

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



Purpose of Meeting:	Burlington County Steering Committee Kick-Off Meeting
Location of Meeting:	Teleconference
Date of Meeting:	August 22, 2023 @ 10:00AM

<p>Attendees:</p> <ul style="list-style-type: none"> • Burlington County Division of Emergency Management <ul style="list-style-type: none"> ○ Darryl Williams, OEM Coordinator ○ Kristen Carr, OEM Deputy Coordinator ○ Madison Hoff, Assistant Planner ○ Bob Carr, Fire Marshal • Burlington County Administration <ul style="list-style-type: none"> ○ Todd Wirth, Management Specialist • Burlington County Department of Health <ul style="list-style-type: none"> ○ Herbert Conway, Director ○ Monquie Davis, Assistant Health Officer • Burlington County Department of Public Information <ul style="list-style-type: none"> ○ Dave Levinsky, Public Information Officer • Burlington County Department of Public Works <ul style="list-style-type: none"> ○ Joe Birkley, Director • Burlington County Department of Resource Conservation <ul style="list-style-type: none"> ○ Mary Pat Robbie, Director • Burlington County Division of GIS <ul style="list-style-type: none"> ○ David Rickert, GIS Specialist 2 ○ Merrilee Torres, GIS Specialist 1, GIS Supervisor • Burlington County Division of Solid Waste <ul style="list-style-type: none"> ○ Jerome Sheehan, Director • Burlington County Department of Information Technology <ul style="list-style-type: none"> ○ Kevin Savage, Director ○ Jalen Singleton, Data Specialist • Eastampton (Twp) <ul style="list-style-type: none"> ○ Bob Carr, OEM Coordinator ○ Kim White, Municipal Clerk/Township Manager • Mansfield (Twp) <ul style="list-style-type: none"> ○ Douglas Borgstrom, OEM Coordinator/Fire Official ○ Matthew Konowicz, Township Fire Department • Maple Shade (Twp) <ul style="list-style-type: none"> ○ Susan Danson, Township Manager • Moorestown (Twp) <ul style="list-style-type: none"> ○ Jim Carruthers, OEM Coordinator • Springfield (Twp) <ul style="list-style-type: none"> ○ Andrew Eaton, Deputy Mayor 	<ul style="list-style-type: none"> • American Water <ul style="list-style-type: none"> ○ Gary Gehringer, Environmental Program Lead • Bordentown Regional School District <ul style="list-style-type: none"> ○ Dr. Trudy Atkins, Superintendent • Burlington City Public Schools <ul style="list-style-type: none"> ○ Dr. James Flynn, Director of Planning/Research and Evaluation, Operations, and State & Federal Programs, School Safety Specialist • Burlington Township School District <ul style="list-style-type: none"> ○ Lauren Riedinger, Vice Principal • Holy Cross Preparatory Academy <ul style="list-style-type: none"> ○ David Moffa, Principal • NJOEM <ul style="list-style-type: none"> ○ Kathy Lear, Mitigation Unit ○ Dinan Amin, SHMO ○ Cansu Yerdeleni, Mitigation Unit ○ Christopher Warwick, NJSP NJOEM ERB-South • Northern Burlington County Regular School District <ul style="list-style-type: none"> ○ Matthew Konowicz, Director of Instruction for Agriscience, Applied Technology, Business & Technology, Visual & Performing Arts • Rowan College Burlington County Public Safety <ul style="list-style-type: none"> ○ Andrew Eaton, Director of Public Safety • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, PM ○ Jessica Stokes, Lead Planner
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Agenda Summary: The purpose of the meeting was to introduce the Steering Committee members and contract consultant, provide an overview of the hazard mitigation planning process, identify the 2024 hazards of concern, discuss potential changes to the plan’s goals and objectives, and to begin the information gathering processes.

Item No.	Description	Action item(s):
1	<p>Introductions</p> <ul style="list-style-type: none"> • Chris Huch introduced the Tetra Tech team. • Dinan Amin, State Hazard Mitigation Officer, explained the importance of the planning effort. 	-



<p>2</p>	<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 • Must meet FEMA’s new 2023 guidelines, which include an increase in participation, discussions on climate change, outreach to socially vulnerable populations, increased documentation needs, and to show how existing capabilities are integrated into the plan. 	<p>-</p>
<p>3</p>	<p>Project Organization</p> <ul style="list-style-type: none"> • Made up of the Core Planning Team, Steering Committee, Planning Partnership, Stakeholders, and NJOEM • Steering Committee members guide the Planning Partnership through the HMP update process, oversee the planning process from start to finish, and actively contribute, review and provide feedback, identify mitigation actions, etc. 	<p>-</p>
<p>4</p>	<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. • 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. • The BAToolSM will be used to review the 2019 mitigation strategy. • Goals and objectives for the 2024 update will be completed by this Steering Committee via a survey. 	<p>Tetra Tech</p> <ul style="list-style-type: none"> • Send Steering Committee goals and objectives survey. <p>Steering Committee</p> <ul style="list-style-type: none"> • Agrees to remove Landslide hazard; incorporate streambank erosion into Flood hazard. • Agrees to move Dam Failure from Flood into its own Hazard of Concern. • Agrees to the incorporation of SLR into Flood hazard. • Agrees to bring the Coastal Erosion hazard into the Flood hazard – discuss wetland loss in Eastern County; riverbank/stream erosion in the Western. • Agrees to include Disease Outbreak as a Hazard of Concern. • Core Planning Team will consider benefits of including Invasive Species as a hazard of concern.
<p>5</p>	<p>Project Schedule</p>	<p>-</p>

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	<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>6</p>	<p>Questions/Next Steps/Discussion</p> <ul style="list-style-type: none"> • <i>Matthew Konowicz</i>: Invasive Species or HazMat as hazards of concern? <ul style="list-style-type: none"> ○ HazMat would not have many funding sources through the FEMA Mitigation sources; they’d have funding more so through other emergency management funding streams. Going to incorporate HazMat as cascading impact of natural hazards. ○ Invasive species have been included in other recent plans but have not reached a point locally where disaster declarations have been declared. Keep in mind, each municipality will need to identify a mitigation action for this hazard if we include it. • <i>Jim Carruthers</i>: How, on local level, do we understand what has been implemented in the past and what the programs were? <ul style="list-style-type: none"> ○ Going to take all information from last plan that is viable and pull into a set of worksheets for communities to review. In terms of actions, we can’t identify too much in knowing what was done, the municipality would need to help us gather that information from the different departments. More information on this will be shared at next week’s Planning Partnership meeting. • <i>Monique Davis</i>: Referenced nobody thought much about tornadoes before, but now we need to with recent events. Will that be folded into the hazards of concern? <ul style="list-style-type: none"> ○ Yes, tornadoes will be included in the severe storm hazard of concern. • <i>Herb Conaway</i>: What would you do with the invasive species, are we going to include those? <ul style="list-style-type: none"> ○ We can work with the County CPT to include this. It comes down to whether each municipality can identify a mitigation action. We could also discuss this as a secondary hazard within each profile, so the information is in there. 	
<p>7</p>	<p>Conclusion</p> <ul style="list-style-type: none"> • The meeting adjourned at 11:01 am. 	