

HUNTERDON COUNTY PLANNING BOARD
Minutes - July 5, 2012

MEMBERS PRESENT: Dana Desiderio, Carol Hoffmann, Ken Novak, Jim Martin, Rob Walton, Ron Sworen

ABSENT: Page Stiger, Tom Kacedon, Elaine Niemann, Gregg Rackin, John Miller, Matt Holt

OTHERS PRESENT: Michelle Nodes, Assistant County Counsel

STAFF PRESENT: Sue Dziamara, Ken Bogen, Bill Millette

Planning Board Chair, Dana Desiderio, read the Open Public Meetings Act notice and called the meeting to order at 8:38 A.M.

"This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been provided by prominently posting and maintaining so posted throughout the year in the Office of the County Clerk, Hall of Records, Main Street, Flemington, New Jersey, a public place reserved for such announcements, and by mailing on or before January 5, 2012 to the Hunterdon County Democrat, The Beacon, The Express-Times, Courier News, The Times, Hunterdon Review, and Star Ledger, newspapers designated by the Hunterdon County Planning Board to receive such notices. Notice has also been posted on-line in the Hunterdon County News"

MINUTES OF THE June 7, 2012 MEETING:

Approved by a motion from Ken Novak, second by Jim Martin, Motion carried

DEVELOPMENT REVIEW COMMITTEE MEETINGS:

July 5, 2012: Carol Hoffmann, Ken Novak
July 19, 2012: Call for Members
August 2 & 16, 2012 Call for Members

DIRECTOR'S REPORT:

Staff Activity Reports: Staff Activity Reports for June were handed out. No questions.

Hunterdon County WMP Submission: Sue announced that on June 19 the Freeholder Board approved the submission of the County WMP; Ken Bogen delivered the final map and documents to NJDEP on July 2. Ken will keep the Board informed as Phase 2 moves forward, at this time it is unclear how the NJDEP will proceed with this phase of the WMP.

NJTPA / HUD Sustainable Communities Consortium Membership: The BOCF approved Hunterdon County's participation in the Consortium on June 19, Freeholder Matt Holt, is the primary and Sue and Ken are the two alternates. All attended the kick-off meeting on June 26 at NJTPA where the bylaws were adopted with minor amendments. Hunterdon will serve as one of the County representatives on the Executive Committee with Bergen and Hudson; Hunterdon requested to membership on the Economic Competitiveness & Workforce Development Committee, 2nd choice is Livability & Environment, 3rd choice is Society and Community. Hunterdon will receive a \$10,000 start up grant with an additional \$50,000 available in Supplemental Assistance; grant applications are due in August with completion date of September 15, 2014. Staff noted that the Highlands will be involved in the Consortium under the State agency umbrella, as will the Pinelands and Meadowlands. The next Steering Committee meeting is scheduled for November 19.

Development Review Fee Update: Sue reported that this issue would be addressed in September or October.

C&H Update: The C&H Arts & History Expo on June 23rd was a great success, with nearly 35 organizations represented and 75 participants. There were some members of the public in attendance; however, next year we should investigate additional ways to publicize the event to the public. Staff is also working on updating the C&H website and will work with IT to get a community events calendar up on this site.

Staff Update: Sue reported that Kevin is on vacation for the month of July and will return to the office on July 30, any questions or issues relative to open space should be directed to her for this month.

Executive Committee Meeting: Next meeting is tentatively scheduled for July 19 after the DRC Meeting. The EC met in June to discuss topics for the next Coffee with the County, all agreed this would be a good opportunity to roll out the County's Shared Services project, tentatively set for October 4 before the regular Planning Board meeting.

DISCUSSION: County Shared Services Plan: The Freeholder Board asked the Planning staff to outline a Shared Services Plan that would define the role of a County Shared Services Coordinator, who would serve as one central contact to assist and answer Shared Service questions regarding current opportunities with the County, provide draft document and agreement forms to municipalities wanting to share services and track assistance provided to determine what benefits have resulted from the shared service efforts; Planning is to report back to the Freeholder Board on August 7.

We have developed a Shared Services Coordinator job description, the beginnings of a resource list, including a draft municipal survey, sample resolutions and model agreements. We would like to start with a municipal survey to get a base line of where our municipalities are with regard to shared services – what do they need, what are they willing to share, what assistance do they need. We would also survey our internal county agencies to update their information that is currently on the website.

On the Shared Services webpage there should be a link to County Shared Service Opportunities which should link directly to the list. It was suggested that we modify the letter to recognize that surveys have been requested but ask that they complete this survey one more time.

RW: need to find a way to get municipalities to participate – county has more resources, push for county to take on police (little support) – fire/rescue – schools. Survey is back to square one – survey again – county wide tax collection – municipal sharing is not purpose/function – this is concerned with muni who are not sharing, who are looking for someone to share with – county level person (maybe not planning) analysis county wide function done by muni – tax assessment example – other things public works, analysis needed – having person function to help muni coord with each other, finding partners – provide staff time to analyze county taking on muni function to save all taxpayers – survey may be turn off – need someone to help us generate contracts/agreements/resolutions to implement shared service – find muni who want to share services – document resources –

Two towns want to share – no one source for templates with level of service that it meets state requirements – Staff time required – some have full time administrators – do they need full time administrator? They Have time – to create municipal court – some munis have staff with time to research this service –

Opportunities, but no staff to do work or resources to pay for resources – county should provide this service to muni, will provide savings –

Other issue – DPW needs salt, jg order some for us, current process – shared services coord – same process, but some way to track those shared services – how to track these arrangement between county and muni?

Gate keeper or facilitator/tracker? Doesn't have to be intermediary – get copies of all email requests to help track
 RS: Need info on who is sharing with who – here is how to do it – would like to do but don't know how – how, contracts, agreements to make it work – state legislative constraints/benefits for shared services – as small towns – Help put those pieces together, Like Chamber – hold all samples & working examples of contracts to share administrator, etc.

Reach out to other counties to see what contracts might be available; clearinghouse to work with county

How do you compensate for extra work done in shared service – really any savings?

Savings from larger purchase amounts

County wide Animal control – analysis of savings? Job is to follow-up with this correspondence

RS: 2% cap limitation – cottage industry of part time jobs, building pensions – now changing – many approaching retirement – next 5-years – P/T positions retire/leave – how to fill that gap – this is where shared service agreement should begin –

RW: retirements upcoming – county in position to help work out process would be beneficial – here is what we think would work best – new dynamic, funding constraints –

Pending legislation regarding shared service and tenured employees

Ken: survey is good idea – positions change annually – opportunity to get new info –

Frame: county initiated new job function within county as we develop this function, to get a base line of where we are today – know they have seen it before – ask that you do again, constraint with 2% cap need to reassess to move forward.

Will it stay within planning dept? unknown – take on function –

How to measure success? How much can we save tax payer –

Would allow muni to continue some services that they may not be able to afford if they don't find a way to share

Email – about what other shared services help would you like to see from the county –

FREEHOLDER UPDATE:

Freeholder Sworen reported that the budget was adopted; the Board is still working out some details, but continues to move forward and is discussing a long range plan for the County.

Freeholder Walton shared with the Planning Board his Vision 2020 Resolution to be introduced at the next Freeholder meeting, members of the Freeholder Board agree it is time to develop a long range plan for the future of the County and have each Division and Department begin to look ahead and determine what will be necessary to continue the work of the County in an efficient and effective manner.

OLD BUSINESS/ NEW BUSINESS:

NEXT MEETING DATE: September 6, 2012, 8:30 AM.

There was no other business to be brought before the Board – Carol Hoffmann made a motion to adjourn the meeting; Ken Novak second. Meeting was adjourned at 10:05.

Sue Dziamara for Secretary, Page Stiger