



**Somerset County  
Office of Emergency Management**

*Meeting Minutes*

<b>Meeting:</b>	Local Emergency Planning Committee (LEPC) Meeting	<b>Location:</b>	Emergency Services Training Academy
<b>Date:</b>	January 18 <sup>th</sup> , 2024	<b>Time:</b>	5:00pm

**Attendance**

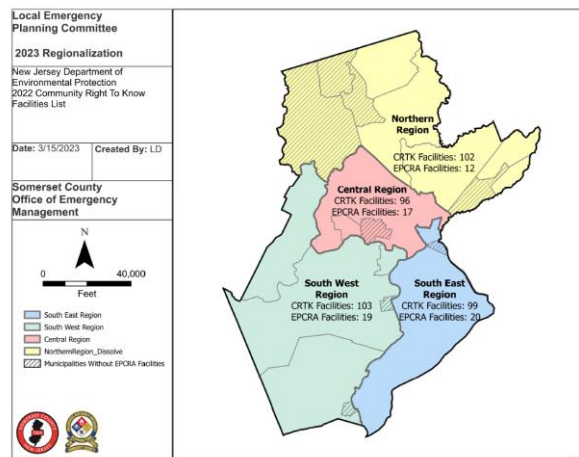
Zachary Rubin - Bedminster OEM Ryan Wallace - Bernards OEM Timothy Richard - Bernardsville OEM Glenn Miller - Bernardsville OEM Mike Lapotasky - Bound Brook OEM Bryan Russoniello - Branchburg OEM James Norgalis - Branchburg OEM James Edwards - Bridgewater OEM Brian Farrar - Franklin OEM Kenneth Daly - Franklin OEM Ronald Risden - Franklin OEM John Sheridan - Hillsborough OEM Pamela Borek - Hillsborough OEM Bill Stefany - Manville OEM Nick Mattei - Manville OEM Sean Devlin - Montgomery OEM James DiPaolo - North Plainfield OEM Michael Ceccato - North Plainfield OEM Benjamin Griffin - Raritan OEM Jason Kraska - Somerville OEM Kevin Sluka - Somerville OEM Yee Jao - Warren OEM Carolyn Solon - Watchung OEM Lisa Werner - Somerset County OEM Kayla Pipas Keller - Somerset County OEM Jonathan Durland - Somerset County OEM Carolyn Solon - Somerset County OEM	Paul Malarcher - Somerset County OEM/RTK County Lead Evan Visone - NJOEM Region Representative Cheryl Ferrante - Bernardsville Everett Merrill - North Plainfield Council Keith Keiling - Bernardsville Fire Deputy Chief Andy Mozumdar - Montgomery Vol. Fire Louis Dundt - Montgomery EMS Capitan Siobhan Spano - Hillsborough Health Dept, Health Officer Ricky Puleilo - Montgomery Co 1, Commissioner/Capital Kevin G. Sumner - Middlebrook Health, Director Devangi Patel - Montgomery Twp Health Dept, Health Officer Lucy Forgione - Bernards Health Dept, Health Officer Martin Zelliny - Franklin, Resident Jose Fenco - Bernardsville Sidd Saran - Montgomery EMS, President Robert Lyle - Branchburg EMS Dwayne Washington-Velazquez - Montgomery Township Schools, Transportation Supervisor Estefany Cestco - Visconfan/USA Inc. Bridgewater, EHS Manager Layla Vaequez - Bridgewater Geoffrey Hammandlus - Bernardsville, Volunteer Kevin Schroel - Montgomery, Chief Neena Singh - Montgomery
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<b>Welcoming Remarks and Introductions</b> Lisa Werner Director and Coordinator of Emergency Management	The Local Emergency Planning Committee (LEPC) Meetings are held as a public meeting and since this is the first meeting, we are going to go into more detail to explain what this committee is and what the goals of this committee are. We ask for the public to wait to ask any questions to the end.
<b>Welcoming Remarks and Introductions</b> Jonathan Durland Emergency Response Manager	Durland introduced himself as part of the Somerset County Office of Emergency Management and is the Emergency Response Manager who is responsible for being a lead for this LEPC Committee.  This is the first official county LEPC Meeting that we are holding as per the state laws that have come about over the last year.
<b>Approval of Previous LEPC Minutes</b> Jonathan Durland Emergency Response Manager	The January 18 <sup>th</sup> , 2024 Meeting constitutes the first such occasion, and minutes will be recorded and distributed for all LEPC meetings moving forward.  Old Business - None to review at this time
<b>New Business</b> Jonathan Durland Emergency Response Manager	Local Emergency Planning Committee (LEPC) Review: <ul style="list-style-type: none"> <li>• LEPCs are required by the federal Emergency Planning &amp; Community Right-to-Know Act (EPCRA) &amp; NJ Executive Order #248.             <ul style="list-style-type: none"> <li>• EO #248 allows for Somerset County to be designated as a single planning district containing four regions (with all 21 municipalities)</li> <li>• This allows for the meetings to be held in one place for the all facilities within the county.</li> </ul> </li> </ul>

- This federal law allows for citizens to have the capability of knowing the types of chemicals that are in their neighborhoods in case of issues arising at a facility.
- LEPCs should have input from various stakeholder groups:
  - Elected Officials
  - Emergency Management
  - Law Enforcement
  - Fire Service
  - EMS
  - Health
  - Local Environmental and Transportation
  - Hospitals
  - Local Media
  - Community Groups
  - Facility Representatives
  - Local Businesses
- There may be additional members that we bring into future meetings.

**County Regions**  
Jonathan Durland  
Emergency Response Manager

Somerset County is very diverse, it is more manageable to have four regions within the county. These regions have similar numbers of EPCRA facilities. Please see the map below of the regions.



Regions are:

- Northern (102 CRTK Facilities / 12 EPCRA Facilities)
  - Bedminster, Bernards, Bernardsville, Far Hills, Green Brook, North Plainfield, Peapack Gladstone, Warren, Watchung
- Central (96 CRTK Facilities / 17 EPCRA Facilities)
  - Bridgewater, Raritan, Somerville
- South West (103 CRTK Facilities / 19 EPCRA Facilities)
  - Branchburg, Hillsborough, Manville, Millstone, Montgomery, Rocky Hill
- South East (99 CRTK Facilities / 20 EPCRA Facilities)
  - Bound Brook, Franklin, South Bound Brook

Not all the municipalities currently have EPCRA facilities (those municipalities that are shaded out in the map above), they are still in a region because there is a potential for that to change in the future depending on what chemicals the facilities have. In addition, all numbers are subject to change and at each meeting we will provide an updated map and numbers.

EPCRA Facilities

- There are 355 extremely hazardous substances that will deem a facility as an EPCRA facility.

- Each facility that has been deemed an EPCRA facility due to the chemicals, must author an onsite emergency response plan that determines how they will respond to a situation occurring on site with those chemicals.

**LEPC Roles and Responsibilities**  
Jonathan Durland  
Emergency Response Manager

LEPC Chairperson / Community Emergency Coordinator / Information Coordinator:

- Provide for overall organization of the LEPC and maintain off-site Emergency Response Plan (ERP) documents, as well as facilitate public requests for review as needed

LEPC Deputy Chairpersons:

- Assist with regional information collection / dissemination as needed & with updates / changes to the ERP
  - Serve as a conduit: LEPC ← → regional municipalities, agencies, & regulated facilities
- Facilitate regional break-out meetings / trainings as needed during LEPC functions

Please see the list of chairpersons below. We are required to have a chairperson which is Director and Coordinator Werner. In addition, we may add additional appointments as necessary.

Stakeholder Group:	Responsible Entity:
LEPC Chairperson	Dir. / Coord. Lisa Werner, Somerset County OEM
LEPC Community Emergency Coordinator	Dep. Coord. Jonathan Durland, Somerset County OEM / HAZMAT
LEPC Information Coordinator	<a href="mailto:LEPC@co.somerset.nj.us">LEPC@co.somerset.nj.us</a>
LEPC Northern Deputy Chairperson	Dep. Chief James DiPaolo - North Plainfield OEM Coordinator
LEPC Central Deputy Chairperson	Sgt. James Edwards Jr. - Bridgewater OEM Coordinator
LEPC South West Deputy Chairperson	Ofc. Sean Devlin - Montgomery OEM Coordinator
LEPC South East Deputy Chairperson	Dir. Quovella Mayweather - Franklin OEM Coordinator

An email account has been created questions or concerns (especially from the public) which will go to multiple people which is [LEPC@co.somerset.nj.us](mailto:LEPC@co.somerset.nj.us).

**New Business (cont.)**  
Jonathan Durland  
Emergency Response Manager

Local Emergency Planning Committee (LEPC) Review:

- Per EPCRA section 302: any facility housing Extremely Hazardous Substances (EHS) exceeding the Threshold Planning Quantity (TPQ) must submit a Section 302 Notification within 60 days.
  - There are 355 specific chemicals designated as EHS by EPCRA

LEPCs must develop an off-site Emergency Response Plan (ERP) to indicate processes / guidelines for the community's response to chemical emergencies.

- Off-site ERPs discuss roles, responsibilities, and organizational relationships - not necessarily tactics
- Off-site ERP publicly available via a secure reading-room only. No electronics or recording devices.

Establishment of LEPC Districts

- NJ State Emergency Response Commission (SERC) designated Somerset County as an emergency planning district on 10/27/2023.
  - Off-site ERP Approval
- Within 180 days of 10/27/2023 (by April 24, 2024) the County LEPC must approve the off-site ERP and continue to make provisions for future meetings and information collection / dissemination.

- ERP has been distributed to Deputy Chairpersons for review
- Motion to Approve off-site ERP

Procedures for information submissions & public request for ERP review:

- Facility On-site plans & chemical inventories shall still be submitted pursuant to EPCRA & NJDEP / NJDOH requirements (Local PD, FD, OEM, etc.) & via: [LEPC@co.somerset.nj.us](mailto:LEPC@co.somerset.nj.us)
  - Nothing changes for the facilities in the process of how they have always worked except for the addition of this email address on the email submittals.
    - A question came up from Paul Malarcher (Somerset County OEM and the RTK County Lead) regarding obtaining information that comes to the LEPC email address for his RTK work. Jonathan Durland and Paul Malarcher will work together to determine situations on a case-by-case basis.
  - Facility on-site plans are not subject to public review
- Public request for ERP review:
  - Submit an OPRA request via Somerset County OPRA Portal: <http://somersetcountynj.justfoia.com/publicportal/home/newrequest>
  - Public Review must be conducted in a secure reading-room

LEPC Goals and Next Steps

- Finalize off-site ERP approval & provide to NJ SERC before 4/24/2024
- Collect information & update ERP document as needed
  - Review prior to August meeting
  - Develop template emails for public / facility information requests to the LEPC
  - There may be changes that occur since we will be receiving the updated RTK surveys before the next meeting, in addition the facilities get sorted by zip code and since many municipalities share the same zip codes at their borders, there are times facilities are classified as one municipality and it is incorrect.
- Develop agendas / identify topics for discussion and training within various Regions

**Questions/Comments**

Sidd Saran (Montgomery EMS) - the presentation is focused on chemical emergencies what about other emergencies?

- Durland -There is confusion between LEPC and Emergency Management Council (EMC). LEPC's are stipulated by EPCRA and the EPA. All other types of emergencies are addressed by your local Emergency Operations Plan (EOP) which is **not** OPRA-able. In the past, due to the confusion both plans were joined together which caused issues. This LEPC committee and plan creates a better division of these two plans. Some of the information may overlap but EPCRA and the EPA focus on the chemicals. This is why we are only focusing on chemical emergencies in this meeting and for this committee.

Martin Zelling (Franklin Township Resident) - what about railroad and trucking accidents the occur within the county?

- Durland - Since they are not fixed facilities, they are not subject to EPCRA.

James Edwards (Bridgewater OEM) - prior to the meeting looked into facilities but some facilities are classified as EPCRA but did not complete the RTK survey, who is responsible for enforcing they complete it?

	<ul style="list-style-type: none"> <li>• Durland - NJDEP is responsible for community right to know information and ECPRA falls into this. The County can contact the EPA to notify them of facilities that are not complying. The EPA will do their own investigation to see if they are compliant and there are mechanisms to fine them into compliance. Municipalities - if you are encountering this type of issue, please reach out to the County and we will try and help facilitate that communication with the EPA.</li> </ul> <p>Martin Zelling (Franklin Township Resident) - how do you alert the public if something happens at a facility?</p> <ul style="list-style-type: none"> <li>• Durland - in the ERP there are objectives on the best ways to go about that. There are different mechanisms at the local, county and state level and we will continue to work on those notifications' avenues.</li> </ul>			
<b>Next Meeting</b>	August 22 <sup>nd</sup> , 2024, at 5:00pm Emergency Services Training Academy 402 Roycefield Road, Hillsborough, NJ 08844			
<b>Minutes Completed By</b>	<table border="1"> <tr> <td data-bbox="472 632 1045 669">Kayla Pipas Keller</td> <td data-bbox="1045 632 1235 669">Date</td> <td data-bbox="1235 632 1588 669">January 19<sup>th</sup>, 2024</td> </tr> </table>	Kayla Pipas Keller	Date	January 19 <sup>th</sup> , 2024
Kayla Pipas Keller	Date	January 19 <sup>th</sup> , 2024		