

SPECIAL MEETING

HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS

Main Street County Complex, Second Floor

Flemington, New Jersey 08822

March 16, 2012

The special meeting of the Hunterdon County Board of Chosen Freeholders convened in open session at 12:00 p.m. in accordance with the provisions of the Open Public Meetings Act.

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

CONVENE

Director Walton 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 faxed on or before January 18, 2012, to the Hunterdon County Democrat, The Express, Courier News, Trenton Times, and Star Ledger, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

PLEDGE OF ALLEGIANCE

OPEN TO THE PUBLIC

County Library issue

Mark Forest, a user of the Hunterdon County Library, came before the Board explaining he was doing work on a computer at the Route 12 County Library Headquarters and thought he had saved this data to a flange drive and did not realize it wasn't saved.

Mark Titus, Library Director, explained that because the computers at the Library are shared, the hard drives for the system are cleared each evening.

Mr. Forest asked if the Board would allow the County's Information Technology person to retrieve this information from the County's server.

After a brief discussion, Mr. Sworen moved and Mr. Holt seconded a motion granting permission for an individual from the County's Information Technology Division be given 30 minutes to retrieve this information from the County's server for Mr. Forest. The Hunterdon County Board of Chosen Freeholders further agreed this would be a one time only event.

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

Union

Kerry Messinger, County Library employees and Flemington Borough resident asked the Board to stand behind the County's Buildings and Maintenance people who are being considered for layoffs.

FINANCE – CONTINUATION OF BUDGET DISCUSSION

Capital Budget discussion continued

Expansion at Everittstown Garage Storage Facility

The Hunterdon County Board of Chosen Freeholders agreed to not add a sheltered roof to the Salt Building for the storage of plows at the Everittstown Garage Facility.

Expansion of Garage Bay

The Hunterdon County Board of Chosen Freeholders agreed to the expansion of a Garage Bay at the Traffic Maintenance Building in order to store/protect the Traffic Striping Truck from the elements.

Heavy Equipment and Trucks

The Hunterdon County Board of Chosen Freeholders agreed to budget for two to three trucks for Roads, Bridges and Engineering, as the Board has been doing each year. It was noted that it takes two years to get a heavy equipment truck/vehicle, from the start of the bidding process to receipt of the vehicle.

Demolition of County Buildings

The Finance Team confirmed that the Board of Chosen Freeholders had toured the various properties and viewed structures needing to be demolished. Mrs. Browne advised there is currently \$120,000 in two older ordinances for demolition and being asked for today is \$130,000.

Mr. Holt feels the Board should place a specific amount of money in the budget each year towards demolition.

Mrs. Yard believes there is a barn company who is interested and willing to do the demolition so they could have the wood. She will talk with John Glynn, Director, Roads, Bridges and Engineering about this further and report back to the Board.

The Board asked the Finance Team to find out if this any be done through the Open Space Tax. Mrs. Yard believes it would have to be referenced in a maintenance plan. She will talk with Sue Dziamara, Planning Director about this further.

The Board asked the Finance Director to provide the figures for demolition for the past five years. This item will be discussed further at a future budget session.

County Building Improvements

Generators

The Hunterdon County Board of Chosen Freeholders agreed to the need for generators at two communication tower locations (Holland and Mt. Kipp), which need to be replaced and they would be rehabilitated and used at the Everittstown and Lebanon garages.

The Hunterdon County Board of Chosen Freeholders agreed that the Route 12 County Complex is also in need of a generator, as it has been identified as the County's Regional Shelter. After further discussion, the Board agreed to install a transfer switch for future need and look into purchasing a generator through grants.

Replacement for grinder and pipes for Sewer System (Park Avenue/Jail)

The Hunterdon County Board of Chosen Freeholders agreed to the amount of \$65,000 for engineering services to design a system to address the sewer situation at Park Avenue/Jail. The Board was advised there would be future costs associated with this in the 2013 budget for a concrete holding tank and such.

HVAC Equipment (Route 31, Justice Center, and North Branch County Library)

Route 31 County Complex

Mrs. Browne informed the Board that \$350,000 is needed to do the Route 31 County Complex HVAC System which has been approved by the Board and was prioritized for 2012. There is currently an old ordinance holding \$300,000 for this project and the County's Architect/Project Administrator has determined the total cost for the project will be around \$650,000. The Board agreed.

Justice Center

Mrs. Browne informed the Board that the Justice Center is in need of cleaning, re-caulking and sealing cast stone. This could be put off for a future budget.

Management Software Program – Justice Center and North Branch County Library

The Hunterdon County Board of Chosen Freeholders agreed this is a need but it will be put off for a future budget year (2013/2014).

Historic Court House

Mrs. Browne informed the Board that the County's Project Administrator listed the historic Court House for stucco, painting and roof repair. The estimated cost is \$400,000 and it was felt that some of that could be paid through the Open Space, Farmland and Historic Trust fund.

Mrs. Browne informed the Project Administrator is this project is rated as a priority, he would need to put something in the Capital Plan.

The Hunterdon County Board of Chosen Freeholders agreed the Historic Court House, being the County's most historic structure should a priority and the funding should come from the trust. This project will be added to the Capital Budget.

Prosecutor

The Hunterdon County Board of Chosen Freeholders will speak with the Prosecutor at the next budget session meeting on March 27, 2012 to discuss his capital requests.

Public Safety

Mrs. Yard reported for the record that she spoke with Director Walton this morning and George F. Wagner, Director, Public Safety, will not be attending the meeting this afternoon; because he has so many Divisions under Public Safety that all his budget requests should be held until he is able to address the Board.

Director Walton asked Mrs. Yard if there are any budgets the Board may want to discuss with other department managers or Constitutional Officers. The Board asked to talk with the County Prosecutor and Director of Public Safety at a later budget session.

Mrs. Yard asked the Board to inform her if any other departments need to come before the Board and she will schedule them.

Surplus Account

Director Walton asked the Finance Team to put something together on how the County was able to put so much back into surplus last year and where the funds came from.

Margaret Pasqua, County Treasurer, informed the Board that the County's starting balance for surplus was \$26 million for the end of 2010. \$13 million was budgeted and that amount comes off the top of surplus. Added in are taxes collected which go directly into surplus, which is \$320,000. Miscellaneous Revenue/not anticipated and Miscellaneous Revenue/Anticipated, the County put back \$97,000.

Margaret Pasqua advised the Board there are cancelled balances which go back into the budget. The County put \$128,000 back that was budgeted for matching funds; \$341,000 for interest on bonds and Green Acres money put back was \$621,000. The moneys left over from the 2010 Appropriation Reserves was \$7.6 million and that was in part due to the payroll deferral. Mrs. Pasqua informed the Board that \$12 million plus, almost the full \$13 million, was put back into surplus. Mrs. Pasqua projected for 2012 budgeting \$13 million from surplus. There will be no money being returned in 2012 from Green Acres or for interest.

Mr. Holt stated the opportunity to rebuild Surplus is now, almost non-existent. He stated the County needs to look at the Tax Levy and not look at the base.

Mrs. Browne and Mrs. Pasqua answered various questions for the Board on how the County was able to achieve putting \$12 million plus back into surplus.

Roads, Bridges and Engineering

Mr. Glynn came in the meeting and Mrs. Yard updated him on what the Board discussed concerning his capital requests.

Garage Extension/Strip Vehicle

Mr. Glynn explained to the Board that the Project Administrator, Frank Bell, AIA, has prepared a plan for the Traffic Maintenance Building extension in order to house/protect the striping machine since it was a very expensive item (\$450,000). This is a 12 foot extension of the existing building and it would be put out to bid. Mr. Glynn feels the County may do the footing work in-house. The power garage door will be reused. The Board agreed.

Trucks

Mr. Glynn answered various questions regarding the need for dump trucks. He is asking for one truck this year. Two were purchased last year with old money; they did not use the money set aside last year.

Mr. Glynn explained the County has to consider the need for vehicles, because they last 10 to 14 years. He has been assured by the Road Supervisor that they can deal with only purchasing one new truck this year. He has always brought forth old ordinances to spend the money in them first and he again confirmed one truck will satisfy the County's need this year.

Demolition

Mr. Sworen questioned Mr. Glynn if any of the demolition work he has proposed can be done in-house versus hiring outside firms.

Mr. Glynn explained that given the scope/size of the buildings at Crystal Springs (house), Mt. Farm (2 huge barns). Pt. Mountain structure is high and hard to get to, and at Tower Hill. These are all park structures. Plus he would have to take bridge and road people from the things that need to be done to take a building down. Mr. Glynn isn't sure doing this in-house would be cheaper as the County would have to rent the disposal containers and other equipment.

There is an individual interested in the barns at Mt. Farm but he has not submitted a proposal yet to Mr. Glynn. This person also interested in moving the Tower Hill House who is looking for a lot to put it on in the area.

Mr. Glynn strongly encouraged the Board to look at what is on a property before the County takes ownership of it and have it cleaned off.

Mr. Glynn informed the Board that the barns at Mt. Farm can wait but there are a couple buildings that should come down, such as the structure at Pt. Mountain Farm is in dire need of stabilization by taking it down. The plans and specifications are done for this. He has touched base with the historians (Cultural and Heritage Commission and the Holcombe-Jimison Farmstead in Lambertville) who have salvaged items. All parties are agreeing to this work.

After further discussion, Mr. Glynn recommended to the Board that the Tower Hill House be taken off the demolition list, as well as the Mt. Farm barns, and they can be added to the bid as an alternate. That will provide time to work with the individual who wants to salvage the buildings.

Director Walton confirmed the whole requested amount should be kept in the budget and then determine how much of this work can be done through an allocation from the Open Space Trust.

Operating Budget

Mrs. Browne advised the Board that the operating budgets for most of the County's departments came in under or at the same level as last year.

The Board quickly went through the Administration Budget and Purchasing Budget, which are the same as the previous year.

Mr. Mennen questioned why Consumer Affairs falls under the Administration Budget. It misrepresents the reality of what is expended to operate the Administrator's Office.

Ms. Wieder reported in the past, prior to having the current Consumer Affairs person, it was a volunteer doing the work.

Mr. Melick feels there is a downside to having this individual have their own budget.

Mrs. Browne will research this for the Board.

805/810/815

Memberships, Meetings, Conferences, Trips, Training

Mrs. Browne informed the Board that the Finance Team had departments submit a detailed accounting of what they were putting in their 805/810/815 line items. The Finance Team reviewed these requests to determine if the requests were for continuing education unit credits (CEU's).

Mrs. Yard advised the Board there are County organizations, statewide, such as for Engineers, Human Service Administrator, Planning Director, and so on. Last year, she asked Department Managers if they wanted her to write their associations to see if they could attend functions/meetings without paying dues. Some associations agreed to waive the membership fee and others said no. This is something the Finance Team felt was reasonable for the Department Managers to belong to as some need it for CEU's and others need it for information.

Mr. Glynn explained at his association, NJDOT attends the meeting and advises what projects will be coming in the future; plus funding sources attend the meeting. There is an outreach someone would not have available to them unless they attend the meetings.

Mrs. Yard advised the review of the 805/810/815 line items began because of abuse as people wanted to belong to many associations, other than just the state groups.

Mrs. Yard said it is not unreasonable for the Department Managers to belong to their state professional associations/affiliations, the costs range from \$50 to \$100. The Finance Team was asked to look at this requests and make a recommendation to the Board. She confirmed this is a deviation from the current policy.

After further discussion, the Board agreed to review the policy. Freeholder Holt offered to modify the policy and bring it back before the Board for consideration.

Central Printing and Mail

Mrs. Browne reported the budget for Central Printing, Mail and Information Services has been cut by \$5000.

Mr. Mennen stated the budget may have been cut but it is still 100% higher than what was expended as of December 28, 2011.

Mrs. Browne will research that for the Board.

Mrs. Browne stated in Central Printing when shared service projects are done, they have to upfront the money then it gets reimbursed to the supply line because it isn't broken out when it is received. The department will further define this, so Finance can reimburse only the supply line for the supplies he charges.

Project Administration

No changes were made to this projected budget.

Human Resources

The Board discussed legal fees for Human Resources. Mrs. Browne explained to the Board that one year this line item was drastically cut and it went in the red. The legal fees are for negotiations and outside counsel.

Freeholders

The Board discussed the Miscellaneous Special line item. Mr. Mennen feels this is called Freeholders but that isn't what this is. This line item is used for Employee Appreciation events. Director Walton advised there is an account for the celebration of public events, which could include the Ag Fair, the Tri-Centennial and employee appreciation.

Mrs. Browne will look into this further.

The Board questioned if the costs for a special audit should not be placed under Finance. Mrs. Browne explained the thought behind this was for audits that are special Freeholder Deemed audits. Such as was done with the forensic audit in the past.

Mr. Melick feels this should stay in the Freeholders' budget since these types of items are initiated by this Board.

Mrs. Yard reported to the Board that the 5013C is set up for the Tri-Centennial Anniversary group, so the money which the County has put aside for all events for the County's 300th Anniversary should be moved and turned over to that nonprofit. The current balance is \$60,000 which is their seed money. They are also hoping the County will set aside a certain amount each year.

RESOLUTION

Mr. Sworen moved and Mr. Holt seconded this:

See Page 03/16/12-4A

RESOLUTION

RESOLVED, Cancelling certain Capital Ordinances/Reserve Accounts.

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

EXECUTIVE SESSIONS

Mr. Sworen moved and Mr. Holt seconded these:

See Page 03/16/12-5A

RESOLUTION

RESOLVED, Executive Session to discuss lease negotiations for the South County Library.

See Page 03/16/12-5B

RESOLUTION

RESOLVED, Executive Session to discuss ongoing litigation in the Prosecutor's Office.

See Page 03/16/12-5C

RESOLUTION

RESOLVED, Executive Session to discuss the County's auditing services.

See Page 03/16/12-5C

RESOLUTION

RESOLVED, Executive Session to receive an update on the reduction of force.

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

The Hunterdon County Board of Chosen Freeholders went into Executive Session at 2:08 p.m. and reconvened in Open Session at 3:32 p.m.

There being no further business to come before the Board, Director Walton adjourned the meeting.

Respectfully submitted,

Denise B. Doolan
Clerk of the Board