

REGULAR MEETING HELD ON WEDNESDAY, NOVEMBER 7, 2018

5:00PM

ORDER OF BUSINESS
FREEHOLDER MEETING ROOM

Item

1. **CALL TO ORDER BY DEPUTY DIRECTOR PETILLO at 5PM**

2. **ROLL CALL** Freeholder Graham, Freeholder Lazzaro, Freeholder Petillo, Freeholder Yardley; County Administrator, Greg Poff; County Counsel, Kevin Kelly; Clerk to the Board Teri Lyons

Director Freeholder Rose absent

3. **MOMENT OF SILENCE AND SALUTE TO THE FLAG**

4. **PUBLIC STATEMENT**

"Pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975 Adequate Notice as defined by Section 3D of Chapter 231, P.L. 1975, has been made by regular mail, such notice being submitted on October 29, 2018 from the Administrative Center of the County of Sussex, located at One Spring Street, Newton, New Jersey to the following:

New Jersey Herald	WSUS Radio
New Jersey Sunday Herald	WNNJ Radio
Star Ledger	

and is also posted on the bulletin board maintained in the Administrative Center for public announcements and has been submitted to the Sussex County Clerk in compliance with said Act."

5. **APPROVAL OF AGENDA**

MOTION to approve the Agenda made by Freeholder Lazzaro; seconded by Freeholder Graham and passed unanimously.

6. **EXECUTIVE SESSION – (Closed Session)**

**RESOLUTION RE: PROVIDING FOR AN EXECUTIVE (CLOSED) SESSION NOT
521-2018 OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS
OF N.J.S.A. 10:4-12 ET SEQ.**

WHEREAS, the subject matter(s) about to be discussed may be excluded from the public portion of the meeting by Resolution of the Board of Chosen Freeholders as an exception to the "Open Public Meetings Act" pursuant to N.J.S.A. 10:4-12 (b); and

WHEREAS, it appears necessary for the Board of Chosen Freeholders to discuss such matter(s) in Executive Session.

NOW, THEREFORE, BE IT RESOLVED that the Board of Chosen Freeholders of the County of Sussex, in accordance with the provisions of N.J.S.A. 10:4-12(b) and N.J.S.A. 10:4-13 that the Board at this time enters into an Executive Session from which the public shall be excluded; and

BE IT FURTHER RESOLVED, that the general nature of the subject(s) to be discussed relate to the following item(s) authorized by N.J.S.A. 10:4-12(b) as designated below:

_____ (1) **Matters Required by Law to be Confidential:**

_____ (2) **Matters Where the Release of Information Would Impair the Right to Receive Funds:**

_____ (3) **Matters Involving Individual Privacy:**

_____ (4) **Matters Relating to Collective Bargaining Agreements:**

_____ (5) **Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds:**

_____ (6) **Matters Relating to Public Safety and Property:**

_____ (7) **Matters Relating to Litigation, Negotiations and the Attorney Client Privilege;**

- Update on various legal matters
- Potential Litigation Solar Project

_____ (8) **Matters Relating to the Employment Relationship:**

_____ (9) **Matters Relating to the Potential Imposition of a Penalty:**

BE IT FURTHER RESOLVED that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Sussex County Board of Chosen Freeholders or provided by law that the public interest will no longer be served by such confidentiality; and

BE IT FURTHER RESOLVED that upon completion of the business for which the Board has entered into the Executive Session, the Board shall reconvene and resume its meeting open to the public.

BE IT FURTHER RESOLVED that the Board expects not to take formal action after returning from Executive Session except to adjourn the regular meeting.

MOTION to adopt the Executive Session Resolution and enter into Executive Session made at 5:10 PM by Freeholder Graham; seconded by Freeholder Lazzaro and passed unanimously.

MOTION to adjourn from Executive Session and return to Regular Business made at 7:10 PM by Freeholder Yardley; seconded by Freeholder Lazzaro and passed unanimously.

7. PROCLAMATIONS/CERTIFICATES/PRESENTATIONS

A. Proclamation

National Hospice and Palliative Care Month (accepting Lee Ellison)
Freeholder Graham presented the Proclamation.

MOTION to adopt the Proclamation made by Freeholder Graham; seconded by Freeholder Lazzaro and passed unanimously.

B. Presentation

Transparency Committee will present their report on Findings & Recommendations
[A copy of Report is in the Minutes book]

Presented by Freeholder Graham and Committee Member Nick D'Agostino:

A newly formed ad hoc Sussex County Transparency Committee first met on June 20, 2018, followed with three additional meetings at later dates. The Committee consisted of Freeholders Carl Lazzaro and George Graham, Byram Mayor Alex Rubenstein, Walter Luers, Esq., Nicholas D'Agostino and Clerk to the Board Teri Lyons. After a throughout research of the Administrative Code, the Committee is pleased to report that the County of Sussex is, overall, very proactive about being transparent with the public. After much consideration, the committee came up with four key recommendations;

1. Closed Session Minutes Policy Change, all Executive Session minutes should be reviewed every six months.
2. Agenda Freeze, freeze all changes to the agenda, at the close of business, two days prior to a schedule meeting. This needs to be codified in the Administrative Code.
3. Meeting Agenda, current meeting Agenda needs to be codified into the Administrative Code. Discussion ensued and it was decided to keep it as is with Moment of Silence followed by the Salute to the Flag.
4. Access to Video Records it was suggested that the way it is posted on the website that each individual meeting have its individual YouTube hyperlink under the meeting date so that you click on it rather than having it bring you to a playlist of twenty videos and you have to find it. [Thor said he can do it.]

Mr. Poff stated these are a list of recommendations that the Ad-Hoc committee put together by the request of the Freeholder Director. What the committee found are items that appear to be quite reasonable. The Board can now provide the administrative staff with how you would like to see these items addressed. A lot of the items have to do with amending the Administrative Code.

Freeholder Graham stated that they have made changes in the past but it was done rather choppy and his recommendation is to make sure we show what the changes are and that all changes are handled in a very professional way.

Mr. Poff stated he will make sure that occurs. He also said there were some changes to Finance and Library that did not make it into the final adopted version of the Administrative Code. We will also be looking at some other operational items as well.

Freeholder Graham recognized the Committee Members, Byram Mayor Alex Rubenstein, who took the notes and is very engaged in making sure his town is transparent, Walter Luers is a well-known attorney and his practice is challenging town's transparency and for Walter to say we are doing a good job is an accolade to the County. He thanked Nick D'Agostino for asking the questions why and why not?

Mr. D'Agostino stated that Walter did state that if we do release the Executive Session minutes on the website, we would be the first governing body that he knows of to do that. He was personally impressed and he will be taking a lot of the ideas and current practices that we have back to his board. He said overall the County is doing a fantastic job as far as transparency as well as other things.

C. Discussion

Fund Balance – Elke Yetter, County Treasurer and Ray Sarinelli, County Auditor

Mr. Sarinelli said the Fund Balance has been in the works for a short time but has been discussed more frequently in the past two years. Rating agencies call Administration and Finance departments each year and have something called a Rating Call. The Agency goes through a litany of questions that we have been well-prepared for but over the last two years the one thing they are looking for is a formal written policy for a Fund Balance. Your rating is a

combination of many rankings and having a formal written Fund Balance Policy is one of them. As Elke Yetter came on as the new CFO, the timing was right for her to go ahead and meet that requirement so the rating can get a check mark or a plus as the Agencies keep score instead of a minus which it is viewed now.

In the past Agencies would accept a verbal policy and if it looked apparent that you had a reasonable amount of fund balance they would accept it. Today we are trying to keep your rating in good stead and we hope this will help you in checking one more box. In addition, it is sound policy and provides enough leeway to accomplish what you need to accomplish and still portray to the Rating Agencies that all the decisions that go into the Fund Balance are made in a conscious and thoughtful manner.

Freeholder Graham asked if the Fund Balance included the Homestead money.

Mr. Sarinelli said no, this policy purely deals with the titled Fund Balance; there are other reserves that are considered by the Rating Agency that they give you some partial credits depending on what kind it is but especially they are looking for a policy that relates to Fund Balance.

Mr. Poff said this is referred to as Unrestricted Fund Balance. There are other reserves that the County holds that are restricted for any number of reasons but this is the Fund Balance that is part of the County's current fund.

Freeholder Graham questioned why in 2015, 2016, and 2017 did the amounts shift dramatically on the Fund Chart? .

Mr. Sarinelli said the biggest part of the Chart has to do with the revenues generated by the County Clerk and the Sheriff's offices. The foreclosure fees were generated, and some other larger unexpended balances in the appropriation reserves, along with the economy starting to pick up in the last few years provide more income. A stronger economy helps the Fund Balance. In looking at your Fund Balance you are doing what you should be doing and that is building the Fund Balance during the years of a good economy and going to your reserves in the years of a poor economy. This way you put more back on the table so not to burden tax payers during a Recession. That is good planning, otherwise if you keep giving all the Fund Balance back, you will have the least increases in the best economic years and the worse increases during the poorer economic times.

Freeholder Graham agreed we do need to be careful in good times and be careful not to drain it down.

Mr. Poff said the policy itself articulates that the County looks to achieve and maintain a Fund Balance equal to 15%. That is a level that rating agencies identify for governments such as ours to have that as our target. Another important item is that if the County were to carry a Fund Balance of less than 12% it is cause for concern and on the other hand an unrestricted Fund Balance over 20% is unnecessary. This establishes a target and provides the County with a range where we would look to maintain our Fund Balance.

Mr. Poff said and the final piece of importance is the sentence in the report that says ***the County will only appropriate what is reasonably expected to be regenerated or replenished in any given year.*** This speaks to the County having a fund balance that can be regenerated and can be used in subsequent years to help offset taxes. He said you would not want to create a situation where you are appropriating more than could be replenished because then by default you have created a situation where you are going to see larger than what otherwise would be expected tax increases.

This is a good to time for the Freeholder to give consideration to a Fund Balance Policy for a couple of reasons. In addition to rating agencies looking for governments to have, it is also another piece in the overall preparation of the County's budget and that is to provide the Administrative officers and the Finance officers with what the Board's expectations are relative to appropriated fund balance as part of the revenue that will comply with any subsequent year's budget.

Freeholder Yardley questioned a time period where the Fund Balance was low; he wanted to know if the Freeholders at that time took that money to offset taxes due to a recession.

Mr. Poff said 2010, 2011 and 2012, given the Fund Balances percentage of the prior year's budget would be reason for concern under this policy as drafted?

Mr. Sarinelli said that is correct.

Mr. Poff said this provides guidance as well as flexibility and that is why the target and the range have been emphasized. It is recognized that there are unforeseen circumstances that occur that a Board would be faced with and have to make decisions. It is when you get outside that range that the Board would have to give consideration and the Board would have the responsibility of working with your financial staff to come up with a plan as how it would be mitigated in future years.

The importance of this plan is it is looked at favorable by rating agencies for governments to have as they are going to rate their debt, it provides guidelines for the administrative and financial professional as we work towards the development of the budget and it provides you with flexibility to be able to deal with those unforeseen circumstances and allows for that discussion to take place and identify and plan for a way forward.

Freeholder Yardley asked for the meaning of ***establish a key element and guidelines for the use and maintenance of Fund Balance.***

Ms. Yetter said we want to make sure we are not using the Fund Balance to pay for ordinary expenses. If there is a one-time unforeseen occurrence, it is ok to use the Fund Balance because it is one-time revenue and one expense. If we are going over and hitting the high level of the Fund Balance, we would want to put some of our money in reserves for snow trust so that when we have big winters, we can pull from our reserves and not be hitting our budget for example.

Freeholder Graham said it is good policy to have an action plan in place.

Freeholder Poff stated there is a draft resolution that has been prepared and asked the Freeholders to give consideration to it and it could be listed on a subsequent agenda.

He told the Freeholders that the resolution was prepared by Elke but it has been fully vetted by the auditors as well as our financial advisor. He said they had a rating call yesterday and it was discussed that we had a draft policy prepared and we represented that the matter was going to be discussed by the Freeholder Board tonight.

Mr. Sarinelli advised the Board that at the conclusion of the call with Moody's (the rating agency) they were very happy that we are formalizing the policy and that it would give guidance going forward and the wisdom of the policy will carry on for this Freeholder Board as well as other elected officials. It was a big deal to them that it was on the Agenda tonight for discussion.

8. PUBLIC HEARINGS

None

9. PUBLIC SESSION FROM THE FLOOR

Comments are limited to 5 minutes or less and must only address issues regarding agenda items followed by a 3 minute response time from the Freeholder Board. Please state your name, and print your name and municipality on the sign in sheet.

MOTION to open the floor for public comment at 7:56 PM by Freeholder Lazzaro; seconded by Freeholder Graham and passed unanimously.

MOTION to close the floor for public comment and return to regular business made by Freeholder Graham at 7:57 PM; seconded by Freeholder Yardley and passed unanimously.

10. FREEHOLDERS' COMMENTS

Comments made by Freeholder Graham

Walk-in flu and pneumonia vaccines are being administered at our Wheatsworth Facility on Thursday November 8th, Thursday, November 15th, Monday, November 19th and Monday, November 26th between 2 PM and 4 PM.

Human Services Department Administrator Carol Novrit is running coordinating the annual Stuff the Bus food drive. This will take place between Friday, November 16th and Sunday, November 18th at various locations including, First Hope Bank in Andover, Shoprite of Newton and Franklin, Carl's Auto Body in Sparta.

Medicare Part D Open Enrollment services are being provided by the County with the assistance of mostly on a volunteer basis using the State Health Insurance Assistant Program (SHIP). It runs October 15th through December 7th.

The Sussex County Health Department reported 129 Communicable Diseases in the County. 94 were Lyme disease.

Comments made by Freeholder Yardley

No comments tonight.

Comments made by Freeholder Lazzaro

The State now requires that we have a Code Red Alert Plan which is an alert program during hot weather situations offering public information about cooling centers and other weather related relief. Already mandated is the Code Blue Alert for cold weather situations for those without shelter or lack of heat. Most of our communities comply with both these programs.

Governor Murphey is looking to move a package of gun safety reform bills in the aftermath of the mass shooting at a Pittsburgh synagogue.

A4459 would add tick control duties to the responsibilities of State and County Mosquito Control Commissions and require counties to include in their annual tax levy the amount of money needed for mosquito and tick control. At issue is the management of the growing tick population because it is much more difficult than controlling mosquitos.

Also, there is no consensus among experts on how to effectively eradicate the ticks; for they thrive in a variety of habitats and many of the pesticides to be used would be harmful to insects we are working to preserve i.e. bees.

County roads and bridges continue to be repaired and are being prepared for the winter months.

Comments made by Freeholder Petillo

She complimented the Staff who organized Salute to Veterans at the Fairgrounds this past weekend. It was a beautiful event.

November 11th is Veteran's Day and there are numerous Veterans' ceremonies happening throughout the County.

11. APPROVAL OF CONSENT AGENDA

A. RESOLUTION RE: 522-2018

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO EXECUTE THE MODIFICATION OF AN AGREEMENT # 2, ATTACHMENT "A", INCREASING THE AGREEMENT BY \$5,000.00 WITH CATHOLIC FAMILY & COMMUNITY SERVICES FOR THE PROVISION OF WEEKDAY AND WEEKEND HOME DELIVERED MEALS FOR THE PERIOD OF JANUARY 1, 2018 TO DECEMBER 31, 2018 FOR A TOTAL AMOUNT OF \$123,188.00

B. RESOLUTION RE: 523-2018

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO EXECUTE THE MODIFICATION OF AN AGREEMENT # 2, ATTACHMENT "A", INCREASING THE AGREEMENT BY \$124.00 WITH NEWTON MEDICAL CENTER FOR THE PROVISION OF FOOD SERVICE FOR THE WEEKDAY AND WEEKEND HOME DELIVERED MEALS FOR THE PERIOD OF JANUARY 1, 2018 TO DECEMBER 31, 2018 FOR A TOTAL AMOUNT OF \$94,829.00

C. RESOLUTION RE: 524-2018

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO EXECUTE THE MODIFICATION OF AN AGREEMENT # 2, ATTACHMENT "A", INCREASING THE AGREEMENT BY \$324.00 WITH RES-CARE NEW JERSEY, INC. D/B/A RESCARE HOMECARE FOR THE PROVISION OF CERTIFIED HOME HEALTH AIDE SERVICES FOR THE PERIOD OF JANUARY 1, 2018 TO DECEMBER 31, 2018 FOR A TOTAL AMOUNT OF \$81,641.00

D. RESOLUTION RE: 525-2018

AUTHORIZATION FOR THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS TO APPROVE A SUB-GRANT AGREEMENT BETWEEN THE WARREN COUNTY DEPARTMENT OF HEALTH AND THE SUSSEX COUNTY DIVISION OF HEALTH FOR THE PROVISION OF THE NEW JERSEY DEPARTMENT OF HEALTH CHILDHOOD LEAD EXPOSURE PREVENTION GRANT IN THE AMOUNT OF \$53,256.00 FOR THE BUDGET PERIOD OF JULY 1, 2018 TO JUNE 30, 2019

E. RESOLUTION RE: 526-2018

AUTHORIZATION FOR THE SUSSEX COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF SENIOR SERVICES TO RECEIVE GRANT FUNDS FROM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING SERVICES FOR A MEDICARE SPECIAL BENEFITS OUTREACH AND ENROLLMENT ASSISTANCE PROGRAM FOR THE PERIOD OF OCTOBER 1, 2018 TO SEPTEMBER 29, 2019 IN THE AMOUNT OF \$40,000.00

F. RESOLUTION RE: 527-2018

RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE 2018 BUDGET OF THE COUNTY OF SUSSEX RELATING TO THE 2018/19 RIGHT-TO-KNOW GRANT AWARD #EPID19RTK15L FOR A TOTAL AMOUNT OF \$9,380.00 FOR PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019

G. RESOLUTION RE: 528-2018

RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE 2018 BUDGET OF THE COUNTY OF SUSSEX RELATING TO THE FFY18 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT AWARD #EMW-2018-SS-00028 FOR A TOTAL AMOUNT OF \$163,608.41 FOR PERIOD SEPTEMBER 1, 2018 THROUGH AUGUST 31, 2021

H. RESOLUTION RE: 529-2018

RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE 2018 BUDGET OF THE COUNTY OF SUSSEX RELATING TO THE 2018/19 FORWARD FRANKLIN COMMUNITY REVITALIZATION FUND GRANT AWARD OF \$1,048 FOR PERIOD OCTOBER 23, 2018 THROUGH OCTOBER 22, 2019

I. RESOLUTION RE: 530-2018

AUTHORIZATION FOR THE BOARD OF CHOSEN FREEHOLDERS TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$1,048.00 FROM THE FORWARD FRANKLIN COMMUNITY REVITALIZATION FUND FOR THE FRANKLIN BRANCH OF THE SUSSEX COUNTY LIBRARY SYSTEM

J. RESOLUTION RE: 531-2018

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH SKYLANDS RISK MANAGEMENT, INC. FOR RISK MANAGEMENT CONSULTING SERVICES PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i) FOR THE CALENDAR YEAR JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 IN AN AMOUNT NOT TO EXCEED \$135,000.00 PAYABLE BY STATEWIDE INSURANCE FUND

K. RESOLUTION RE: 532-2018

AUTHORIZATION TO PROVIDE FOR THE PURCHASE OF SOFTWARE LICENSING FOR THE PURPOSE OF DATA MIGRATION FOR THE OFFICE OF THE SUSSEX COUNTY SHERIFF FROM SOFTWARE HOUSE INTERNATIONAL IN AN AMOUNT NOT TO EXCEED \$55,699.96

L. RESOLUTION RE: 533-2018

AUTHORIZATION TO PROVIDE FOR THE PURCHASE OF ONE (1) NEW, UNUSED CURRENT MODEL YEAR RAM TRUCK FOR THE SUSSEX COUNTY OFFICE OF FLEET MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$45,832.00

M. RESOLUTION RE: 534-2018

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR TO EXECUTE AN APPLICATION FOR A COUNTY SEXUAL ASSAULT RESPONSE TEAM/FORENSIC NURSE EXAMINER PROGRAM GRANT TO THE NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY, DIVISION OF CRIMINAL JUSTICE, VS-43-17 IN THE AMOUNT OF \$63,584.00 FEDERAL SHARE AND \$16,486.00 IN CASH MATCH FOR THE PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019. THE AWARD WAS ORIGINALLY FOR \$72,000.00 FEDERAL SHARE AND \$18,000.00 CASH MATCH

N. RESOLUTION RE: 535-2018

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR TO SIGN THE SUBGRANT AWARD FOR THE STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT PROGRAM, VAWA-60-16, THE AMOUNT OF \$8,760 FEDERAL SHARE AND \$2,920 CASH MATCH FOR A TOTAL OF \$11,680 FOR PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019

O. RESOLUTION RE: 536-2018

FINAL REVIEW AND APPROVAL FOR THE PURCHASE OF A DEVELOPMENT EASEMENT UNDER THE SUSSEX COUNTY FARMLAND PRESERVATION PROGRAM ON THE WILLIAMS – CARRIAGE HOUSE FARM, BLOCK 19 LOT 8 IN FRANKFORD TOWNSHIP SUBJECT TO AVAILABLE FUNDING FROM THE COUNTY PLANNING INCENTIVE GRANT AND OPEN SPACE & FARMLAND PRESERVATION TRUST FUND

P. RESOLUTION RE: 537-2018

AUTHORIZATION FOR APPLIED SERVICE CORPORATION TO PROVIDE LICENSED SITE REMEDIATION PROFESSIONAL (LSRP) SERVICES AT THE BRIDGE X-09 REPLACEMENT ON COUNTY ROUTE 565, WANTAGE TOWNSHIP, NEW JERSEY FOR THE DEPARTMENT OF ENGINEERING AND PLANNING IN AN AMOUNT APPROXIMATED TO BE \$150,000.00

Q. RESOLUTION RE: 538-2018

AUTHORIZING THE COUNTY OF SUSSEX TO ENTER INTO AN AGREEMENT WITH THE TOWNSHIP OF FRANKFORD TO PROVIDE FOR ROAD SIGN MANUFACTURING SERVICES BY THE COUNTY OF SUSSEX IN ACCORDANCE WITH THE PROVISION OF N.J.S.A. 40A:65-1 ET SEQ. AND N.J.S.A. 40A:11-10 ET SEQ.

The Board of Chosen Freeholders of the County of Sussex has reviewed the Consent Agenda consisting of various proposed Resolutions and determined that adoption of the said Resolutions is in and will further the public interest. If any Freeholder would like to remove an item to be considered separately, please do so now.

MOTION to approve the Consent Agenda made by Freeholder Graham; seconded by Freeholder Lazzaro

Mr. Poff gave a summary of the Resolutions.

Freeholder Graham commented on Resolution P. and asked if we have a recovery aspect or are we liable.

Mr. Poff stated we are neither responsible for the pollution that has been found nor had a responsible party been identified. DEP is requiring of the County to address the pollution that has been found in the excavation which provides for the footing for this bridge, because of all the rain we have had it has moved the soil and as a result there was a strong petroleum smell that as the excavation continued so did the petroleum smell.

At that time, is when the LSRP was called in. This is being handled under the jurisdiction of the DEP and the County is responsible for the materials that were removed and the treatment of the water within the excavation that the County has been involved in.

Freeholder Graham suggested we keep a close eye on this because the LSRP numbers can balloon very quickly and they go on indefinitely.

Mr. Poff said we do have an anticipated conclusion to the treatment once the footing is poured.

Freeholder Lazzaro commented on the Resolutions that pay for food services for the less fortunate, he pointed out there are a multitude of non-profit agencies throughout the County that provide food services and clothing services and you will hear more about it now that weather is getting colder. Manna House, for example, feeds 50 to 100 people every day. Sussex County has a wonderful representation for taking care of people who cannot take care of themselves.

On Roll Call the Vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

12. APPROVAL OF MINUTES

Regular Meeting- October 24, 2018

MOTION to approve the minutes made by Freeholder Graham; seconded by Freeholder Lazzaro and passed unanimously.

13. APPOINTMENTS AND/OR RESIGNATIONS

RESOLUTION RE: 539-2018

APPOINTING FUND COMMISSIONER FOR CALENDAR YEAR 2019

MOTION to approve the Appointment made by Freeholder Graham; seconded by Freeholder Lazzaro

Mr. Poff stated this is a companion resolution for the reappointment of the County Risk Manager for the Joint Insurance Fund. This resolution appoints himself as the County's Commissioner's to the Joint Insurance Fund and our County Treasurer as the Alternate Commissioners.

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

14. RESOLUTIONS

- A. RESOLUTION RE: 540-2018**
CHANGE IN MONETARY AMOUNT FOR THE SUSSEX COUNTY DEPARTMENT OF FINANCE & LIBRARY SERVICES, OFFICE OF LIBRARY SERVICES
- B. RESOLUTION RE: 541-2018**
ESTABLISHING A CHANGE FUND FOR THE SUSSEX COUNTY DEPARTMENT OF FINANCE & LIBRARY SERVICES, OFFICE OF LIBRARY SERVICES
- C. RESOLUTION RE: 542-2018**
INCREASING CHANGE FUND AMOUNT FOR THE COUNTY OF SUSSEX COUNTY CLERK'S OFFICE
- D. RESOLUTION RE: 543-2018**
PROVIDING TEMPORARY CLOSURE OF CR 519 AND CR 630 IN BRANCHVILLE BOROUGH FOR THE ANNUAL CHRISTMAS TREE LIGHTING AND SING-A-LONG EVENT ON DECEMBER 7, 2018
- E. RESOLUTION RE: 544-2018**
URGING GOVERNOR MURPHY AND THE NEW JERSEY STATE LEGISLATURE TO PROPERLY ALLOCATE "911 SYSTEM AND EMERGENCY TRUST FUND ACCOUNT (FUND)" MONIES TO COUNTY AND MUNICIPAL 911 CENTERS AS REQUIRED UNDER FEDERAL LAW

MOTION to approve the resolutions made by Freeholder Graham; seconded by Freeholder Graham and passed unanimously.

Mr. Poff summarized the Resolutions.

Freeholder Yardley stated that Senate Bill S2293, sponsored by Senator Oroho along Assemblymen Parker Space and Hal Wirth compels the Governor to pay out the 911 fees. It has successfully passed in the Senate and now it will go to the House. Freeholder Yardley requested that the Freeholders endorse a Resolution to support this Bill at a future meeting date.

15. AWARDS OF CONTRACT/CHANGE ORDERS/BID

- A. RESOLUTION RE: 545-2018**
AWARD OF A CONTRACT FOR THE SUPPLY AND DELIVERY OF CALMAG 100 LIQUID MELTING AGENT SOIL STABILIZER, OR EQUAL FOR THE DIVISION OF PUBLIC WORKS FROM REED SYSTEMS, LTD FROM NOVEMBER 7, 2018 THROUGH NOVEMBER 6, 2019
- B. RESOLUTION RE: 546-2018**
AWARD OF CONTRACT TO ENVIRONMENTAL SAFETY MANAGEMENT CORPORATION THROUGH THE COMPETITIVE CONTRACTING PROCESS FOR A BOARD CERTIFIED INDUSTRIAL HYGIENIST FROM DATE OF CONTRACT AWARD UNTIL NOVEMBER 6, 2019
- C. RESOLUTION RE: 547-2018**
AWARDING A CONTRACT EXTENSION FOR A LICENSED ELECTRICAL ENGINEERING FIRM FOR SERVICES RELATED TO EMERGENCY GENERATING SYSTEMS AND OTHER REQUIRED ENGINEERING OF ELECTRICAL SYSTEMS TO STRUNK ALBERT ENGINEERING FROM NOVEMBER 22, 2018 THROUGH NOVEMBER 21, 2019
- D. RESOLUTION RE: 548-2018**
AWARDING A CONTRACT EXTENSION FOR CONSULTATIVE SERVICES OF A LICENSED SITE REMEDIATION PROFESSIONAL (LSRP) FOR VARIOUS SUSSEX COUNTY ENVIRONMENTAL REMEDIATION PROJECTS TO APPLIED SERVICE CORP. FROM NOVEMBER 21, 2018 THROUGH NOVEMBER 20, 2019
- E. RESOLUTION RE: 549-2018**
AWARDING A CONTRACT EXTENSION FOR SERVICES OF MANUFACTURER-CERTIFIED SECURITY SYSTEM INTEGRATORS TO MS ELECTRONICS DBA MSE CORPORATE SECURITY FROM NOVEMBER 9, 2018 THROUGH NOVEMBER 8, 2019

MOTION to approve the Contracts made by Freeholder Lazzaro; seconded by Freeholder Graham

Mr. Poff summarized the Resolutions.

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

16. FINANCIAL

A. RESOLUTION RE: 550-2018

PAYMENT OF BILLS Bill List A (Freeholder Rose and Petillo abstaining)
November 7, 2018

MOTION to approve the Bill List A made by Freeholder Lazzaro; seconded by Freeholder Graham

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Abstain
Freeholder Yardley	Yes

B. RESOLUTION RE: 551-2018

PAYMENT OF BILLS Bill List B
November 7, 2018

MOTION to approve Bill List B made by Freeholder Lazzaro; seconded by Freeholder Graham

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

C. INTRODUCTION FOR FIRST READING - ORDINANCE

ORDINANCE RE: 552-2018

CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO COUNTY BRIDGE X-09 IN WANTAGE TOWNSHIP ON CR 565 AND TO COUNTY BRIDGE X-11 IN WANTAGE TOWNSHIP ON CR 639 AND LOOMIS AVENUE BY, IN AND FOR THE COUNTY OF SUSSEX, STATE OF NEW JERSEY; AND APPROPRIATING \$1,250,000.00 FROM THE NJ DEPARTMENT OF TRANSPORTATION'S FY2018 LOCAL BRIDGES, FUTURE NEEDS (LBFN) PROGRAM GRANT TO PAY FOR THE COST THEREOF

MOTION to adopt this Ordinance on first reading by Freeholder Lazzaro; seconded by Freeholder Graham

Mr. Poff stated this Ordinance allows for the appropriations of grant funds coming from the Department of Transportation's fiscal year 2018 Local Bridge Future Needs Grant Program in the amount of \$1,250,000.00. It is \$900,000 for County Bridge X-09 and \$350,000 for County Bridge X-11.

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

MOTION to authorize the Clerk to advertise this Resolution as introduced for first reading, and also post same on the bulletin board in the lobby of the County Administrative Center, together with a Notice of Public Hearing stating that a hearing will be held on November 28, 2018 at 7:00 p.m. prior to final adoption of this Ordinance made by Freeholder Lazzaro; seconded by Freeholder Graham and passed unanimously.

D. RESOLUTION RE: 553-2018

TRANSFER OF 2018 CURRENT APPROPRIATIONS

MOTION to approve to made by Freeholder Lazzaro; seconded by Freeholder Graham

Mr. Poff said the Freeholder Board is asked to consider this time on an annual basis. It is a review by the County Treasurer of where we believe our budget will land as we approach year's end. It allows for transfers amongst various

budgets accounts that require Board approval. This Resolution specifically includes monies that are being appropriated between salaries and wages and other expenses for the office of County Counsel which is a result of the restructuring of that office from a full-time employee to part-time contracted services. The jail has proposed to purchase two prisoner transport vans that this transfer will allow for and there are purchases for Fleet Management.

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

17. PERSONNEL

RESOLUTION RE: 554-2018

AUTHORIZING PERSONNEL AGENDA OF November 7, 2018

MOTION to approve the Personnel agenda by Freeholder Graham; seconded by Freeholder Yardley

Mr. Poff summarized the Resolution.

On Roll Call the vote was:

Freeholder Graham	Yes
Freeholder Lazzaro	Yes
Freeholder Petillo	Yes
Freeholder Yardley	Yes

18. ADMINISTRATIVE REPORT

Mr. Poff is pleased to report that the County has received an announcement from the New Jersey Department of Transportation that the County will be receiving \$1,500,000.00 from the Local Bridges Fund as part of the 2019 Local Bridges Fund program. Those monies will be used to improve the County bridges infrastructure. Also, Mr. Poff will be attending the League of Municipalities Conference next week and anticipates good sessions.

19. COUNTY COUNSEL REPORT

No report tonight.

20. UNFINISHED BUSINESS

21. NEW BUSINESS

22. PUBLIC SESSION FROM THE FLOOR

Please Note: Everyone is asked to keep their comments to 5 minutes or less followed by a 3 minute response time from the Freeholder Board. Please state your name and print name and municipality on sign in sheet.

MOTION to open the floor for public comment at 8:27PM by Freeholder Lazzaro; seconded by Freeholder Graham and passed unanimously.

No public comment.

MOTION to close the floor for public comment and return to regular business at 8:27PM by Freeholder Graham; seconded by Freeholder Yardley and passed unanimously.

23. REMINDERS

<u>Date/Time</u>	<u>Meeting</u>	<u>Location</u>
Nov. 11 2:00PM	Annual Veterans' Day Service	American Legion Stanhope
Nov. 12	Veteran's Day Observed	County Offices Closed
Nov. 15 3:30PM	LACADA	FMR
Nov. 19 3:00PM	SC Planning Board Dev. Rev.	FMR
Nov. 19 12NOON	SC Disability Services Adv. Council	FMR
Nov. 21 12:30PM	SC Youth Services Committee	FMR
Nov. 21 7:00PM	Lake Musconetcong Reg. PB	Netcong Municipal Bldg.
Nov. 21 9:00AM	Human Serv. Advisory Committee	PSS
Nov. 28 7:00PM	Regular Freeholder Meeting	FMR
Nov. 19 7:30PM	Ag. Board	FMR

24. ADJOURNMENT

MOTION to adjourn the meeting at 8:30 PM by Freeholder Graham; seconded by Freeholder Lazzaro and passed unanimously.

DATED: November 7, 2018

Submitted by:

Teri Lyons
Clerk to the Board