



## SECTION 7. PLAN MAINTENANCE PROCEDURES

### 2016 HMP UPDATE CHANGES

- For the 2016 HMP update, ‘Plan Maintenance Procedures’ is maintained as Section 7. This section has been updated.

This section describes the system that Sussex County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

### 7.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The procedures for monitoring, evaluating, and updating the plan are provided below.

The Sussex County Deputy Emergency Management Coordinator, Corporal Mark W. Vogel, will remain Sussex County’s Hazard Mitigation Coordinator, to provide leadership and continuity for plan maintenance to ensure the over-arching, long term goals of the plan are addressed.

Each participating jurisdiction will maintain a representative on the Planning Committee who shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the planning partnership (Steering and Planning Committee members) as of the date of this plan as indicated in each of the annexes in Section 9. It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.

**Table 7-1. Sussex County Hazard Mitigation Planning Partnership**

Organization	Name	Title	Municipal POC	
			POC	Alternate POC
Sussex County Sheriff's Office, Division of Emergency Management	Sheriff Michael F. Strada	Sheriff, Emergency Management Coordinator	Steering Committee	
Sussex County Sheriff's Office, Division of Emergency Management	Corporal Mark Vogel	Deputy Emergency Management Coordinator	Steering Committee	
Sussex County Division of Public Works	Scott House	Director	Steering Committee	
Sussex County County Administrator	Ronald Tappan	County Administrator	Steering Committee	
Sussex County Engineering Department	William J. Koppenaal	Assistant County Engineer	Steering Committee	
Sussex County Department of Central and Shared Services	Ronald L. Tappan	Administrator	Steering Committee	
Sussex County Division of Planning	Eric Snyder	Planning Director	Steering Committee	
Sussex County EMS	Rourke Day	EMS Coordinator	Steering Committee	
Andover Borough	John Hoag	Deputy OEM	X	





## SECTION 7: PLAN MAINTENANCE

Organization	Name	Title	Municipal POC POC	Alternate POC
	Beth Brothman	Municipal Clerk/Registrar		X
Andover Township	Chief Eric Danielson	Emergency Management Coordinator	X	
	Ptl. Georgios Laoudis	Deputy Coordinator		X
Branchville Borough	Jeff Lewis	OEM Coordinator	X	
	Christopher Franek	Deputy OEM		X
Byram Township	Joseph Sabatini	Township Manager	X	
	James Oscovitch	Mayor		X
Frankford Township	Patricia Bussow	Municipal Clerk	X	
	Kenny French	Fire Chief		X
Franklin Borough	Jim Williams	OEM Coordinator	X	
	Brian VanDenBroek	DPW Supervisor		X
Fredon Township	John A. W. Richardson	Township Committeeman/OEM Coordinator	X	
	Virgil Rome	Deputy OEM		X
Green Township	Linda Peralta	Clerk/Administrator	X	
	Peg Phillips	Mayor		X
Hamburg Borough	Keith Sukennikoff	OEM Coordinator	X	
	Michael Schneider	DPW/Road Supervisor		X
Hampton Township	Eileen Klose	Township Administrator	X	
	Edward Hayes	OEM Coordinator		X
Hardyston Township	William Hickerson	OEM Coordinator	X	
	Marianne Smith	Township Manager		X
Hopatcong Borough	Sylvia Petillo	Mayor/OEM Coordinator	X	
	Robert Elia	Borough Administrator		X
Lafayette Township	Rich Hughes	OEM Coordinator	X	
	Bill Macko	Deputy OEM Coordinator		X
Montague Township	Jesse Brace-Revak	OEM Coordinator	X	
	Eileen DeFabiis	Municipal Clerk		X
Town of Newton	Kenneth Teets	OEM Coordinator	X	
	Debra Millikin	Deputy Town Manager		X
Ogdensburg Borough	Steven Ciasullo	Mayor	X	
	Phyllis Drouin	RMC		X
Sandyston Township	Stanley J. Dukus	Deputy OEM Coordinator	X	





Organization	Name	Title	Municipal POC POC	Alternate POC
	Amanda F. Lobban	Municipal Clerk		X
Sparta Township	Ernest Reigstad	Police Chief	X	
	Eric Powell	Municipal Engineer		X
Stanhope Borough	Brian McNeilly	Borough Administrator	X	
	Eric Keller	Borough Engineer		X
Stillwater Township	George Scott	Mayor	X	
	Lynda Knott	Municipal Clerk		X
Sussex Borough	Floyd Southard	OEM Coordinator	X	
	Mark Zscack	Borough Administrator		X
Vernon Township	Harry Shortway	Mayor	X	
	Ken Clark	OEM Coordinator		X
Walpack Township	Victor Maglio	Mayor	X	
	N/A			
Wantage Township	Jim Doherty	Clerk/Administrator	X	
	Joseph Konopinski	OEM Coordinator		X

Notes: POC = Point of Contact

\*County HMP Coordinator

### 7.1.1 MONITORING

The planning partnership (Steering and Planning Committees) shall be responsible for monitoring progress on, and evaluating the effectiveness of, the HMP, and documenting annual progress. Each year, beginning one year after plan development, county and planning partnership representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9) of this HMP update. They will be responsible for contacting persons responsible for initiating and/or overseeing the mitigation projects and reporting on project progress.

To standardize and facilitate collection of progress data and information on specific mitigation actions, the Sussex County HMP Coordinator will develop a progress matrix that will be distributed to the Steering and Planning Committee members prior to the scheduled annual Planning Committee meeting. FEMA guidance worksheets and the example progress matrix are provided in Appendix G. This information shall be provided to the HMP Coordinator prior to the annual Planning Committee meeting to be held approximately one year from the date of county adoption of this update, and successively thereafter.

The information that Steering and Planning Committee representatives shall be expected to document, as needed and appropriate include:

- Any grant applications filed on behalf of any of the participating jurisdictions;
- Hazard events and losses occurring in their jurisdiction;
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding;





- Obstacles or impediments to implementation of actions;
- Additional mitigation actions believed to be appropriate and feasible; and
- Public and stakeholder input.

### **7.1.2 EVALUATING**

---

The evaluation of the HMP is an assessment of whether the planning process and actions have been effective, if the HMP goals are being reached, and whether changes are needed. The HMP will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual plan review meeting of the Planning Committee, to be held approximately one year from the date of local adoption of this update, and successively thereafter. For example, if the 2016 HMP update is approved and adopted in July 2016, the first annual plan review meeting should be July 2017 or closely thereafter. This meeting will be held concurrent with municipal OEM Coordinator and County Working Group (CWG) meetings to ensure full representation and participation. At least two weeks before the annual plan review meeting, the HMP Coordinator will advise Planning Committee members of the meeting date, agenda and expectations of the members.

The HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
- Outcomes have occurred as expected.
- Changes in county or municipal resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.

Specifically, the planning partnership will review the mitigation goals, objectives, and activities using performance based indicators, including:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• New agencies/departments</li><li>• Project completion</li><li>• Under/over spending</li><li>• Achievement of the goals and objectives</li><li>• Resource allocation</li></ul> | <ul style="list-style-type: none"><li>• Timeframes</li><li>• Budgets</li><li>• Lead/support agency commitment</li><li>• Resources</li><li>• Feasibility</li></ul> |
|---|---|

Finally, the planning partnership will evaluate, support and complement how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the ‘Implementation of





Mitigation Plan through Existing Programs” subsection later in this Section). Other plans, programs and policies can include those that address:

- Economic Development
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Parks and Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation
- Redevelopment Plans (e.g., Brownfields)

The planning partnership may refer to the evaluation forms, Worksheets #6.1, 6.2, 7.1, and 7.2 in the FEMA Local Mitigation Planning Handbook (March 2013) guidance document, to assist in the evaluation process (Appendix G).

The HMP Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual update meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the HMP on an annual basis, the planning partnership will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual update meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to NJOEM.

The Annual HMP Progress Report shall be posted on the Sussex County HMP website (<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=11091>) to keep the public apprised of the plan’s implementation. For communities who may choose to join or recertify themselves in the NFIP Community Rating System (CRS) program, this report will also be provided to each CRS participating community in order to meet annual CRS recertification requirements. To meet this recertification timeline, the planning partnership will strive to complete the review process and prepare an Annual HMP Progress Report by the end of the month in which the plan is approved by FEMA. For example, if the HMP update is approved by FEMA in July 2016, an HMP Progress Report will be prepared and submitted to NJOEM every July for the next five years.

---

### **7.1.3 UPDATING**

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Sussex County HMP Steering and Planning Committees to update this plan on a five-year cycle from the date of initial plan adoption.

To facilitate the update process, the HMP Coordinator, with support of the planning partnership, shall use the second annual update meeting to develop and commence the implementation of a detailed plan update program. The HMP Coordinator shall invite representatives from NJOEM to this meeting to provide guidance on HMP update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the HMP update effort, what needs to be included in the updated HMP, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.





At this meeting, the planning partnership shall determine what resources will be needed to complete the update including applying for funding to support the update. The HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five-year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New Jersey State Hazard Mitigation Officer.

## **7.2 IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING 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 existing plans and programs.

The “Capability Assessment” section of Section 6 (Mitigation Strategy) 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 have identified how they have 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”).

It is the intention of the planning partnership and all participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. Planning Committee members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Section 2) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Planning Committee anticipates that:

1. Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
2. The Hazard Mitigation Plan, Emergency Operation Plans, and other planning documents (as appropriate) will become mutually supportive documents that work in concert to meet the goals and needs of county residents.
3. The Hazard Mitigation Plan will be integrated into future updates of the municipal master plans and/or be the basis for an adopted element of the comprehensive plan.

The information on hazard, risk, vulnerability and mitigation contained in this HMP is based on the best science and technology available at the time of the HMP’s preparation. It is recognized by all participating jurisdictions that this information can be invaluable in making decisions under other planning programs, such as comprehensive, capital improvement, and emergency management plans. Each jurisdictional annex (Section 9) provides a summary of where participating jurisdictions have incorporated hazard mitigation into their existing processes and programs. The proposed mitigation strategy tables include the new mitigation actions selected to further integrate mitigation into daily operations.





During the annual plan evaluation process, the Planning Committee will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual HMP Progress Report.

## **7.3 CONTINUED PUBLIC INVOLVEMENT**

Sussex County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, this HMP update will be posted on-line (<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=11090>) for review.

In addition, public outreach and dissemination of the HMP update will/may include:

- Links to the plan on municipal websites of each jurisdiction with capability.
- Utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events. Educate the public via the jurisdictional websites on how these applications can be used in an emergency situation.
- Development of annual articles or workshops on natural hazards to educate the public and keep them aware of their dangers.

Planning Committee representatives and the Sussex County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the county is included in the Point of Contact information at the end of the Executive Summary and Section 3 of this document.

The public will have an opportunity to comment on the HMP via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.

The public can also provide input at the annual review meeting for the HMP and during the next 5-year plan update. The HMP Coordinator is responsible for coordinating the HMP evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the five-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Planning Committee representatives shall be responsible to assure that their jurisdiction assists with the following:

- Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- Appropriate links to the Hazard Mitigation Plan website (<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=11091>) are included on municipal websites.
- Public notices are made as appropriate to inform the public of the availability of the HMP, particularly during HMP update cycles.

The HMP County Coordinator shall be responsible to assure that:

- Public and stakeholder comment and input on the HMP, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The HMP website is maintained and updated as appropriate.





## **SECTION 7: PLAN MAINTENANCE**

- Public notices, including media releases, are made as appropriate to inform the public of the availability of the HMP particularly during plan update cycles.
- Information collected will be efficiently incorporated in the HMP update.

Mailing Address: Sussex County Sheriff's Office, Division of Emergency Management, 135 Morris Turnpike, Newton, NJ 07860

Contact Name: Corporal Mark W. Vogel, Deputy OEM Coordinator

Email Address: mitigation@sussexcountysheriff.com

