

**REGULAR MEETING HELD ON WEDNESDAY, OCTOBER 28, 2009**

**5:00 PM**

**ORDER OF BUSINESS**

**Item**

1. **CALL TO ORDER BY DIRECTOR** at 5:05 p.m.

2. **ROLL CALL:** Freeholder Crabb; Freeholder Parrott; Freeholder Wirths;  
Freeholder Zellman; Freeholder Director Vetrano; Dennis  
McConnell, County Counsel; John Eskilson, County  
Administrator; Elaine Morgan, Clerk

3. **MOMENT OF SILENT PRAYER 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 January 5, 2009 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
The Daily Record	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. **PUBLIC HEARINGS**

There were no Public Hearings.

6. **PROCLAMATIONS/CERTIFICATES/PRESENTATIONS**

A. Proclamations and Certificates

1. Proclamation recognizing Patrick A. Toriello, Jr. for attaining the rank of Eagle Scout.
2. Proclamation designating November 1, 2009 as the "9<sup>th</sup> Annual Salute to Military Veterans" day.
3. Proclamation designating the month of November as "Pancreatic Cancer Awareness Month".
4. Proclamation designating the month of November as "National Family Caregivers Month".
5. Certificate in recognition of Hamburg Fire Department's 100<sup>th</sup> Anniversary.

Freeholder Vetrano stated that there was an additional Certificate for the Board's consideration.

6. Certificate in recognition of Tammie Horsfield for being honored by the Foundation for Sussex County Community College for her service to the College and the Community.

**MOTION** made by Freeholder Parrott to approve these Proclamations and these Certificates, seconded by Freeholder Wirths and passed unanimously.

B. Presentations

1. Presentation by Kristin Mueller, Executive Director, Peters Valley Craft Center to inform the Board about the Craft Center and what a cultural asset it is for Sussex County.

**Comments from Kristin Mueller, Peters Valley Craft Center**

Ms. Kristin Mueller, Executive Director, Peters Valley Craft Center, came forward; she said that she was coming before the Board to raise awareness of Peters Valley Craft Center, which has been in existence for 39 years; the mission of the Center is to nurture crafts in America; traditional fine craft skills are taught at the Center, with an adult education program that offers over 125 classes a year, ranging from blacksmithing to painting and photography; a children's program is offered in the summer months; the Center also hosts an annual craft fair that takes place at the Sussex County Fairgrounds the last week in September and draws approximately 6,000 people.

Ms. Mueller said that the Center was asking the Board if it could assist the Center in obtaining better service in the technology area, such as with the phone company and possibly cable service; because of the Tocks Island project, phone lines have not been updated since the 1970's.

There was a brief discussion; Mr. Eskilson explained how the cable process operated and said that he would assist the Center in navigating the cable issue.

There was a brief discussion about linking with the County website.

The Board thanked Ms. Mueller for her comments.

**7. PUBLIC SESSION FROM THE FLOOR**

**(Please note: Everyone is asked to keep their comments to 10 minutes or less)**

**MOTION** made at 5:08 p.m. by Freeholder Crabb to open the meeting to the Public, seconded by Freeholder Zellman and passed unanimously.

**Comments from Dorothy Snider, Workforce Learning Link, One Stop Career Center**

Dorothy Snider, from the Workforce Learning Link in Franklin, One Stop Career Center, came forward; she said that she was present to request the Board to express its support to help keep the lab and the computer lab open; Ms. Snider explained that the Workforce Learning Link provided a free service to the community by teaching basic computer skills and offering GED prep; she said that last year 182 adults came through the Center, which was 48% higher than projected; the success rate was 65%; Ms. Snider said that the Center has heard that it might be closed as soon as December, adding that every County in New Jersey had at least one Career Center.

Freeholder Vetrano said that the Board could draft a Resolution for the next meeting to send to the Governor and the Legislative representatives; he suggested that Ms. Snider provide the Clerk with any information necessary for the Resolution.

The Board thanked Ms. Snider for her comments.

**MOTION** made at 5:11 p.m. by Freeholder Parrott to close the meeting to the Public, seconded by Freeholder Crabb and passed unanimously.

**8. APPROVAL OF CONSENT AGENDA**

- A. RESOLUTION RE: PAYMENT OF BILLS
- B. RESOLUTION RE: AUTHORIZATION FOR THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS TO ADOPT THE 2010 COUNTY ALLIANCE PLAN AS PER THE LETTER OF INTENT FROM THE NJ GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE TO PROVIDE \$202,452.00 IN FUNDING TO THE SUSSEX COUNTY DEPARTMENT OF HUMAN SERVICES, DIVISION OF COMMUNITY & YOUTH SERVICES FOR THE PERIOD OF JANUARY 1, 2010 TO DECEMBER 31, 2010
- C. RESOLUTION RE: AUTHORIZATION FOR THE FREEHOLDER DIRECTOR TO EXECUTE CONTRACT MODIFICATION #1 TO CONTRACT #09BDUN WITH THE NJ DEPARTMENT OF CHILDREN AND FAMILIES, DIVISION OF YOUTH AND FAMILY SERVICES TO PROVIDE AN ADDITIONAL \$25,000.00 FOR TOTAL FUND OF \$61,874.00 TO THE SUSSEX COUNTY DEPARTMENT OF HUMAN SERVICES, DIVISION OF COMMUNITY AND YOUTH SERVICES FOR THE PERIOD OF JANUARY 1, 2009 TO DECEMBER 31, 2009
- D. RESOLUTION RE: AUTHORIZATION TO ACCEPT THE FUNDING FOR THE NEW JERSEY DEPARTMENT OF STATE, DIVISION OF TRAVEL AND TOURISM, GRANT #1054AV239ACM, SEPTEMBER 18, 2009 THROUGH SEPTEMBER 18, 2010 FOR THE TOTAL AMOUNT OF \$15,000.00 IN GRANT FUNDS WITH A MATCHING AMOUNT OF \$3,750.00 FROM THE DIVISION OF PLANNING
- E. RESOLUTION RE: AUTHORIZATION TO APPLY FOR FUNDING FROM THE NEW JERSEY HIGHLANDS COUNCIL TO PREPARE AN APPLICATION FOR PLAN CONFORMANCE IN THE PRESERVATION AREA ONLY FOR SUSSEX COUNTY (Resolution authorizes this Application in the amount of \$20,000.00)
- F. RESOLUTION RE: AUTHORIZATION TO PROVIDE FOR THE PURCHASE OF VEHICLES FOR THE SUSSEX COUNTY DIVISION OF COMMUNITY AND YOUTH SERVICES (Resolution authorizes the purchase of one (1) Ford E-150 Passenger Van in the amount of \$18,449.04 from Fords National Auto Mart and one (1) Chevrolet Impala Sedan in the amount of \$16,472.00 from Hertrich Fleet for a total amount of \$34,921.04)

**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.**

**MOTION** made by Freeholder Wirths to approve the Financial Consent Agenda, seconded by Freeholder Parrott.

On Roll Call the vote was:

Freeholder Crabb	Yes
Freeholder Parrott	Yes
Freeholder Wirths	Yes
Freeholder Zellman	Yes
Freeholder Director Vetrano	Yes

9. **APPROVAL OF MINUTES** Regular Meeting October 14, 2009

**Executive Session Minutes**  
Regular Meeting October 14, 2009

**MOTION** made by Freeholder Wirths to approve these Minutes, seconded by Freeholder Parrott and passed unanimously.

10. **APPOINTMENTS AND/OR RESIGNATIONS**

A. Appointments

1. RESOLUTION RE: APPOINTMENT OF ELIZABETH A. MANLEY AND LAUREN HIRTES AS MEMBERS OF THE SUSSEX COUNTY MENTAL HEALTH BOARD FOR TERMS OF THREE (3) YEARS EACH COMMENCING IMMEDIATELY AND EXPIRING JUNE 30, 2012
2. RESOLUTION RE: APPOINTMENT OF ADELE B. WINES AS A MEMBER OF THE ADVISORY COUNCIL OF THE SUSSEX COUNTY DIVISION OF SENIOR SERVICES TO FILL AN UNEXPIRED TERM STARTING IMMEDIATELY. TERM TO EXPIRE DECEMBER 31, 2010

Freeholder Vetrano stated that there was an additional Resolution for the Board's consideration.

3. RESOLUTION RE: REAPPOINTMENT OF JARROD C. COFRANCESCO TO THE BOARD OF EDUCATION OF THE SUSSEX COUNTY VOCATIONAL-TECHNICAL SCHOOL FOR A TERM OF FOUR (4) YEARS BEGINNING NOVEMBER 1, 2009

**MOTION** made by Freeholder Zellman to adopt these Resolutions, seconded by Freeholder Crabb and passed unanimously.

11. **RESOLUTIONS**

There were no Resolutions for Item #11.

**12. AWARDS OF CONTRACTS/CHANGE ORDERS/BIDS**

A. Awards of Contract

- 1. RESOLUTION RE: AUTHORIZING THE ENTRY INTO A PROFESSIONAL SERVICES AGREEMENT WITH STRUNK-ALBERT ENGINEERING FOR THE PROVIDING OF LIGHTING AND CONTROL RELATED ENERGY CONSERVATION MEASURES FOR THE SUSSEX COUNTY JUDICIAL CENTER AS A PROFESSIONAL SERVICE PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i) (Resolution authorizes this Agreement in the amount not to exceed \$18,000.00)
- 2. RESOLUTION RE: AUTHORIZING THE ENTRY INTO A PROFESSIONAL SERVICES AGREEMENT WITH TRC ENVIRONMENTAL CORPORATION FOR THE PROVIDING OF GROUND WATER SAMPLING AND REPORTING FOR THE LAYTON MAINTENANCE ROAD GARAGE AS A PROFESSIONAL SERVICE PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i) (Resolution authorizes this Agreement in the amount not to exceed \$11,449.00)
- 3. RESOLUTION RE: AWARD OF CONTRACT FOR ICE CONTROL MATERIALS (GRITS) FOR THE COUNTY OF SUSSEX DIVISION OF PUBLIC WORKS (Resolution awards this Contract to 284 Aggregates, LLC at \$10.20 per ton with the amount based on unit prices and Beaver Run Farms at \$10.00 per ton with the amount based on unit prices)

**MOTION** made by Freeholder Zellman to adopt these Resolutions, seconded by Freeholder Crabb.

**Resolution 12. A. 1.**

Freeholder Wirths noted that Resolution 12. A. 1. was a part of the energy audit that Capital Projects has been working on for quite a few years; these changes to be made were a first step from that audit; an approximate savings of \$40,000.00 per year will be realized in less than two years.

**Resolution 12. A. 1.**

Freeholder Crabb questioned the huge differences in the bids; Mr. Eskilson replied that the low bid did check out according to Facilities Management.

**Resolution 12. A. 2.**

Freeholder Crabb said that he noted that the County had opted to only award the bid for the first year based on budget constraints.

On Roll Call the vote was:

Freeholder Crabb	Yes
Freeholder Parrott	Yes
Freeholder Wirths	Yes
Freeholder Zellman	Yes
Freeholder Director Vetrano	Yes

**13. FINANCIAL**

There were no items for Financial.

**14. PERSONNEL**

A. Personnel Agenda

**MOTION** made by Freeholder Parrott to approve the Personnel Agenda in accordance with the County Administrator's recommendations, seconded by Freeholder Wirths and passed unanimously.

B. Resolutions

1. RESOLUTION RE: ESTABLISHMENT OF "DATA BASE ANALYST 2" AND SALARY RANGE
2. RESOLUTION RE: AUTHORIZATION FOR THE COUNTY STAFF TO PROCESS AN INVOLUNTARY DISABILITY RETIREMENT APPLICATION

**MOTION** made by Freeholder Wirths to adopt this Resolution, seconded by Freeholder Parrott and passed unanimously.

**Comment on new hires**

Freeholder Wirths noted for the record that the new positions were both granted funded positions and were needed for the PARIS Grant.

**15. ADMINISTRATIVE REPORT**

A. Other

Mr. Eskilson stated that he had no report at this time.

**16. COUNTY COUNSEL**

- A. Capital Projects
- B. Litigation
- C. Contracts
- D. Other Matters

Mr. McConnell stated that he had no report at this time.

**17. UNFINISHED BUSINESS**

There was no Unfinished Business.

**18. NEW BUSINESS**

**Reorganization Meeting**

Freeholder Zellman said that a couple of the candidates wanted to set the Reorganization Meeting date and time; she said that a suggestion by her running mate was to have the Reorganization Meeting on January 1, 2010 at 2:00 p.m.

The Board agreed by consent to hold the Reorganization Meeting on January 1, 2010 at 2:00 p.m.

**19. PUBLIC SESSION FROM THE FLOOR  
(Please note: Everyone is asked to keep their comments to 10 minutes or less)**

**MOTION** made at 5:32 p.m. by Freeholder Parrott to open the meeting to the Public, seconded by Freeholder Wirths and passed unanimously.

There was no one.

**MOTION** made at 5:33 p.m. by Freeholder Parrott to close the meeting to the Public, seconded by Freeholder Zellman and passed unanimously.

## **20. FREEHOLDERS' COMMENTS**

### **Data Base Analyst position**

Freeholder Crabb said that through the PARIS Grant, the Data Base Analyst position could be extended; much work was being done to minimize the various data bases between departments and this will result in a far more efficient way to retrieve data for all departments.

### **Wheatsworth Road property**

Freeholder Crabb said that work was ongoing on the Wheatsworth Road property; a first draft of the office geography has been completed.

Mr. Eskilson added that it was anticipated that by mid-2010, the Health offices would be the first to move, followed by Transit and Fleet operations; the space currently occupied by the Health offices at the Administrative Center would undergo minor renovations to accommodate the Juvenile Detention Center staff.

### **H1N1 vaccines at the Community College**

Freeholder Parrott stated that on November 1, 2009, at the Community College, H1N1 vaccines would be administered; interested persons will have to register by phone or online; he added that 500 doses of the vaccine were given to area doctors with the other 4,500 doses were distributed to the A&P in Vernon and the A&P in Sussex; vaccines administered at the A&P cost \$15.00, whereby vaccines at the Community College are free.

### **Liaison Meeting with the Department of Human**

Freeholder Zellman provided an update on the Liaison Meeting.

### **Homestead**

- New floors have been installed on the first floor.
- Sub-acute beds – hoping for more referrals from Newton Memorial Hospital for the Homestead's sub-acute beds.
- Medicare collections are at 98%.

### **Division of Senior Services**

- The Division had an excellent desk audit.
- Balance Program is on-going.
- The Division will be reaching out to bring more programs into the Hopatcong area.

### **Division of Social Services**

- \$100,000.00 in ARRA funding served 37 families; the Division is now applying for \$500,000.00; the application for next year will be amended to apply for \$2 million.
- The case load is rising.

### **Office of Transit**

- Number of Transit rides has increased; as of September the actual number of rides provided was 11,249.
- Efforts are being made to secure new revenue; the possibility of advertising on the busses is being explored; contact has been made with other counties and other transit corporations to find out what the best practices are.

### **Area Plan for 2010**

- It is felt there is a need for more municipal input; Freeholder Zellman will be contacting the Mayors to find out what their needs are from the Department of Human Services; quarterly meetings will be coordinated for staff from the municipalities.

### **Food Pantry at Social Services**

- Freeholder Zellman complimented Freeholder Parrott on his efforts regarding the food pantry; Freeholder Parrott said that he has contacted the schools he has worked with in the past regarding the school's participation in aiding the Food Pantry; eight of the ten school districts contacted have responded; once a year the bus will come to the school and the students will fill the bus with food.

### **Letter of Support for Project Self-Sufficiency**

Freeholder Vetrano said that a letter of support from the Freeholder Board for Project Self-Sufficiency's application for funding from the Susan G. Komen for the Cure® North Jersey Affiliate was available for signature.

### **Knoll View**

Freeholder Vetrano said that Linda Pinto of Knoll Shared Housing contacted him to report that after a meeting yesterday regarding Knoll View, there was a new outlook on continuing the funding to keep Knoll View going.

### **Farmland Preservation**

Freeholder Vetrano said that the County was about 503 acres from a new milestone of 15,000 preserved acres in Sussex County.

## **21. EXECUTIVE SESSION**

There were no items for Executive Session.

### **RESOLUTION RE: REQUESTING EXECUTIVE SESSION**

- A. Personnel
- B. Contract
- C. Litigation
- D. Other Matters

**It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Sussex County Board of Chosen Freeholders that the public interest will no longer be served by such confidentiality.**

## **22. REMINDERS**

Tuesday	November 10, 2009	Regular Meeting	5:00 pm
Wednesday	December 1, 2009	Six County	5:30 pm
		Coalition Meeting (Passaic County)	

**23. ADJOURNMENT**

**MOTION** made at 5:49 p.m. by Freeholder Crabb to adjourn, seconded by Freeholder Wirths and passed unanimously.

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Elaine A. Morgan, Clerk

**DATED: October 28, 2009**