

**HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS**

Main Street County Complex, 2<sup>nd</sup> Floor

Flemington, New Jersey 08822

**March 03, 2009**

The regular meeting of the Hunterdon County Board of Chosen Freeholders convened at 3:15 p.m. in accordance with the provisions of the Open Public Meetings Act.

**PRESENT: MR. MENNEN, MR. HOLT, MR. MELICK, MR. SWOREN.**

**ABSENT: MR. PETERSON.**

**OPEN PUBLIC MEETINGS ACT**

Director Mennen announced: "This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been given by posting throughout the year a copy of the notice on Bulletin Boards on the First and Second Floor of the Main Street County Complex, Building #1, Flemington, New Jersey, a public place reserved for such announcements. A copy was mailed on or before February 24, 2009, to the Hunterdon County Democrat, Lambertville Beacon, The Express, Courier News, Trenton Times, Hunterdon Review and The Star Ledger, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

A motion was made and carried for the Board to convene into Executive Session.

**5:00 p.m.** The Board reconvened in Open Session.

**FLAG SALUTE**

Pledge of Allegiance.

**PURCHASING**

Mr. Sworen moved and Mr. Holt seconded this:

**See Page 03/03/09-1A**

**RESOLUTION**

**RESOLVED**, Approving requisition #IT.3039, using State Contract #A-66453, for 6-foot high fencing with top rail and two swing gates, for Information Technology, with Consolidated Steel, in the amount of \$14,928.00

Mr. Sworen moved and Mr. Melick seconded this:

**See Page 03/03/09-1B**

**RESOLUTION**

**RESOLVED**, Authorizing the award of County Bid #2008-41, for the Department of Public Safety, Division of Emergency Management, for a 2009 F-350 Sterling Bullet Quad Cab Chassis, with an aluminum van body and associated equipment, with Robert H. Hoover & Sons, Inc., in the amount of \$76,783.00.

**PROJECTS UPDATE**

Frank J. Bell, AIA, County Project Administrator updated the Board on various County projects and facilities:

- Four projects are in the close out process: Deer Path Park Restrooms, Route 12 Garage Addition/Renovations, Justice Center Veniero Space Revision/Prosecutors Space and Everittstown Garage Storage Building Addition.
- Emergency Services Addition/Renovations: The new Dispatch addition received a TCO and the Emergency Services staff have moved in. The contractor is performing demolition activities.
- Hall of Records and Southard Building Renovations: Waiting on the final CO for the Southard Building; the few remaining punch list items will be complete next week. The heating problem has been corrected in the Hall of Records and the electrical contractor is working to correct the lights coming on and off; Mr. Bell is holding payment until this punch list item is corrected.
- Information Technology: footings and piers have been poured for the monopole and tower and awaiting verification of the minimum strength requirements once the concrete cures. Towers are to arrive mid-March. At this time, Mr. Bell requests/recommends (Buildings/Maintenance and Engineering support this recommendation) authorizing a change order for JBL Electric, Inc. a 100-foot trench, laying sand beds and conduit from the monopole to the back corner of the Annex Building (on Route 31) and patching pavement/sidewalk for a total of \$9,798.00. PARIS grant monies fund this project, including the contractors work. PARIS funds would not pay for in-house work; only reimbursement of materials.

Mr. Sworen moved and Mr. Holt seconded this:

**See Page 03/03/09-1C**

**RESOLUTION**

**RESOLVED**, Authorizing a change order for JBL Electric, Inc for a 100-foot trench with sand bed and conduit at the Annex Building (on Route 31) and patchwork to the pavement and sidewalk, for a total change order amount of \$9,798.00.

**ROLL CALL: (AYES) MR. SWOREN, MR. HOLT, MR. MELICK  
(NAYES) MR. PETERSON, MR. MENNEN**

- The "A Frame" Building is nearly ready for a CO for the building to be occupied.

**COUNTY ADMINISTRATOR UPDATE**

**Food and Beverage Policy**

Mrs. Yard discussed implementing a food policy, noting that in 2008 food and beverage requisitions (not including reimbursement requests) totaled nearly \$20,000.00. This policy provides a mechanism to monitor food/beverages requests for working luncheon meetings. Requests over \$50.00 per function will be reviewed for justification/pre-approval by the Director of Finance; amounts in excess of \$50.00 that are not pre-approved through Finance **will not** be funded by the County. Upon adoption of this policy, it will be presented at the next Administrative Staff meeting.

Mr. Holt moved and Mr. Sworen seconded these:

**See Page 03/03/09-2A**

**RESOLUTION**

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. MELICK, MR. PETERSON, MR. MENNEN**

**Fringe Benefits for Constitutional Officers, Department Heads, Unclassified Employees and Non-Contractual Employees**

Addressing the Board, Mrs. Yard stated that there have been misinterpretations of who is entitled to compensatory or overtime. When she and Ms. Wieder reviewed this section of the policy they removed the misinterpreted language, leaving simply "Employees covered under this policy are not entitled to receive overtime or compensatory time unless authorized by the governing body". Department Managers are to submit to the Human Resources Director any requests for an individual to receive compensatory/overtime for review/presentation to the Freeholders. Mrs. Yard will incorporate these changes and present the amended policy back to Board to adopt. Mr. DeSapio confirmed that Constitutional Officers could choose to ignore this policy specification for themselves; however this policy would apply to the staff who work in their departments.

**Re-designating a name change from the Division of Senior Services to the Division of Senior, Disabilities and Veterans Services**

Mr. Peterson moved and Mr. Sworen seconded the re-designation of the Division of Senior Services to the Division of Senior, Disabilities and Veterans Services.

**See Page 03/03/09-2B**

**RESOLUTION**

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. MELICK, MR. PETERSON, MR. MENNEN**

**Delaware Valley Bead Society**

This group is requesting to hold a two-day (Saturday/Sunday) workshop in June and request to have the weekend fee waived. They also request waiving the insurance requirement (has been waived for them previously for their weekday meetings). A weekend requires a staff member to open/lock up, (overtime). Mrs. Yard looked to the Library as an alternative facility as it is open Saturdays and would not incur an overtime expense; however the room is booked on Saturday and not open on Sundays through the summer. Mrs. Yard will check the North Branch Library for an available room at least for that Saturday.

**Hoffman Farm Lime Kilns Public Service Project**

Mr. Mennen received a proposal, through Holland Township, from a landscaping company to clean up the Hoffman Farm Lime Kilns; this offer was forwarded to Cultural and Heritage for their review/comment if this would compromise the historical integrity of the property. They responded that it would be okay with them to proceed with the clean up but requested either a representative from Holland Township Historic Preservation or the Township Committee be present to oversee the clean up effort to ensure that damage does not occur.

**Mandated vs. Non-Mandated Services Analysis**

As requested by Freeholder Director Mennen, Mrs. Yard and Ms. Wieder started to formulate a process to identify and analyze, by department, mandated versus non-mandated services to determine which services delivered are statutorily prescribed by a rule/regulation or, if the service is delivered at the discretion of the Freeholder Board. They will compile the results and provide a report to the Board.

**Engineering – Surplus Truck Body**

As recommended by the Board of Chosen Freeholders, Mr. Glynn performed the County's due diligence and reached out to the municipalities inquiring if there was interest in a surplus truck body. Alexandria Township expressed their interest with an offer of \$1,000.00. One other municipality expressed interest but did not want to spend any money.

Mr. Holt moved and Mr. Sworen seconded a motion to accept the sale of the surplus truck body by Alexandria Township for \$1,000.00.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. MELICK, MR. PETERSON, MR. MENNEN**

**CONSENT AGENDA**

"All matters listed under the Consent Agenda are considered to be routine by the Board of Chosen Freeholders of the County of Hunterdon and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item will be removed from the Consent Agenda and will be considered separately."

Mr. Holt moved and Mr. Sworen seconded these:

**RESOLVED**, Motion to approve the claims register dated March 3, 2009.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. MELICK, MR. MENNEN**

**(ABSTAIN) MR. PETERSON**

**RESOLVED**, the Social Services Funds Report for January 2009.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3A RESOLUTION**

**RESOLVED**, Thomas Quinn appointed permanent, full time County Correction Officer, Division of Corrections of the Public Safety Department. (passed Civil Service exam).

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3B RESOLUTION**

**RESOLVED**, Guy Silliman appointed permanent, full time Public Safety Telecommunicator, Emergency Services Division of the Public Safety Department. (passed Civil Service exam).

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3C RESOLUTION**

**RESOLVED**, Establishing salaries and longevity payments for employees covered under the supervisory contract in the Division of Corrections.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3D RESOLUTION**

**RESOLVED**, Approving an Interlocal Health Services agreement with Franklin Township, for certain public health activities and services.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3E RESOLUTION**

**RESOLVED**, Approving an agreement with Warren County to house juveniles at the County's Youth Facility.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3F RESOLUTION**

**RESOLVED**, Approving a contract modification with State Contract #09AHKC, with the New Jersey Dept. of Human Services, to promote adolescent pregnancy prevention awareness, increase of \$1,000.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3G RESOLUTION**

**RESOLVED**, Approving a Municipal Alliance Agreement with the North Hunterdon Cluster, in the amount of \$23,000, to implement substance abuse prevention services.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3H RESOLUTION**

**RESOLVED**, Approving an agreement with Richard Monacchio, to provide juvenile sex offender treatment, in the amount of \$13,689.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**See Page 03/03/09-3I RESOLUTION**

**RESOLVED**, Approving a contract modification for State Contract #TS09010 Special Initiatives and Transportation Agreement, to shift allocated funds to address the increased needs of TANF consumers.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

See Page 03/03/09-4A

**RESOLUTION**

**RESOLVED**, Approving the release of redacted Executive Session minutes of December 16, 2008, January 08, 2009, January 20, 2009 and February 03, 2009.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

See Page 03/03/09-4B

**RESOLUTION**

**RESOLVED**, Approving an agreement to sell development easement with the State Agriculture Development Committee and Holland Township, for Block 6, Lots 49 and 49.02.

See Page 03/03/09-4C

**RESOLUTION**

**RESOLVED**, Approving the acquisition of Right(s)-of-Way and/or Easement(s) from the owners, Oliver and Karen Elbert, on Block 84, Lot 29, in Raritan Township, in the amounts of \$424.70 for a sight easement, and \$3,740.10 for a Right-of-Way.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**EXECUTIVE SESSION REQUESTS**

See Page 03/03/09-4D

**RESOLUTION**

**RESOLVED**, Executive Session to appoint Shirley Czajkowski as a member to the Senior Advisory Council.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**PROCLAMATIONS/RECOGNITIONS**

Mr. Holt moved and Mr. Sworen seconded these:

See Page 03/03/09-4E

**PROCLAMATION**

**RESOLVED**, Recognizing Matthew James Deichler for attaining the designation of Eagle Scout.

See Page 03/03/09-4F

**PROCLAMATION**

**RESOLVED**, Recognizing Patrick Hyland for attaining the designation of Eagle Scout.

See Page 03/03/09-4G

**PROCLAMATION**

**RESOLVED**, Recognizing Jack O'Donnell for attaining the designation of Eagle Scout.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MELICK  
MR. MENNEN.**

**CORRESPONDENCE**

A letter was received High Bridge Fire Department to request permission to hold a Coin Tosses on Saturday, April 11, 2009 and November 28, 2009, from 7:00 a.m. til 3:00 p.m., at County Route 513 between Grayrock Road and Arch Street. Mr. Peterson moved and Mr. Melick seconded a motion to grant permission, provided this is coordinated through the County Department of Roads, Bridges and Engineering.

**ROLL CALL: (AYES) MR. PETERSON, MR. MELICK, MR. HOLT, MR. SWOREN,  
MR. MENNEN.**

A letter was received from the Borough of Hampton, to request permission to close a portion of County Route 635 (Charlestown Road, New Street and Main Street), on Saturday, July 25, 2009, for a parade celebrating the 100<sup>th</sup> Anniversary of the Hampton Fire Company and the 100<sup>th</sup> Anniversary of Hampton. Also, requesting permission to purchase the services of a LINK bus to shuttle residents to Hampton Park. Mr. Peterson moved and Mr. Sworen seconded a motion to grant permission, provided this is coordinated through the County Department of Roads, Bridges and Engineering.

**ROLL CALL: (AYES) MR. PETERSON, MR. SWOREN, MR. MELICK, MR. HOLT,  
MR. MENNEN.**

A letter was received from Readington Township, to request permission to close a portion of County Route 523, from Route 22 to Mountain Road, on May 25, 2009, from 10:00 a.m. til 12:00 p.m., for a Memorial Day parade. Mr. Peterson moved and Mr. Sworen seconded a motion to grant permission, provided this is coordinated through the County Department of Roads, Bridges and Engineering.

**ROLL CALL: (AYES) MR. PETERSON, MR. SWOREN, MR. MELICK, MR. HOLT,  
MR. MENNEN.**

The Hunterdon County Prosecutor's Office requested permission for a detective to belong to the East Coast Gang Investigators' Association, Inc., for 2009, in the amount of \$25. Mr. Peterson moved and Mr. Sworen seconded a motion to grant permission.

**ROLL CALL: (AYES) MR. PETERSON, MR. SWOREN, MR. MELICK, MR. HOLT, MR. MENNEN.**

The Hunterdon County Health Department requested permission for a MRC Coordinator to attend the 2009 Integrated Medical, Public Health, Preparedness and Response Training Summit, in Dallas, Texas, (April 06 through April 08, 2009). There are no registration/lodging fees, however, transportation is \$224.50, meals \$120, with an overall estimated cost of \$344.40. Mr. Holt moved and Mr. Sworen seconded a motion to grant permission. This request was brought to the Board for consideration as it falls outside the parameters of the current policy #2003-01: Memberships/Meetings/Trainings/Trips/Conferences. Discussion occurred and the motion passed.

**ROLL CALL: (AYES) MR. HOLT, MR. SWOREN, MR. PETERSON, MR. MENNEN (ABSTAIN) MR. MELICK**

The Hunterdon County Information Technology Department requested permission to join GMIS International at a cost of \$75.00. This request falls out the parameters of the current policy #2003-01: Memberships/Meetings/Trainings/Trips/Conferences and comes to the Board for consideration. Some discussion occurred and Mr. Rasimowicz will be asked to come before the Board at the April 7, 2009 meeting to further explain the benefits of this membership.

### **FREEHOLDER REPORTS**

Mr. Holt reported that the Route 202 Corridor project study is moving rapidly and will be complete within six months, at which time the County can propose the actual creation of a project to the NJTPA for possible first phase funding.

Mr. Sworen read the names of three individuals who have obtained the designation of Eagle Scout: Patrick Hyland, Jack O'Donnell and James Deichler.

Mr. Peterson addressed a written opinion from a Boy Scout leader, Chris Neighbor regarding the County's policy to not allow an acknowledgement/recognition plaque for Boy Scouts who have completed their projects on County property. Mrs. Yard will meet with John Trontis to discuss revising the current memorial policy to allow approved plaques at the site of a completed Boy Scout project; thus encouraging individuals to contribute and give back to their community.

Additionally, Mr. Peterson addressed a citizen request from Rosemarie Rockford regarding the Senior Center being open on Saturdays during the summer months with regard to those seniors who may not have air conditioning at home. Mary Ann Rodenberger and Mark Titus put a plan in place to provide the seniors an area in the Library to socialize, which the seniors expressed sincere thanks. Mr. Peterson knows this issue will be up for review soon and hopes the County can continue this provision for the seniors.

Mr. Mennen thanked his colleagues for joining him at a productive three-hour, joint meeting held with Polytech on Saturday, February 28, 2009 and conveyed that a number of walls which have existed between the County and Polytech were brought down that a working methodology was developed to advance their mutual interests to provide educational services. A working subgroup is now in place with two members from Polytech and Mr. Sworen and Mr. Mennen on the County end. Additional meetings will be held throughout this year.

Mr. Melick agreed that getting together with Polytech was a good thing. He suggested a shared services initiative be studied by persons in the Chamber of Commerce; the study could be conducted with funds from a shared services grant which the Chamber received (\$300,000). As the object of shared services is to cut down on the number of entities involved, Mr. Melick would like to determine if Polytech and the sending districts could operate together as one operation to save costs by utilizing shared services regarding administration, both are educational-driven organization school boards that fall under the auspices of the State Department of Education. The study would determine the pros and cons and recommend if such an initiative could be accomplished.

Mr. Melick sought support from the Board members to propose such an initiative to the Chamber of Commerce; discussion occurred. Mr. Mennen indicated the Chamber's breakfast meeting on March 13, 2009 may be an appropriate time to address this request. Mr. Mennen and Mr. Melick are attending.

### **OPEN TO THE PUBLIC**

Donna Simon, Out-With-Trout Committee, requested status of their concern that the Sheriff utilized County funds, resources and time for her recall defense. Mr. DeSapio indicated he drafted a letter to Sheriff Trout, (which was not sent yet) stating the inappropriateness for an elected official to use County resources for any campaign for public office. He also addressed the concern of the Sheriff not complying with the Election Law Enforcement Commission (the Committee has filed a complaint with the Commission), stating that the County would not be involved in monitoring this issue. Mr. DeSapio added that with regard to the Sheriff, as a Constitutional Officer, that the only real monitor of using County resources is the public and in making their decision of the action. If it is an egregious situation, the Prosecutor could be asked to make a determination. Mr. DeSapio concluded that, at this time it would be inappropriate to involve public discussion; he will advise the Sheriff of her responsibilities. Ms. Simon also stated their complaint includes the Sheriff's editorial inviting people in to talk about her defense and using County paper/time to send the Committee correspondence and to write her editorial.

**Meeting was adjourned at 6:40 pm.**