



## State of New Jersey

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**GENE F. FEYL**  
Executive Director

### MEMORANDUM

**To:** Budget & Finance Committee  
**From:** Gene Feyl, Executive Director  
**Subject:** Committee Meeting Minutes – January 7, 2014  
**Date:** 1/9/2014

A Budget and Finance (B&F) Committee was held on Tuesday, January 7, 2014 at 2:33pm at the Highlands office in Chester. Committee Members present: Members Holtaway (Chair), James (by phone), and Rilee (by phone).

Staff Members present: Gene Feyl, Margaret Nordstrom, Andy Davis, Chris Danis, Judith Thornton, Corey Piasecki, Herbert August, and Annette Tagliareni.

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (by phone)

Ms. Nordstrom began the committee meeting to discuss the first item on the agenda:

Approval of Contract For Development Of A Web-Based Public Comment Portal In Support Of The Highlands Regional Master Plan (Up for Approval of the Budget and Finance Committee and the council at the next Council Meeting)

Mr. Piasecki gave an overview of the web portal process as outlined in his memorandum to the Committee on January 6, 2014.

*Committee Chair Holtaway made a motion to approve the contract for Council's consideration at the January 16, 2014 meeting, Chairman Rilee seconded the motion and all approved.*

As a point of information, the next agenda item was the discussion on agricultural grants and the direction Highlands staff is taking to address the needs of the ag community. The Sussex grant was also discussed and Ms. Nordstrom stated that Highlands staff is starting to identify additional

partners for a regional approach for grants and restructuring the grants so municipalities and counties are working in unison.

Ms. Nordstrom also announced that Highlands staff has met with Treasury to discuss expending our grant funding. Grants are encumbered on a yearly basis so we want to ensure that municipalities get the funds and also dispel any myths about Highlands grants program.

*Member James left the meeting at 2:55pm.*

Mr. August gave an overview of the Plan Conformance grant process and emphasized to the committee that no money is paid until work is completed and reviewed by Highlands Council to ensure compatibility with Act and RMP. Mr. August referred to the flow chart distributed to the committee on this process.

Mr. Feyl noted that Highlands staff is committed to quantifying in greater detail than the past, the results of the expenditures of funds through the Council's grant programs.

There was also a committee discussion regarding agriculture sustainability and streamlining the plan conformance grant process for counties which will benefit the municipalities and counties. Ms. Thornton reported that Bergen County is showing an interest in plan conformance and by streamlining the grant process the focus would be on developing a management plan and having a single contract with mandatory steps and next steps to keep the momentum.

Ms. Nordstrom emphasized that Highlands staff are working with ag partners on a scope of work to address the issues experienced by the ag community from a regional perspective.

The B&F Committee adjourned at 3:25pm.