



SECTION 2. PLANNING PROCESS

2021 HMP CHANGES

- The sections in the 2021 HMP were realigned to increase the readability of the plan. Section 2 (formerly Section 3 in the 2016 HMP) now comprises the Planning Process section of the plan.
- All aspects of the planning process were updated for the 2021 HMP.
- The Steering Committee was expanded to include additional County departments, municipal representatives and stakeholders including major employers.
- Public outreach was enhanced to reach a broader audience by using additional media outlets (Facebook, Twitter) and interactive online tools (StoryMap and web maps).

2.1 INTRODUCTION

This section includes a description of the planning process used to update the 2016 Sussex County HMP, including how it was prepared, who was involved in the process, and how the public was involved. To ensure that the plan meets requirements of the DMA 2000 and that the planning process would have the broad and effective support of the participating jurisdictions, regional and local stakeholders, and the public, an approach to the planning process and plan documentation was developed to achieve the following goals:

- The HMP will be multi-jurisdictional and consider natural and human-caused hazards facing Sussex County, thereby satisfying the natural hazards mitigation planning requirements specified in the DMA 2000.
- Sussex County invited all municipalities in the County to join with them in the preparation of the Sussex County HMP. The County and all municipalities are participating in the HMP as indicated in Table 2-1 below.
- The HMP shall be developed following the process outlined by the DMA 2000, FEMA regulations, and prevailing FEMA and NJOEM guidance. Following this process ensures all the requirements are met and support HMP review.

Table 2-1. Participating Sussex County Jurisdictions

Jurisdictions		
Andover Borough	Hamburg Borough	Sandyston Township
Andover Township	Hampton Township	Sparta Township
Branchville Borough	Hardyston Township	Stanhope Borough
Byram Township	Hopatcong Borough	Stillwater Township
Frankford Township	Lafayette Township	Sussex Borough
Franklin Borough	Montague Township	Vernon Township
Fredon Township	Town of Newton	Walpack Township
Green Township	Ogdensburg Borough	Wantage Township
Sussex County		

The Sussex County HMP update was written using the best available information obtained from a wide variety of sources. Throughout the HMP update process, a concerted effort was made to gather information from local



and regional agencies and staff, as well as stakeholders, federal and state agencies, and the residents of the County. The HMP Steering and Planning Committees, together called the Planning Partnership, solicited information from local agencies and individuals with specific knowledge of certain hazards and past historical events, as well as considering planning and zoning codes, ordinances, and other recent planning decisions. The hazard mitigation strategies identified in this HMP have been developed through an extensive planning process involving local, county and regional agencies, County residents and stakeholders.

This section describes the mitigation planning process, including (1) Organization of the Planning Process; (2) Stakeholder Outreach and Involvement; (3) Public Participation; (4) Integration of Existing Data, Plans, and Technical Information; (5) Integration with Existing Planning Mechanisms and Programs; and (6) Continued Public Involvement.

2.2 ORGANIZATION OF THE PLANNING PROCESS

Many parties supported the preparation of this HMP update: County officials, municipal officials, the Steering Committee, Planning Committee, stakeholders and planning consultant. This planning process does not represent the start of hazard risk management in the County; rather it is part of an ongoing process that various State, County and local agencies and individuals have continued to embrace. A summary of the past and ongoing mitigation efforts is provided in Section 6 (Mitigation Strategy), as well as in Volume II Section 9 (Jurisdictional Annexes), to give an historical perspective of the County and local activities implemented to reduce vulnerability to hazards in the planning area.

This section of the HMP describes how the planning process was organized with the many “planning partners” involved and outlines the major activities that were conducted in the development of this HMP update.

2.2.1 ORGANIZATION OF PLANNING PARTNERSHIP

Recognizing the need to manage risk within the County, and to meet the requirements of the DMA 2000, the Sussex County DEM led the update to the 2016 Sussex County HMP. The State of New Jersey and Sussex County signed a Grantee-Subgrantee Agreement to fund the Sussex County HMP update. The period of performance for this grant is from October 1, 2018 and ending April 1, 2022. The County selected a contract planning consultant (Tetra Tech Inc. – Parsippany, NJ) to guide the County and participating jurisdictions through the HMP update process. A contract between Tetra Tech Inc. (Tetra Tech) and the County was executed in July 2020. Specifically, Tetra Tech, the “contract consultant”, was tasked with:

- Assisting with the organization of a Steering Committee and Planning Committee.
- Assisting with the development and implementation of a public and stakeholder outreach program.
- Data collection.
- Facilitation and attendance at meetings (Steering Committee, Planning Committee, stakeholder, public and other).
- Review and update of the hazards of concern, and hazard profiling and risk assessment.
- Assistance with the review and update of mitigation planning goals and objectives.
- Assistance with the review of progress of past mitigation strategies.
- Assistance with the screening of mitigation actions and the identification of appropriate actions.
- Assistance with the prioritization of mitigation actions.
- Authoring of the draft and final HMP documents.

In July 2020, Sussex County DEM notified all municipalities within the County of the pending planning process and invited them to formally participate. Municipalities were provided with a copy of the Planning Partner Expectations and asked to formally notify the County of their intent to participate [via a Letter of Intent to



Participate (LOIP)] and to identify a primary and secondary planning point of contact to serve on a Planning Committee and represent the interests of their respective community. In addition, each municipal Floodplain Administrator (FPA) was identified in the LOIP and requested to actively participate in the planning process. Section 9 (Jurisdictional Annexes) and Appendix B (Participation Documentation) detail contributions provided by the FPA. All jurisdictions returned their LOIP; refer to Appendix B for copies of the returned letters.

To facilitate HMP development, with support from their contract planning consultant, Sussex County developed a Steering Committee to provide guidance and direction to the planning effort, and to ensure the resulting document will be embraced both politically and by the constituency within the planning area. All municipalities participating in the plan update authorized the Steering Committee to perform certain activities on their behalf, via the LOIP. Specifically, the Steering Committee was charged with:

Steering Committee (SC) is comprised of County and municipal representatives and stakeholders that guide and lead the HMP update process on behalf of the Planning Partnership.

Planning Committee (PC) is comprised of representatives from each participating jurisdiction (County and municipal).

Planning Partnership = SC + PC

- Providing guidance and overseeing the planning process on behalf of the general planning partnership.
- Attending and participating in Steering Committee meetings.
- Establish a timeline for completion of the plan;
- Assisting with the development and completion of certain planning elements, including:
 - Reviewing and updating the hazards of concern,
 - Developing a public and stakeholder outreach program,
 - Assuring that the data and information used in the plan update process is the best available
 - Reviewing and updating the hazard mitigation goals and objectives,
 - Identification and screening of appropriate mitigation strategies and activities; and
 - Reviewing and commenting on plan documents prior to submission to NJOEM and FEMA.
 - Ensure that the plan meets the requirements of DMA 2000 and FEMA and NJOEM guidance.

The organizational structure was successfully implemented for the 2021 HMP updated consistent with the development of the initial 2016 planning process. The Steering Committee provided guidance and leadership, oversight of the planning process, and acted as the point of contact for all participating jurisdictions and the various interest groups in the planning area. In summary, the Steering Committee was expanded to include additional County Departments, two municipal representatives from Andover Township and Wantage Township, two major employers in the County (Newton Medical Center and Sussex County Community College), as well as a representative from the Upper Delaware Conservation District (former Sussex County Soil and Water Conservation District) and the Rutgers Cooperative Extension of Sussex County.

Table 2-2. Steering and Planning Committee Members

Jurisdiction	Name	Title	Steering Committee	Planning Committee		
				Primary POC	Secondary POC	NFIP FPA
Sussex County HMP Steering Committee	Michael F. Strada	Sheriff/OEM Coordinator	X			
	Robert Haffner	Division of Emergency Management	X	X		
	Jen Van Der Wende	Division of Emergency Management	X		X	
	Scott House	Sussex County Division of Public Works	X			
	Gregory V. Poff	Sussex County Administrator, Sussex	X			



Table 2-2. Steering and Planning Committee Members

Jurisdiction	Name	Title	Steering Committee	Planning Committee		
				Primary POC	Secondary POC	NFIP FPA
		County Department of Central and Shared Services				
	William J. Koppenaal	Sussex County Engineering Department	X			
	Tom Drabic	Sussex County Division of Planning	X			
	Carol Novrit	Sussex County Health and Human Services – Division of Health	X			
	Keith Nelson	Sussex County Facilities Management	X			
	Stepher Komar	Rutgers Cooperative Extension of Sussex County	X			
	Manny Ayers	Newton Medical Center	X			
	Fred Mamay	Sussex County Community College	X			
	Sandra Meyers	Upper Delaware Conservation District (former Sussex County Soil and Water Conservation District)	X			
	George Loudis	Andover Township	X			
	Joe Konopinski	Wantage Township	X			
Planning Committee						
Sussex County	Robert Haffner	Division of Emergency Management		X		
	Jen Van Der Wende	Division of Emergency Management			X	
Andover Borough	John Hoag	Emergency Management Coordinator		X		
	Jessica Casella	Deputy Emergency Management Coordinator			X	
	Harold Pellow	Engineer				X
Andover Township	Chief Eric Danielson	Emergency Management Coordinator		X		
	Ptl. Georgios Laoudis	Deputy Coordinator			X	
	Corey Stoney	Township Engineer				X
Branchville Borough	Jeff Lewis	OEM Coordinator		X		
	Kate Leissler	Borough Clerk			X	
	Dave Simmons	Engineer				X
Byram Township	Thomas Koundry	Emergency Management Coordinator		X		X
	Ken Burke	Deputy Emergency Management Coordinator			X	
Frankford Township	Jeff Lewis	OEM Coordinator		X		
	Scott Klosterhoff	Deputy OEM Coordinator			X	
	Harold E. Pellow	Engineer				X



Table 2-2. Steering and Planning Committee Members

Jurisdiction	Name	Title	Steering Committee	Planning Committee		
				Primary POC	Secondary POC	NFIP FPA
Franklin Borough	Jim Williams	OEM Coordinator		X		
	Brian VanDenBroek	DPW Supervisor			X	
	Deborah Bonanno	Administrator				X
Fredon Township	Keith Festa	OEM Coordinator		X		X
	Glenn Deitz	Third OEM Coordinator			X	
Green Township	Mark Zschack	Municipal Clerk/Administrator		X		
	Margaret "Peg" Phillips	Mayor			X	
	Cory Stoner	Township Engineer				X
Hamburg Borough	Keith Sukennikoff	OEM Coordinator		X		
	Michael Postorino	Public Safety/Police Director			X	
	John Ruschke	Borough Engineer				X
Hampton Township	Edward Hayes	Township Emergency Management Coordinator		X		
	Jessica M. Caruso	Administrator			X	
	Harold E. Pellow	Engineer				X
Hardyston Township	William Hickerson	OEM Coordinator		X		
	Carrine Piccolo-Kaufer	Township Manager/Planner			X	
	Joseph Butto	Construction				X
Hopatcong Borough	Wade Crowley	OEM Coordinator		X		
	Ron Tappan	Administrator			X	
	William O'Connor	Construction Official				X
Lafayette Township	Richard Hughes	Committeeman/Emergency Management Coordinator		X		
	Bill Macko	Road Foreman/Roads			X	
	Debra Card	Zoning Officer/Zoning				X
Montague Township	David Coss	OEM Coordinator				
	Eileen DeFabiis	Clerk		X		
	Robert Huber	Construction Official/Plumbing Sub-Code Official			X	
Town of Newton	Dan Finkle	Deputy OEM Coordinator		X		X
	Ken Teets	OEM Coordinator			X	
	Cory Stoner	Town Engineer				X
Ogdensburg Borough	Richard Keslo	Emergency Management		X		
	George P. Hutnick	Mayor			X	X
Sandyston Township	Shane Houghtaling	Emergency Management		X		
	Amanda F. Lobban	Municipal Clerk			X	
	Robert W. Huber	Construction Official				X
Sparta Township	Neil Spidaletto	OEM Coordinator		X		
	William Close	Deputy OEM Coordinator			X	
	Stan Puszcz, P.E.	Township Engineer				X



Table 2-2. Steering and Planning Committee Members

Jurisdiction	Name	Title	Steering Committee	Planning Committee		
				Primary POC	Secondary POC	NFIP FPA
Stanhope Borough	Brian McNeilly	Borough Administrator		X		
	Eric Keller	Borough Engineer			X	
	Thomas Pershouse	Construction Official				X
Stillwater Township	Lisa Chamings	Mayor/OEM		X		
	Robert Wolfe	Deputy OEM			X	
	Arlene Fisher	Zoning Officer				X
Sussex Borough	Floyd Southard	OEM Coordinator		X		
	Robert Regavich	Deputy OEM			X	
	Kevin Kervatt	Zoning Officer				X
Vernon Township	Ken Clark	OEM Coordinator		X		
	Dan Young	Deputy OEM Coordinator/Police Chief			X	
	Robert Westenberger	Construction Official				X
Walpack Township	Victor Maglio, Mayor	Victor Maglio, Mayor		X		
	Michael Vreeland	Township Engineer, Van Cleef Engineering			X	X
Wantage Township	Joseph Konopinski	OEM Coordinator		X		
	Michael Restel	Administrator			X	
	Harold E. Pellow	Engineer				X

Notes: POC = Point of Contact; NFIP FPA=National Flood Insurance Program Floodplain Administrator

Each municipality received a copy of the “Planning Partner Expectations” which outlined the responsibilities of the participants and the agreement of the partners to authorize the Steering Committee to represent the jurisdiction in the completion of certain planning elements. Please note that while Steering Committee members are also part of the overall project Planning Partnership fulfilling these responsibilities on behalf of Sussex County. The Planning Partnership was collectively charged with the following:

- Identify municipal representatives to serve as the planning points of contact.
- Support the Steering Committee selected to oversee the development of the plan.
- Provide representation at municipal planning committee meetings.
- Provide data and information about their community as requested to update their jurisdictional annex.
- Support public outreach efforts in their community.
- Assist with the identification of stakeholders within their community that should be informed and potentially involved with the planning process.
- Review draft sections when requested and provide common and input as appropriate.
- Prepare and submit a jurisdictional annex to the Steering Committee/contract consultant.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to their community.
- Involve the local NFIP floodplain administrator in the planning process.
- Adopt the HMP by resolution of the governing body after FEMA conditional approval.
- Provide the Steering Committee with summary or municipal staff and volunteer labor spent on the planning process on a monthly basis.



The jurisdictional LOIP identifies the above “Planning Partner Expectations” as serving to identify those activities comprising overall participation by jurisdictions throughout the planning process. The jurisdictions in Sussex County have differing levels of capabilities and resources available to apply to the plan update process, and further have differing exposure and vulnerability to the hazard risks being considered in this plan. Sussex County’s intent was to encourage participation by all-inclusive jurisdictions, and to accommodate their specific needs and limitations while still meeting the intents and purpose of plan participation. Such accommodations have included the establishment of a Steering Committee and engaging a contract consultant to assume certain elements of the planning process on behalf of the jurisdictions, and to provide additional and alternative mechanisms to meet the purposes and intent of mitigation planning.

Ultimately, jurisdictional participation is evidenced by a completed annex (chapter) of the HMP (Section 9) wherein the jurisdictions have identified their planning points of contact, evaluated their risk to the hazards of concern, identified their capabilities to effect mitigation in their community, and identified and prioritized an appropriate suite of mitigation initiatives, actions, and projects to mitigate their natural hazard risk; and eventually by the adoption of the updated plan via resolution.

Appendix B (Participation Documentation) identifies those individuals who represented their jurisdictions during this planning effort and indicates how they contributed to the planning process. This matrix is intended to give a broad overview of who attended meetings and when input was provided. All participants were encouraged to attend the Kick-off Meeting, Risk Assessment and Mitigation Action Workshop. During the planning process the planning consultant contacted each participant to offer support, explain the process, meet individually to collect updated information and to facilitate the submittal and review of critical documents.

All municipalities actively participate in the National Flood Insurance Program (NFIP) and have designated NFIP Floodplain Administrators (FPA). The FPAs were informed of the planning process, were provided the opportunity to review the plan including the jurisdictional annex and provide direct input to the plan update. Local FPAs are identified in the Points of Contact and Administrative and Technical portions of the jurisdictional annexes in Section 9 (Jurisdictional Annexes).

2.2.2 PLANNING ACTIVITIES

Members of the Planning Partnership (individually and as a whole), as well as key stakeholders, convened and/or communicated regularly to share information and participate in workshops to identify hazards; assess risks; review existing inventories of and identify new critical facilities; assist in updating and developing new mitigation goals and strategies; and provide continuity through the process to ensure that natural hazards vulnerability information and appropriate mitigation strategies were incorporated. All members of the Steering Committee and Planning Partnership had the opportunity to review the draft plan and supported interaction with other stakeholders and assisted with public involvement efforts.

A summary of committee meetings (Steering Committee and Planning Partnership) held and key milestones met during the development of the HMP update is included in Table 2-3 that also identifies which DMA 2000 requirements the activities satisfy. Documentation of meetings (e.g., agendas, sign-in sheets, meeting notes) are in Appendix C (Meeting Documentation). Table 2-3 identifies only the formal meetings held during plan development but does not reflect all planning activities conducted by individuals and groups throughout the planning process. In addition to these meetings, each jurisdiction had several individual meetings (both in person and via teleconference) to work on their jurisdictional annexes (Section 9). Further, there was a great deal of communication between the County, committee members, and the contract consultant through individual local virtual meetings, electronic mail (email), and by phone.

After completion of the HMP update, implementation and ongoing maintenance will become a function of the Planning Partnership as described in Section 7 (Plan Maintenance). The Planning Partnership is responsible for



reviewing the HMP and soliciting and considering public comment as part of the five-year mitigation plan update.

Table 2-3. Summary of Mitigation Planning Activities / Efforts

Date	DMA 2000 Requirement	Description of Activity	Participants
July 22, 2020	N/A	Pre-Kick Off Meeting with County	Sussex County DEM and Tetra Tech
August 18, 2020	1b, 2, 3a, 4a	<u>Steering Committee Meeting #1</u> : Review of mitigation and the 2016 HMP; Review of Steering Committee guidelines; Project schedule and data request; Hazards of concern review and updated; Stakeholders identified; Outreach was discussed (social media, website, brochures); Review of goals and objectives.	See Appendix C
August 24, 2020	1b, 2, 3, 4	<u>Sussex Rural Electric Coop</u> : A stakeholder meeting was held with Sussex Rural Electric Coop to discuss capabilities, vulnerabilities and mitigation actions.	Sussex Rural Electric Coop and Tetra Tech
August 2020	1b, 2	Sussex County distributed stakeholder surveys to collect vulnerabilities, capabilities and mitigation actions from academia, emergency services, transportation sector, utilities, hospital and health care, business/commerce and social services.	See Section 2.3 (Stakeholder Outreach and Involvement) and Appendix D
September 2019	2	Multi-lingual (English and Spanish) social media posts released (Facebook and Twitter) regarding the commencement of the HMP update and the Sussex County dedicated webpage for mitigation was updated with including announcing the first public kickoff meeting in October. The HMP project website also contains links to the HMP brochure and citizen and stakeholder surveys.	See Appendix D
September 10, 2020	1b, 2, 3a-c, 3e, 4a, 4b	<u>Planning Partnership Kickoff Meeting – open to the public</u> : Importance of mitigation and HMP; Participation Requirements; Review of Steering Committee decisions on August 18; Hazards of concern identification and previous events exercise.	See Appendix C
October 22, 2020	1b, 2, 3a, 4a	<u>Steering Committee #2</u> : Project status update; Linkage procedures; Hazard ranking methodology; County hazard ranking; Strengths, Weaknesses, Obstacles and Opportunities (SWOO) exercise.	See Appendix C
October 28, 2020	1b, 2, 3a, 3b, 3c, 3d, 3e	<u>Planning Partnership Risk Assessment Meeting – open to the public</u> . Presentation of draft risk assessment results, hazard ranking exercise, SWOO exercise for high-ranked hazards, introduction to development of problem statements.	See Appendix C
November 12, 2020	1b, 2, 4a, 4b, 4c	<u>Planning Partnership Mitigation Strategy Workshop – open to the public</u> Review of FEMA and State mitigation strategy requirements; Problem statement development; Mitigation resources distributed including mitigation catalog and critical facility/lifeline risk assessment results; Review of Mitigation Action Worksheets.	See Appendix C
September 2020 – March 2021	2, 3, 4	Individual annex support meetings via in-person or virtual (teleconference)	See Appendix C
March 2021	2, 3, 4	Steering Committee reviewed the draft HMP and considered stakeholder comments received to date	Steering Committee; see Appendix C



Date	DMA 2000 Requirement	Description of Activity	Participants
March 29, 2021	2, 3, 4, 5	Steering Committee meeting to review and discuss comments on the draft HMP prior to public review.	Steering Committee; see Appendix C
April 2021	2	Draft HMP posted to public project website All plan participants were notified and asked to assist with the public outreach including social media. Letters to neighboring Counties and stakeholders, were distributed,	Public and Stakeholders
Anticipated May 2021	4b, 4c, 5b	All jurisdictions consider public and stakeholder comments received; update the plan accordingly	All plan participants
Anticipated May 2021	2	HMP submitted to NJOEM and FEMA Region II	NJOEM, FEMA Region II
Anticipated Fall 2021	1a	Plan adoption by resolution by the governing bodies of all participating municipalities	All plan participants

Note: Each number in column 2 identifies specific DMA 2000 requirements, as follows:

- 1a – Prerequisite – Adoption by the Local Governing Body
- 1b – Public Participation
- 2 – Planning Process – Documentation of the Planning Process
- 3a – Risk Assessment – Identifying Hazards
- 3b – Risk Assessment – Profiling Hazard Events
- 3c – Risk Assessment – Assessing Vulnerability: Identifying Assets
- 3d – Risk Assessment – Assessing Vulnerability: Estimating Potential Losses
- 3e – Risk Assessment – Assessing Vulnerability: Analyzing Development Trends
- 4a – Mitigation Strategy – Local Hazard Mitigation Goals
- 4b – Mitigation Strategy – Identification and Analysis of Mitigation Measures
- 4c – Mitigation Strategy – Implementation of Mitigation Measures
- 5a – Plan Maintenance Procedures – Monitoring, Evaluating, and Updating the Plan
- 5b – Plan Maintenance Procedures – Implementation through Existing Programs
- 5c – Plan Maintenance Procedures – Continued Public Involvement

2.3 STAKEHOLDER OUTREACH AND INVOLVEMENT

Stakeholders are the individuals, agencies, and jurisdictions that have a vested interest in the recommendations of the HMP, including all planning partners. Diligent efforts were made to assure broad regional, county and local representation in this planning process. To that end, a comprehensive list of stakeholders was developed with the support of the Planning Partnership. Stakeholder outreach was performed early on, and continually throughout the planning process. This HMP update includes information and input provided by these stakeholders where appropriate, as identified in the references.

This subsection discusses the various stakeholders that were invited to participate in the development of this HMP update, and how these stakeholders participated and contributed. This summary listing cannot possibly represent the total of stakeholders that were aware of and/or contributed to this HMP update, as outreach efforts were being made, both formally and informally, throughout the process by the many planning partners involved in the effort, and documentation of all such efforts is impossible. Instead, this summary is intended to demonstrate the scope and breadth of the stakeholder outreach efforts made during the plan update process:

- All Planning Partnership meetings were open to the public and advertised via the Sussex County’s website and social media platforms.
- Municipalities distributed the HMP brochure digitally, citizen and stakeholder surveys and link to the County HMP webpage, where feasible.
- Distributed a stakeholder survey via social media, Sussex County’s mitigation webpage and through the StoryMap to provide input regarding vulnerabilities, capabilities and mitigation projects.
- Posted draft plan on the Sussex County OEM mitigation website and advertised using social media.



- Distributed letters to regional stakeholders and neighboring counties to participate in meetings, contribute to the development of the HMP, and review the draft HMP.

Federal Agencies

Please see Appendix B (Participation Documentation) for further details regarding federal agency participation. All responses to the stakeholder surveys may be found in Appendix D (Public and Stakeholder Outreach).

FEMA Region II: Provided updated planning guidance; provided summary and detailed NFIP data for planning area; conducted plan review.

Information regarding hazard identification and the risk assessment for this plan update were requested and received or incorporated by reference from the following agencies and organizations:

- National Climatic Data Center (NCDC)
- National Hurricane Center (NHC)
- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service (NWS)
- Storm Prediction Center (SPC)
- U.S. Army Corps of Engineers (USACE)
- U.S. Census Bureau
- U.S. Department of Agriculture (USDA)
- U.S. Department of Health and Human Services
- U.S. Environmental Protection Agency (USEPA)
- U.S. Geological Survey (USGS)

State Agencies

New Jersey State Police Office of Emergency Management (NJOEM): Administered the planning grant; provided updated planning guidance; attended the September 2020 Kickoff Meeting, October 2020 Risk Assessment Meeting, and November 2021 Mitigation Strategy Workshop; worked with local jurisdictions in developing their updated mitigation strategy; consulted with individual municipalities interested in applying for FEMA Hazard Mitigation Assistance grants; and provided review of the draft HMP update.

New Jersey Department of Environmental Protection (NJDEP): The NJDEP was requested information regarding dams in Sussex County; provided the Community Assistance Visit dates and associated NFIP information for all jurisdictions. In addition, the Bureau of Dam Safety, State Park Service, and Bureau of Flood Engineering were asked to take the stakeholder survey. The Bureau of Dam Safety attended the September 2020 Kickoff Meeting and October 2020 Risk Assessment Meeting.

New Jersey Department of Transportation (NJDOT): The NJDOT Office of Emergency Management attended the September 2020 Kickoff Meeting and was asked to take the stakeholder survey.

Please see Appendix B (Participation Documentation) for further details regarding state agency participation. All responses to the surveys may be found in Appendix D (Public and Stakeholder Outreach).



County and Regional Agencies and Commissions and Non-Profits

County

Several County departments were represented on the Steering Committee, and additional departments and divisions actively involved in the HMP update planning process; refer to Table 2-2 and Appendices C and D. As previously noted, Steering Committee members were invited to all meetings, were provided updates via email communication and invited to review the draft HMP. In addition, the following County employees were emailed an announcement regarding the HMP commencement and invited to participate in the citizen survey; refer to Appendix D (Public and Stakeholder Participation).

- Sussex County Sheriff's Office
- Sussex County Division of Emergency Management
- Sussex County Division of Public Works
- Sussex County Administrator
- Sussex County Department of Central and Shared Services
- Sussex County Engineering Department
- Sussex County Division of Planning
- Sussex County Division of Planning and Economic Development
- Sussex County Health and Human Services – Division of Health
- Sussex County Facilities Management

Regional and Local Stakeholders

All Planning Partnership meetings were announced on the Sussex County HMP project website and posted on social media to invite residents and stakeholders including the following sectors as outlined below. In addition, the County and municipal representatives emailed regional and local stakeholders requesting their participation in stakeholder sector-specific surveys to provide input on vulnerable assets, capabilities, and current/potential future mitigation projects; and invited to provide input on the draft HMP. Refer to Appendix C (Participation Documentation) for further details regarding regional and local stakeholder agency attendance at meetings and Appendix D (Public and Stakeholder Outreach) for additional details on the public and stakeholder outreach, including responses received to the surveys.

Emergency Services

Numerous Municipal OEM Coordinators participated as points of contact for municipalities and contributed to the plan. Emergency services stakeholders were contacted directly by Sussex County and participating municipalities to take a stakeholder survey which included questions regarding capabilities, vulnerabilities and mitigation projects/actions. Overall, two responses were received on this survey as summarized in Appendix D. The surveys were distributed to the following:

- Municipal OEM Coordinators
- All EMS agencies in Sussex County
- Sussex County Fire Coordinator
- Sussex County EMS Coordinator
- Sussex County Sheriff's Department

Health and Social Services

The following hospital, health care and social service providers were contacted directly by Sussex County and participating municipalities to take a stakeholder survey which included questions regarding capabilities,



vulnerabilities and mitigation projects/actions. In addition, municipalities were asked to distribute these custom surveys to establishments in their jurisdictions.

- American Red Cross
- Newton Medical Hospital – member of the Steering Committee

Utilities

The following stakeholders were contacted directly and invited to the September 2020 Kickoff Meeting and October 2020 Risk Assessment Meeting. In addition, they were emailed directly and invited to take a stakeholder survey which included questions regarding mitigation capabilities, vulnerabilities and mitigation projects/actions. One survey response was received as of February 8, 2021.

- Sussex Rural Electric Coop
- PSE&G
- JCP&L – attended the September 2020 Kickoff Meeting
- New Jersey American Water
- Sussex County Municipal Utilities Authority
- Musconetcong Sewer Authority District
- Hardyston Township Municipal Utilities Authority
- Town of Newton Wastewater Utility
- Aqua NJ – Wallkill (owns Wallkill Sewer Company)
- Andover Utility Company Inc.
- Montague Sewer Company (owned by Utilities Inc.)
- Vernon Township Municipal Utilities Authority

Business Commerce

The Sussex County Chamber of Commerce and Sussex County Tourism were invited to the September 2020 Kickoff meeting and October 2020 Risk Assessment meeting. In addition, they were contacted via email to participate in the stakeholder survey which included questions regarding mitigation capabilities, vulnerabilities and mitigation projects/actions. In addition, municipal representatives on the Planning Partnership were asked to distribute this survey to their local chambers of commerce and large employers. No responses were received as of February 8, 2021.

Transportation

Representatives at the following transportation and public works agencies were emailed directly and invited to the September 2020 Kickoff Meeting and October 2020 Risk Assessment Meeting. In addition, these stakeholders were invited to participate in the stakeholder survey which included questions regarding mitigation capabilities, vulnerabilities and mitigation projects/actions. In addition, municipalities were asked to distribute this survey to their local public works departments. No responses were received as of February 8, 2021.

- New Jersey Transit
- North Jersey Transportation Planning Authority
- Skylands Ride Public Transportation

Academia

The following academic institutions were invited to the September 2020 Kickoff Meeting and October 2020 Risk Assessment Meeting. In addition, they were asked via email to take a stakeholder survey which included questions regarding mitigation capabilities, vulnerabilities and mitigation projects/actions. In addition, all



municipalities were asked to distribute this survey to their local school districts. No responses were received as of February 8, 2021.

- Rutgers University
 - Office of the State Climatologist
 - School of Planning and Public Policy
 - Rutgers Cooperative Extension Water Resources Program
- Sussex County Community College (member of the Steering Committee)

Regional Agencies and Neighboring Counties

The following regional agencies and neighboring counties were invited to attend the September 2020 Kickoff Meeting and October 2020 Risk Assessment Meeting. In addition, they were invited via email to take a stakeholder survey which included questions regarding mitigation capabilities, vulnerabilities and mitigation projects/actions. In addition, Sussex County sent letters to each of the neighboring County OEM departments as well as the County Administrators. Additional participation is noted below:

- New Jersey Highlands Council – participated in the Stakeholder survey
- Sustainable Jersey
- New Jersey Future
- Upper Delaware Conservation District – member of the Steering Committee
- Morris County, New Jersey
- Warren County, New Jersey
- Passaic County, New Jersey
- Pike County, Pennsylvania – the Pike County OEM and Planning Departments attended the September 2020 Kickoff Meeting and October Risk Assessment Meeting, respectively
- Monroe County, Pennsylvania
- Orange County, New York
- Sullivan County, New York

2.4 PUBLIC PARTICIPATION - CITIZEN INVOLVEMENT

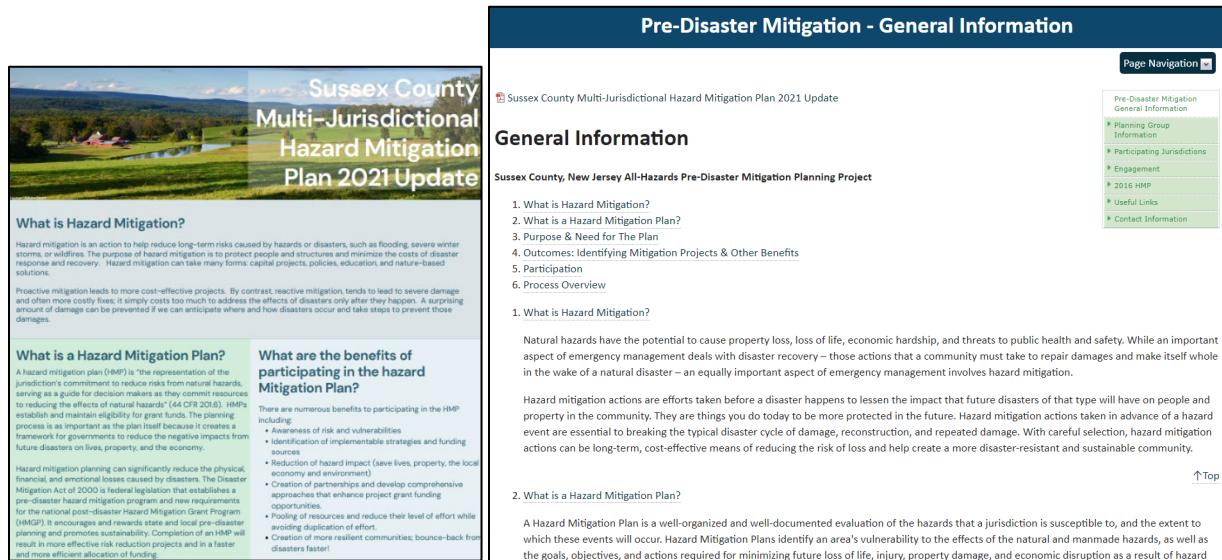
In order to facilitate better coordination and communication between the Planning Partnership and citizens and to involve the public in the planning process, it was determined that meeting dates/locations will be made available to the public via the Sussex County DEM website dedicated to the HMP update and social media; and the draft HMP available on the Sussex County website. The participating partners also feel that community input on the HMP will increase the likelihood of hazard mitigation becoming one of the standard considerations in the evolution and growth of the County.

The Planning Partnership has made the following efforts toward public participation in the development and review of the HMP:

- The Sussex County DEM created a dedicated website for this project. The website went live in September 2020 and was continuously updated throughout the planning process. The public website contains a project overview, meeting announcements, a brochure, draft documents for review and comment, and a link to the citizens and stakeholder surveys; refer to Figure 2-1 for a screenshot of the public website and brochure.



Figure 2-1. Screenshots of the Brochure and Website for the 2021 HMP Update



- All hazard mitigation Planning Partnership meetings were open to the public and advertised on the Sussex County HMP website and through social media (Facebook and Twitter). The citizen survey was available through the website, social media and StoryMap as well; refer to Figure 2-2 for an example post. Additional examples of County and municipal outreach are presented in Appendix D.
- The Sussex County issued an official News Release that announced the commencement of the HMP update and invited the public to attend the kickoff meeting and take the citizen survey. This News Release was also posted on the County website; refer to Appendix D for a copy.
- An on-line natural hazards preparedness citizen survey was developed to gauge household preparedness that may impact the County and to assess the level of knowledge of tools and techniques to assist in reducing risk and loss of those hazards. The questionnaire asked quantifiable questions about citizen perception of risk, knowledge of mitigation, and support of community programs. The questionnaire also asked several demographic questions to help analyze trends. The questionnaire has been available on the public website since August 2020, and further advertised on additional County and municipal websites and on printed materials. In addition, residents were notified of its availability via social media (Facebook and Twitter) with a direct link from the StoryMap. Responses were collected and shared with the Planning Partnership at the October 2020 and November 2020 meetings to inform problem statement development and mitigation action development. As of February 8, 2021, 243 residents responded to the survey. Appendix D summarizes public input received through the website, the online survey, and other sources.
- In October 2020, a StoryMap was released on the County’s mitigation webpage and through social media (Facebook and Twitter) to provide additional information regarding the Sussex County HMP update and serve as another source of risk communication to residents. The Story Map summarizes the planning

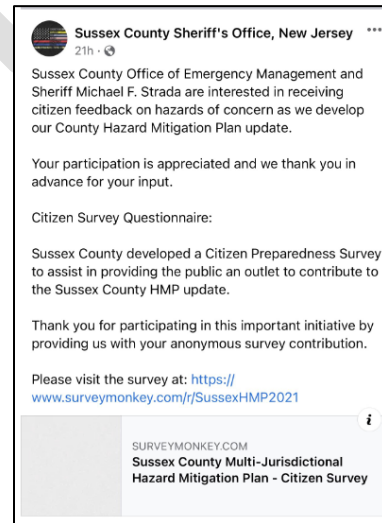


Figure 2-2. Example Social Media Post to Advertise the Resident Survey



process, provides links to the citizen and stakeholder surveys and had individual pages for each hazard of concern. The pages for each hazard of concern provide a brief overview of each hazard and hyperlinks to additional resources, when available. For the spatial hazards, residents can dynamically pan a map to view the hazard area relevant to areas in the County.

- A hazard mitigation planning brochure was developed to inform the public of the planning process, provide local contact information, and encourage the public to review the plan and provide input. This brochure was provided to all plan participants in electronic format to distribute in their offices and communities; refer to Figure 2-1 and Appendix D.
- Sussex County residents were provided an opportunity to comment on the draft HMP before submittal to FEMA. The HMP was posted on the HMP public website in March 2021 for review. All jurisdictions were requested to assist with advertising the plan was posted via their websites and social media. Public comments received through April 2021 were distributed to Planning Partnership for their consideration.

Additional examples of public outreach efforts by the Planning Partnership, and results of surveys distributed, are presented in Appendix D (Public and Stakeholder Outreach Documentation).

2.5 INCORPORATION OF EXISTING PLANS, STUDIES, REPORTS AND TECHNICAL INFORMATION

The Sussex County HMP strives to use the best available technical information, plans, studies and reports throughout the plan process to support hazard profiling; risk and vulnerability assessment; review and evaluation of mitigation capabilities; and the identification, development and prioritization of county and local mitigation strategies.

The asset and inventory data used for the risk and vulnerability assessments is presented in the County Profile (Section 3). Details of the source of this data, along with technical information on how the data was used to develop the risk and vulnerability assessment, is presented in the Risk Assessment, specifically in Section 4.2 Methodology and Tools, as well as throughout the hazard profiles in Section 4.3 (Hazard Profiles). Further, the source of technical data and information used may be found within the References section.

Plans, reports, and other technical information were identified and provided directly by the County, participating jurisdictions, and numerous stakeholders involved in the planning effort, as well as through independent research by the planning consultant. The County and participating jurisdictions were tasked with updating the inventory of their Planning and Regulatory capabilities in Section 9 (Jurisdictional Annexes) and providing relevant planning and regulatory documents, as applicable. Relevant documents, including plans, reports, and ordinances were reviewed to identify the following:

- Existing County and municipal capabilities.
- Needs and opportunities to develop or enhance capabilities, which may be identified within the County or local mitigation strategies.
- Mitigation-related goals or objectives considered in the review and update of the overall Goals and Objectives in Section 6 (Mitigation Strategy).
- Proposed, in-progress, or potential mitigation projects, actions, and initiatives to be incorporated into the updated County and local mitigation strategies.

The following local regulations, codes, ordinances, and plans were reviewed during this process to develop mitigation planning goals, objectives, and strategies that are consistent across local and regional planning and regulatory mechanisms to accomplish complementary and mutually supportive strategies:



- Master Plans
- Building Codes
- Zoning and Subdivision Ordinances
- NFIP Flood Damage Prevention Ordinances
- Site Plan Requirements
- Stormwater Management Plans
- Emergency Management and Response Plans
- Land Use and Open Space Plans
- Capital Plans
- New Jersey State Hazard Mitigation Plan (2019)

2.6 INTEGRATION WITH EXISTING PLANNING MECHANISMS AND PROGRAMS

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the County there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate and coordinate with, and complement, those mechanisms.

Section 5 (Capability Assessment) provides a summary and description of the existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the County. Within each jurisdictional annex in Section 9, the County and each participating jurisdiction identified how they integrated hazard risk management into their existing planning, regulatory, and operational/administrative framework (*integration capabilities*) and how they intend to promote this integration (*integration actions*).

A further summary of these continued efforts to develop and promote a comprehensive and holistic approach to hazard risk management and mitigation is presented in Section 7 (Plan Maintenance).

2.7 CONTINUED PUBLIC INVOLVEMENT

Sussex County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This HMP update will be made available for review on the HMP public website. Each jurisdiction's elected official shall be responsible for receiving, tracking, and filing public comments regarding this HMP update.

A notice regarding annual updates of the plan and the location of plan copies will be publicized annually after the annual plan evaluation meeting (refer to Section 7 – Plan Maintenance) and posted on the public website at <https://www.sussex.nj.us/cn/webpage.cfm?TPID=11091>

The public will be provided an opportunity to comment on the HMP update as a part of the annual mitigation planning evaluation process and the next five-year mitigation plan update. The HMP Coordinator (currently Director Robert Haffner, Division of Emergency Management) is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate; however, members of the Planning Partnership will assist the HMP Coordinator. Additional meetings may also be held as deemed necessary. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the HMP.

Further details regarding continued public involvement are provided in Section 7 (Plan Maintenance).



After completion of this HMP update, implementation and ongoing maintenance will continue to be a function of the Planning Partnership. The Planning Partnership will review the plan and accept public comment as part of an annual review and as part of five-year mitigation plan updates.

A notice regarding annual updates of the plan will be publicized annually after the HMP Committee's annual evaluation and posted on the public web site.

Director Robert Haffner has been identified as the ongoing County HMP Coordinator (see Section 7), and is responsible for receiving, tracking, and filing public comments regarding this HMP update. Contact information is:

Mailing Address: Sussex County Division of Emergency Management
 135 Morris Turnpike, Newton, NJ 07860
Contact Name: Director Robert Haffner
Email Address: rhaffner@sussexcountysheriff.com

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