

The Newton News



VOLUME 26, ISSUE 2

FALL 2013

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DATES OF INTEREST

- Halloween Parade
Oct. 31
- Fall Leaf & Brush Pickup
Nov. 4 thru Nov. 30
- Election Day
Nov. 5
- Veterans' Day
Town Hall Closed
Nov. 11
- NMC Festival of Lights
Nov. 16
- Thanksgiving Holiday
Town Hall Closed
Nov. 28 & 29
- GNCC Holiday Parade
Nov. 30
- Senior Holiday Dinner
Dec. 1
- Municipal Tree Lighting
Dec. 9
- Christmas Holiday
Town Hall Closed
Dec. 24 & 25

A MESSAGE FROM THE MANAGER

I have just concluded my fifth year as your Town Manager and I must say I continue to be blessed to lead such a fine community. We have many exciting projects to talk about so let's get down to business. The summer has been a busy time of year for us. Following the success of the Merriam Avenue, Moran Street, and Maple Avenue watermain projects, both the Water & Sewer Department and the DPW crews worked tirelessly this summer on the Howard Street watermain project. By doing the work in-house, the Town was able to save a substantial amount of money. As I have stated many times, we are fortunate to have such talented employees on our team.

Other projects which were started or completed this summer included: the drainage study for the Fairview/Liberty/Thompson areas; preparation for the Fox Hollow watermain repairs; Gardner Avenue Well Study; Safe Yield report for our water allocation; milling and paving of Maple Avenue, Hillside Terrace, Kelsey Avenue; rail trail improvements; and an application for NJDOT funding for Trinity Street milling and paving. These are just some of the numerous projects which occur throughout the spring and summer months in your community, and rest assured we are very grateful for the support you provide to us.

In economic news, the Town will see the groundbreaking for the new Grande Villaggio townhome development behind the Quick Chek property on Sparta Avenue; a developer has a contract on the Newco property in the Hicks Avenue redevelopment area; an area in need of redevelopment study for the McGuire's area was drafted; consultants assisted the Council in reviewing the feasibility of a Business Improvement District (BID/SID); and a new marketing consultant was hired to assist existing merchants and to attract new businesses to town. The Newton Theatre continued to offer great entertainment with more shows added every week. Please support our local small businesses – they are the engine which drives the economy. We encourage those with a passion for retail to consider opening up shop in Newton. Remember: The key to keeping residential taxes from escalating at an unreasonable pace is the pursuit of quality commercial ratables, and our staff is committed to being business and customer-friendly so individuals and companies are comfortable investing their capital in Newton's commercial areas.

Our Town Council, staff, professionals and volunteers take great pride in their efforts to make Newton the special place that it is and are to be commended. **Together we will continue to make a difference.** Thank you once again for reading our publication and please accept my best wishes to you and yours for good health and happiness during this beautiful fall season and during the upcoming holidays.

Yours for a Better Newton,

Thomas S. Russo, Jr.
Town Manager

IN MEMORIAM

It is with gratitude that we recognize the contributions of the late Don Meng. Don was a staunch supporter of the revitalization of downtown Newton. As the owner of Craft Creators, Don worked tirelessly to breathe new life into Spring Street and the surrounding business district. As a member of the Newton Recreation Commission, Don worked to coordinate senior dinners, the annual tree lighting, the poster contest, the Miss Newton Contest and the Easter Egg Hunt. Don was an incredible asset to the community and the Recreation Commission and we will miss his guidance and positive attitude.

STAFF DIRECTORY

The staff of the Town of Newton is here to assist the public whenever possible. Please use the following list of extensions when dialing 973-383-3521 to contact a municipal staff member or department.

- 224 Manager's Office
- 225 Tax Assessor
- 226 Deputy Town Manager
- 227 Planning/Zoning
- 228 Comm. Dev./Recreation
- 232 Municipal Clerk
- 233 Treasurer
- 236 Deputy Court Administrator
- 239 Tax Collector
- 240 Water/Sewer Collector
- 241 Finance Officer/CFO
- 242 Court Administrator
- 243 Fire Prevention Secretary
- 254 Human Resources

OTHER NUMBERS

- Public Works Garage 973-383-4160
- Recycling Center 973-383-1521
- Memory Park Pool 973-383-2810
- Wastewater
- Treatment Plant 973-383-2090
- Police Department
- (Non-emergency) 973-383-2525

**THE 2013-2014
NEWTON TOWN COUNCIL**

Joseph A. Ricciardo, Mayor
E. Kevin Elvidge, Deputy Mayor
Kristen S. Becker, Councilwoman
Daniel G. Flynn, Councilman
Sandra Lee Diglio, Councilwoman

**Thomas S. Russo, Jr., Manager
Lorraine A. Read, Clerk**

GENERAL ELECTION NOVEMBER 5, 2013

The November General Election is Tuesday, November 5, 2013.

Polls are open 6:00 AM to 8:00 PM

Polling Places in Newton:

- #1 & #2** Newton Fire House
22 Mill St.
- #3 & #5** Hose & Chem. Co.
56 Woodside Ave.
- #4** NFAS Building
8 Sussex St.
- #6** First United Methodist Church
111 Ryerson Ave.



COURT NEWS

The Newton Municipal Court offers Mediation of Minor Disputes. The Complementary Dispute Resolution (CDR) program helps litigants resolve disputes outside of the courtroom. Municipal Court Trained mediators listen to all sides and help the parties involved to reconcile or settle disputes without court intervention. CDR is solution-oriented and dedicated to the principal that the settlement of a dispute rests with the disputants themselves. This process is recommended for harassment, simple assault, trespassing, bad checks, theft of property or services, noise complaints, shoplifting, disorderly conduct, creating a disturbance and animal complaints. For information contact the Municipal Court Administrator, Lucy DeLoreto at 973-383-3521, ext. 242.

The Newton Municipal Court offers payments via the Web at www.njcourts.com, as well as in person or through regular mail. Accepted forms of payment are: money orders, cash, personal check or credit card. No payments will taken over the telephone.

FINANCE NEWS

Year End Penalty for Delinquent Taxes

Pursuant to R.S. 54:4-67 the Town of Newton imposes a 6% year-end penalty on all accounts in which the delinquencies exceed \$10,000. At the end of the year the 6% penalty is added to the total delinquency and carried forward into the next year. Interest is then charged according to Statute.

Reminders

The 4th quarter property taxes are due on November 1, 2013. Payments must be received by 4:30 PM on Tuesday, November 13th. If taxes are not paid by November 13th, they will be considered delinquent and interest will be charged back to November 1st in accordance with N.J.S.A. 54:4-67.



ONLINE PAYMENTS



Residents can now pay their tax and utility bills online. Go to www.newtontownhall.com, click on either the "Pay Taxes Online" or "Pay Utilities Online" links on the left side of the homepage and follow the prompts. When you pay from the Town Website before midnight, your payment will be processed the next day. If you use your bank's online pay system your payment may take 2-3 days before the Town receives and can post your payment. A fee does apply.

CHRISTMAS TREE PICKUP

The Public Works crew will be picking up Christmas trees beginning December 30, 2013 through January 27, 2014. All trees must be free of bases, lights and ornaments.

FREE RABIES CLINIC

The Town of Newton is once again sponsoring a free rabies clinic on January 4, 2014 at the Newton Municipal Garage, 117 Moran Street from 9:00 AM to Noon.

Dog and Cat license fees are:

Dogs: \$15.00 Spayed/Neutered Cats: \$12.00
 \$18.00 Non-Spayed/Non-Neutered

Late fee is \$5.00 each month per dog beginning 2/1/14.

NOTE: The State of New Jersey mandates that the current rabies vaccination cannot expire before November 1st of the current year. Dogs can safely be vaccinated every two years.

License application forms may be downloaded at www.newtontownhall.com/licenses.

FALL LEAF & BRUSH PICKUP

The Town of Newton announces that it will combine a brush pick-up with the annual leaf collection program in November. The Public Works crew will begin the Collection Program on Monday, November 4, 2013 and will continue until November 30, 2013. The leaf and brush pickup will follow the Recycling Zone schedule for the entire week.

Please put the bags and brush out at the curb line and not in the street. This will avoid interference with traffic and possible breakage of the bags. Tree limbs must be smaller than 4 inches in diameter (no exceptions). The clean-up is intended for residents to clear away naturally occurring fallen brush and light pruning. Property owners are responsible for felled trees.

The leaves and brush will be taken to the Sussex County Municipal Utilities Authority (SCMUA) facility for disposal. SCMUA will only accept leaves in biodegradable bags. The bags can be purchased at local home improvement stores. Residents may take leaves/brush to SCMUA for disposal themselves, but a small fee may be charged by the County facility.



VOLUNTEER FIRST AID SQUAD

We wish to thank everyone who supported our coin tosses that we held this summer. The money collected will be used to replace aging equipment and purchase additional supplies.

During the November 4th General Election, a referendum for a LOSAP (Length of Service Award Program) for the Newton First Aid Squad will be on the ballot for voter approval. Polls are open from 6:00am to 8:00pm.

To date, the First Aid Squad has answered over 840 calls in 2013 and this would not be possible without the help and support of the community. We still need volunteer members, please inquire at 973-383-3377 or visit our website at www.newtonfirstaidsquad.org.

4TH QUARTER TAX GRACE PERIOD EXTENSION

Since the 10th of November falls on a Sunday and Monday, November 11, 2013 is a legal holiday, the 4th quarter 2013 tax grace period has been extended to 4:30 pm on Tuesday, November 12, 2013.

Any payments received after close of business (4:30 pm) on Tuesday, November 12, 2013 will be considered late and the interest will be charged back to the due date of November 1, 2013.

This extension only applies to the 4th quarter 2013 tax payment.

RECREATION HAPPENINGS

Music and More: Sing, dance and learn about rhythm and rhyme while exploring musical instruments. Parents stay for the class and enjoy helping their child grow through the magic of music. Fridays from 9:30am-10:15am at the Newton Firehouse #1 on Mill Street. The next session runs from November 1st-December 20th. Pre-registration is required by contacting the Sussex County YMCA at 973-209-9622. Ages 6 months and up. Presented by Newton Recreation Department and the Sussex County YMCA. \$53 for the 8 week session.

Senior Exercise Program: Fridays 10:45am at the Newton Firehouse #1 on Mill Street. Tuesday's class (will be repeated on Friday) is Zumba Gold. It's a dance-fitness class that feels friendly, and most of all, fun. Look for us to add a second day starting in late October! Presented by Newton Recreation Department and the Sussex County YMCA. Pre-register by calling the YMCA at 973-209-9622 or just show up!

Senior Holiday Dinner: Sunday, December 1st, Noon-2pm at Newton High School. Join us for a delicious turkey dinner, a short holiday concert by the Newton High School Madrigals and goodie bags provided by Cub Scout Pack 80.

Holiday Tree Lighting: Monday December 9th, 6pm. Join us at Town Hall for a sing-along before Santa arrives at 6:20pm.

Newton Junior Athletic League: The NJAL works to provide excellent youth athletic programs staffed entirely by committed volunteers. Please consider assisting the NJAL with their mission either by volunteering or assisting with their fundraising efforts. The NJAL meetings are held at Newton High School room B1. Upcoming meetings are December 5th and February 6th at 8pm.

Action Alliance: The Action Alliance is a group made up of educators, police officers, professionals, clergy and concerned citizens. Together we are working to reduce the accessibility of drugs and alcohol in our community and promote healthy lifestyles. We are always looking for new ideas and volunteers. Our next meeting is Thursday November 21st at 8:30 am at Christ Community Church on Lower Spring Street. Light refreshments will be provided. For details contact Kerry at kdeckert@newtontownhall.com.

COMMUNITY DEVELOPMENT

The Community Development Department has been working on the Area in Need of Redevelopment Study for the McGuire's property and surrounding parcels on the planning level. A presentation on the study will be made at the October 23rd Planning Board meeting.

A reminder to Seniors who are partaking in the snow shoveling program: this is a service that is provided to the Town by the Sussex County Sheriff's Office for those seniors that are 62 years of age or older, have a diagnosed handicap or possess a handicap placard, no member of the household is physically able to do shoveling, and member(s) of the household must be on a fixed income. There is a limit on the numbers of seniors who can be placed on the list. For more information you can contact the Community Development Department at (973) 383-3521, ext. 228.

RECYCLING NEWS

The Town of Newton conducts monthly curbside collection of commingled recycling and newspaper. As a reminder, containers placed curbside can be no larger than 35 gallons and must be at the curb no later than 7:30 AM on your designated pick up day.



Twice a year, in June and December, the Town sends the "Newton Recycling News" to all its residents outlining recycling guidelines and the curbside collection schedule. This publication is also available on the Town's website at www.newtontownhall.com.

Recycling center hours are Thursday 8:00 AM to 4:00 PM and Saturdays 8:00 AM to 1:00 PM. Brush leaves and grass clippings are no longer accepted at the Recycling Center.

OPERATION SANTA

The Newton Fire Department will be hosting the 8th Annual "Operation Santa" on Saturday, December 21st. With the help of the Newton Fire Department, Santa will visit residents the Saturday before Christmas beginning at 3:00 PM. Santa will drop by your home to see your child(ren) for a donation of \$10.00 for the first child and \$5.00 for each additional child. Santa will arrive on the FIRE TRUCK and deliver YOUR GIFT from Santa. (You must drop off your present for your child(ren) at the #2 Fire House, located at the corner of Woodside and Lawnwood Avenues between 7:00 PM and 9:00 PM on December 16th or 18th). Registration forms can be picked up at Town Hall and must be returned to the Newton Fire Department by December 13th. The Mailing address for Station #2 is 56 Woodside Ave, Newton, NJ 07860. For more information, please call Jason Miller at 973-383-4746. Please leave a message with your full name and phone number.

ZONING CORNER

Newton Code Section 258-18-Refuse containers and/or dumpsters.

The purpose of this section is to require that all dumpsters and other refuse containers that are outdoors or exposed to stormwater be covered at all times and to prohibit the spilling, dumping, leaking or otherwise discharge of liquids, semiliquids or solids from the containers to the municipal separate storm sewer system(s) operated by the Town of Newton and/or the waters of the State, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

Newton Code Section 258-18.B.-Prohibited conduct.

Any person who controls, whether owned, leased or operated, a refuse container or dumpster must ensure that such container or dumpster is covered at all times and shall prevent refuse from spilling out or overflowing.

Newton Code Section 250-16.C- Storage Containers.

Storage containers on private property-Application for a temporary zoning permit shall be made to the Zoning Officer of the Town of Newton. The application shall require a survey to be attached showing the location of the bulk storage container, storage device, temporary storage container, or similar container. The permit can only be issued for a six-month period.

PROPERTY MAINTENANCE REMINDERS

Newton Code Section 307.1-Accumulation of rubbish or garbage. "All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage."

Newton Code Section 213-1(A) - Duty to Remove. "A. Property maintenance. The owner, occupant, tenant or person in possession of any land within the Town shall keep such land free of brush, weeds, dead and dying trees, stumps, roots, obnoxious growth, filth, garbage, trash and debris where removal of the same is necessary and expedient for the preservation of the public health, safety, general welfare and/or for the elimination of a fire hazard."

Newton Code Section 302.4 - Weeds. "All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens."

For further information regarding the above please refer to Newton's Municipal Code on our website at www.newtontownhall.com.

RECENT ORDINANCES

The Newton Town Council recently adopted several ordinances of interest:

Ordinance 2012-25 amended the fees for obtaining a Certificate of Compliance Inspection. The new fees are based on how far in advance the inspection is requested.

Ordinance 2012-26 increased fees for certain licenses, permits, and services including but not limited to: dog/cat licensing, vital record fees, peddling and soliciting license, tractor trailer/box truck parking, frozen meter charge, pool membership, passes and activities, park use fees and electronic transfer fees for online payments.

Ordinance 2013-6 named a public alley between Spring Street and Trinity Street as "Art Alley" in order to recognize the participating businesses and artistic influence on the public alley.

Ordinance 2013-14 adopted regulations to hold certain landlords responsible for disorderly tenant behavior.

Ordinance 2013-22 reestablished regulations prohibiting commercial vehicles with a gross vehicle weight rating exceeding 15,000 pounds from parking in front yards in residential areas.

Ordinance 2013-24 authorizes the Newton Police Department to remove vehicles after proper notice for vehicles that pose a public safety risk.

To review Town ordinances that have recently been adopted visit our website at www.newtontownhall.com/ordinances.

FROM THE POLICE DESK...

Newton Police Chief Mike Richards believes that policing should be proactive, professional, progressive and participative. As such, he has focused officers toward these objectives in their work every day.



Officers are **proactive**. While responding to calls, conducting criminal investigations and performing all their other duties consumes a great deal of time each day – officers use their remaining unobligated time to proactively conduct targeted enforcement details, patrol neighborhoods and business areas for problems, suspicious activity or persons. One area that has been receiving officers’ targeted attention is crosswalk safety; frequently enforcing and educating both motorists and pedestrians

Officers are **professional**. From bike patrol to plain clothes detectives and administration, Newton Police Officers take pride in their professionalism and integrity. Training remains an ongoing priority for all members of the department. Many officers have specialized training and maintain certifications, from child safety seat installations to drug recognition expert. We continually examine, update and improve our policies and procedures. We maintain relationships with many other organizations in our Town, the County and the State in order to coordinate our efforts and collaborate toward our common public safety mission. We regularly work with the Sussex County Guns, Gangs & Narcotics Task Force, the NJ State Parole, the NJ State Police and surrounding agencies to share information and work together as criminal activity knows no boundaries.

★★★★★★★★

“We firmly believe that we’re not just accountable to the public we serve but that we’re also more effective when we involve those we serve in the process of public safety.”

★★★★★★★★

The department is **progressive**. Just as criminals are always looking for new victims or circumstances to exploit; police officers remain current with the latest criminal trends and ways to combat them.

While a traditional service orientation is maintained, we also keep a constant eye out for innovative ways to advance our public safety goals. We partner with organizations like DAS1 and the Center for Prevention & Counseling to improve our effectiveness with Domestic Violence and underage drinking. Project Medicine Drop, Crime Maps & Reports as well as a newly implemented program, Carfax Crash-Docs, have helped make Newton safer and have helped make interacting with the Police Department easier and more convenient.

Help Keep Your Community Safe



TipSubmit
Anonymously Report
Criminal Activity
Text Message
C-R-I-M-E-S (274637)
Keyword:
NEWTON

The department is **participative**. Doesn’t it make sense that the public should be involved in public safety? We firmly believe that we’re not just accountable to the public we serve but that we’re also more effective when we involve those we serve in the process of public safety. To do so, our activity is uploaded daily to a map on our website and people can even sign up for free alerts whenever any police activity occurs near their business or residence. In addition, non-emergent anonymous tips can be sent to the PD at any time for follow-up by an officer. Also, please look for our survey on Facebook and on our website; we always invite your feedback and suggestions.

Along these lines, we’re also excited to announce a new program in October - our first “Coffee With A Cop” event. We intend to hold these on the first Saturday of each month at one of our local coffee shops or delis. Look for updates on our website on where we will be, stop by to chat and let us know what’s on your mind.



Please visit our website www.NewtonPolice.org for additional information about the Police Department, our programs and our activities. Make sure to check out our Facebook page, Twitter and sign up for our news releases. Please contact us with any questions or concerns. Our aim is to be ever increasingly effective at making Newton a safe and great place to raise your family or operate a business.

STORMWATER MANAGEMENT

A Guide to Healthy Habits for Cleaner Water

Pollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings: you name it and it ends up in our water.

Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water, and that's why we're all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cleanup costs.

As part of New Jersey's initiative to keep our water clean and plentiful and to meet federal requirements, many municipalities and other public agencies must adopt ordinances or other rules prohibiting various activities that contribute to stormwater pollution. Breaking these rules can result in fines or other penalties.

As a resident, business, or other member of the Newton community, it is important to know these easy things you can do every day to protect our water:

Limit your use of fertilizers and pesticides

- ◆ Do a soil test to see if you need a fertilizer.
- ◆ Do not apply fertilizers if heavy rain is predicted.
- ◆ Look into alternatives for pesticides.
- ◆ Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.
- ◆ If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.

Properly use and dispose of hazardous products

Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.

- ◆ Do not pour any hazardous products down a storm drain because storm drains are usually connected to local bodies of water and the water is not treated.
- ◆ If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.
- ◆ Use natural or less toxic alternatives when possible.

Keep pollution out of storm drains

- ◆ Recycle used motor oil.
- ◆ Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local bodies of water.
- ◆ Do not let sewage or other wastes flow into a stormwater system.
- ◆ Clean and plentiful water is important to our families, our environment, our economy and our quality of life. Did you know that animal waste from pets can pollute our waters? When left on the ground, pet waste is washed by rain and melting snow and ice into storm drains that carry it to our rivers, lakes, bays, the ocean and drinking water. Animal waste contains a high concentration of nutrients as well as bacteria and disease-causing microorganisms that can cause problems.

Clean up after your pet

- ◆ Follow the Town of Newton pet-waste rules.
- ◆ Pick up and properly dispose of pet waste dropped on public or people's property.
- ◆ Use newspaper, bags or pooper-scoopers to pick up wastes.
- ◆ Dispose of the unwrapped pet waste in a toilet.
- ◆ Never discard pet waste in a storm drain.

Don't litter

- ◆ Place litter in trash receptacles.
- ◆ Recycle. Recycle. Recycle.
- ◆ Participate in community cleanups.

Dispose of yard waste properly

- ◆ Keep leaves and grass out of storm drains.
- ◆ Use leaves and grass clippings as a resource for compost.
- ◆ Use a mulching mower that recycles grass clippings into the lawn.



Town of Newton
39 Trinity Street
Newton, NJ 07860

PRST STD
U.S. POSTAGE
PAID

PERMIT NO. 194
SPARTA, NJ 07871

NEWS FROM THE ASSESSMENT DEPARTMENT: Municipal Reassessment Approved for Town of Newton

On April 18, 2013 the Sussex County Board of Taxation approved the application for Reassessment that was made by the Newton Tax Assessor. The Town of Newton has actually been approved by the Sussex County Tax Board and State Division of Taxation to conduct a **"HYBRID REASSESSMENT PROGRAM"**. Much like a Revaluation, the goal of a **Reassessment** is to **spread the tax burden equitably** within a taxing district by **appraising each property according to its true market value**, and establishing assessments based on this value. Typically, a Reassessment is conducted solely by the Tax Assessor, shortly after the completion of a full-scale Revaluation. However, if more than 4 years have gone since the date of the last Revaluation, complete inspections of all property must again be performed (as per rules established by the NJ Division of Taxation, and similarly adopted by the County Tax Board). That's where the term "Hybrid" comes in – as an outside company (generally a Revaluation Company) is retained by the municipality to provide the needed manpower to perform all the inspections. Due to the fact that the data for all properties will potentially be altered to some degree as a result of the inspection process, both the Tax Assessor AND the outside firm will participate in the analysis of the data and determination of valuation formulas.

The **VALUATION DATE** that will be used as the baseline to assess all property within the municipality for this Reassessment is **October 1, 2013**. The Town has entered into a contract with the firm **Appraisal Systems, Inc.** of Whippany, NJ to provide significant professional assistance with the upcoming Reassessment of the municipality. This firm was also the same company that previously performed the 2008 Revaluation and 2011 Reassessment of the municipality.

The fieldwork inspections began recently in early September. Property owners were all notified by mail from the Appraisal firm **PRIOR** to the commencement of the fieldwork. Based on the contract with Appraisal Systems, and sanctioned by the County Tax Board – the firm will only be making a **SINGLE ATTEMPT** to inspect property. ***The Appraisal firm will be supplied with all the Current Property Record Card Data maintained by the Assessor's Office, and have this in their possession during the inspection.*** If someone is not home during the initial visit from the Appraisal firm, the Field Inspector will only conduct an "Exterior Inspection" of the property and any improvements thereon, and compare the data on the existing Property Record Card with what they observe to be in place at the time of the inspection. Regardless of when a property is inspected during this program, the new property values will all be determined based on their estimated market value as of October 1, 2013 (the statutory date required by law). The inspection phase of this program is expected to be completed by early December. Property owners will be notified by mail by the end of the year of their **"Proposed"** new assessed values, and given an opportunity to schedule a hearing with a representative of the Appraisal firm in order to review their new assessment. Assessment reviews will be finalized by early 2014 (January), and the new assessments will become effective for the 2014 tax year.

Subsequent to the implementation of these new assessments, any property owner who wishes to dispute their new assessment may do so by appealing their valuation with the Sussex County Tax Board prior to May 1, 2014 (typically the date is April 1 – but with the implementation of a Reval or Reassessment, the appeal deadline is extended 1 month).