

RESOLUTION 2025-157

RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF MEMORANDUM OF UNDERSTANDING WITH RUTGERS UNIVERSITY TO PREPARE A CLIMATE CHANGE-RELATED HAZARD VULNERABILITY ASSESSMENT (CCRHVA) IN ACCORDANCE WITH MUNICIPAL LAND USE LAW

WHEREAS, pursuant to N.J.S.A. 40:55D-28.b.2.h of the Municipal Land Use Law (MLUL), the Township of Little Egg Harbor must include a climate change-related natural hazard vulnerability Assessment (CCRIVA) as part of updates to the Land Use Element of the Township Master Plan and

WHEREAS, Rutgers University (“Rutgers”) will produce a final CCRIVA for the Township in accordance with the MLUL, as well as a supplementary report outlining opportunities to apply the CCRHVA to other local planning, no later than the project end date of September 30, 2026; and

WHEREAS, to effectuate the CCRIVA, the Township desires to enter into a Memorandum of Understanding (“MOU”) with Rutgers to produce the CCRIVA attached hereto as Schedule A; and

WHEREAS, the governing body authorizes the execution of an MOU with Rutgers to prepare the CCRIVA for the Township.

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

1. That the governing body authorizes the production of a final CCRHVA in accordance with N.J.S.A. 40:55D-28.b.2.h by Rutgers for the Township of Little Egg Harbor.

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Rothstein, Mandell, Strohm,
Halm & Cipriani, P.A.
ATTORNEYS AT LAW


98 East Water Street
Toms River, NJ 08753

o: 732.363.0777
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2. That the Mayor is authorized to execute and the Township Clerk to attest to the MOU with Rutgers to produce the CCRHVA, in a form consistent with the attached Schedule A and approved by the Township Attorney.
3. That a certified copy of this resolution shall be provided to the Township Administrator, the Township Planner and Rutgers University.

CERTIFICATION

I, KELLY LETTERA, CMC, RMC, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 12th day of June, 2025.



KELLY LETTERA, CMC, RMC
Township Clerk
Little Egg Harbor Township

r|m|sh|c

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Memorandum of Understanding: Rutgers University Development of a Climate Change-Related Hazard Vulnerability Assessment (CCRHVA) with Little Egg Harbor Township

I. Project Description

A team from Rutgers University (henceforth, "Rutgers"), with grant funding from the NJ Department of Environmental Protection (NJDEP), will prepare a Climate Change-Related Hazard Vulnerability Assessment (CCRHVA) for Little Egg Harbor Township for in accordance with the requirements of the New Jersey Municipal Land Use Law (MLUL) (NJSA 40:55D-28(b)(2)(h)). See Appendix A for CCRHVA requirements per the MLUL.

Little Egg Harbor Township is required to develop a CCRHVA as part of a forthcoming update to the Land Use Element of its Municipal Master Plan, December 31, 2026. The Master Plan update is being completed by Remington & Vernick Engineers.

This Memorandum of Understanding outlines the roles and responsibilities of both Little Egg Harbor Township and Rutgers for development and delivery of the final CCRHVA.

II. Project Deliverables

Rutgers will produce a final CCRHVA for Little Egg Harbor Township in accordance with the requirements of the NJ MLUL, as well as a supplementary report outlining opportunities to apply the CCRHVA to other local planning, no later than the project end date of September 30, 2026.

All deliverables will be shared with the NJDEP. Deliverables will also be made publicly available on both the NJDEP Resilient NJ and Rutgers website(s) in support of this project's objectives of improving CCRHVA planning practice in NJ and developing quality CCRHVA models to aid local planning.

III. Schedule of Tasks

Development of the CCRHVA will occur between June 2025 and August 2026. The following schedule of major project tasks is approximate and subject to change. Need for additional project meetings between Rutgers and Little Egg Harbor Township will be identified as the project progresses. Meetings may be virtual or in-person at the request of Little Egg Harbor Township.

See Appendix B for details on Rutgers' plans for engagement with municipal staff and approximate time commitments.

See Appendix C for details on Rutgers' plans for stakeholder/resident engagement.

- a. Jun. 2025: Rutgers and municipal project team meet for project kickoff meeting.

- b. Jul. 2025: Little Egg Harbor Township provides required local data to Rutgers (see Section V. Roles and Responsibilities of Little Egg Harbor Township for details).
Rutgers begins development of CCRHVA.
- c. Nov. 2025: Rutgers presents initial CCRHVA results to Little Egg Harbor Township for review.
Little Egg Harbor Township provides comments to Rutgers on initial CCRHVA results.
Rutgers continues to develop CCRHVA.
- d. Dec. 2025: Rutgers provides Little Egg Harbor Township with draft stakeholder/resident survey designed to obtain public input on CCRHVA.
Little Egg Harbor Township provides comments to Rutgers on draft stakeholder/resident survey.
Municipal project team completes project "mid-point survey" to provide feedback on CCRHVA development process.
- e. Jan. – Mar. 2026: Rutgers coordinates and implements an in-person public engagement meeting to obtain stakeholder/resident input on CCRHVA.
Little Egg Harbor Township distributes stakeholder/resident survey.
Rutgers and Little Egg Harbor Township meet to debrief in-person public engagement meeting.
- f. Apr. 2026: Stakeholder/resident survey closes.
- g. May 2026: Rutgers provides Little Egg Harbor Township with written summary of results of stakeholder/resident survey.
Rutgers incorporates results of stakeholder/resident feedback into CCRHVA.
- h. Jul. 2026: Rutgers presents draft of final CCRHVA to Little Egg Harbor Township.
Little Egg Harbor Township provides comments to Rutgers on draft of final CCRHVA.
- i. Aug. 2026: Rutgers provides final CCRHVA to Little Egg Harbor Township, as well as a supplementary report outlining opportunities to apply the CCRHVA to other local planning.
Municipal project team completes project "exit survey" to provide feedback on CCRHVA development process.

IV. Roles and Responsibilities of Rutgers:

- a. Prepare a final CCRHVA document for Little Egg Harbor Township in accordance with the NJ MLUL.
- b. Prepare a supplementary report outlining opportunities to apply the CCRHVA to other local planning in Little Egg Harbor Township.

- c. Coordinate and facilitate project meetings with Little Egg Harbor Township staff for purposes including but not limited to:
 - Initiating the project with municipal project team.
 - Presenting initial results of the CCRHVA for review and comment.
 - Debriefing following the in-person public engagement meeting.
 - Presenting final results of the CCRHVA for review and comment.
 - Additional meetings as needed to guide the project.
- d. Coordinate and implement public engagement efforts to collect input about climate change-related hazards from stakeholders/residents for integration into the CCRHVA, including:
 - One (1) in-person stakeholder/resident meeting.
 - Development of a stakeholder/resident survey (to be distributed by Little Egg Harbor Township). Rutgers will assess survey results and provide a written summary.

V. Roles and Responsibilities of Little Egg Harbor Township:

- a. Identify a municipal project team with representatives from relevant departments (e.g. planning, emergency management, public works, etc.) to guide the project.
- b. Participation from the municipal project team at major project milestones including project kickoff, presentation of initial hazard assessment, in-person public engagement meeting, and presentation of final CCRHVA.
- c. Provide local data and information required for the development of the CCRHVA. The items listed below are critical for development of the CCRHVA. As such, Rutgers reserves the right to withdraw from the project if these items are not provided within 30 days of the project kickoff meeting. This includes, but is not limited to:
 - Zoning
 - Master Plan and most recent Re-Examination Report
 - Affordable housing locations (current or planned)
 - Other relevant local plans (e.g. open space and recreation, hazard mitigation, floodplain management, emergency management, capital improvement, etc.)
 - Local knowledge on climate hazards, events, impacts, and locations (e.g. high tide flooding, wildfire, extreme winds, stormwater, flash flooding)
- d. Review and provide feedback to Rutgers on components of the CCRHVA within 30 days of receipt, including but not limited to:

- Initial CCRHVA results.
 - Draft stakeholder/resident survey questions.
 - Draft final CCRHVA.
- e. Provide meeting space and participate in one (1) in-person public engagement meeting to collect stakeholder/resident input on local climate change-related hazards for integration into the CCRHVA.
 - f. Distribute a survey (developed by Rutgers) to stakeholders/residents to collect input on local climate change-related hazards for integration into the CCRHVA.
 - g. If needed, facilitate visit(s) to Little Egg Harbor Township by Rutgers and/or in-person meeting space to support the assessment.
 - h. Completion of short project "mid-point survey" and "exit survey" by the municipal project team to provide feedback to Rutgers on the CCRHVA development process.

VI. Points of Contact

Communication between Rutgers and Little Egg Harbor Township will occur primarily via email.

Lead point of contact for Rutgers:

Vanessa Tropiano
tropiano@ejb.rutgers.edu
 609-668-4397

Lead point of contact for Little Egg Harbor Township:

Rodney Haines, Township Administrator/CFO
rhaines@leht.com
 609-296-7241 x 226

Little Egg Harbor Township and Rutgers understand the project description and agree to respective roles and responsibilities summarized in this MOU.

On behalf of Rutgers:

Signature _____
 Name _____
 Position _____
 Date _____

On behalf of Little Egg Harbor Township:

Signature _____
 Name _____
 Position _____
 Date _____

APPENDIX A

NJ Municipal Land Use Law CCRHVA Requirement - NJSA 40:55D-28(b)(2)(h)

Any land use plan element adopted after the effective date of P.L.2021, c.6 must include a climate change-related hazard vulnerability assessment which shall:

- (i) analyze current and future threats to, and vulnerabilities of, the municipality associated with climate change-related natural hazards, including, but not limited to increased temperatures, drought, flooding, hurricanes, and sea-level rise;
- (ii) include a build-out analysis of future residential, commercial, industrial, and other development in the municipality, and an assessment of the threats and vulnerabilities identified in subparagraph (i) of this subparagraph related to that development;
- (iii) identify critical facilities, utilities, roadways, and other infrastructure that is necessary for evacuation purposes and for sustaining quality of life during a natural disaster, to be maintained at all times in an operational state;
- (iv) analyze the potential impact of natural hazards on relevant components and elements of the master plan;
- (v) provide strategies and design standards that may be implemented to reduce or avoid risks associated with natural hazards;
- (vi) include a specific policy statement on the consistency, coordination, and integration of the climate-change related hazard vulnerability assessment with any existing or proposed natural hazard mitigation plan, floodplain management plan, comprehensive emergency management plan, emergency response plan, post-disaster recovery plan, or capital improvement plan; and
- (vii) rely on the most recent natural hazard projections and best available science provided by the New Jersey Department of Environmental Protection.

APPENDIX B

Municipal Staff Engagement Plan

The Rutgers team will engage municipal staff at specified project milestones. The goals of this engagement are to: (1) Support the assessment through local data and knowledge and (2) Obtain feedback on the CCRHVA development process.

Although most of the data required for the CCRHVA is available online, data on some climate-related hazards is either unavailable or requires verification by local sources. To support a complete assessment, municipal staff input and/or local data is needed on the following climate hazards:

- High tide flooding (i.e. nuisance or sunny day flooding)
- Stormwater flooding and/or drainage locations
- Flash flooding
- Wildfires
- Extreme winds and/or tornadoes

The Rutgers team will engage municipal staff to better understand local conditions through anecdotal reports and/or existing local datasets.

Additionally, a goal of this project is to document and enhance the process of CCRHVA development as a guide for other organizations and municipalities. Within each municipality, Rutgers will document challenges and effective practices for: (a) assessing local hazards and vulnerabilities, (b) public engagement, and (c) municipal engagement and coordination. Feedback (formal and informal) from municipal staff on the CCRHVA development process is critical.

Rutgers formal engagement of the municipal project team will include (but is not limited to) the following milestones:

Formal engagement	Approximate time commitment
Project kickoff meeting	1 hour
Local data collection	asynchronous
Rutgers presentation of initial CCRHVA and municipal staff feedback	2 hours
Project mid-point municipal staff survey*	10 minutes
Debrief after public engagement meeting	1 hour
Rutgers presentation of final CCRHVA and municipal staff feedback	1 hour
End-of-project municipal staff survey*	15 minutes

*Online survey or staff interviews, depending on municipal staff preference.

APPENDIX C

Public Engagement Plan

Residents and other stakeholders will be engaged to provide input and feedback on their municipality's Climate Change Related Hazard Vulnerability Assessment (CCRHVA) via one (1) in-person event and a survey.

Rutgers will coordinate with the municipality to understand:

- Past methods of resident engagement that have been successful in the municipality;
- Upcoming engagement opportunities that may be leveraged for CCRHVA stakeholder engagement (e.g. through the Master Plan update process or other planned municipal public engagement efforts); and
- Considerations for engaging underrepresented populations in the municipality.

Public engagement will occur after Rutgers completes the initial assessment of hazards and vulnerabilities in the municipality. Engaging residents at this mid-point in the CCRHVA development process offers dual opportunities for residents: (a) to give feedback on the initial results and (b) to provide input on additional hazards, assets, and/or vulnerabilities for inclusion in the final CCRHVA. This input is needed for a complete assessment of climate-related hazards, including (but not limited to) reported locations of high tide flooding, flash flooding, stormwater flooding, extreme winds, and/or wildfires.

Opportunities for the in-person meeting may include a public meeting of the planning board, zoning board, and/or green team. The meeting format will be developed by Rutgers in coordination with the municipality and will include a presentation by Rutgers of initial assessment results, followed by opportunities for public feedback and input. Rutgers and the municipality will determine if additional considerations are needed to facilitate participation by underrepresented populations (e.g. childcare, translation services, etc.).

A survey will also be distributed to residents to replicate the opportunities for feedback and input provided by the in-person meeting. For example, if participants at the in-person meeting mark areas of interest on a paper map, survey respondents would have the opportunity to mark digital maps (e.g. via ESRI ArcGIS survey tools) or write in locations. The survey will be developed by Rutgers in coordination with the municipality. The survey will be distributed to residents by the municipality via the internet. Rutgers and the municipality will determine if additional efforts are required to distribute the survey to underrepresented populations (e.g. paper surveys, translated surveys, etc.).