

**SPECIAL MEETING MINUTES**  
**FRIDAY, FEBRUARY 16, 2018**  
**9:40 AM**  
**ORDER OF BUSINESS**

**Item**

1. **CALL TO ORDER BY DIRECTOR** - Freeholder Director Rose called the Meeting to Order.

2. **ROLL CALL**

Present: Freeholder Graham, Freeholder Petillo, Freeholder Lazzaro, Freeholder Director Rose and Freeholder Yardley. Also, present County Administrator Poff and County Counsel Williams.

3. **MOMENT OF SILENCE AND SALUTE TO THE FLAG** – Led by Freeholder Director Rose

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 February 6, 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: Freeholder Petillo**

**Second: Freeholder Lazzaro**

**No Discussion**

**Voice Vote: All Members voted in the affirmative.**

6. **PUBLIC SESSION FROM THE FLOOR Time is 9:41 AM**

**Please Note: Everyone is asked to keep their comments to 5 minutes or less and only address issues regarding agenda items. Please state your name, spell your last name, and state your municipal residency.**

Motion to open Public Session: Freeholder Petillo

Second: Freeholder Lazzaro

Voice Vote: All Members present voted in the affirmative.

Hearing no comments.

Motion to closed Public Session: Freeholder Petillo

Second: Freeholder Lazzaro

Voice Vote: All Members present voted in the affirmative.

7. **FINANCIAL**

1. Discussion with Treasurer and Auditor regarding proposed 2018 Budget.

In attendance are: Count Chief Financial Officer Robert Maikis, Staff and Auditor Raymond Sarinelli.

ATTACHED IS COUNTY ADMINISTRATOR BUDGET MEMORADUM, DATED FEBRUARY 14, 2018.

Mr. Sarinelli provided a summary of the existing three CAP Regulations as noted in the Mr. Poff's Budget Memorandum. At the January 19, 2018 Budget Committee meeting the proposed budget came in with a 2% increase. Mr. Sarinelli then proceeded to address a 10 year Analysis of County Assets, Liabilities and Fund Balances. As of December 31, 2017 the Fund Balance end was \$15,889,000, compared to 2016 which was \$13,871,769.44. Agency rating standard is 15% or \$16,350,000 for Budget 2018. The County's current Rating is AA+. The County continues to improve its Fund Balance. Questions and discussions ensued referring to County Resolution adopted December 8, 2012 known as Super Policy. Attached is a copy.

Time is 10:40 AM. Ten Minutes Recess.

Time is 10:50 AM. Meeting resumes.

Mr. Sarinelli completed his 10 year review and then proceeded to address Solar Bond Payments. The County has \$7.6 million in Reserve to pay these Bonds. In this 2018 Budget, \$2 million is proposed.

In 2017 \$2.4 million was budgeted and in 2016 \$2.6 million was budgeted. These amounts were determined on best estimates based on Historical data. The Board agreed that based on the data, the 2018 Budget should include \$2 million for the Bond Payment.

Next Mr. Sarinelli reported on the information contained in the Summary of Revenues and Appropriations and supporting line item pages that followed in the report. The recommended proposed total General Appropriations for 2018 is \$109,309,926. A difference of \$2,846,873 from 2017. On the State Budget form it will reflect a 2.22% but the actual increase is 2%. The change in the County tax rate represents a \$24.22 annual County tax increase for an assessed home of \$245,735.

Mr. Poff resumed the Presentation and noted that on Page 6 of the Budget Memorandum, the County Tax Administrator has certified that revenue generated in the increase of value of property with the County equals \$195,561.70.

The Board then proceeded to determine what items to support in the County's operations in light of policy considerations and a number of cuts made to the department's budget requests, as listed on Page 6 of the Memorandum.

Prior to Board recommendations, Freeholder Yardley suggested that \$10,000 be directed to the Sussex County Chamber of Commerce for the purpose to enhance its Economic Development Board. After discussion a straw poll concluded that Board would enroll as Members of the Sussex County Economic Development Partnership in the amount of \$2,500. This Partnership has far reaching benefits to more sectors of the County than the Chamber of Commerce. The Partnership Membership will be for one year.

Next discussion addressed the need for a Public Information Officer. More Counties and larger municipalities across the Country are adding to their staffs this Professional. In today's times it is important we continue to improve upon how we communicate and inform the General Public. But this Official would do more than press relations; this person would represent the County at a variety of forums. This person would not only focus on Economic Development, but would have constant communication with municipalities, State and Federal representatives and represent the County when needed. This office will improve perception of transparency. A straw poll proceeded with all in favor with the exception of Freeholder Yardley.

After continued discussion the Board agreed that the following items be funded in the 2018 Budget:

Item	Amount
Public Information Officer	\$100,000
911 Emergency Com	\$24,000

Agreed upon Cuts.

\$35,000 to Community College . Board agreed College's cash on hand has increased and this is not necessary.

\$52,400 to Technical School.

\$52,000 to Motor Pool, Vehicle Replacement. Anticipate with moving motor pool and fuel expenses from individual departments other expense lines. This increase control should bring savings.

Bridge & Traffic Safety, Unclassified Service [Long Line Painting]. After review of the multi-year program costs, It was agreed to reduce to \$35,000 to retain on track to three year program.

The Board then proceeded to review the 2018 Capital Improvement Program and Service as noted in Mr. Poff's Budget Report.

**8. EXECUTIVE SESSION – Time is 11:58 Am**

**RESOLUTION RE: PROVIDING FOR AN EXECUTIVE (CLOSED) SESSION NOT 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:**
- x       (8) **Matters Relating to the Employment Relationship:**  
**Personnel Matter**
- \_\_\_\_\_ (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.

Motion to Enter Executive Session: Freeholder Lazzaro  
Second: Freeholder Graham  
Voice Vote: All Members present voted in the affirmative.

**9. RECONVENE TO OPEN SESSION** – Time is 12:59 PM

The Board continued its Budget consideration and agreed after a Straw Poll that the remaining \$34,000 available for operating expenses be placed in the County Counsel Other Expense line item.

In conclusion Freeholder Graham commended County Administrator Poff for delivering a Budget on track with Budget Committee requests and much earlier than prior years. The Budget will be introduced March 14, 2018 and Public Hearing and Adoption will be April 11, 2018. The Board agreed that Mr. Poff make a Budget presentation at the March 14 Introduction meeting date.

**10. ADJOURNMENT**

Time is 1:09 PM  
Motion to adjourn: Freeholder Graham  
Second: Freeholder Lazzaro  
Voice Vote: All Members present voted in the affirmative.

Respectfully submitted,

Teresa Lyons, Clerk

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