

## TOWN OF NEWTON 2020 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 13 & 27, February 10 & 24,  
March 9 & 23, April 13 & 27, May 11 &  
27\*, June 8 & 22, July 13, August 10,  
September 16\* & 28, October 14\* & 26,  
November 9 & 23, December 14  
Reorg Tuesday, January 5, 2021  
\*Wednesday after legal holiday

### NEWTON PLANNING BOARD

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

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

January 20, 2021

\*No meeting in November

\*\*Held the Fourth Wednesday

### ADV. SHADE TREE COMMISSION

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

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

### UTILITY ADVISORY BOARD

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

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

### ADVISORY HEALTH BOARD

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

Municipal Bldg., 39 Trinity Street  
March 25, June 24, September 23

### ECONOMIC DEVELOPMENT ADVISORY COMMISSION

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

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

### NEWTON PARKING AUTHORITY

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

February 6, April 2, June 4, September 3,  
November 5, December 3

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

\*\*No meetings in July & August

### HISTORIC PRESERVATION COMMISSION

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

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

January 19, 2021\*

\*Tuesday after legal holiday

\*\*No meeting in July

© 2020, Town of Newton.  
All Rights Reserved.  
Created / Edited by Terri Oswin,  
Kat Walker & Thomas S. Russo, Jr.

# TOWN OF NEWTON



# ANNUAL REPORT 2019

## March 2020

### Dear Council Members and Residents of Newton:

In accordance with State statute, I am honored to present Newton's Annual Report for 2019. This 60<sup>th</sup> 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 vibrant downtown, extraordinary restaurants & shoppes, parks, schools, and neighborhoods. Much of our success stems from the day-to-day operations detailed throughout this report.

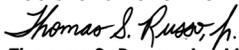
Newton is served by 59 full-time and 52 part-time/seasonal employees, spread over several departments and the municipal court. As with most New Jersey towns, we are further dependent upon an ever increasing number of civic-oriented residents serving as volunteers on boards, committees, commissions, and 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!

### 2019 was another successful year as we (partial listing):

- ◆ Adopted a municipal budget with almost a zero increase
- ◆ Hired a new Chief Financial Officer (CFO) and Deputy Court Administrator
- ◆ Installed fiber optics at Town Hall and Police Department
- ◆ Expanded the Town newsletter to 12-pages
- ◆ Approved Planet Networks installation of fiber optics throughout Town
- ◆ Renewed the Green-Newton Court Agreement for another 5-years
- ◆ Expanded the Summer Intern Program
- ◆ Developed eye-catching promotional videos on social media in support of small businesses
- ◆ Successfully managed the inaugural Flags of Honor event in November
- ◆ Thoroughly analyzed the municipal pool in preparation for the 2020 renovation project
- ◆ Received a generous \$15,000 donation from Thorlabs for music sponsorship at all events
- ◆ Finalized contracts with CWA and UPSEU unions
- ◆ Designated Newton a Stigma-Free Town and created signage for same
- ◆ Revised LOSAP to increase dollars in support of our dedicated volunteers
- ◆ Hired a new Police Chief, Lieutenant, and Sergeant
- ◆ Implemented the new RAVE Alert System Town-wide
- ◆ Applied for and received a \$400,000 CDBG grant for sidewalk improvements on Mill Street
- ◆ Made necessary revisions to the Master Plan
- ◆ Developed 10-year capital budgets for both Water and Sewer operations
- ◆ Received a \$26,000 donation from Thorlabs for improvements to the pedestrian Rail Trail

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 2019 accomplishments and look forward to an even more productive and successful 2020.

Yours for a Better Newton,



Thomas S. Russo, Jr., MPA, CPM  
Town Manager

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 .960 million gallons of wastewater flow each day in 2019. 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 at 11.8% unaccounted for water.

The water filtration plant at Morris Lake continues to provide the residents of Newton with great tasting water. The Town of Newton exceeded disinfection by-product levels for the 2<sup>nd</sup> quarter of 2019 – waiting for DEP to approve Pilot test for remedying the problem. 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 2019 year was 738,000 gallons a day. Newton also met the lead and copper rule limits again this year. Newton performs 9 total coliform tests monthly with results coming back negative.

Started installation of the new grit conveyor in late 2019. We anticipate completion by mid-February 2020.

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.

that was 19 years old. The machine is used for numerous jobs as well as a dual use with the Water & Sewer Utility. The Public Works Department also worked on some big storm drain projects this year. Which included 100s of feet of new pipe and multiple new basins. The goal of these projects was to increase flow, repairing areas that flood, and fixing ice conditions in multiple areas. All projects came out beautifully.

**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 8:00 AM 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 additional 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 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

**NEWTON DIRECTORY OF OFFICIALS**

**Municipal Building**

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

**Town Manager**

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

**Tax Assessor**

Scott J. Holzauer ..... Ext. 225

**Planning / Zoning**

Katherine Citterbart..... Ext. 227

**Recreation Supervisor**

Sherri Kaylani..... Ext. 231

**Municipal Clerk / Registrar of Vital Statistics**

Lorraine A. Read ..... Ext. 232

**Treasurer**

Ginny Rafferty ..... Ext. 233

**Community Development**

Kimberly Williams ..... Ext. 234

**Tax Collector**

Theresa Schlosser ..... Ext. 239

**Utility Collector**

Jacki Shackleton ..... Ext. 240

**Chief Financial Officer**

Monica Miebach ..... Ext. 241

**Municipal Court Administrator**

Kathy Quinn ..... Ext. 242

**Human Resources**

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

**Code Enforcement**

Bernie Hattersley..... Ext. 256

**Qualified Purchasing Agent**

Sean P. Canning ..... 973-706-7813

**Construction**

Joseph Butto .....973-823-7020  
..... Ext. 9451

**Fire Prevention Official**

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

**Fire Chief**

Scott Verkon .....973-277-0459

**Police Chief**

Robert Osborn .....973-383-2525

**Public Works Director**

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

**Licensed Operator Water & Sewer**

Joseph Carr .....973-383-2090

**Senior Citizen Coordinator**

Joyce Franklin.....973-945-6375

**Town Attorney**

Ursula H. Leo .....973-729-1880

**Municipal Judge**

Hon. James Sloan .....908-813-2878

**Municipal Prosecutor**

Jonathan M<sup>e</sup>Meen...973-729-1880

**Municipal Public Defender**

Daniel Agatino .....973-579-5700

**Town Engineer**

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

**Town Planner**

Jessica Caldwell .....973-300-5060

Recycling Center 973-383-1521

**newtontownhall.com**  
**#newtonnj**  
**@GoNewtonNJ**

## OUR TOWN COUNCIL

### MAYOR

**Sandra Lee Diglio**

Term 12/31/2022

### DEPUTY MAYOR

**Daniel G. Flynn**

Term expires 12/31/2020

### COUNCIL MEMBERS:

**Matthew S. Dickson**

Term expires 12/31/2022

**Jason J. Schlaffer**

Term expires 12/31/2022

**Helen R. Le Frois**

Term expires 12/31/2020

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).

that our residents have come to expect. We will continue to explore ways to maintain quality service and provide value to the residents we proudly serve. Collectively, we look forward to ongoing public support and cooperation as we enhance our community partnership and do our part to help make Newton continue to be a great place to raise a family and to conduct business.

As time permits, please check out our website at [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 2019 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 2019. They 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. Staff also conducted a special brush cleanup during December to accommodate all the residents with damage from an ice/snow storm that hit late in the year.

A sweeping schedule was maintained throughout 2019. Crews swept the entire Town once a month while the downtown area was maintained once to twice a week. Garbage collection and litter patrol on Spring Street was done on a daily basis. Storm basins are inspected yearly and crews rigorously repair/rebuild throughout the year weather permitting. Routine road work was 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 2019, 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, along with the Water and Sewer Division, fixed numerous breaks and leaks that occurred throughout the year.

### Equipment/Projects

A new Kubota SVL track skid steer was purchased for the Public Works Department this year. It was to replace a Bobcat skid steer

the function of Juvenile Officer and served as a liaison to our schools. Det. Tosti assisted with juvenile/family crisis incidents, maintained State required records related to juvenile delinquency cases and administered the stationhouse adjustment program for eligible juvenile offenders. Three juveniles were taken into police custody in 2019. Det. Tosti also instructs the L.E.A.D. program (**L**aw **E**nforcement **A**gainst **D**rugs) to 5<sup>th</sup> grade students at Halsted Middle School. He oversaw 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 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 751 pounds of medications in 2019.

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 and help keep Newton safe.

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.

We have worked hard to maintain the quality and level of service

**FINANCE DEPARTMENT**

The Finance Department is overseen by Monica B. Miebach, 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 2019 Municipal Budget expenditures were:**

Salaries and Wages .....	\$4,858,032
Operating Expenses.....	3,562,227
Capital Improvements .....	190,984
Statutory Expenditures.....	1,269,220
Debt .....	2,351,610
Reserve for Uncollected Taxes.....	<u>521,000</u>

**Total 2019 Municipal Budget Expended \$12,753,073**

**Water/Sewer Utility Budget expenditures for 2019 were:**

Salaries and Wages .....	\$878,060
Operating Expenses.....	1,917,619
Capital Improvements .....	572,547
Statutory Expenditures.....	86,170
Debt .....	<u>633,715</u>

**Total 2019 W/S Utility Budget Expended \$4,088,111**

	<b><u>Municipal Budget</u></b>	<b><u>Utility Budget</u></b>
<b>2019 Interest Earned</b>	\$133,003	\$105,046
<b>12/31/2019 Surplus Balance</b>	\$2,832,713	\$2,260,713

**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. 2019 revenue totals are listed below:

Rents	\$4,016,306	Water Serv. Turn On/Off	450
Sewer Connections	0	Water/Sewer Taps	476,172
Sprinklers	35,100	Meter Tests	0
Final Readings	3,563	Meters Sold	1,350
Hydrants	2,175	Frozen Meter Charges	2,000
Returned Check Fees	160	Delinquent Shut Off	4,676
Penalty	<u>0</u>	Construction Water	<u>0</u>
		<b>Total Revenues</b>	<b>\$4,541,952</b>

## 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 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 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 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. 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).

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 2020 is 90.70%, indicating that there continues to be a relatively close relationship between the current assessments and their Market Value.

The deadline for filing tax appeals to challenge the 2020 assessment of any property within the Town is April 1, 2020. A helpful document entitled "**Tax Appeal Filing Procedure**" is

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

In 2019, the day to day direction of the Detective Bureau was managed by Detective Sergeant Steve VanNieuwland. (DSG. VanNieuwland was promoted to Support Services Lieutenant in February of 2020). DSG. VanNieuwland supervised all criminal investigations conducted in the Town of Newton. He also reviewed and prepared required classification and reporting for Uniform Crime Reports. With this responsibility, he supervised two Detectives; Det. Thomas Tosti and Det. Joseph D'Annibale. (Det. Tosti was promoted to Patrol Sergeant in June of 2019 and replaced in the Detective Bureau by Det. Daniel Finkle). (Det. D'Annibale was promoted to Patrol Sergeant in February of 2020). 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 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.

Prior to his promotion to Sergeant, Det. Thomas Tosti performed

TYPE OF CALL/POLICE ACTIVITY	2016	2017	2018	2019
Homicide	0	0	0	<b>0</b>
Robbery	2	0	1	<b>2</b>
Kidnapping	0	0	0	<b>0</b>
Burglary/Attempted Burglary	48	29	52	<b>15</b>
Sexual Assault/Contact	8	18	18	<b>20</b>
Assault	21	40	29	<b>27</b>
Theft	93	137	76	<b>87</b>
Motor Vehicle Theft	9	6	2	<b>0</b>
Motor Vehicle Accidents	461	513	440	<b>468</b>
Medical Emergencies	1,107	1,257	848	<b>1,001</b>
DWI Arrests	8	12	15	<b>18</b>
Black Bear	41	37	34	<b>62</b>
Criminal Mischief	54	80	71	<b>46</b>
Domestic Dispute/TRO Request	169	154	145	<b>181</b>
Fight/Verbal Dispute/ Disturbance	418	471	385	<b>364</b>
Missing Person Adult/ Juvenile	19	25	16	<b>22</b>
Vehicle Lock-Out Assist	208	233	210	<b>213</b>
Motor Vehicle Stops	8,129	10,208	12,081	<b>10,656</b>
Weapons Offense/Guns	5	0	2	<b>1</b>
Burglar Alarms	321	286	274	<b>298</b>
Total Arrests Made	279	246	250	<b>264</b>
Total Summonses Issued	2087	2,731	2,853	<b>2,030</b>
Total Ordinance Violation Summonses	109	72	92	<b>92</b>
Narcans Administration	12	24	38	<b>26</b>
Anonymous Tips Received	50	40	28	<b>25</b>

assist with supervising and training our school crossing guards, performing website updates and firearms training. The Department currently has 16 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 8 part-time Public Safety

TAX YEAR 2020 - RATABLE BASE BREAKDOWN TOWN OF NEWTON			
Property Type	No. Line Items	Assessed Value (\$)	% of Total
Vacant Land	96	8,764,300	1.473%
Residential (w/ Farm Bldgs)	1,998	369,930,100	62.171%
Qualified Farmland	10	43,800	0.007%
Commercial	232	164,736,800	27.686%
Industrial	11	13,343,900	2.243%
Apartment	27	38,203,100	6.420%
Personal Property (telephone)	2	453	0.000%
<b>NET VALUATION TAXABLE</b>	<b>2,376</b>	<b>595,022,453</b>	<b>100.000%</b>
Exempts (all classes)	176	289,725,000	
Equalization Ratio (2020)		90.70%	
Tax Rate (Prior Year 2019)	\$4.286	(per \$100 of Assmt)	

available on the municipal website through the Tax Assessor's 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>. You can also obtain the 2020 Tax Appeal Packet thru this website.

The Assessor's Office provides clerical access from 8:30 AM to 4:30 PM Monday – Friday in order to accommodate routine requests for information, schedule appointments, and answer general questions. The Assessor, Scott J. Holzhauer, is available by appointment on Wednesdays from 9:00 AM to 1:00 PM, and other times as needed. All meetings with the Assessor must be scheduled. 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 Division**

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. Theresa Schlosser 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 2019 by the Tax office is listed below:**

Prepaid 2020 Taxes.....	\$307,634
Current 2019 Taxes .....	24,777,799
Prior 2018 Year .....	413,549
Interest.....	89,813
Town Liens .....	23,620
Tax Searches.....	140
Miscellaneous Revenues.....	2637
Senior Citizen Disallowances .....	0.00
<b>Total Revenue Collected</b>	<b>\$25,615,192</b>

The collection rate for 2019 was 97.92% 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 that each of the jurisdictions received in 2019 from the average taxpayer in the Town.

Newton Board of Ed	50.27%	\$2.155
Town of Newton	34.47%	\$1.477
County of Sussex	14.22%	\$ .609
County Library	0.98%	\$ .042
County Open Space	0.06%	\$ .003
<b>Total</b>	<b>100.00%</b>	<b>\$4.286 per \$100 assessed value</b>

Chief Osborn can be reached at [Rosborn@newtonpolice.org](mailto:Rosborn@newtonpolice.org), or telephone (973) 383-2525.

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 was the Department's Support Services Division Commander. He supervised the 9-1-1 Emergency Communications Center, scheduled dispatch staffing, assisted with the internal affairs function and managed the department's technology resources, video surveillance recording systems, records management systems, E-Ticket devices, Police, Fire and EMS radios and was responsible for managing the repair and maintenance of all our police vehicles and other departmental equipment. Lt. Zappa retired in February of 2020 after 31 years as a police officer. He served in the capacity of Support Services Division Commander for 14 of those years. He was not only a valuable asset to the Newton Police Department but an individual who always displayed a strong work ethic and tireless devotion to his assigned tasks and his fellow officers. Two Patrol Sergeants reported 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.

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

The Newton Police Department approaches professional standards and citizen complaints very seriously. It is reasonable to expect Officers to regularly 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 conducted firearms training until his retirement in May of 2019. As a result, Sgt. Wolanski now handles all firearms applicant investigations. In 2019, our agency issued 72 permits to purchase handguns. Sgt. Wolanski is also our liaison for the Domestic Violence Response Team, a program conducted in collaboration with Domestic Abuse & Sexual Assault Intervention Services. Lt. Michael Monaco and Ptl. John Flanagan coordinate the service of arrest warrants, conduct applicant investigations related to Town ordinances and are also firearms instructors.

At the end of 2018, we welcomed the addition of two new Officers, Judy Torres and Steven Shawger, who replaced Ptl. Scott Vertetis and Ptl. Jose Morales who retired in the Spring of 2019. In May of 2019, both of them graduated from the Morris County Police Academy and have since been assigned to a patrol squad after completing departmental training with their respective Field Training Officers.

Throughout 2019, Lt. Osborn supervised and scheduled 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.

## 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 2019, the Municipal Clerk's office:**

- ◆ Issued **424** Licenses and Permits;
- ◆ Fulfilled **387** Open Public Records Requests;
- ◆ Recorded **512** pages of official Town Council minutes;
- ◆ Collected **\$75,300.00** in Licenses/Permits and Miscellaneous Revenue;
- ◆ As Election Official (under Title 19) held **two** Elections: – Primary Election; and General Election.
- ◆ Issued **130** Fishing Permits for Morris Lake;
- ◆ Issued **680** Dog Licenses and **154** Cat Licenses;
- ◆ Collected **\$12,729.00** Dog & Cat License fees;
- ◆ The annual free rabies clinic inoculated **95** Dogs and **39** Cats;
- ◆ Issued **74** Permits for the annual Town-wide garage sale.

The Municipal Clerk continues, as required by law, to be recertified as RMC every two years. Mrs. 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 and 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.

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 will both be re-certified in 2020.

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 served as our Public Information Officer as well as our Internal Affairs Officer. He was also responsible for departmental training, administering the performance evaluation system and our early warning system. He handled 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 reviewed 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 2019. Matters investigated and 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.

TYPE OF INTERNAL AFFAIRS COMPLAINT	#	OUTCOMES
Demeanor	6	5 exonerated   1 not sustained
Improper Search	1	1 exonerated
Other Rule Violation	10	3 not sustained   7 exonerated
<b>Total</b>	<b>17</b>	<b>No disciplinary action was taken that resulted in a fine or suspension of 10 days or more</b>

the years in conjunction with the cooperation and involvement of so many other individuals connected to the program.

He completed his fourth year as the President of the Sussex County Police Chiefs' Association [[sussexpolicechiefs.com](http://sussexpolicechiefs.com)] whose mission, in part, is to 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 presently serves on the Board for Ginnie's House, Child Advocacy Center, a vital resource for child abuse victims.

In 2019, Chief Richards' administration consisted of two Lieutenants who commanded 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. (Lt. Zappa's retirement became effective on 2/1/20). Detective Sergeant Steve VanNieuwland managed the day to day direction of the **Detective Bureau** and also reported directly to the Chief of Police.

### [Operations Division](#)

The Operations Division was under the leadership and management of Lt. Robert Osborn. He oversaw the main patrol operations function of the Department. Two Patrol Sergeants; Sgt. Steve Benson and Sgt. Michael Monaco reported directly to him. Sgt. Benson retired in May of 2019 and was replaced by Sgt. Thomas Tosti. Sgt. Monaco was promoted to the rank of Lieutenant in December of 2019 and was replaced in the patrol division by Sgt. Michael Wolanski. 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 to the Town every day of the year.

On average, Police Officers handle over 70 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

### **During 2019, the Registrar's Office:**

- ◆ Issued **39** marriage Licenses;
- ◆ Issued **2022** certified copies of births;
- ◆ Issued **164** certified copies of deaths;
- ◆ Issued **3235** EDRS certified copies of death;
- ◆ Issued **151** certified copies of marriages;
- ◆ Issued **18** amendments to vital records;
- ◆ Issued **5** burial permits;
- ◆ Issued **407** EDRS burial permits;
- ◆ Collected **\$45,427.00** in **Vital Statistics.**

### [MUNICIPAL COURT](#)

As with all courts today, the Newton/Green Shared Municipal Court continued to face new and ongoing challenges in 2019. These challenges include the continued widespread increase of substance abuse and domestic violence. In addition, the Court heightened its security to provide a safe environment for all court visitors.

Below is just some activity of the Court for 2019:

DWI's issued	23
Traffic tickets issued	2,380
Parking tickets issued	1,326
Criminal charges issued	479
Indictable charges issued	126
Town of Newton Fines & Costs Collected	\$ 164,301.48
Public Defender Fees Collected	\$ 7,072.00
POAA Fees Collected	\$ 584.00
Monies Paid to Sussex County	\$ 55,331.52

The Court is pleased to announce the newest addition to our staff, Michelle Estremera, as Deputy Court Administrator. She is fluent in Spanish and graduated Berkeley College in 2003 with a Bachelor's of Science in Business Administration Management. Michelle has been employed with the Town since 2015.

Please visit our website for the most current information and links to assist the public with all its needs at [www.newtontownhall.com/25/municipal-court](http://www.newtontownhall.com/25/municipal-court).

### [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 2019, the Historic Preservation Commission held four regularly scheduled meetings and approved five applications including a request to demolish and construct a building; a request to install three ductless air conditioning units; a request to make exterior improvements and renovations; an expansion of a building and change in façade materials; and an extension to the rear of a building.

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. Mayor 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 p.m. at the Municipal Building.

## RECREATION

The Recreation Commission continues to work at providing varied recreational opportunities for the residents of Newton. We again hosted two senior dinners, an Easter Fun Event, an 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.

With the temporary closure of the Town Pool for the 2019 season we did our best to provide residents with alternative entertainment and activities. Some of these activities included The Super Scientific Circus, Tiny Book Workshop, Friendly's Friday, Picasso in the Park, and a Family Fun and Movie Night. In addition to these we had three separate bus trips; one to a Yankees/Mets baseball game, one to the Bronx Zoo, and one to Medieval Times. In an effort to provide water based activities we also offered a free daily (Monday – Thursday) shuttle to the Hackettstown Pool.

We have added a new event to our annual line up. In 2019 we

## POLICE DEPARTMENT

The Newton Police Department has continued to serve the Town of Newton with traditional police services as well as providing a wide array of other resources. This report summarizes the activities of our personnel in the Police Department and is a highlight of their dedication and support to the community.

Carrying on the tradition as Newton finest since 1910, the Police Department continued to address quality of life issues such as speeding motorists in residential areas, property crimes, including vandalism and burglaries, thefts from vehicles, graffiti and noise complaints, as well as putting a focus on pedestrian issues. 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 was proud to lead a department with such an essential function and was committed to keeping current with best practices in law enforcement and the continual process of improving the efficiency and effectiveness of our service.

### Administration

Chief Michael S. Richards officially retired in February 2020 after 31 years of dedicated service and professionalism to the Newton Police Department and surrounding communities. Lt. Robert E. Osborn Jr. has been appointed Provisional Chief upon his retirement. During Chief Richards' tenure, he provided for the general direction, control and planning as well as the budgeting for the Police Department. He developed and ensured 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 was a catalyst for bringing the C.L.E.A.R. program to Sussex County and has been instrumental in its success over

## **EMERGENCY MANAGEMENT**

Emergency Management is a vital function involving all departmental levels of local government and works closely with the Police Department, Fire Department, First Aid Squad, and Department of Public Works as well as the County and State Offices of Emergency Management including FEMA, NJSP, and State OEM, and Homeland Security. The Emergency Management Coordinator (EMC), Ken Teets, and Deputies, Dan Finkle and Jason Miller, work with all Municipal department heads and representatives of community organizations to develop plans that address emergency situations. Emergency Management maintains an inventory of resources and materials, equipment, and manpower 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 entities. 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. Each year, our team participates 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. Our largest response this past year was to a winter storm which brought snow and ice to our area causing widespread power outages. An emergency warming center was operated for several days, and our municipality hosted a regional food distribution site for the American Red Cross. Our office continued to work closely with the Police Department to ensure the availability of emergency warming and cooling centers for at-risk residents during periods of extreme heat and cold.

## **FIRE DEPARTMENT**

The Newton Fire Department, in its 183<sup>rd</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 2019 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.

held the first Flags of Honor event in the Town of Newton. This event serves to honor our local Veterans by displaying purchased/donated flags dedicated to them on the front lawn of Town Hall. It was very well attended and appreciated by all involved. The turnout was impressive for an inaugural event and we look forward to even more success with it in 2020.

We rounded out the year with our annual bus trip to The Radio City Christmas Spectacular. As usual it was a great show and this year the seats were exceptional.

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, lacrosse, roller hockey, ice hockey, soccer, softball, swimming, and wrestling.

## **PLANNING BOARD**

We are looking forward to a successful and exciting 2020. 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 2019, the Planning Board conducted nine regularly scheduled meetings. Applications approved include nine site plans, five variances, one subdivision, one waiver of site plan, and two amended site plans. The Board denied an application for a certification of a pre-existing nonconforming use. The Board also heard and approved five applications from the Historic Preservation Commission.

Also, this year the Planning Board adopted the Master Plan Reexamination Report, dated July 17, 2019 prepared by Jessica C. Caldwell, P.P., A.I.C.P. and proposed amendments.

Mrs. Katherine Citterbart is the Planning Board Administrator. Mr. David Simmons Jr., P.E., P.P. of Harold E. Pellow & Associates is the Board Engineer. Mr. David H. Soloway, Esq. of Vogel, Chait, Collins and Schneider is the Planning Board Attorney. Ms. Jessica Caldwell of J. Caldwell & Associates is the Board Planner. 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 113 permits for various permitted uses and denied four permits during the year 2019. Enforcement activities consisted of 9 notices of violation through 2019. The Zoning Officer is Katherine Citterbart and can be reached at 973-383-3521, ext. 227.

### 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 2019, the Fire Marshal's Office performed:

- ◆ 142 inspections/re-inspections of Life Hazard Use Businesses
- ◆ 542 inspections/re-inspections of Non-Life Hazard Use Businesses. Recorded/entered a total of 444 active businesses into our database
- ◆ Issued the following:
  - \* 139 Notices of Violation
  - \* 16 Fire Safety Permits (Consisting of cooking, food trucks, tents, fireworks, LPG cylinder exchange)
  - \* 436 Certificates of Inspections

All Life Hazard Use Inspections have been certified to the Division of Fire Safety for the year 2019. We have begun the 2020 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.

### 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 2019, the Department issued a total of 386 permits. The total costs for realty improvements in the Town of Newton were \$3,445,160.00 for new construction and \$7,166,898.00 for alterations. Additionally, there were 349 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.

### CODE ENFORCEMENT

The Code Enforcement Department consists of three part-time employees: Code Enforcement Director Bernard Hattersley, Certificate of Compliance Inspector Jeffrey B. Schiffner and also available is a Code Enforcement 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, a permit may be required from the Newton Department of Public Works prior to any sidewalk repair work.

For the year 2019, 27 Summons-Complaints were issued, which require a Mandatory Court Appearance, and approximately 369 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 Bernard Hattersley can be reached at [bhattersley@newtontownhall.com](mailto:bhattersley@newtontownhall.com) or 973-383-3521 ext. 256.