

**Burlington County, NJ – Hazard Mitigation Plan 2024 Update
Planning Partnership Kick-Off Meeting | Meeting Minutes**



Purpose of Meeting:	Burlington County Planning Partnership Kick-Off Meeting
Location of Meeting:	Teleconference
Date of Meeting:	August 29, 2023 @ 10:00 am

<p>Attendees:</p> <ul style="list-style-type: none"> • Burlington County <ul style="list-style-type: none"> ○ Kristen Carr, Burlington County OEM ○ Darryl Williams, Burlington County OEM ○ Madison Hoff, Assistant Planner ○ Todd Wirth, Management Specialist ○ David Levinsky, Burlington County Public Information Office • Bass River (Twp) <ul style="list-style-type: none"> ○ absent • Beverly (C) <ul style="list-style-type: none"> ○ Kevin Richards, OEM ○ Rich Wolbert, Public Safety • Bordentown (C) <ul style="list-style-type: none"> ○ Brian MaGuirie • Bordentown (Twp) <ul style="list-style-type: none"> ○ Nick Buroczi, OEM • Burlington (C) <ul style="list-style-type: none"> ○ Frank Caruso, OEM Coordinator ○ Kenneth Shine ○ Johanna Conyer, Business Administrator ○ Bill Harris, Department of Community Development ○ Allison Iannacone ○ Zoraida Pagan • Burlington (Twp) <ul style="list-style-type: none"> ○ Debbie Painter, OEM • Chesterfield (Twp) <ul style="list-style-type: none"> ○ Rick Bainbridge, OEM ○ Michael Davison, OEM • Cinnaminson (Twp) <ul style="list-style-type: none"> ○ Dean Jerginan, OEM ○ Eric Schubiger • Delanco (Twp) <ul style="list-style-type: none"> ○ Matt Bartlett, OEM ○ Robert Viereck, OEM • Delran (Twp) <ul style="list-style-type: none"> ○ absent • Eastampton (Twp) <ul style="list-style-type: none"> ○ Bob Carr, OEM Coordinator • Edgewater Park (Twp) <ul style="list-style-type: none"> ○ Alyssa Meredith, OEM • Evesham (Twp) <ul style="list-style-type: none"> ○ Carl Bittenbender, OEM • Fieldsboro (B) <ul style="list-style-type: none"> ○ absent • Florence (Twp) <ul style="list-style-type: none"> ○ Phil Drangula, OEM • Hainesport (Twp) <ul style="list-style-type: none"> ○ William Challender, OEM • Lumberton (Twp) <ul style="list-style-type: none"> ○ Colleen Ekey, OEM 	<ul style="list-style-type: none"> • Medford Lakes (B) <ul style="list-style-type: none"> ○ Mark McIntosh • Moorestown (Twp) <ul style="list-style-type: none"> ○ James Carruthers, Emergency Management Coordinator ○ Kevin Abernant • Mt. Holly (Twp) <ul style="list-style-type: none"> ○ absent • Mt. Laurel (Twp) <ul style="list-style-type: none"> ○ Jay Appleton • New Hanover (Twp) <ul style="list-style-type: none"> ○ absent • North Hanover (Twp) <ul style="list-style-type: none"> ○ absent • Palmyra (B) <ul style="list-style-type: none"> ○ Rick Dreby ○ Ron Lindemuth • Pemberton (B) <ul style="list-style-type: none"> ○ absent • Pemberton (Twp) <ul style="list-style-type: none"> ○ Craig Augustoni • Riverside (Twp) <ul style="list-style-type: none"> ○ George Conard, OEM • Riverton (B) <ul style="list-style-type: none"> ○ Chief Andrew Beuschel, Police Department OEM • Shamong (Twp) <ul style="list-style-type: none"> ○ John Lyons, OEM • Southampton (Twp) <ul style="list-style-type: none"> ○ Eamonn Fitzpatrick, OEM • Springfield (Twp) <ul style="list-style-type: none"> ○ absent • Tabernacle (Twp) <ul style="list-style-type: none"> ○ Phyllis Worrell ○ John Harbort, OEM • Washington (Twp) <ul style="list-style-type: none"> ○ absent • Westampton (Twp) <ul style="list-style-type: none"> ○ Lt. Brian Ferguson • Willingboro (Twp) <ul style="list-style-type: none"> ○ James Anderson, OEM • Woodland (Twp) <ul style="list-style-type: none"> ○ absent • Wrightstown (B) <ul style="list-style-type: none"> ○ James Ingling, Borough OEM • NOEM <ul style="list-style-type: none"> ○ Christopher Warwick, NJSP NJOEM ERB-South ○ Cansu Yerdelenli, Mitigation Unit • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch
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<ul style="list-style-type: none"> • Mansfield (Twp) <ul style="list-style-type: none"> ○ Douglas Borgstrom ○ George Sanf • Maple Shade (Twp) <ul style="list-style-type: none"> ○ absent • Medford (Twp) <ul style="list-style-type: none"> ○ Robert Dovi 	
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Agenda Summary: The purpose of the meeting was to introduce the Planning Partnership and contract consultant, provide an overview of the hazard mitigation planning process, and to begin the information gathering processes and update the hazards of concern.

Item No.	Description	Action item(s):
1	<p>Introductions</p> <ul style="list-style-type: none"> • Each person on the call was asked to include their name and municipality in the meeting chat. • Chris Huch, Tetra Tech’s project manager welcomed everyone to the meeting. • Daryll Williams, Burlington County OEM thanked everyone for attending. • Cansu Yerdelenli, NJOEM thanked everyone for attending. 	-
2	<p>Hazard Mitigation Overview</p> <ul style="list-style-type: none"> • Mitigation describes actions taken to help reduce or eliminate the long-term risks/damages cause by hazards • Having an HMP permits eligibility for FEMA pre- and post-disaster grant funding <ul style="list-style-type: none"> ○ Must meet FEMA’s new 2023 guidelines, which include an increase in participation, discussions on climate change and socially vulnerable populations, increased documentation needs, and to show how existing capabilities are integrated into the plan. 	-
3	<p>Project Organization</p> <ul style="list-style-type: none"> • Made up of the Core Planning Team, Steering Committee, Planning Partnership, Stakeholders, and NJOEM • Planning Team members must attend meetings, provide requested information, involve the public and stakeholders, develop mitigation projects, and adopt and implement this plan. 	-
4	<p>Planning Process Overview</p> <ul style="list-style-type: none"> • The risk assessment provides a basis for policy and helps to identify what is most important to address to increase resiliency. <ul style="list-style-type: none"> ○ We will be reviewing and updating the Hazards of Concern, updating assets, assessing impacts, and analyzing risks to assets. • Critical Facilities provide essential services to the community, especially before, during, and after a disaster. • Community Lifelines provide services that allow continuity of operations of critical business and government functions, and crucial to health and safety of residents. • Tetra Tech has emailed instructions for review and update of the critical facility database (due back Friday, September 1). • Public outreach will occur continually throughout the planning process through social media posts, surveys, County and municipal websites, and the StoryMap. • Assessing capabilities can lead to the identification of potential mitigation actions, which bolsters the mitigation strategy. 	-

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	<ul style="list-style-type: none"> • Tetra Tech will be sending each municipality homework sheets (due September 25th) to capture information on: <ul style="list-style-type: none"> ○ Previous events ○ Capabilities ○ NFIP administration ○ New development • The BAToolSM will be used to review the 2019 mitigation strategy. • The 2024 HMP will include an annex for each municipality and the County. 	
<p>5</p>	<p>Project Schedule</p> <ul style="list-style-type: none"> • Kick-Off Meeting – Today • Goals and Finalize Hazards – August 2023 • Risk Assessment – August-September 2023 • Identify Actions – September-November 2023 • Finalize the Plan – December 2023 • Draft Plan Completed – January 2024 • Draft Plan Submitted to NJOEM – February 2024 • Draft Plan Submitted to FEMA – March 2024 	<p style="text-align: center;">-</p>
<p>6</p>	<p>Questions/Next Steps/Discussion</p> <ul style="list-style-type: none"> • Johanna Conyer asked for a copy of the presentation. Chris Huch responded that Tetra Tech will send out a copy of the presentation with the emailed worksheets. • Bill Harris asked for a sample of NJDEP’s new flood damage prevention ordinance. Chris Huch responded that NJDEP has the ordinance hosted on their website but updates to municipal ordinances should be made with consultation with NJDEP. 	<p>Tetra Tech</p> <ul style="list-style-type: none"> • Email meeting notes, meeting slides, homework sheets to each municipality <p>Planning Partnership</p> <ul style="list-style-type: none"> • Complete and submit LOIP • Provide edits on critical facilities by Friday, September 1 • Complete and submit homework worksheets by September 25 • Attend BAToolSM refresher training and provide status on previous actions (date TBD)