

HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS
71 Main Street, Flemington, New Jersey 08822
December 05, 2017

The Hunterdon County Board of Chosen Freeholders convened at 5:00 p.m. in accordance with the provisions of the Open Public Meetings Act.

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

OPEN PUBLIC MEETINGS ACT

Director Lanza 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 December 1, 2017, to the Hunterdon County Democrat, Star Ledger, Trenton Times, Courier News, TAPinto (online) and the Express Times, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

EXECUTIVE SESSION

See Page 12/5/17 - RESOLUTION

RESOLVED, Executive Session to discuss the 2017-2018 Rutgers Cooperative Extension Salary Reimbursement Agreement.

See Page 12/5/17 - RESOLUTION

RESOLVED, Executive Session to discuss the Property Casualty Insurance Update.

The Hunterdon County Board of Chosen Freeholders went into Executive Session at 5:01 p.m., recessed at 5:24 p.m. and reconvened in Open Session at 5:30 p.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

PUBLIC COMMENT

Director Lanza opened the meeting to the public.

Barbara Sauchau, Raritan Township, addressed the tick issue that will appear later on the agenda. Ms. Saucha stated in 1995 by the Intergovernmental Panel of Climate Change in Rome. Climate change, caused by mankind, is a result of the tick increase.

Ms. Sauchau noted the \$45,000 contract with Stockton University is not a good use of money and a local university would be better used as Stockton University is in southern New Jersey and the familiarity of the area is less.

Ms. Sauchau requested that executive session requests need to be more specific, it is too vague on the agenda.

PUBLIC HEARING

Director Lanza opened the public hearing for County Ordinance #2017-02.

There being no comments or questions from the press or public, Mr. King moved and Ms. Lagay seconded a motion to close the Public Hearing for County Ordinance #2017-02.

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

Mr. Holt moved and Mr. King seconded this:

See Page 12/5/17 - COUNTY ORDINANCE 2017-02

ADOPTION, County Ordinance #2017-02, Permitting compensation for the Office of Emergency Management/Fire Marshal for overtime hours worked in the Department of Public Safety and Health Services.

Director Lanza advised the State Comptroller's review of overtime procedures for local government notes that to permit overtime pay for certain positions an ordinance is necessary; where there is a labor union contract in place, an ordinance is not necessary.

Director Lanza further iterated that the Emergency Management Office is required by state regulation to provide 24 hour service. The 2 non-union individuals serving in Emergency Management are required to respond after work hours and on weekends to emergency incidents around the County, as is the Fire Marshal when necessary.

Director Lanza concluded that paying overtime for that service is appropriate and that this ordinance puts the County in compliance with the requirements laid out by the New Jersey Comptroller.

Freeholder Walton stated that while he will vote yes on this ordinance, and approves the deserving overtime, he also wishes that the OEM manager had a higher base salary.

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

Prior to the final vote on County Ordinance #2017-02, Michael Scardino the President of the Raritan Valley Community College Student Government Association, asked to make comments. He thanked the Board for their continuous funding for Raritan Valley Community College. Mr. Scardino stated that he will be running for the Board of Trustees as an Alumni Representative. Currently, the students are paying over 60% of the costs and the state is only contributing about 18%. Mr. Scardino believes RVCC is fortunate that both Hunterdon and Somerset contribute to the cost, and he will work towards Ray Bateman's model of dividing the cost evenly three ways – County, State and student contribution.

COUNTY CLERK

County Clerk, Mary Melfi came before the Board to report on updates and accomplishments in the Clerk's office. Ms. Melfi outlined the recent personnel changes and reconfiguration of the County Clerk's office, to include the increase in her staff's hours from 35 hours to 40 hours per week in order to better meet the needs of the public, which appears on tonight's agenda. She discussed her Office's current revenue to date, which was approximately \$2.35 million; in 2016 that amount was \$2.1 million. Ms. Melfi explained the breakdown of revenue from various sources including the recording of documents such as deeds and issuing passports.

Ms. Melfi reported on the successful Identi-Shred event, the General Election vote by mail effort, the Search in the Search Room in March of this year, tours with elementary schools, and the training that she provides to Municipal Clerk for their CEU hours. Ms. Melfi testified in Trenton on several election items, including slogans on ballots and the Fire Election date.

Ms. Melfi shared several emails from constituents complimenting the service in the Clerk's office. Ms. Melfi reported she raised \$50,000 for SAFE in Hunterdon through her service as a wedding officiant. On average, she performs around one hundred and fifty weddings a year.

Ms. Melfi stated her Clerk's office is working on a summer camp for kids as well as a map restoration event.

Ms. Melfi thanked the Freeholder Board as well as several Division Heads for their assistance throughout the year.

Freeholder Lanza and Freeholder Holt commended Ms. Melfi for her work on behalf of the County and its citizens and praised her staff. Mr. Holt noted that the \$50,000 raised for SAFE is a significant accomplishment.

HEALTH SERVICES

Tadhgh Rainey, Director of Health Services, reported on recent developments of a tick issue in the County. A local farmer recently came to the Health Department with a concern about a tick on one of her livestock that was unusual to her. Mr. Rainey noted that through lab reports, it was determined that it was not a tick from North America or the Western Hemisphere and this is the first time it has been established in North America. It has been brought into port on large livestock, but has never established itself beyond that. The Health Department has largely eliminated the tick in the area where it was reported, but over the winter, it can remain dormant in the soil. They will continue soil testing in the spring. If this species of tick establishes itself, it will be a problem for livestock, as it does not take humans as a host. The Health Department will get information out to livestock owners and veterinarians, as well as get information about this type of tick on the website.

INSURANCE

Mr. King moved and Mr. Holt seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Approving the County's membership in a Joint Insurance Fund, with PAIC, for a period of three years beginning January 1, 2018, and ending January 1, 2021, and appointing Kevin P. Davis as the Public Entity's Fund Commissioner.

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

FINANCE

Mr. King moved and Ms. Lagay seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Authorizing the cancellation of certain appropriations and transfers to the Current Fund Budget.

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

Mr. King moved and Mr. Holt seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Requesting the insertion of an item of revenue and the like sum as an appropriation in the 2017 County Budget for the Highlands Council-Economic Development, in the amount of \$45,000.

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

Mr. Holt moved and Ms. Lagay seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Requesting the insertion of an item of revenue and the like sum as an appropriation in the 2017 County Budget for the 2017 Body Armor, in the amount of \$6,222.43.

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

Mr. King moved and Ms. Lagay seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Requesting the insertion of an item of revenue and the like sum as an appropriation in the 2017 County Budget for the, County Environmental Health Act (CEHA) 2017-2018 in the amount of \$139,850.

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

Mr. Holt moved and Mr. King seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Requesting the insertion of an item of revenue and the like sum as an appropriation in the 2017 County Budget for FY15-Emergency Management Performance Grant-EMAA, in the amount of \$55,000.

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

PURCHASING

Mr. King moved and Ms. Lagay seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Approving Requisition #R7-06931, using State Contract #A-83932, with PMC Associates, for Base Station Repeaters, for the Division of Communications, Department of Public Safety and Health Services in the amount of \$59,999.03.

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

Mr. Holt moved and Ms. Lagay seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Authorizing the extension of County Bid #2016-15, for Maintenance, Service and supplies for Copier equipment, with Superior Office Systems, for an additional year, in an amount not to exceed \$45,855.75.

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

ADMINISTRATOR'S REPORT

Transfer Station Permit

Administrator Kevin P. Davis informed the Board that the Transfer station permit was published in the Courier News November 22nd and the 30 day comment period will run until December 21.

The draft permit is available for inspection at the County Clerk's office and the Township of Clinton's Clerk's office. Interested parties may submit written comments during that period.

Employee Benefits Consultancy and Brokerage Services

As I have previously discussed with the Board, in order to gain better control of health and other benefits brokerage and consultant services costs, the County has solicited for competitive proposals from firms offering those services.

The good news is that the Purchasing Division received five proposals from various firms, creating a spirited competition. The staff will be reviewing those proposals and will make a recommendation of a firm in time for the appointment to be considered at the Re-organization meeting.

Emergency Operations Drill

Chief of Staff and Public Safety Director, George F. Wagner, reported on a training drill that took place earlier that day. This tabletop drill role plays the members of the Emergency Operations teams. During the scenario there are injects to stress the plan. The drill was done by TetraTech. The scenario was a train derailment in Raritan Township that was leaking chlorine. By the end of the drill, there was an evacuation of a six-mile radius.

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. King moved and Mr. Holt seconded a motion to approve the claims in accordance with the Claims Register dated December 05, 2017, absent Check 159468, Check 159475 and Check 4912.

Mr. King moved and Mr. Holt seconded a motion to approve the regular and executive session minutes of November 21, 2017.

Mr. King moved and Ms. Lagay seconded this:

See Page 12/5/17 - RESOLUTION

RESOLVED, Ross Traphagen appointed as a temporary, as needed Intern, Division of Economic Development, Department of Planning, Economic Development and Land Use, effective December 18, 2017 to January 19, 2018.

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

See Page 12/5/17 - RESOLUTION

RESOLVED, Mackenzie Quick appointed as a temporary, as needed Intern, Clerk of the Board of Chosen Freeholders' Office, effective December 4, 2017 through January 5, 2018.

See Page 12/5/17 - RESOLUTION

RESOLVED, Mary Evers appointed as a temporary, as needed Intern, Office of the County Administrator, effective December 6, 2017 to December 29, 2017.

See Page 12/5/17 - RESOLUTION

RESOLVED, Drew Stephens appointed part-time Security Guard, Sheriff's Department.

See Page 12/5/17 - RESOLUTION

RESOLVED, William Spekhardt appointed part-time Security Guard, Sheriff's Department.

See Page 12/5/17 - RESOLUTION

RESOLVED, Linda Martorano appointed unclassified, full time Assistant Deputy County Clerk, Office of the County Clerk.

Mr. King moved and Mr. Holt seconded this:

See Page 12/5/17 - RESOLUTION

RESOLVED, Approving CWA Rank and File in the County Clerk's Office move to a 40 hour work week.

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

See Page 12/5/17 - RESOLUTION

RESOLVED, Approving a salary adjustment for Lisa Mena, Deputy County Clerk, Office of the County Clerk.

See Page 12/5/17 - RESOLUTION

RESOLVED, Approving the appointment of Howard J. Opdyke to the Hunterdon County Vocational School District, known as Polytech.

See Page 12/5/17 - RESOLUTION

RESOLVED, Approving a Salary and Reimbursement Agreement for the Rutgers' Cooperative Extension, part of Rutgers' The State University, for 2017 and 2018.

See Page 12/5/17 - RESOLUTION

RESOLVED, Approving the solicitation of bids for the Hunterdon County Justice Center Exterior Renovations.

See Page 12/5/17 -

RESOLUTION

RESOLVED, Approving the revised Risk Management Manual, providing a safe and healthy workplace, to promote safety training programs, evaluate the safety of County buildings and property; and to comply with PEOSH regulations.

See Page 12/5/17 -

RESOLUTION

RESOLVED, Approving a budget modification for the 2017 Senior Citizens and Disabled Resident Transportation Assistance Program to transfer \$8,466.56 from the capital budget to the operating budget's Third Party Contract Services line item.

See Page 12/5/17 -

RESOLUTION

RESOLVED, Authorizing a contract modification with Turning Point, Inc., to reflect an increase of \$5,000 for the Short-Term Residential Program; amending the not to exceed amount to \$42,107.

See Page 12/5/17 -

RESOLUTION

RESOLVED, Authorizing a contract modification with Turning Point, Inc., to reflect an increase of \$17,925 for the Women's Halfway House Program; amending the not to exceed amount to \$32,925.

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RESOLUTION

RESOLVED, Authorizing a contract modification with Freedom House, Inc., to reflect a decrease of \$22,925 for the Men's Halfway House program; amending the not to exceed amount \$6,775.

GRANTS

Ms. Lagay moved and Mr. Holt seconded this:

See Page 12/5/17 -

RESOLUTION

RESOLVED, Approving a grant agreement with the Highlands Water Protection and Planning Council, to undertake sustainable economic development planning, in the amount of \$45,000.

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

FREEHOLDERS COMMENTS/REPORTS

Freeholder Walton reported that there are 70 days until pitchers and catchers report. Mr. Walton reported that his twins will turn eleven on December 7th.

Freeholder Holt congratulated North Hunterdon High School Varsity football team on their state championship win.

Freeholder King reported on NJAC's County Summit on the Opioid Crisis that will take place at the Trenton Country Club on December 8th.

Freeholder King thanked everyone, particularly the staff, for the kind words and the camaraderie with regards to his decision not to seek re-election after his term ends in 2018. Mr. King is excited for the new opportunities that await him.

Freeholder Lagay reported on the event held earlier in the day at the Hunterdon County Chamber of Commerce. Dr. Joseph Marbach, President of Georgian Court University, announced that there will be a four year university coming to the Jack Cust re-development project in downtown Flemington.

Director Lanza reported on the recurring themes that come from discussions with local elected officials is that of park improvements. The thought is that the County through its Open Space funds may be able to assist municipalities with their parks. Director Lanza directed Sue Dziamara to work on the development of a plan which he anticipates will be approved in the new year.

OPEN TO THE PUBLIC

Baraba Sauchau, Raritan Township, noted that the Claims Register had a check in the amount of \$310,000 for Heron Glen construction. Ms. Sauchau also noted that the contract with Superior Office Systems in Edison for office equipment may not be feasible due to location. If repairs are needed they may not be able to be completed quickly due to the distance of the business.

Monique Donyale is an author and licensed cosmetologist and life coach. She asked the Board how she would go about getting her life skills guide for young adults circulated in local high schools. Ms. Donyale noted that high schools do not prepare students with basic life skills as they once did in the past. Director Lanza suggested Ms. Donyale reach out to the County Superintendent of Schools as a starting point.

Amy Magnuson, Rahway Township, asked if the County Freeholder Board or any legal authority associated with the County investigated any members of this Board within the last five years as a

result of employee complaints of inappropriate behavior, whether it be sexual or otherwise.

Director Lanza responded that he is unable to comment on the issue other than to state that if there is ever a complaint made, the process would be the same for a Freeholder as it would any other employee of the County. An investigation would be done by independent counsel, and remedial action would be taken if it advised by counsel. The matter would be treated as a personnel file. Director Lanza is unable comment on the existence of such complaints.

Ms. Magnuson questioned if there have been any agreements or corrective actions taken as a result of an investigation and, if so, have any public funds been used to pay those legal costs.

Director Lanza reiterated that if a complaint exists or not, it is treated as an employment record and it cannot be disclosed.

There being no further business before the Board, Director Lanza adjourned the meeting at 6:22 p.m.

Respectfully submitted,

Denise B. Doolan, CLERK

Transcribed by:

Dana A. Gootman, Deputy Clerk