

**HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS**  
71 Main Street, Freeholder's Meeting Room, 2<sup>nd</sup> Floor  
Flemington, New Jersey 08822  
**February 20, 2014**

The Hunterdon County Board of Chosen Freeholders convened in Open Session at 8:37 a.m., in accordance with the provisions of the Open Public Meetings Act.

**PRESENT: MR. HOLT, MR. KING, MS. LAGAY, MR. LANZA, MR. WALTON.**

**OPEN PUBLIC MEETINGS ACT**

Director Holt 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 06, 2014, to the Hunterdon County Democrat, Star Ledger, Trenton Times, Courier News and the Express Times, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

**PLEDGE ALLEGIANCE**

**OPERATING BUDGET SESSIONS**

Purchasing, John Davenport III, Purchasing Agent

Mr. Davenport informed the Board that his budget remains flat for 2014, as it was last year, in 2013. In his department there are two major items that typically makes up his budget which is postage and advertising; both associated with everything his office does. The operating budget for Purchasing is \$29,000 with postage being budgeted at \$6,400 and advertising is around \$12,500. Postage is used for Bids, Requests for Proposals (RFP), and Purchase Order mailings. They also use electronic emails and PDF's to send out material. Basically everything has to be advertised and in the past the largest expense for advertising isn't the ad placed in the paper but the affidavit/proof of advertisement. A few years ago legislation was adopted which allows for a public website that lists almost every advertisement that goes into the newspaper and he is now able to print his own proof of publication and have it signed off on by the Freeholder Clerk as being a true copy of what was placed in the paper. Mr. Davenport feels his office has saved almost 30% by printing out these affidavits.

Director Holt asked Mr. Davenport if there is any way he can think of for this Board to assist in his streamlining his office.

Mr. Davenport feels his office is solid. He has worked with the County's Webmaster, Carrie Moore, and some bids are being released on line, so they are downloadable. He explained to the Board that at this time he doesn't have a full comfort level in releasing all the bids online as there has to be a mechanism to track vendors because if an addendum to a bid is necessary, they have to be located.

Mr. Davenport explained there is a cushion in his budget in case there is a need for replacement equipment or furniture. This isn't money that would be expended each year.

Mr. Davenport advised the Board that he and Ray Rule, Buyer, are both QPA's (Qualified Purchasing Agents) and they also hold a few other designations and through Rutgers' they can obtain between 6 and 10 CEU's (Continuing Education Units) and 30 is needed every three years in order to retain their licenses. Mr. Davenport added that the CEU's can be obtained through the Educational Forum or through their Purchasing meetings.

Director Holt questioned if anyone in the Purchasing area needs training/education. Also, at some point in time, this Board has to make sure there is a clear future plan in terms of the day that Mr. Davenport or Mr. Rule begins to think about retirement. Director Holt asked Mr. Davenport to think about this.

Mr. Davenport stated there is a plan on how to move forward and he is still working on it.

Human Services Department, Jennifer Shore, Human Services Administrator

Mrs. Shore came before the Board with Janet Previte of Human Services.

Mrs. Shore asked the Board to look at the funding recommendations to the various agencies that Human Services supports; attached were the 2013 recommendations and the 2014 recommendations. Mrs. Shore informed the Board that all the funding is allocated and she's aware there is an appeal coming to the Board from an outside agency which was not funded. Should any change be made with that agency it would throw off this operating budget.

Director Holt advised that prior to the appeal coming before the Board, County Counsel, Shana Taylor, will ensure that the Board fully understands what the appeal process is and what is being evaluated for. The appeal process is not the Board evaluating whether or not the entity should or should not receive funding, the appeal process is to make sure there was not violation in the appeal process.

Mrs. Shore stated that providers asked the County for \$1.7 million, and her office based on remaining flat, and is the same as was paid in 2013 which is less.

Mrs. Shore confirmed for Mr. King that the \$1,207,846 figure is a combination of what was received from the state grants plus the County funding. State funds are always used first and what remains is the amount the County puts in. The amount the County is contributing is slightly lower than what was given in 2013. In 2013 the County's amount was \$885,000 and for 2014 the amount will be \$818,000.

Mrs. Shore reported her department had very clear priority ideas for the funding put out this year and focused on shelter, vulnerable adults, food, safety and those types of issues. So programs funded in the past which were wonderful, did not fit those priority areas. She has also been making an effort to shift the programs which are geared towards the seniors or people with substance abuse issues or mental health issues to the state organizations that fund those programs. If there are outside agencies or state dollars, those are being tapped first.

Mrs. Previte informed the Board that Human Services' 2014 budget is slightly under the 2013 budget, in Adjuster, Transportation, and in Human Services. Transportation is a "to be determined" figure from the County's Chief Financial Officer. The 0830 line is a miscellaneous line used to pay the Transportation Operating Vendor (First Transit); all the transportation money expenses flow through that line item and at a later time, the County is reimbursed by New Jersey Transit, for the most part but not entirely. There is a lag time of three to six months sometimes, creating a cash flow issue which is why the Finance person has always determined that figure. The Human Services Administrator has requested \$8,000 as an initiative for vouchers for transportation services in 2014. Mrs. Previte feels the Transportation budget, even including the \$8,000 could stay flat but without seeing a cash flow on that matter, on a monthly basis, she's not certain.

Mrs. Shore explained Hunterdon operates a Saturday Shuffle using JARC (Job Access Reverse Commute) funds, and it pays for commuters but there are very few riders. If her department were to do an RFP for taxi cab vouchers and those riders were transferred to voucher use for cabs, it would be a less expensive way to provide for transportation. This will assist the County in showing that the JARC money is being used on the population, which the state desires.

Mrs. Shore reported her department is currently trying to get a contract with Veterans Services to be able to assist Veterans Haven North. If the JARC funds were partners with the Veterans Assistance funds, the County would be able to get people traveling to the veterans' hospital (LYONS) on a daily basis and to also allow them to hook up with links in order to get them to their destinations.

Mrs. Shore would like to reopen the idea of advertising on the LINK. She asked the Board to think about this. There is a policy on this matter and there is a committee that would do the advertising review. New Jersey Transit anticipates revenue will be decreased overtime and that is a way to plug some of the holes. The bid specifications are ready to go; it's just a matter of the Freeholder Board being committee to the idea because it would change the landscape of Hunterdon a little with the advertising on buses. To accomplish this, there would have to be a broker, who could charge \$.50 on the dollar. The County would have some control over the advertising. The County would make the decisions on where the advertising would be located on the bus and such.

Mrs. Previte reported a vendor has sent the County some sample policies from the counties they currently deal with and it addresses the issues of alcohol and tobacco. The Board could tweak that further in order to make it compliant to Hunterdon.

Mr. Lanza thanked Mrs. Shore and Mrs. Previte and the Human Services Department for their good work in keeping this budget not just flat, but a little below last year's. He understands that is hard work and it should be recognized that services are not being compromised.

Mr. Walton asked if any services being cut make the County pennywise and pound foolish?

Mrs. Shore said possibly, there are programs cut that were more innovative services/proactive services; Human Services has made its focus on plugging holes and dealing with immediate, emergent issues. There are things that could be done that would be more progressive; she placed \$20,000 in the Human Services Initiative Funds, as she has been meeting with the Prosecutor's Office and the Jail discussing doing a jail diversion for people with mental health issues who are incarcerated. That piggybacks on things that are being done in the community with the CIT Training and getting officers trained. That has not been funded in the last five years and it would be a proactive service to improve the quality of lives and it would be an investment in the future. It's not going to immediately save the County money but in the future it could be a cost savings but even more, it's the right thing to do.

Director Holt questioned if there is any interest in creating funding for geared towards preventative versus reactive services and if so, could a number be placed for that.

Mrs. Shore stated that Human Services deals with people who are with the lowest income possible; a lot of the vulnerable citizens in Hunterdon County don't qualify for services but there could be an issue where someone is unemployed or could be behind on their mortgage. Human Services works closely with The United Way of Hunterdon and there has been discussion in pulling resources with the RFP process in order to make sure an entire continuum is provided and the United Way focus on that population and her department focuses on a different population. Mrs. Shore advised there are people who would not qualify for County Social Services program but do need some assistance.

Mr. Walton stated the government should be a safety net to help people, not the lifestyle.

Director Holt has an interest, prior to the budget closing, in revisiting that preventive model and how it might get started on a small basis in 2014 in Hunterdon, pending upon looking at the numbers presented for the budget.

#### Public Works, Tom Mathews, Director (Roads, Bridges, Engineering Divisions)

Mr. Mathews reported for 2013 the Roads Division received \$1.9 million and he is requesting for 2014 \$2.5 million, an increase difference of \$475,000. The reason for the increase is due to the snow; last year the County approved \$450,000 for salt and in 2014, the County has already spent \$700,000 and \$200,000 more is needed to refill the County's salt barns for the Fall and Winter of 2014.

Director Holt noted that Hunterdon County averages 25 inches of snow per season and in 2013, only 18 inches of snow fell and in this season, Hunterdon is approaching 60 inches.

Mr. Mathews added that with the amount of plowing to be done, the plows will need to be rebuilt with blades, shoes and such. That used to be a \$60,000 line item and in 2014, he is requesting \$80,000.

Mr. Mathews explained there are some line items he decreased in trying to make up some money.

Director Holt confirmed the \$475,000 increase is mostly snow chemicals and then there is \$25,000 in snow blades.

Mr. Mathews asked the Board to consider creating a trust fund account for salt and calcium chloride for snow removal; so if there is a mild winter those funds can be rolled over to the next year, in order to prepare for a bad winter. Mr. Mathews was asked to draft such a resolution for the Board's consideration.

Mr. Walton stated Mr. Mathews has money in various items but spent below that amount last year (305, 306, 420, 725, 730, 740).

Mr. Mathews explained just because those funds weren't spent last year doesn't mean they won't be spent this year. The funds go away at the end of the year, it doesn't roll over.

#### Bridges

Mr. Mathews advised there is an increase difference requested of \$48,000; the majority of that is for the purchase of steel to do the in-house culvert projects. There is currently a bid for steel out for advertisement. Being planned for 2014 for culvert work is as much or more than what was done in 2013 (K-138, X-6).

Mr. Mathews reported line item 760, in 2013 the amount of \$58,000 and \$114,000 was spent on steel. He feels the \$58,000 was a low number to start with.

Director Holt confirmed with Mr. Mathews that the number placed in the budget is what he is confident in what can be done in a year.

Mr. Mathews informed the Board that bridge painting project which is supposed to be done every year was not done last year because of the lack of staff; there were no inspectors to cover this. He plans on having this done every year. This is for cleaning and painting of the steel trusses and it extends the life of the trusses exponentially. The County tries to paint four to five bridges a year and it will be kept under the \$250,000 cap.

Mr. Walton questioned if there will be staff in place in sufficient time to accomplish this.

Mr. Mathews stated that discussion will take place with the Board at the March 05, 2014 budget session. This is a construction inspector driven project and he is confident the County will be able to hire this position, even with the current starting salaries in place.

#### Engineering

Mr. Mathews stated he is asking for an increase of \$1,850 for advertising of vacant positions. In 2013 Engineering spent \$2,000 and no one was hired and in 2014, they are asking to increase that amount in order to place ads in newspapers to hire people.

Mr. Mathews confirmed for Mr. Wagner that prior to last year, advertising for personnel was not charged to his budget. Mr. Wagner suggested this matter be discussed with the Human Resources Director, Catherine Kopec.

Director Holt stated let's just do it the right way because no matter what, it has to be in the budget.

#### Vehicle Services

Mr. Mathews is asking for an increase of \$2,000 in 2014 from 2013, for education and training (from \$1,000 to \$3,000), for line item 815. This is training for the International Truck class, as well as the diesel classes and the cost is \$500 per employee for training.

Director Holt confirmed Mr. Mathews is looking to train 6 people in 2014 because they are behind in training but also because there is a new Clean Diesel course being offered.

Mr. Walton questioned what is done for truck cleaning. The inmates at the jail currently clean all county vehicles.

Mr. Mathews explained having inmates do the cleaning of the trucks has been found to be a detriment to the County's fleet by not cleaning the undercarriages, so items were rusting out and repairs had to be made. The Fleet Management Committee is trying to negotiate car/truck cleaning with a vendor where each department would receive so many tickets for cleaning vehicles.

Director Holt confirmed the County's Purchasing Agent will approach the vendor for negotiate this for the County's vehicles.

Mr. Wagner reported there are two departments in the County, the Sheriff's Office and the Prosecutor's Office, that asked about vehicle washes and he approved that in his position as the Interim County Administrator. This was brought before the Fleet Management Committee and it was recommended, and cleaning is on an as needed basis.

#### Weights and Measurers

Mr. Mathews stated on behalf of William Yancey, Director of Weights and Measures that its budget will remain flat in 2014.

#### Shade Tree Commission

Mr. Mathews advised the budget for the Shade Tree Commission remains the same as it was in 2013.

Director Holt thanked Mr. Mathews for the thoroughness of his report.

#### Sheriff, Fred Brown

Sheriff Brown informed the Board there is a \$410 change in his budget. He spent less than what was budgeted in 2013 and he kept his 2014 budget the same as requested in 2013 with a slight increase. He doesn't expect to have to use the entire budget but there are some items he can't eliminate because they could be needed. The biggest items was uniforms and cleaning and this year it appears there will be 3 officers leaving; one through retirement and two others that are actively seeking other employment. In 2013, his office had three people leave but he was able to use used uniforms for those individuals, which saved money.

Sheriff Brown said another increase involved memberships and dues; in the past three years individuals have paid themselves for the FBI Academy which is a training source for his office. He asked the Board to include this in the budget which would be a \$510 increase.

Sheriff Brown stated that up until 2010, the Justice Center received a cable TV in the patrol room which was used for news and important updates. In 2010 that was cut off and he asked to have that reinstated.

Mr. Wagner reported the County has a line item for utilities the Emergency Services Division has cable. He will look into this for the Sheriff's Office.

#### Land Use and Facilities Management, Frank J. Bell, Department Head (Project Administration, Buildings and Maintenance, Parks and Recreation Divisions)

Mr. Bell informed the Board that the Cultural and Heritage Budget is being separated from the Planning Division Budget this year. The Cultural and Heritage budget is \$10,710 and the Planning Division budget is \$23,950. Line items are being shifted so people are now getting trained and going to conferences. Mr. Bell advised the overall budget has not been increased but other line items have been decreased in order to make room for training/conferences, as necessary.

Director Holt questioned the Cultural and Heritage Trust line item for a trust account. Mr. Bell reported there is \$1,565 in that trust account.

Mr. Bell confirmed the \$22,500 comes from other funding sources and from the County for line item 830 for Special Projects; there is \$22,500 for Open Space Trust, there is \$5,565 in the Cultural and Heritage trust fund, the New Jersey State Council of the Arts amount is the same as was received in 2013, \$63,908 and the New Jersey Historic Council grant was \$13,161 in 2013 and zero in 2014.

Director Holt confirmed the County will not be receiving funding from the New Jersey Historic Council this year.

#### Project Administration

Mr. Bell reported the budget for Project Administration remains flat, at \$1,800. In 2014, funds will be used for membership and education but the amount will remain flat.

#### Buildings and Maintenance

Mr. Bell informed the Board that the budget for Buildings and Maintenance will remain flat at \$920,800 in 2014. He reported funds have been shifted to cover \$2,400 in conferences, education and training.

Mr. Bell confirmed for Mr. Walton that in 2013 the County was not able to accomplish in getting to projects that were needed to be done.

Director Holt confirmed with Mr. Bell that the funds need to remain in the budget because there are plans to utilize it because things will get done that weren't maintained as they should have been done.

Mr. Bell confirmed there are a number of projects that need to be done such as replacing the counters at the Route 12 County Complex, Building #1. The Justice Center has to be cleaned and a vendor has to be hired to do the exterior of the building. He expects to get the projects done on a one by one basis, in order to get them done correctly. Also, at the Justice Center, at the front of the building, the limestone is beginning to crack so someone needs to replace that.

Mr. Walton stated that in 2013, the burn building was discussed and it is still not fixed. Two years ago, we discussed fixing the air conditioning system and the heating system at the Justice Center and it just went out to bid. Why should he vote to have an extra \$200,000 for projects when projects from two years ago aren't completed.

Mr. Bell stated there are issues that should be discussed in executive session regarding personnel.

Mr. Bell stated prior to 2008 he used to provide the Board with monthly updates on projects and in 2008 he was directed to stop meeting and reporting with the Freeholders.

Director Holt directed the Clerk of the Board, Denise Doolan, to place Mr. Bell on the Freeholders' agenda monthly in order for him to project a breakdown/review of projects to the Board and so he is able to ask for assistance in keeping the projects moving.

#### Parks and Recreation Division

Mr. Bell advised the budget for Parks and Recreation remains flat but it does include items for education and training.

#### County Golf Course, Heron Glen

Mr. Bell reported that representatives from Heron Glen will come before the Board at a later date for a quick update on the golf course. There is a rate increase request due to the New Jersey Minimum Wage increase. They will appear at a future Freeholder Meeting.

Director Holt asked to see a 10 years compilation of the Heron Glen costs. He asked to see the figures regarding the capital figures, the acquisition and the build, the bonding amount and when it will be paid off but also on the operational side, the 10 year run of what has been earned over the life of the golf course and what the County has expended. Director Holt explained there has been discussion regarding making repairs at the golf course and a positive cash flow is shown on the course but there are capital costs being expended. As the future of the golf course is being discussed, and future work to be done, this Board should look at a ten year picture of what the course generates and what is spent for ongoing operations for maintenance. Director Holt stated he wants to see this before the budget is adopted.

#### Rutgers Cooperative Extension of Hunterdon

Mr. Bell stated Rutgers' budget also remains flat, with items being shifted in 2014 to account for education and training, in the amount of \$500.

Director Holt questioned the amount in the Rutgers' budget for other professional. He directed the Chief Financial Officer to investigate this matter. Director Holt would like to know if the County only spent \$60,000 or the amount allotted.

#### Human Resources, Catherine Kopec Director and George F. Wagner, Administration

Ms. Kopec reported that the Human Resources Department budget will remain the same for 2014, at \$127,400. Internal changes were made such as more money was placed for pre-employment physicals; the amount for legal fees and labor for arbitration and mediation has been reduced; the amount for reproduction and Xerox has been reduced; \$1,000 is being shifted to education and training for staff development; the amount for advertising is being increased.

Ms. Kopec explained for Director Holt that the \$1,000 for education and training will be used for seminars for Family Medical Leave and some Human Resource topics, plus OSHA training and safety training.

Director Holt asked about updating software for data processing and equipment.

Ms. Kopec advised that regarding CRONOS and any Human Resource payroll system, that will hit the 2015 budget for the Human Resources side. She has scheduled more presentations.

#### Administrative Budget

Mr. Wagner reported in 2013 the Administrative Suite spent \$3,050 which supports the functions of this office for such items as paper supplies, mileage reimbursement for the previous County Administrator, the municipal directory is being done and the County Clerk has been very helpful in assisting in getting municipalities to respond with their information. There should be no changes in the Administrative budget for 2014.

#### Public Safety and Health Services Department, George F. Wagner, Director Health Division, Tadhgh Rainey, Division Head

Mr. Rainey reported the Health Division covers Mosquito Control; Public Health Nursing (PHN); Environmental Health; and Preparedness. Mr. Rainey reported that Preparedness is all grant funded but it does have temporary effects on the Health Division.

### Public Health Nursing

Mr. Rainey explained Public Health Nursing had been a contracted group for years but they were brought in-house 3 years ago through Human Services and they then merged with the Health Division 2 years ago. While there are minor adjustments for training, there is nothing new in that budget. The nurses attend trainings to get recertified for their license.

### Vector Control (Mosquito)

Mr. Rainey reported there are minor increases for training for Vector Control but it has been a standard budget for years. It was decreased from what was considered years ago because things have been brought in-house.

Mr. Rainey informed the Board that his division is now obligated by law to provide Black Fly Control. The public requested the County perform this program. It used to cost \$30,000 to \$40,000 to work the program but now in place is a contract with Millersville University in Pennsylvania, the Black Fly Expert, who does all the identification work and the County then passes out the application. The budget is around \$10,500 for that and last year the County spent \$9,500.

Mr. Wagner reported that the Health Division has training costs for pesticide licenses for the County's staff. They are currently working with Rutgers' Cooperative Extension to see if this can be provided in-house in order to reduce costs.

Mr. Rainey feels the largest costs for Vector Control is for the Black Fly program.

Director Holt stated in 2013 there was a \$32,000 budget for this and \$6,000 was spent. He realizes there may be some negative numbers that will impact this by an additional \$5,000 or \$6,000.

Mr. Rainey advised Director Holt that according to his updates, \$27,000 has been spent out of the \$32,000 and there is still an outstanding invoice for \$7,000; so the \$32,000 was spent in 2013.

Director Holt advised once this Board gets through the salary and wage session, it is going to want to have compiled all these figures so when the Board starts looking at total budget, and these items will be revisited at that time.

Mr. Wagner feels that when the Board is ready to revisit these numbers, the Finance area should have the 2013 outstanding items closed out, in order to get the hard numbers.

### Surveillance

Mr. Rainey advised the County does not do pesticide applications without extensive surveillance; collection of Black Fly larva and traps are set for Mosquito and then they are treated for. Around 1,500 Mosquito traps are put out a year and some of those are tested for viruses and at that point, insecticide treatment will be done. There is only larva patrol for Black Fly because there is no good way to kill the adults.

### Health/Preparedness

Mr. Rainey explained the Preparedness area is all grant funded. The State was not happy with the shared service Hunterdon had with Sussex County for a Health Officer, and Hunterdon's grant funds were funneled through Sussex. All funds spent through the Preparedness Grant was taken out of the operating budget then the County was reimbursed gradually. Also, in order to pay the Health Officer from Sussex, the former County Administrator insisted that be included in the operating budget of the Health Division, in the amount of \$28,000. Because of this the Health Division was always in the hole because it was difficult to track those funds due to the fact that Sussex County entered that information; so Hunterdon would get a check in the mail from them for reimbursement. Throughout the course of the past few years Health was in the red until a reimbursement check came.

Mr. Rainey reported Preparedness' base operating budget is \$28,000 and there is another \$28,000 added for the Health Officer, making the budget roughly \$50,000. Currently there are plans to pay the current Health Officer with some grant funds but the state may not allow the County to pay them using all grant funds, so he is asking for \$69,000 in his budget for this to pay the Health Officer. There is a good chance all those funds will not be expended based on what the state allows the County to use the grant funds for.

Mr. Rainey confirmed for Director Holt that expended in 2013 was \$101,466.28 and it is projected for 2014, \$99,000.

Director Holt stated \$69,000 was budgeted for and \$101,466.28 was actually spent but most of that will come back to the County.

### Tax Board, Alan Porto, Tax Administrator

Mr. Porto informed the Board that the primary responsibility of the Board of Taxation is to handle the Equalization Table and striking up the tax rates within the County. The Tax Board also has oversight responsibilities for the Tax Assessors in the municipalities and serves as quasi-judicial body and heard approximately 600 tax appeals last year for the 26 municipalities. 61 properties that were inspected by himself and his field representative were ineligible for farmland assessment this past year. He has been working with the Tax Assessors who have been notifying taxpayers to bring the properties into compliance. Changes are being looked at for the Farmland Assessment laws coming from the state; so an educational program will be held for the assessors after the tax appeal season, so the assessors are aware of these news laws that will take place in 2015.

Mr. Porto informed the Board that instead of spending trust fund money for renting facilities for the educational programs, he will use the room above his office for an educational classroom.

Mr. Porto stated that five reassessments will be going on the books for the 2014 tax year; three compliance plans and one order from Raritan Township for the condominium sections of the Township.

Mr. Porto stated in prior years the Tax Board under-budgeted the operational budget in the line of postage and the bulk (over 80%) of the postage goes to mailing the assessment green cards, that is a shared service to the municipalities. This line item will also increase because of the increase in costs for postage.

Mr. Porto reported he has saved money by looking through past budgets and discovering line items that were not necessary, such as office machine repairs; the memberships and dues are paid from the trust fund which comes from tax appeals money; the education and training also comes out of the trust fund and the same with mileage and expenses.

The Hunterdon County Board of Chosen Freeholders recessed at 10:33 a.m. and reconvened in Open Session at 10:47 a.m.

#### Library, Mark Titus, Director

Mr. Titus advised the Board the Library is trying to build back the ability to purchase books; saying from 2007 to 2013, the Library had a 51% decrease in the book budget. A goal is to begin to build up books in order to provide a higher level of service. The Library has a lot of demand which causes long waiting lists.

Director Holt confirmed the Library is looking for \$280,000 for books in 2014 compared to the \$256,600 in 2013 and this would be for both adult and youth services for the reinvigoration of fiscal assets.

Mr. King confirmed with Mr. Titus that he is requesting a \$70,000 increase in the Library's budget and that does not include salaries and wages.

Director Holt advised the Library has a \$2.5 million budget and being asked for is a \$70,000 increase.

Mr. Titus feels it's less because the Library has commitments of \$4.5 million due to the Pino Report assessments that goes directly back to the County. Plus, there is \$215,000 is to pay off the obligation on the North County Branch Library and the plan is to be able to pay the North County Branch off next year in 2015. After 2015, the Library will begin paying off its obligation to the Library Headquarters branch. The Library pays the County back to pay its debt off through the Library's Operating & Expense Budget, by taking Library tax revenue to pay the County for what it has incurred.

Director Holt questioned if this is bonded debt not internal debt. He directed the Chief Financial Office to investigate this and report back to the Board.

#### County Clerk, Mary Melfi

Ms. Melfi came before the Board as she is unable to attend the March 05, 2014 budget session.

Ms. Melfi reported that for 2013 her O&E, Elections and Overtime items totaled \$146,900; her 2014 request is \$151,200. Given the direction of trying to stay flat, she relooked at this to try and respect the direction of the Board. Ms. Melfi managed to get it down to \$149,500. Elections' has been reduced from the original \$95,500 to \$93,800. The overtime will be increased because in Hunterdon post office are no longer doing passports so her office is picking up passport business. In 2012 her office brought in \$15,962 for passports and in 2013, she brought in \$17,500.

Ms. Melfi added that restructuring of personnel took place which the Freeholder Board supported back in January, so accommodations had to be made for the changes in salaries for the overtime.

Ms. Melfi is asking the Board to increase her budget from \$146,900 to \$149,500, which is an overall increase of .18%.

Mr. King confirmed that memberships, dues and licenses will be paid through the County Clerk trust fund.

#### Printing/Mail/Information Services, Bob Thurgarland, Department Head

##### Printing Division

Mr. Thurgarland advised there is no change or increase in the Print budget from 2013 to 2014; it remains flat. He advised the money that is transferred back into the Printing Division's account from the Charge Backs with Municipalities and for the service with the EOC for doing their mail service, annually that is \$35,000, that comes into the County.

The Board directed that a more complete breakdown be provided regarding what is spent for printing, what is received, the supply costs and personnel costs when printing jobs are done for shared services.

##### Information Technology Division

Mr. Thurgarland advised charges in the IT Division include maintenance contracts and licenses for the whole County (Items 636), is \$356,932. This is a decrease of \$12,000. There was a transfer of \$15,000 from his budget but he doesn't know who did that, so the 2013 budget was

\$413,937 then it was reduced \$15,000, making 2013 come in at \$398,937. He is asking for \$411,122 which is less than he asked for in 2013.

Mr. King confirmed Mr. Thurgarland has budgeted for conferences and training for 2014.

Mr. Thurgarland advised his main focus is GIS because there hasn't been much support for GIS in the past years. The GIS Division Head is very good at networking and bringing back knowledge to the County. This person also does cross referencing with Planning and Engineering.

Mr. King left the meeting at 11:19 a.m.

The Hunterdon County Board of Chosen Freeholders recessed at 11:19 a.m. and reconvened in Open Session at 11:25 a.m.

#### Prosecutor's Office, Anthony Kearns, Prosecutor

Prosecutor, Anthony Kearns, Office Manager Michelle Verish and John Oslander came before the Board.

Mr. Kearns advised he made an effort this year to try and address items that need to be brought up to speed. Most of the increase for his department is related to personal protective gear for the SWAT Team and other uniform issues. There is an increase in ammunition because there is a larger SWAT Team. He has tried to keep the budget down, there was a meeting with Freeholder Walton the Prosecutor's Liaison, and they looked at how to make a realistic budget. In years past, there were "what if something happens" and today there is a new relationship and if something unexpected happens, he would come back before the Board to make requests.

Mr. Kearns feels his budget is tight and at the same time, it is the mission of his office and duty to protect the citizens.

Mr. Walton confirmed he met with Prosecutor Kearns to go through the budget, line item by line item. Room has been left in certain line items. He stated all the projects are worthwhile and efforts but the question is what is chosen to be done.

Director Holt confirmed with Prosecutor Kearns that bills still need to be applied to the 2013 budget. The budget in 2013 request was \$313,825 and spent so far is \$250,500, with some bills still to be paid. The request is \$351,140.

Ms. Verish stated the main increase for 2014, is \$17,500 for body armor; \$19,000 increase for uniforms and that will be split between 2014 (\$15,000) and 2015 (\$10,000) and \$3,000 for new arson task force members.

Mr. Walton advised the Prosecutor's first request was higher than what is before the Board today.

Mr. Kearns confirmed the Board understands the way the SWAT team is constructed; it's made up of a few members from his office and then it is supported by the municipalities who send members to become part of the SWAT team. This is a true shared service. These people volunteer their time and it's important to him these people be outfitted properly.

Lou Garbaccio, Chief Financial Officer, advised there are balances left in the old grant dollars that haven't been expended and the state notified him that by August, 2014, they want all the back money spent.

Director Holt directed that in the next few weeks the Board will review a compilation of all items discussed and if there is any desire to do something in the Prosecutor's area, Mr. Walton will notify Prosecutor Kearns and there will be a full discussion before anything further will be done.

#### Division of Corrections (Jail)

Mr. Wagner reported the Jail is one of the complex operating budgets because you have to try and predict not only what the baseline operations are but also responding to the various clientele inmates in the facility. One of the biggest challenges is the incarceration rate, while it is somewhat cyclical, the average daily population is on or about 100, on any given day.

Mr. Wagner advised there is a dialog happening regarding the application of the Affordable Care Act which may affect the medical fees for inmates in the jail, which says pre-adjudicated inmates are the responsibility of whatever insurance carrier they may or may not have. Previously inmates were the responsibility of the County of Hunterdon. Also, the jail medical delivery service has been prioritized since 1996, and aggressively monitor health care costs and negotiate with the health care providers to get the lowest possible rate.

Mr. Wagner stated in 2013, budgeted was \$1,234,000 for medical inmate care and spent \$1,100,000, thus returning \$124,000 back to the County surplus account.

The jail budget being submitted for 2014, is the same as was requested for 2013, making the jail budget flat.

Mr. Wagner reported the jail currently has 9 provisional staff members; a provisional officer is someone who has not taken the Civil Service Test nor have they completed their police and fire training. Some of those provisional officers are now being hired by the New Jersey State Police and other police departments. Within the next month or two the County will receive a Civil Service list which dictates how the County can hire new officers coming in and then the County is

responsible to train those officers; causing for the need for uniform, training, ammunition and anything that comes with training a Correction Officer; they receive full police training, commission training. Previously the County had a relationship with the Somerset County Police Academy where Hunterdon sent its recruits there but now the County has been advised they are no longer going to be in that business. Mr. Wagner advised the alternative is the Mercer County Police Academy.

#### Emergency Management

Mr. Wagner reported in 2013, Emergency Management budgeted \$32,105 and returned \$4,103 to the County's surplus. The 2014 request shows no increase but there are modifications to address the anticipated need.

#### Fire School (Fire, Police, Rescue, Training)

##### Police

Mr. Wagner advised the Fire School is the County's response to the various trainings provided for police, fire and EMS. There is a fire arms range located at the former Drag Strip property. This is a shared services operation, not only for Hunterdon County Police Agencies, the SWAT Team, but also affiliated agencies. This site is popular because some of the snipers from different SWAT Team, the FBI and the Secret Service use Hunterdon's range.

##### Fire Service

Mr. Wagner advised Hunterdon offers the basic Fire Fighter Training program which is run on an as needed basis; sometimes twice a year and sometimes more. There is also the mandatory agency training; instructors are on site at the Fire School and they also go out into the individual Fire Companies where regional training is done. In 2013, requested was \$69,575 and returned was \$390. The request for 2014, of \$69,869, makes a minor modification because equipment has to be replaced because it is used under high heat circumstances. These items that have to be replaced include air packs, face shields and other protective gear.

##### Fire Marshal

Mr. Wagner reported at one time the County had a Fire Marshal that services most of the municipalities this was a 1.5 man operation. The County made a decision to keep the County Fire Marshal and that he would service the needs of the County; the County has to have life safety inspections, whereby the County Fire Marshal inspects all County buildings, this is required by the State Division of Fire Safety to be done on a regular basis. This position has also turned into several other things, such as the Safety Officer and Bruce Fuller, is the Liaison between the County and the various departments when here is a PEOSHA complaint, a safety complaint, when safety training is done, and this person handles the County's fire alarms and works with the elevator company. The County used to have a vendor to furnish medical supplies to the safety kits throughout the County and now, instead of paying a vendor to do this, Mr. Fuller does this job. The Fire Marshal's budget contains Misc. Specials, which are supplies for the First Aid Kits.

Mr. Wagner advised on occasion the Fire Marshal's Office is audited/inspected by the State Division of Fire Safety and a year and a half ago, the state recommended that the Fire Marshal have his own set of National Fire Protection Codes and this books are not cheap. Alternatives were looked at to provide this and none were found. Going into 2014, these codes books will be purchased and it will be a onetime cost of around \$1,000.

#### War Veterans Burial & Grave Decorations (Markers)

##### Veterans Internment

Mr. Wagner reported by law/statute the County is required to have a Veterans Internment Officer for veterans that need that service. Flag and Grave Markers are ordered, through his department, and they are provided to the agencies (VFW and War Vets) in the communities and they actually place these items on the graves.

Mr. Wagner advised the Freeholders' are now revisiting the Veterans Medal Program and he feels it would be efficient to incorporate all things veterans under this budget. In 2013, this budget was \$11,000 and he is requesting \$25,000 for 2014, to include the cost of the medals. Previously the cost for the medals came from the Freeholders' budget so this is just shifting the cost to where it belongs.

#### Surrogate's Court, Susan Hoffman, Surrogate

Susan Hoffman informed the Board that she has rearranged her but and for 2014 it is down \$400.

#### Emergency Services (a/k/a Communications)

Mr. Wagner reported the Emergency Services/Communications reflected \$268,566 allocated for operating and he is comfortable in remaining flat for operations. In 2013, all but \$413 was spent. This includes maintenance of existing items and the building out of the program.

Mr. Wagner stated that a commitment was made to deliver the UHF program and in 2014, one of the phases of the UHF system will be delivered, first to the Fire Service as their program can no longer be delivered. Mr. Wagner explained he had requested \$500,000 worth of capital money last year and all was spent. In 2014, he is requesting another \$500,000. This work is being done in phases because there is only so much the employees can do at one time, so he won't be front end loading his requests. The consultants have informed what the costs to build out this project and he is comfortable with requesting the \$500,000 for 2014. He assured the Board he will not ask for new money until the old money has been spent.

Mr. Wagner advised over the past year a new tower has been erected and the 1976 tower was removed and replaced with Homeland Security Grant funds. The budget for Emergency Services will remain flat plus the request for \$500,000 in capital funds to continue the UHF program.

Mr. Wagner informed the Board that after meeting with the Public Safety and Health Services Liaison, Mr. Walton, he looked to make his operation more professional, so more supervision is being done and being requested is uniforms. This is a new initiative and it will be absorbed into the existing dollars.

**EXECUTIVE SESSION**

Mr. Walton moved and Mr. Lanza seconded these:

**See Page 02/20/2014/10A**

**RESOLUTION**

**RESOLVED**, Executive Session to discuss the a direction regarding the County Administrator's position. (8)

**See Page 02/20/2014/10B**

**RESOLUTION**

**RESOLVED**, Executive Session to discuss a litigation update. (7)

**ROLL CALL: (AYES)  
(ABSENT)**

**MR. WALTON, MR. LANZA, MS. LAGAY, MR. HOLT.  
MR. KING.**

The Hunterdon County Board of Chosen Freeholders went into Executive Session at 12:00 p.m. and reconvened in Open Session at 12:15 p.m.

There being no further business to come before the Board in Executive Session, Director Holt adjourned the meeting at 12:15 p.m.

Respectfully submitted,

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Denise B. Doolan  
Clerk of the Board