

# Boundary Task Force Committee Meeting Minutes

Location: Hunterdon County Complex, 314 State Rt. 12, Bldg. 1, Flemington, NJ 08822

Date: Tuesday, April 4, 2017

Time: 8:30 – 10:00 AM

Attendees: (see “Boundary Task Force Sign-In Sheet” attached)

## Topics of Discussion

### 1. Introductions of Attendees and Opening Comments

- a. Reiterated our purpose and that we are guided by the NJGF bylaws for this task force.
- b. Several items highlighted:
  - GIS compatible maps
  - Green Acres
  - Standard ordinances for the best practices.
  - NJDEP Boundary Matters

### 2. Open Discussion

- a. We broke into two focus or core groups: GIS and Survey, topics discussed included:
  - i. Kevin mentioned insurance companies should include certain GIS components required in surveys.
  - ii. What is required of the New Jersey Administrative Code?
  - iii. Review and verify the procedure and uniformity of setting monuments.
  - iv. Contract was awarded to Civil Solutions to submit digital tax maps to the NJ Division of Taxation/Treasury.

### 3. What is the Plan?

- a. Collect all known survey and mapping standards and guidelines for the County, (major/minor subdivisions, site plans, etc.) State, (DOT, DEP, SRRA, Wetlands, Green Acres, Tax Maps, Map Filing Law, ALTA, Admin. Codes, etc.); Collect digital manual standards.
- b. How do all these standards relate? How do the best practices relate to GLIS/URISA ? The goal is to implement same.
- c. Prepare a “glossary” listing defining boundaries: Lot, Deeds, Subdivisions, DOT right of ways, easements, restrictions, etc.

### 4. Changes?

- a. Institute and apply new improved guidelines and standards improving the process of surveying, mapping and the recording of land information.

## 5. Conclusion/Action Items

Ultimately, the Boundary Task Force should stress the fundamentals of survey and mapping, why they are important and why more standards need to be either set or more stringently followed. It was suggested that another Tax Map Presentation be given to tax assessors at the League of Municipalities.

Common issues pertaining to digital standards were submitted previously by the various groups/disciplines. As a result we formed sub-groups to research and collect any available information pertaining to digital standards to be reviewed at the upcoming meetings.

The Sub-groups formed at the April 4 meeting are as follows:

- Standards from other nearby states-Pat McDonald
- DOT-Rich Rabinowitz
- County-Patty Leidner
- Green Acres/NJDEP-Sharon Cost
- NJDEP-Chris Gould
- Boundaries defined (MACURISA)-Tom Slowinski
- Surveyors-Pete Borbas
- Glossary of terminology-Kevin Zelinsky
- Guide Line/Best Practices-Peirce Eichelberger
- NJ Water Supply Authority/requirements they need for acquisition surveys-Jared Berger

Our ultimate goal is to formulate consistent standards that will educate the public, GIS, Survey and Engineering communities in the form of white papers and presentation.

## 6. Next Meeting

Just a reminder that the Boundary Task Force will be having its next meeting on May 9, 2017 at 8:30 am at the **NJOIT** located:

**300 Riverview Plaza  
Trenton, NJ 08611**