



# COUNTY OF MERCER

## DIVISION OF PLANNING

McDade Administration Building

640 South Broad Street

P. O. Box 8068

Trenton, NJ 08650-0068

Phone (609) 989-6545 Fax (609) 989-6546

**BRIAN M. HUGHES**

County Executive

**MAILED**

**APR 14 2009**

**KELVIN S. GANGES**

Chief of Staff

**DONNA M. LEWIS**

Director

**ANDREW MAIR**

County Administrator

April 13, 2009

**Subject: Mercer County Wastewater Management Plan  
Invitation – 1<sup>st</sup> Working Meeting  
Municipal Data Requirements**

Thank you for working with the county as a municipal liaison on the county-wide Wastewater Management Plan (WMP).

The county is beginning the first phase of the WMP planning process. You are invited to attend the first working meeting on April 30, 2009, 9:00 am to 12:00 pm, Room 211 in the McDade Administration Building, 640 South Broad Street, Trenton, New Jersey.

The purpose of the meeting is to discuss and work on initial data requirements and issues arising from the new Rules.

Prior to the meeting, I am asking that you begin to gather data that may be relevant to the development of the WMP. The summary below prepared by Camp Dresser McKee (CDM), the county's consultant on the project, provides an explanation of these initial data needs.

Your participation in the first phase of data development is critical to the completion of the WMP and in meeting our goal to have a draft WMP completed by September 2009.

In addition to the April 30<sup>th</sup> meeting, it may be necessary for CDM to contact you in the near future to set up a meeting for the clarification and/or exchange of data. Should you have any questions or concerns before then, please contact Marisa Wieczorek of my staff at 609-989-6545 or [mwieczorek@mercercounty.org](mailto:mwieczorek@mercercounty.org).

### **WMP Data Requirements and Needs**

The Water Quality Management Rules require the participation of municipalities in providing the following information to the County:

1. Ordinances as required to demonstrate compliance with N.J.A.C. 7:15-5.25(f)2iii, (g)1, (g)3 or (g)6. These include, but are not limited to, the following:
  - a. Ground Water Recharge Maintenance
  - b. Riparian Zone Protection
  - c. Steep Slope Protection
  - d. Municipal Stormwater Ordinances
2. A map identifying public water supply service areas

3. Where applicable, a septic management plan in accordance with N.J.A.C. 7:15-5.25(e) 3. This may include the following ordinances:
  - a. Septic System Maintenance
  - b. Septic System Development in Sewer Service Areas
  - c. Dry Conveyances in Sewer Service Areas
4. Urbanized municipalities must provide:
  - a. Population projections
  - b. Employment projections
5. Municipalities not subject to 4 above must provide:
  - a. The current zoning map and associated ordinances
  - b. A modified zoning map and associated ordinances as revised to demonstrate compliance with N.J.A.C. 7:15-5.25, as applicable

The Water Quality Management Rules also call for the following sewer-related information that municipalities may be able to assist in providing:

1. Identification of committed flow not presently connected to each Domestic Treatment Works (DTW) for each municipality within the DTW sewer service area. Committed flow will be calculated by adding flow from any Treatment Works Approvals (TWAs) that are approved but unconnected for a given municipality to the average wastewater flow for that municipality.
2. Maps showing the name, NJPDES discharge permit number, and the existing collection and conveyance systems of any named DTW
3. Information must also be provided in accordance with N.J.A.C. 7:15-5.16 to assist the County in creating maps which identify such items as the location of various treatment works and surface or ground water discharges.

Most of the WMP analysis performed by the County and its consultant will be done through geographical information systems (GIS). Therefore, it would be a great help if you could submit any data as an ESRI shapefile or AutoCAD .dwg file when possible. This will help eliminate inaccuracies associated with redrawing maps provided in a different format.

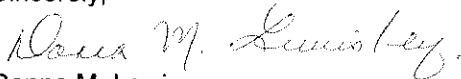
#### **Countywide Parcel Base Data**

In conjunction with the WMP, the County is undertaking a project to update the countywide parcel base. I am asking that you complete the enclosed questionnaire to help the County develop a method that will produce a timely and accurate parcel layer that can be shared with municipalities.

The digital parcel map is a critical base layer in the County's digital data sets. It is readily available, used in a wide variety of applications, and has a broad user population. Because the digital parcel map is used to develop other important data sets, it is important that the spatial and attribute aspects of the data set are accurate.

Your input and guidance will provide valuable information to the County.

Sincerely,

  
Donna M. Lewis  
Planning Director

Enclosures



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The County is updating the countywide tax parcel GIS data layer. Much of the data being used are maintained and modified at the municipal level. For future updates, the County is exploring municipal work processes that affect the tax map and, in turn, the parcel base. The goal is to document and model these processes to build one or more generic work flows to enhance the county-municipal communication and collaboration to maintain an up to date parcel base.

The questions below will provide valuable information to the County. We appreciate your input and any guidance that you can provide. Please include additional pages if you think more detailed information would help.

- 1) How does your municipality document and track major subdivisions?
  - Do not track
  - Paper and pencil
  - Spreadsheet or database you created
  - Commercial tracking software
  - Mapping software (e.g., ArcGIS, MapInfo)
  - Real-time version of tax map (CAD, GIS)
- 2) How does your municipality document and track minor subdivisions?
  - Do not track
  - Paper and pencil
  - Spreadsheet or database you created
  - Commercial tracking software
  - Mapping software (e.g., ArcGIS, MapInfo)
  - Real-time version of tax map (CAD, GIS)
- 3) How does your municipality document and track deed consolidations?
  - Do not track
  - Paper and pencil
  - Spreadsheet or database you created
  - Commercial tracking software
  - Mapping software (e.g., ArcGIS, MapInfo)
  - Real-time version of tax map (CAD, GIS)
- 4) How does your municipality document and track new or modifications to existing easements?
  - Do not track
  - Paper and pencil
  - Spreadsheet or database you created
  - Commercial tracking software
  - Mapping software (e.g., ArcGIS, MapInfo)
  - Real-time version of tax map (CAD, GIS)

**Over**

- 5) How often are your municipality's tax maps updated?
- Daily
  - Weekly
  - Monthly
  - Quarterly
  - Annually
  - Less often/Don't know
- 6) Are updates to tax maps performed by a consultant?
- Yes
  - No
- 7) Does your municipality maintain a summary listing of the changes made to the tax map between submissions for certification?
- Yes
  - No
- 8) How do you transmit tax map updates to the County?
- A full set of updated tax maps is sent annually.
  - Only the sheets that have been updated are sent annually.
  - No updates are transmitted between certifications.
- 9) Does the municipality maintain tax maps digitally?
- Yes
  - No
- 10) If yes, what is the digital format (e.g., raster image, CAD, GIS)?
- 11) If you have a digital tax map, is the format a simple representation of the tax map, or is the information collected and maintained at a high level such as coordinate geometry (COGO).
- Simple
  - Complex
- 12) Does the municipality maintain a GIS parcel map?
- Yes
  - No
- 13) Are the tax maps maintained in conjunction with the GIS parcel map?
- Yes
  - No
- 14) Would your municipality have interest in a data sharing agreement between the County to help foster coordination of future tax map and parcel maintenance?
- Yes
  - No
- 15) Staff person to contact regarding GIS data sharing:
- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Email: \_\_\_\_\_
- Telephone: \_\_\_\_\_

**Please return the survey via email, FAX, or regular mail to:**

Matthew Lawson, Principal Planner, Mercer County Planning Division

Email: [mlawson@mercercounty.org](mailto:mlawson@mercercounty.org)

FAX: 609-989-6546

Mail: Mercer County Planning Division, McDade Administration Building  
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Mercer County Wastewater Management Plan  
Working Meeting – April 2009  
List of Invitees

Larry Blake, Superintendent of Public Works:Highstown Borough  
Christopher M. Budzinski, P.E., Borough Engineer:Princeton Borough  
Alex Drummond, Dir. of Public Works:West Winsor Township  
Donald Fetzer, :Pennington Borough  
S. Robert Filler, Director:Ewing-Lawrence Sewarage Authority  
Kelly Gieger, Supervising Environmental Specialist:Hamilton Township  
Steve Goodell, Attorney:Hopewell Township  
Frances Guzik, Township Engineer:West Winsor Township  
Robert A. Hough, P.E., Manager, Princeton Sewer Operating Comm.:Princeton Borough & Princeton Township  
Michelle Hovan, Borough Administrator:Hopewell Borough  
John V. Kantorek, :Pennington Borough  
Robert V. Kiser, P.E., Township Engineer:Princeton Township  
Richard S. Krawczun, Township Manager:Lawrence Township  
Christopher Marion, Township Administrator:West Winsor Township  
Janice S. Mironov, Mayor:East Windsor Township  
C. Schuyler Morehouse, Borough Councilman:Hopewell Borough  
Dennis O'Neal, Borough Engineer:Hopewell Borough  
James F. Parvese; PE, PP, CME, Township Engineer:Lawrence Township  
Paul Pogorzelski, Township Engineer:Hopewell Township  
Robert Poppert, Assistant Planner:Hamilton Township  
Carmella Roberts, Borough Engineer:Highstown Borough  
Vanessa Sandom, Mayor:Hopewell Township  
William N. Searing, Plant Superintendent:Borough of Highstown Advanced Wastewater Treatment Plant  
Lee Solow, P.P., Director, Reg. Planning Board:Princeton Borough & Princeton Township  
David W. Thompson, Township Administrator:Ewing Township  
Richard Watson, Dir. Dept. of Water Pollution Control:Hamilton Township Department of Water Pollution Control  
Mary Caffrey, Administrator:Robbinsville Township  
David Fried, Mayor:Robbinsville Township  
Dennis Gonzalez, Acting Business Administrator:City of Trenton  
Douglas H. Palmer, Mayor:City of Trenton