

## TOWN OF NEWTON 2018 MEETING SCHEDULE

### NEWTON TOWN COUNCIL

2<sup>nd</sup> & 4<sup>th</sup> Mondays each month,  
(with exceptions)  
7:00 PM  
Municipal Bldg., 39 Trinity Street

January 14 & 28, February 11 & 25,  
March 11 & 25, April 8 & 22, May 13 &  
29\*, June 10 & 24, July 8 & 22, August 5,  
September 11\* & 23, October 16\* & 28,  
November 13\* & 25, December 9 and  
23

*\*Wednesday after legal holiday*

### NEWTON PLANNING BOARD

3<sup>rd</sup> Wednesday each month\*, 7:00 PM  
Municipal Bldg., 39 Trinity Street

January 16, February 20, March 20, April  
17, May 15, June 19, July 17, August 21,  
September 18, October 23\*\*,  
December 18

*January 15, 2020*

*\*No meeting in November*

*\*\*Held the Fourth Wednesday*

### ADV. SHADE TREE COMMISSION

2<sup>nd</sup> Wednesday of every other month,  
7:00 PM  
Municipal Bldg., 39 Trinity Street

January 9, March 13, May 8, July 10,  
September 11, November 13

### UTILITY ADVISORY BOARD

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

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

### ADVISORY HEALTH BOARD

4<sup>th</sup> Wednesday of  
March, June, and September  
7:00 PM

Municipal Bldg., 39 Trinity Street  
March 27, June 26, September 25

### ECONOMIC DEVELOPMENT ADVISORY COMMISSION

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

January 8, March 12, May 14, July 9,  
September 10, November 12

### NEWTON PARKING AUTHORITY

1<sup>st</sup> Thursday of the month\*\*, 8:45 AM  
Municipal Bldg., 39 Trinity Street

February 7, April 4, June 6, September 5,  
November 7, December 5

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

### RECREATION COMMISSION

3<sup>rd</sup> Wednesday each month\*\*, 7:00 PM  
Municipal Bldg., 39 Trinity Street

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

*\*\*No meetings in July, August &  
December*

### HISTORIC PRESERVATION COMMISSION

3<sup>rd</sup> Monday each month\*\*, 7:00 PM  
Municipal Bldg., 39 Trinity Street

January 22\*, February 19\*, March 18,  
April 15, May 20, June 17, August 19,  
September 16, October 21, November  
18, December 16

*\*Tuesday after legal holiday*

*\*\*No meeting in July*

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Created / Edited by Terri Oswin &  
Thomas S. Russo, Jr.

# TOWN OF NEWTON



# ANNUAL REPORT 2018

In accordance with State statute, I am honored to present Newton's 59th Annual Report for 2018. This 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 vibrant downtown, extraordinary restaurants & shoppes, parks, schools, and neighborhoods. Much of our success stems from the day-to-day operations detailed throughout this report.

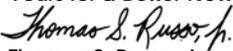
Newton is served by 60 full-time and 50 part-time employees, spread over several departments and the municipal court. As with most New Jersey towns, we are further dependent upon an ever increasing number of civic-oriented residents serving as volunteers on boards, committees, commissions, and recreational 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!

**2018 was another successful year as we (partial listing):**

- ◆ Signed a shared services agreement with Hopatcong for animal control/pound services
- ◆ Analyzed water/sewer connection fees to ensure long-term stability for the utilities
- ◆ Streamed Council meetings for next-day broadcast on the Town website
- ◆ Analyzed parking on Spring Street to find additional parking spaces for business patrons
- ◆ Implemented the Adopt-A-Site Program with the GNCC
- ◆ Created a checklist to ensure proper planning for various large-scale events in Town
- ◆ Increased our social media and online presence
- ◆ Added Movie Nights @ Memory Park to our list of family-friendly activities for residents
- ◆ Worked with local businesses to help foster a friendly business climate
- ◆ Celebrated the opening of the Newton Town Centre senior housing project on Spring Street
- ◆ Welcomed new businesses such as Crawdaddies, El Paraiso, La Famiglia, Ninja Warrior, Powerhouse Gym, Retro Fitness, Spring Diner, and the Theatre Arts Academy
- ◆ Successfully renegotiated the shared services agreement with Hardyston for construction services
- ◆ Commenced conversations with SCCC for a successful redevelopment of the McGuire's property
- ◆ Made appropriate zoning changes to the SD-3, T-4, T-5 zones
- ◆ Worked with TransOptions on another successful Safe Streets Campaign
- ◆ Extended the employment contract of our Police Chief Michael Richards
- ◆ Updated the Local Strategic National Stockpile (SNS) Plan
- ◆ Added Bulk Pick-up to the popular Neighbors Helping Neighbors annual clean-up event
- ◆ Allowed food trucks at various locations in Town
- ◆ Utilized the RFP process to hire a new Sewer Engineering firm for 2019
- ◆ Performed a comprehensive sewer line inspection project to ensure proper planning and upgrades

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. We 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 2018 accomplishments and look forward to an even more productive and successful 2019.

**Yours for a Better Newton,**



Thomas S. Russo, Jr.  
Town Manager

## [WATER AND SEWER UTILITY](#)

The Newton Water and Sewer Utility operates on a self-sustaining basis 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 1.24 million gallons of wastewater flow each day in 2018. Plant personnel are responsible for operating four sewer pump stations and over 20 miles of sewer collection lines. Newton consistently performs within its DEP permits.

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 14% unaccounted for water.

The water filtration plant at Morris Lake continues to provide the residents of Newton with great tasting water. In 2018, Newton incurred one violation for Haloacetic acids (HAA5). The Town of Newton exceeded disinfection-by-product levels for the third quarter of 2018. The Town is conducting an extensive sampling and flushing program, as well as working to rectify the exceedance with our water engineers. Average water use for the 2018 year was .721 MGD. Newton also met the lead and copper rule limits again this year. Newton performs 9 total coliform tests monthly with our results coming back negative.

Joseph Carr is the License Operator for the Wastewater Treatment Plant, Water Treatment Plant, Sewer Collection System and Water Distribution System.

The Water and Sewer Department can be reached at 973-383-2090. For questions regarding your utility bill please call 973-383-3521 ext. 240.

fixed numerous breaks and leaks that occurred throughout the year.

**Equipment**

The Public Works Department ordered new street signs for the entire town. Signs were received late in 2018 and are currently in the process of being installed. Some new poles will need to be installed were ones are missing which will be completed as soon as weather breaks for spring. The Sewer Utility has a few upgrades that are in the design phases that will hopefully be completed in 2019.

**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.

**NEWTON DIRECTORY OF OFFICIALS**

<b>Municipal Building</b> Main Phone No.....973-383-3521	<b>Fire Chief</b> Scott Verkon.....973-277-0459
<b>Town Manager</b> Thomas S. Russo, Jr. .... Ext. 224	<b>Police Chief</b> Michael Richards .....973-383-2525
<b>Tax Assessor</b> Scott J. Holzhauser..... Ext. 225	<b>Public Works Director</b> Kenneth Jaekel.....973-383-4160
<b>Planning / Zoning</b> Katherine Citterbart. .... Ext. 227	<b>Recreation Supervisor</b> Michelle Estremera ...973-459-0157
<b>Code Enforcement</b> Bernie Hattersley ..... Ext. 231	<b>Licensed Operator Water &amp; Sewer</b> Joseph Carr .....973-383-2090
<b>Municipal Clerk / Registrar of Vital Statistics</b> Lorraine A. Read ..... Ext. 232	<b>Senior Citizen Coordinator</b> Joyce Franklin.....973-945-6375
<b>Treasurer</b> Ginny Raftery ..... Ext. 233	<b>Town Attorney</b> Ursula H. Leo .....973-729-1880
<b>Community Development</b> Kimberly Williams..... Ext. 234	<b>Municipal Judge</b> Hon. James Sloan .....908-813-2878
<b>Tax Collector</b> Theresa Schlosser ..... Ext. 239	<b>Municipal Prosecutor</b> Jonathan M <sup>c</sup> Meen ...973-729-1880
<b>Utility Collector</b> Jacki Shackleton..... Ext. 240	<b>Municipal Public Defender</b> Daniel Agatino .....973-579-5700
<b>Chief Financial Officer</b> Dawn L. Babcock ..... Ext. 241	<b>Town Engineer</b> Harold E. Pellow .....973-948-6463
<b>Municipal Court Administrator</b> Kathy Quinn ..... Ext. 242	<b>Town Planner</b> Jessica Caldwell .....973-300-5060
<b>Human Resources</b> Jennifer A. Dodd..... Ext. 254	
<b>Qualified Purchasing Agent</b> Sean P. Canning .....973-706-7813	<b>Recycling Center</b> 973-383-1521
<b>Construction</b> Joseph Butto.....973-823-7020 ..... Ext. 9010	<b><i>newtontownhall.com</i></b> <b><i>gonewtonnj.com</i></b> <b><i>#newtonnj</i></b> <b><i>@GoNewtonNJ</i></b>
<b>Fire Prevention Official</b> Virgil Rome.....973-579-0389	

## OUR TOWN COUNCIL

### MAYOR

**Helen R. Le Frois**

Term 12/31/2020

### DEPUTY MAYOR

**Daniel G. Flynn**

Term expires 12/31/2020

### COUNCIL MEMBERS:

**Jason J. Schlaffer**

Term expires 12/31/2022

**Matthew S. Dickson**

Term expires 12/31/2022

**Sandra Lee Diglio**

Term expires 12/31/2022

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

To facilitate the receipting of electronic payments the mailing and due dates for the quarterly water and sewer billings have been scheduled five days earlier. There is still a 30-day payment window from mailing date to due date.

Water and Sewer Utility bills are due March 25, June 25, September 25, and December 25. 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](http://www.newtontownhall.com).

Police Department continually yields successful outcomes for investigations into the most serious criminal activity and help keep Newton safe.

Police Department success is tied to the support we receive from the community we serve. With this in mind, we'll continue to engage the public and communicate information about our activities in an effort to enhance our community partnership. View information about our activity which is updated on a daily basis and published to a map 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.

Please visit our website [www.newtonpolice.org](http://www.newtonpolice.org) and visit us on social media for regular updates and to see the many other services provided by the Police Department

### PUBLIC WORKS DEPARTMENT

The Public Works Department maintained its normal busy schedule during the 2018 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 2018. They also conducted a Spring and 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.

A sweeping schedule was maintained throughout 2018. Crews sweep the entire Town once a month while the downtime area is maintained once to twice a week. Garbage collection and litter patrol on Spring Street is done on a daily basis. Storm basins are inspected yearly and crews rigorously repair/rebuild throughout the year weather permitting. Routine road work is also done throughout the year which includes pothole repair, crack sealing, and minor resurfacing projects.

The DPW crew has focused on maintaining and caring for the parks in Town during 2018, as well as monitoring the restrooms in Memory Park. Litter and garbage was regularly picked up throughout the parks and a crew continues to be scheduled on Saturdays for park maintenance.

The Public Works Department with the Water and Sewer Division

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 10 licensed premises in the Town of Newton.

Det. Thomas Tosti performs the function of Juvenile Officer and serves as a liaison to our schools. 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. Nine juveniles were taken into police custody in 2018. Det. Tosti also instructs the L.E.A.D. program (Law Enforcement Against Drugs) to 5<sup>th</sup> grade students at Halsted Middle School and the #NotEvenOnce program to high school students. He also oversees our crime prevention program and is often seen at various community events with DSG. VanNieuwland, who is a certified Child Safety Seat installer, providing another valuable service to our residents.

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. 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 as well as other businesses and churches in Town.

Detectives also coordinate 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 457 pounds of medications in 2018.

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

**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 2018 Municipal Budget expenditures were:**

Salaries and Wages.....	\$4,917,221
Operating Expenses.....	3,286,379
Capital Improvements.....	127,431
Statutory Expenditures.....	1,190,781
Debt.....	2,188,738
Reserve for Uncollected Taxes.....	<u>503,000</u>
<b>Total 2018 Municipal Budget Expended.....</b>	<b>\$12,213,549</b>

**Water/Sewer Utility Budget expenditures for 2018 were:**

Salaries and Wages.....	\$839,645
Operating Expenses.....	1,798,955
Capital Improvements.....	220,769
Statutory Expenditures.....	209,305
Debt.....	<u>655,680</u>
<b>Total 2018 W/S Utility Budget Expended.....</b>	<b>\$3,724,354</b>

	<u>Municipal Budget</u>	<u>Utility Budget</u>
<b>2018 Interest Earned</b>	\$99,120	\$64,455
<b>12/31/2018 Surplus Balance</b>	\$2,834,512	\$1,070,766

**Utility Collection Division**

The Utility Collection Division handles the quarterly billing of water and sewer usage. Utility bills are usually mailed Feb 25, May 25, Aug 25 and Nov 25 with payment due within 30 days. 2018 revenue totals are listed below:

Rents	\$3,994,696	Water Serv. Turn On/Off	1,225
Sewer Connections	0	Water/Sewer Taps	0
Sprinklers	35,100	Meter Tests	300
Final Readings	3,959	Meters Sold	1,750
Hydrants	2,170	Frozen Meter Charges	4,500
Returned Check Fees	280	Delinquent Shut Off	4,974
Penalty	<u>73,804</u>	Construction Water	<u>00</u>
		<b>Total Revenues</b>	<b>\$4,122,758</b>

## Tax Assessment

The Tax Assessing Office is responsible for establishing and maintaining the assessed value for all real estate within the Town. The Assessor receives copies 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 1, with a separate additional tax bill following by October 15. New construction that is not completed as of October 1 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 when the Tax Book will be available for review by the public (typically Christmas week). This provides the public 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 10 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. The information 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).

The last Reassessment was conducted during 2013 of all properties in response to the continued decline in the housing market at that time. New assessments were established for 2014 reflecting the estimated Market Value of property as of October 1, 2013. These assessments currently remain in place. The assessment ratio for upcoming Tax Year 2019 is 89.45%, indicating there continues to be a close relationship between the current assessments and their Market Value.

The deadline for filing tax appeals to challenge the 2019 assessment of any property within the Town is April 1, 2019. A helpful document entitled "***Tax Appeal Filing Procedure***" is available on the municipal website and should be consulted prior

Patrol Sergeants and members of their patrol squads assist with several administrative functions as well. Sgt. Thomas Muller oversees/reviews all domestic violence investigations and assists with domestic preparedness functions. Sgt. Scott King oversees the alarm ordinance, registering alarms and conducting alarm ordinance 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 19 crossing guards reliably providing safety to our many students who walk to and from school.

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 modern 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. 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 Steve VanNieuwland. DSG. VanNieuwland oversees all criminal investigations conducted in the Town of Newton. He also reviews and prepares required classification and reporting for Uniform Crime Reports. With this responsibility, he supervises two Detectives; Det. Thomas Tosti and Det. Joseph D'Annibale. Each year, the Police Department handles many complicated cases and major crimes, and it is generally left to the members of the Detective Bureau to follow through on these challenging investigations until they are successfully prosecuted, a process that can often take 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

TYPE OF CALL/POLICE ACTIVITY	2015	2016	2017	2018
Homicide	0	0	0	0
Robbery	2	2	0	1
Kidnapping	0	0	0	0
Burglary/Attempted Burglary	61	48	29	52
Sexual Assault/Contact	12	8	18	18
Assault	33	21	40	29
Theft	79	93	137	76
Motor Vehicle Theft	4	9	6	2
Motor Vehicle Accidents	506	461	513	440
Medical Emergencies	1,002	1,107	1,257	848
DWI Arrests	19	8	12	15
Black Bear	41	41	37	34
Criminal Mischief	80	54	80	71
Domestic Dispute/TRO Request	120	169	154	145
Fight/Verbal Dispute/Disturbance	390	418	471	385
Missing Person Adult/Juvenile	20	19	25	16
Vehicle Lock-Out Assist	207	208	233	210
Motor Vehicle Stops	9,327	8,129	10,208	12,081
Weapons Offense/Guns	4	5	0	2
Burglar Alarms	368	321	286	274
Total Arrests Made	264	279	246	250
Total Summonses Issued	2,662	2,087	2,731	2,853
Total Ordinance Violation Summonses	109	109	72	92
Narcan Administration	10	12	24	38
Anonymous Tips Received	30	50	40	28

technology resources, video surveillance 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. Thomas Muller and Sgt. Scott King. The Patrol Sergeants each supervise and work with a squad consisting of 3 Patrolmen.

TAX YEAR 2019 - RATABLE BASE BREAKDOWN TOWN OF NEWTON			
Property Type	No. Line Items	Assessed Value (\$)	% of Total
Vacant Land	111	9,992,200	1.670%
Residential (w/ Farm Bldgs)	1,991	368,018,900	61.509%
Qualified Farmland	10	58,900	0.010%
Commercial	236	164,677,100	27.523%
Industrial	11	13,293,900	2.222%
Apartment	28	38,569,000	6.446%
Personal Property (telephone)	2	3,708,825	0.620%
<b>NET VALUATION TAXABLE</b>	2,389	598,318,825	100.000%
Exempts (all classes)	172	288,852,100	
Equalization Ratio (2019)		89.45%	
Tax Rate (Prior Year 2018)	\$4.263	(per \$100 of Assmt)	

to filing any regular assessment appeal. Additionally, questions regarding the appeal procedure can be researched further through the County Tax Board website.

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 by appointment. Appointments can be made by calling the Assessing Clerk at (973) 383-3521 ext. 234.

### [Tax Collection Division](#)

The primary responsibilities of the 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 Governing Body to keep them up-to-date regarding municipal finances. Theresa Schlosser serves as the Town's Certified Tax

Collector and 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 2018 by the Tax office is listed below:**

Prepaid 2019 Taxes .....	\$181,561
Current 2018 Taxes .....	24,300,496
Prior 2017 Year .....	383,538
Interest .....	87,178
Town Liens.....	2,589
Tax Searches .....	130
Miscellaneous Revenues.....	1,916
Senior Citizen Disallowances .....	0.00
<b>Total Revenue Collected</b>	<b>\$24,957,408</b>

The collection rate for 2018 was 97.96% of revenue billed.

**FISCAL FACTS — YOUR TAX DOLLARS**

The property tax is divided among the County of Sussex, County Library, County Open Space, Newton Board of Education and the Town of Newton. The chart below illustrates the percentage each of the jurisdictions received in 2018 from the average Newton taxpayer.

Newton Board of Ed	51.04%	\$2.176
Town of Newton	34.51%	\$1.471
County of Sussex	13.49%	\$ .575
County Library	0.89%	\$ .038
County Open Space	0.07%	\$ .003
<b>Total</b>	<b>100.00%</b>	<b>\$4.263 per \$100 of assessed value</b>

**Treasury Division**

Virginia Raftery serves as the Town’s Treasurer. Her responsibilities include vouchering all Town expenditures, preparing bill lists for Town Council approval, maintaining subsidiary account controls, payroll preparation and agency remittances, fixed asset accounting, and other activities necessary to maintain fiscal accountability of the Town’s assets. Over 500 checks a month are processed to meet the operating, capital and debt service expenses.

we issued 75 permits to purchase handguns. Sgt. Michael Monaco and Ptl. John Flanagan coordinate the service of arrest warrants, conduct applicant investigations related to Town ordinances and are also firearms instructors. Ptl. Michael Wolanski is also our liaison for the Domestic Violence Response Team, a program conducted in collaboration with Domestic Abuse & Sexual Assault Intervention Services.

At the end of 2018 we welcomed the addition of two new Officers, Judy Torres and Steven Shawger, who are replacing Officers who are retiring in the Spring of 2019. They are attending the Police Academy and we look forward to their graduation in June 2019.

Lt. Osborn 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. State law limits their hours and type of work that they can be assigned. They provide a meaningful complement to our staff of regular sworn Officers and help ensure safety in the Town parks and business district areas.

The Department maintains a computerized record system documenting the activity of its Police Officers. Listed on the next page 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. Notably, information about the number of times Narcan was used and the number of anonymous tips received have been included in this year’s summary report.

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

documented within our internal affairs process may have originated from a citizen complaint, anonymously or from within the department, resulting from 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
Demeanor	5	1 sustained   3 exonerated   1 not sustained
Differential Treatment	1	1 exonerated
Other Rule Violation	10	6 sustained   4 exonerated
<b>Total</b>	<b>16</b>	<b>No disciplinary action was taken that resulted in a fine or suspension of 10 days or more</b>
Pending 2017 cases	1	1 other rule violation is pending final outcome in 2019

The Newton Police Department approaches professional standards and citizen complaints very seriously. It is reasonable to expect Officers to consistently perform professionally, lawfully, and safely; consistent with policy. Each complaint, including an anonymous complaint, receives priority attention from department supervisors. Also, each time an Officer 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, with Ptl. Michael Wolanski's assistance, handles all firearms applicant investigations. In 2018,

## 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 2018, the Municipal Clerk's office:**

- ◆ Issued **312** Licenses and Permits;
- ◆ Fulfilled **418** Open Public Records Requests;
- ◆ Recorded **469** pages of official Town Council minutes;
- ◆ Collected **\$62,935.00** in Licenses and Permit fees;
- ◆ Collected **\$806.00** in Miscellaneous Revenue;
- ◆ As Election Official held **four** Elections: – Municipal Election; Primary Election; Special Election; and General Election.
- ◆ Issued **70** Fishing Permits for Morris Lake;
- ◆ Issued **647** Dog Licenses and **160** Cat Licenses;
- ◆ Collected **\$13,358.00** Dog & Cat Licenses;
- ◆ The annual free rabies clinic inoculated **326** Dogs and **68** Cats;
- ◆ Issued **78** Permits for the annual Town-wide garage sale.

The Municipal Clerk continues, as required by law, to be recertified as RMC every two years. Lorraine A. Read, RMC, has been serving as the Municipal Clerk for the Town of Newton since July 1, 1996. Teresa Ann Oswin serves as Deputy Municipal Clerk and obtained her RMC in 2013.

## 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. **Domestic Partnership Records** establishes the domestic partnership. Can be used to obtain health or pension benefits or grant authority to make medical decisions or obtain certified copies of death certificates.

4. **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., dependent upon proof of death of the family wage earner.

Pursuant to the October, 2013 Court Decision, same-sex couples have been given the opportunity to enter into marriage in this State. As such, same-sex couples must follow the same procedures and satisfy the same requirements that are imposed upon opposite-sex couples seeking civil marriage.

The position of Certified Municipal Registrar (CMR) is required by law to be recertified every three years.

Lorraine A. Read, CMR serves as Registrar of Vital Statistics and Janien N. Roberts, CMR serves as Deputy Registrar. Mrs. Read and Ms. Roberts both re-certified in 2017.

### During 2018, the Registrar's Office:

- ◆ Issued **40** marriage Licenses;
- ◆ Issued **2246** certified copies of births;
- ◆ Issued **191** certified copies of deaths;
- ◆ Issued **3042** EDRS certified copies of death;
- ◆ Issued **132** certified copies of marriages;
- ◆ Issued **21** amendments to vital records;
- ◆ Issued **5** burial permits;
- ◆ Issued **413** EDRS burial permits;
- ◆ Collected **\$81,080.00** in **Vital Statistics**.

Patrol Sergeants each supervise and work with a squad consisting of 3 Patrolmen. Patrol squads work 12-hour shifts to give constant police coverage to the Town 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. Police Officers also regularly conduct "park, walk and talk" details at the Sussex County Community College where they work together with their security staff to provide safety for students and faculty on campus.

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 our early warning system. He handles officer scheduling and planning for special details like parades and outside employment requests, such as security at school sporting events and traffic direction during construction projects. Lt. Osborn reviews all accident reports, OPRA 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/re-training, investigation of complaints, counseling and progressive discipline when appropriate.

To be transparent about the process and in accordance with Attorney General Directives, we've prepared the following statistical report summarizing complaints received about Officers and their dispositions for 2018. Matters investigated and

## Administration

Chief Richards provides for the general direction, control and planning as well as the budgeting for the Police 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. Through continual policy review and development, and training of personnel combined with leadership, accountability, public engagement and communication, we will always strive to exceed expectations.

Leadership and innovation is evident in our programs such as the C.L.E.A.R. program, **Community Law Enforcement Addiction Recovery** [[clearprogram.org](http://clearprogram.org)], Coffee with a Cop, Project Medicine Drop and Crime Reports (crime mapping and anonymous tip service). These programs help improve quality of life, prevent and reduce criminal activity and engages the community as proactive public safety partners.

Chief Richards is serving in his third year as the President of the Sussex County Police Chiefs' Association [[sussexpolicechiefs.com](http://sussexpolicechiefs.com)] whose mission, in part, is promote and enhance the highest ethical and professional standards in law enforcement across Sussex County and to strive for advancements along all lines pertaining to the prevention and detection of crime and the promotion of police efficiency in general. The Chiefs' Association has helped to coordinate school safety initiatives across jurisdictions and facilitated improved training for Officers across the County. He also serves on the Board for Ginnie's House, Child Advocacy Center, a vital resource for child abuse victims.

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 Steve Van Nieuwland 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

## MUNICIPAL COURT

The Shared Court of the Town of Newton & Green Township hears a wide variety of cases. While most are traffic related, some do pertain to minor criminal offenses. Below is a brief summary of our activity throughout the past year:

DWI's	19
Traffic Tickets	2,887
Parking Tickets	1,325
Disorderly & Petty Disorderly Offenses	358
Indictable Offenses	249
Town Ordinances	130
Town of Newton Fines & Costs Collected	\$216,364.52
Public Defender Fees Collected	\$3,135.00
POAA Fees Collected	\$650.00
Monies Paid to Sussex County	\$87,137.03

We started the year off with a new Judge, Court Administrator and Deputy Court Administrator. The team worked diligently to bring the court back to a professional and organized environment. We were recognized for our case management style by the Morris & Sussex Vicinage highlighting our ability to successfully process, schedule and dispose of cases in a timely, efficient manner.

Our website has been updated in order to serve the public with supplemental information and forms. Also included is a video to aid in understanding of what an individual's court experience might look like.

It is crucial for courts to have proper security procedures in place at all times. We have worked with the police department to review proper protocol and measures in the event of an emergency. It is our intention to ensure the wellbeing of all occupants in our facility and to make sure they are not vulnerable to any kind of acts of violence.

The core values of the judiciary are fairness, independence, integrity and quality service. We are dedicated to upholding these paramount values and believe that courts must have the trust and confidence of the people they serve. If you have a comment, question or would like to tell us how we are doing, please feel free to call us during regular business hours at 973-383-3521.

## 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 2018, the Historic Preservation Commission held three regularly scheduled meetings and approved three applications for alterations and one application to install an emergency generator. The Commission also took part in a workshop presented by Sussex County Historian, Wayne McCabe on "Renovation of Commercial Facades".

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. Councilwoman Sandra Lee Diglio serves as liaison between the Historic Commission and the Town Council. Jessica Caldwell of J. Caldwell & Associates, the Town Planner, lends guidance to the Historic Commission on properties throughout the Town. Katherine Citterbart serves as the Historic Preservation Commission Secretary and can be reached at 973-383-3521, ext. 227. The Historic Preservation Commission meets on the third Monday of every month at 7:00 PM. at the Municipal Building.

## RECREATION

The Recreation Commission continues to work at providing varied recreational opportunities for the residents of Newton. We hosted two senior dinners, an Easter Egg Dyeing Event, Easter Egg Hunt, and the Miss Newton competition. All of these events were well attended and have become part of the fabric of our community.

The Newton Town Pool was home to several special events this year including our Salute to Heroes on 4<sup>th</sup> of July, the Flick and Float movie night and a Luau. We hosted birthday parties and several special groups made use of the facility in off-peak hours. We hosted a Latino family night in conjunction with the Action

This year, our team participated in several full scale exercises at long term care facilities as well as safety drills with the Newton Public Schools helping to ensure that the process of continual improvement in emergency planning continues. A new annex to the Town's Emergency Operations Plan was created and adopted focusing on continuity of municipal operations during public health emergencies. When a fire occurred at the Brookside Terrace Apartments, we responded to coordinate the sheltering needs of the nearly 500 residents initially displaced by the fire as well as the methodical repopulation of the building as parts of it were deemed safe to return. Our office worked closely with the Newton Police Department to establish a plan for how our municipality will ensure the availability of emergency warming and cooling centers for at-risk residents during periods of extreme heat and cold. As part of this effort, we led the creation of a "community-based" collaborative planning group seeking to augment our operational abilities and increase access to human services providers.

In 2019, we will continue to work to mitigate, prepare for, respond to, and recover from the effects of hazards which might pose a threat to the Town of Newton.

## FIRE DEPARTMENT

The Newton Fire Department in its 182<sup>nd</sup> year responded to 300+ incidents and performed over 60 training drills expending over 4,000 man hours while operating the fleet of 1 Tender/Engine, 1 Tower Ladder Truck, 1 Rescue/Engine and a Snozzle/Engine. In 2018 the Fire Department assisted and worked closely with the First Aid Squad, Police Department and Office of Emergency Management as well as our surrounding communities with mutual aid.

## POLICE DEPARTMENT

Carrying on the tradition as Newton's finest since 1910, Officers reliably carry out their duties each day mindful of their mission to serve, to safeguard the public trust and to always perform competently and professionally. Chief Michael Richards is proud to lead a department with such an essential function and is committed to keeping current with best practices in law enforcement and the continual process of improving the efficiency and effectiveness of our service.

may be required from the Newton Department of Public Works prior to any sidewalk repair work.

For the year 2018, 49 Summons-Complaints were issued, which require a Mandatory Court Appearance, and approximately 519 violations were cited.

Questions can be directed to Mr. Hattersley at [bhattersley@newtontownhall.com](mailto:bhattersley@newtontownhall.com) or 973-383-3521 ext. 256. or to Ms. Kaylani at [skaylani@newtontownhall.com](mailto:skaylani@newtontownhall.com) or 973-383-3521 ext. 231.

## **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 Police, Fire, Public Works Departments and the First Aid Squad as well as the County and State Offices of Emergency Management and Homeland Security. The Emergency Management Coordinator (EMC), Ken Teets, and Deputies, Dan Finkle and Jason Miller, work with all Municipal departments and representatives of community organizations to develop plans that address emergency situations. The EMC 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, Newton Medical Center, and long term care facilities 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.

Alliance. We also hosted a military support group and several family events. The pool also hosted a successful 'Adults Only' swim time. This allowed for adults and persons with disabilities to enjoy a less crowded swim time.

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, field hockey, swimming and wrestling.

The fields at Memory Park saw improvements in field maintenance, appearance, and equipment replacement. Through many generous donations, the Hank Smith Memorial Scoreboard was unveiled as well as the construction of four new dugouts and a new backstop. The Town of Newton and the Roller Hockey organization continue to work together to enhance the facility to draw in more members and volunteers. We are very fortunate to have in our community so many dedicated families that all contribute to make our programs so successful.

We continue to host family bus trips such as the NY Mets vs. NY Yankee Subway Series baseball game and the ever favorite Radio City Christmas Spectacular. Our department is always looking for new ideas and open to suggestions.

We are looking forward to a successful and exciting 2019.

## **PLANNING BOARD**

In accordance with the New Jersey statutes, the Planning Board consists of nine regular members and four alternate members. 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 2018, the Planning Board conducted seven regularly scheduled meetings. Applications approved include eight site plans, five variances, three subdivisions, one conditional use, and three amended site plans. The Board also heard and approved four applications from the Historic Preservation Commission.

Also, this year the Planning Board approved with recommendations the Diller Avenue Redevelopment Plan

prepared by the Town Planner. The Board also held a Courtesy Review in which Sussex County Community College discussed plans to create a culinary program and automotive program on the McGuire property.

Mrs. Katherine Citterbart was the Planning Board Administrator. Mr. David Simmons Jr., P.E., P.P. of Harold E. Pellow & Associates was the Board Engineer. Mr. David H. Soloway, Esq. of Vogel, Chait, Collins and Schneider was the Planning Board Attorney. Ms. Jessica Caldwell of J. Caldwell & Associates was the Board Planner. The Planning Board meets on the third Wednesday of every month at 7:00 PM. 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 95 permits for various permitted uses and denied six permits during the year 2018. Enforcement activities consisted of 34 notices of violation through 2018 and three summonses. 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, Fire & Plumbing Subcode Officials are contracted through a shared services agreement with Hardyston Township. During 2018, the Department issued a total of 355 permits. The total costs for realty improvements in the Town of Newton were \$7,435,021.00 for new construction and \$7,568,726.00 for alterations. Additionally, there were 330 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 2018, the Fire Marshal's Office performed;

- ◆ 138 inspections/re-inspections of Life Hazard Use Businesses
- ◆ 491 inspections/re-inspections of Non-Life Hazard Use Businesses. Recorded/entered a total of 439 active businesses into our database
- ◆ Issued the following:
  - \* 122 Notices of Violation
  - \* 25 Fire Safety Permits (Consisting of cooking, food trucks, tents, fireworks, LPG cylinder exchange)
  - \* 433 Certificates of Inspections

All Life Hazard Use Inspections have been certified to the Division of Fire Safety for the year 2018. We have begun the 2019 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 at [vrome@sussexcountysheriff.com](mailto: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: Code Enforcement Director Bernard Hattersley, Deputy Code Enforcement Officer-Fire Inspector Jeffrey B. Schiffner and Administrative Assistant, Sherri Kaylani.

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