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HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

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CARL J. RICHKO
Chairman

BENJAMIN L. SPINELLI, ESQ.
Executive Director

MEMORANDUM

TO: Budget & Finance Committee

FROM: Benjamin L. Spinelli, Esq., Executive Director

DATE: May 12, 2026

SUBJECT: Committee Meeting Minutes – May 11, 2026

A Budget and Finance (B&F) Committee meeting was held on Monday, May 11, 2026, at 12:00 pm via Zoom. The following participants were present:

Committee: Council Chair Richko, Committee Chair Visioli, Committee Members Kibler, Koop, and Le Frois

Governor’s Authorities Unit (GAU): Azeem Chaudry, Associate Counsel

Highlands Staff: Ben Spinelli, Gabrielle Gallagher, Maryjude Haddock-Weiler, Kelley Curran, Neda Hartman, Herb August, Carole Ann Dicton, and Diana Swiderski.

Committee Chair Visioli opened the meeting at 12:03 pm.

A roll call was taken. Committee Member Bush was absent. All other committee members were present.

Committee Chair Visioli reported that the committee will discuss the following agenda items:

1. Alpha Borough – Climate Resiliency Component of the Master Plan
2. Byram Township – Stormwater Management Planning

At this time, Highlands staff gave an overview on the agenda items:

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Alpha Borough, Warren County – Climate Resiliency Component of the Master Plan (\$15,000)

Maryjude Haddock-Weiler, Planning Manager, stated that Alpha Borough is a conforming municipality located entirely within the Planning Area, with a good portion of the town designated as a Center. The Borough is seeking \$15,000 to update their Land Use Plan element with the required Climate Change-Related Hazard Vulnerability Assessment.

Committee Chair Visioli stated that voting on the Alpha Borough and Byram Township grants would occur after presentation of both agenda items.

Byram Township, Sussex County – Stormwater Management Planning (\$32,000)

Kelley Curran, Science Manager, stated that Byram Township is a fully conforming municipality that contains both Preservation and Planning Areas. The Township is requesting \$32,000 of additional funding to meet new state requirements in the Stormwater Management Rules under the Resilient Environments and Landscapes (REAL) rules adopted by the NJDEP. Tasks include updates to the Municipal Stormwater Control Ordinance and Municipal Stormwater Management Plan, as well as the preparation of the Watershed Assessment Report (Phase 2 of the Watershed Improvement Plan). Tasks should be completed by end of 2026, possibly January 2027.

Committee Member Helen Le Frois inquired whether Byram has met all objectives of the previously awarded grants. Ms. Curran replied yes, all previous grants have been closed and they must be in order for us to provide further funding. Ben Spinelli, Executive Director, added that Byram Township has been a “star pupil,” consistently providing good work, especially by Township Engineer, Cory Stoner.

Committee Chair Visioli asked for a motion to approve Alpha Borough, Warren County – Climate Resiliency Component of the Master Plan. Committee Member Kibler made the motion and Committee Member Le Frois seconded it. All were in favor.

Committee Chair Visioli asked for a motion to approve Byram Township, Sussex County – Stormwater Management Planning. Committee Member Le Frois made the motion and Committee Member Kibler seconded it. All were in favor.

Mr. Spinelli reported that while attending the Harmony Township Committee Meeting on May 5, 2026, the Committee voted to pursue an Initial Assessment grant seeking full conformance with the Highlands RMP. Also present were two representatives from Franklin Township who informed Mr. Spinelli that they now recognize the value of working with the Highlands and are interested in seeking conformance as well.

The meeting adjourned at 12:12 pm.