



# Highlights

## Sussex County New Jersey

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## Board of County Commissioners

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Director

**Herbert Yardley**  
Deputy Director

**Dawn Fantasia**  
Commissioner

**William Hayden**  
Commissioner

**Jill Space**  
Commissioner

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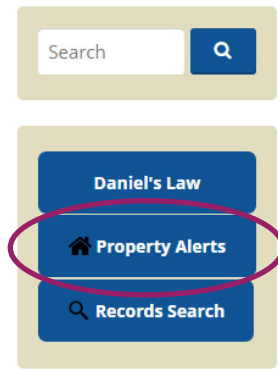
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## Sussex County Clerk's Office

Jeffrey M. Parrott, County Clerk



## Property Alert Service Now Available Through Sussex County Clerk's Website

Property and mortgage fraud is a fast-growing crime in which scammers record fraudulent documents, like fake deeds or fake liens against property owners. In some cases, fraud on real property is not discovered for years. To address these concerns and protect one of your most important assets, the Sussex County Clerk's Office offers a FREE Property Alert Service.

Sussex County's Property Alert Service is a way for property owners to receive alert messages via email when a document that affects a specific property is recorded by our office.

This service is the first step in protecting your property, and registering is quick, easy, and free. Just follow these steps:

- 1. Getting Started** - Please register your username and password to begin the registration process.
- 2. Confirmation Email** - After you receive your confirmation email, please click the link provided in the email to return to the Property Alert web page. Next, enter the legal descriptions (municipality, block, and lot) or party names for which you wish to receive alerts.

**3. Register a Property by Block and Lot** - The County's Property Tax Search will help you locate the block and lot numbers. Then use our Assessment Records Search and enter in the requested information. Search results matching the criteria entered will appear in a list.

**4. Register Party Name** - You have an option to register a Party Name and receive alerts when documents are recorded with a matching name. All variations of the name must be registered if you wish to receive an alert.

The steps are simple, but we understand that, with any new tool, there are inevitably questions. Here are some of the most common along with helpful answers:

### • What is the purpose of the Property Alert Service?

The Property Alert Service is a way for property owners or other interested parties to receive alert messages by email when a document that affects a specific property is recorded by the Clerk's Office in Sussex County, New Jersey. The service matches data (municipality, block number, and lot number) in legal descriptions on

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recorded documents with requests made by subscribers. Additionally, a subscriber can register to receive alerts when documents are recorded with specific party names.

- **Is there a fee for the Property Alert Service?**

No. This is a free service provided by the Sussex County Clerk's Office.

- **Can more than one person register the same property or party name?**

Yes. There is no limit to the number of subscribers for a particular property legal description or party name. All subscribers receive a notification if a document is recorded.

- **Why should I register for this service?**

This service is voluntary for individuals who want to know if fraudulent activity has occurred under their name or on property located in Sussex County. This service helps to notify property owners in a timely fashion. You may also wish to register the name or legal descriptions for property of elderly loved ones to help protect them from scams.

- **Does the property need to be occupied to receive an alert?**

No. The property alert service is for any type of land owned in Sussex County, whether occupied or vacant.

- **What recorded documents are included for the alert notification?**

Any document with a legal description pertaining to real property is included. Also, an alert is sent for any party names that are registered regardless of document type.

- **How long does it take to be notified through the alert service?**

All recorded documents must go through a verification process before they are available to view through a public records search. This typically takes 5 to 7 business days. An alert is sent once the process is complete.

- **What if the name or property description is not listed on the fraudulent document?**

Not all recordings require the inclusion of property legal description and/or party name. In these cases, the Property Alert Service does not register the information, and therefore an alert is not sent. An example of this type of recorded document would be a Satisfaction of Lien WHERE only the recorded lien's book and page number is referenced on the satisfaction.

- **Why can't you stop the fraudulent document from being recorded?**

If a document meets statutory recording guidelines, New Jersey law requires the Clerk's Office to record the document. Recordings cannot be refused unless guidelines are not met. For a list of recording guidelines, please review New Jersey Statute N.J.S.A. 46 or the Recorder's Document Reference Manual produced by COANJ at [www.coanj.com](http://www.coanj.com).

- **What do I do if the document recorded is fraudulent?**

If you find a document recorded against your name or property is fraudulent, you should contact your Attorney or law enforcement officials.

Sussex County's Property Alert Service is a notification service meant to give property owners peace of mind, not to prevent fraudulent activity. Register today to avoid surprises tomorrow! For any other questions regarding this service, please contact the County Clerk's Office at (973) 579-0900.

## OFFICE OF CENTRAL PURCHASING

**On June 14**, the County joined two additional cooperative purchasing agreements, BuyBoard and GoodBuy. These cooperative agreements allow the County to further leverage discounts, expand the pool of vendors that divisions and departments can order from, and save administrative time in locating needed goods and services. The County is now a member of 14 such agreements, up from 8 just a year ago.

**On June 22**, the Office of Central Purchasing attended a National Association of Counties webinar on guidelines for elective pay and its applicability for future renewable energy projects. They followed this up with a virtual briefing by the U.S. Department of Treasury on June 29.

**On July 24**, Purchasing Buyer Donna Giannella and Contract Administrator II Rich Marra began their coursework in Principles of Public Purchasing 1, offered by the Center for Government Services at Rutgers. This pathway of continuing education will allow the staff members to gain greater knowledge of purchasing laws and statutes, as well as learn applicable job instruction.



## SUSSEX COUNTY LIBRARY SYSTEM

### E. Louise Childs Branch of Sussex County Library System to Temporarily Close for Construction July 31 to August 19

**Stanhope, NJ** - Sussex County Library System (SCLS) announces an upcoming construction project for the E. Louise Childs Branch in Stanhope, NJ to replace the roof and upgrade the septic system. The branch will close Monday, July 31, and is expected to reopen its doors to the public on Monday, August 21, 2023.

Book drops located at the branch, and at the Hopatcong Municipal Building (111 River Styx Rd, Hopatcong), will remain open during construction and be emptied daily. Patrons with outstanding hold requests will be contacted to arrange an alternate pickup location or to extend their holds until the branch reopens. Several library events including Storytime with Miss Derenda will be offered virtually during this time. SCLS apologizes for any inconvenience caused by this temporary closure and asks for the community's understanding and patience during this period.

Community members are encouraged to utilize the services and resources available at one of the five nearby SCLS branches, including the Dennis Branch, 101 Main Street, Newton; and the Franklin Branch, 103 Main Street, Franklin. Library cardholders can still access the Sussex County Library System's extensive digital collection, including eBooks, audiobooks, magazines, and more through the library's website and digital platforms.

Visit the SCLS website for more information including open borrowing policies, hours and locations of branches, eResources, and a calendar of events at [www.sussexcountylibrary.org](http://www.sussexcountylibrary.org) or contact the Main Library in Frankford at 973-948-3660 or [sussexref@sussexcountylibrary.org](mailto:sussexref@sussexcountylibrary.org). The Sussex County Library System and the E. Louise Childs Branch thank the community for their patience and support during this temporary closure.

## SUSSEX COUNTY BOARD OF ELECTIONS



### Join the Sussex County Poll Worker Team

Democracy requires civic engagement! Sussex County's need for poll workers in the upcoming primary and general elections is your chance to play a greater role in the democratic process.

#### Who Can Be a Poll Worker?

Sussex County registered voters who can do the following:

- Lift at least 25 lbs. without difficulty
- Are comfortable using computer technology
- Attend one training class per year
- Utilize strong clerical skills
- Be an effective communicator and good problem-solver

#### What hours will I work?

The Primary and General elections begin at 5:00 am and most polls are finished closing by 8:30 pm. Poll workers get a one-hour meal break during the day. Additional opportunities to work early voting are available.

#### How much will I be paid?

The Primary and General Election salary is \$300.

#### How do I sign up?

Email [sussexpwinfo@gmail.com](mailto:sussexpwinfo@gmail.com), call the Board of Elections at 973-579-0950, or visit our website at <https://sussex.nj.us/pollworkers> and submit an application. Poll Worker training is held every spring, and before every election.





## SUSSEX COUNTY DIVISION OF SENIOR SERVICES

### Celebrate Senior Day at the New Jersey State Fair

**Augusta, NJ** – The Sussex County Board of County Commissioners, Department of Health and Human Services, and Division of Senior Services are proud to present Senior Day at the New Jersey State Fair. Join us under the Planet Networks Performing Arts Tent at the Sussex County Fairgrounds on Thursday, August 10, 2023, between the hours of 12:00 p.m. and 3:00 p.m., to participate in this special celebration.

This year’s program theme, “Mardi Gras,” showcases a disc jockey emceeing music from Mardi Gras, along with other entertaining tunes. All attendees will enjoy lively entertainment, light refreshments, door prizes, valuable information from vendors and promotional giveaways. An annual highlight of the event includes the announcement of Sussex County’s Senior of the Year and recognition of all nominated individuals. The Sussex County Skylands Ride “Bus Driver Safety Awards” will also be presented at the event.

The 2023 Senior Day at the New Jersey State Fair is sponsored by the Homestead Rehabilitation and Health Care Center, Iliff-Ruggiero Funeral Homes, Newton Medical Center, and United Methodist Communities at Bristol Glen. For additional information, please contact the Sussex County Department of Health and Human Services, Division of Senior Services at 973-579-0555, ext. 1277 or email us at [seniorservices@sussex.nj.us](mailto:seniorservices@sussex.nj.us).

### Sussex County’s 10th Annual Veterans Picnic

**Hamburg, NJ** – The Sussex County Department of Health and Human Services, Division of Senior Services, Municipal Alliance, and the Veterans Committee welcome veterans and their families to attend the 10th Annual Veterans Picnic. This event will be held on Saturday, August 19, 2023, from noon to 3:00 p.m., at the Hamburg Fire Department Pavilion, located on State Route 23 South, Hamburg, NJ. The picnic will include live music, giveaways, tables with information on veterans’ services, and a homemade BBQ. Please note that food will be served between 12:30 p.m. and 1:30 p.m.

Various service providers will be present to offer information and assistance regarding programs available to veterans and their families. Agencies scheduled to participate in the picnic include the U.S. Department of Veterans Affairs, Sussex County Community College, Catholic Family and Community Services, Sussex County Division of Senior Services, Sussex County Municipal Alliance, and the Sussex County Mental Health Board.

Veterans Committee members invite veterans and their families to share an afternoon of fine food and comradery with fellow veterans. Space is limited and pre-registration for this event is required. Pre-registration has begun, and responses must be received by August 14, 2023. For additional information and to RSVP for the picnic, please contact the Sussex County Division of Senior Services at 973-579-0555, ext.1221 or [seniorservices@sussex.nj.us](mailto:seniorservices@sussex.nj.us).

## SUSSEX COUNTY DIVISION OF HEALTH

### Special Child Health Services

Project Self-Sufficiency (PSS) presented Helen O’Shea, Coordinator of the Special Child Health Services Program at the Division of Health, with the Mosaic Award during the PSS Annual Mosaic Award Ceremony on July 13, 2023. Helen received this award because of her positive contributions to the community and her ongoing support of PSS in the 2022-2023 year. Project Self-Sufficiency detailed Helen’s work as “selfless generosity” and “inspiring.”

Special Child Health Services ensures that all children with special health needs have access to comprehensive, community-based, culturally competent, and family-centered care through case management services. Case Management is available for any child from birth through age twenty-one who has special health care needs and at no cost to the families. To obtain additional information about these services, please contact Special Child Health Services by calling 973-948-5239.



Helen O’Shea – Coordinator, Special Child Health Services



Haley Ward – Project Self-Sufficiency





## SUSSEX COUNTY DIVISION OF PUBLIC WORKS



### Project:

Roadway shoulder cleaning.

### Status:

DPW standard operations include allocation of DPW Crew resources to perform roadway shoulder maintenance tasks such as removing excess dirt and debris that has accumulated along the roadway shoulders.

The depicted work is specifically removing materials which have built up along county routes under guiderail.

This work is being done in preparation for paving operations.







Bridge X-54: Approach Roadway



Bridge X-54: Typical Steel Deterioration



Bridge X-54: Typical Concrete Spalling and Steel Grider Deterioration at Bridge Seats

**Project:**

Replacement of Bridge X-54  
Oil City Road, Wantage Township

**Designer/Construction Contractor:**

Design Engineer: Johnson Mirmiran & Thompson Inc.  
Construction Contractor: Grade Construction

**Points of Interest:**

A construction contract for the replacement of Bridge X-54 was awarded to Grade Construction on August 10, 2022 in the amount of \$1,379,443.15. Due to environmental timing restrictions, construction was postponed into 2023.

**Construction Funding:**

NJDOT LBFN Grants:	\$1,300,000.15
County Capital:	\$ 79,443.15
<b>TOTAL</b>	<b>\$1,379,443.15</b>

**Construction Schedule:**

Construction is scheduled to begin on or about 8/7/2023 subject to weather delays.

- Mobilization & Detour Implementation – deploy signs
- Soil Erosion / Sediment Control / Stream Protection
- Demolish Existing Bridge Superstructure
- Drive Sheeting & Cofferdam
- Demolish Existing Bridge Substructure
- Drive Piles
- Pour Stem Walls
- Erect Precast Culvert
- Pour Wingwalls, Curb, Pylons, Bridge Rail, & Approaches
- Guiderail & Paving
- Site Cleanup, Punchlist, & Demobilization

**Traffic Impact:**

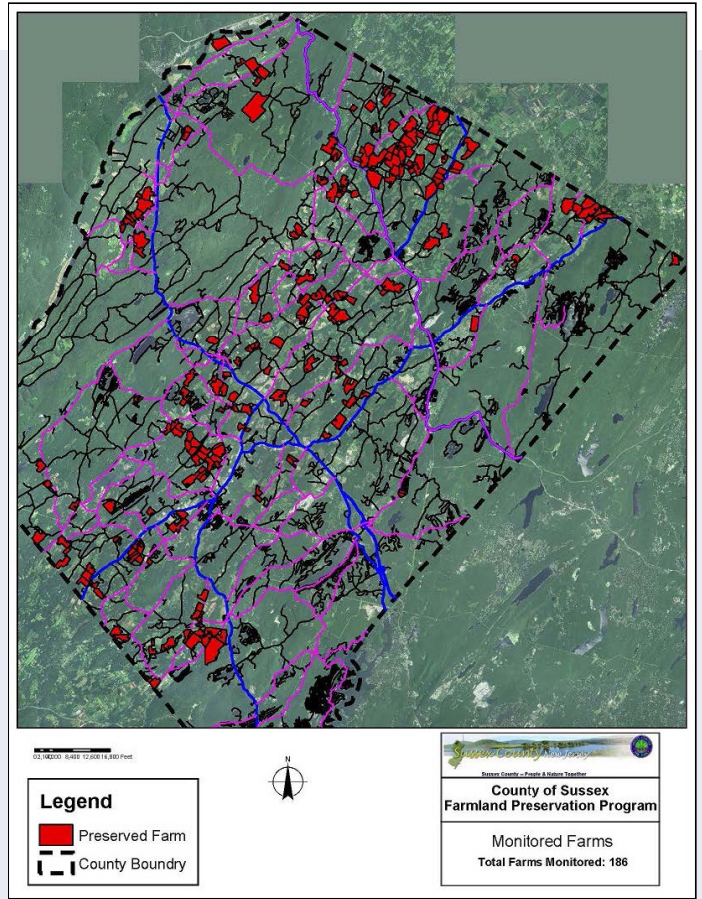
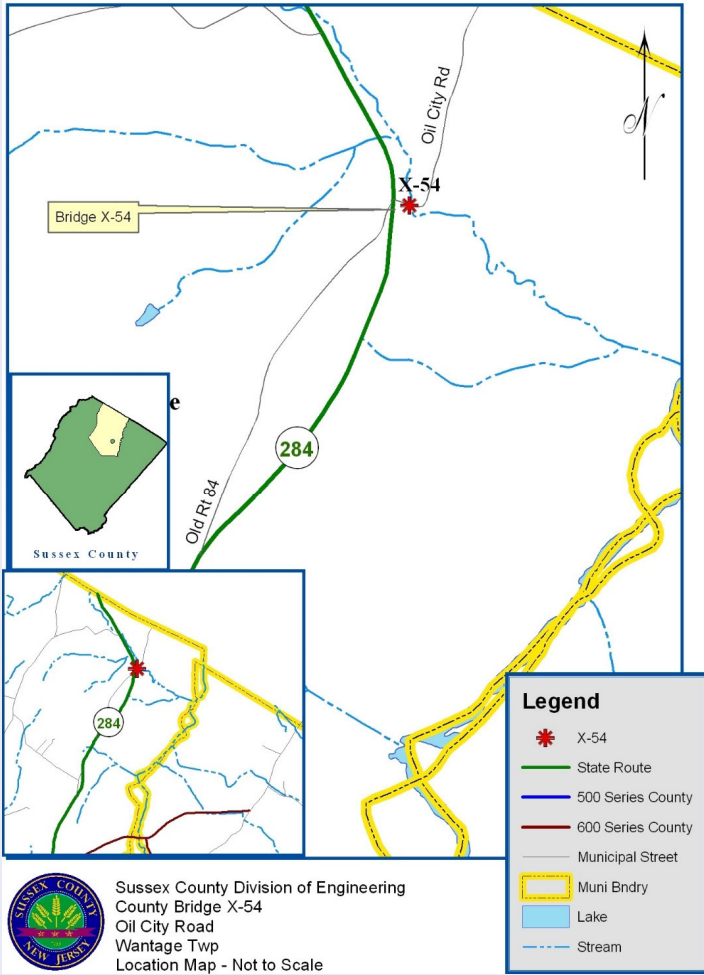
Bridge X-54 will be CLOSED for the duration of construction. A posted detour route will be in effect during construction utilizing State Line Road and State Route 284 (see detour plan on page 7).

**Contact Information:**

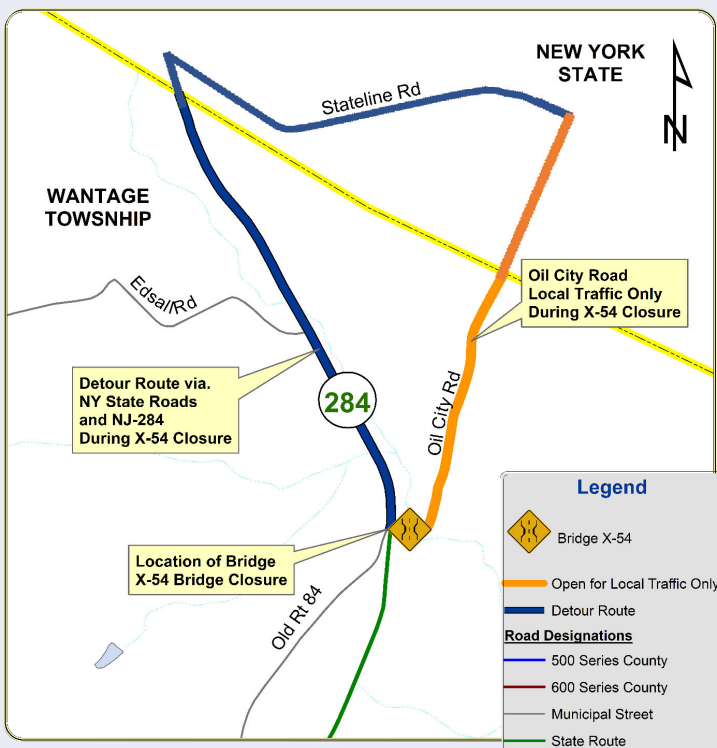
For more information regarding this project, please contact Chris Lautz, E.I.T. at the Sussex County Division of Engineering at 973-579-0430 x 1308 or [clautz@sussex.nj.us](mailto:clautz@sussex.nj.us)



Bridge X-54 Replacement: Project Location Map



Bridge X-54 Replacement: Detour Route



**Project:**

Farmland Preservation Annual Monitoring

**Milestone Achievement:**

Once a farm is preserved, the deed of easement requires Division staff to monitor farms on an annual basis. As of 2023, staff are responsible for monitoring approximately 186 preserved farms.

Of the 186 farms required to monitor, all farms have been monitored for FY 2023 and reporting forms submitted to the State Agriculture Development Committee (SADC).

**Milestone Status:**

All farms monitored by June 30th.

All Inspection reporting submitted to SADC before July 25th deadline using E-Form.

E-form: Reporting is submitted to SADC electronically via E-form.