

Sussex County, NJ – Hazard Mitigation Plan 2025 Update
Draft Plan Review Meeting | Meeting Minutes



Purpose of Meeting:	Draft Plan Review Meeting
Location of Meeting:	Teleconference
Date of Meeting:	November 21, 2024 @ 7:00 P.M.

Attendees:	<ul style="list-style-type: none"> • Sussex County Division of Emergency Management <ul style="list-style-type: none"> ○ Trevor Floyd, Deputy Coordinator ○ Steven Sugar, Deputy Coordinator • Sussex County Central Purchasing Office <ul style="list-style-type: none"> ○ Mathias Banner, Purchasing Agent • Sussex County Open Space Committee <ul style="list-style-type: none"> ○ Lisa Chamings, Chair • New Jersey Highlands Council <ul style="list-style-type: none"> ○ Sarah Friend, Environmental Scientist • Andover (Twp) <ul style="list-style-type: none"> ○ Eric Danielson, OEM Coordinator • Branchville (B) <ul style="list-style-type: none"> ○ Jeff Lewis, OEM Coordinator • Byram (Twp) <ul style="list-style-type: none"> ○ Michael Orgera, DPW • Frankford (Twp) <ul style="list-style-type: none"> ○ Jeff Lewis, OEM Coordinator • Hamburg (Twp) <ul style="list-style-type: none"> ○ Keith Sukennikoff, OEM 	<ul style="list-style-type: none"> • Hampton (Twp) <ul style="list-style-type: none"> ○ Diana Juarez, Clerk/Administrator • Hardyston (Twp) <ul style="list-style-type: none"> ○ William Hickerson, OEM Coordinator • Newton (T) <ul style="list-style-type: none"> ○ Dan Finkle, OEM Coordinator • Sparta (Twp) <ul style="list-style-type: none"> ○ Tom McIntyre, OEM Coordinator • Stillwater (Twp) <ul style="list-style-type: none"> ○ Lisa Chamings, OEM Coordinator ○ Jim Cantelmo, Deputy OEM Coordinator • Walpack (Twp) <ul style="list-style-type: none"> ○ Chris Von Oesen, Clerk • Wantage (Twp) <ul style="list-style-type: none"> ○ Joe Konopinski, OEM Coordinator • Tetra Tech <ul style="list-style-type: none"> ○ Jessica Stokes, Project Manager ○ Grace Altenburg, Lead Planner
-------------------	--	--

Agenda Summary: The purpose of the meeting was to provide an update on the planning process and status update, provide an opportunity for the Steering Committee, Planning Partnership, and the Public to comment on the draft 2025 Sussex County HMP framework, discuss the Plan Maintenance strategy for the 2025 HMP, review the FEMA Approval Process, discuss next steps, and address any questions or comments.

Item No.	Description	Action item(s):
1	Introductions	-
2	Project Status <ul style="list-style-type: none"> • In Kind Tracking • Public Outreach and Engagement <ul style="list-style-type: none"> ○ Post links on social media and department/agency websites ○ Make efforts to reach out to: <ul style="list-style-type: none"> ▪ General Public ▪ Stakeholders ▪ Neighbors ▪ Socially Vulnerable Populations 	Steering Committee <ul style="list-style-type: none"> • Continue public outreach
3	HMP Draft Review <ul style="list-style-type: none"> • What's New in the 2025 Update? • New FEMA requirements • Updated critical facilities inventory and included community lifelines • Incorporated new hazards of concern and performed new risk analysis • Enhanced the capability assessment for each participating jurisdiction 	-
4	2025 HMP Framework <ul style="list-style-type: none"> • Volume I <ul style="list-style-type: none"> ○ Executive Summary 	-



	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Provides an overview of how the plan is laid out by describing the various chapters within the plan ○ Chapter 1 Introduction <ul style="list-style-type: none"> ▪ This is the introduction of the HMP, explains the update process, who participated, and what changes have been made since the last plan. ○ Chapter 2 Planning Process <ul style="list-style-type: none"> ▪ Provides a timeline of how the planning process was done and everything that went into developing the plan. It includes meeting dates, activities, and plan participants. ○ Chapter 3 County Profile <ul style="list-style-type: none"> ▪ Provides general information for the Planning Area and critical facilities/lifelines located within the area. ○ Chapter 4 Risk Assessment <ul style="list-style-type: none"> ▪ Provides a foundation for the rest of the planning process – which focuses on identifying and prioritizing actions to reduce risk to hazards. ○ Chapter 5 Hazard of Concern identification <ul style="list-style-type: none"> ▪ Describes the process to review all potential hazards and identify the hazards that have the potential to impact the Planning Area ○ Chapters 6 through 18 Hazard Profiles <ul style="list-style-type: none"> ▪ Documents the general description of the hazard and the outcome of the risk analysis. It is broken down into 2 sections – hazard profile and vulnerability assessment ○ Chapter 19 Hazard Ranking <ul style="list-style-type: none"> ▪ Provides information on the methodology used to determine the preliminary hazard rankings ○ Chapter 20 Capability Assessment <ul style="list-style-type: none"> ▪ Identifies the primary types of capabilities – planning and regulatory, administrative, and technical, financial, and education and outreach –existing plans, policies, programs, etc. available at the county, state, and federal level to help the County and municipalities accomplish mitigation. ○ Chapter 21 Mitigation Strategy <ul style="list-style-type: none"> ▪ Gives an overview of the process and then in each annex, we show the projects and procedures you all will do to reduce or eliminate future losses from hazards. ○ Chapter 22 Plan Maintenance <ul style="list-style-type: none"> ▪ Describes how the County will keep the hazard mitigation plan up to date over the next five years. • Volume II <ul style="list-style-type: none"> ○ Chapter 1 Introduction <ul style="list-style-type: none"> ▪ Gives an overview of how each jurisdiction participated in the plan and how the annexes are laid out. ○ Chapters 2 through 26 Jurisdictional Annexes <ul style="list-style-type: none"> ▪ Where the individual jurisdictional annexes of the plan are located. It shows us who participated in the plan, gives a general description of the municipality, outlines and summarizes your capabilities at the local level, provides the jurisdictional hazard ranking, includes a status of mitigation 	
--	---	--



	<p>actions from 2021 and then includes mitigation actions for the 2025 HMP.</p> <ul style="list-style-type: none"> • Appendices: This is where you’ll find a draft adoption/resolution for when you need to adopt the plan, tables of who participated in the process and how; meeting documentation (minutes, presentations, etc.), public and stakeholder outreach; mitigation strategy data; plan maintenance tools; critical facilities (the list of facilities will not be posted for public review due to their sensitive nature); and linkage procedures for anyone who didn’t participate this time around and would like to join the plan in the next 5 years. <ul style="list-style-type: none"> ○ Appendix A. Adoptions ○ Appendix B. Participation ○ Appendix C. Meeting Documentation ○ Appendix D. Outreach ○ Appendix E. Action Worksheet ○ Appendix F. Plan Maintenance ○ Appendix G. Critical Facilities ○ Appendix H. Risk Assessment Supplement ○ Appendix I: Mitigation Strategy Supplement ○ Appendix J: NJOEM Guidance ○ Appendix K: Linkage Procedures 	
5	<p>FEMA Approval Process</p> <ul style="list-style-type: none"> • The plan is made available for public and State review. <ul style="list-style-type: none"> ○ Feedback and comments will be incorporated into a second draft. • The second draft will be submitted to FEMA for review and approval. <ul style="list-style-type: none"> ○ If FEMA has questions or comments those will be addressed. ○ FEMA will grant the plan ‘Approvable Pending Adoption’ status, meaning FEMA will approve the plan once it has been locally adopted. • The County and municipalities will formally adopt the plan. <ul style="list-style-type: none"> ○ Resolution is submitted to FEMA and FEMA grants final approval. 	-
6	<p>Review the Draft Plan</p> <ul style="list-style-type: none"> • The entire plan will be posted on the Sussex County HMP website for a 30-day review period (starting today, October 9!) <ul style="list-style-type: none"> ○ https://www.sussexcountynjhmp.com/draft-plans/ ○ You can review the plan during the public review, and we will incorporate any applicable revisions into the final deliverable to the State and FEMA • NJOEM will begin their review after the public review period • Public feedback to be incorporated as appropriate prior to submittal to NJOEM/FEMA for their review <ul style="list-style-type: none"> ○ If needed, we will hold a brief meeting to discuss public comments and how to incorporate – date TBD 	-
7	<p>Next Steps</p> <ul style="list-style-type: none"> • Draft Plan Review Meeting – TODAY! <ul style="list-style-type: none"> ○ Planning Partnership/Public Draft Plan Review Meeting is tonight at 7:00PM (https://msteams.link/TADH). • Public Review Period (30 days) – November 21, 2024 to December 21, 2024 • Submit Draft Plan for NJOEM Review by end of December • Submit Draft Plan for FEMA Review by mid-February • FEMA approves plan (early April 2025); begin adoption 	-
8	<p>Questions/Discussion</p>	-

Sussex County, NJ – Hazard Mitigation Plan 2025 Update
Draft Plan Review Meeting | Meeting Minutes



	<ul style="list-style-type: none">• Jessica Stokes sent the draft plan review link in the chat: Explore the Plan - Sussex County Hazard Mitigation Plan Update• Lisa Chamings: Thank you Jessica and all others as part of this review process and plan.	
--	---	--