



## Board of Chosen Freeholders

### REGULAR MEETING MINUTES

March 23, 2018

4:00 PM

Salem County Olde Courthouse, 104 Market Street, Salem, New Jersey, 08079

**I. Call to Order Time**

Director Melissa DeCastro called the meeting to order at 4:00 pm

**II. Invocation:**

Deputy Director Charles Hassler provided the invocation

**III. Pledge of Allegiance:** Led by Director Melissa DeCastro

**IV. Statement Regarding Open Public Meetings Act**

Deputy Clerk of the Board, Stacy Pennington, stated that adequate notice pursuant to the Open Public Meetings Act has been given of this meeting by

**Adequate notice pursuant to the Open Public Meetings Act has been given of this meeting:**

1. By forwarding notice to the South Jersey Times and Elmer Times Co.; and
2. By posting notice on the bulletin board in the Salem County Courthouse, Fifth Street Complex; and
3. By filing notice in the Offices of the Salem County Clerk and the Clerk of the Board all having been done at least 48 hours in advance.

**V. Attendance Roll Call**

Freeholder	Present	Absent
Freeholder Lee Ware	X	
Deputy Director Charles Hassler	X	
Freeholder Benjamin Laury	X	
Freeholder Scott Griscom	X	
Director Melissa DeCastro	X	

Quorum was established with five Freeholders present (5/0).

**VI. Minutes**

Motion was made by Deputy Director Hassler to dispense with the reading of the minutes of the March 12, 2018 regular meeting. Minutes are to be received, approved, and recorded in the Minute Book. Freeholder Lee Ware seconded the motion. No Discussion, it carried by a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**VII. Special Recognition:**

Director DeCastro stated - Tonight we are recognizing March as Women’s History Month in honor of the women who have made a significant impact on our Country, State, County and Towns, and to those women who continue to work for the better good of our citizens. We’d like to present this Proclamation to the Commission on Women. We would also like to recognize individual women who are currently serving, or who have served as elected officials in Salem County. Marjorie Sperry- Quinton, Patricia Willis and Ellen Pompper-LAC, and Linda DuBois of Pittsgrove and myself. Linda DuBois accepted the proclamation for the Commission on Women. No other female elected officials were present.

In addition to Women’s History Month, we are proclaiming March as Red Cross Month, L Linda DuBois is here representing the American Red Cross, Salem County Chapter. Present certificates. Linda thanked the Board for the recognition and when on to explain that March was a difficult and busy month on the East Coast for the Red Cross battling all the winter storms.

**VIII. Presentation: None**

**IX. Waiver of the Rules:** Clerk of the Board states there is one waiver, Resolution D4 Municipal Alliance Strategic Plan. A motion was made by Deputy Director Charles Hassler to allow a waiver of the rules. Freeholder Lee Ware seconded the motion. There was no discussion; it was carried by a roll call vote.

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**X. Correspondence**

**A. General:**

1. Monmouth County Board of Chosen Freeholders adopting a resolution supporting the continued funding of the National Sea Grant Program in the Federal Government’s Fiscal Year 2019 Budget

**B. Committee/ Commission Minutes and Reports:**

1. SCIA Board Packet and Minutes for March 8, 2018

Motion was made by Deputy Director Charles Hassler to accept and file the correspondence, as well as, the committee/commission minutes and reports be made a part of the minutes.

Freeholder Lee Ware seconded the motion there was no discussion, it was carried by a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**XI. Payment of Bills and Claims:**

A motion was made by Deputy Director Charles Hassler that all bills and claims, when audited and properly signed, be paid and charged to their respective accounts. Freeholder Lee Ware seconded the motion, the motion carried by a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**XII. Treasurer’s Report : none**

Freeholder	Aye	Ney	Abstain	Absent
Freeholder Lee Ware				
Deputy Director Charles Hassler				
Freeholder Benjamin Laury				
Freeholder Scott Griscom				
Director Melissa DeCastro				

**XIII. Resolutions:**

Director DeCastro asked Freeholders if there were any resolutions that will need to be read separately this evening. Freeholder Laury asked for A2 to be read and voted on separately. Director called upon the Deputy Clerk of the Board to read the Resolutions by title.

**A. ADMINISTRATIVE COMMITTEE – DeCastro, Hassler**

- A1. Resolution Amending and Correcting the Resolution Appointing Members to the Salem County Youth Services Commission
- A3. Resolution Requesting Transfer of Funds I
- A4. Resolution Requesting Transfer of Funds II
- A5. Resolution Authorizing Purchases from State Contract Vendors
- A6. Resolution Amending Title and Salary Ranges for 2018
- A7. Resolution Confirming Appointment of a County Administrator

Deputy Director Hassler motioned to move for adoption the Resolution above, seconded by Freeholder Ware. There was no discussion, the motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

Freeholder Laury asked Treasurer Kelly Hannigan about five items on the supplemental document for resolution A2. He asked the Director to allow the Treasurer to review and return to vote on the resolution A2 after all the other resolutions had been voted upon. The Director agreed. Freeholder Laury provided the Treasurer with the following items;

- Veterans salary and wage does not appear to be funded at the appropriate level to avoid over expenditures
- Community Busing does not appear to be funded at the appropriate level to avoid over expenditures
- Social Security has \$600,000.00 in its line and should be funded at \$1.2m
- Not sure why there is funding for a Bond Anticipation Note.
- Why is Youth & Family Service line funded at \$500,000.00? It should be zero

**B. AGRICULTURAL/ TOURISM COMMITTEE – Ware, Laury**

B1. Resolution Appointing Member to the Cultural & Heritage Commission

Deputy Director Hassler motioned to move for adoption the Resolution above, seconded by Freeholder Laury. There was no discussion, the motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**C. ECONOMIC DEVELOPMENT/ PUBLIC WORKS COMMITTEE – Hassler, Griscom**

C1. Resolution to Approve American Cancer Society Application for Motorist Solicitation Pursuant to Resolution No. 98-115

C2. Resolution Approving Railway Right of Way and Construction and Access Agreement

Deputy Director Hassler motioned to move for adoption the Resolution above, seconded by Freeholder Griscom. There was no discussion, the motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**D. HEALTH/ HUMAN SERVICES/ EDUCATION COMMITTEE – Laury, DeCastro**

D1. Resolution Authorizing a Vehicle Lease Between Mid-Atlantic States Career and Education Center and the Salem County Board of Chosen Freeholders to Provide Various Transportation for Delaware Dialysis, Camden & Philadelphia Appointments

D2. Resolution Acknowledging the Standard Board Resolution Form from the NJ Department of Human Services

D3. Resolution Approving the Submission of a Proposal to NJ Department Of Human Service Division of Aging Services for State Health Insurance Program Grant

D4. Resolution to Adopt the FY 2019 Update of the 2014-2019 Municipal Alliance Strategic Plan

Freeholder Laury motioned to move for adoption the Resolution above, seconded by Freeholder Ware. There was no discussion, the motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**E. PUBLIC SAFETY COMMITTEE – Griscom, Ware**

E1. Resolution Authorizing a One Year Extension of a Contract for Providing Inmate Dental Care to the Salem County Correctional Facility

Freeholder Griscom motioned to move for adoption the Resolution above, seconded by Freeholder Ware. There was no discussion, the motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**IX. Freeholder Old Business**

Freeholder Laury questioned the bills from Telsey and Telsey and wondered why we are getting charged and additional amount above. He asked the Administrator to please look into the matter and clarify the billing situation. Administrator Ridgway will clarify

**X. Freeholder New Business**

Freeholder Griscom announced that he met with Sheriff Miller who was happy to report that the Correction Facility has just undergone a rigorous state inspection and the results were outstanding. The report commended the employees for an outstanding job. Freeholder Griscom added that if you know someone who works there make sure you let them know what a great job they are doing.

**XI. Freeholder Public Announcements**

Director DeCastro announced that the Commission on Women breakfast will be held at 9:30 on April 7<sup>th</sup> at the Centerton Country Club

Freeholder Laury announced that the Health Department will provide two presentations.

1. April 2<sup>nd</sup> NARCAN Training and Kit to be held at the OEM. This topic hits close to home for many people. He understands that there is controversy that if addicts know it's available they will take the risk, but he added if it was my son or daughter, I'd want it available.
2. April 11 6-8 Tech Dependence at Salem Community College

**XII. Public Comment**

Anyone wishing to speak please speak clearly and state your name and address for the record. Each speaker will have **FOUR MINUTES** to speak. The Clerk of the Board (COB) will keep track of the time for each speaker. When addressing questions concerning personnel issues with the County of Salem no names will be used at any time.

Linda DuBois Pittsgrove Township

As I wrote on topic form, I am questioning expenditures versus cuts, specifically hiring instead of cutting. A discussion followed that included Freeholder Director DeCastro, Human Resource Director Stacy Pennington and Administrator Jeff Ridgway. HR Director stated that no new positions had been created, and the only hiring to date was to replace positions. She added that most people were giving the additional duties when someone left instead of replacing them. Ms. DuBois commented that she was thinking about the extra lawyers and payments. Deputy Director Hassler responded by saying that in the years 2015-2017 that additional lawyers had been hire for specialized areas totaling approximately \$200,000.00 per year.

**XIII. Administrative Committee**

**A2. Resolution for Additional Appropriations in the Temporary Budget for 2018**

After a brief discussion between the Board and the Treasurer, Treasurer Kelly Hannigan made the following recommendations

- Add \$13,000.00 to Veterans salary and wage line
- Add \$142,000.00 to Community Bus salary and wage line
- Add \$600,000.00 to the Social Security line
- Remove \$599,000.00 from the Bond Anticipation line because debt service has to be paid regardless, so it can be added later
- Leave DFYS because it's believed to be a pass through grant and can be removed later

Freeholder Laury made a motion to make the recommended adjustments to the Temporary Budget, seconded by Freeholder Ware. The motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

Deputy Director Hassler made a motion to approve resolution A2 with the adjustments, seconded by Freeholder Ware. The motion passed with a roll call vote

Freeholder	Aye	Nye	Abstain	Absent
Freeholder Lee Ware	X			
Deputy Director Charles Hassler	X			
Freeholder Benjamin Laury	X			
Freeholder Scott Griscom	X			
Director Melissa DeCastro	X			

**XIV. Adjournment**

Motion was made by Deputy Director Charles Hassler to adjourn the meeting, seconded by Freeholder Scott Griscom. Motion passed by hand vote 5/0 at 4:37pm

**Next Meeting Date**

Wednesday, April 4, 2018  
Regular Meeting 6:30 PM Meeting  
Salem County Olde Courthouse, 104 Market Street, Salem, NJ 08079

