

# Boundary Task Force Committee Meeting Minutes

Location: NJOIT, 300 Riverview Plaza, 2nd Floor, Trenton, NJ 08611

Date: Tuesday, October 17, 2017

Time: 9:30 – 11:00 AM

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

## Topics of Discussion

### 1. Introductions of Attendees and Opening Comments

- a. **REESTABLISHED** our purpose and that we are guided by the NJGF by-laws for this task force.
- b. The items highlighted:
  - Better higher quality data for enterprise GIS
  - Parcel Standards (gore/overlaps, right of ways, easements/takings, wetlands, etc.)
  - Create better data to import. “Boundary” is a broad term
  - Better define the “State Enterprise GIS”
  - Define Tax Map Standards/Digital Submission Standards
  - Green Acres standards – update – July 2017

### 2. Open Discussion

- a. Reports from the subgroups formed are as follows:
  - **Standards from other nearby states-Pat McDonald**  
Pat was unable to dedicate the time needed to complete his research due to other time constraints. He will complete research for the next meeting.  
Russ Kauffman, suggested review North Carolina’s digital standards as he feels they would be a good fit, for New Jersey, especially regarding land title issues. Pat will research and follow up for the next meeting.
  - **County-Patty Leidner**  
Patty was able to complete her research and submitted a report (see attached). She found that there was not a lot of digital standards at the County level. She found her own, Hunterdon County, digital standard is the most effective and I suggested if that is what she likes and she did not find anything comparable, to update her own accordingly. This way she could set the bar for Statewide County Standards for digital submissions and we can add this standard to our “best practice” draft. Merrilee Torres of Burlington County, offered to assist Patty with her County standards.

- **Green Acres/NJDEP-Sharon Cost**  
Sharon was unable to attend the meeting due to conflict, however, she submitted the latest Green Acres Standards, updated July 2017. They were briefly reviewed, and will be further discussed at the next meeting, when Sharon can attend. The BTF has entertained using the Green Acres Standards for our digital standards as a best practice moving forward.
- **NJDEP-Chris Gould**  
See Green Acres report
- **Surveyors-Pete Borbas**  
Pete reaffirmed the NJGF by-laws at the meeting and stressed the importance of understanding and following the by-laws by the committee. He and Russ began comparing notes on defining a survey, the anatomy of a survey, consistency, the purpose of the survey based on the owner requirements. There are reasons why “defining a boundary” is a broad term, because we also discussed its terminology. It was at this point I mentioned the common denominator between surveyors and GIS professionals, is having confidence in the data and knowing when to use it and why. The Committee agreed, which will be the theme of our next conference call meeting.
- **NJDEP-Thomas Slowinski**  
Tom is still researching County digit standards. He was unable to complete due to conflicts. He hopes to have his report complete for the next meeting.
- **Glossary of terminology-Kevin Zelinsky**  
Kevin researched commonly used terminology with regard to survey and boundary definitions using the “Glossary of Mapping Sciences” as a great resource for the definitions of these commonly used terms. Kevin’s intent is to use excerpts from this document as part of our best practice manual with the agreement of the Task Force. Russ Kauffman, offered Kevin, his assistance with this task.
- **NJ Water Supply Authority/requirements for acquisition surveys- Jared Berger**  
Jared provided the current procedures his organization requires when collecting land base information. He will continue to research the standards and schema for other utility based organizations, such as, NJ American Water, PSE&G, etc. He will report further at the next meeting.

### 3. What is the Plan?

Common issues and questions affecting digital standards to be discussed:

- i. The anatomy of a survey, subdivision and easement.  
Who authorizes a survey? What needs to be detailed and why? Why do we need a good survey base? Details should be consistent.
- ii. Metadata  
Needed to describe the method of preparing a survey.

iii. BRAC

Document to be discussed at the next meeting.

**4. Changes?**

The following suggestions are still relevant and being discussed: Include Minor Subdivisions under the Map Filing Law; Third parties are protected under Minor Subdivision Map Filing Laws; No final survey should go to the County from local municipalities; Prepare a letter from the Task Force to the Executive Committee supporting ideas for minor subdivisions to include GIS components. Terminology is an issue and should be detailed. Can/Should time stamped data be collected for field work? Can/Should GIS become survey data? These will go far in educating the private and public sectors as well as support the NJGF by-laws.

**5. Conclusion/Action Items**

Our ultimate goal is to formulate consistent standards that will educate the public, GIS, Survey and Engineering communities by researching and reporting on what best practices are being used for digital standards in other states, agencies, departments, etc. Once collected, reviewed and discussed, we would approve and adopt the best practices for NJ and put together our own “Best Practices” guide as a “draft” product from the BTF effort for consideration by the Executive Board.

The Executive Board is looking for the BTF to have this “draft” document prepared and submitted for review and consideration by the December 2017 board meeting.

Kevin Zelinsky will also format all collected reference documents to Pat McDonald to be posted and shared with the BTF.

**6. Next Meeting**

Just a reminder that the Boundary Task Force will be having its next meeting on October 31, 2017 at 8:00 am – 9:30 am via Webex/Conference Call.

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County	Minor Subdivision/ State Plane/ Digital	Major Subdivision/ State Plane/ Digital	Major Residential Site Plan/ State Plane/ Digital	Major Non-Residential Site Plan/ State Plane/ Digital	Minor Residential Site Plan/ State Plane/ Digital	Minor Non-Residential Site Plan/ State Plane/ Digital	Open Space Preservation/ State Plane/ Digital	Farmland Preservation/ State Plane/ Digital	Copy of Land Development Standard Provided	Notes:
Atlantic										
Bergen										
Burlington	N/N/N	N/N/N	N/N/N	N/N/N	N/N/N	N/N/N	GA/Y/Y	YD/Y/Y	Y	No State Plane or Digital Submission Standards. Green Acres for OS and SADC for Farmland Survey Requirements.
Camden										
Cape May	YS/Y/Y (not fully enforced)	YS/Y/Y (not fully enforced)	YS/Y/Y (not fully enforced)	YS/Y/Y (not fully enforced)	YS/Y/Y (not fully enforced)	YS/Y/Y (not fully enforced)			Y	Cape May County requires Cad or an ESRI format in NAD 83 State Plane Coordinates/ NAVD 88 but we will accept a file not in State Plane coordinates at this time. We will charge a fee of \$25 per lot if no .dwg/ESRI file is submitted (pg 131) or the digital file is not scaled.
Essex										
Gloucester										
Hudson										
Hunterdon	YS/N/N	YS/Y/Y	YS/Y/Y	YS/Y/Y	YD/N/N	YD/N/N	GA/Y/N	SADC/Y/Y	Y	State Plane Digital Submission required for Major Subdivisions, Residential Site Plans and Non-Residential Site Plans. 3 corners to be located with N & E coordinates and monumented. The monumented prortion is not truly enforced.
Mercer	YS/N/N	YS/N/N	YS/N/N	YS/N/N	YS/N/N	YS/N/N	GA/Y/Y	SADC/Y/Y	Y	No State Plane or Digital Submission Standards. Green Acres for OS and SADC for Farmland Survey Requirements.
Middlesex										
Monmouth										
Morris	N/N/N	YD/Y/Y	N/N/N	N/N/N	N/N/N	N/N/N	N/N/Y	N/N/Y	N	Is planning on implementing a digital submission requirement for minor subdivisions and site plans as well this year. I have not been able to get any particulars on what they will be requiring.
Ocean	YS/Y/N	YS/Y/N	YS/Y/N	YS/Y/N	None	YS/Y/N	YD/Y/Y	YD/Y/Y	Y	standards, no info yet on how the coordinates are required to be collected. I looked through all the information on the link you sent and couldn't find any mention of requiring the 3 corner coordinates. <b>Do you have standards on how those corners are to be located, accuracy and coordinate system, etc.?</b> Our horizontal and vertical datums are respectively:  "New Jersey State Plane Coordinate System" (NJSPCS) based on the North American Datum of 1983. (Conrad has additional information requirements for the coordinates relating to Grid, Ground Adjustment, Scale Factor and Point of Origin)  "North American Vertical Datum of 1988" This datum supersedes the previous National Geodetic Vertical Datum of 1929, which you might see on surveys until late 2006 because the OC FEMA Flood Maps were in the 1929 datum until the 9-29-2006 Map Revision.  We do require that all work is done utilizing the U.S. Survey Foot, not any other unit of measurement.
Pasaic										
Salem	YS/Y/N	YS/Y/N	YS/N/N	YS/N/N	YS/N/N	YS/N/N	GA/Y/N	SADC/Y/Y	Y	I do not see anything in their regs that require state plane on anything.
Somerset	N/N/N	YS/Y/Y	N/N/N	N/N/N	N	N/N/N	YS/Y/Y	YS/Y/Y	N	Did not receive the actual standard
Sussex										
Union										
Warren	YS/Y/N	YS/Y/Y	YS/Y/Y	YS/Y/Y	None	YS/Y/Y	N/Y/N	YS/Y/N	Y	I do not see anything in their regs that require state plane on anything.  Prior to the unconditional approval of the final Major subdivision map, applicant must provide the latest revised subdivision map to the county in an AutoCAD format.  Prior to the unconditional approval of a minor subdivision or Lot Line Adjustment the applicant must provide a PDF depicting the new lot lines. PDF is not digital submission.  If applicable the county road and/or bridge improvement plans shall also be submitted on 4 mil mylar and AutoCad format.

YS – yes one standard is applied across each survey submission type  
YD – yes, each survey submission type has a unique standard applied