

**TOWN OF
NEWTON**



**ANNUAL
REPORT
2015**



TOWN OF

NEWTON

CITY STYLE. COUNTRY COOL.

In accordance with State Statute, I am honored to present Newton's Annual Report for 2015. This 56th Annual Report outlines and describes the responsibilities and accomplishments of each municipal department. Newton continues to enjoy a reputation as a premier municipality in Sussex County, thoughtfully planned with a revitalized downtown, extraordinary restaurants & shoppes, parks, schools, and neighborhoods. Much of our success stems from the day-to-day operations detailed throughout this report.

Newton is served by 56 full-time and 52 part-time employees spread over several departments and the municipal court. As with most New Jersey towns, we are further dependent upon an ever increasing number of civic-oriented residents serving as volunteers on boards, committees, commissions, and recreational programs. The combined efforts of all staff and volunteers have a profound, positive impact on the quality of life for Newton and its citizens. If you are not already volunteering, please consider doing so as your time, talent and efforts make a big difference!

2015 was another successful year as we (partial listing):

- ◆ Milled and paved Spring Street, converting it into a one-way pedestrian-friendly roadway with additional parking spots for visitors
- ◆ Milled and paved Trinity Street, adding two traffic signals for pedestrian safety
- ◆ Updated our social technology with enhanced Facebook, website, and Twitter outreach
- ◆ Worked collaboratively with Sussex County Community College on public relations and transportation endeavors
- ◆ Increased coverage in our Code Enforcement Department for property maintenance issues
- ◆ Hired two new police officers and an additional Special Law Enforcement Officer for the downtown
- ◆ Settled our PBA/SOA contracts and updated our Employee Handbook/Personnel Manual
- ◆ Engaged in a very successful Safe Streets Newton Campaign with TransOptions
- ◆ Started a wellness program for our municipal employees who are health insurance eligible
- ◆ Sold our Fire Patrol building and finished external renovations on our Fire Museum
- ◆ Replaced the sewer line on Stuart Street
- ◆ Adopted ordinances on: emergency generators, fences, lighting standards, housing code, tree bank establishment, and signage

I want to thank our Town Council, Department Heads, staff and volunteers for the excellent job they do on behalf of the people of Newton and for allowing me the opportunity to serve as your Town Manager. Our elected Council members, municipal employees and volunteers are grateful to serve you and will continue to provide the excellent services, programs, facilities, and leadership necessary to move our community forward by doing things the right way. We all take pride in our 2015 accomplishments and look forward to an even more productive and successful 2016.

Yours for a Better Newton,

Thomas S. Russo, Jr.

Thomas S. Russo, Jr., Newton Town Manager



NEWTON DIRECTORY OF OFFICIALS

Municipal Building

Main Phone No.....973-383-3521

Town Manager

Thomas S. Russo, Jr.....Ext. 224

Tax Assessor

Scott J. Holzhauer.....Ext. 225

Deputy Town Manager & QPA

Debra J. Millikin.....Ext. 226

Planning / Zoning

Katherine Citterbart.....Ext. 227

Municipal Clerk / Registrar of Vital Statistics

Lorraine A. ReadExt. 232

Treasurer

Ginny RafteryExt. 233

Tax Collector

Linda A. RothExt. 239

Utility Collector

Jacki Shackleton.....Ext. 240

Chief Financial Officer

Dawn L. Babcock.....Ext. 241

Municipal Court Administrator

Lucy DeLoretoExt. 242

Recreation Supervisor

Deborah Danielson.....Ext. 244

Human Resources

Jennifer A. Dodd.....Ext. 254

Code Enforcement

Debra Doudoukjian.....Ext. 256

Construction

Joseph Butto.....973-823-7020
Ext. 9010

Fire Prevention Official

Virgil Rome.....973-579-0389

Fire Chief

Jason Miller.....973-277-0459

Police Chief

Michael Richards...973-383-2525

Public Works Director

Kenneth Jaekel.....973-383-4160

Licensed Operator Water & Sewer

Joseph Carr. 973-383-2090

Senior Citizen Coordinator

Marge Caffrey973-383-5658

Town Attorney

Ursula H. Leo973-729-1880

Municipal Judge

Hon. John E. Mulhern..973-383-6640

Municipal Prosecutor

Jonathan McMeen 973-729-1880

Municipal Public Defender

James P. Sloan.....908-813-2878

Town Engineer

Harold E. Pellow.....973-948-6463

Town Planner

Jessica Caldwell....973-300-5060

Memory Park Pool 973-383-2810

Recycling Center 973-383-1521

www.newtontownhall.com

www.gonewtonnj.com

#newtonnj

@GoNewtonNJ

OUR TOWN COUNCIL

MAYOR (through 6/30/16):

Daniel G. Flynn

Term expires 6/30/16

DEPUTY MAYOR

(through 6/30/16):

Sandra Lee Diglio

Term expires 6/30/18

COUNCIL MEMBERS:

Kristen S. Becker

Term expires 6/30/16

E. Kevin Elvidge

Term expires 6/30/18

Wayne G. Levante

Term expires 6/30/18

The Newton Town Council typically meets on the 2nd & 4th Monday of every month. All meetings are held at 7:00 PM in the Council Chambers located on the first floor of the Municipal Building at 39 Trinity Street, Newton. Meetings are open for public attendance and comment.



TAX DUE DATES

Real estate taxes are due February 1, May 1, August 1, and November 1 each year. Interest of eight percent (8%) is charged after the due dates; eighteen percent (18%) interest is charged for taxes due over \$1,500.00. Taxes are payable without penalty within ten (10) days of the due dates.

UTILITY DUE DATES

Water and Sewer Utility bills are due March 30, June 30, September 30, and December 30. A 10% penalty is charged on current quarter billings that are not paid during the month in which they are due. The Town has a water shut-off policy that it strictly enforces on delinquent accounts.

HOLIDAYS

Municipal offices are closed on these legal holidays: New Year's Day; Dr. Martin L. King, Jr., Day; Presidents' Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; Day After Thanksgiving; Christmas Eve & Christmas Day.

MUNICIPAL MEETINGS

All meetings are conducted at the Municipal Building, 39 Trinity Street. Dates and times of all meetings are posted on the official bulletin board in the lobby of the Municipal Building and on the Town's website:

www.newtontownhall.com.

FINANCE DEPARTMENT

The Finance Department is overseen by Dawn L. Babcock, CMFO/Finance Director. Financial reporting to the Mayor and Council and to federal and state regulatory agencies is done in accordance with State Statutes and Local Finance regulations. Other responsibilities include cash receipts/investments/flow analysis, short-term financing, budget management, supervision of salary calculations/payments/reporting, grant reporting and functions regarding insurance and employee benefits.

The 2015 Municipal Budget expenditures were:

Salaries and Wages	\$ 4,698,962
Operating Expenses	3,140,977
Capital Improvements	125,886
Statutory Expenditures	1,063,458
Debt	1,950,885
Reserve for Uncollected Taxes	<u>489,446</u>
Total 2015 Municipal Budget Expended	\$ 11,469,614

Water/Sewer Utility Budget expenditures for 2015 were:

Salaries and Wages	\$ 761,403
Operating Expenses	2,071,239
Capital Improvements	228,465
Statutory Expenditures	77,657
Debt	<u>666,000</u>
Total 2015 W/S Utility Budget Expended	\$ 3,804,764

	<u>Municipal Budget</u>	<u>Utility Budget</u>
2015 Interest Earned	\$ 11,732	\$ 7,497
12/31/2015 Surplus Balance	\$ 1,528,538	\$ 842,620

Utility Collection Division

The Utility Collection Division handles the quarterly billing of water and sewer usage. Utility bills are usually mailed December 1, March 1, June 1, and September 1 with payment due within 30 days. 2015 revenue totals are listed below:

Rents	\$3,482,470	Water Service On/Off	675
Sewer Connections	0	Water/Sewer Taps	0
Sprinklers	35,100	Meter Tests	150
Final Readings	2,856	Meters Sold	1,000
Hydrants	2,175	Frozen Meter Charges	5,696
Returned Check Fees	361	Delinquent Shut Off	4,596
Penalty	<u>70,680</u>	Construction Water	<u>100</u>
		Total Revenues	\$3,605,859

Tax Assessment

The Tax Assessing Office is responsible for establishing and maintaining the assessed value for all real estate within the Town of Newton. The Assessor receives a copy of all building permits filed within the Town, and makes inspections during the summer months to determine any changes in value resulting from new construction. Added Assessments resulting from new construction and/or renovations are levied by October 1st, with a separate additional tax bill following by October 15th. New construction that is not completed as of October 1st is carried as a "partial assessment" on the following year Tax Book.

Commercial property owners are requested to provide information each year pertaining to the operation of their real estate. The request for this information, known as Chapter 91, occurs each year during early summer and is returnable within 45 days of initial mailing. Failure to return this information in a timely fashion will result in an inability to file an appeal challenging the assessment on "valuation" grounds.

During December, the Assessor announces a date and time when the Tax Book will be available for review by the public (typically Christmas week). This provides the public with an opportunity to review any property assessments before those figures are filed with the Sussex County Board of Taxation. The County Tax Board adopts the Official Tax Book by January 10th of each year. Property owners receive written notification of their current assessment each year in February via postcard. Please do not rely on the "taxes billed/paid" section when preparing your income tax. That information is not provided by the Collector, and may not be accurate with respect to the actual taxes paid during the prior calendar year (especially if you had a prior appeal judgment or recent added assessment).

A complete Reassessment was conducted during 2013 of all properties in response to the continued decline in the housing market. New assessments were established for 2014 reflecting the estimated Market Value of property as of October 1, 2013. The assessment ratio for Tax Year 2016 is now 97.68%, indicating that there is a close relationship between the current assessments and Market Value.

The deadline for filing tax appeals to challenge the 2016 assessment of any property within the Town is April 1, 2016. A helpful document entitled "**Tax Appeal Filing Procedure**" is available on the municipal website through the Tax Assessor's

TAX YEAR 2016 - RATABLE BASE BREAKDOWN			
Property Type	No. Line Items	Assessed Value (\$)	% of Total
Vacant Land	118	8,528,900	1.413%
Residential (w/ Farm Bldgs.)	1,974	370,400,000	61.368%
Qualified Farmland	10	41,100	0.007%
Commercial	243	172,260,500	28.540%
Industrial	10	13,093,900	2.169%
Apartment	29	35,878,900	5.944%
Personal Property (telephone)	1	3,366,159	0.558%
TOTAL RATABLES	2,385	603,569,459	100.000%
Exempts (all classes)	167	283,545,300	
Equalization Ratio (2016)		97.68%	
Tax Rate (2015)	\$4.060	(per \$100 of Assmt)	

Department link (under the Finance Dept.), and should be consulted prior to filing any regular assessment appeal. Additionally, questions regarding the appeal procedure can be researched further through the County Tax Board website at: <http://www.sussex.nj.us/cit-e-access/webpage.cfm?tid=7&tpid=862>.

The Assessor's Office provides clerical access from 9:00 AM to 2:00 PM Monday – Friday in order to accommodate routine requests for information, schedule appointments, and answer general questions. The Assessor, Scott J. Holzhauer, has office hours on Wednesdays from 9:00 AM to 1:00 PM, and other times as needed. All meetings with the Assessor must be scheduled by appointment. Appointments can be made by calling the Assessing Clerk at (973) 383-3521 ext. 234. Appointments at times other than the typical office hours can also be arranged.

Tax Collection

The primary responsibilities of the Municipal Tax Collector are billing, collecting, reporting and enforcement. The Collector must determine the amount of taxes due from each taxpayer and issue tax bills for each account. As property tax payments are

received, she must accurately credit those accounts. The Collector routinely reports collection activities to the Town Council to keep the Governing Body up-to-date regarding municipal finances. Linda Ann Roth serves as the Town's Certified Tax Collector. The Collector is accountable for initiating and enforcing procedures that result in timely payment of taxes due, and must clearly understand the application of interest for delinquent taxes, the use of tax sales, and foreclosure methods. The Collector is required to attend regular seminars and classes to maintain State certification and to keep informed of any changes in tax laws. Tax bills are mailed once a year in July. Payments are due quarterly on Feb. 1, May 1, Aug. 1, and Nov. 1.

Revenue collected in 2015 by the Tax office is listed below:

Prepaid 2016 Taxes	\$	412,342
Current Taxes		23,569,829
Prior Year		521,129
Interest		104,595
Town Liens		0
Tax Searches		0
Miscellaneous Revenues		2,531
Senior Citizen Disallowances		<u>0.00</u>
Total Revenue Collected		\$ 24,610,426

The collection rate for 2015 was 98% of revenue billed.

FISCAL FACTS — YOUR TAX DOLLARS

The property tax is divided among the County of Sussex, County Library, County Health Department, County Open Space, Newton Board of Education and the Town of Newton. The chart below illustrates the percentage that each of the jurisdictions received in 2015 from the average taxpayer in the Town.

Newton Board of Ed	52.34%	\$2.125
Town of Newton	34.33%	\$1.394
County of Sussex	12.32%	\$.500
County Library	0.67%	\$.027
County Open Space	0.07%	\$.003
County Health	0.27%	\$.011

Total 100% \$ 4.060 per \$100 of assessed value

Treasury Division

Virginia Rafferty serves as the Town's Treasurer. Her responsibilities include the vouchering for all Town expenditures, preparing bill lists for Mayor and Council approval, maintaining subsidiary account controls, payroll preparation and agency remittances, fixed asset accounting, and other activities necessary to

maintaining fiscal accountability of the Town's assets. Over 500 checks a month are processed to meet the operating, capital and debt service expenses.

MUNICIPAL CLERK

The role of the Clerk was best described in the National Institute of Municipal Clerks' Newsletter as follows: *"The Clerk's Office can be truly called the hub of local government. It is the Clerk who is the contact between the citizens and the government. It is the Clerk to whom most complaints are brought. The Clerk gives advice on many subjects, not necessarily related to government, but by the Clerk's contact with the public, they, for the most part, place confidence in the Clerk as the one who can answer most any question."*

The Municipal Clerk's office is entrusted with numerous and diverse duties under both State law and Local ordinances.

In 2015, the Municipal Clerk's office:

- Issued 533 Licenses and Permits;
- Fulfilled 165 Open Public Records Requests;
- Recorded 492 pages of official Town Council minutes;
- Collected \$42,567.00 in Licenses and Permit fees;
- Collected \$810.00 in Miscellaneous Revenue;
- As Election Official (under Title 19) held two Elections: one – Primary Election and one – General Election;
- Issued 109 Fishing Permits for Morris Lake;
- Issued 706 Dog Licenses and 161 Cat Licenses;
- The annual free rabies clinic inoculated 148 Dogs & 25 Cats;
- Collected \$14,793.00 Dog & Cat License fees; and
- Issued 105 Permits for the annual Town-wide garage sale.

Lorraine A. Read, RMC, has been serving as the Municipal Clerk since July 1, 1996. Teresa A. Oswin, RMC is Deputy Municipal Clerk. Michelle Estremera, Secretary to the Municipal Clerk, joined the office in May, 2015, as a part-time employee.

REGISTRAR OF VITAL STATISTICS

Vital Statistics may be defined as those records concerned with live births, deaths, fetal deaths, (still-births), marriages, civil union, domestic partnerships, divorces, adoptions, and legitimacy. In short, all the events which have to do with an individual's entrance into or departure from life, together with the changes in civil status which may occur during one's lifetime. Vital Statistics

involves interaction with people on a daily basis. This branch of Statistics is the second oldest history in the world.

USES OF VITAL RECORDS

1. Birth Records are needed as proof of age to enter school, work, to serve in the armed forces, operate a motor vehicle, establish voting rights, obtain social security benefits, establish citizenship by birth and obtain passports. In some cases needed to establish inheritance rights, enter into legal contracts and obtain exemption from alien restrictions.

2. Marriage Records are needed to change driver's licenses, establish claim for social security. Also needed in connection with family support, establish rights to inheritance, pension, prove ancestry and lineage.

3. Death Records are needed to settle inheritance or insurance claims, change bank accounts or stock certificates. Establishes an exact location of a death on accident cases. Claims for social security, private pensions etc., are dependent upon proof of death of the family wage earner.

Mrs. Lorraine A. Read, CMR serves as Registrar of Vital Statistics and Ms. Janien N. Roberts, CMR serves as Deputy Registrar. Mrs. Read and Ms. Roberts both completed their CMR recertification in 2015.

During 2015, the Registrar's Office:

- Issued 54 marriage Licenses;
- Issued 1,582 certified copies of births;
- Issued 1,759 certified copies of deaths;
- Issued 642 EDRS certified copies of death;
- Issued 109 certified copies of marriages;
- Issued 20 amendments to vital records;
- Issued 6 burial permits;
- Issued 128 EDRS burial permits;
- Collected **\$62,920.00** in **Vital Statistics**.

MUNICIPAL COURT

On January 1, 2015, the Town of Newton entered into an Interlocal Services Agreement with Green Township for the consolidation of their Municipal Courts. The daily operation and court sessions of the Green Municipal Court and the Newton Municipal Court are conducted in facilities located within the Town of Newton Municipal Building. Each municipality shall maintain their respective municipal courts and not create a Joint Municipal Court; but share municipal services and facilities.

The Town of Newton Municipal Court is served by the Honorable John E. Mulhern, and Municipal Court Administrator Lucy M. DeLoreto, CMCA.

New to the Municipal Court is our Deputy Court Administrator, Kyle Bucenec. Kyle has a background in Criminal Justice Studies at Centenary College as well as Sussex County Community College.

The Municipal Prosecutor is Jonathan McMeen, Esq. Jarrod CoFrancesco, Esq is our alternate Prosecutor.

James P. Sloan, Esq. serves as Municipal Public Defender with our alternate Public Defender, Daniel P. Agatino, J.D., Ph.D. Both the public defender and alternate Public Defender represent indigent defendants who face consequence of magnitude, (possibility of incarceration, loss of driving privileges, and/or files that exceed \$800) as a result of a guilty finding by the Municipal Court.

The Municipal Court holds court sessions on Tuesdays. There are two main calendars. Pro se litigants, those who are not represented by an attorney, appear at 9:00 AM and those defendants who do have counsel are scheduled to appear at 11:00 AM. Trials are scheduled as needed at 1:30 PM on Tuesdays.

The Town of Newton Municipal Court offers payment of your tickets and your time-payments through the Web. For On-line payments options please log-on to www.njmcdirect.com. The Newton Court Code is 1915. Newton Court also accepts payments of traffic fines by credit card. If you would like to pay by credit card and do not have a computer, you will have to make a trip to the Municipal Building as our municipal court does not take credit card payments via the telephone. This is for the protection of each individual as well as the court. Green Township Court Code is 1908

COMMUNITY DEVELOPMENT

The Community Development Department's office staff provides support for the Planning Board, the Historic Preservation Advisory Commission, and the Advisory Economic Development Commission. The office is responsible for the day-to-day administration of the Town's recycling program, the operation of the senior shuttle bus, a Safe and Secure Communities grant, and a Clean Communities grant. The Qualified Purchasing Agent is the Deputy Town Manager and she is responsible for preparing

bid specifications for municipal acquisitions and RFP's (Request for Proposals) for various professional services required by Newton.

The summer of 2015 was a busy year for construction. Spring Street upgrades were completed over the summer. Spring Street became one-way from the Theatre to the Square on July 28th. Brick paver crosswalks were completed along Spring Street as well as a decorative brick paver area located in front of the Fire Museum. As part of this project all of Spring Street was repaved and a total of 22 extra parking spaces were gained from the project.

Simultaneous to the Spring Street construction work began on the installation of two new traffic lights at the intersection of Trinity & Moran Streets and Union Place & Trinity Street. Upon completion of this work all of Trinity Street was milled and paved. Both Trinity Street & Spring Street paving projects were partially funded by grant money as well.

The Town of Newton also received grant funding in 2015 to mill and pave Liberty Street, which will be completed in 2016.

HISTORIC PRESERVATION

The Newton Historic Preservation Advisory Commission was created by local ordinance on November 9, 1987 by the Town Council to ensure the preservation of Newton's heritage.

It was the intention of the Town Council to create an agency which will work with and advise the Planning Board on the effect of development applications on designated historic landmarks or improvements within the historic district. In addition, the Commission shall review all development activities involving the exterior of a historic landmark or an improvement within the historic district.

In 2015, the Historic Preservation Commission held seven regularly scheduled meetings, approved two applications, reviewed three Section 106 Reviews, and one new historic landmark designation.

The Commission is composed of five regular members and two alternate members, who are appointed by the Town Council, each serving a three year term, set on a staggered basis of reappointment. The Commission Members for 2015 were: Chairman Dennis Becker, Mr. Harry Kaplan, Mr. Ralph Porter, Mrs. Karen Schulte, and Mr. Wayne McCabe. Mrs. Katherine Citterbart serves as the Historic Preservation Commission Secretary. The

Historic Preservation Commission meets on the third Monday of every month at 7:00 PM at the Municipal Building.

RECREATION

The Newton Town Pool was home to several special events this year including our Salute to Heroes on 4th of July, the Flick and Float movie night and a Luau. We hosted birthday parties, had several special groups make use of the facility in off-peak hours and added a weekly summer reading and craft program. We updated our membership process to a web based computer program. Additionally, we repaired and re-plastered the kiddie pool. We changed to a variable speed chlorine pump and by using solid "brick" style chlorine in the kiddie pool cut down on the cost of chemicals.

Thanks to the dedicated efforts of numerous volunteers, Newton youth athletics are a strong and vibrant part of our community. Newton hosts baseball, basketball, cheerleading, football, roller hockey, soccer, softball, swimming, lacrosse, and wrestling. Many of the team sports have merged with other towns to form one umbrella encompassing that sport. This regionalization will involve the kids playing sports from within their high school sending district. These programs are known as Feeder Programs. The cooperation we have been receiving from the high school athletics department has been nothing more than positive.

The Recreation Department took over the Newton Youth Basketball program. With the support and cooperation from the parents and schools we went full steam ahead with a new organizational program.

The Recreation Commission once again hosted two senior dinners, an Easter Egg Hunt, the Miss Newton competition, the Holiday Tree lighting and the Poster Competition. All of these events are well attended and have become part of the fabric of our community. Senior fitness classes have had steady attendance and positive feedback. We are currently in talks to host a summer enrichment camp for the youngsters which will host a wide variety of activities and social interaction.

The Recreation Department was tasked with the oversight of the Action Alliance Drug Resistance grant for another year. In 2015 this grant provided funding for DARE in our schools, 3 Latino community outreach events, freshman orientation and volleyball at the high school, 3 community movie nights, Guard Start at the pool and numerous school and community based drug

resistance trainings and outreach. This grant has been revised to focus on alcohol and beverage control measures for restaurants, and training for police officers. The Alliance will also continue to fund the DARE program, now known as LEAD, and community outreach events.

PLANNING BOARD

In accordance with the New Jersey statutes, the Planning Board consists of nine regular members and four alternate members. The Planning Board members are: Chairman Greg Le Frois, Gary Marion, Neil Flaherty, Joseph Ricciardo, Kent Hardmeyer, Helen Le Frois, and Ernest Hemschot. Three of the Board members who participate on a regular basis in the decision making process are municipal officials; i.e., the Mayor, the Deputy Mayor, and the Town Manager. The Planning Board hears formal applications for site plans and subdivisions, and advises the Town Council on matters related to planning; particularly with respect to zoning changes and the effects on property management and control of growth in the Town of Newton.

In 2015, the Planning Board conducted eleven regularly scheduled meetings, one special meeting, and eleven Technical Review Committee meetings. Applications approved include eleven site plans, three subdivisions, six amended site plans, nine waiver of site plans, seven variances, and one extension of time. The Board also heard one concept plan and approved two applications from the Newton Historic Preservation Commission.

Also, this year the Board reviewed the Paterson Avenue Redevelopment Plan Amendment, the Merriam Gateway Redevelopment Plan Amendment and the December 2015 Housing Element and Fair Share Plan prepared by the Town Planner, Ms. Jessica Caldwell. The Planning Board reviewed the document and then forwarded their recommendations to the Newton Town Council.

Mrs. Katherine Citterbart served as the Planning Board Administrator. Mr. David Simmons of the firm Harold E. Pellow & Associates served as the Board Engineer and Mr. David H. Soloway, Esq. of the firm Vogel, Chait, Collins and Schneider served as the Planning Board attorney. The Planning Board meets on the third Wednesday of every month at 7:00 p.m. at the Municipal Building.

ZONING OFFICER

The Zoning Officer is the first municipal official with whom a

property owner meets to discuss plans regarding improvements or changes to his property. Upon review of a zoning application, the Zoning Officer issues zoning permits.

In addition, the Zoning Officer is responsible for enforcement of the provisions of the municipal zoning ordinance, as well as for determining whether or not a specific use is permitted in a particular zone.

The Zoning Officer issued one hundred thirty-two permits for various permitted uses, denied three permits, and issued three summonses during the year 2015. Enforcement activities consisted of sixty-two notices of violation through 2015. The Zoning Officer is Katherine Citterbart and can be reached at 973-383-3521, ext. 227.

CONSTRUCTION DEPARTMENT

The Construction Department is responsible for issuing all permits required for new construction, additions, alterations, renovations and demolition of residential and commercial structures. The administration of the department, and the responsibilities of the Construction Official as well as the Building and the Fire Subcode Official are contracted through a shared services agreement with Hardyston Township. During 2015, the Department issued a total of 354 permits. The total costs for realty improvements in the Town of Newton were \$5,595,303. Additionally, there were 334 Certificates issued for completed construction. Information pertaining to all types of permits related to construction may be obtained from the staff members of the Construction Department. For hours of operation and other information visit the Town's website.

FIRE PREVENTION BUREAU

In streamlining our local government the Town of Newton entered into a shared services agreement with the Sussex County Fire Marshal's Office for the enforcement of the Uniform Fire Code of the State of New Jersey.

For the year 2015, the Fire Marshal's Office performed the following:

- ◆ 174 inspections/re-inspections of Life Hazard Use Businesses
- ◆ 329 inspections/re-inspections of Non-Life Hazard Use Businesses
- ◆ Recorded/entered a total of 438 active businesses into our database
- ◆ Issued the following:

- * 45 Notices of Violations
- * 11 Fire Safety Permits (Consisting of cooking, tents, fireworks, LPG cylinder exchange)
- * 503 Certificates of Inspections

All Life Hazard Use Inspections have been certified to the Division of Fire Safety for the year 2015. We have begun the 2016 inspections. As in the past if you have any questions or concerns please do not hesitate to contact the Fire Marshal, Virgil Rome at 973-579-0380, ext. 2207 or via email at vrome@sussexcountysheriff.com.

The Fire Marshal's office also assists and supports the Newton Fire Museum located on Spring Street and works very closely with the Newton Fire Department and Construction Department with other life safety issues concerning fire protection as new development comes into Newton.

CODE ENFORCEMENT

The Code Enforcement Department consists of three part time employees; Director Debra A. Doudoukjian, Deputy Code Enforcement Officer-Fire Inspector Jeffrey B. Schiffner and Code Enforcement Officer-Trainee, Jennifer Demartino.

The function of the Code Enforcement Department is to enforce the International Property Maintenance Code, as well as the Town of Newton's Municipal Codes pertinent to property maintenance.

Some examples of violations are: improper storage of trash prior to disposal, overgrown grass or weeds, peeling paint and cracked or heaving sidewalks and driveways which are all the responsibility of the property owner. Please note that a permit may be required from the Newton Department of Public Works prior to any sidewalk repair work.

For the year 2015, 37 Summons-Complaints were issued, which require a Mandatory Court Appearance, and approximately 225 violations were cited.

Snow removal complaints are processed by the Newton Police Department. Please call their non-emergency telephone number at 973-383-2525.

Code Enforcement Director Debra A. Doudoukjian can be reached at 973-383-3521 Ext. 256 or via email at ddoudoukjian@newtontownhall.com

Code Enforcement Officer-Trainee, Jennifer Demartino can be reached at 973-383-3521 Ext. 231 or via email at jdemartino@newfontownhall.com

EMERGENCY MANAGEMENT

Emergency Management is a vital function involving all departmental levels of local government. Each department takes part in efforts to prepare for, respond to, mitigate, and recover from all types of dangerous or hazardous situations. During times when no emergencies exist, some of the duties handled by the Emergency Management Coordinator (EMC) include the identification and analysis of the effects of hazards which might pose a threat to the Town of Newton and attendance at training courses to keep skills and knowledge current. Emergency Management works closely with the Newton Police Department, Newton Fire Department, Newton First Aid Squad and the Newton Department of Public Works as well as the County and State Offices of Emergency Management and Homeland Security. The Emergency Management Coordinator (EMC), Ken Teets, and his Deputy, Dan Finkle, work with all Municipal department heads and representatives of community organizations to develop plans that address emergency situations. The Emergency Management Coordinator determines public and private entity capabilities to respond to emergencies. Emergency Management also maintains an inventory of resources and materials, equipment, and manpower that would be available from the public and private sectors when emergencies arise. The EMC develops response training programs and schedules drills or exercises to test response capabilities. Emergency Plans for local industrial facilities, schools, nursing homes and Newton Medical Center are compiled by the Coordinator in cooperation with various companies. The EMC ensures those plans can be put into effect under the Town's Basic Emergency Management Plans. The office continues to work with the Sussex County EOC with preparing and training for the next major weather or catastrophic event. The OEM team continues to work with FEMA, NJSP, and State OEM in gathering data and information to assist with planning for the next big weather event.

FIRE DEPARTMENT

The Newton Fire Department responded to 300+ incidents and performed over 55 training drills expending over 3,500 man hours while operating 3 Engines, 1 Ladder Truck, 1 Rescue, and 1 Brush

Truck. In 2015 the Fire Department assisted and worked closely with the Newton First Aid Squad, Police Department and Office of Emergency Management as well as our surrounding communities with mutual aid. Work on the Fire Museum is coming along, the Museum Committee and our membership are working hard to reopen the Museum as soon as possible.

The Fire Chiefs for 2016:

Jason Miller, Department Chief
Michael Teets, Deputy Chief
Rich Dayermanjian, Captain

Executive Officers for 2015:

Christopher Blakely, President
Jeffrey Diener, Vice President
Eugene McCarty, Treasurer
Charles Weber, Secretary

POLICE DEPARTMENT

Members of the Newton Police Department take their responsibilities very seriously. Carrying on the tradition as Newton's finest since 1910, we carry out our duties each day mindful of our mission to serve, to safeguard the public trust and to perform competently and professionally. Chief Michael Richards is proud to lead a department with such an important function and is committed to the continual process of improving our efficiency and effectiveness.

ADMINISTRATION

The Police Chief is accountable for the general direction, control, planning and budgeting for the Department. He develops and ensures adherence to the Department's established Rules & Regulations as well as all applicable case law and policies, procedures or directives from agencies like the New Jersey Attorney General and the Sussex County Prosecutor. Under Chief Richards' direction, the department will continue to maintain high standards of accountability and service. Through continual policy review and development and training of personnel combined with continual transparency, public engagement and communication, we will always strive to exceed expectations.

Chief Richards' administration consists of two Lieutenants who command the two divisions of the department; the **Operations Division** led by Lt. Robert E. Osborn Jr. and the **Support Services Division** led by Lt. Mark Zappa. Detective Sergeant Dean Coppolella manages the day to day direction of the **Detective Bureau** and also reports directly to the Chief of Police.

OPERATIONS DIVISION

The Operations Division is under the leadership and management of Lt. Robert E. Osborn Jr. He oversees the main patrol operations

function of the Department. Two Patrol Sergeants; Sgt. Steve Benson and Sgt. Michael Monaco report directly to him. The Patrol Sergeants each supervise and work with a squad consisting of 3 Patrolmen. Patrol squads work 12-hour shifts to give constant police coverage every day of the year.

On average, Police Officers handle over 50 calls for service per day; ranging from domestic violence incidents, theft investigations and burglaries to aiding someone with a medical emergency, helping to locate a missing child or an elderly person or investigating the cause of a car crash. Officers have often prevented criminal activity through proactive patrolling, checking on suspicious vehicles, interrupting acts of disorderly conduct and locating people who were wanted for outstanding warrants. They also regularly conduct traffic enforcement to help keep our roads safer for travel and to help ensure that all pedestrians, particularly the many children who walk to and from schools, can do so safely. At arrival and dismissal times, Officers conduct safety patrols in the area of each school every day. Officers also regularly conduct premises checks on businesses after they close for the day and routinely check homes when residents are away on vacation.

Lieutenant Osborn serves as our Public Information Officer as well as our Internal Affairs Officer. He is also responsible for departmental training, administering the performance evaluation system and he handles officer scheduling and planning for special details like parades and similar events. Lt. Osborn reviews all accident reports, public records requests and Court discovery for the Police Department.

The Internal Affairs function of the Police Department plays an integral role in building and maintaining public trust. Our ability to deliver effective public safety services depends on our credibility and reputation and thus must be safeguarded through a proactive internal affairs process consisting of regular personnel inspections and training, investigations of complaints, and discipline when appropriate.

To be transparent about the process, we've prepared the following statistical report summarizing complaints received about Officers and their dispositions for 2015. Matters investigated and documented within our internal affairs process may have originated from a citizen complaint, anonymously or from within the department, such as through inspection or supervision of personnel. If no complaints were received, then

that category of complaint has not been listed, such as domestic violence, complaints of improper search and other criminal violations. Cases that do not have outcomes at this time are listed as pending.

TYPE OF INTERNAL AFFAIRS COMPLAINT	#	OUTCOMES
Differential Treatment	1	1 exonerated
Demeanor	9	1 sustained 5 exonerated 2 not sustained 1 unfounded
Other Rule Violation	6	1 exonerated 5 sustained
Total	16	No disciplinary action was taken that resulted in a fine or suspension of 10 days or more
Pending 2014 cases - resolved in 2015	2	2 sustained 1 criminal conviction with termination

The Newton Police Department approaches professional standards and citizen complaints very seriously. It is reasonable to expect Officers to consistently perform professionally, lawfully, safely and consistent with policy. Each complaint receives priority attention from department supervisors. Each time an employee uses force, is involved in a motor vehicle accident or is accused of misconduct, a complete and thorough internal affairs process is strictly adhered to and followed to its logical conclusion, consistent with the guidelines issued by the NJ Attorney General's Office. The internal affairs process also seeks to identify any needs for training or policy revision. Any disciplinary action imposed is progressive and corrective. We hope that providing this information will prove to be both helpful to understand our process and reassuring to the public we serve.

Patrol Sergeants and members of their patrol squads assist with several administrative functions as well. Sgt. Steve Benson conducts firearms training and handles all firearms applicant investigations. In 2015, we issued 70 permits to purchase handguns. Sgt. Michael Monaco coordinates the service of arrest warrants, conducts applicant investigations related to Town ordinances and is also a firearms instructor. Ptl. Michael Wolanski is our liaison for the Domestic Violence Response Team, a program in collaboration with Domestic Abuse & Sexual Assault Intervention Services.

Lt. Osborn also supervises and schedules the Department's Class II

Special Law Enforcement Officers (SLEOII). The Special Officers work a foot or bike patrol assignment in the business district most days and evenings. We currently have one full-time and two part-time Special Officers.

The Department maintains a computerized record system documenting the activity of its Police Officers. Listed below is statistical information about some of the calls that Newton Police Officers have responded to and the amount of certain types of investigations that were conducted.

TYPE OF CALL/POLICE ACTIVITY	2013	2014	2015
Homicide	0	0	0
Robbery	0	6	2
Kidnapping	0	0	0
Burglary/Attempted Burglary	33	49	61
Sexual Assault/Contact	7	15	12
Assault	24	35	33
Theft	136	123	79
Motor Vehicle Theft	1	10	4
Motor Vehicle Accidents	442	451	506
Medical Emergencies	878	931	1002
DWI Arrests	11	16	19
Black Bear	26	39	41
Criminal Mischief	40	68	80
Domestic Dispute/TRO Request	124	144	120
Fight in Progress/Verbal Dispute	375	445	390
Missing Person Adult/Juvenile	21	33	20
Vehicle Lock-Out Assist	252	222	207
Motor Vehicle Stops	9405	10040	9327
Weapons Offense/Guns	3	3	4
Burglar Alarms	373	402	368
Total Arrests Made	224	272	264
Total Summonses Issued	2097	2433	2662
Total Ordinance Violation Summonses	72	73	109

While it is evident that members of the Police Department were certainly quite busy; it should also be pointed out that our effectiveness is often quite dependent on the support we receive. This support comes in the form of continued

administrative and investigative emphases in our staffing, adequate resources being made available to the department as well as timely reporting of criminal or suspicious activity from members of the public.

SUPPORT SERVICES DIVISION

Lieutenant Mark Zappa is the Department's Support Services Division Commander. He supervises the 9-1-1 Emergency Communications Center, schedules dispatch staffing, assists with the internal affairs function and manages the department's technology resources, video recording systems, records management systems, E-Ticket devices, Police, Fire and EMS radios and is responsible for managing the repair and maintenance of all our police vehicles and other departmental equipment. Two Patrol Sergeants report directly to Lt. Zappa; Sgt. Frank Philhower and Sgt. Scott King. The Patrol Sergeants each supervise and work with a squad consisting of 3 Patrolmen.

Patrol Sergeants and members of their patrol squads assist with several administrative functions as well. Sgt. Frank Philhower is a firearms instructor, he oversees our holding facilities and he handles the functions of the Crime Prevention Bureau. Sgt. Philhower has coordinated several "Coffee With a Cop" informal community meetings throughout 2015 as well as made several crime prevention and safety presentations to groups and organizations. Sgt. Scott King oversees the alarm ordinance, registering alarms and conducting enforcement as needed. Several Patrol Officers also assist with supervising and training our school crossing guards, performing website updates and firearms training. The Department currently has 18 crossing guards reliably providing safety to our many students who walk to and from school.

Ptl. Thomas Tosti performs the function of Juvenile Officer. He assists with juvenile/family crisis incidents, maintains State required records related to juvenile delinquency cases and administers the stationhouse adjustment program for eligible juvenile offenders. Twenty juveniles were taken into police custody in 2015. Ptl. Tosti also instructs the L.E.A.D. program (**L**aw **E**nforcement **A**gainst **D**rugs) to 5th grade students at two elementary schools in Town.

Overseen by Lt. Zappa and the Patrol Sergeants' squad that they're assigned, 4 full-time and 7 part-time Public Safety Telecommunicators (PST) staff the Newton Police Department's 9-1-1 Communications Center 24/7, receiving 9-1-1 calls,

performing radio dispatching for Newton Police, Fire and First Aid Squad. Our PST's provide pre-arrival instructions to callers while simultaneously sending emergency personnel to the scene. Our PST's are highly skilled, trained and experienced and our equipment has the latest technological capabilities making us ready for Next Generation 9-1-1. The dispatchers often manage several stressful public safety emergencies at the same time, while also communicating regularly with Officers conducting patrol duties and fielding administrative telephone calls from the public with requests for information.

DETECTIVE BUREAU

The day to day direction of the Detective Bureau is managed by Detective Sergeant Dean Coppolella. DSG. Coppolella oversees all criminal investigations conducted in the Town of Newton. He reviews all investigation reports and incidents related to acts of domestic violence. With this responsibility, he supervises two Detectives; Det. Thomas Muller and Det. Steve VanNieuwland. Each year, the Police Department faces challenges in the form of major crimes that occur and it is generally left to the members of the Detective Bureau to follow through on these difficult investigations until they are successfully prosecuted, a process that usually takes several years.

Detectives are involved in numerous criminal investigations. They collect and analyze intelligence, develop informants and work cooperatively with Detectives from the Sussex County Guns, Gangs & Narcotics Task Force, our neighboring jurisdictions, the State Police, State Parole and other law enforcement agencies; County, State and Federal. Detectives monitor and track registered sex offenders subject to Megan's Law. They collect, store, inventory and arrange for appropriate disposition of all property and evidence that is found or seized by members of the Police Department. Detectives also have the responsibility for investigating liquor license transfers and for conducting ABC enforcement and inspections of the 12 licensed premises in the Town of Newton.

The department's Domestic Preparedness function is also handled by the Detective Bureau; planning and exercising of drills at each of the schools for lockdowns and evacuations in the event of an emergency and coordinating regular meetings with school officials and substance abuse counselors from schools across the County to exchange information about trends and observations in an effort to prevent delinquent behavior, drug

activity and to help provide for the safest schools possible. Domestic preparedness also involves training for response to an Active Shooter Incident, meeting regularly and public safety planning with facilities such as the Newton Medical Center and the Sussex County Community College.

Detectives also administer Project Medicine Drop, a program designed to help halt the abuse and diversion of prescription drugs. Residents can anonymously and safely dispose of their unwanted or expired medications. We collected, secured and arranged for the destruction of 528 pounds of medications in 2015.

Working cooperatively, the three Detectives remain available for duty call-out at any time, every day of the year whenever crimes occur. Detectives receive and coordinate responses or necessary follow-up to anonymous tips through our Text-A-Tip service. They process crime scenes for latent evidence. Detectives are specialists in conducting interviews and interrogations, preparing search warrants and criminal complaints. The investigative strength, diligence, determination and inter-agency cooperation of the Detectives at the Newton Police Department continually yields successful outcomes for investigations into the most serious criminal activity.

Our success is tied to the support that we receive from our community. With this in mind, we'll continue to engage the public and communicate information about our activities in an effort to enhance our public safety partnership. Please visit our website www.newtonpolice.org and visit us on social media to see the many other services provided by the Police Department and view information about our activity which is updated on a daily basis and published via a service called Crime Reports to a page on our website. As we strive to constantly improve the quality of law enforcement services provided, we look forward to ongoing public support and cooperation as we do our part to help make Newton continue to be a great place to raise a family and to conduct business.

PUBLIC WORKS DEPARTMENT

The Public Works Department maintained its normal busy schedule during the 2015 calendar year, devoting one day each week (Tuesday) to collecting recyclable items at the curb, in accordance with past practice. In addition, DPW staff carried out all of the routine maintenance activities during 2015.

They also conducted a Spring & Fall Leaf and Brush Collection Program in which the crew collected leaves and brush that were placed at the curb in bio-degradable bags, lasting each time for approximately six weeks.

The DPW crew has focused on maintaining and caring for the parks in Town during 2015, as well as monitoring the restrooms in Memory Park. Litter and garbage was regularly picked up throughout the parks and a crew is once again scheduled for Saturday park maintenance.

The Public Works Department assisted the Water and Sewer crew with the upgrades and with numerous breaks and water leaks as they occurred throughout the year.

Equipment

The Public Works Department added a 2015 F450 Ford Mason Dump truck and a 2016 F250 Extended Cab pickup with plow to its fleet this past year. Also, there were two (2) twenty-yard and two (2) thirty-yard containers purchased to replace the existing worn out containers at the Recycle Center along with a fifteen-yard container for Water and Sewer.

Recycling

Twice each year in June and December, a recycling schedule is mailed to Newton residents with the dates when the Town will be collecting co-mingled glass, plastic, and recyclable cans at the curb. All items to be recycled should be rinsed clean, caps and rings should be removed, and the items should be placed in a waterproof container at the curb. Containers used for mixed recycling should be **no larger than 35 gallon garbage containers.** Cardboard boxes and paper or plastic grocery bags are not acceptable containers.

Co-mingled recyclables include glass jars, bottles, aluminum cans and tin-plated steel cans, plastic clear and green soda bottles, milk, water or cider containers, shampoo and hair conditioner bottles, liquid laundry soap bottles, fabric softener and bleach bottles, and plastics with a recycling symbol on the bottom. Newspapers to be recycled must be dry and tied in bundles. On curbside collection dates when it is wet or rainy, newspapers will not be picked up.

Newspapers, corrugated cardboard, office paper, magazines, aluminum and foil pie plates, as well as co-mingled recyclables defined above, may be brought to the Recycling Center on South Park Drive by Newton residents on Thursdays between

8:00am and 4:00 PM, or Saturdays from 8:00 AM to 1:00 PM. Any questions can be directed to our office at 973-383-4160.

Recycling is mandated by New Jersey State Law. However, the law does not require local governments to provide a curbside collection program. The Town of Newton offers the service, at no cost to taxpayers, for the convenience of its citizens, through the assistance of the Public Works Department.

WATER AND SEWER UTILITY

The Newton Water and Sewer Utility operates on a self-sustaining basis without the use of tax dollars, and met its entire debt service obligation in 2015 with income received from Utility rates and miscellaneous receipts.

The Town's surface water supply is the Morris Lake reservoir located in Sparta Township. This has been Newton's water source since the early 1900s. Water Department personnel operate and maintain the water system, performing quarterly water meter readings, and inspecting all fire hydrants semi-annually. The Water Department personnel are out each quarter doing leak detection to help maintain our unaccounted for water number.

The wastewater treatment plant with a capacity to treat 1.4 million gallons per day, processed an average of .853 million gallons of wastewater flow each day in 2015. Plant personnel are responsible for operating four sewer pump stations and over 20 miles of sewer collection lines.

The water filtration plant at Morris Lake continues to provide the residents of Newton with great tasting water that meets all DEP standards. Average water use for the year .723 MGD. Newton also met the lead and copper rule limits again this year.

Due to leak detection being discovered the Town's total unaccounted for water is under the NJDEP requirement of 15%. The Town of Newton is currently 11% unaccounted for water.

Joseph Carr is the License Operator for the Wastewater Treatment Plant, Sewer Collection System and Water Distribution System. William Grenille, retired Water and Sewer Superintendent, was hired on a consulting basis to handle the Water Treatment Plant for 2015. The Water Treatment Plant Facility was downgraded in 2015 from a T-4 Plant to a T-3 Plant. The Wastewater Treatment system was downgraded from an S-4 Treatment Plant to an S-3 Treatment Plant.

TOWN OF NEWTON 2016 MEETING SCHEDULE

NEWTON TOWN COUNCIL

2nd & 4th Mondays each month,
7:00 PM
Municipal Bldg., 39 Trinity Street

January 11 and 25, February 8 and 22,
March 14 and 28, April 11 and 25, May
11* and 23, June 13 and 27, July 18,
August 22, September 14* and 26,
October 12* and 24, November 14 and
28, December 12 and 28*

Reorganizational Meeting:

6:00 PM July 1, 2016
* Held Wednesday

NEWTON PLANNING BOARD

3rd Wednesday each month, 7:00 PM
Municipal Bldg., 39 Trinity Street

January 20, February 17, March 16, April
20, May 18, June 15, July 20, August 17,
September 21, October 19, November
16, December 21

January 18, 2017

ADV. SHADE TREE COMMISSION

2nd Wednesday of every other month,
6:00 PM
Municipal Bldg., 39 Trinity Street

January 13, March 9, May 11, July 13,
September 14, November 9

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

2nd Tuesday of every other month,
6:30 PM
Municipal Bldg., 39 Trinity Street

January 12, March 8, May 10, July 12,
September 13, November 8

**Held Wednesday following legal
Holiday*

ADVISORY HEALTH BOARD

4th Wednesday of
March, June, and September
7:00 PM

Municipal Bldg., 39 Trinity Street
March 23, June 22, September 28

NEWTON PARKING AUTHORITY

1st Thursday of the month, 8:45 AM
Municipal Bldg., 39 Trinity Street

February 4, April 7, June 2, September 1,
November 3, December 1

*No meetings January, March, May, July,
August & October*

RECREATION COMMISSION

3rd Wednesday each month, 6:30 PM
Municipal Bldg., 39 Trinity Street

January 20, February 17, March 16, April
20, May 18, June 15, July 20, September
21, October 19, November 16

HISTORIC PRESERVATION COMMISSION

3rd Monday each month, 7:00 PM
Municipal Bldg., 39 Trinity Street

January 19*, February 16*, March 21,
April 18, May 16, June 20, August 15,
September 19, October 17, November
21, December 19

**Tuesday after legal holiday*

UTILITY ADVISORY BOARD

3rd Tuesday each month, 7:30 PM
Municipal Bldg., 39 Trinity Street

January 19, February 16, March 15 April
19, May 17, June 21, July 19, August 16,
September 20, October 18, November
15, December 20

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