

RESOLUTION NO. 2014-45

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A LETTER OF AGREEMENT WITH NJ FUTURE AND TUCKERTON BOROUGH**

WHEREAS, NJ Future is a nonprofit organization that is aiding storm-damaged municipalities to rebuild quickly and resiliently through its Local Recovery Planning Program (hereinafter, the "Program"); and

WHEREAS, the objective of the Program is to provide guidance, technical assistance, project management and staff support to develop and implement effective long term recovery and resiliency strategies; and

WHEREAS, pursuant to the Letter of Agreement, attached hereto and made a part hereof as Schedule "A", NJ Future will identify potential technical and financial resources, aid in the development of a living shoreline project for the National Fish and Wildlife Foundation Grant and assist in the development of a Strategic Recovery Planning Report; and

WHEREAS, as part of the Agreement, the Township Committee will appoint representatives to a joint steering committee to guide the public participation process and serve as a review committee for the tasks outlined in the Agreement; and

WHEREAS, it is the desire of the governing body to appoint Eugene Kobryn, John Kehm, Walter Doherty, Dave Fuller and Michael Fromosky as representatives of the Township to the joint steering committee; and

WHEREAS, it is the desire of the governing body to authorize the execution of this Letter of Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the governing body does hereby authorize the execution of a Letter of Agreement with NJ Future and Tuckerton Borough for the Local Recovery Planning Manager Program.

2. That Eugene Kobryn, John Kehm, Walter Doherty, Dave Fuller and Michael Fromosky are hereby appointed to the joint steering committee as representatives of the Township.

3. That the Township Administrator is hereby authorized to execute the Letter of Agreement with NJ Future and Tuckerton Borough, which is attached hereto as Schedule "A".

4. That a certified copy of this resolution be forwarded to NJ Future and the Borough of Tuckerton.

Motion to Approve: Nuttall Second: Gormley Roll Call:

Gormley	<u>Yes</u>
Nuttall	<u>Yes</u>
Kehm	<u>Absent</u>
Kobryn	<u>Yes</u>
Midgley	<u>Yes</u>

**CERTIFICATION**

I, **DIANA K. MCCRACKEN, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 23<sup>rd</sup> day of January, 2014.

Diana K McCracken, RMC  
**DIANA K. MCCRACKEN**, Township Clerk  
Little Egg Harbor Township

*Letter of Agreement*

January 17, 2014

***Michael J. Fromosky, Assistant Township Administrator***

Little Egg Harbor Township  
655 Radio Road  
Little Egg Harbor, NJ 08087

***Jenny Gleghorn, Administrator***

Tuckerton Borough  
140 E. Main Street  
Tuckerton, NJ 08087  
And

**New Jersey Future**

137 West Hanover Street  
Trenton, NJ 08618

Hereinafter referred to as **NJ Future**

Dear Mr. Fromosky and Ms. Gleghorn:

NJ Future is pleased to provide this letter of agreement to Little Egg Harbor Township and the Borough of Tuckerton outlining the scope of services to be provided in conjunction with NJ Future's Local Recovery Planning Manager Program. The objective of the services outlined in this agreement is to:

1. Provide guidance, technical assistance, project management, and staff support to develop and implement effective long term recovery and resiliency strategies;
2. Assist Little Egg Harbor Township and Tuckerton Borough to rebuild in a manner that anticipates and responds to future severe storms events and sea level rise;
3. Promote the planning principles Little Egg Harbor Township endorsed in **Resolution #2013-132** it passed on **July 11, 2013** and **Resolution #181-13** Tuckerton Borough adopted on **October 7, 2013** requesting that NJ Future provide a Local Recovery Planning Manager.

**SCOPE OF SERVICES**

***Task 1: Identify potential technical and financial resources***

Compile information on potential sources of technical and financial assistance that may be available from federal, state, county, philanthropic, institutional or private entities to undertake recovery projects. Based on Little Egg Harbor Township's and Tuckerton Borough's recovery plans, assist the communities to identify resources most suited to the communities' needs and project priorities. Identify eligibility criteria and outline the application process and requirements for programs deemed suitable.

***Deliverables:*** A memorandum outlining available grants and technical assistance and describing relevant application requirements and submission deadlines.

***Task 2: Ongoing community liaison***

Provide regular status updates to the project representatives from Tuckerton Borough and Little Egg Harbor Township to review progress in accomplishing the tasks outlined in this scope of services and identify critical community recovery issues. Coordinate technical assistance offered to the municipalities by various organizations, institutions and agencies to streamline interaction, eliminate duplication of effort and identify gaps.

**Deliverables:** Memoranda describing relevant technical resources that may periodically be offered to the municipalities, meeting minutes.

**Task 3: Establish steering committee**

Tuckerton Borough and Little Egg Harbor Township will each appoint up to four representatives to serve on a Joint Steering Committee to guide a public participation process and serve as a review committee for the tasks outlined in this scope of services. The joint steering committee will oversee activities to be undertaken in both towns and will meet on an as needed basis, no less frequently than quarterly. Meetings will be held at a time convenient to participants, either during the work day or in the evenings. It is anticipated that the steering committee will also include representation from Ocean County's Office of Emergency Management and Department of Planning.

**Deliverables:** Steering committee membership roster, memo describing committee structure.

**Task 4: Planning Assistance Grant/NFWF Proposal**

On behalf of Tuckerton Borough, develop an application to the New Jersey Department of Community Affairs for a Planning Assistance Grant. Develop an application on behalf of Little Egg Harbor Township and Tuckerton Borough for a living shoreline project for the National Fish and Wildlife Foundation (NFWF) grant. Work with the Federal Emergency Management Agency (FEMA), New Jersey Department of Community Affairs (DCA), and the U.S. Army Corps of Engineers (ACOE) to provide relevant information for project assistance that may be available from these agencies.

**Deliverables:** Applications for Planning Assistance Grants, and NFWF program.

**Task 5: Community Participation**

Assist in developing and implementing a public engagement strategy to:

- understand the needs and concerns of residents and business owners;
- disseminate information on homeowner assistance programs
- provide a reliable information source regarding ongoing planning activities and the status of implementation of recovery efforts;
- develop consensus to support effective long term recovery and resiliency strategies;
- convey information about methods to prepare for and respond to future severe storms and sea level rise.

Successful community engagement will be essential in order to build broad support for recovery strategy implementation. Public outreach will consist of several components including, but not limited to: assessment of current communications and outreach opportunities, both official and in use by informal groups; posting information on the community website as it becomes available; establishing a Facebook page, LinkedIn group, Twitter account and other social media presence as deemed necessary; regular posting to these accounts to inform interested parties of incentives, opportunities, new information, and upcoming meetings. Additional tools for public engagement, such as listserves, interactive web-based forums and public polling, will be recommended as appropriate based on identified objectives. The digital presence of all interested parties, including opponents of a particular initiative, will be monitored regularly, and coordinated engagement with key stakeholders will be evaluated as necessary. Regular communication between the LRPM and the steering committee will guide communications and public outreach efforts. Periodic workshops will be conducted to solicit input and familiarize the public with the findings, conclusions and recommendations of the SRPR (see below).

Steering Committee Meeting #1 - Conduct a steering committee kickoff meeting to review the scope of services described herein, develop the community participation process, and establish a project schedule

**Deliverables:** Steering committee minutes, and a memorandum which outlines a project schedule and describes likely public engagement strategies, the number and timing of public meetings to be conducted in conjunction with the tasks in this scope of services, and a description of the web-based and conventional outreach tools that will be used in the public engagement process.

**Task 6: Strategic Recovery Planning Report (SRPR) Preparation**

Work with both municipalities to develop a Strategic Recovery Planning Report (SRPR). The SRPR is intended to help guide efforts to recover from the effects of Superstorm Sandy and reduce vulnerabilities to future storms. In Tuckerton Borough, NJ Future will be responsible for the development of the entire report. In Little Egg Harbor Township, the municipality's engineer will be responsible for the preparation of the report, and NJ Future will facilitate coordination with the steering committee and develop the vulnerability assessment element of the report.

**Task 6.1 Existing Conditions Analysis and Vulnerability Assessment**

- 6.1.1 Using Flood Mapper, developed by the Jacques Cousteau National Estuarine Research Reserve, and the shared resources of the Coastal Vulnerability Index created by the NJ Department of Environmental Protection and the Coastal Vulnerability Assessment prepared by the Rutgers Climate Institute, inundation scenarios will be created, mapping areas of critical current and future vulnerability to flooding, storm surge, and sea-level rise. This assessment will be based on detailed mapping of the characteristics described in part 1 of the attached "Elements of a Vulnerability Assessment" summary. The assessment shall evaluate potential impacts of a range of hazards (coastal storm events/flood patterns, category 1-4 hurricanes, erosion, flooding, sea level rise, storm surge) for past events, existing conditions, and year 2030, 2050, 2100 planning horizons. New Jersey Future will prepare this vulnerability assessment for both Tuckerton Borough and Little Egg Harbor Township.
- 6.1.2 Based on the determination of risk prone areas identified through the analysis performed in Task 6.1.1 determine areas of vulnerability in accordance with the "Infrastructure Systems Rebuilding Principles", (attached) dated February 28, 2013 developed by the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Army Corps of Engineers (USACE) to meet eligibility requirements for CDBG-DR II funding.
- 6.1.3 Assist Tuckerton Borough and Little Egg Harbor Township to perform a "Getting to Resiliency" assessment, which will help to determine risk reduction strategies and provide a base line for the municipalities' participation in the National Flood Insurance Program Community Rating System.
- 6.1.4 Steering Committee Meeting #2 – Conduct meeting with steering committee to review findings, and maps from Task 6 existing conditions analysis and vulnerability assessment, and responses to the Getting to Resilience survey.

**Deliverables:** A narrative existing conditions analysis and vulnerability assessment report and map series documenting the findings from Tasks 6.1 to 6.3; Getting to Resiliency report results. Steering committee meeting minutes.

**Task 6.2 Alternatives Assessment**

For Tuckerton Borough, work with the municipality's engineering firm to identify and evaluate a range of alternative strategies to address current and potential flood hazards and sea level rise scenarios.

Present, for steering committee and public consideration, identified options for flood mitigation evaluating green and/or gray infrastructure including: sea walls, living shorelines, dredging, installation of bulkheads, flood storage capacity techniques, and increased permeable surfaces.

**Deliverables:** An alternatives analysis that identifies approaches to rebuilding that will be more resistant to damage from future storm events.

*Task 6.3 Implementation Strategy*

For Tuckerton Borough, develop detailed recommendations for planning and flood mitigation measures, based on information obtained through the risk assessment and engineering analysis described in Task 6.1, above. Recommend and prioritize municipal actions (short and long-range) to promote recovery from the effects of Sandy and reduce vulnerabilities to future storms. With assistance from the town engineer, for each recommendation identify major tasks, develop estimated implementation costs, delineate a timeframe for task completion and identify who should have chief responsibility to manage project implementation.

**Deliverables:** An implementation strategy that recommends and prioritizes municipal actions (short and long range) to promote recovery from the effects of Sandy and reduce vulnerabilities to future storms. The strategy will also describe proposed projects specifically related to an application for a NJ Department of Community Affairs' Post Sandy Planning Assistance Grant.

*Task 6.4 Integration with local regulations/county plan*

Task 6.4.1 For Tuckerton Borough, based on the alternatives assessment and implementation strategies described above, examine the adequacy of the existing documents listed below and describe what changes are needed, if any, to support municipal planning needs and goals related to post-storm recovery and to mitigate future storm impacts.

- Community and/or county Master Plan, land use regulations, master plan elements, Capital Improvement Plans, Stormwater Management Plan and any associated official maps.
- Ocean County's Hazard Mitigation Plan.
- Approved but not constructed site plans, and approved but not completed subdivisions.
- Adopted redevelopment plans.
- Evacuation and emergency management plans.

Task 6.4.2 Present the municipalities' proposed implementation strategies to representatives of Ocean County's Office of Emergency Management and Department of Planning to ensure that the municipalities' SRPRs are consistent with the Ocean County Hazard Mitigation Plan and that the municipalities' implementation strategies are included in the County's Plan.

**Deliverables:** Detailed plan to integrate the SRPR into local plans and regulations and the Ocean County Hazard Mitigation Plan

*Task 6.5 Draft Report*

For Tuckerton Borough, develop a report that will evaluate the impacts on affected community features and address the conditions created or exacerbated by the storm. The Report will articulate the planning goals, strategies, and priority actions that are most urgently needed to protect public safety, increase resistance to damage from future storms. It will contain detailed descriptions of each of the projects proposed; a statement of need that demonstrates how each project relates to the impacts of Superstorm Sandy; why the project is important to the economic and environmental health of the community; the major tasks associated with each project; the estimated cost of implementation;

identification of potential or actual funding sources to pay for project implementation; and estimated implementation dates.

***Deliverables:*** A draft Strategic Recovery Planning Report

Task 6.5.1 Steering Committee Meeting #3 – Conduct meeting with Steering Committee to review the draft SRPR

***Deliverables:*** Steering Committee meeting minutes

Task 6.6: *Final Report*

Based on comments from the steering committee meeting and public input process, modify, compile, prepare and submit the final Tuckerton SRPR to the steering committee, Tuckerton Council and the New Jersey Department of Community Affairs, Office of Local Planning Services.

***Deliverables:*** SRPR – 10 copies and one digital copy; Steering Committee and public workshop meeting minutes

Task 6.7: *Project Manager*

For Tuckerton Borough, prepare and submit monthly progress reports documenting major findings, issues and the status of project tasks to be completed. Progress reports will be submitted to the Project Steering Committee and the New Jersey Department of Community Affairs, Office of Local Planning Services.

***Deliverables:*** Detailed monthly progress reports

***Task 7: Develop and manage contracts in support of the living shoreline project***

Work with Tuckerton Borough and Little Egg Harbor Township to outline the needs and objectives of a living shoreline project and confer with the municipalities' engineers to evaluate suitable project options and costs. Develop a request for proposals and/or bid documents for project design and construction, advance the proposal through the municipal procurement process, and provide management and oversight of selected consultants, including review and approval of invoices and progress reports. Serve as liaison between the municipalities and various entities likely to be involved in project permitting and implementation including, but not limited to: state and federal regulators; non-profit organizations, county, state and federal funders; and technical assistance providers. Work with the ACOE to gain their assistance to dredge the municipalities' lagoons. Work with the New Jersey Department of Environmental Protection's Land Use Regulation staff, representatives of the Mystic Island Natural Wildlife Refuge, and the Forsythe Wildlife Reserve to obtain permits and permission to undertake living shoreline projects.

***Deliverables:*** Monthly status reports describing requests for proposals and project activity and efforts with various regulatory agencies and non-profit organizations to secure technical assistance, funding and permitting.

***Task 8 Economic Development Strategy***

Work with municipal staff and the steering committee to develop an economic development strategy based upon an assessment of existing land use, zoning and demographics and the existing conditions analysis and vulnerability assessment included in the SRPR described in Task 6, above. The assessment will incorporate input from the community participation process outlined in Task 5, above, and may include targeted interviews with local business owners.

Task 8.1: Steering Committee Meeting #4 - Conduct a meeting with the Steering Committee to review the conclusions of the economic analysis and the proposed economic development strategies.

*Letter of Agreement Among  
Little Egg Harbor Township,  
Tuckerton Borough and New Jersey Future*

**Deliverables:** An economic development strategy report that will describe: opportunities for business development - both type and location; recommendations to recruit and maintain businesses; and may include eco-tourism development strategies. Steering Committee meeting minutes

**Task 9: Community Rating System Program**

Assist Tuckerton Borough and Little Egg Harbor Township to complete all documentation and worksheets relating to an initial application for National Flood Insurance Program (NFIP) Community Rating System (CRS) classification. Identify strategies the communities could follow to obtain and improve their CRS ranking.

**Deliverables:** Submission of an application for CRS classification. A memorandum on strategies the community could employ to improve CRS ranking

**Additional Services**

This scope of services may be expanded, through mutual agreement of the parties, to encompass additional tasks that Little Egg Harbor Township and/or Tuckerton Borough deem critical to their respective recovery strategies.

**Responsibilities of NJ Future**

NJ Future will be responsible to designate a program manager who will be responsible for management and oversight of the Local Recovery Planning Managers. NJ Future will work with Tuckerton Borough and Little Egg Harbor Township to provide direct and ongoing assistance to help the municipalities develop and implement long term recovery strategies as outlined in the above task descriptions.

**Responsibilities of the Municipalities**

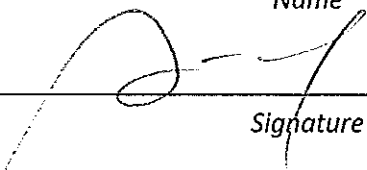
The municipalities will be responsible for the publication of public notices, press releases and other advertisements and providing for suitable meeting space for all steering committee and public meetings. The municipalities will make every effort to reach out to residents of the community and all interested parties to invite them to project-related meetings to promote an active and effective community engagement process.



Letter of Agreement Among  
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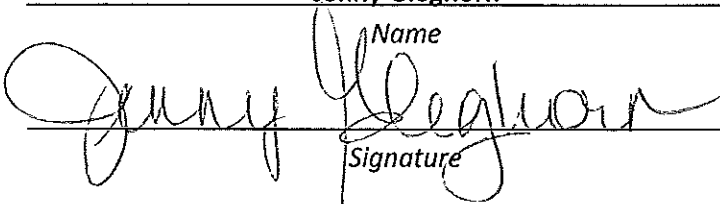
Agreed to and accepted by:

Little Egg Harbor Township

\_\_\_\_\_  
Garrett Loesch  
Name  
  
Signature

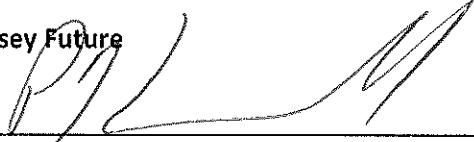
\_\_\_\_\_  
Township Administrator  
Title  
01-27-14  
Date

Tuckerton Borough

\_\_\_\_\_  
Jenny Gleghorn  
Name  
  
Signature

\_\_\_\_\_  
Township Administrator  
Title  
1/24/14  
Date

New Jersey Future

  
\_\_\_\_\_  
Peter Kasabach, Executive Director

\_\_\_\_\_  
1/30/14  
Date

**ELEMENTS OF A VULNERABILITY ASSESSMENT<sup>1</sup>**

1. Flood Prone Determination Need to map exposure based on a range of potential hazards (coastal storm events/flood patterns, category 1-4 hurricanes, erosion, flooding, SLR, storm surge) and time frames (past events, existing conditions, 2030, 2050, 2100)

- Slope: low lying coastal areas with very little slope (1% or less)
- Flood Prone Areas: FEMA FIRM V-Zones/A-Zones, 100-year Floodplain, 500-year Flood Plain
- Drainage: Well-drained to poorly-drained soils, SSURGO classifications
- Erosion: susceptibility characteristics, historic shore lines
- Geomorphology: shoreline types
- Storm Surge: Inundation scenarios mapping needs to differentiate shallow flooding due to typical seasonal tidal activity (spring tides), storm surge and SLR at mean high water and mean higher high water

2. Vulnerability Analysis – community assets that are located within hazard-prone areas

- Built environment, natural resources, social vulnerability (at block- or parcel-level), current land use patterns, zoning, master plan vision
- repetitive loss/severe repetitive loss, extent of Sandy damage, insurance claims and payouts, ratables loss

Built-environment includes:

- Evacuation Routes, power and communications systems, emergency shelters, hospitals
- Roads, Bridges, railroads, public water, sanitary sewer systems, stormwater discharge structures
- Police and Fire
- Municipal buildings/public works facilities
- Parks and recreation facilities, Schools, Libraries, Museums, Landmarks, historic/cultural facilities, post offices, prisons
- Community Centers, Nursing Homes, houses of worship
- Business districts, shopping centers, manufacturing sites
- Point source pollution sites, landfills, gas stations, dry cleaners, brownfields sites, known contaminated sites
- Housing (type (SFD, multi-family, mobile homes, built prior to NFIP)
- Development density (housing units/sq mile)

Mapped natural resources include:

- Wetlands, forest lands
- Environmentally sensitive lands (beaches, bulkheads, dikes, marshes, open waters, coastal barrier resources)
- Conservation easements
- Blue acres/green acres lands

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<sup>1</sup> Based on *Coastal Communities Vulnerability Assessment Mapping Protocols*, NJDEP Office of Coastal Management, 12/11

Social vulnerability includes:

- Population density
- Elderly, minority, lower income/poverty, disabled, youth, single-parent/single-mother head of household, homeless