

**Sussex County, NJ – Hazard Mitigation Plan 2024 Update
Planning Partnership Kick-Off Meeting | Meeting Minutes**



Purpose of Meeting:		Planning Partnership Kickoff	
Location of Meeting:		Teleconference	
Date of Meeting:		March 15, 2023 11:00AM – 12:00PM	
Attendees:			
<ul style="list-style-type: none">• Sussex County<ul style="list-style-type: none">○ Robert Haffner, Sussex County Division of Emergency Management○ Jen Van Der Wende, Sussex County Division of Emergency Management○ Ashley Havens, Division of Public Works; Office of Roads○ David Kunz, Manager, GIS Management○ Scott House, Division of Public Works; Office of Roads• Andover (Twp)<ul style="list-style-type: none">○ Chief Eric Danielson, Emergency Management Coordinator○ Stephanie Pizzulo, Land Use Administrator• Byram (Twp)<ul style="list-style-type: none">○ Joseph Sabatini, Township Manager○ Mike Orgera, Superintendent - DPW○ Phil Crosson, Deputy Manager• Hampton (Twp)<ul style="list-style-type: none">○ Edward Hayes, Emergency Management Coordinator○ Jessica M. Caruso, Township Administrator• Hardyston (Twp)<ul style="list-style-type: none">○ Michael Vreeland, Engineer• Lafayette (Twp)<ul style="list-style-type: none">○ Jim Ando, Lafayette DPW○ Michael Vreeland, Engineer○ Richard Hughes, Committeeman/EMC○ Stephanie Pizzulo, Land Use Administrator• Montague (Twp)<ul style="list-style-type: none">○ Dave Coss, OEM Coordinator○ Kyle Gottemoller, OEM• Wantage (Twp)<ul style="list-style-type: none">○ Michael Restel, Administrator		<ul style="list-style-type: none">• Newton (T)<ul style="list-style-type: none">○ Dan Finkle, Deputy OEM Coordinator○ Kimberly Williams, Community Development Director• Ogdensburg (B)<ul style="list-style-type: none">○ Michael Vreeland, Engineer• Sandyston (Twp)<ul style="list-style-type: none">○ Scott House, OEM• Sparta (Twp)<ul style="list-style-type: none">○ James Zepp, Director of Public Works○ Tom McIntyre, Deputy OEM Coordinator• Stanhope (B)<ul style="list-style-type: none">○ Brian McNeilly, Borough Administrator• Stillwater (Twp)<ul style="list-style-type: none">○ Michael Vreeland, Engineer• Sussex (B)<ul style="list-style-type: none">○ Floyd Southard, OEM Coordinator○ Mario Poggi, Economic Development Committee• Vernon (Twp)<ul style="list-style-type: none">○ Dan Young, Police Chief/Deputy OEM Coordinator○ Ed Babcock, Director of Public Works○ Howie Iazier• Walpack (Twp)<ul style="list-style-type: none">○ Michael Vreeland, Engineer• NJSP<ul style="list-style-type: none">○ Clinton Pagano, SFC, NJOEM North Region• Tetra Tech<ul style="list-style-type: none">○ Alison Miskiman, Tetra Tech○ Heather Apgar, Tetra Tech	
Agenda Summary: The purpose of the meeting was to introduce the Planning Partnership and contract consultant, provide an overview of the hazard mitigation planning process, and to begin the information gathering processes and update the hazards of concern.			
Item No.	Description		Action item(s):
1	Introductions – <ul style="list-style-type: none">• Each person on the call was asked to include their name and municipality in the meeting chat.		-



2	Hazard Mitigation Overview <ul style="list-style-type: none"> Mitigation is a sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event A Hazard Mitigation Plan (HMP) provides an overview of the impacts of natural hazards on communities and is a roadmap to reducing the impact of these hazards. <ul style="list-style-type: none"> Attendees were asked to take a quick poll related to the hazards occurring the most in the County since 2021; majority indicted severe storms and winter storms For the 2024 update, we will be following the revised April 2023 FEMA guidance for local plans 	-
3	Project Organization – <ul style="list-style-type: none"> To complete the HMP update, we will work with individuals, agencies, neighboring jurisdictions, businesses, and other partners The project is organized by the following – <ul style="list-style-type: none"> Core Planning Team - made up of Sussex County OEM and Tetra Tech. This is a small group that will meet frequently to ensure the project stays on schedule and that we meet all State and FEMA requirements. Steering Committee - responsible for providing guidance and leadership throughout the planning process. They will actively contribute, review and provide feedback on plan sections, update the plans' goals and objectives, finalize the list of hazards of concern, and identify mitigation actions. Planning Partnership – represents the participating jurisdictions. They will attend meetings, provide information, identify mitigation actions, and adopt the HMP. Stakeholders - must be engaged throughout the planning process. At a minimum, this group should include neighboring counties, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit organizations. We will put together a draft list of stakeholders and ask for your input. NJOEM - provide the County guidance throughout the HMP update and will review/approve the plan before it is submitted to FEMA. 	-
4	Planning Process Overview <ul style="list-style-type: none"> Following an 8-phase approach to update the HMP <ol style="list-style-type: none"> Planning Process – ongoing throughout the update Risk Assessment – identifies the risks of each hazard included in the plan <ul style="list-style-type: none"> Dam Failure Disease Outbreak Drought Earthquake Extreme Temperature Flood Geologic Hazards Hurricane & Tropical Storm Infestation & Invasive Species Nor'Easter Severe Weather 	Tetra Tech – <ul style="list-style-type: none"> Provide survey link for input on critical facilities and lifelines Provide outreach materials Provide tools to Planning Partnership to collect input on jurisdictional annexes Planning Partnership – <ul style="list-style-type: none"> Provide input on the hazards of concern (https://www.surveym)

**Sussex County, NJ – Hazard Mitigation Plan 2024 Update
Planning Partnership Kick-Off Meeting | Meeting Minutes**



	<ul style="list-style-type: none"> ▪ Severe Winter Weather ▪ Wildfire <ol style="list-style-type: none"> 3. Public Involvement Strategy – ongoing throughout the plan update; we will use the County’s website and StoryMap to help with outreach 4. Mitigation Strategy – review/finalize goals/objectives for 2024 HMP; review existing capabilities; review 2021 mitigation strategies and provide status; identify new strategies for the 2024 update 5. Plan Maintenance – determine the maintenance schedule of the 2024 HMP 6. Plan Update and Deliverables – update all sections of the HMP; provide to NJOEM and FEMA for review and approval 7. Plan Adoption – the County and each participating municipality will adopt the plan after the HMP is approved by FEMA 8. Project Management and Coordination – ongoing throughout the update 	<p>onkey.com/r/SussexHMPHOCs)</p> <ul style="list-style-type: none"> • Assist with public outreach using materials provided by Tetra Tech • Provide input on 2021 mitigation actions
5	<p>Project Schedule</p> <ul style="list-style-type: none"> • Steering Committee Kick-Off – March 15, 2023 • Planning Partnership Kick-Off – March 15, 2023 • Finalize goals, objectives, and hazards of concern – mid-summer • Risk Assessment Meeting – late-summer • Mitigation Strategy Meeting – mid-late fall • Plan maintenance – end of 2023 • Public Draft – February 2024 • Draft to State for Review – May 2024 • Final Draft to FEMA – August 2024 • Plan Adoption – September-October 2024 	-
6	<p>Next Steps –</p> <ul style="list-style-type: none"> • Steering Committee and Planning Partnership to provide input on problem areas and new development <ul style="list-style-type: none"> ○ Problem areas - https://survey123.arcgis.com/share/18182eea337346b1ae69abfb9240ff58 ○ New Development - https://survey123.arcgis.com/share/1428c68aac87457e920c55a569b61241 • Departments and Municipalities to share outreach materials and links to surveys/HMP website <ul style="list-style-type: none"> ○ Please send screenshots/links to Tetra Tech so we can document in the plan 	<p>Tetra Tech</p> <ul style="list-style-type: none"> • N/A <p>Planning Partnership –</p> <ul style="list-style-type: none"> • Provide input on problem areas - https://survey123.arcgis.com/share/18182eea337346b1ae69abfb9240ff58 • Provide input on new development - https://survey123.arcgis.com/share/1428c68aac87457e920c55a569b61241