

Minutes

The regular meeting of the Warren County Planning Board was held on April 22, 2024 in person and using Teams and conducted through electronic communications equipment to preserve the health, safety and welfare of the public conformance with N.J.S.A. 10:4-6, et seq. [the Open Public Meetings Acts]. Chairman Norton called the meeting to order at 6:00 p.m.

Warren County Planning Board

An announcement was read as required by the Open Public Meetings Act, N.J.S.A. 10:4-6 to 10:4-21.

Roll Call

Present: Adam Baker
Laurel Napolitani
Gerald Norton
David A. Smith

Alternate Present: Robert Hopkins

Also Present: David K. Dech, Planning Director
Ryan P. Conklin, Asst. Planning Director
Krishna R. Jhaveri, Esq.

SALUTE TO THE FLAG

MINUTES

The minutes of January 22, 2024 were approved on a motion by Mr. Baker, seconded by Mr. Smith. Motion carried with none abstaining.

PUBLIC COMMENT

Noted for the record. There were no individuals of the public in attendance.

CORRESPONDENCE

- o NJ Planner – January/February

Mr. Dech stated that the Board of Recreation Liaison is responsible for attending the meetings, noting that there is no voting representation within this position. Mr. Dech also stated that the Solid Waste Advisory Council, which meets four times per year in the Commissioner's Meeting Room at 7:30 pm, currently has an open position for a voting member from the Warren County Planning Board.

Mr. Baker was appointed to the Solid Waste Advisory Council on a motion by Mr. Norton, seconded by Ms. Napolitani. Motion carried.

Mr. Norton stated that an email would be sent to the Board members regarding the open Board of Recreation Liaison position.

OLD BUSINESS

During this portion of the meeting, Mr. Conklin highlighted the first page of the Warren County Planning Department Project Report April 2024, noting that the applications shown were received over the course of one month. He also displayed and discussed the new Development Review Dashboard, noting that the dashboard can be used to review information about applications received year-to-date. Mr. Conklin also stated that the dashboard is being updated on a weekly basis, and if anyone should have any questions regarding the dashboard, they should direct them to the Planning Department.

NEW BUSINESS

- o Revision to Development Application Fee Schedule

Mr. Dech stated that the revision is intended to simplify the fee schedule, allowing the Planning Department to collect escrow fees from applicants. He noted that the County is moving in a direction where reviews will be passed on to consulting engineers on behalf of the County engineer, relieving the Engineering Department of the need to review certain applications.

Mr. Conklin discussed the research that was done in creating the revision and displayed an excel spreadsheet which compared the fees of other counties with that of Warren County. He noted that the new fees are consistent, if not less than other counties in New Jersey. Mr. Conklin also discussed escrow usage amongst the other counties, noting that Hudson County has seen success in using a fee structure that incorporates escrow fees.

A recommendation to the Commissioners regarding the new fee schedule was made on a motion by Mr. Baker, seconded by Mr. Smith with comment, asking for further clarification on the revision.

Mr. Conklin explained that mainly major applications will require an escrow fee, and that most minor applications will still be reviewed in-house by the County Engineering Department. Mr. Dech added that the minor applications are typically simpler.

feed your front-facing web mapping applications with data from your back-end systems, creating efficiency in how information is stored. He stated that the Planning Department is currently working on a way to streamline MS4 Permitting for submission to the DEP. Mr. Conklin stated that the Planning Department is also working on a Road Reporter which can be used by residents to report road issues. He also stated that the Department has secured a \$200,000 grant and has been working on "Next Gen 9-1-1" updates to create better efficiency within our Public Safety Department for emergency response.

- Asset Management

Mr. Conklin stated that the Planning Department is currently compiling and auditing a lot of the data that has been collected by the County over the years to be put into a full asset management program which would be tied to our capital improvement plan.

- Data Collection GPS Update

Mr. Conklin stated that the Planning Department has invested in GPS equipment for in-house data collection. Mr. Conklin displayed a data collection device, explaining that it is called a DA2 and that it can be used for catch basin inspections, finding depth to invert, etc. Mr. Conklin displayed another data collection device, explaining that it is called a Nomad and it can be used with the DA2 for data collection.

Mr. Smith asked if those doing the data collection would be using their own cell phones.

Mr. Conklin stated that the data collection would be done using County cell phones.

OTHER BUSINESS

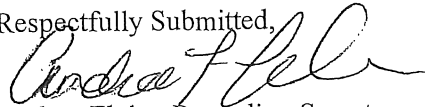
PUBLIC COMMENTS

Noted for the record. There were no individuals of the public in attendance.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 p.m. on a motion by Mr. Baker, seconded by Mr. Smith. Motion carried.

Respectfully Submitted,



Andrea Flohn, Recording Secretary