

MEETING MINUTES

TOWNSHIP OF OCEAN
COUNTY OF OCEAN
BUSINESS MEETING
February 27, 2020

Call to Order

ROLL CALL: LOPARO X DODD X BAULDERSTONE X

Flag Salute

STATEMENT: Pursuant to the provisions of the New Jersey Open Public Meeting Act, adequate notice of this meeting was properly provided by sending a copy of the Notice of Meeting to two newspapers, The Asbury Park Press and the Press of Atlantic City. The Notice was posted at the office of the Township Clerk

Items for Discussion:

1. GIS demonstration - Kevin Zelinski - GIS/CADD Department Manager RVE

Mr. Kevin Zelinski, Remington Vernick Engineers (RVE) discussed he is here with Alan Dittenhofer of RVE in Toms River and Christopher Gross, GIS Administrator, who administers the web-based and hosting services for GIS throughout New Jersey, Maryland, Pennsylvania and Delaware. Mr. Zelinski discussed he has been with RVE for 34 years. RVE is currently performing the Water System Act for the Water Quality Accountability Act for the Township of Ocean to meet the New Jersey Department of Environmental Protection (NJDEP) mandated requirements. That means all water assets need to be GPS'd and collected, which is the hydrants, hydrant valves, inline vales and any subsurface features such as water mains, by size and material.

One of the approaches to satisfy this is collecting all the as-built mapping information. The information was inventoried and mapped based on those locations. RVE surveyed or data-collected through road programs, sewer main, water main, any storm water system mapping that was done and site plans. It satisfied that requirement and saved the Township a lot of time and money. Any missing information, RVE went out and GPS'd that. The information is entered into a GIS, a Geographic Information System. That takes a point, line or polygon, which are the three features that make up that map, and attach information or attributes to those features. A point would be a hydrant or valve. A line would be a water main. A polygon might be a parcel or a zone.

This does meet the NJDEP, Water Count Quality Accountability Act (WQAA) for Waretown. This is the final product submitted to NJDEP on behalf of Waretown. The Township is broken down into several sectors, Pebble Beach South, Pebble Beach North, Bay Haven, Sands Point, Midtown and Greenbriar. Those sectors represent the polygon, where the information can be attached. Also broken down in those sectors are the service valves, mains, hydrants, inline valves, wells and tanks.

Pebble Beach South is broken down and enlarged to a larger map, with tax parcel information, lots, blocks and any information associated with that. The GIS allows the user to take those assets and link information to it. That is terrific for Public Works to improve or add a tank or take a tank offline. The main drive behind the WQAA is there are mandates New Jersey adopted to exercise valves and make sure they work. Depending on the size, age and material, the lines may have to be removed and replaced. The GIS allows the user to budget by seeing the assets and their value.

It also allows the user to apply other layers in addition to the water system. The next mandate is the storm water management system (MS4). The same approach is used to pull the as-builts for the storm water management system, the catch basins, detention and retention basins and outfalls. RVE will go to Ocean County and pull information they may have for the Township. If the County has outfalls, the GIS will document those. Another layer is the sanitary system. The GIS documents the as-builts and what survey work has been done. As tax maps are maintained, subdivisions are incorporated and streets are vacated, that information is updated. Tank, hydrant and water meter model information can also be attached to it. The Superintendent of Public Works will have access to that information 24 hours a day, 7 days a week.

Township Administrator/Clerk Ambrosio inquired if the Tax Assessor can do his 200' lists off of the system.

Mr. Zelinski discussed, yes. The Tax Assessor can search a property, look up a property, abutters lists. It does not have to be parcel-to-parcel. If there is a water main break and the Township needs to alert everyone within 50 feet, that line will be tagged and the properties selected. Any layer can be asked a question about another layer. As layers are added, different information can be pushed to the public-facing side, such as zoning or addresses.

Township Administrator/Clerk Ambrosio discussed it could be used for leaf pick up or anything that the zones are used for.

Christopher Gross, RVE GIS Administrator, discussed he is showing the GIS for the Township of Winslow on the projector screen. Winslow is using the online webpage, where the public information is accessible to reduce the OPRA requests or phone calls the Township might receive. Leaf collection, snow plow routes, zoning information, public schools and where to vote can be made into an interactive map. Click anywhere on the map. It is as easy as using Google maps. There is nothing that has to be installed on anyone's computer. It is hosted by the Township's main website. There is a link to view the tax maps.

Mr. Zelinski discussed there is no personal information on the public-facing side. Just block and lots and addresses. Anyone can print out the sheets. If a resident calls the Township to request a copy of something, the resident can see the answer to their question and on the Township-facing side, the Township sees all the ownership information. Leaf collection, zoning information can also be overlaid. RVE can track how many hits the site gets. The most popular one is the trash and leaf pick up.

Mr. Zelinski discussed the GIS has route optimization and all locations of the trash dumpsters and snow plow routes. That type of need-to-know information is right in front of you. This is used by the emergency services in Gloucester County. It is an extra click to get to the property's personal information. There is the ability to add additional layers such as where the farms are, the Recreation and Open Space Inventory (ROSI), preserved farm lands, Open Space and Green Acres. Historical photography run by the State of New Jersey can be added. A live look of the FEMA flood plan and the wetlands can also be added. The public information is run by the state and the parcel information is run by the Township. The two are combined together in a way that the public can benefit and answer their own questions.

Mr. Zelinski discussed a lot of this is already available to the Township. The Township is not paying for it. It is cumbersome to try and find 18 different website to pull the information. This hosting pulls in the information for the Township, combined with things the Township is already mandated to pay for such as

the water system map and the MS4 map for storm water. There is also a work order system that is tied into the system. Documents can be linked into the system.

Mr. Zelinski discussed tax map work order maintenance. The type of change, location and deed information would be entered into the tracker and can be tracked.

Township Administrator/Clerk Ambrosio inquired about Mod IV updates from the County.

Mr. Zelinski discussed that is actually almost automated. There is a little bit of tweaking needed. It can be run weekly by connecting the parcel information with the Mod IV so it can be viewed at the Township. The system can be used for survey work or pothole information. There was an email that came in from the public reporting a guide rail accident, which was put in the work order system. The work order can be input by the resident or the Township employee.

Mr. Zelinski discussed before this gets started, there is a needs assessment meeting. RVE sits down with the different Department Heads to discuss their needs. The system can generate analysis reports. If the same problem keeps happening in the same area every month, the system can track the history. Documents can be linked into the system such as deeds, pictures of pot holes, flood certificates.

Mr. Zelinski discussed to get Community Rating System (CRS) points to lower the flood insurance of the Township, the flood certificates need to be made publicly available and searchable. This is a way to do that. The certificates can be color coded by year. Historically, the Township can go back and compare 1998 to 2017 and review any updates. Sewer system videos can also be linked.

Mr. Zelinski discussed each map is made up of a feature. In GIS there is a line, polygon or a point, where you can attach a document, Mod IV information or a photo and make it available to the public.

Township Administrator/Clerk Ambrosio inquired if the dog license program and the Construction office's Mitchell Humphrey program information could be input.

Mr. Zelinski discussed each asset has a unique identifier such as a combination of numbers that is unique and not duplicate from anything else. RVE uses the municipal code for Ocean Township and the block and lot. Anything can be linked to that identifier, a water meter or property owner card. The Township can leverage what the resident can and cannot see. The parcel is what sets the table. The Township serves what goes on top of that table, water, sewer, zoning, land use, dog licenses, construction permits and variances. All your computer needs is internet access. It can be accessed at home, on your phone, laptop and the public can get to it.

Township Administrator/Clerk Ambrosio inquired if the public would be able to make their own appointments for building inspections.

Mr. Zelinski discussed, yes, it would be similar to doing a work order. The Township can get an email notice when the resident schedules an appointment.

Mr. Zelinski will send Township Administrator/Clerk Ambrosio links to other Townships' GIS systems.

Mr. Zelinski discussed updating information can also be sent such as hydrant flushing. The Township will send out through public information that the hydrants are going to be flushed and if there is brown

water, run for 5 minutes, for example. The system will update the map with each hydrant flushing as they are completed.

Mr. Zelinski discussed the water meters could be tracked. The Township could get in front of the leakers. The Neptune meters could be yellow and the Badger meters could be orange. Public Works could target areas that were a problem in the past. Some of the services is map preparation. Any sanitary sewer, manhole, water meter, fire hydrant, catch basin is supervised by a licensed land surveyor within the laws. This is by statute of what a land surveyor can perform. Anything that is published is certified by a licensed land surveyor. Among those are FEMA elevation flood certificates, location of existing utilities, tax mapping and GIS map preparation are all done under the licensed land surveyor. Metadata must be populated. Metadata gives information on the land surveyor and is a requirement of the NJDEP for the WQAA, as well as the storm water management. The Township is protected as well as RVE.

Any information used from Ocean County, NJDEP, Federal Government will overlay and line up. If the FEMA information is updated, it will line up and be available. The Township does not need to do anything on their end.

Mayor Baulderstone inquired if a resident could report a possible broken lateral.

Mr. Zelinski discussed yes, it could be set up so they could do it but the Township will get a lot of them.

Township Attorney Dasti discussed the process will cut down OPRA requests dramatically.

Mr. Gross discussed scanning the documents would protect them from fire and water. The documents would then be interactive and more useful. The system lets you type in an address and it will let the user know where to vote, how to get there and everything about that location.

Mr. Zelinski discussed any map would be compatible. The Township would not have to be charged an extra fee. Updates would be applied. At the beginning needs-assessment process, Department Heads can see what the other departments are doing and avoid double paying for the same things.

Mayor Baulderstone discussed the underlying technology is Esri and Amazon Web Services (AWS).

Mr. Gross discussed the documents are stored on AWS. It is more secure and gives us that web link. It is \$0.50 per month.

Mr. Zelinski discussed AWS is the storage and Esri is the platform, which supports online.

Mr. Gross discussed the database is Geodatabase through ArcGIS. Access is used for tabular data. AWS is URL links.

Mr. Zelinski discussed if the Township called up with a list of public trash receptacles or parks or public benches, we could make a map out of it. The data in this system is in a format that is user friendly. The Township is the custodian that owns the data. RVE is the steward responsible to keep the data up to date.

Committeeman LoParo inquired about the monthly cost for RVE to host the system and is there a base host level and does each layer add to the monthly cost.

Mr. Zelinski discussed it would be \$1,200 a year for the domain users and logins to be set up. The water systems map, storm water and sanitary would roll right in. Other information from T&M Engineering would probably be in the neighborhood of a one-time fee of \$2,500-\$3,500 to review, reformat and roll that layer into the system.

Committeeman LoParo inquired if scanning is done on an hourly or job level such as a map of rental properties.

Mr. Zelinski discussed any other map level that is not already created would be like any other project. The MS4 and sanitary sewer layer would be a project RVE would perform. Once it is done, that would be included into the hosted layering system. The rental properties map would not be a per page rate. It would be proposed on a time and material basis. It would be a one-time charge. The Township should budget \$9,000 a year for hosting. That would include any current layers and any newly formatted layers. Digital parcels would have to be reformatted by RVE, then from that point they would be maintained. A monthly payment of \$750.00 per month would cover unlimited layers.

Committeeman LoParo discussed creating a vacant property map layer and inquired the cost. There are weekly updates from the County.

Mr. Gross discussed vacant properties are already stored within the Mod IV information. That is included, like Q Farms.

Mr. Zelinski discussed the weekly updates from the County are included.

Committeeman LoParo inquired if the Township can get sued if the County puts up an incorrect wetlands map or if RVE makes a mistake.

Mr. Gross discussed the wetlands is certified by the State.

Township Attorney Dasti discussed the analysis is whether it would be a viable claim. A state-approved map is uploaded online. Members of the public still have an obligation to get a proper copy of the map and due their own due diligence.

Mr. Gross discussed the Township would have a disclaimer that says this is a guide and for more information here is the contact information for anything related to commercial properties.

Mr. Zelinski discussed the freshwater wetlands map is NJDEP, which has their own disclaimer and the GIS will reference that. That is on every document. Buyer beware. It is for reference purposes. The leaf collection map is included in the monthly fee. RVE will host anything for the \$10,200.00 fee. If the Township comes to RVE with a project, Alan Dittenhofer will give the Township a proposal. If a dog license list is given in Excel, that is included. Specific jobs or hand written data is not included.

Township Attorney Dasti discussed if the data is not available and RVE has to create the data, that is an added cost.

Mr. Zelinski discussed, yes, exactly. It would be on a case-by-case basis. The work order system is included, however, a needs-assessment meeting would be required to set that up. The system saves on OPRA requests and also on leveraging information the Township already has by not duplicating efforts. Mr. Zelinski proposed that the Township do parcels, street network and zoning. With those three layers,

the Township can begin any other map from that. That is what the public is looking at. From that point, the Township can do water, storm water, pet licenses and water meters.

Deputy Mayor Dodd discussed a lot of the OPRA's are for building permits that are offsite in file storage.

Township Administrator/Clerk Ambrosio discussed a large amount of building department documents were just scanned.

Mr. Zelinski discussed those building documents that were scanned can be used for the GIS system.

Mr. Gross discussed RVE has scanning services, but if the Township wants to scan themselves, they can.

Committeeman LoParo inquired if the Township Clerk could set up a call to all the houses on a particular section of the water map.

Mr. Zelinski discussed, yes, as long as it has the same unique identifier such as address, lot, block. That approach would have to be looked at on an individual department basis and extract that.

Township Administrator/Clerk Ambrosio discussed the Police Department has a program that does that.

Mr. Gross discussed he does not have telephone numbers.

Mr. Zelinski discussed he is not going to say everything is free and he is not going to say there is a charge for everything either. It is on a case-by-case basis.

Mr. Gross discussed the Winslow Township website is the Esri company. That URL is what you purchase for \$1,200 to host the program. The Township puts a link on the website.

Mayor Baulderstone discussed the data is owned by the Township and the product is Esri. If this relationship does not work out, the Township still has the data and can use someone else.

2. Faust Park

Township Administrator/Clerk Ambrosio discussed she picked out a few sale items for Faust Park playground equipment. This is one of the most heavily used parks in the Township. It is walkable. The steel slide and gym had to be taken out, as the JIF would not permit it.

Committeeman LoParo inquired if the price includes installation.

Township Administrator/Clerk Ambrosio discussed this is the advertised price. The Township usually gets it for less. The install price is additional. It would be paid for out of the Open Space account. Approximately \$16,000 was allocated last year. The Township was waiting for the No Net Loss Program trees to be planted down there. The park is cleaned out and now is the time, while the equipment is on sale, to purchase an item to place down there. The Somerset has the upper bars and exercise piece. It gives more equipment for the price of \$15,000.

Mayor Baulderstone discussed the Somerset is for children ages 5-12. The Schooner is for ages 2-5.

Committeeman LoParo discussed he spoke to the residents near Faust Park. The park is more used to walk dogs. A better use for this would be the end of Bryant Road, as a town gathering place, rather than an old dilapidated park next to a marina, where there is not a lot of children that use it.

Deputy Mayor Dodd discussed she has seen children at Faust Park. The end of Bryant Road has a limited amount of space. There is going to be kayak rentals and food trucks there.

Township Administrator/Clerk Ambrosio discussed parks by the water have to be fenced in and that parking lot has to stay a parking lot. The Township tries to have a park in every section of town.

Deputy Mayor Dodd discussed Sands Point Park is used a lot by children who live in that area. Deputy Mayor Dodd discussed her grandchildren used Faust Park. It has been there a long time.

Mayor Baulderstone discussed his concern with the Somerset is it does not accommodate smaller children. The Schooner costs a little more but it does cover the younger children. Children get excited about going on the ship.

Township Administrator/Clerk Ambrosio discussed she will call and get a final price on the Schooner.

Deputy Mayor Dodd discussed fencing and a playset at the end of Bryant Road.

Township Administrator/Clerk Ambrosio discussed if a playset is put in at the end of Bryant Road, that will take up most of the area. The Township could do food trucks but there would be no room for kayaks. The parking lot has to stay. Once the Bryant Road contract is received and the property is remediated, a plan will be put in place. There is only so much allowable use on waterfront property.

Township Administrator/Clerk Ambrosio discussed she will contact the company for final pricing of the Somerset and the Schooner.

PUBLIC COMMENT:

Motion to open Public Comment was moved by Committeeman LoParo, seconded by Deputy Mayor Dodd.

Roll Call: LoParo: Yes, Dodd: Yes, Baulderstone: Yes

John Petrosilli, 11 Vessel Road, inquired if the Township went through a GIS mapping program years ago.

Township Administrator/Clerk Ambrosio discussed, yes. After Superstorm Sandy, the Township received a grant through the Division of Local Government Services. That is the information RVE is saying they have. RVE also added the Water Quality Accountability Act mapping. That information was received by T&M Engineering, who did the original mapping.

Mr. Petrosilli inquired if the GIS will make it easier for Township employees to do their job.

Township Administrator/Clerk Ambrosio discussed, absolutely yes. All departments would have access to the system. The public would have access to certain parts of the system.

Mr. Petrosilli inquired if everything is going to be cleared out at the end of Bryant Road or just a portion.

Committeeman LoParo discussed everything except the little dock.

Township Administrator/Clerk Ambrosio discussed the long dock is being removed. It is very damaged. That is where the illegal docks were put in that the Township has to mitigate. The various poles also have to be remediated. The NJDEP had fined the previous owner. The ramp must stay open for non-motorized boating.

Motion to Close Public Comment was moved by Deputy Mayor Dodd, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Dodd: Yes, Baulderstone: Yes

Resolution 2020-121

RESOLUTION OF THE TOWNSHIP OF OCEAN, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARDING THE BID FOR THE DOCK/PILE REMOVAL AT BAYFRONT MARINA TO KG MARINE CONTRACTING, INC.

Motion to approve was moved by Committeeman LoParo, seconded by Deputy Mayor Dodd.

Roll Call: LoParo: Yes, Dodd: Yes, Baulderstone: Yes

Consent Agenda

The below listed items are considered to be routine by the Township Committee of the Township of Ocean and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the consent agenda and will be considered separately.

- 2020-122 Resolution authorizing the appointment of Valarie Anzovino as a training dispatcher at the rate of \$13.00 per hour for hours worked starting March 9, 2020
- 2020-123 Resolution authorizing the Disposal of Surplus Property of the Township of Ocean, County of Ocean, Station of New Jersey
- 2020-124 Resolution authorizing a donation to the Township of Ocean Parent Teacher Association (PTA) for their gift auction – a 4 pack of fast pass tickets to Haunted Hayride
- 2020-125 Resolution authorizing a donation to the Township of Ocean Parent Teacher Association (PTA) for their gift auction – A Summer Camp registration for the year 2020

Motion to approve - Resolutions 2020-122 through 2020-125:

Motion to approve was moved by Deputy Mayor Dodd, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Dodd: Yes, Baulderstone: Yes

Motion to Approve: License for Massage Establishment for the year 2020

- Tree of Life Massage & Wellness

Motion to approve was moved by Committeeman LoParo, seconded by Deputy Mayor Dodd

Roll Call: LoParo: Yes, Dodd: Yes, Baulderstone: Yes

Next Scheduled Meeting
March 12, 2020 – 7:00 pm
April 9, 2020 – 7:00 pm

Adjournment

Motion to approve was moved by Committeeman LoParo, seconded by Deputy Mayor Dodd
Roll Call: LoParo: Yes, Dodd: Yes, Boulderstone: Yes

Signed and Submitted:

Diane B. Ambrosio, RMC
Municipal Clerk

Date