

Boundary Task Force Committee Meeting Minutes

Location: Mercer County DOT&I Complex, 300 Scotch Road - Building 1, Ewing, NJ 08628

Date: Thursday, June 22, 2016

Time: 1:00 – 2:30 P.M.

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

Topics of Discussion

1. Introductions of Attendees and Opening Comments

- a. Kevin and Peter opened with the purpose and goals of the committee and reviewed some background and history of boundary issues and the importance of standards and consistency.
- b. Several items highlighted:
 - NJGF Parcel Task Force/Parcel handbook
 - Rewrite of the NJ Division of Taxation “blue book” for digital tax maps
 - Subdivision Standards
 - Freshwater Wetlands submission standards
 - Enterprise GIS and making it better
 - Read and understand the NJGF Bylaws and staying in line with them

2. Open Discussion

- a. Topics discussed with reference to boundaries included:
 - i. Universal Parcel Identifier (UPI): “Most clerks do not have the skills to read a legal description, responsible to record it, not verify it”
 - ii. County vs. Municipal requirements for Minor Subdivisions: currently legally submitted to the clerk’s office, however, should also be resubmitted to the County Planning Board
 - iii. Gores and Overlaps
 - iv. Knowledge of the law pertaining to a boundary:
 1. Share understanding of terminology
 2. Stipulate policies from the beginning
 - v. Cape May County:
 1. Requires all major/minor subdivisions be submitted in State Plane Coordinate System
 - vi. Hunterdon County has tried to give a template to municipalities in order to add date information and adopt as a standard

3. What is the Plan?

- a. Enumerate the problems is the plan for all 565 municipalities: Educate, educate, educate!
- b. What opportunities are there to fix these problems?
- c. Green Acres (SADC program will be the same) and NJGIS has feedback mechanisms to share with the counties

4. Changes?

- a. Dept. of State is where political boundaries are recorded
- b. NJDOT ROW drawings are still currently linen
- c. An electronic tax map may not be a digital vector tax map under the current definition

5. Other Items

- a. Wetlands letter of interpretation (LOI) are good for 4 years for land owners to rely upon so State cannot come back and say something different
- b. Income for municipalities are driven by the tax map
- c. Digital signatures for PE and PLS have been adopted and are now accepted by various Agencies

6. Conclusion/Action Items

We decided to formulate a list of issues regarding land records and boundary descriptions that have been found in the course of utilizing these records in current work processes. Once we have formulated a list we will review and group issues into common topic areas and prioritize them for evaluation.

We realize that this is a complex problem and most of these issues are not under our control. We may not be able to officially address/correct many of these issues, but we can shed light on them and develop recommendations for best practices within the community who create, manage and utilize these records and datasets so we can move towards better spatial data for all that need and use it. Through better communication between the GIS and Survey communities, the goal is to strive for standardization, consistency and good metadata for the Statewide enterprise GIS.

As the County Liaison to the NJGF, I am reaching out to the County Constituency Group for examples or issues you have encountered when utilizing land records and creating/maintaining parcel or other boundary datasets. Please be as concise as possible with your examples.

Some examples of issues that I have found over the many years of utilizing land records for parcel and easement data layer development are:

- Differences between Deed/Survey descriptions for coincident boundaries on adjacent lots.
- Poor quality of Deeds – legibility, missing or erroneous information, etc.

- Poor documentation of easements (existing and proposed)
- Inconsistencies in documenting, delineated wetlands, regulated flood hazard areas/floodway/flood fringe, stream encroachment, air rights, etc.
- Poor communication and coordination between the land development review processes of regulatory agencies. Local, County, State.
- Poor documentation of parcel sources on statewide parcel datasets.

These are just a few examples of issues to get you to think about or recall issues you have encountered.

7. Next Meeting

Just a reminder that the Boundary Task Force will be having its next meeting on July 27, 2016 at 2pm at the Hunterdon County Route 12 complex located:

**314 State Route 12
Flemington NY, 08822**

**Building 1
2nd Floor Meeting Room**