

FREEHOLDER MEETING OF MARCH 11, 2020 AT 6:00PM
REGULAR BUSINESS
FREEHOLDER MEETING ROOM

Item

1. CALL TO ORDER BY DIRECTOR Petillo at 6:00PM

- 2. ROLL CALL** Freeholder Fantasia, Freeholder Fasano, Freeholder Hertzberg (**Absent**)
Freeholder Yardley, Freeholder Director Petillo

Also present: County Administrator Greg Poff, County Counsel Kevin Kelly, and Clerk to the Board Teri Lyons

3. MOMENT OF SILENCE AND SALUTE TO THE FLAG

4. PUBLIC STATEMENT read by Freeholder Petillo

"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 3, 2020 from the Administrative Center of the County of Sussex, located at One Spring Street, Newton, New Jersey to the following:

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|--------------------------|------------|
| 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 Fantasia
Seconded by Freeholder Fasano
(Voice vote)- All in favor

Freeholder Director Petillo read from a prepared statement. Director expressed her confidence regarding the County's preparedness to respond to the Coronavirus and to any potential spread of the virus. As of Wednesday night, there have been no confirmed cases within Sussex County. Residents are encouraged to follow steps as they would to prevent the spread of the common cold or flu and to share facts, not fear. Information shared should come from the Centers for Disease Control, World Health Organization and New Jersey Department of Health. The County's website updated consistently with valuable information. In conclusion, this Board shares your concerns and wants to assure you we are working diligently with our local, state and federal partners to respond to the public health threat posed by his virus and to provide you with updated information.

6. PROCLAMATIONS/CERTIFICATES/PRESENTATIONS

A. PRESENTATION

5 minute video entitled, "Get the facts on coronavirus" was shown.

B. PROCLAMATIONS

1. Recognizing Girl Scout Week March 8- March 14, 2020- Freeholder Director Petillo presented the Proclamation to Faith Gardner, CEO of Girl Scouts of Northern New Jersey. Ms. Gardner reported that tomorrow the GSA will celebrate its 108 birthday. In Sussex County there are more than 2,100 Girl Scouts and volunteers. Northern New Jersey has 26,000 Girl Scouts and volunteers. **116-2020**
2. Take Down Tobacco 'National Day of Action' – Freeholder Director Petillo presented the Proclamation to Tracy Storms and 3 members from Tobacco Free for a Healthy New Jersey's Youth Tobacco Action Group. The groups focus is to strive for America's next generation to be tobacco free. **117-2020**
3. Certificate of Recognition to Skyline Transit employee, Mary Ann Warner – Freeholder Fantasia presented a Certificate of Recognition to Ms. Warner for the Visions Award she received from Newton Medical Center Foundation. It was Ms. Warner's quick thinking and compassionate response to a situation that saved the life of Skyline Transit passenger. **118-2020**
4. MS Awareness Week March 8-12, 2020- Freeholder Director Petillo presented the Proclamation to Jacky Stapel and Tammy Quasius. Jacky thanked the Freeholder Board for the Proclamation. Tammy stated that she and Jacky each have MS and each volunteers to manage self - help groups. They have lobbied Congress to support the Ready Act. This Act enables people with disabilities or the elderly at times of disaster planning. Both are optimistic for the Act's passage for it will benefit local governments. **119-2020**
5. March is National Nutrition Month- Freeholder Yardley will be presenting the Proclamation on March 19th at the Shoprite in Montague. **120-2020**

7. **PUBLIC HEARINGS**

A. **FINAL ADOPTION- ORDINANCE 20-01**

Freeholder Director Petillo "At our regular meeting held on February 19, 2020, we introduced for first reading the following Ordinance which was advertised in the New Jersey Herald issue of February 21, 2020, together with a Notice of Public Hearing stating it would be held at this meeting at 6:00 PM:

CAPITAL ORDINANCE PROVIDING FOR ROAD AND BRIDGE IMPROVEMENTS, INFORMATION TECHNOLOGY IMPROVEMENTS, GENERAL CAPITAL IMPROVEMENTS AND ACQUISITION OF NON-PASSENGER VEHICLES AND EQUIPMENT FOR VARIOUS COUNTY-OWNED FACILITIES, IN AND FOR THE COUNTY OF SUSSEX, STATE OF NEW JERSEY; AND APPROPRIATING \$2,505,951 THEREFOR (\$932,792 FROM THE COUNTY’S CAPITAL IMPROVEMENT FUND AND \$1,573,159 FROM A GRANT, OR GRANTS, RECEIVED OR EXPECTED TO BE RECEIVED FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION) TO PAY FOR THE COST THEREOF

MOTION that the Public Hearing be opened by Freeholder Fantasia
Seconded by Freeholder Fasano
(Voice vote) All 4 voted in the affirmative

Is anyone present to be heard regarding this Resolution?
No public comment

MOTION that the Public Hearing be closed by Freeholder Fantasia
Seconded by Freeholder Fasano
(Voice vote)- All 4 voted in affirmative

MOTION that this Ordinance be finally adopted and authorize the Clerk to advertise this Ordinance as finally adopted, and also post same on the bulletin board in the lobby of the County Administrative Center.
(Roll Call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

8. **PUBLIC SESSION FROM THE FLOOR**

Comments are limited to 3 minutes or less and must only address issues regarding agenda items. Please state your name, and print your name and municipality on the sign in sheet.

Time is 6:45 PM

MOTION to open the floor for public comment made by Freeholder Yardley
Seconded by Freeholder Fasano
(Voice Vote)-All 4 voted in the affirmative

Mr. Gettler, Wantage offered comments on his displeasure with the proposed 2020 County Budget..

MOTION to close the floor for public comment made by Freeholder Fantasia
Seconded by Freeholder Yardley
(Voice Vote)- All 4 voted in the affirmative

9. **FREEHOLDERS’ COMMENTS**

Comments from Freeholder Fasano

Thanked the public for attending tonight’s meeting and congratulated the Girl Scouts.

Reported that these past few weeks have been centered on the 2020 County Budget. A tremendous amount of time and effort was poured into developing the Budget. This Budget addresses the weaknesses and the opportunities for this County and it provides more for the hard working employees. It will provide for a better structure as the County moves forward. Thanked County Administrator Greg Poff, CFO/Treasurer Elke Yetter, his fellow Freeholders and the Auditors for getting him up to speed with the Budget.

Has been briefed by county and state officials regarding the coronavirus and is very pleased with the level of cooperation between federal, state and municipal levels of government. Sussex County is prepared and active in this fight as we are in this together to fight this virus.

Comments from Freeholder Yardley

Recently had the opportunity to visit Ames Rubber Corporation, Hamburg. It was a very informative tour and recommends that others take the opportunity to visit.

Visited with the Senior Citizen Group that meets at St. Jude's Church, Hopatcong. Distributed Human Services survey documents, to gather data about how well Senior Citizens know of the services the County provides.

He along with Baxter visited the Wantage Township School to participate in the annual Read Across America program.

Comments from Freeholder Fantasia

The Sussex County Arts and Heritage Council photography contest is scheduled for this Saturday March 14th at 6PM. This event is open to the public and she is hoping to attend to present the Awards.

Regarding the Coronavirus, as an Administrator of a school in Bergen County, the directives are universal across the state. The Governor rolled out that every school district had to put together a plan on how we would function if schools were closed. In New Jersey every student has to attend a minimum of 180 school days. There is training in place on how we will continue to teach if students cannot attend school. Presently schools are not closing necessarily because the virus is here; they are closing so staff can prepare lessons to ensure 180 days of valid instruction.

Has received emails from Walmart Corporation on their COVID-19 preparedness. Walmart wants the public to know that the stores are sanitized daily, by dedicated employees whose focus is to check cleanliness of common areas. Shelves are continuously stocked and they are considering contracting a 3rd party Contractor to perform hard core sanitizing. Other news is that Walmart in June will start to roll out prescription drug disposal kiosks at 1000 store locations. These kiosks will be similar to those found at municipal government locations.

Comments from Freeholder Petillo

Received a telephone call from Marty Cane, local Hopatcong Historian and Member of the Lake Hopatcong Foundation. Marty wanted to thank the Freeholders for being instrumental for the Foundation recent DEP grant award. The Foundation will receive \$500,000 to address five projects. Unlike Grants in the past which funded reports, this grant will fund actual treatment. If this is successful then other lakes will follow.

WNNJ, WSUS and Max 106.03 will host the 5th annual food drive for Backpack Snacks for Kids at the Newton and Franklin Weis this Saturday and Sunday March 21st and March 22nd from 10AM to 3PM. This is a very important project because there are children in this County who rely and are sustained with this backpack food.

AARP Smart Drive course. This course will be held at Sussex County Community College in the Performing Arts Center Atrium Room A227 on Tuesday, March 24th from 9AM to 3PM. This is a six-hour course and upon completion, offers participants a discount on their insurance premium for 3 years.

10. APPROVAL OF CONSENT AGENDA

A. RESOLUTION RE: 121-2020

AUTHORIZING THE COUNTY OF SUSSEX TO ENTER INTO AN AMENDED PROFESSIONAL SERVICES AGREEMENT WITH AHS HOSPITAL CORPORATION/NEWTON MEDICAL CENTER FOR MEDICAL DIAGNOSTIC SERVICES TO MEET THE NEEDS OF THE NEW JERSEY CANCER EDUCATION AND EARLY DETECTION GRANT # DCHS20CED020 FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020 IN ESTIMATED AMOUNT OF \$45,000.00

B. RESOLUTION RE: 122-2020

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO FILE AND EXECUTE THE LOW INCOME HEATING AND ENERGY ASSISTANCE PROGRAM (LIHEAP) COUNTY WELFARE AGENCY (CWA) ADMINISTRATION GRANT AWARD #2020-05139-0173-00 THROUGH THE NJ DEPARTMENT OF COMMUNITY AFFAIRS IN THE AMOUNT OF \$2,791.00 FOR THE PERIOD OF OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

C. RESOLUTION RE: 123-2020

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO FILE AND EXECUTE THE UNIVERSAL SERVICE FUND (USF) COUNTY WELFARE AGENCY (CWA) ADMINISTRATION GRANT AWARD #2020-05134-0194-00 THROUGH THE NJ DEPARTMENT OF COMMUNITY AFFAIRS IN THE AMOUNT OF \$1,860.00 FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020

D. RESOLUTION RE: 124-2020

AUTHORIZATION FOR THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS TO APPROVE A BUDGET AMENDMENT FOR THE ENHANCED IMPLEMENTATION OF THE NJ COMPREHENSIVE CANCER CONTROL PLAN THROUGH COORDINATED CANCER AND CHRONIC DISEASE ACTIVITIES PROJECT # DCHS20CCC008 ISSUED BY THE NJ DEPARTMENT OF HEALTH, DIVISION OF COMMUNITY HEALTH SERVICES TO ACCEPT ADDITIONAL FUNDING IN THE AMOUNT OF \$6,000.00 BRINGING THE TOTAL FUNDING TO \$136,410.00 FOR THE GRANT PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020

E. RESOLUTION RE: 125-2020

AUTHORIZATION FOR THE BOARD OF CHOSEN FREEHOLDERS TO APPLY FOR AND ACCEPT

FUNDS FROM THE MEDICATION ASSISTED TREATMENT (MAT) INITIATIVE THROUGH THE STATE DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES FOR THE PERIOD JANUARY 1, 2020 THROUGH JUNE 30, 2020 IN THE AMOUNT OF \$72,448.00 FOR SOCIAL SERVICES AND TRAINING PROGRAMS IN SUPPORT OF TREATMENT OF INMATES WITH OPIOID USE DISORDER

F. RESOLUTION RE: 126-2020

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD EXECUTE CONTRACT #20AVWN WITH THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF DISABILITY SERVICES AND THE SUSSEX COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF COMMUNITY AND YOUTH SERVICE FOR THE PROVISION OF THE PERSONAL ASSISTANCE SERVICES PROGRAM (PASP) FOR THE PERIOD OF JANUARY 1, 2020 TO DECEMBER 31, 2020 FOR A TOTAL AMOUNT OF \$15,894.00

G. RESOLUTION RE: 127-2020

AUTHORIZATION FOR THE FREEHOLDER DIRECTOR AND CLERK OF THE BOARD TO AMEND AGREEMENT WITH NJ TRANSIT FOR A TRANSIT ON DEMAND PILOT PROGRAM UTILIZING A TRANSPORTATION NETWORKING COMPANY (TNC) TO EXTEND THE CONTRACT PERIOD FROM NOVEMBER 1, 2018 THROUGH DECEMBER 31, 2020 IN THE AMOUNT OF \$40,000.00

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 A – G made by Freeholder Yardley
Seconded by Freeholder Fantasia
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

11. APPROVAL OF MINUTES

Special Meeting Budget Workshop
February 18, 2020
(Voice Vote)

MOTION to approve the minutes made by Freeholder Fantasia
Seconded by Freeholder Herb Yardley
All voted in the Affirmative

Regular Meeting – February 19, 2020
(Voice Vote)

MOTION to approve the minutes made by Freeholder Fantasia
Seconded by Freeholder Fasano
All voted in the Affirmative

12. APPOINTMENTS AND/OR RESIGNATIONS

A. RESOLUTION RE: 128-2020

APPOINTMENT OF CONCETTO FORMICA AS A FULL MEMBER TO THE PLANNING BOARD TO FULFILL THE UNEXPIRED TERM OF DAN FLYNN; SAID TERM TO BEGIN IMMEDIATELY AND EXPIRE ON DECEMBER 31, 2021

MOTION to appoint Concetto Formica made by Freeholder Yardley
Seconded by Freeholder Fasano
(Voice Vote)
All voted in the affirmative

13. RESOLUTIONS

A. RESOLUTION RE: 129-2020

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH RIKER, DANZIG, SCHERER, HYLAND & PERRETTI, LLP FOR THE PROVISION OF TRANSACTIONAL AND LITIGATION COUNSEL SERVICES FROM MARCH 11, 2020 THROUGH MARCH 10, 2021 IN AN AMOUNT NOT TO EXCEED \$85,000.00

B. RESOLUTION RE: 130-2020

AUTHORIZING A FORM OF MUTUAL AID AND ASSISTANCE AGREEMENT

WITH THE MUNICIPALITIES IN SUSSEX COUNTY TO EXPIRE DECEMBER 31, 2023

- C. **RESOLUTION RE: 131-2020**
AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS IN COMPLIANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ. FOR VARIOUS BID EXEMPT SERVICES AS STATED BELOW FOR 2020 FISCAL YEAR
- D. **RESOLUTION RE: 132-2020**
PROVIDING TEMPORARY CLOSURE OF CR 613 IN THE TOWNSHIP OF SPARTA FOR THE ANNUAL GIRLS ON THE RUN NEW JERSEY NORTH 5K RACE
- E. **RESOLUTION RE: 133-2020**
PROVIDING TEMPORARY CLOSURE OF THE EASTBOUND LANE OF CR 607 ON THE RIVER STYX BRIDGE IN HOPATCONG BOROUGH FOR THE HOPATCONG VETERANS BOAT TOUR
- F. **RESOLUTION RE: 134-2020**
PROVIDING TEMPORARY CLOSURE OF CR 607 IN HOPATCONG BOROUGH FOR THE HOPATCONG ANNUAL HALLOWEEN PARADE
- G. **RESOLUTION RE: 135-2020**
PROVIDING TEMPORARY CLOSURE OF CR 607 IN HOPATCONG BOROUGH FOR THE HOPATCONG ANNUAL MEMORIAL DAY PARADE
- H. **RESOLUTION RE: 136-2020**
AUTHORIZING THE COUNTY OF SUSSEX TO ENTER INTO AN AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR A PERMANENT LICENSE TO MAINTAIN, REHABILITATE, RECONSTRUCT AND PERFORM MAINTENANCE ACTIVITIES FOR BRIDGE C-18 ON PROPERTY WITHIN THE "LACKAWANNA CUTOFF" IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:65-1 ET SEQ.
- I. **RESOLUTION RE: 137-2020**
AUTHORIZING THE ACQUISITION OF EASEMENTS FOR THE REHABILITATION OF BRIDGE C-18, ROSEVILLE ROAD OVER WOLF LAKE INLET, BYRAM TOWNSHIP

MOTION to adopt said Resolutions A-I made by Freeholder Fasano
Seconded by Freeholder Fantasia
(Roll Call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

14. **AWARDS OF CONTRACT/CHANGE ORDERS/BID**

- A. **RESOLUTION RE: 138-2020**
AWARD OF CONTRACT EXTENSION FOR BITUMINOUS CONCRETE, AGGREGATES AND BROKEN STONE FOR THE COUNTY OF SUSSEX DIVISION OF PUBLIC WORKS TO VARIOUS VENDORS FROM MARCH 27, 2020 THROUGH MARCH 26, 2021
- B. **RESOLUTION RE: 139-2020**
AWARD OF CONTRACT EXTENSION THROUGH THE COMPETITIVE CONTRACTING PROCESS FOR PROFESSIONAL TEST SERVICES TO VARIOUS VENDORS FROM APRIL 1, 2020 THROUGH MARCH 31, 2021

The Board of Chosen Freeholders of the County of Sussex has reviewed the Award of Contract/Change Orders/Bids consisting of various proposed Resolutions and determined that adoption of the said Resolutions is in and will further the public interest.

MOTION to approve Contracts A and B made by Freeholder Fasano
Seconded by Freeholder Fantasia
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

15. **FINANCIAL**

- A. **RESOLUTION RE: 140-2020**

PAYMENT OF BILLS LIST
FEBRUARY 26, 2020

MOTION to approve the Bill List of February 26, 2020 made by Freeholder Fantasia
Seconded by Freeholder Yardley
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

B. RESOLUTION RE: 141-2020
PAYMENT OF BILLS LIST
MARCH 11, 2020

MOTION to approve the Bill List of March 11, 2020 made by Freeholder Fantasia
Seconded by Freeholder Fasano
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

C. RESOLUTION RE: 142-2020
GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE U.S. EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION'S (EEOC) "ENFORCEMENT
GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964"

D. RESOLUTION RE: 143-2020
AUTHORIZING THE UTILIZATION OF \$3,500,000.00 FROM THE ACCOUNT
ENTITLED "RESERVE FOR SALE OF COUNTY ASSETS – HOMESTEAD" IN THE 2020
BUDGET

MOTION to approve Resolutions C & D made by Freeholder Fasano
Seconded by Freeholder Fantasia
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

E. INTRODUCTION OF 2020 COUNTY BUDGET FOR FIRST READING

Freeholder Director Petillo: "The 2020 Sussex County Budget is being introduced for First Reading at this time and awaits approval by the Board. The 2020 Sussex County Budget Revenues and Appropriations Summary will be advertised in the New Jersey Herald issue of March 13, 2020.

**RESOLUTION RE: APPROVAL OF THE 2020 COUNTY BUDGET AS
PRESENTED FOR VOTE**

MOTION to introduce this Resolution on first reading made by Freeholder Yardley
Seconded by Freeholder Fasano
(Roll call vote)

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| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

County Administrator, Greg Poff Power Point 2020 Budget Presentation

Mr. Poff recognized all the Division Directors, Department Administrators and the various county agencies and Constitutional Officers that took a tremendous amount of time developing their budget requests for the budget sub-committee review. Then our Budget Director and Finance Officer spent a tremendous amount of time compiling the data which allows us to be able to have our department hearings and work on the development of the budget. Mr. Poff especially acknowledges Mary Jones-Schaming who was the county's Budget Director but has moved on for another professional opportunity. Mary and she is an extraordinary Budget Director and wished her the best in her future professional development.

The Freeholders received a memo dated March 6 addressing the issues that were brought up at the budget workshop meeting. There was an increase to the appropriation to the Sussex County Arts Council. The Art Council's appropriation had been reduced in the past, but this budget provides for an increase of \$4,300 which brings the total appropriation to \$7,500. There is also a \$5,000 appropriation for the food pantry. We are evaluating how best the County can support the food pantry with that appropriation. He will keep the Board apprised. There was a change to Grant Revenues and Appropriates. We were notified of additional grants in the amount of \$97,300 received in the Division of Fiscal Management after the budget workshop. The addition of this is tax neutral and will not increase the amount to be raised by taxes. By including these grants in the introduced budget,

Chapter 159 Resolutions will not be required. For general government, the Board of Elections modified their budget to be in compliance with the County Entity Cap. There were a few adjustments to general government divisions to allow for those changes and then prior year bills. After the budget workshop, the Division of Treasury received two additional invoices in the amount of \$297.00

As a result of these modifications the 2020 proposed County budget calls for revenues and appropriations totaling \$117,371,761.70 or a 1.83% increase over 2019 Total Operations.

The budget submitted was comprised by the efforts of Freeholders Hertzberg and Fantasia, himself, CFO Elke Yetter and Budget Director Mary Jones-Schaming.

The budget process begins in August of every year. The guidance is communicated to the departments and various agencies to prepare their budget submissions which are due in September. The Department of Finance then puts together the large binders and then they are used in the month of October when the department budget hearings begin. The budget subcommittee meets for several weeks in October to review the budget submittals with the various departments. The Capital proposals and requests are due in October and those are compiled simultaneously with the department budget hearings. November is for reviewing the capital projects. A draft budget is prepared in December in which the budget subcommittee reviews. This draft cannot be finalized until after the first of the year once we know what revenues have come in from the prior year and having the information from the County tax board certified relative to what the value of the County's ratable base will be. The draft budget is brought before the County to review in its work session which was in February and then provides for the introduction for the County's budget. Providing the Board all this information advances the introduction and approval of the budget pursuant to state budget law. There will be a public hearing and vote for adoption on April 8. There are many laws that affect the County budget. The 1977 CAP, the 2010 Budget CAP and most recently 2017 County entity CAP. Regarding this most recent CAP we have been working with the Board of Elections to come to compliance with the County entity tax. It has been a challenge for the smaller entities that are subject to this CAP as they are starting to come up against the limitations of that CAP. CFO Elke Yetter and himself are working on a recommendation that will be forth coming in the next few months as to what the law will provide as we believe that those entities will not have to hit up against that CAP by giving a consideration to a CAP base adjustment. That will be a more detailed report and does impact in any way the 2020 county's budget. This information shows the Board the very real constraints that are imposed by the State of New Jersey. Mr. Poff is pleased to announce that the 2020 budget is in compliance with the all the state budget CAPs.

Total revenues for the year are \$117,371,762.00 and this number contains various revenue components. More than 80% of the county budget is comprised of property taxes. While it is challenging to put together a budget of this size, it is the State of New Jersey that defines how this entity will support itself by revenues. Because of the way the State has constructed its budget laws the Board of Chosen Freeholders is very limited in terms of revenue sources that we might otherwise consider for the operation of county government. While the decision to raise taxes must be considered carefully particularly with county government, there are a tremendous amount of services that are mandated by the state of New Jersey to be provided by county government and the county government must be funded by property taxes. The services are offset by appropriations which are grants that the county receives, with a small amount of state aid that is received to help offset some of the debt service to the County College; there are miscellaneous revenues that comprise approximately 8% of our total revenues as well as fund balance. The fund balance at the end of 2019 was \$16.86 million dollars or just over 15% of the total budget. The fund balance anticipated in the 2020 budget is just over \$6 million. We use our fund balance for a good financial management tool to be able to absorb unexpected costs or downturns in the economy. Our goal is to keep the fund balance flat and the County is in compliance with its adopted fund balance policy.

The 2020 budget represents a 1.83% increase in total operations. In this presentation unlike past presentations the focus is on the services that the county provides. When you look at the allocation of the county tax dollar you can see that capital, debt and statutory expenses which include pension payments are about a quarter of the total allocation of the county tax dollar. To follow were budget highlights showing where every tax dollar is spent, by highlighting: public safety, public works and Capital improvements. Library Director Will Porter will present at the next meeting the Dennis Library Branch proposal. Additional appropriations are being considered as part of the County's debt management policy which was adopted at the end of 2019. The fund policy together with the debt management policy, the Board and public should be aware that the appropriation in the operation budget went from \$500,000 in 2019 to now \$1million for our capital improvements. This will allow the county to pay for its capital improvements projects in cash and in turn reduce the amount of debt the county will incur.

Next part of presentation highlighted the services provided by Human Services, which is a subset of the department of Health and Human services which offers a myriad of services to county residents. The Division of Planning which is a subset of the department of Engineering and Planning coordinates and produces the Honey and Garlic festival. This festival was conceived to spotlight the county's agricultural industry including honey, garlic, pottery, produce, wine and cheese. It is a good way for our Planning Division to showcase what is available in this county and what makes us unique. We have storm water inlet operation and maintenance. This is a critical component to our overall road system. This system gets water off of the roads and it requires a tremendous amount of work put forth by a Division of Public works. There is also guiderails and maintenance.

These are installed to enhance the roadway systems. Department of Finance is an integral part of how everything fits together. One of the ways to do this is being very mindful of our bond ratings. The county enjoys an AA+ bond rating. By putting our debt management policy in force really got us to focus on how much we were putting in the general operating fund for the capital improvements that is why we saw the increase from \$500,000 to \$1million. This has led to better grant management within the county. Another place where the county makes it investment is in the college and the technical school. He listed some of the things the schools are doing. There are so many things being done in the institution of education that the county supports

Moving from the operating budget into the capital budget, the county has a developed capital improvement program. This provides for the preparation and adoption for major capital projects or acquisitions. The funding of these projects is done through a combination of current funds and debt financing. The capital expenditures include improvements to the community college, the technical school and a variety of county government projects as well as site remediation. We are looking forward to coming to a close within the next 18 months with the various site remediation projects. The 2020 capital improvements program totals \$28,012,416.00 with new debt authorized not to exceed \$10,000,000 dollars. Mr. Poff reported on the budget pieces that make up the capital projects improvements. Regarding the Dennis Library Branch improvement, the funding will come from the \$3.5million of the Reserve from the sale of the Homestead with the state of New Jersey matching that amount should the Board authorize a grant application to the state of New Jersey. In conclusion, again, the 2020 budget represents a 1.8% increase of total operations.

Freeholder Fantasia stated in addition to the guiderails as a need there is also a need in addressing some of our employees in positions that they have been have been woefully underfunded and under compensated. We are experiencing personnel joining the County employment, working for a year or so for experience and then going to neighboring towns or counties for more compensation. The Budget Committee took a good look this year at this concern and she feels we have a plan to address that.

In the form of unfunded mandates, as an example the Prosecutor's office taking over the humane society functions. Also the Association of Counties has banded together and filed suit against the state of New Jersey for voting situation for the absentee ballots. This again is unfunded and it is left up to us to make it work. Lastly, when we talk about the tax bill as a homeowner, the lion's share of that does come from your school taxes. She spoke on school funding and Abbot Districts.

Freeholder Petillo used to be in a school district in Newark and saw firsthand how the money is being wasted and in Sussex County we are paying the price. This year seems to be the worst because the cuts are in the million dollar range. Funding services and addressing needs in the County are great challenge, but am thankful for all the department and division heads, the 501c's that partner with us who work hard to retain cost expenditures. SCCC President Jon Connolly was recognized for his cutting edge idea of transiting from college education to technical education.

The county currently has an AA+ bond rating. This rating indicates that the county currently operates under strong management and strong budgetary performance and a very strong budgetary flexibility. The 2020 budgets addresses a lot issues one of them being competitive wages for its specialized work force. The county is constantly looking at shared services. Each year the budget is looked at to come up with solutions to problems that have challenged the county for years. Each year the budget is being developed to focus on continuing or new areas of improvement. This budget addresses a lot of issues while staying under the 2% levy cap. All this takes good management throughout the entire year. She thanked Elke and Greg for all they have done. She complimented Freeholder Fasano for all the time he spent on understanding the budget.

Freeholder Fantasia asked Mr. Poff to give an overview of Freeholder Hertzberg's plan to reduce debt.

Mr. Poff stated there are two pieces in terms of the county's capital improvement program. The debt management policy was a key factor and going from \$500,000 to \$1million helps the county to complete more of its capital projects in cash and this in turn reduces the amount of debt the county will have to borrow and this shows up in subsequent budget cycles. He complimented Freeholder Hertzberg for his leadership implementing the debt management policy. This is step. He said one of the challenges with the budget is not looking at it as a single cycle. A budget really is a plan and it is built on subsequent years. We will do our best to continue with the debt management policy.

MOTION to authorize the Clerk to advertise the Budget Revenues and Appropriations Summary 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 on the Budget and Tax Resolution will be held in the Freeholder Meeting Room, County Administrative Center, One Spring Street, Newton, New Jersey on Wednesday, April 8, 2020 at 6:00 P.M., at which time and place objections to said Budget and Tax Resolution for the year 2020 may be presented by taxpayers or other interested persons." Made by Freeholder Fasano
Seconded by Freeholder Fantasia

(Voice vote)- All four voted in the affirmative

F. RESOLUTION RE: 144-2020
APPROVAL OF 2020 LIBRARY BUDGET AND CERTIFICATION OF 2020 LIBRARY TAX LEVY

G. RESOLUTION RE: 145-2020
APPROVAL OF THE 2020 COUNTY FARMLAND RESERVATION, RECREATION AND OPEN SPACE TRUST FUND LEVY

H. RESOLUTION RE: 146-2020
AUTHORIZING SUBMISSION OF THE PUBLIC LIBRARY STATISTICAL REPORT FOR 2019

BY THE SUSSEX COUNTY DIVISION OF LIBRARY SERVICES

MOTION to approve Resolutions F-H made by Freeholder Fasano
Seconded by Freeholder Yardley
(Roll call vote)

| | |
|---------------------|-----|
| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

16. **PERSONNEL**

RESOLUTION RE: 147-2020
AUTHORIZING PERSONNEL AGENDA OF March 11, 2020

MOTION to adopt the Personnel Agenda made by Freeholder Fasano
Freeholder Fantasia
(Roll Call vote)

| | |
|---------------------|-----|
| Freeholder Fantasia | Yes |
| Freeholder Fasano | Yes |
| Freeholder Petillo | Yes |
| Freeholder Yardley | Yes |

17. **ADMINISTRATIVE REPORT**

Mr. Poff stated that the County has a dedicated Emergency Preparedness Team that is specifically engaged for public health emergencies. The team includes our Director of Public Health Nursing, Medical Reserve Core Coordinator and Risk Communicator as well as our Health Officer. The Team has been working these past few weeks and is continuously reviewing our plans to keep ahead of this issue so we can continue to communicate with the public.

18. **COUNTY COUNSEL REPORT**- No report

19. **UNFINISHED BUSINESS**

20. **NEW BUSINESS**

21. **PUBLIC SESSION FROM THE FLOOR**

Everyone is asked to keep their comments to 3 minutes. Please state your name and print name and municipality on sign in sheet.

MOTION to open the floor for public comment made by Freeholder Fasano
Seconded by Freeholder Fantasia
(Voice vote)-All in favor

Mr. Gettler made additional comments regarding his displeasure with the 2020 budget and provided two handouts to the Board. One relating to County Tax Analysis 1999-2020 and Historical Data regarding High Point Regional High School Enrollment/Tuition Costs 1991- to present.

MOTION to close the floor for public comment and return to regular business made by Freeholder Fasano
Seconded by Freeholder Fantasia
(Voice vote)- All in favor

22. **REMINDERS**

Please check the County’s website at www.sussex.nj.us for meeting schedules.

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

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 enter 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:**
- X (7) **Matters Relating to Litigation, Negotiations and the Attorney Client Privilege;**
 - **McDowell et al. v. Grewal, et al.**
 - **Strada v. Sussex County Freeholders, et al.**
 - **Mt. Creek Bankruptcy**
- _____ (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 not reconvene its meeting open to the public.

BE IT FURTHER RESOLVED that the Board expects not to take formal action and will adjourn the meeting in Executive Session.

Time is 8:15PM

MOTION to adopt the Executive Session Resolution and enter into Executive Session made by Freeholder Yardley
Seconded by Freeholder Fantasia
(Voice vote)All in favor

24. ADJOURNMENT

MOTION to adjourn the meeting from Executive Session at 9:35PM made by Freeholder Yardley
Seconded by Freeholder Fasano
(Voice vote)-All in favor

DATED: March 11, 2020

Respectively submitted,

Teri Lyons, Clerk