

**Burlington County, NJ – Hazard Mitigation Plan 2024 Update
Public Draft Plan Review Meeting | Meeting Minutes**



Purpose of Meeting:	Public Draft Plan Review Meeting
Location of Meeting:	Teleconference
Date of Meeting:	February 20, 2024 @ 11:00 A.M.

<p>Attendees:</p> <ul style="list-style-type: none"> • Burlington County <ul style="list-style-type: none"> ○ Kristen Carr, Deputy OEM Coordinator ○ Todd Wirth, Management Specialist ○ Joseph Brickley, Public Works ○ John Janis Jr., Division of Roads and Bridges ○ Malukah Morris, Community Outreach and Special Projects • Bordentown (C) <ul style="list-style-type: none"> ○ Peg Peak, City Administrator/CFO • Burlington (C) <ul style="list-style-type: none"> ○ Johanna Conyer, Business Administrator ○ Frank Caruso, OEM Coordinator ○ Ken Shine, Engineer • Chesterfield (Twp) <ul style="list-style-type: none"> ○ Michael Davison, OEM & Police • Cinnaminson (Twp) <ul style="list-style-type: none"> ○ Joe Barbadoro, Township Engineer ○ Eric Schubiger, Township Administrator • Delanco (Twp) <ul style="list-style-type: none"> ○ Beverly Russell, Municipal Clerk • Lumberton (Twp) <ul style="list-style-type: none"> ○ Ryan Engle, OEM • Mansfield (Twp) <ul style="list-style-type: none"> ○ George Senf, Mansfield Township OEM • Medford (Twp) <ul style="list-style-type: none"> ○ Robert Dovi, Medford Township OEM ○ Beth Portocalis, Special Assistant to the Manager/Open Space & Farmland Coordinator 	<ul style="list-style-type: none"> • Medford Lakes (B) <ul style="list-style-type: none"> ○ Frank Bobinchock, OEM • Moorestown (Twp) <ul style="list-style-type: none"> ○ Joan Ponessa, Environmental Advisory Committee Chair • Palmyra (B) <ul style="list-style-type: none"> ○ Ron Lindemuth, OEM ○ Al Berg, Public Works • Riverside (Twp) <ul style="list-style-type: none"> ○ Ken Shine, Engineer ○ Meghan Jack, Township Administrator • Shamong (Twp) <ul style="list-style-type: none"> ○ John Lyons, OEM • Southampton (Twp) <ul style="list-style-type: none"> ○ Eamonn Fitzpatrick, OEM • Westampton (Twp) <ul style="list-style-type: none"> ○ Lt. Brian Ferguson, OEM • Willingboro (Twp) <ul style="list-style-type: none"> ○ Ken Shine, Engineer ○ Dwayne Harris, Township Manager • Wrightstown (B) <ul style="list-style-type: none"> ○ James Ingling, Borough OEM • NJSP <ul style="list-style-type: none"> ○ Christopher Warwick, NJSP NJOEM ERB-South • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, Project Manager ○ Jessica Stokes, Lead Planner
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Agenda Summary: The purpose of the meeting was to provide an opportunity for the public to comment on the draft 2024 Burlington County HMP, review the FEMA Approval Process, and address any questions or comments.

Item No.	Description	Action item(s):
1	Introductions	-
2	<p>HMP Draft Review</p> <ul style="list-style-type: none"> • What’s New in the 2023 Update? • New FEMA requirements • Updated critical facilities inventory and included community lifelines • Incorporated new hazards of concern and performed new risk analysis • Enhanced the capability assessment for each participating jurisdiction 	-
3	<p>2024 HMP Framework</p> <ul style="list-style-type: none"> • Volume I <ul style="list-style-type: none"> ○ Section 1 Introduction <ul style="list-style-type: none"> ▪ This is the introduction of the HMP, explains the update process, who participated, and what changes have been made since the last plan. 	-



	<ul style="list-style-type: none"> ○ Section 2 Planning Process <ul style="list-style-type: none"> ▪ Provides a timeline of how the planning process was done and everything that went into developing the plan. It includes meeting dates, activities, and plan participants. ○ Section 3 County Profile <ul style="list-style-type: none"> ▪ Provides general information for the Planning Area and critical facilities/lifelines located within the area. ○ Section 4 Risk Assessment <ul style="list-style-type: none"> ▪ Provides a foundation for the rest of the planning process – which focuses on identifying and prioritizing actions to reduce risk to hazards. ○ Section 5 Capability Assessment <ul style="list-style-type: none"> ▪ Identifies the primary types of capabilities – planning and regulatory, administrative, and technical, financial, and education and outreach –existing plans, policies, programs, etc. available at the county, state, and federal level to help the County and municipalities accomplish mitigation. ○ Section 6 Mitigation Strategy <ul style="list-style-type: none"> ▪ Gives an overview of the process and then in each annex, we show the projects and procedures you all will do to reduce or eliminate future losses from hazards. ○ Section 7 Plan Maintenance <ul style="list-style-type: none"> ▪ Describes how the County will keep the hazard mitigation plan up to date over the next five years. ● Volume II <ul style="list-style-type: none"> ○ Section 8 Planning Partnership <ul style="list-style-type: none"> ▪ Gives an overview of how each jurisdiction participated in the plan and how the annexes are laid out. ○ Section 9 Jurisdictional Annexes <ul style="list-style-type: none"> ▪ Where the individual jurisdictional annexes of the plan are located. It shows us who participated in the plan, gives a general description of the municipality, outlines and summarizes your capabilities at the local level, provides the jurisdictional hazard ranking, includes a status of mitigation actions from 2019 and then includes mitigation actions for the 2024 HMP. ● Appendices: This is where you’ll find a draft adoption/resolution for when you need to adopt the plan, tables of who participated in the process and how; meeting documentation (minutes, presentations, etc.), public and stakeholder outreach; mitigation strategy data; plan maintenance tools; critical facilities (the list of facilities will not be posted for public review due to their sensitive nature); and linkage procedures for anyone who didn’t participate this time around and would like to join the plan in the next 5 years. <ul style="list-style-type: none"> ○ Appendix A Plan Adoption ○ Appendix B Participation Documentation ○ Appendix C Meeting Documentation ○ Appendix D Public and Stakeholder Outreach Documentation ○ Appendix E Mitigation Strategy Supplementary Data ○ Appendix F Plan Maintenance Tools ○ Appendix G Critical Facilities ○ Appendix H Linkage Procedures 	
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4	<p>FEMA Approval Process</p> <ul style="list-style-type: none"> • The plan is made available for public and State review. <ul style="list-style-type: none"> ○ Feedback and comments will be incorporated into a second draft. • The second draft will be submitted to FEMA for review and approval. <ul style="list-style-type: none"> ○ If FEMA has questions or comments those will be addressed. ○ FEMA will grant the plan 'Approvable Pending Adoption' status, meaning FEMA will approve the plan once it has been locally adopted. • The County and municipalities will formally adopt the plan. <ul style="list-style-type: none"> ○ Resolution is submitted to FEMA and FEMA grants final approval. 	-
5	<p>Review the Draft Plan</p> <ul style="list-style-type: none"> • The entire plan will be posted on the Burlington County HMP website for a 30-day review period (starting February 21) • You can review sections of the plan during the public review, and we will incorporate any applicable revisions into the final deliverable to the State and FEMA 	-
6	<p>Questions/Discussion</p> <ul style="list-style-type: none"> • No questions 	-