



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 – July 15, 2024
Date: July 17, 2024

A Budget and Finance (B&F) Committee meeting was held on Monday, July 15, 2024, at 12:00pm via Zoom. The following participants were present:

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

Governor’s Authorities Unit (GAU): Samuel Kovach-Orr, Associate Counsel

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

Committee Chair Visioli opened the meeting at 12:00pm.

Extend the 2024 Fiscal Year Budgets (General Operating & Highlands Protection Fund)

Committee Chair Visioli reported that the committee’s first agenda item is the extension of 2024 Fiscal Year Budgets at the same average monthly spending level (General Operating Budget - \$249,008 and Highlands Protection Fund - \$95,322.)

Committee Chair Visioli asked for motion to move the Extension of the 2024 Fiscal Year Budgets to the full Council for consideration. Member Bush made the motion and Member James seconded it. All were in favor.

Highlands Council FY2024 Highlands Protection Fund Grant Requests

Committee Chair Visioli reported that the committee will consider three (3) grant requests.

At this time, staff members gave overviews on each grant.

Mahwah Township, Bergen County - Stormwater Infrastructure Inspections and Facilities Mapping - \$25,600

Ms. Curran, Science Manager, reported that Mahwah Township has approximately 5,500 stormwater catch basins and outfalls within their municipal boundaries. This grant will be used to inspect and map 100% of all inlets and 50% of all catch basins. The entire MS4 systems must be mapped by January 2026. The Township intends to map a minimum of 50% of their system in 2024. This grant supplements inadequate grant funding provided by NJDEP for stormwater permit compliance work.

Roxbury Township, Morris County – Stormwater Basin Retrofit Project - \$98,100

Ms. Curran reported that Roxbury Township is requesting funding for “A Proposed Roxbury Township King Road & Mt. Arlington Boulevard Basin Retrofit.” The proposed project will be to prepare the construction design and planning document to improve and upgrade the function of this system. The study will be used as the basis for obtaining construction funds for the basin retrofit.

It was noted that Roxbury Township’s request is different than requests for MS4 funding and that all MS4 requests for grant funding need to be received from municipalities by the end of August at which time staff will prioritize the requests. Council staff is holding all new MS4 funding requests until the September meeting.

Washington Township, Warren County – Housing Element and Fair Share Plan (3rd Round) - \$25,000

Corey Piasecki, Principal Planner, reported that Washington Township had a change in their professional staff and is currently seeking grant funding to complete their 3rd Round Affordable Housing obligation to be ready to prepare a housing plan for the 4th round under new requirements.

Committee Chair Visioli asked for motion to move the Plan Conformance grants to the full Council for consideration. Member Bush made the motion and Member James seconded it. All were in favor.

The meeting was adjourned at 12:09pm.