Fund Grant Requests

West Milford Township, Passaic County: Trails Plan (\$55,000)

Judy Thornton, Principal Planner, reported on West Milford's grant request for a Trails Plan. She commended West Milford for being a great grant player and getting projects done. Ms. Thornton mentioned that West Milford completed their Trail Feasibility Study for Belcher's Creek Trail System in April 2023. The trail is proposed in 4 phases, with the first 3 phases as trail connections and the last phase as a circular connection along roadways including complete streets with pedestrian and bicycle connections. The proposed trails plan grant would provide funding to design Phase 1 of the trail (which is 2 miles of trail and would connect a commercial area along Union Valley Road, and multiple residential areas, to the Wallisch Homestead and Belcher's Creek.)

Committee Chair Holtaway expressed that West Milford should get the town-of-the-year award. Member James added that Council should highlight towns that exceed our expectations.

Chair Richko asked Ms. Thornton who she is working with on these projects. Ms. Thornton responded that she is working with West Milford's town planner, however, there is great deal of support from the

community (municipal and county). Chair Richko agreed with the committee that projects like this should be highlighted.

Committee Chair Holtaway asked for a motion to move the West Milford Township's grant to the full Council for consideration. Member James made a motion and Council Chair Richko seconded it. All were in favor.

Ringwood Borough, Passaic County: Open Space Plan (\$15,000)

Ms. Thornton reported that as a recommendation in Ringwood Borough's Master Plan Reexamination Report completed in December 2022, the Borough has requested funding to complete their Open Space Plan since it was last updated in 1991.

Committee Chair Holtaway asked for a motion to move the Ringwood Borough's grant to the full Council for consideration. Member Visioli made a motion and Member James seconded it. All were in favor.

Byram Township, Sussex County: Stormwater Management (\$60,000)

Kelley Curran, Science Manager, reported that Byram Township is the second town to request grant funding to comply with the enhanced regulations of the NJDEP Tier A Municipal Stormwater General Permit. Ms. Curran added that Council's grant funding will be used to supplement NJDEP grant funding (the Township has already applied for.) Ms. Curran provided the main tasks associated with this funding.

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

Committee Chair Holtaway asked for a motion to move the Byram Township grant to the full Council for consideration. Council Chair Richko made a motion and Member Visioli seconded it. All were in favor.

Chester Borough, Morris County: Water Use & Conservation Management Plan (WUCMP) (\$60,000)

Ms. Curran reported that Chester Borough is a conforming Planning Area municipality. For all watersheds, municipal plan conformance requires development of a WUCMP that will set priorities for the use of available water and will establish methods to reduce and, where feasible, reduce or eliminate deficits where they exist. Efficient use of water is required to make the best use of limited resources.

Committee Chair Holtaway asked if the amount is rationale. Ms. Curran responded that going with our consultant makes it more economical than it otherwise would be.

Committee Chair Holtaway asked for a motion to move the Chester Borough grant to the full Council for consideration. Member James made a motion and Council Chair Richko seconded it. All were in favor.

The meeting adjourned at 9:44am.