

HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS

71 Main Street, Freeholder's Meeting Room, 2nd Floor
Flemington, New Jersey 08822

May 06, 2014

The Hunterdon County Board of Chosen Freeholders convened in Open Session at 4:00 p.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 January 02, 2014, to the Star Ledger, Trenton Times, Courier News, Express Times and the Hunterdon County News (online), newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

EXECUTIVE SESSION

Mr. Walton moved and Mr. Lanza seconded these:

See Page 05/06/14-1A RESOLUTION

RESOLVED, Executive Session to discuss a job description for a Cultural and Heritage Executive Director.

See Page 05/06/14-1B RESOLUTION

RESOLVED, Executive Session to discuss a Rice Notice in the Public Works Department.

See Page 05/06/14-1C RESOLUTION

RESOLVED, Executive Session to discuss the Administrator's position.

See Page 05/06/14-1D RESOLUTION

RESOLVED, Executive Session to discuss contractual negotiations with the Workforce Investment Board (WIB).

See Page 05/06/14-1E RESOLUTION

RESOLVED, Executive Session to discuss an update regarding the Finance Office.

ROLL CALL: (AYES) MR. WALTON, MR. LANZA, MS. LAGAY, MR. KING, MR. HOLT.

The Hunterdon County Board of Chosen Freeholders went into Executive Session at 4:02 p.m., recessed at 4:58 p.m, and reconvened in Open Session at 5:30 p.m.

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

PLEDGE ALLEGIANCE

PUBLIC COMMENT

Director Holt opened the meeting to the public.

Christian D'Annunzio, reporter, thanked the Board for naming The HC News as the online newspaper. As such, he would add a new section to the paper for notices, at no charge to the County for the remainder of the year. The Board thanked Mr. D'Annunzio.

POLYTECH

Dr. Kim Metz, Polytech Superintendent, came before the Board and introduced Kimberly Vanwert, who is a graduate of the Skin Care Program.

Ms. Vanwert informed the Board she graduated in June, 2013 and feels the program at Polytech for Skin Care is very informative. She was very confident when she took the practical and theory exams. Ms. Vanwert had many job opportunities once she graduated and she is doing very well.

FINANCE

Director Holt asked Janet Previte, Finance Director, to provide a quick update, for the members of the public regarding the Finance Office and the budget process.

Director Holt stated that the County should have adopted a budget by now; there is no secret that the County faced some challenges in 2012, 2013 and early parts of 2014. He is extremely proud of the County's Management team which includes Janet Previte, Shana Taylor, George Wagner, Denise Doolan and all the department heads. Director Holt feels the Management Team has done what the Freeholders have directed them to do which is tear apart the Finance Office and rebuild it and bring it back strong. This involved not only looking at the numbers and ensuring they are accurate; it is coming back to the Board with recommendations on software and what

type of technology is needed to institute to not only marry and make the Finance Office move out of the pencils and ledgers timeframe but into electronic and down the road, to determine how that same technology can be merged into Human Resources and Purchasing. Eventually, a system will be developed by which the department heads have a stronger and more direct link to Finance, to know where their numbers are. Director Holt stated the goal is to have a team that is cross trained and capable of not only assisting in the annual budget process and the County is working diligently to make sure what is set up in moving forward, not only in Finance but across the board, survives everybody, this Board of those present today. When the financial work is completed, Director Holt feels the County will have the basis/platform for a multi-year strategy which has been discussed for a long time. The financial health of Hunterdon County will be unparalleled as he has seen in his time on the Board.

Director Holt stated the budget work is for the most part completed. He again thanked the Finance Team and everyone who has worked on the budget. The County's Annual Financial Statement still needs to be completed and on tonight's consent agenda is the professional services agreement needed to get that work done. It is anticipated this will be completed within the next couple of weeks.

Director Holt advised that a Chief Financial Officer has been hired for the County and they will start shortly.

Director Holt again thanked everyone for their hard work and what everyone has done to continue to strengthen what Hunterdon is as a County.

Director Holt reported the County did accept the Audit for 2012 which sparked the concerns the County had with its Finance Office. As with any audit, when there are issues of concern, they are outlined and the process to follow is that a corrective action plan must be put in place. This evening there will be two motions, one is for the general audit for the County and that corrective action plan takes each of the suggestions of the auditor and puts in place the response as to what has already occurred and what is in the process of occurring. The second motion will be for the single audit for federal and state awards.

Mr. King moved and Ms. Lagay seconded a motion to adopt the 2012 Corrective Action Plan for the County.

ROLL CALL: (AYES) MR. KING, MS. LAGAY, MR. LANZA, MR. WALTON, MR. HOLT.

Mr. Lanza moved and Ms. Lagay seconded a motion to adopt the 2012 Corrective Action Plan for Federal and State Awards.

ROLL CALL: (AYES) MR. LANZA, MS. LAGAY, MR. KING, MR. WALTON, MR. HOLT.

PURCHASING

Mr. Lanza moved and Mr. Holt seconded this:

See Page 05/06/14-2A

RESOLUTION

RESOLVED, Approving the extension of County Bid #2012-03, for First Responder Notification Services, for a three year period through May 15, 2017, with Emergency Services Marketing Corporation, Inc., in the amount not to exceed \$117,252.

ROLL CALL: (AYES) MR. LANZA, MR. HOLT, MS. LAGAY, MR. KING, MR. WALTON.

Ms. Lagay moved and Mr. King seconded this:

See Page 05/06/14-2B

RESOLUTION

RESOLVED, Authorizing the award of Quote #0014-2014, for professional surveying services, under the Farmland Preservation Program, (Helmer Farm, Kingwood Twp.), to Harris Surveying, Inc., amount not to exceed \$6,100.

ROLL CALL: (AYES) MS. LAGAY, MR. KING, MR. LANZA, MR. WALTON, MR. HOLT.

Mr. King moved and Mr. Lanza seconded this:

See Page 05/06/14-2C

RESOLUTION

RESOLVED, Authorizing the award of Quote #0007-2014, for professional engineering design services for the Reconstruction of County Bridges K-110 and K-111 and approach of County Route 519 (Kingwood Road) over the Locketong Creek, in Kingwood Township, to Churchill Consulting Engineers, amount not to exceed \$153,714.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

LAND USE and FACILITIES MANAGEMENT

Frank J. Bell, AIA, Director of Land Use and Facilities Management came before the Board to provide an update on various County facilities.

- Emergency Services Training Center, Buildings and Maintenance have completed all its items.
- Bridge Shop, door repairs are being done.

- Building #1, Route 12 County Complex, quotes are being received for an upgrade to the fire alarm system.
- HVAC system for the Route 31, County Complex, Buildings #2 and 3, corrections have been made to the documents and this project should be out to bid in June.
- The sidewalk repair inventory has been completed and that information is being evaluated. Mr. Bell will work with a draftsman to prepare the bid documents for the Library area and other areas in need of repairs.
- Jail grinders are going out to bid this week.
- A quote was received for generators at the Traffic Maintenance Building. The County will be doing the trenching and the filling and the general contractor will provide all the conduit and laying it; plus all the electrical work.
- At the Arboretum pipes started leaking back in November and the repairs will cost around \$2200. Since then, another leak has been discovered. Repairs all the leaks will be costly, Mr. Bell is recommending quoting the project.
- Mr. Bell has met with various individuals from the WIB to discuss the space needs for a one-stop; as well as reviewing other space requirements for the County.

Director Holt asked Mr. Bell to come to the next meeting to update the Board on these matters further.

CONSENT AGENDA

Director Holt announced: "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."

Check #17192 and Check #145404 were held at this time.

Mr. King moved and Mr. Lanza seconded a motion to approve the minutes of January 29, 2014, February 04, 2014, and February 20, 2014.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

Mr. King moved and Mr. Lanza seconded these:

See Page 05/06/14-3A RESOLUTION

RESOLVED, Julie Gordon, Administrative Clerk moved to the Department of Human Services.

See Page 05/06/14-3B RESOLUTION

RESOLVED, Kimberly Baligian appointed full time Keyboarding Clerk 2, Prosecutor's Office.

See Page 05/06/14-3C RESOLUTION

RESOLVED, Christine Johnston appointed full time Keyboarding Clerk 2, Prosecutor's Office.

See Page 05/06/14-3D RESOLUTION

RESOLVED, Nadio Petitt, Keyboarding Clerk 1, moved to the Division of Social Services, Human Services Department.

See Page 05/06/14-3E RESOLUTION

RESOLVED, Approving longevity payments for employees in the Sheriff's Office covered under FOP #29, Bargaining Agreement.

See Page 05/06/14-3F RESOLUTION

RESOLVED, Approving a longevity payment for an employee covered under the CWA Supervisory Bargaining Contract.

See Page 05/06/14-3G RESOLUTION

RESOLVED, Approving a salary increase for employees who have completed the Telecommunication's Training Program.

See Page 05/06/14-3H RESOLUTION

RESOLVED, Khristopher Kalhauge, Road Laborer, Division of Roads and Bridges, Public Works Department, salary adjustment (received CDL License).

See Page 05/06/14-3I RESOLUTION

RESOLVED, Approving the Board of Taxation to use the Hunterdon County Democrat for public and legal notices.

See Page 05/06/14-4A

RESOLUTION

RESOLVED, Approving the 2014 Budget Statement Certification by Welfare Agency, for the Human Services Department, in accordance with Title 44, Chapters 7 and 10, Revised Statutes.

See Page 05/06/14-4B

RESOLUTION

RESOLVED, Approving Art Show Waiver Agreements with senior artists, for the 40th Annual Hunterdon County Art Show.

See Page 05/06/14-4C

RESOLUTION

RESOLVED, Approving the filing of a pre-application to the New Jersey Department of Environmental Protection, Green Acres Program, for the disposal of 0.353 acres of land from the Musconetcong Gorge Nature Preserve, to accommodate the reconstruction of County Route 519.

See Page 05/06/14-4D

RESOLUTION

RESOLVED, Approving an extension of the professional services agreement with Donahue, Gironda & Doria, CPA, for additional services in the Finance Department.

See Page 05/06/14-4E

RESOLUTION

RESOLVED, Approving an agreement with PM Consultants, LLC, for a period of 30 days, in an amount not to exceed \$10,000; for financial services in the Finance Department.

See Page 05/06/14-4F

RESOLUTION

RESOLVED, Approving a fixed weight limit on County Bridge F-45, on White Bridge Road, in Franklin Township.

See Page 05/06/14-4G

RESOLUTION

RESOLVED, Approving a fixed weight limit on County Culvert W-86, on Lakeview Road, in West Amwell Township.

See Page 05/06/14-4H

RESOLUTION

RESOLVED, Approving a modification to the federal project for Resurfacing and Rumble Strip Installation on County Route 519, in Holland Township and Milford Borough, decrease of \$13,691.74.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

Mr. Lanza moved and Mr. Holt seconded a motion to approve the claims in accordance with the Claims Register dated May 06, 2014, minus Checks 17192 and 145404.

See Page 05/06/14-4I

CLAIMS REGISTER

ROLL CALL: (AYES) MR. LANZA, MR. HOLT, MR. WALTON, MS. LAGAY, MR. KING.

Mr. Lanza moved and Mr. Walton seconded a motion to approve Checks 17192 and 145404, as listed on the Claims Register dated May 06, 2014.

**ROLL CALL: (AYES) MR. LANZA, MR. WALTON, MR. HOLT.
(ABSTAIN) MS. LAGAY, MS. KING.**

PROCLAMATIONS/RECOGNITION

Mr. King moved and Mr. Lanza seconded these:

See Page 05/06/14-4J

PROCLAMATION

RESOLVED, Recognizing Helen Cantlay on her 90th Birthday and for her years of community service.

See Page 05/06/14-4K

PROCLAMATION

RESOLVED, Recognizing Daniel Moncourtois for attaining the designation of Eagle Scout.

See Page 05/06/14-4L

PROCLAMATION

RESOLVED, Recognizing Robert F. Fitzsimmons, III, for attaining the designation of Eagle Scout.

See Page 05/06/14-4M

PROCLAMATION

RESOLVED, Acknowledging Hunterdon's Teachers who have been selected to receive the Governor's Teacher/ Educational Services Professional Award, on May 29, 2014.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

CORRESPONDENCE

A request was received from the Flemington Business Improvement District, asking permission to use the Main Street County Complex parking area on Friday, September 12, 2014, during their first annual Central Jersey Jazz Festival, for performers and volunteers. Mr. Lanza moved and Mr. King seconded a motion granting approval provided this event is coordinated through the County's Department of Land Use and Facilities Management, Division of Buildings and Maintenance.

**ROLL CALL: (AYES) MR. LANZA, MR. KING, MS. LAGAY, MR. WALTON.
(ABSTAIN) MR. HOLT.**

A letter was received from Discovery Through Design, requesting to hold it's Rolling with Style Annual ½ Marathon and 5K, on Sunday, July 13, 2014, and is requesting permission to use County Route 523, in Readington Township during this event. Mr. Walton moved and Mr. Lanza seconded a motion granting permission provided this event is coordinated through the County's Department of Public Works.

ROLL CALL: (AYES) MR. WALTON, MR. LANZA, MS. LAGAY, MR. KING, MR. HOLT.

Correspondence was received from the Cherryville Repeater Association II, requesting to again use the field at the Route 12 County Complex, to hold their amateur radio event, from June 27 to 29, 2014. No County services are required. Mr. Walton moved and Mr. Lanza seconded a motion granting permission provided this event is coordinated through the County's Department of Land Use and Facilities Management, Division of Buildings and Maintenance.

ROLL CALL: (AYES) MR. WALTON, MR. LANZA, MS. LAGAY, MR. KING, MR. HOLT.

A request was received from the High Bridge Emergency Squad, requesting to hold a Coin Toss, on May 19, 2014 and October 04, 2014, from 9:00 a.m. until 1:00 p.m., in front of their headquarters on Main Street, in High Bridge. Mr. Walton moved and Mr. Lanza seconded a motion granting permission provided this event is coordinated through the County's Department of Public Works.

ROLL CALL: (AYES) MR. WALTON, MR. LANZA, MS. LAGAY, MR. KING, MR. HOLT.

FOR DISCUSSION

Open Space Committee/Parks Advisory Board

Director Holt reported a letter has been received from the Hunterdon County Planning Board which addresses the issue that the Parks Advisory Board and the Open Space Advisory Committee (OSAC) have asked the Board to support the merger of these two advisory boards. The letter is signed by both boards. These two committees/boards have been holding joint meetings since July 2013 and they have discussed the possibility of merging the two boards because of their shared interest in the County Park System. Director Holt noted that while the role of OSAC is to review and recommend funding park acquisitions and the role of the Parks Advisory Board has to been primary to issues related to parks; thus there are benefits to merging the two groups.

Ms. Lagay has sat in on these meetings and both groups do intertwine and this works smoothly. She feels the County should move forward on combining them. Once they have their bylaws drafted they will bring them to the Board for approval.

Director Holt feels these groups should continue to combine their efforts; they should review bylaws and put together their structure and bring it back to the Freeholder Liaisons and then it should come before the entire Board in order to move forward.

Sue Dziamara, Planning Division Director, advised the groups are waiting on assistance from Freeholder Lanza on the bylaws. This could be brought back to the Board sometime in the Fall.

Freeholder Lanza advised this has been discussed and the thought was to finish the budget first and then the rewrite of the bylaws would be done.

Mrs. Dziamara recommended bringing this matter back before the Board in September. The Board agreed.

Vacancies: Human Services, Corrections, Engineering

Catherine Kopec, Human Resources Director came before the Board to discuss vacancies in the Human Services Department; the Division of Corrections and the Engineering Division of the Public Works Department.

Human Services Vacancy

Ms. Kopec informed the Board, there was a resignation of a Program Development Specialist in the Human Services Department and they are asking to fill that position, which oversees a Municipal Alliance Grant and a Chapter 51 Grant and the salary is covered 100% by the grants.

Mr. King moved and Mr. Lanza seconded a motion to fill the vacancy of a Program Development Specialist in the Human Services Department.

Mr. Walton added that everyday someone not in that position, the County is losing money.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

Corrections Division

Mr. Kopec reported the Division of Corrections will be having a retirement as of June 01, 2014 and they are asking to replace the position of Assistant Supervisor of Accounts. This position handles all financial transactions at the Correctional Facility.

Mr. King moved and Ms. Lagay seconded a motion granting permission to fill the position of Assistant Supervisor of Accounts at the Division of Corrections.

ROLL CALL: (AYES) MR. KING, MS. LAGAY, MR. LANZA, MR. WALTON, MR. HOLT.

Public Works Department

Ms. Kopec advised the Department of Public Works is looking to replace a mechanic position due to a retirement. Not filling this position will cause a longer time in getting repairs done.

Ms. Kopec reported that a Laborer on the Tree Crew has resigned and Public Works is asking to fill that position.

Mr. Walton questioned Tom Mathews, Director of Public Works, why he gets negative feedback when people come to the garage to request their vehicles get repaired.

Mr. Mathews was unaware of any complaints. He advised the Board, there used to be a two day waiting period and he currently doesn't have the personnel to service a vehicle the day it comes in. There is currently a 5 day waiting period. Vehicles have to be scheduled. This Division has lost four mechanics and only hired one.

Mr. Lagay moved and Mr. King seconded a motion authorizing the hiring of a mechanic.

ROLL CALL: (AYES) MS. LAGAY, MR. KING, MR. LANZA, MR. WALTON, MR. HOLT.

Laborer/Tree Crew

Mr. King moved and Mr. Lanza seconded a motion to fill the Laborer position on the Tree Crew.

ROLL CALL: (AYES) MR. KING, MR. LANZA, MS. LAGAY, MR. WALTON, MR. HOLT.

PROCLAMATION/Corrections and Employee Recognition

Mr. Walton moved and Mr. King seconded this:

See Page 05/06/14-6A

PROCLAMATION

RESOLVED, Declaring May 4 to 10, 2014, as National Correctional Officers and Employees Recognition Week in Hunterdon County.

Freeholder Walton presented George F. Wagner, Director of Public Safety and Health Services and John Paulmeno, Correctional Administrator, with the proclamation.

ROLL CALL: (AYES) MR. WALTON, MR. KING, MR. LANZA, MS. LAGAY, MR. HOLT.

FREEHOLDERS COMMENTS/REPORTS

Mr. Walton stated on October 26, 2011 the Conroy's left their home in Hampton to go to Voorhees High School and as they approached the intersection of Route 31 and Main Street, a driver heading southbound waived them in and they proceeded to not only cross the southbound lane into the northbound lane, where the vehicle was immediately struck. The driver, the older brother was fine but Kara was inside badly injured. The Hampton Fire Company, Clinton Rescue and Hampton Rescue responded to the scene, cut the vehicle open, removed Kara, put her into an ambulance and then into a waiting helicopter to be flown to the Morristown Medical Center Trauma Unit. Sadly, Kara died two days later.

Mr. Walton advised that elected representatives of the 23rd District, Glen Gardner Borough, Hampton Borough, as well as the Freeholders implored the New Jersey Department of Transportation (DOT) to change the intersection at Main Street in Hampton and Glen Gardner and Route 31, where that fatal accident was one of many, many accidents that has occurred there over the years. It has been over two years since DOT met with representatives in that area. DOT did promise to fix the intersection and they have; the new intersection has been reconfigured to not allow left turns except for a left turn on the northbound side of Route 31 into Glen Gardner and Hampton Boroughs; it eliminated some right hand turns; it eliminated any crossover; in short it made the intersection safer than it has been for as long as Mr. Walton can remember. It is unfortunate that it took Kara to bring that fix to fruition. As someone who travels the road frequently, he is glad the DOT responded the way they did and fixed the intersection. He thanked the DOT for their efforts on the new intersection as it will save countless lives in the future.

Trees

Ms. Lagay recognized John Anderson, JCP&L representative, who was instrumental for planting and helping to plant 150 plus trees at the South County Park.

Senior Art Show

Ms. Lagay reported the annual Senior Art Show took place at the Hunterdon County Senior Center. Hunterdon has some talented senior artists. Anyone who can make time, should stop by and see it.

Rutgers Extension

Ms. Lagay advised Rutgers Extension of Hunterdon County had their open house celebrating 100 years. 4-H was there with a petting zoo.

South County Park

Director Holt thanked Mr. Anderson and his son, on the planting of 150 trees at South County Park. He noted that another 150 will be planted there soon. Many volunteers came to plant trees.

Mr. Anderson stated he is also a member of the Hunterdon County Shade Tree Commission. He thanked Tom Mathews, Director of Public Works, and his people who ordered the second round of trees that will be delivered on Thursday, and will be planted this Saturday, May 10th and the balance will be planted the following Saturday, May 17th.

Mr. Anderson also thanked Carol Bodder, Parks and Recreation Director, as they lent their auger drill which made all the difference in making this job easier.

OPEN TO THE PUBLIC

Director Holt opened the meeting to the public.

Barbara Suchau, Raritan Township resident questioned if there is going to be an examination of space needs for the County.

Director Holt explained the County is creating space for the Workforce Investment Board, which involves making space and moving some departments around. The Freeholders' will be receiving updates during meetings on this venture.

Ms. Suchau questioned why certain checks were held out of the Claims Register and voted on separately.

Director Holt explained the checks were not being held. This is a case where certain Freeholders are on other boards, such as the Hunterdon Medical Center; therefore if a Freeholder has an affiliation with another entity, they abstain from voting on that check.

Christian D'Annunzio, HC News Reporter, asked about the fiasco regarding overtime payments.

Director Holt explained this is not a fiasco under any circumstances; the issue at hand is that in a review of the County's salary and wage items from 2010 and 2011, there were payments made to various titles, approved by the Freeholder Board. A majority of those are tied to an October snowstorm and Hurricane Irene and Tropical Storm Lee. These were reviewed by the State and their review indicates in their practice those titles would be managerial and therefore not entitled to overtime/comp time. The State's report simply identified that and it did not say the County was illegal in that; it said that the County was fully entitled to do that but what was missing, was that an ordinance was not adopted which would have required a public hearing. The County had full right to do that and plan to continue that practice should the situation arise but the County would bring it forward as an ordinance, introduce it at one meeting and hold a public hearing at another meeting.

Mr. D'Annunzio confirmed with Director Holt that no one has to pay the money back.

Director Holt feels this was an administrative issue only.

Mr. King explained the County does most of its work through resolutions, not ordinances, and a resolution was adopted.

Mr. Lanza stated this was a matter of form over substance.

There being no further business to come before the Board, Director Holt adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Denise B. Doolan
Clerk of the Board