

**Final Report
of the
New Jersey Geospatial Forum
Parcel Task Force**

December 5, 2008

**Respectively submitted
on Behalf of the
Parcel Task Force by
Dawn F. McCall, GISP**

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Final Report
The New Jersey Geospatial Forum's Parcel Task Force

Executive Summary:

The New Jersey Geospatial Forum's Parcel Task Force was formed in November of 2004 as one of the original task force groups.. Members of the Forum widely recognized the need for a statewide parcel data layer, so the Parcel Task Force was created as a focus group charged with identifying problems and making recommendations to the Executive Committee. Over the past four years, the Task Force has made significant strides, gathering information about existing parcel data and providing many recommendations. The information gathered was shared with the New Jersey Office of GIS, the New Jersey Division of Taxation, and many others, which helped keep the issue elevated and visible to the State and the GIS community as a whole. The Mission of the Parcel Task Force, which is to facilitate the development of a seamless GIS Digital Parcel Layer, is well on its way to being accomplished. This document outlines the goals and accomplishments of the focus group and is the basis for a recommendation to discontinue the New Jersey Geospatial Forum Parcel Task Force.

Major Accomplishments:

- Establish the status of parcels in all 21 counties; 4 regional areas and 284 Municipalities
- Made recommendations to the New Jersey Society of Professional Land Surveyors that they draft a letter to the NJ Division of Taxation in support of Digital Tax Mapping Standards that would facilitate the development of a statewide digital parcel layer.
- Made recommendations to the NJGF Executive committee that they draft a letter to the NJ Division of Taxation in support of digital standard for the management of Tax Maps. Since digital Tax Map standard, including provisions for continued map maintenance, implemented by the Division of Taxation would be a constructive first step toward the development of consistent and accurate digital mapping information. This data could then be used as the foundation for a state-wide GIS parcel layer.
- Provided status reports of the state of parcel development to the NJGF at quarterly meetings
- Development of an online application to allow Parcel Task Force Members to input data about the existence of parcels.
- Review of the ROMONA program
- Sharing data with OIT to help jump start their Statewide Parcel Edge Matching Project

Recommendations:

As part of our final report, the New Jersey Geospatial Forum's Parcel Task Force would like to make the following recommendations:

- Migrate our application developed to enter data about existing parcels from Civil Solutions application servers to the State's and keep the application running.
- Transfer the documents collected from Civil Solutions FTP site to the NJGF site so the documents can be used for reference.
- Incorporate the data we created into NJGIN or another public accessible location.
- Make information we collected available to future Task Forces (example digital submissions)
- We suggest that a Task Force be established at regular intervals to review the data and update it.
- Regardless of the existence of a specific task force, we believe that there should be regular updates about PAMS and Digital Tax Maps either via the forum announcements or email updates.

Final Report

The New Jersey Geospatial Forum's Parcel Task Force was formed in November of 2004 during the original "Task Force Dot Tally". Shortly after the conception of the Jersey Geospatial Forum's Parcel Task Force the following mission and Action Items were developed:

Mission Statement:

To facilitate the development of a Seamless GIS Digital Parcel Layer through the development of a Best Practices Methodology to move forward towards a statewide digital parcel layer and maintenance thereof for the State of New Jersey.

Action Item

Approximate Date

- | | |
|---|--------------------------|
| • Development of Mission Statement and Action Items
To assess and evaluate the existence of parcels across all levels of Government throughout the State of New Jersey in a multi phase effort | 11/15/2004 |
| ○ Phase 1: "League" Survey <ul style="list-style-type: none">▪ Compile Data | 11/15-11/18
12/3/2004 |
| ○ Phase 2: Internal TG Evaluation of "Status of NJ Parcels" <ul style="list-style-type: none">▪ Analyze Data for Completeness for County Level | 3/2005 |
| ○ Phase 3: "Status of NJ Parcels" Survey
focused on Counties <ul style="list-style-type: none">▪ Compile Data | 6/2005 |
| ○ Phase 4: "Status of NJ Parcels" Survey
focused on Municipalities <ul style="list-style-type: none">▪ Compile Data | 6/2005 |
| • Report on Status Of New Jersey's Parcels | 9/2005 |
| • Stay apprised on NJSPL/ Division of Taxations
Progress with Digital Tax Map Regulations | On going |
| • Development of Best Practices Methodology Manual | TBD |
| • Development of Regulations designed to facilitate Parcel Development | TBD |

With our mission set, the Parcel Task Force set out to complete our goals.

Our first attempt at gathering parcel data was at the NJ League of Municipalities in 2004. This was one of the first steps on a long journey. Then it was decided to start with Regions and Counties before attempting to collect data on the municipalities. A group of volunteers offered to reach out to the counties and collect the required data for the full survey. Each volunteer filled out the “Full Survey” for the county. All the forms were then returned to the Parcel Task Force Chair for compilation. This phase of the parcel survey data input was a pilot. It was found that getting the information from the counties was not too difficult; however compiling the data afterwards proved to be a difficult task. The Task Force discussed different data models for compiling this data; but the volunteers who said would provide input did not, so the Chair decided on how the data would be compiled. Then all the data was compiled into a single source. During this process of manual data entry; it was quickly realized how much work it was to input the data and do follow ups to fill in the gaps.

Soon later it was discussed that we should develop an online web application that would allow individuals that volunteered to collect data to do the data entry themselves. We discussed this possibility for quite a long time. We had a volunteer to compile this web application; but it never worked out. Then Rich Rehmann of Civil Solutions offered to develop an application for the Task Force. That application was developed and the functionality was reviewed by the Task Force. After a little tweaking the application was up and running; ready for the Task Force Members to input the data from their municipalities they volunteered for. In addition, all the data previously collected was incorporated into the new application. Example web forms for this application are included in the appendices.

As the Parcel Task Force was working on our mission it was discussed that the NJ division of Taxation was again considering the idea of Digital Tax Map Submissions. The topic was discussed at the Parcel Task Force and along with the members of NJSPLS who hold dual membership, the idea of having both NJSPLS and the NJGF Executive Committee each draft a letter in support of this renewed effort. Letters were drafted and submitted to each organization for to be sent. In November of 2005 NJSPLS sent their letter to the Division of Taxation and in March of 2005 the NJGF Executive Committee their letter.

Concurrently while the data collection at the League and for the Counties the Parcel Task Force was progressing, the Parcel Task Force was also collecting digital submission standards and Digital Parcel Standards. During this time the following documents were collected and reviewed:

1/26/06	Materials	ROMONA Announcement
3/31/05	Materials	NJSPLS Standards Questionnaire
3/31/05	Materials	NJSPLS Standards Cover Letter
3/31/05	Materials	NJSPLS Standards Results
3/31/05	Materials	DE Acceptable Use of Orthos
1/13/05	Materials	PGDSS version 1.0
1/13/05	Materials	Cadastral Land Description
1/13/05	Materials	Data Models
1/13/05	Materials	American National Standard: Cadastral Standards
1/13/05	Materials	NSDI Cadastral Core v6

1/13/05	Materials	NJDI Cadastral Data Content v1.3
1/13/05	Materials	SMAC/ URISA 1999 NJ Parcel Mapping Handbook
11/4/04	Materials	Current State Tax Map Standards
11/4/04	Materials	NJSPLS Digital Tax Map Recommendations

These documents are currently housed on an FTP site at Civil Solutions. The Task Force was reviewing the above mentioned documents for ideas to develop a uniform digital parcel standard. It was decided that it would be easier to wait until we have a majority of the parcels inventoried, so we can compare all the available standards. Therefore, this process was put on hold. However, we did continue to collect the information about who had digital submission and digital parcel standards. As our parcel status collection lingered the Executive Committee requested that we change our mission to such a broad range of things to a small scope task. Therefore, the Parcel Task Force changes its mission to focus on the collection of the status of parcels in the State on New Jersey.

Throughout the entirety of that Parcel Task Force updates and information was provided to the community in various ways. While the Parcel Task Force was quite active there were updates given to the NJGF at the quarterly meetings. In addition to these reports, the Chair got many specific inquiries about data. Since the data was not “public” yet, the entire dataset was not delivered to any individuals, but the Chair would answer specific questions about specific areas.

As participation in the Parcel Task Force, specifically willingness to collect the data about the Municipal Parcel Status, dwindled, the Parcel Task Force began to think about wrapping up in early 2007. However, the Chair was approached by OGIS and the Executive Committee to continue the Parcel Task Force to try to complete the Municipal Survey. The Executive Committee acknowledged that this task is a quite large undertaking and that it would require much dedication from the group of volunteers working on it, and that the efforts were much appreciated. At that time it was discussed that the state was considering a parcel edge matching project in the near future. It was hoped that the Parcel Task Force could continue to collect data until March 2008. It was also discussed that the Parcel Task Force could release the data collected to OGIS for their project. This was the state’s project was not just edge matching the county parcels which was fairly known to the GIS community; but using the most accurate data available for their project. In January of 2008, the data we collected was shared with OGIS for use in some upcoming projects.

As time passes, active participation in the Parcel Task Force and the collection of data slows; it again is time to discuss wrapping up the Parcel Task Force. Since we have previously discussed the possibility of wrapping things up, we have already gathered our list of recommendations. The Chair has compiled this final summary report with a long list of appendices showing mile stones, agendas, minutes, accomplishments and other related documents that give a overall picture of the Parcel Task Force during the almost 4 year time line. The major accomplishments and recommendations were listed at the beginning of this report. This final report with all appendices was submitted to all current members (members listed in the index) via the Parcel Task Force List Serve for comments. All comments were incorporated into this final report.

This report is respectively being submitted to the New Jersey Geospatial Forum Executive Committee by the Chair of the Parcel Task Force, Dawn F. McCall, GISP, for their review and consideration.

Appendices

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Appendix 1

Tally from Initial Task Force Dot Meeting (10/3/2004)

Parcel mapping/ administrative boundaries/ tax mapping/ parcel data model (144 dots)

Topics:

- 1) Parcels/ tax maps
- 2) Interagency parcel standards
- 3) Maintenance
- 4) Parcel ID/ MODIV/PAMS
- 5) Existing digital parcel mapping
- 6) Easements

Task Force Volunteers:

Don Walby	
Dawn Hunter	
Richard Carolson J.	
Dom Elefante	NJMC
Raymond Bunn	
Arnold Barnett	
Sean Zhang	Bergen County
Steve Rice	
Peter Moore	
Merrilee Torres	
Patricia Douglas	Taxation
Carol Hartigan	Taxation
William Thomas	
Patty Leidner	
Joel Falk	
John Pavek	
Matt Woodmansee	
Sam DiDonato	Taxation

Appendix 2

11/04/04 Parcel Task Force Meeting Sum

Thank you to all who braved the weather last week to attend to the first NJ Geospatial Forum Task Force Meeting!!!! The following are a few items that need attention.

1. I think it was a very productive meeting where our goals of sketching out a Mission Statement and some action items were accomplished. Below you will find the draft of the Mission Statement and action items as discussed at the meeting. Please send all comments back to me prior to end of day 11/11/04 so I can compile them into our official statement and the League Survey.

Mission Statement:

To assess and evaluate the existence of parcels throughout all levels of Government throughout the State of New Jersey, to facilitate the development of parcel through the development of a Best Practices Methodology to move forward towards a statewide digital parcel layer and maintenance thereof for the State of New Jersey.

<u>Action Item</u>	<u>Approximate Date</u>
Development of Mission Statement and Action Items	11/15/2004
“League” Survey (see previous below)	11/15-11/18
Development of Detailed “Status of NJ Parcels” Survey	TBD
Internal Task Group Evaluation of Status of NJ Parcels	TBD
Remainder of counties divided amongst the group for follow-up	TBD
“Status of NJ Parcels” Survey focused on Counties	TBD
“Status of NJ Parcels” Survey focused on Municipalities	TBD
Stay appraised on NJSPLS/ Division of Taxations Progress with Digital Tax Map Regulations	TBD
Development of Best Practices Methodology Manual	TBD

2. The "League" Survey has been approved by the Executive Committee, below is a draft. Please respond with any comments ASAP. Also if you are attending the League and would be willing in participating in administering the survey please let me know. Once the survey is finalized I will forward it to all those participating for them to print (on WHITE paper without changing the font or size).

Mission statement: TBD (We the Parcel Task Force of the New Jersey...)

Entity/Municipality: _____

Your Name: _____

Your Affiliation: _____

Your Address: _____

Your City: _____ Your State: ____ Your ZIP: _____

Your Phone: _____ Your Email: _____

1. Do you have parcels? _____ Yes _____ No

2. Do you have metadata? _____ Yes _____ No

3. What is the availability of the parcels? _____ Freely _____ Limited

4. Do you maintain the parcels regularly? _____ Yes _____ No

Should you have any questions regarding this survey or the results please contact either:

Dawn F. Hunter, GIS

Richard Rehmann

Task Force Chair of the NJ Geospatial Forum Chair of the Executive Committee of the NJ Geospatial Forum

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609.704.8011 fax

3. The purpose of the “Status of NJ Parcels” Survey is to help determine how close New Jersey is to a state wide parcel layer. The data for this survey is proposed to be developed in 4 phases. Phase 1: A short survey to participants of the League of Municipalities. Phase 2: The full survey completed by Task Force participants to begin to compile data. Phase 3: The full survey focused on County and Regional Users. Phase 4: Distribution and Follow-ups to fill in the gaps for the rest of the state in regards to Parcel Status.

Outline for “Status of New Jersey’s Parcels”:

(to be distributed to county, municipal levels and possibly regional authorities)

All Participants

- Do you have digital parcels?
- If so can we be provided with your scope of work?
- What is the availability?
- Does it contain metadata?
- Is it listed on NJGIN?
- What is the file format?
- What is the mapping scale?
- What is the linear or geometric accuracy?
- What is the positional accuracy?
- What is the database structure?
- When were they developed?
- What is the maintenance schedule?
- Name of person giving information?
- If additional technical information is required, who should be contacted?
- Are you requiring digital Submissions of Major Subdivisions and/or site plans?
- If so can we have a copy of your Standard?
-

Additional questions for Municipal Participants

- Do you have digital Tax Maps?
- Were they developed in conjunction with your parcels?
- What is the linear/geometric accuracy?
- What is the positional accuracy?

4. Lengthy discussions regarding development of a Regulatory document for Parcel development vs development of a Best Practices Manual for Parcel Development were had. Some felt that developing a Regulatory document might be too long a process, while others felt that developing a Best Practices Manual to later develop a Regulatory Document possibly with different standards might cause confusion. Although everyone seemed to be all right with developing a Best Practices Manual that clearly states that a regulatory document will be following some time in the future and that the Best Practices Manual is an interim solution while no Regulations exist.

5. Additional items that were discussed for follow up:

Idea I:

If through our survey, data is found to exist without metadata, is it possible to offer to compile the metadata for the data in exchange for the user allowing the data to be hosted on NJGIN? Are there resources at OGIS to assist in this effort?

Action: Joel Falk to follow-up with NJGIN/Suzy Hess

Idea II:

John Bocchino from DEP is very active in training people in metadata. He may have some resources to help accomplish this.

Action: John Thomas to follow up the John Bocchino

Idea III:

The Standards Task Force is forming to look at standards for data and such.

Action: Atanas Entchev is on this Task Force and will facilitate communications between the groups.

Idea IV:

Update on the status of the Assembly Bill removing GIS from OPRAH.

Action: Dawn Hunter will follow up with the Central Jersey Users Group as to the status of this Bill.

6. See attached files for current Tax Map Standards and the document developed by NJSPLS in 2001 with Digital Standards (please note the later of the documents are only proposed and not officially adopted)

If anyone sees anything that I may have missed, please let me know so we are all on the same page.

Appendix 3

Mission Statement Submitted to the Executive Committee

From: _Hunter, Dawn
Sent: Monday, November 22, 2004 4:17 PM
To: 'rrehm'
Subject: NJGF Mission Statement & Presentation 000710

Rich,

Attached is the mission statement that I will most likely be the final one. I am a little hesitant to make commitments to completion dates for anything; so far I am not getting a lot of feed back from email and not a lot of follow up from the meeting. As much as I would love to do things via email, I do not see it accomplishing anything.

Also, can you give me a little more info on what the Exe Committee would like to see on the 3rd? I can present this mission statement, and say we attempted to give a survey at the league, but I have not gotten any feed back from anyone else about the results of the survey.

Hope to chat soon.

Dawn

Dawn F. Hunter, GISP

Director of GIS

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Mission Statement:

To facilitate the development of a Seamless GIS Digital Parcel Layer through the development of a Best Practices Methodology to move forward towards a statewide digital parcel layer and maintenance thereof for the State of New Jersey.

<u>Action Item</u>	<u>Approximate Date</u>
<ul style="list-style-type: none">• Development of Mission Statement and Action Items• To assess and evaluate the existence of parcels throughout all levels of Government throughout the State of New Jersey in a multi phase effort	11/15/2004
<ul style="list-style-type: none">○ Phase 1: "League" Survey<ul style="list-style-type: none">▪ Compile Data○ Phase 2: Internal TG Evaluation of "Status of NJ Parcels"<ul style="list-style-type: none">▪ Analyze Data for Completeness for County Level○ Phase 3: "Status of NJ Parcels" Survey focused on Counties<ul style="list-style-type: none">▪ Compile Data○ Phase 4: "Status of NJ Parcels" Survey focused on Municipalities<ul style="list-style-type: none">▪ Compile Data	11/15-11/18 12/3/2004 3/2005 6/2005 6/2005
<ul style="list-style-type: none">• Report on Status Of New Jersey's Parcels• Stay appraised on NJSPLS/ Division of Taxations Progress with Digital Tax Map Regulations	9/2005 On going
<ul style="list-style-type: none">• Development of Best Practices Methodology Manual• Development of Regulations designed to facilitate Parcel Development	TBD TBD

Appendix 4

Below is the League Survey that was distributed at multiple booths at the NJ League of Municipalities in 11/2004. It should be noted that there were not many responses to their survey.

Mission Statement: We the Parcel Task Force of the New Jersey Geospatial Forum, are compiling a survey to determine the existence of parcels throughout all levels of government within the State of New Jersey, to assess the status of New Jersey's goal to develop a Statewide Seamless Digital Parcel Layer.

Entity/Municipality: _____

Your Name: _____

Your Affiliation: _____

Your Address: _____

Your City: _____ Your State: _____ Your ZIP: _____

Your Phone: _____ Your Email: _____

1. Do you have Digital Parcels? _____ Yes _____ No
2. Do you have metadata? _____ Yes _____ No
3. What is the availability of the parcels? _____ Freely _____ Limited
4. Do you maintain the parcels regularly? _____ Yes _____ No

Should you have any questions regarding this survey or the results please contact either:

Dawn F. Hunter, GISP

Richard Rehmann

Task Force Chair of the NJ Geospatial Forum Chair of the Executive Committee of the NJ Geospatial Forum

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Appendix 5

Full Parcel Survey (12/4/2004)

Digital Parcel Survey

Mission Statement: We the **Parcel Task Force of the New Jersey Geospatial Forum** are compiling a survey to determine the existence of parcels throughout all levels of government within the State of New Jersey, to assess the status of New Jersey's goal to develop a Statewide Seamless Digital Parcel Layer.

Entity/Municipality: _____

Your Name: _____

Your Affiliation: _____

Your Address: _____

Your City: _____ Your State: _____ Your ZIP: _____

Your Phone: _____ Your Email: _____

1. Do you have Digital Parcels? _____ Yes _____ No
 2. If so can we be provided with your scope of work? _____ Yes _____ No
 3. Do you have complete metadata? _____ Yes _____ No
 4. If No metadata exists then:
 - a. What is the file format? _____
 - b. What is the mapping scale? _____
 - c. What is the linear or geometric accuracy? _____
 - d. What is the positional accuracy? _____
 - e. What is the database structure? _____
 - f. When were they developed? _____
 5. What is the availability of the parcels? _____ Freely _____ Limited
 6. Do you maintain the parcels regularly? _____ Yes _____ No
 7. What is the maintenance schedule? _____
 8. If additional technical information is required, who should be contacted? _____
-
9. Are you requiring digital Submissions of Major Subdivisions and/or site plans? _____ Yes _____ No
 10. If so can we have a copy of your Standard? _____ Yes _____ No
 11. Do you have digital Tax Maps? _____ Yes _____ No

12. If so what form are they in? _____
13. If so can we be provided with your scope of work? _____ Yes _____ No
14. Were they developed in conjunction with your parcels? _____ Yes _____ No
15. What is the linear/geometric accuracy? _____
16. What is the positional accuracy? _____

Should you have any questions regarding this survey or the results please contact either:

Dawn F. Hunter, GISP

Richard Rehmann

Task Force Chair of the NJ Geospatial Forum Chair of the Executive Committee of the NJ Geospatial Forum

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Additional Information about NJ Geospatial Forum can be found at https://njgin.state.nj.us/NJ_NJGINExplorer/index.jsp

Appendix 6

A letter sent by NJSLS regarding Digital Tax Maps and Parcels. Input from the Parcel Task Force helped shape this letter.



November 23, 2004

Stephen Sylvester

Assistant Director of Property Administration

State of New Jersey Department of the Treasury

Division of Taxation, Property Administration

50 Barrick Street

PO Box 251

Trenton, NJ 08695-0251

Re: **Digital Tax Mapping**

Dear Mr. Sylvester,

In 2001 the Division of Taxation asked the New Jersey Society of Professional Land Surveyors (NJSPLS) to assist in amending the New Jersey Administrative Code that deals with the format and contents of municipal tax maps. Please see the attached letter from James Coll dated August 1, 2001. The goal was a re-write of the current standards

for preparation of Tax Maps, commonly known as the “Bluebook”. The purpose of the re-write is to develop a procedure and standard for the Division of Taxation to accept Tax Maps in a digital format from surveyors. Additionally the Tax Maps would be maintained in a digital format.

The Parcel Subcommittee of the NJSPLS GIS Committee agreed to take on this task for the Division of Taxation. On February 19, 2002 the Parcel Subcommittee offered a draft entitled “Suggested General Provisions, Scope and Definitions for Digital Tax Mapping in the State of New Jersey”. I have enclosed a copy of this draft.

At the time, the NJSPLS GIS Committee was very involved with the New Jersey State Mapping Advisory Committee (SMAC) to assist with the implementation of Geographic Information System (GIS) infrastructure in the State of New Jersey. The SMAC Parcel Layer Implementation Team was to develop a statewide seamless parcel layer. I have also enclosed the Digital Parcel Mapping Handbook that SMAC prepared in 1999. The most cost effective and best available data for parcel mapping are the hardcopy tax maps that every municipality in the State has. This data was not originally created in, or to be part of, a seamless digital parcel layer. There are no current tax map requirements or standards for geo-referencing the lots, easements, right of ways, etc. (parcels) into the State Plane Coordinate System, which is essential for a Seamless Parcel Layer and Statewide GIS .

Since the transformation from hardcopy drafting techniques to Computer Aided Drafting (CAD) in the 1980's and 1990's, surveyors have been creating and maintaining tax maps in digital format, plotting individual sheets and then submitting those sheets to Taxation for review and approvals. Some municipal surveyors are currently preparing and forwarding digital tax maps files to County agencies for inclusion in County GIS parcel layers.

There are other branches of the government that are using parcels in digital formats for a GIS. The talk in 2001-2002, at the time of the Implementation Teams, was for the Division of Taxation to be able to accept digital tax maps from surveyors, have an automated means of checking and maintaining them, and then have them available for use by other branches of the government.

The NJSPLS Parcel Sub Committee brought the re-writ document up to the point where it identified how the maps would be created. It has been left at a point where

standardization has to be created for use by Taxation and other branches of the government who will be utilizing GIS. The NJ SMAC Implementation Team work was scaled back in 2002 because the State was dealing with budget cuts, retirements and the aftermath of the terror attacks of September 2001. Since then, we have new homeland security issues and the reorganization of SMAC into the New Jersey Geospatial Forum (NJGF). One of the first Task Groups to be created in the NJGF was the Parcel Task Group. Members of NJSPLS who prepared the Parcel Mapping Handbook and the draft re-write of the Bluebook are serving on this Parcel Task Group.

The New Jersey Society of Professional Land Surveyors is eager to continue to help the Division of Taxation move forward with the plans for digital Tax Mapping by lending its expertise and man/women power. I believe the next step may be for the NJSPLS GIS Parcel Sub Committee to meet with you and other appropriate persons to review what has been done, what can be accomplished and what the goals of the Division of Taxation are.

Please contact me at my office to discuss how and when NJSPLS can move forward to assist the NJ Division of Taxation.

Respectfully,

J. Peter Borbas, PLS, PP

Geographic Information Systems Committee Chair

The New Jersey Society of Professional Land Surveyors

Reply to:

402 Main Street

Boonton, NJ 07005

Phone: 973-316-8743

Fax: 973-402-6627

Email: jpb@borbas.com

Cc: Richard Carlson, Jr., PLS, CP, NJGF
Dana Frederickson, NJ Division of Taxation
Dawn Hunter, NJGF Parcel Task Group Coordinator, w/enc.
Don Walby, PLS, Parcel Subcom. Chair, NJSPLS GIS Committee
Bill Beardslee, PLS, PE, President NJSPLS
NJSPLS GIS Committee Members

Appendix 7

December 2, 2004 NJGF Forum Report

Parcel Task Force of the New Jersey Geospatial Forum

Mission Statement:

To facilitate the development of a seamless GIS Digital Parcel Layer through the development of a Best Practices Methodology and move forward towards a statewide digital parcel layer with maintenance thereof for the State of New Jersey.

We have a number of specific action items and goals that we would like to accomplish in the near future, the first of which is completing an inventory of the existing and available parcel data in the state.

Parcel Task Force of the New Jersey Geospatial Forum has met in person once since the last forum meeting and has had multiple email “discussions”.

We assembled a short version of the survey that was distributed at the New Jersey League of Municipalities in November. As well the longer version that was available on the back table when you entered. If you are representing a municipality, county or if you have knowledge of information available at either please fill out the survey you received and drop in the box on your way out. So far we have preliminary information on 56 Municipalities and 2 counties. As a group we will compile the results and split up the remainder of the state and begin to contact each entity for their information.

If you believe that you are in the Parcel Task Force and you have not been receiving emails please verify your email address on the contact list on the back table. And if you would like to participate in the Parcel Task Force please see me with your contact information or note it on the parcel survey and drop it in the collection box. We are looking for a few more people who are willing to be proactive in helping us accomplish our mission.

Appendix 8

NJGF: Parcel Task Force Agenda

January 13, 2005 Meeting

- Administrative
 - Sign In Sheet
 - Verify contact information
- Discussion on Mission Statement and Action Items
- Status of Survey
 - Sources of Data
 - League Survey
 - Forum Survey
 - NJGIN Data Results
 - Consultant Contact
 - Results
 - Very Limited
 - How can we “Divide and Conquer” this task
 - Are we proceeding in the right direction?
- Best Practices Manual/Parcel Regulations
- Update from NJSPLS/Division of Taxation
 - Status of Digital Tax Map Standards
 - November 23, 2004 Letter to Taxation
- Efforts of Others
 - PASDA
 - http://www.metrokc.gov/gis/kb/BestPractices/Best_Practices.pdf
 - SMAC publication “Digital Parcel Mapping Standard”
 - Other NJ efforts
- Miscellaneous Updates from Last Meeting
 - Assembly Bill To Remove GIS from OPRA
 - Jim Girvan believes that there is no updates at this time, but the Bill sponsors agree to make some changes prior to continuing
 - Idea of developing Metadata for any data that we find without it

Appendix 9

Meeting Minutes Parcels Task Force – New Jersey Geospatial Forum

January 13, 2005 3:00 PM

Burlington County Facilities at the Mt. Holly Court Complex

Conference Room B

In attendance:

Arnold Barnett

Joel Falk

Brendan T. Weiner

Lou Marchuk

Dawn Hunter

Merrilee Torres

Donald E. Walby

Ray Bunn

Elena Boundina

Richard Rehmann

J. Peter Borbas

William Thomas

Jeff McCall

So far, there has been limited response to the Parcel Inventory Survey. Remaining incomplete Counties were assigned to members of the Parcels Task Force to finalize a “first sweep” of County GIS contacts before possibly conducting a municipal level inquiry.

A Geodatabase design will be finalized to store and analyze results of the survey. A state ArcIMS site may be able to facilitate the updating/analysis of this survey in conjunction with existing data collected from previous parcel inventory attempts.

As new data is discovered through this survey, its publication on NJGIN should be advocated. For undocumented datasets, this will facilitate metadata creation per NJGIN requirements - metadata training and assistance is available from the State.

Once the results of the Parcel Inventory Survey are complete to a satisfactory level, the Parcels Task Force should perhaps look at building a business case for the State to, in some way, close the identified data gaps thereby facilitating a state-wide GIS parcel fabric.

After the Parcel Inventory Survey is completed, the Parcels Task Force is considering the development of a “Best Practices Manual” for parcel mapping. This Manual would serve as an interim guidance tool prior to NJ Taxation implementing a digital tax map standard that could be used to facilitate parcel data development.

A parcel inventory and “Best Management Practices” manual are important at this time because it is unlikely that the eventual creation of a digital tax map standard, however manifested, would yield a usable state-wide GIS parcel base in the near future.

A discussion took place on the work that has been accomplished to date by NJ Taxation and the New Jersey Society of Professional Land Surveyors (NJSPLS) toward the development of a digital tax map standard. MANY technical and programmatic issues involved in such an implementation, and the implications for subsequent GIS parcel data development were discussed. The Parcels Task Force will recommend that the NJGSF Executive Committee write a letter supporting this continuing effort.

Minutes submitted by Joel T. Falk

Appendix 10

Letter sent at the recommendation of the Parcel Task Force to the NJ division of Taxation supporting regulations for digital mapping.

March 8, 2005

Stephen Sylvester

Assistant Director of Property Administration

State of New Jersey Department of the Treasury

Division of Taxation, Property Administration

50 Barrick St.

PO BOX 251

Trenton, New Jersey 08695-0251

Re: Digital Tax Mapping

Dear Mr. Sylvester:

As you may be aware, the *State Mapping Advisory Committee* (SMAC) has recently been reorganized as the *New Jersey Geospatial Forum* (NJGF) to better serve and advocate for the NJ mapping and GIS community. The *Parcels Task Force* of the NJGF has brought to our attention that there is a renewed interest at the Division of Taxation toward pursuing a digital standard for the management of Tax Maps. In addition to improving your internal processes, a digital Tax Map standard, including provisions for continued map maintenance, implemented by your agency would be a constructive first step toward the development of consistent and accurate digital mapping information. This data could then be used as the foundation for a state-wide GIS parcel layer.

The NJGF recognizes your work accomplishments to date with the *NJ Society of Professional Land Surveyors* (NJSPLS) toward the development of a digital standard, and would welcome the opportunity to complement this continuing and important effort. While there are many complex details involved in the development and implementation of such a standard, we believe that in conjunction with the existing PAMS project, this is an ideal time to address these issues.

The Executive Committee of the NJGF strongly supports your efforts as the results will have far-reaching, positive significance throughout New Jersey. We would welcome the opportunity to participate in the development of this standard so that it may be designed to produce maximum value to both your organization, and the GIS community in New Jersey as a whole.

Please contact me at your convenience so that we may continue this important dialogue. I can be reached at (800) 924-0482 or rrehm@arh-us.com.

Respectfully,

Richard Rehmann
Executive Committee Chair
NJ Geospatial Forum

Appendix 11

Report to the NJGF General Meeting 3/18/2005

The last meeting of the Parcel Task Force was January 13 in Burlington County where we had 13 members present. During that meeting we commenced our County Phase of the Parcel Survey. We also had an update from NJSPLS as to the status of the discussions with Taxation about Digital Tax Maps. The Parcel Task Force drafted a letter of support of the open discussions between Taxation and NJSPLS.

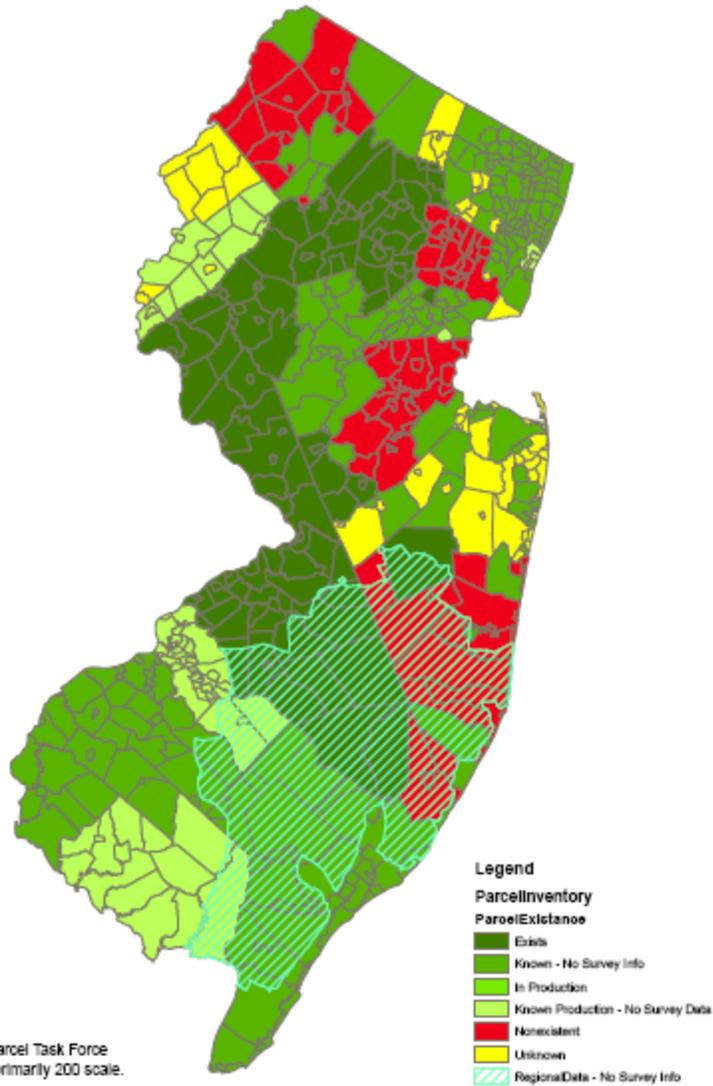
The current results of the effort to survey the counties for the existence of parcels are as follows:

- 120 Exists
- 232 Known with no survey Information
- 74 Production with no survey Information
- 93 Non Existent
- 62 Unknown

As you can see there is quite a bit of information that we as a GIS community “know” but we have yet to gather survey data on. We hope to wrap up the county phase of the survey in the near future and turn our attention on the Municipal phase of the Survey. During this phase we will more closely focus on parcels that have been developed at a municipal level. Again it is common knowledge that in many cases many parcels exist for one area. We are hoping to not only identify where parcels exist but also identify where different scales of parcels exists.

Our next meeting is on March 31, 2005 and will be hosted by Brendan Weiner of Maser. We are always looking for energetic individuals to assist in our efforts and we would welcome any additional help.

The Status of Parcels in New Jersey



March 17, 2005
Developed by the Parcel Task Force
Parcels shown are primarily 200 scale.

Appendix 12

NJGF: Parcel Task Force Agenda

March 31, 2005 Meeting

- Administrative
 - Sign In Sheet
 - Verify contact information
- Status of Survey
 - Review of County Phase
 - Results
 - Areas that need further attention
 - Municipal Phase
 - Ways to divide the work
- Update from NJSPLS/Division of Taxation
 - Status of Digital Tax Map Standards
- Best Practices Manual/Parcel Regulations
 - Discussion about reviewing materials from others
- Miscellaneous Updates
 - Idea of developing Metadata for any data that we find without it
 - Ideas on how to host data so many people can edit the data

Appendix 13

Meeting Minutes Parcels Task Force – New Jersey Geospatial Forum

March 31, 2005 3:00 PM

Maser Consulting Facilities

One River Centre – Building Two

In attendance:

Alex Nemeth

Matthew Woodmansee

Arnold Barnett

Richard Rehmann

Brendan T. Weiner

Russ Davis

Dawn Hunter

William Thomas

J. Peter Borbas

Update from Richard Rehmann: Bruce Harrison wants to make sure that the Forum and Task Forces are related to the Office of GIS Strategic Plan. The Strategic Plan has not yet been formalized. The State wants to make sure that the Best Practices Manual is not counter to what the State is doing.

Dawn Hunter showed the current status of the County Parcel Inventory Survey. She will pass the geodatabase to Richard Rehmann for input of the information from NJGIN. The “scale” of a parcel database was clarified so that it refers to the scale of the digital imagery on which it was placed.

Key information for this survey was agreed to be the scale, contact, the age of the database, and the frequency of updates. Could the old state parcel tracker application be used to show the public the status of the statewide parcel data layer? This would involve merging the current inventory into that system. There was discussion on how to create such an application if the State does not have the time to assist with and host the updated application. It was decided that Dawn Hunter and Richard Rehmann would contact Bruce Harrison to see if the State can assist with this online application. Additional discussion centered on the amount of information this application would make available to the public. This will be discussed further once the amount of State assistance is determined.

The State of Minnesota has a quality state parcel layer update application online. Presenting the current status of the parcel inventory at the regional user group meetings was discussed and will be explored. This would allow the participating municipalities and counties to fill in any gaps remaining.

Peter Borbas gave an update on the status of Taxation in the effort to standardize a digital tax map. Taxation has created a task force to look into the question.

Best Practices / Uses – The formulation of a Best Practices / Uses document was discussed. This includes the concept of selling parcel development to municipalities or counties that have not yet created their own layer. Positional accuracy remains a hot topic for parcel databases. How should it be defined and what terms should be used to describe accuracy?

For Next Meeting:

- Peter Borbas will supply the Task Force with documentation related to parcel accuracy
- The Parcel Task Force will try to schedule the next meeting to be a joint meeting with the Standards Task Force. This will allow parcel standards to be discussed, and provide viewpoints from both sides of the conversation.
- If NJGIN is committed to hosting and assisting with the parcel tracker application, the Parcel Task Force will meet with their developer to further discuss.

Minutes submitted by Matthew Woodmansee

Appendix 14

Joint Meeting Minutes

Parcels Task Force – Parcel Standards Task Force

New Jersey Geospatial Forum

May 4th, 2005

OIT Building 300 – Trenton, New Jersey

Conference Room 402

In attendance:

Aaron Kardon

Alex Nemeth

Brendan T. Weiner

Dana Frederickson

Dawn Hunter, GISP

Elena Boundina

Ellen Cronan

J. Peter Borbas, PLS, PP

John Thomas

Kinney Clark

Merrilee Torres

William Thomas, PLS

Dawn Hunter passed out copies of the current parcel survey and has been trying to arrange a meeting with Bruce Harrison of OIT to discuss the direction and progress of the parcel task force. (We learned today that Bruce is leaving OIT in 1½ weeks).

Dana Frederickson (Division of Taxation) provided the following:

- Taxation is currently working on the new PAMS program to replace the existing MOD4 taxation database.
- Taxation is currently in negotiations with vendors to create an RFP for the creation of a parcel layer and link to their database. (Check Taxation's website for more information on their RFP).

There is NO RFP at Taxation for the creation of a parcel layer. Taxation has nothing to do with creating parcel layers. Taxation is looking into creating a task force on digital tax mapping. The RFP is for PAMS, and has now been awarded to CLT/Tyler Technologies. PAMS will be a centralized, web-based (thin client) .NET system owned and operated by the State that replaces MOD IV and its peripheral systems currently provided by various private firms across the state. PAMS will function as the core technical infrastructure which all levels of government in NJ will use to accomplish the following property related business functions:

- 1) Parcel management
- 2) Sales information and analysis
- 3) Appeal scheduling and disposition
- 4) Computer-assisted mass appraisal (CAMA)
- 5) Tax collection, billing and reporting.

The Standards/Metadata Taskforce is currently looking into Federal guidelines for the creation of metadata, and if metadata is made available on the NJGIN website, a disclaimer check off box may be used to limit liability.

Pete Borbas raised the issue of parcel standards and perhaps designating different class types, such as Type 1, 2, 3, etc. based upon how the parcels were created, such as:

- ☐ Scanned, rubber sheeted tax maps
- ☐ Digital tax map layer
- ☐ Surveyed and geo-referenced parcel layer

The question of availability of information from municipalities was brought up as Burlington County is starting to open up their information to others, but as of now, there is no clear cut policy on release of information.

Possible future action items:

- ☐ Set up an education program to educate municipalities about parcel accuracies and what parcels/data could be used for
- ☐ Set up positional accuracy standards
- ☐ Get our parcel survey on NJGIN website
- ☐ Look at other states' parcel surveys on their websites (Minnesota has a survey on their website; it was suggested we look to the original thirteen colonial states for a more direct comparison).
- ☐ Memo to the Executive Committee regarding Parcel Task Force to draft standards to use to create parcels on a County level.
- ☐ Best practice/best use manual after our parcel inventory is completed.

Minutes submitted by William E. Thomas

Appendix 15

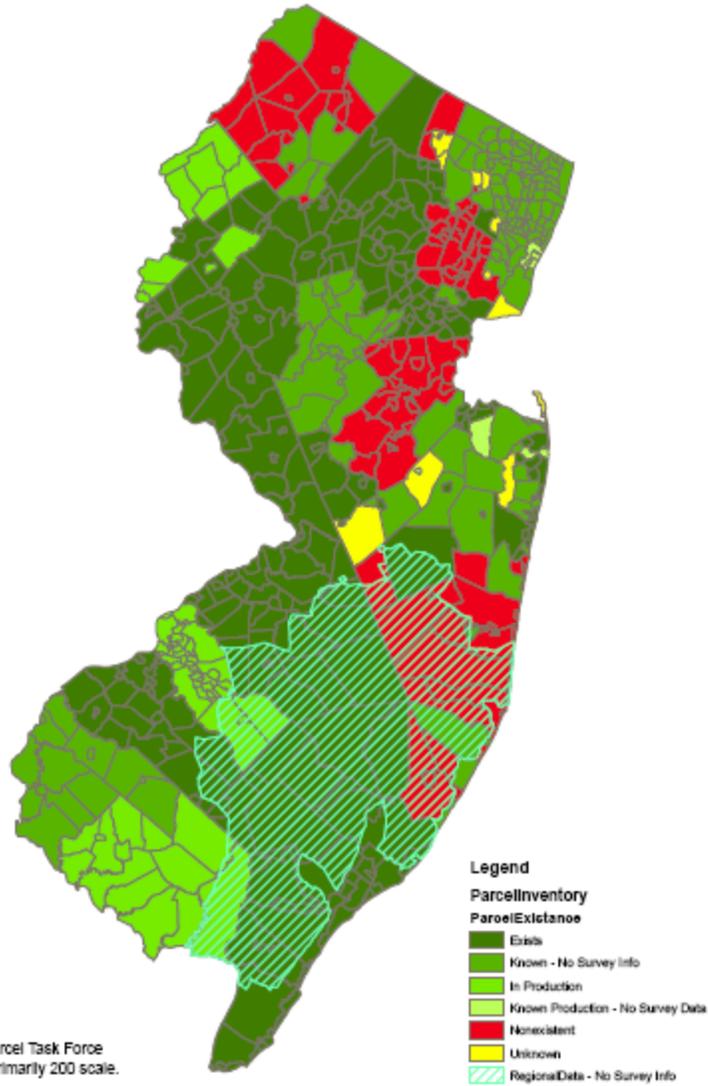
Report to the NJGF General Meeting 5/3/2005

Since the last Forum meeting the Parcel Task Force has met 2 times once on March 31st and once on May 4th.

The March 31st meeting focused on the Parcel Survey and the Parcel Status Map. At this meeting we discussed an internet application that will allow the Parcel Task Force Members to update the information rather than sending all the information to me. During this meeting we discussed what key information needs to be provided in order for the town to be considered as “participating” in the survey. It was decided to focus efforts on the Unknowns and Nones when beginning the Municipal Phase of the survey. We also discussed a best practices manual. We have been trying to establish a meeting with OIT to discuss the States Master plan in reference to Parcels so the parcel task force can make sure our goals and action items are in line with the states ideas. To date no such meeting has been scheduled.

The May 4th meeting was a joint meeting with the standards Task Force to clarify the needs of both groups in reference to parcel standards. Both John and I will continue the lines communications and define the needs of the groups and that we are discussing some classification method that are being discussed at the national level. Specifically, the FGDC guidelines were discussed as well as an update from the Taxation regarding the PAMS project followed by a discussion about how this might affect the Parcels in NJ.

The Status of Parcels in New Jersey



June 2, 2005
Developed by the Parcel Task Force
Parcels shown are primarily 200 scale.

NJGF: Parcel Task Force Agenda

July 12, 2005

- Administrative
 - Sign In Sheet
 - Verify contact information
- Discussion and Designing of On-Line Application to facilitate parcel survey
- Status of Survey
 - Review Current Status
 - Assign Municipalities to individuals for completion
- Update from NJSPLS/Division of Taxation
- Best Practices Manual/Parcel Regulations
 - Where do we stand and how do we want to proceed?
- Update from Standards/Metadata Task Force
 - Volunteer to organize the “No Metadata” group

Appendix 17

Meeting Minutes Parcels Task Force – New Jersey Geospatial Forum

July 12, 2005 6:00 PM

Maser Consulting Conference Room

Red Bank, NJ

In attendance:

Brenadan Weiner, Dawn Hunter, Elena Boundina, William Thomas, Kinny Clark, Atanas Entchev & Joel Falk

It was clarified that the NJ Division of Taxation has awarded the PAMS contract, but the project does NOT involve the development of GIS parcel data as previously reported.

Communication with the *Standards & Metadata Task Force* has indicated that the FGDC standards for parcel data do not address spatial accuracy. The *Parcel Task Force* is requesting documentation from Peter Borbas to support the hierarchical scheme of spatial accuracy, i.e. class 1,2,3... that he has made reference to at previous meetings. These accuracy classes could serve as the foundation for the development of a “Best Practices Manual” which is being considered as a next project by this group. Once this information is obtained the Parcel Task Force will review it and forward to the *Standards & Metadata Task Force* with any recommendations that Parcel Task Force feels are needed for a New Jersey focus.

The Parcel Task Force will request that the *Standards & Metadata Task Force* provide a work force that can follow up with the “Yes we have parcel data with no metadata” group of parcel survey respondents. The ultimate objective is to offer metadata development services in exchange for the data being posted on NJGIN. Other entities that have parcel metadata not posted on NJGIN should be contacted to see if their metadata is FGDC compliant, and if so, motivated to post on NJGIN.

For the municipal portion of the parcel survey, the questionnaire will be reorganized so that questions 4a–4f will become independent primary questions. This will alleviate people selecting “yes”, indicating that they have metadata, and then not providing any additional specifics about their data set. The municipal survey should focus on municipal parcel data; irrespective of other County or Regional parcel data efforts. The municipal list needs to be distributed among members of the *Parcel Task Force* to facilitate our goal of completion by the end of August or well underway. With the minutes of this meeting a request for more volunteers will be again voiced.

The *Parcel Task Force* will send an email to all survey respondents notifying them that the results of their survey, including contact information, may be posted on the NJ parcel status website that is under development. They will be asked to provide alternate contact information if they object.

Atanas Entchev of Vertices, LLC presented the parcel status website that is being developed at no cost by Vertices for the *Parcel Task Force*. The group decided that in addition to facilitating the input of survey results, the website will provide viewing and querying capabilities at three levels of geography: regional (e.g. Meadowlands, Pinelands, etc...), county & municipal. Atanas stated that Vertices would be happy to support development of the site as long as it is being put to use. Understanding this, the group is initially requesting minimal functionality with possible additional enhancements as success of the site evolves. It is possible that this site may ultimately be linked directly to NJGIN at some point in the future.

Dawn will follow up with the development of the Application. The municipal survey will commence once an application is available to ensure that all municipalities are asked consistent questions and that volunteers can enter their information directly.

Minutes submitted by Joel T. Falk
rev - dfh

Appendix 18

Canceled Meeting 11/7/2005

From: _McCall, Dawn

Sent: Thursday, November 03, 2005 1:10 PM

To: _McCall, Dawn; _Raike, Ken; 'Aaron Kardon'; 'Alexander Nemeth'; 'Arnold Barnett'; 'Atanas Entchev'; 'Brendan Weiner'; 'Brian Embley'; 'Dana Frederickson'; 'David Kunz'; 'Dawn Hunter, GISP'; 'Don Walby'; 'Elena Boundina'; 'Ellen Cronan'; 'Eric Anderson'; 'Eric Marseglia'; 'J. Peter Borgas, PLS, PP'; 'Jack Flood'; 'James T. Raleigh'; 'Jeff McCall'; 'Jim Lex'; 'Joel Falk'; 'John Brockwell'; 'John Thomas'; 'Kelly Lucas'; 'Kinney Clarke'; 'Larry Smith'; 'Idiaz'; 'Lou Marchuk PE & PLS'; 'Mathew Cho'; 'Matthew Woodmansee'; 'Merrilee Torres'; 'Ray Bunn'; 'Richard Rehmann'; 'Russ Davis'; 'Sam DiDonato'; 'Sam Didonato'; 'Seth Van Aken'; 'Stanley Hahs Jr.'; 'Tom Godish'; 'William Thomas'

Subject: RE: NJGF Parcel Task Force Meeting & Call for volunteers 02005-235-70

It seems like the meeting was too short notice. There were so many people that said they can not attend, so I think we should **cancel this meeting on November 7th**. Also after further consideration it appears that the application may be better to view the final data rather than entering the data. At this point I think we should split up a shapefile and all enter our own data. I would again ask for volunteers, we still have over 200 towns without a volunteer. Shortly the volunteers should be receiving their shapefile for editing, their list and directions about what data goes in what fields as well as what data meets the minimum data entry that is required, to consider the town "done."

Should you have any specific questions, please feel free to contact me.

Dawn

Dawn F. Hunter-McCall, GISP
Director of GIS
Van Note - Harvey Associates, P.C.
777 Alexander Rd.
Princeton, NJ 08540
(609) 987-2323
Cell (609) 548-2586
dmccall@vannoteharvey.com

From: _McCall, Dawn

Sent: Monday, October 31, 2005 1:42 PM

To: _Raike, Ken; Aaron Kardon; Alexander Nemeth; Arnold Barnett; Atanas Entchev; Brendan Weiner; Brian Embley; Dana Frederickson; David Kunz; Dawn Hunter, GISP; Don Walby; Elena Boundina; Ellen Cronan; Eric Anderson; Eric Marseglia; J. Peter Borgas, PLS, PP; Jack Flood; James T. Raleigh; Jeff McCall; Jim Lex; Joel Falk; John Brockwell; John Thomas; Kelly Lucas; Kinney Clarke; Larry Smith; Idiaz; Lou Marchuk PE & PLS; Mathew Cho; Matthew Woodmansee; Merrilee Torres; Ray Bunn; Richard Rehmann; Russ Davis; Sam DiDonato; Sam Didonato; Seth Van Aken; Stanley Hahs Jr.; Tom Godish; William Thomas

Subject: FW: NJGF Parcel Task Force Meeting & Call for volunteers 02005-235-70

The application to facilitate the Municipal Level of the Parcel Survey is ready for use. I would like to schedule a meeting on November 7th at 6 PM at my office to review how to use the application and to get the municipal level survey off the ground. Attached is the list of volunteers I have to date & directions to my office. I would strongly urge more of you to commit to some municipalities to help fill in the gaps.

Please RSVP so I know what kind of a head count to expect.

Thank you,

Dawn

Dawn F. Hunter-McCall, GISP
Director of GIS
Van Note - Harvey Associates, P.C.
777 Alexander Rd.
Princeton, NJ 08540
(609) 987-2323
Cell (609) 548-2586
dmccall@vannoteharvey.com

Appendix 19

January 26, 2006

Meeting of the New Jersey Geospatial Forum, Parcel Task Force.

In attendance:

Arnold Barnett

Atanas Entchev

Dawn Hunter-McCall, GISP

Elena Boundina

Ellen Cronan

Jack Flood

Joel Falk

Merrilee Torres

Rich Rehmman

Bill Thomas

The meeting was designed to be an application work meeting. Items discussed included the current and future hosting opportunities.

Rich Rehmman discussed that at the last executive meeting Andy Rowan of OIT endorsed the Parcel Survey Application being hosted by OIT with public access in the future.

While that is hoped to happen in the future, currently Civil Solutions will develop and host the application to facilitate the NJGF Survey volunteers to enter the Parcel Status Survey. They will modify existing applications and develop a front end data entry form. The application will not be meant for the casual user, as it will not have many of the help functions associated with a public application. This application will only be available to those actively participating in the survey. The site will be secured via password. Each of the Regional, County and Municipal feature classes will be symbolized showing status of the parcels, there will be additional symbology indicating what areas have participated in the survey and which have not. The site will have a query builder and the ability to save queries to facilitate the management and reporting of the data.

A mark up of the revisions to the initial form will be attached.

In addition to an application, we will also develop an instructions sheet which will be provided to our volunteers use as a guide during the interviewing process. This sheet will have an introduction that will explain who we are and why this data is being collected. It will also provide some instructions for using the site. Once the form and instructional sheet are completed they will be circulated within the task force for a 1 week review.

The anticipated commencement of the Municipal Survey is March 1, 2006.

Appendix 20

Draft of Parcel Survey Application. This application was developed and is hosted by Civil Solutions, it is available to Parcel Task Force Members by login only.

Contact Info:	
Name:	<input type="text"/>
Affiliation:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Status:	
<input type="checkbox"/>	Exists
<input type="checkbox"/>	Exists (Partially)
<input type="checkbox"/>	Does Not Exist
<input type="checkbox"/>	Unknown

Meta Data:

1. Do you have meta data for your parcel layer?

No ▼

If YES,

a. Is it FGDC compliant?

No ▼

b. Is it posted on NJGIN?

No ▼

If NO,

a. Can you send the meta data to me for review?

No ▼

If NO,

a. What is the file format?

b. What is the mapping scale?

Less than 1" = 50'

1" = 50'

1" = 100'

1" = 200'

1" = 500'

1" = 1000'

Other

c. When was the data developed?

- d. What spatial base (e.g., aerial imagery) was used?
- e. What is the linear accuracy?
- f. What is the positional accuracy
- g. What is the database structure?

Maintenance:

1. Do you maintain the parcels on a regular basis?

If YES,

- a. What is that schedule?
- b. Is the maintenance tied to digital tax maps?

Availability:

1. What is the availability of your parcels?

2. Are you the contact if someone was interested in obtaining the parcel data?

If NO,

a. Who is the contact?

Name:

Phone #:

Email:

Other:

1. Is there a technical person to contact if additional information is needed?

If YES,

a. Who is the contact?

Name:

Phone #:

Email:

2. Does your organization have any other GIS data?

If YES,

a. Please describe (briefly)

3. Does your organization have digital tax maps (e.g., AutoCAD, vector data)?

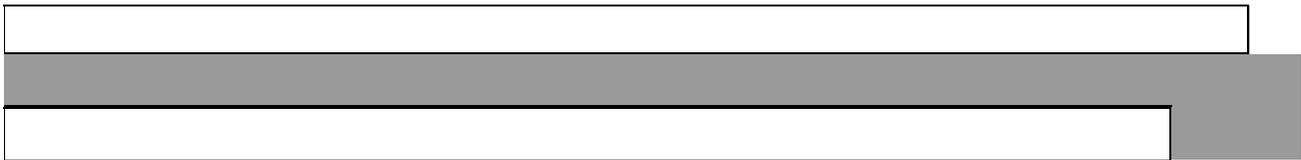
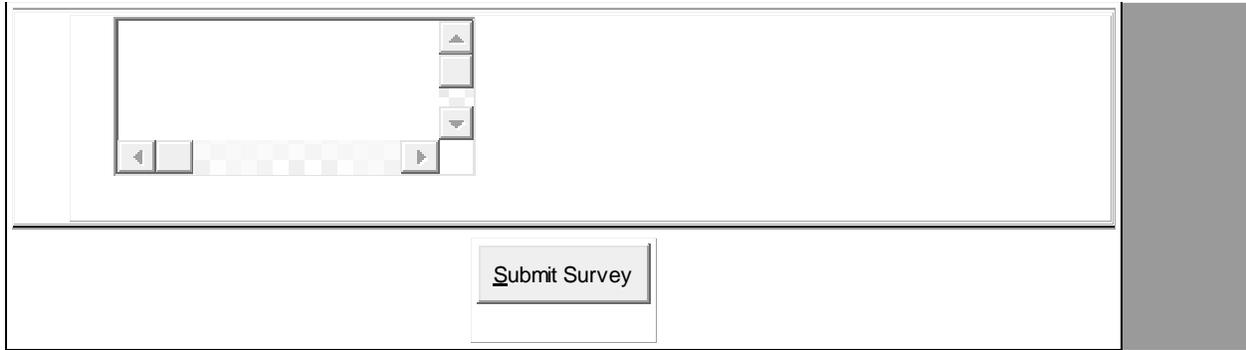
If YES,

a. What form are they in?

4. Does your organization require digital submissions (e.g., subdivisions, deed transfers, etc.)?

If YES,

a. Please describe (briefly)



PARCEL MAP SURVEY PITCH

Hello, my name is _____ and I am calling on behalf of the State of New Jersey Geospatial Forum. We are conducting a survey to determine the existence of parcel mapping through the state. If you have five minutes of your time, I would like to ask you a few questions.

(if yes, proceed, if no then politely thank the contact for their time and if there is some one else in the organization that you could contact about the survey)

Before we proceed, I would like to confirm your contact information?

(Confirm the name, affiliation, address, phone # and email)

Then follow the questions in the order of the Survey Questionnaire about Status Metadata, Maintenance, Availability, Technical contacts, and other data sources.

Thank you for your time for this survey. We appreciate your feedback.

Then submit the survey for each contact.

Directions:

<u>Editing</u>	
Layer: Municipal Inventory Base	
Label:	
Contact Info:	
Name:	<input type="text"/> Please add the contact information for the
Affiliation:	<input type="text"/> municipality or entity you are editing here.
Address:	<input type="text"/> Especially in the municipal survey
City:	<input type="text"/> it might take a few phone calls to find
State:	<input type="text"/> the correct person. Please use your
Zip:	<input type="text"/> judgment on how many phone calls to make
Phone:	<input type="text"/> but if the data is non existent please only make
Email:	<input type="text"/> one record using the name of the person who knew the most about what you were talking about or understood the question being asked.
Status: In this section choose the status of the parcels. Exists Partially means there are parcels in some of the entity (example: some of the municipality but not seamless for the entire municipality).	
For Municipalities to have "Exists" in this section they can not simply be using	

the county data (or data from another source), the data must be municipal data being managed by the municipality. If the are using the county (or other data source) data and have edited the data in some way, which was not transferred back to the original data source, then the data is determined to be a "different" data set and therefore the municipality parcels "exists." Also, if the data was developed for the town and they are maintaining it independently from the county/have no knowledge of if the county has incorporated their data or accepted any updates, this would also be considered to be "exists" for the municipality. (If you need further clarification please email dmccall@vannoteharvey.com)

- Exists
- Exists (Partially)
- Does Not Exist
- In Progress
- Unknown

Meta Data:

1. Do you have meta data for your parcel layer?

No

If the respondent has knowledge of parcels but does not know about metadata please don't feel obligated to explain it completely, simply give a brief explanation like "data or a description about the data" and try to note it in the comments section and we can forward this information on to someone that may be able to help with this topic.

If YES,

a. Is it FGDC compliant?

No

b. Is it posted on NJGIN?

If NO,

a. Can you send the meta data to me for review?

If NO,

a. What is the file format?

b. What spatial base (e.g., aerial imagery) was used?

c. What is the source document, hard copy mapping scale? **This question is meant to get an understanding of the final mapping scale of the source data that was used to build the parcel data. For example, if you used an ortho for the base, what was the hard copy final mapping scale that it was developed for? This is not necessarily the scale of the individual tax maps, since more then likely the tax maps were rubber-sheeted to the ortho or adjusted in some fashion.**

Less than 1" = 50'

1" = 50'

1" = 100'

1" = 200'

1" = 500'

1" = 1000'

Other

Notes:



d. When was the data developed? Give the approximate date

e. What is the linear accuracy? What is the accuracy of the length of any given line compared to the true ground length if measured?

f. What is the positional accuracy? If an ortho is used what was the accuracy of the pixels and what was the pixel resolution. If not what was the ground positional accuracy.

g. What is the database structure? SHP, Coverage, Geodatabase

Maintenance:

1. Do you maintain the parcels on a regular basis?

If YES,

a. What is that schedule? (daily, weekly, monthly, yearly, as needed ...)

b. Is the maintenance tied to digital tax maps? Yes- meaning the parcel maintenance directly derived from the maintenance of the digital tax maps or the parcels are updated as the tax map is updated.

No - meaning the parcel and tax map maintenance is completely independent events.

Availability:

1. What is the availability of your parcels?

2. Are you the contact if someone was interested in obtaining the parcel data?

If NO,

a. Who is the contact?

Name:

Phone #:

Email:

Other:

1. Is there a technical person to contact if additional information is needed?

If YES,

a. Who is the contact? *(If you want us to talk to your consultant, who is it and by giving us this information you are giving your consultant the permission to discuss your data with us.)*

Name:

Phone #:

Email:

2. Does your organization have any other GIS data? *(Is there any other **parcel data** used in your municipality or department that is not the same as this data we are discussing, maybe in*

the public works or planning)

If YES,

a. Please describe (briefly)

A large rectangular text input field with a light gray border. On the right side, there are three small square buttons with upward, middle, and downward arrows. On the bottom side, there are two small square buttons with left and right arrows.

3. Does your organization have digital tax maps (e.g., AutoCAD, vector data)?

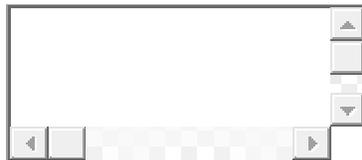
If YES,

a. What form are they in?

4. Does your organization require digital submissions (e.g., subdivisions, deed transfers, etc.)?

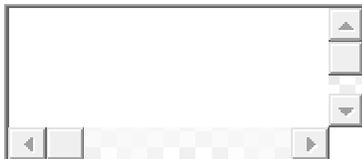
If YES,

a. Please describe (briefly)

A large rectangular text input field with a light gray border. On the right side, there are three small square buttons with upward, middle, and downward arrows. On the bottom side, there are two small square buttons with left and right arrows.

5. Respondent hung up

6. General Notes: **Please add any other details that you think would be helpful.**

A large rectangular text input field with a light gray border. On the right side, there are three small square buttons with upward, middle, and downward arrows. On the bottom side, there are two small square buttons with left and right arrows.

7. Date survey was entered: [Calendar](#)

[Submit Survey](#)

Appendix 21

March 6, 2006

Meeting of the New Jersey Geospatial Forum, Parcel Task Force.

In attendance:

Mark Cascella

Kinney Clark

Peter Borbas

Atanas Enchev

Dejung Gewissler

Alison Hayes

Dawn Hunter-McCall

Miyuki Kawanda

Alex Nemeth

Rich Rehmann

Bill Thomas

Merrilee Torres

The purpose of the meeting was to review ROMONA and compare it to the application that the Task Force has been working on. Handouts included the 2-page survey and a 'Parcel Map Survey Pitch'.

The 'Parcel Map Survey Pitch' was reviewed. Proposed edits included clarification that the caller is a volunteer, a brief description of the Forum and a prompt for the caller to ask if the contact would like

them to send a link about the Forum. Dawn will rewrite the pitch and prepare the body of an email with a link about the NJGF highlighting the Parcel Task Force. Rich Rehmann will send Dawn the NJGF logo.

The ROMONA site was down so it could not be reviewed at the meeting. Hence Dejung Gewissler and Dawn provided an overview of what ROMONA is and how it is intended to be used. It was clarified that ROMONA is intended to be populated by the end user. It was decided to continue the Task Force's efforts to collect the survey data and supply the results to the State with hopes that the State will input it into ROMONA or encourage the data stewards to do so themselves. Dejung will compare the task force survey to ROMONA and email Dawn with any differences.

Concerns were raised regarding the long term hosting and maintenance of the parcel survey database; OIT may be able to house the database but not maintain it. Rich will follow up on this. The application being built by Civil Solutions is not 3 Tier compliant, however and would need to be manipulated first. Rich suggested that upon completion of the database, a follow-up email should be sent to the municipalities, etc. thanking them for their participation, displaying the results, and supplying them with information on how to maintain their data. Additionally, Dawn proposed that a future task force might be created to monitor/update the database. Dejung also suggested that the completed survey database might be saved to xml and posted on NJGIN at a later time such that individuals searching for parcel data could view it as a special stylesheet. A related question was raised as to whether a seamless state-wide parcel layer was still a state goal however this could not be resolved by those in attendance.

The Municipal Survey form was reviewed and the mapping scale question was discussed. It was agreed that a scale notes field should be added to clarify what the entered scale refers to, etc. A suggestion was also made that a 'call terminated' field should be added.

Following the round two survey form revisions from this meeting, completion of the parcel pitch introduction, and having a ROMONA compliant application up and running, Dawn will create a directions sheet and email it with a link and temporary user id for testing. There will be a two-week trial period during which time the directions can be modified but not the application. A goal was set to complete the review prior to the next NJGF meeting in June.

NJGF: Parcel Task Force Agenda

November 21, 2006 Meeting

4:30 P.M.

Location:

Burlington County
Department of Information Technology,
GIS Section, Conference Room B
49 Rancocas Road
Mount Holly, NJ 08060
Phone 609-702-7067

- Administrative
 - Sign In Sheet
- Discussion of where we are and where are we going?
 - Do we wait for Municipal Survey before moving forward?
- Open Discussion
- Miscellaneous Updates

Appendix 23

Parcel Task Force Minutes

November 21, 2006

Burlington County GIS

Attendees:

Dawn McCall

Merrilee Torres

Martin Waysome

To start we had a brief discussion about where the parcel survey stands. Currently there are only 173 Municipalities done by about a half dozen people. What should we do about this issue?

We decided that although we have extended our deadline for the Municipal Survey once already, we should again extend it to February 16th. We did start the survey during the summer when it is hard to catch people and then continued through the holiday season to the end of the year. So we will give everyone one more chance to finish up their towns. To finally move the Parcel Task Force near an end we will have a final meeting the last week in February or the first week in March. At that meeting we will discuss and review the final recommendations.

Some proposed recommendations are:

- Creating an application on NJGIN to host the data created and allow people to update the information as needed
- Suggest that a Task Force be established at regular intervals to review the data and update it.
- Request that there be regular updates about PAMS and Digital Tax Maps either via the forum announcements or email updates.
- Discuss the status of the URISA Parcel Best Practices status

Appendix 24

NJGF Parcel Task Force

February 22, 2007 @ 2pm

Princeton University

Agenda

- Review of Status of Municipal Survey
 - What do with do with the incomplete areas?
- Discuss recommendations to the Exe Committee- Previous proposed recommendations include:
 - Creating an application on NJGIN to host the data created and allow people to update the information as needed
 - Suggest that a Task Force be established at regular intervals to review the data and update it.
 - Request that there be regular updates about PAMS and Digital Tax Maps either via the forum announcements or email updates.
 - Discuss the status of the URISA Parcel Best Practices status
- Final wrap up
 - Who would like to be involved in the final recommendations letter?
 - Should we have an open comment period for the Task Force or just have the involved people draft it and send it?
 - This should be done by March 23rd for the NJGF Meeting and presented to the Exe Committee on April 13th
 - How do we get the data collected to the state?
 - If the process to get the data to the state will take a while—how long is Civil Solutions willing to host the data?
 - What about the records posted on Civil Solutions FTP site? Will Geospatial Forum host this data? Should it be transferred to Princeton University FTP site or stay at Civil Solutions?
- Open discussion. Is there anything else that we need to do or address?

Appendix 25

Hello Parcel Task Force Members,

The last meeting of the NJGF Parcel Task Force was before my Maternity Leave, back in February 2007. As discussed in the previously sent minutes from that meeting (https://njgin.state.nj.us/OIT_NJGF/njgf_current_tf_mtg_mts.jsp). That meeting was intended to be the last meeting to wrap up loose ends and move forward with recommendations to the Executive Committee without finishing the Municipal Survey. However, the Executive Committee felt we should continue the efforts of the task force to complete the municipal survey, therefore our efforts continue.

With that said, I would like to schedule the next meeting for Tuesday, November 13, 2007 at 4 PM. Merrilee Torres will be hosting at the Burlington County Facilities at Mount Holly Courts Complex, Conference Room B; directions are attached.

To prepare for some discussions at the meeting, I would like each of you to respond to the following questions when you send your RSVP:

1. Do you feel that Parcel Task Force should continue its efforts to finish the Municipal Survey or wrap up with the information we currently have?
2. Would you find knowledge of the existence of municipal parcels through out the state and the contact information for data Stewart useful?
3. Have you completed any municipal surveys?
4. Are you willing to complete one (1) municipal survey?
5. If not, how do you feel you can contribute to the efforts of the Parcel Task Force?

I am looking forward to seeing the results of these questions and hope it will being a good discussion as we regroup. I am excited to say that the membership of the Parcel Task Force has grown to 88 members and we have completed 244 municipal surveys.

The agenda of this meeting is simple:

- Regroup and refocus the efforts of the NJGF Parcel Task Force
- Review the discussion questions sent in the meeting announcement
- Review the status of the Municipal Survey

- Discuss action plan

Meeting Details:

Date: Tuesday, 11/13/2007

Time: 4PM

Location: Burlington County Facilities at Mount Holly Courts Complex, Conference Room B

Directions: attached

Host Contact:

Merrilee Torres, GIS Specialist

Burlington County

Department of Information Technology,

GIS Section

PO Box 6000

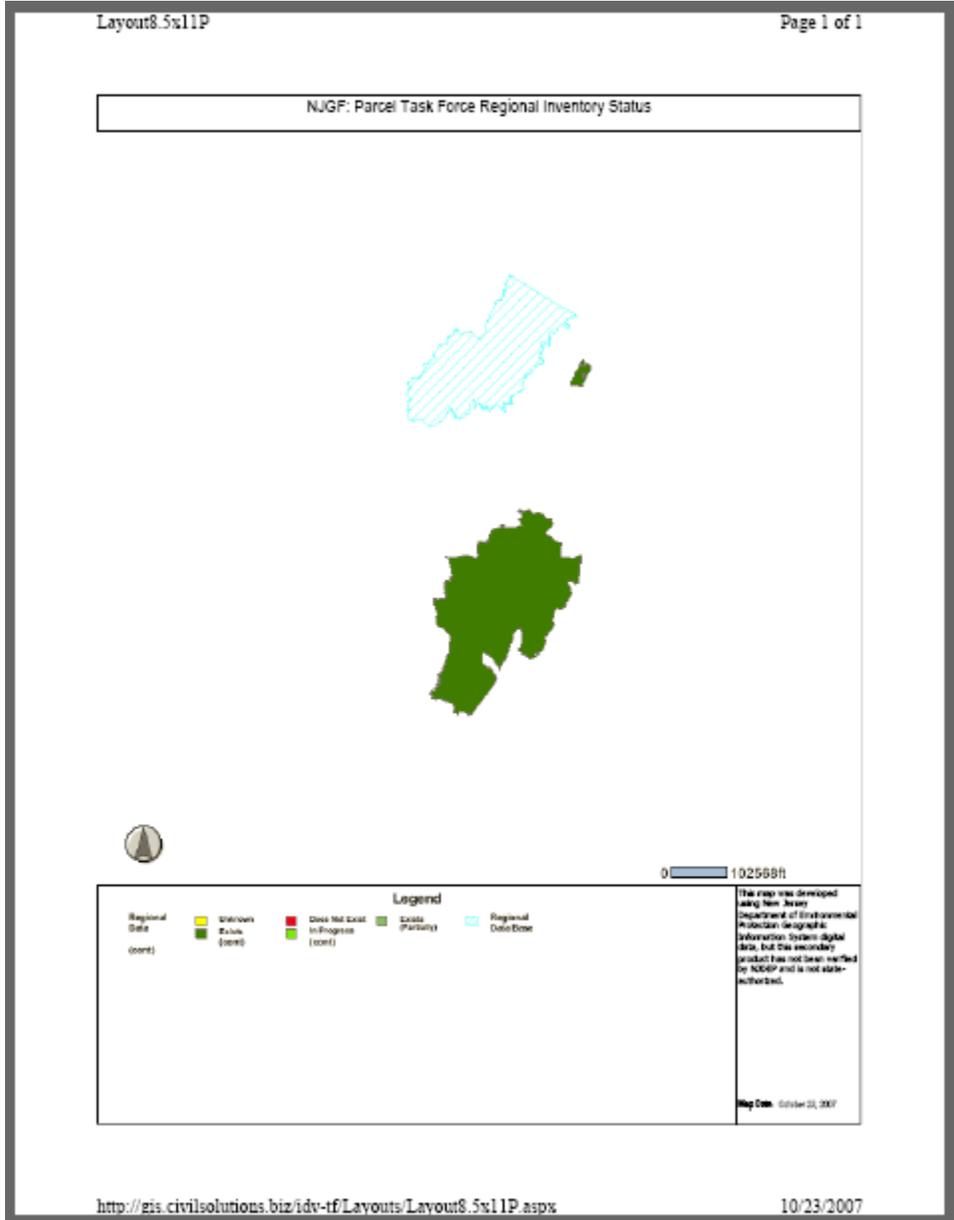
49 Rancocas Road

Mount Holly, NJ 08060

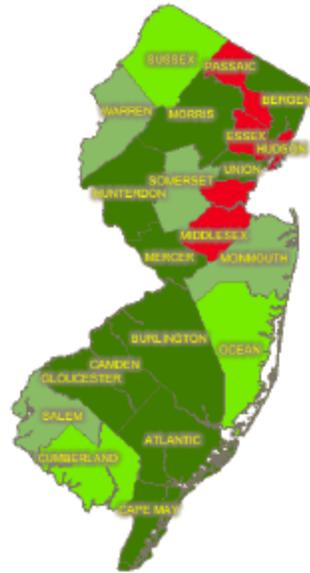
Phone 609-702-7067

Fax 609-265-3721

Alternate Contact: Martin Waysome



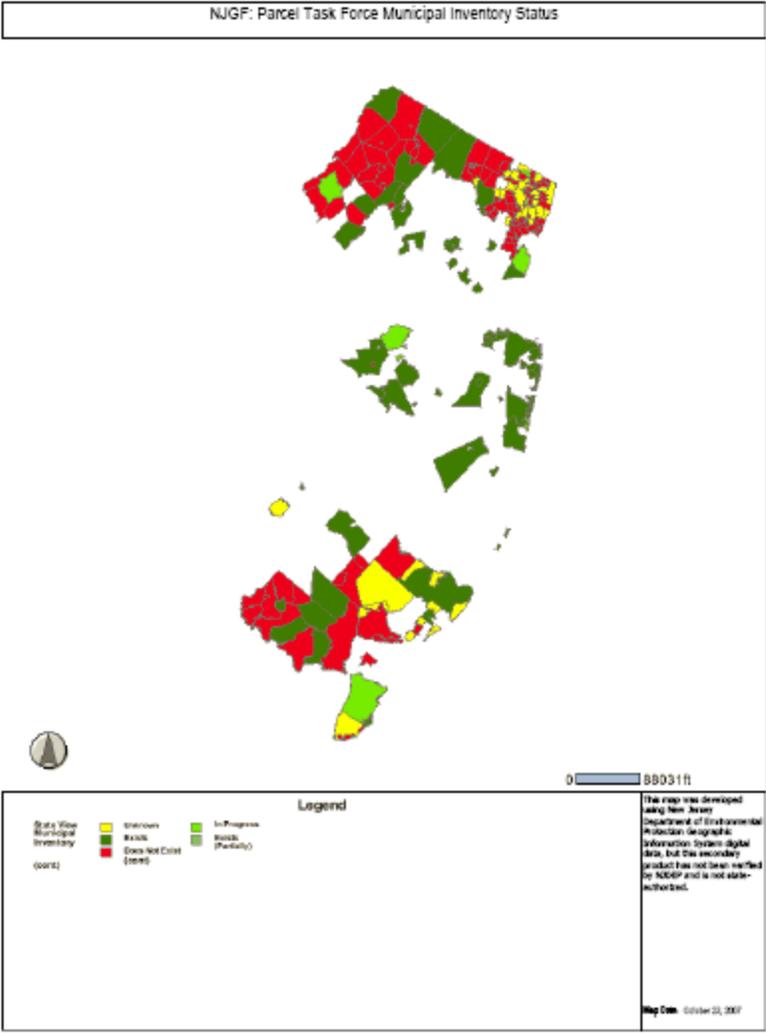
NJGF: Parcel Task Force County Inventory Status



0 30770ft

County Inventory (cont)		Legend		<p>This map was developed using New Jersey Department of Environmental Protection Geographic Information System digital data. But the secondary product file was not verified by NDEP and is not state authorized.</p> <p>Map Date: October 23, 2007</p>
Known (cont)	Does Not Exist (cont)	In Progress (cont)	State (Partials)	
Known (cont)	Does Not Exist (cont)	In Progress (cont)	County Inventory Line	

NJGF: Parcel Task Force Municipal Inventory Status



Appendix 26

Canceling the 11/13/2007 Parcel Task Force meeting, with questions for the Parcel Task Force to Consider

From: owner-njgf-parcel@listserv.state.nj.us [mailto:owner-njgf-parcel@listserv.state.nj.us] On Behalf Of dmccall@Princeton.EDU
Sent: Monday, November 05, 2007 7:17 AM
To: njgf-parcel@listserv.state.nj.us
Subject: 11/13 NJGF Parcel Task Force Meeting Canceled

Due to a conflict with the New Jersey League of Municipalities and no one stating they can attend, the 11/13 NJGF Parcel Task Force Meeting will be canceled. However I would still like people to reply with answers to the following questions so I can have something to report at the next NJGF meeting.

- 1) Do you feel that Parcel Task Force should continue its efforts to finish the Municipal Survey or wrap up with the information we currently have?
- 2) Would you find knowledge of the existence of municipal parcels through out the state and the contact information for data Stewart useful?
- 3) Have you completed any municipal surveys?
- 4) Are you willing to complete one (1) municipal survey?
- 5) If not, how do you feel you can contribute to the efforts of the Parcel Task Force?
- 6) Where would you like to see a Parcel Task Force Meeting held?
- 7) Would you be more willing to attend a meeting during the normal work day?
- 8) If so, would you be willing to host or take the lead on such a meeting?

The meeting will be rescheduled after the holidays but I hope to have the above questions summed for the 12/7/2007 NJGF Meeting.

Dawn

This is the njgf-parcel listserve, discussion for all members of the NJ Geospatial Forum's Parcel Task Force.
To unsubscribe from this listserve, please visit njgin.nj.gov, log in, and click "My account" to edit your profile. If you remove the check mark from the task force box, you will be automatically unsubscribed.
Please note that the standard majordomo unsubscribe command is disabled in order to ensure that the NJGIN profile database stays in sync with the listserve. If you require assistance, please contact us at njgin@oit.state.nj.us.

Appendix 27

Email from OGIS supporting the efforts of the Parcel Task Force and requesting data

From: owner-njgf-parcel@listserv.state.nj.us [mailto:owner-njgf-parcel@listserv.state.nj.us] On Behalf Of Andy Rowan
Sent: Tuesday, November 13, 2007 1:00 PM
To: njgf-parcel@listserv.state.nj.us
Subject: Re: 11/13 NJGF Parcel Task Force Meeting Canceled

Dawn et al.,

If you have trouble getting a location for the meeting, let us know and we can see about a room at OIT.

As we near the time when OGIS will be undertaking the edgematching I wrote about last week, it will be important for us to know where there are municipal data sets that are more current or more accurate than the county-wide ones. So whatever further progress the task force is able to make within the next few months (say by March 2008) will be very useful.

-Andy

This is the njgf-parcel listserve, discussion for all members of the NJ Geospatial Forum's Parcel Task Force.
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Please note that the standard majordomo unsubscribe command is disabled in order to ensure that the NJGIN profile database stays in sync with the listserve. If you require assistance, please contact us at njgin@oit.state.nj.us.

Appendix: 28

Request to provide data to OGIS regarding the existence of parcels

From: Dawn F. McCall [mailto:dmccall@Princeton.EDU]
Sent: Monday, January 28, 2008 8:37 AM
To: Richard Rehmann; Donny Velazquez
Subject: RE: NJGF Parcels Inventory

Rich,

I don't see anything wrong with it. I think we should also include the date of the survey and the Parcel Task Force Member who added the record. This way if there is a problem they have a point of reference.

I might also take this as an opportunity to ask when the state might be able to incorporate this into NJGIN
☺

Dawn

From: Richard Rehmann [mailto:rrehm@arh-us.com]
Sent: Sunday, January 27, 2008 3:47 PM
To: Donny Velazquez
Cc: Dawn F. McCall
Subject: NJGF Parcels Inventory

The parcel inventory came up at the last NJGF Exec meeting.

NJDEP is embarking on a meta data inventory for the entire state. They wanted to know if we could provide them a list of the contacts we have collected for the parcels inventory. While I do not see a problem with that, I have CC'd Dawn for her thoughts. My question to you is technical. Can we produce

a listing of municipality and contact information (I will tell you the fields) easily? I hesitate to provide them the entire database.

Thanks,

Richard Rehmann, VP

Civil Solutions, a division of ARH

www.civilsolutions.biz

Appendix 29

An Attempt to get Parcel Task Force Members interested in helping to complete our mission.

From: Dawn F. McCall [mailto:dmccall@princeton.edu]
Sent: Tuesday, November 27, 2007 9:09 AM
To: njgf-parcel@listserv.state.nj.us
Subject: NJGF Parcel Task Force

I only received a few responses from the questions I sent out regarding continuing the efforts of the parcel task force. Some parcel task force members feel we should continue our efforts of collecting municipal information while others feel that it is a task that will not be able to be completed.

However, as most of you saw in the email string with Andy Rowan OGIS will be utilizing existing parcels in an edge matching project this spring. Therefore in attempts to support OGIS' efforts, the Parcel Task Force will continue the effort to gather information related to Municipal Parcel Layers until March. In March 08 the Parcel Taskforce will wrap up this effort and prepare final reports and recommendations.

I was hoping to that through the questions that I sent out I would have gotten more volunteers to do 1 or 2 municipalities, but I did not. **I am again asking for people to step up and contact 1 or 2 municipalities. If you are willing to do so please let me know** and I can make sure you have what you need. For those of you who previously volunteered for some towns, please do your best to get the remaining towns wrapped up by March. Any towns not done by March most likely will not be completed and we will move to make our final recommendations and wrap up our efforts.

I do thank all of you who have put in the time and effort on the parcel task force and am happy to report that we have 288 surveys taken.

Dawn

Dawn F. McCall, GISP

GIS Analyst

Facilities Administrative Services

Princeton University

MacMillan Building

Princeton NJ, 08544

(609) 258-8205 voice

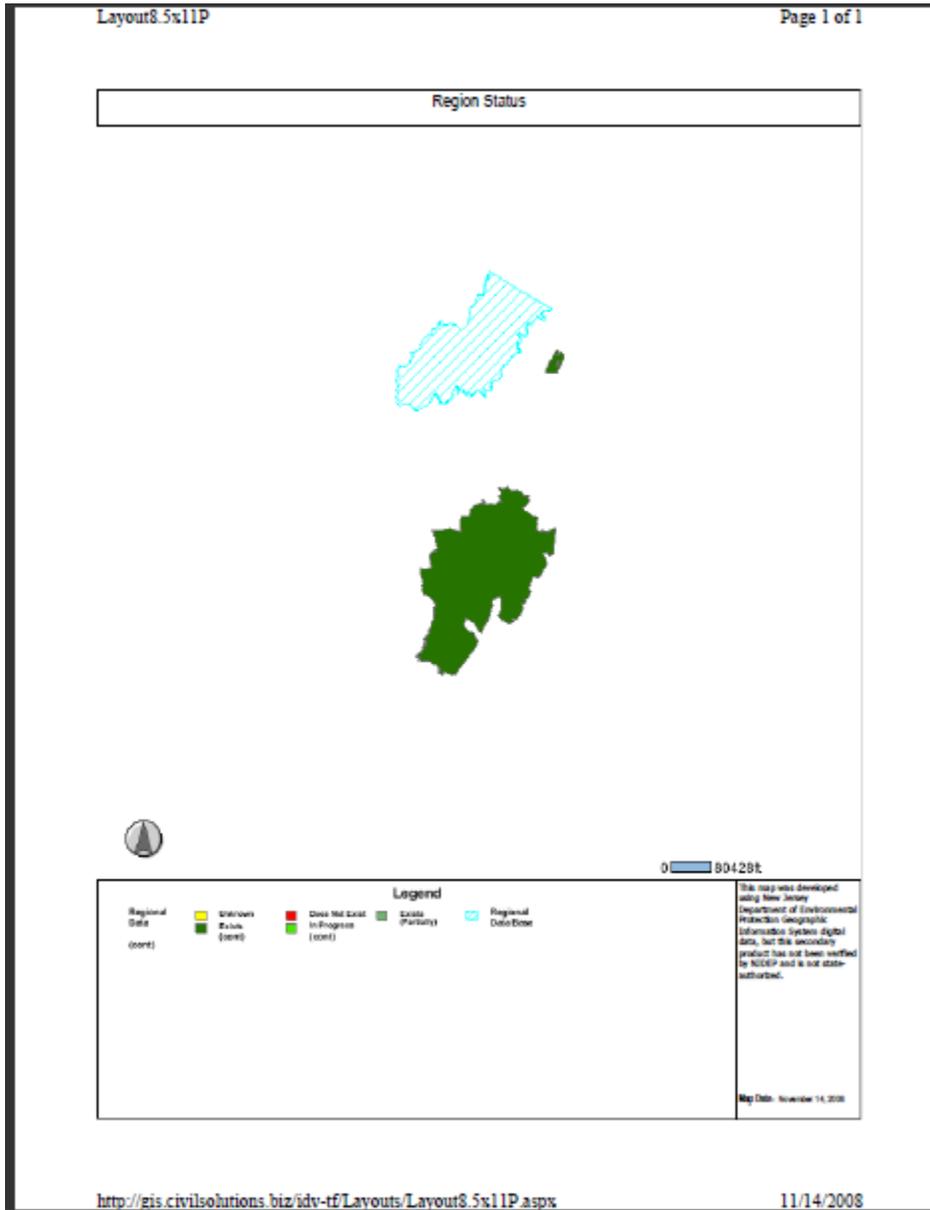
(609) 258-8199 fax

dmccall@princeton.edu email

This electronic communication, including any attached documents, may contain confidential and/or legally privileged information. The information is intended only for use by the recipient(s) named above. If you have received this message in error, please notify the sender immediately and delete the communication and any attachments

Appendix 30

Status as of 11/2008



County Status



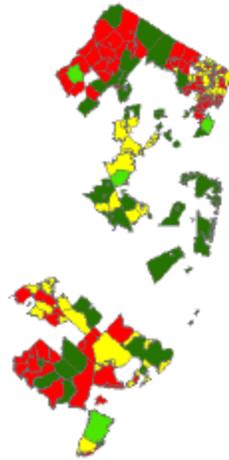
0 106732ft

Legend	
County Inventory (cont)	Unknown (cont)
Known (cont)	Data Not Available (cont)
Data Not Available (cont)	Partially (cont)
County Inventory Base	

The map was developed using New Jersey Department of Environmental Protection Geographic Information System digital data, but the secondary product has not been verified by NDEP and is not distributed.

Map Date: November 14, 2008

Municipal Status



0 67081ft

Legend			
State/Local Inventory (0000)	Unknown (0000)	In-Progress (0000)	Exists (Partially) (0000)
	Does Not Exist (0000)		

This map was developed using New Jersey Department of Environmental Protection Geographic Information System digital data, but the secondary product has not been verified by NJDEP and is not state-authorized.

Map Date: November 14, 2008

Appendix 31

Current Parcel Task Force Members as of November 21, 2008.

Member name	Organization
Aiken, Gerard	Atlantic Five Development 2301 Evesham Rd Voorhees, NJ 08043
Anderson, Eric	County of Monmouth 3000 Kozloski Road Freehold, NJ 07728
Barnett, Arnold	Civil Solutions a division of ARH 850 S. White Horse Pike Hammonton, NJ 08037
Batren, Paul	C.M.E. Associates 3141 Bordentown Avenue Parlin, NJ 08859
Ben, Alex	School Board Authority 340 NICHOLSON ROAD university ave haddon, NJ 08030
Bisacquino, Janel	Stony Brook Millstone-Watershed Association 31 Titus Mill Road Pennington, NJ 08534
bishop, bill	NJ Dept. of Military and Veterans Affairs 101 Eggert Crossing Road Lawrenceville, NJ 08648
Bocchino, John	NJ Dept. of Environmental Protection 401 East State Street Trenton, NJ 08625
Boddapati, Mohan	Naik Prasad Inc 200 Metroplex Drive

	Plainfield Ave Edison, NJ 08817
Borbis PLS PP, J Peter	NJSPLS 402 Main Street Boonton, NJ 07005
Boundina, Elena	South Brunswick Township 540 Ridge Road Monmouth Junction, NJ 08852
Braginsky, Val	Braginsky Surveying 321 Main St route 9N Woodbridge, NJ 07095
Brockwell, John	USDA APHIS PPQ ALB 1447 Pinewood St Rahway, NJ 07065
Bunn, Raymond	CACI Technologies Inc. 749 Hope Rd Eatontown, NJ 07728
Cascella, Mark	Busy Exec Tech LLC 5 Roberts Rd Randolph, NJ 07869
Cho, Mathew	Township of Piscataway 455 Hoes Lane Piscataway, NJ 08854
Clark, Kinney	NJ Dept. of Environmental Protection 401 East State Street Trenton, NJ 08625
Conklin, Ryan	BACH Associates 304 White Horse Pike Haddon Heights, NJ 08035
Conley, Daniel	none 1509 Spruce Ave Park Blvd

	Ocean, NJ 07712
Cronan, Ellen	South Branch Watershed Association 41 Lilac Drive Flemington, NJ 08822
Crooker, Evan	Jackson Township Municipal Utilities Authority 135 Manhattan Street Jackson, NJ 08527
Cverckova, Lubica	Passaic River Coalition 843 Harned Street 12B Perth Amboy, NJ 08861
Cverckova, Lubica	Passaic River Coalition 94 Mount Bethel Rd Warren, NJ 07059
Danso, Michael Yaw	American Conservation Experience 35 Manor Drive Apt 4c Newark, NJ 07106
Davis, Larry	Conrail 1000 Howard Blvd Mount Laurel, NJ 08054
Davis, Russell	New Jersey Pinelands Commission 15 Springfield Road New Lisbon, NJ 08064
Diaz, Lourdes	CME Associates 3141 Bordentown Ave. Parlin, NJ 08859
Elefante, Dom	New Jersey Meadowlands Commission 1 DeKorte Park Plaza Lyndhurst, NJ 07071
Embley, Brian	The Nature Conservancy Riverside Avenue Roebing, NJ 08554

Entchev, Atanas	ENTCHEV GIS Architects 5 Elm Row Suite 207 New Brunswick, NJ 08901
Evano, Rich	PDC 150 Himmelein Road Medford, NJ 08055
Falk, Joel	South Jersey Transportation Authority Trooper Lane Hammonton, NJ 08037
Flood, John	Spatial Data Logic 270 Davidson Ave Suite 301 Pierce Somerset, NJ 08873
Fox, Joe	City of Newark 920 Broad Street Room 101 Newark, NJ 07102
Gewissler, Dejung	NJ Office of Geographic Information Systems 200 Riverview Plaza Trenton, NJ 08625
Gould, Alan	NJ Dept. of Environmental Protection 501 East State Street Trenton, NJ 08625
Green, Darin	Ritter and Plante Associates LLC 1701 Walnut Street Philadelphia, PA 19103
gupta, neena	planning deparment 661 park avenue apt 5 keene, NH 03431
Hartman, Robert	Mercer County, New Jersey 350 Lawrence Station Rd Quakerbridge Rd Lawrenceville, NJ 08648

Hayes, Alison	Essex County College 303 University Ave Newark, NJ 07102
Hebbert, Frank	Regional Plan Association 4 Irving Place New York, NY 10003
Hess, Suzy	NA 118 Copper Hill Road Ringoes, NJ 08551
Hicks, Patricia	NJ Dept. of Law and Public Safety River Road West Trenton, NJ 08628
Hoernlein, Carol	Carol A. Hoernlein 256A Tenafly Road Westervelt Tenafly, NJ 07670
Hollman, Keith	Essex County College West Market St. 303 University Ave Newark, NJ 07102
Jadhav, Saraswathi	Self 77 Brook Avenue Passaic, NJ 07055
Jones, Jerry	Western Technologies Group LLC 43 West High St Somerville, NJ 08876
Juliano, Dominic	Salem County Department of Planning and Agriculture 94 Market Street Salem, NJ 08079
Kardon, Aaron	Middlesex County Planning Board 40 Livingston Avenue New Brunswick, NJ 08901
Kauffman PLS GISP,	Mizar LLC 306 Wales Layne

Russell	Oak Ave. Toms River, NJ 08753
Khan, Saifullah	Universal Service Fund Company Telecom Division
Korejko, Kimberly	DVRPC 190 N Independence Mall W Philadelphia, PA 19106
Kozlowski, Jesse	Taylor Wiseman 124 Gaither Drive Mount Laurel, NJ 08054
Kunz, David	Sussex County, New Jersey One Spring Street Newton, NJ 07860
Lex, Jim	Camden County Improvement Authority 1909 Route 70 Cherry Hill, NJ 08003
Lucas, Kelly	NJ Dept. of Environmental Protection 9 Ewing Street Trenton, NJ 08625
Ludwig, Keith	Taylor Wiseman and Taylor Gaither Drive Fellowship Road Mount Laurel, NJ 08054
Luk, Jonathan	County of Hudson 583 Newark Avenue Jersey City, NJ 07306
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