



Board of Chosen Freeholders

REGULAR MEETING MINUTES

September 5, 2018

6:30 PM

Salem County Olde Court House, 104 Market Street, Salem, NJ 08079

- I. **Call to Order** - Director Melissa DeCastro called the meeting to order at 6:33 PM.
- II. **Invocation:** Director DeCastro called upon Pastor Sonita Johnson, St. John's Pentecostal Outreach Church of Salem, to provide the invocation. Director DeCastro thanked Pastor Johnson and extended appreciation of her joining the meeting.
- III. **Pledge of Allegiance:** Director DeCastro shared Joseph Hannagan, Director of Veterans Affairs, was unable to attend as he was celebrating his anniversary. Director DeCastro called upon Jeff Ridgway, County Administrator, to lead the Pledge of Allegiance.
- IV. **Statement Regarding Open Public Meetings Act**

Clerk of the Board, Brenda Banks, stated that adequate notice pursuant to the Open Public Meetings Act has been given of this meeting:

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	

VI. **Minutes**

Motion was made by Deputy Director Charles Hassler, seconded by Freeholder Lee Ware to dispense with the reading of the minutes of the August 15, 2018 Regular Meeting. Minutes are to be received, approved, and recorded in the Minute Book. No discussion followed. Motion passed by a roll call vote.

Freeholder	Motion	Second	Aye	Nay	Abstain	Absent
Freeholder Lee Ware		X	X			
Deputy Director Charles Hassler	X		X			
Freeholder Benjamin Laury			X			
Freeholder Scott Griscom			X			

Director Melissa DeCastro			X			
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VII. Special Recognition:

Director DeCastro called upon Freeholder Scott Griscom to present the Proclamation Recognizing September 2018 as National Preparedness Month. Freeholder Griscom stated National Preparedness Month is recognized each September and reminds us to be prepared for emergencies and prepare an Emergency Response Plan. Director DeCastro thanked every first responder and Sheriff’s Officers for their service.

Director DeCastro called upon Deputy Director Charles Hassler to present the Proclamation Recognizing September 2018 as National Childhood Cancer Awareness Month. Deputy Director Hassler stated this month is recognized to put a spotlight on the types of cancer that affect children, survivorship issues, raise funds for research and the impact on those suffering and their families.

VIII. Presentation: Director DeCastro thanked Mercaiden for joining us this evening to present the 2017 County Audit findings.

Warren Brody, Digesh Patel, and Matt Daly, were present. Mr. Brody thanked the board, management and staff for their assistance over the course of the audit. Mr. Patel presented the synopsis of the 2017 audit results for the year ended December 31, 2017 (power point attached).

They reviewed the areas of audit emphasis looked into to help understand what the audit is and the procedure.

- There were no significant changes in management’s accounting estimates.
- Corrected misstatements: There were three audit adjustments made to the original trial balance.
- Uncorrected misstatements: there were no unrecorded audit adjustments.
- Auditor’s Opinion: Unmodified opinion on the financial statements, reports on year ended December 31, 2017, and unmodified opinion on the supplementary information.
- Reporting Required by GAAS: There were three findings noted regarding internal controls over financial reporting and noncompliance laws, regulations, contracts, and grant agreements.
 1. 2017-001: Instances of inadequate record keeping and internal controls were noted in the following areas:
 - Certain year-end bank accounts were not reconciled timely or correctly.
 - Year-end adjusting entries between Current and Trust Fund accounts were not properly or timely recorded.
 - Seven purchase orders and/or checks issued for insurance claims and other payments were not managed though normal County policies and procedures. Required supporting documentation, as well as, signatures indicating review and approval by department heads, vendors, and/or Freeholder Board members was missing.
 - Two checks were prepared on 12/31/17 (\$15,000 and \$200,000). There were only two of the required three signatures.
 2. 2017-002: Over-expenditures of grant and appropriation reserves in the amounts of \$7,693 and \$37,464, respectively, were noted at year end.
 3. 2017-003: Several instances of noncompliance were noted in the following areas:

- Capital improvement ordinance 2011-04 was charged for purposes other than those approved by the Freeholder Board.
 - Change orders exceeding 20% of the original contract were not properly advertised in accordance with State of New Jersey, Department of Community Affairs, Division of Local Government Services and Local Public Contracts Law.
 - A bid was rejected due to all responsible bids exceeding the allowable and appropriated budget. Supporting documentation was not available for audit in order to determine if bids actually exceeded the allowable budget.
 - Transfer of available Trust Fund balances to the Current Fund was completed without a Freeholder Board Resolution.
 - Required GASB 45 actuarial valuation was not completed timely.
- The Current Fund Cash line increased from 2016 to 2017. All numbers were consistent. Appropriations adjustments fund balances did go over.
 - The Revenue collected was almost \$10 million, which was increased. The excess revenue primary drive cancels current.
 - Trust Fund – The account slightly and consistent dedicated by rider specific purpose.
 - Capital Fund Statement- consistent check for compliance and adequate at year end. There were bonds and notes authorized, but not issued in the amount of \$800,364 for the year ended December 31, 2017 and \$364 for December 31, 2016.
 - Reviewed the GASB Statement No. 75, Financial Reporting for Postemployment benefit plans other than pension plans.
 - They reviewed their Core Values, contact information, required communications, the accounting policies and practices.
 - They recommended the following are significant accounting estimates made inherent to the financial statements in which management's estimation process appears appropriate.
 - Accumulated sick and vacation time – only recorded in the footnote disclosures.
 - Net pension liability only recorded in the footnote disclosures.
 - County modified cash benefits GAAP account the impact only recorded in footnotes.
 - They indicated they did not encounter any disagreements with management, not aware of any consultations management had with other accountants about accounting or auditing management did not encounter any significant difficulties in dealing with management during the audit.
 - The three findings included: two material weaknesses in Internal Control over Financial Reporting noted at findings 2017-001 and 2017-002. One instance of material noncompliance noted at finding 2017-003.

Clarification was provided regarding 7 checks that were processed through the system but were manual. There were checks that had only 2 of the 3 signatures. There were five checks processed within the last week between Christmas and New Years, approximately totaling \$136,000. All checks written between Christmas and New Years totaled approximately \$400,000.

Director Melissa DeCastro stated the importance of trust funds being used in its designated area. The departments work hard on that and there were noted of movements in trust, especially the Parvin Trust Fund.

The full audit will be posted online when received. Mercaiden will stay until the end for questions.

IX. ORDINANCE INTRODUCTION TO BE READ BY TITLE (1st Reading)

Director Melissa DeCastro called upon Clerk Brenda Banks to read the Ordinance by title.

An Ordinance of the Board of Chosen Freeholders of the County of Salem, New Jersey, Appropriating the Sum of \$275,000 from the Capital Improvement Fund for the Completion of Various Capital Improvements and the Acquisition of Various Capital Equipment

1. Director DeCastro asked the Board’s pleasure. A motion for Introduction of Ordinance No. 2018-003 was made, seconded. No discussion followed. The motion carried by a roll call vote.

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

2. Director Melissa DeCastro announced the Public Hearing and adoption is scheduled for Wednesday, October 3, 2018.

X. Waiver of the Rules

Director Melissa DeCastro called upon Clerk Brenda Banks to read the Waiver of the Rules.

A9. Resolution Authorizing Execution of a Collective Bargaining Agreement Between the County of Salem and the Sheriff of the County of Salem and the Salem County Sheriff’s Officers Association Covering Salem County Sheriff’s Officers January 1, 2018 to December 31, 2021

A motion was made to add to the agenda, seconded. No discussion followed. Motion passed by roll call vote.

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

XI. Correspondence

A. General:

1. Letter from State of New Jersey, Department of Transportation informing the FY 2019 County Aid Program funding is underway and Salem County will receive a NJ Department of Transportation County Aid allotment of \$4,842,538 from NJ Transportation Trust Fund.

2. Letter from Parvin State Park Appreciation Committee, Inc. regarding pending resurfacing Parvin Mill Road from Morton Avenue to Crystal Road.
3. Union County Resolution No. 2018-712 adopted by the Union County Board of Chosen Freeholders supporting the increase of funding for current service rates to Mental Health Agencies.
4. Thank you card from Jamie Munyon to the Salem County Board of Chosen Freeholders thanking them for the opportunity to intern with the Salem County Engineer's Department.
5. Letter from Coombs Barnyard announcing their 10 year anniversary and ten generation of farming in New Jersey celebration.
6. Letter from State of New Jersey Office of the Attorney General, Deputy Attorney General Jay A. Ganzman regarding the letter received about the Salem Health and Wellness Foundation use of its charitable funds in accordance with its original mission and purposes.
7. Letter from Atlantic City Electric in the matter of the provision of basic generation service (BGS) for the period beginning June 1, 2019. Notice of filing and public hearing.
8. Letter regarding South Jersey Gas Company Fenwick Creek Crossing Project Route 45/ Market Street Right-of-Way City of Salem and Mannington Township, Salem County, NJ.

B. Committee/ Commission Minutes and Reports:

1. Salem County Improvement Authority meeting minutes from June 14, 2018
2. Salem County Tourism Advisory Council meeting notes from June 19, 2018
3. Salem County Economic Development Advisory Council meeting notes from June 21, 2018

Motion was made and seconded to accept and file the correspondence and minutes, and to be made part of the minutes. No discussion followed.

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

XII. Payment of Bills and Claims

A motion was made and seconded that all bills and claims, when audited and properly signed, be paid and charged to their respective accounts. No discussion followed.

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

XIII. Treasurer's Report: July 2018

A motion was made and second to accept the Treasurer's July 2018 report and make part of the record. No discussion followed.

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

XIV. Resolutions:

Director Melissa DeCastro asked if any Freeholders wanted any Resolutions read separately this evening. Director DeCastro asked for D1 (Resolution 2018-303) to be read separately. She called upon Clerk Brenda Banks to read the Resolutions by title.

A. ADMINISTRATIVE COMMITTEE – DeCastro, Hassler

Resolution 2018-290: Finance Resolution Cancellation of Check #100528 (3M Oconomowoc-Vendor Change)

Resolution 2018-291: Finance Resolution Cancellation of Check #100782 (Pointe Pontiac Buck GMC- duplicate payment Sheriff's Office)

Resolution 2018-292: Resolution Changing Custodian of Petty Cash Funds

Resolution 2018-293: Resolution Rescinding Petty Cash Funds

Resolution 2018-294: Resolution Providing for the Insertion of any Special Item of Revenue in the Budget Pursuant to NJSA 40A:4-87 Chapter 159, P.L. 1948 (FY 2013 Local Bridge Future Needs Program)

Resolution 2018-295: Resolution Providing for the Insertion of any Special Item of Revenue in the Budget Pursuant to NJSA 40A:4-87 Chapter 159, P.L. 1948 (FY 2015 Local Bridge Future Needs Program)

Resolution 2018-296: Resolution Providing for the Insertion of any Special Item of Revenue in the Budget Pursuant to NJSA 40A:4-87 Chapter 159, P.L. 1948 (Victims of Crimes Act VS-60-15 SART/FNE)

Resolution 2018-297: Resolution Appointing the County Equal Employment Opportunity Officer for the County of Salem

Resolution 2018-298: Resolution Authorizing Execution of a Collective Bargaining Agreement Between the County of Salem and the Sheriff of the County of Salem and the Salem County Sheriff's Officers Association Covering Salem County Sheriff's Officers January 1, 2018 to December 31, 2021

A motion was made and seconded to adopt the above nine resolutions. No discussion followed. The motion carried by a roll call vote.

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

B. AGRICULTURAL/ TOURISM COMMITTEE – Ware, Laury

Resolution 2018-299: Resolution Accepting Cultural & Heritage Commission 2019 Grant Dollars from the New Jersey Historical Commission and the New Jersey State Council for the Arts

A motion was made and seconded to adopt the above resolution. No discussion followed. The motion carried by a roll call vote.

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

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

Resolution 2018-300: Resolution Adopting an Illicit Connection to Storm Sewers along County Roads Policy and Procedure

Resolution 2018-301: Resolution Adopting an Improper Disposal of Waste into Storm Sewers along County Roads Policy and Procedure

Resolution 2018-302: Resolution Renewing a Contract for the Provision of Janitorial Supplies and Coarse Paper Products for the Salem County Cooperative Contract Purchasing System (Office Basics, Inc.)

A motion was made and seconded to adopt the above three resolutions. No discussion followed. The motion carried by a roll call vote.

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

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

Resolution 2018-303: Resolution Authorizing the Filing of an Application to NJ Transit Corporation and the Department of Transportation, on Behalf of County of Salem for a Section 5311 Grant Under the Federal Transit Act, as Amended

A motion was made and seconded to adopt the above resolution. No discussion followed. The motion carried by a roll call vote.

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

Resolution 2018-304: Resolution Authorizing the Filing of an Application to NJ Transit Corporation on Behalf of Salem County Office on Aging for a Grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as Amended

Resolution 2018-305: Resolution Approving the Submission of a Proposal to New Jersey Department of Human Services Division of Aging Services for Area Plan Grant

Resolution 2018-306: Resolution Acknowledging the Standardized Board Resolution Form from the New Jersey Department of Human Services for the Area Plan Grant

Resolution 2018-307: Resolution Acknowledging the Business Associate Agreement Form from the New Jersey Department of Human Services for the Area Plan Grant

Resolution 2018-308: Resolution Approving the Submission of a Proposal to New Jersey Department of Human Services Division of Aging Services for Medicare Insurance Patients and Providers Act (MIPPA Grant)

Resolution 2018-309: Resolution Acknowledging the Standardized Board Resolution Form from the New Jersey Department of Human Services for the Medicare Improvements for Patients and Providers Act (MIPPA)

A motion was made and seconded to adopt the above six resolutions. No discussion followed. The motion carried by a roll call vote.

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

E. PUBLIC SAFETY COMMITTEE – Griscom, Ware

Resolution 2018-310: Resolution Authorizing an Extension of the 2018 Salem County Title IV-D Interagency Reimbursement Agreement Renewal with the New Jersey Department of Human Services Division of Family Development

A motion was made and seconded to adopt the above resolution. No discussion followed. The motion carried by a roll call vote.

Freeholder	Motion	Second	Aye	Nay	Abstain	Absent
Freeholder Lee Ware		X	X			

Deputy Director Charles Hassler			X			
Freeholder Benjamin Laury			X			
Freeholder Scott Griscom	X		X			
Director Melissa DeCastro			X			

IX. Freeholder Old Business – No old business was discussed.

X. Freeholder New Business

Freeholder Ben Laury made a motion for Mid Atlantic Career to use the Old Courthouse for a presentation by AT&T who is presenting \$15,000 for Salem City youth. Motion seconded by Freeholder Scott Griscom. Freeholder Laury stated receiving \$15,000 is a great use for the Old Courthouse to assist the underserved of Salem. This building is paid by taxpayers and it is used by others. The NAACP uses it. Believes the use for one evening for kids and families to get more in the future. Mid Atlantic is willing to pay for the maintenance and security personnel for that night. Freeholder Lee Ware agreed the cause is worthy and asked County Administrator Jeff Ridgway if this is consistent with other requests. Administrator Ridgway indicated that had to be consistent with use due to liability. The Salem City Court does use it on Thursday night; the NAACP was moved to the 5th street conference room as they were the last group to use the facility and had a county employee who was a member present. Consistency and security is the reason it was denied. Director DeCastro met with Mid Atlantic and there is no stipulation in the grant they are receiving and not related to a county facility. Security and safety is important. Freeholder Ware stated our most precious youth is involved; why not use the High School. Administrator Ridgway stated they wanted to use here (Old Courthouse). Director DeCastro asked about stipulations and it was decided not appropriate to only let one organization to use. The motion was defeated by a roll call vote.

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

XI. Freeholder Public Announcements: No Freeholder Public Announcements were made.

XII. Executive Session (if necessary): No Executive Session was held.

XIII. Public Comment (Agenda items or other County Business)

Tom Hickson, Pittsgrove: Discussed concerns he has with drainage on his property, a County road. Questioned if the County could tie into the line for rain/ runoff water and asked about a drainage easement. Deputy Director Charles Hassler indicated would come out and look into the situation.

Linda DuBois, Pittsgrove: Announced Parvin state Park will be celebrating their 87th Year on September 22. They will be hosting their Christmas in July event that was previously rained out. They will have a health fair, car show, bouncy rides for youth, etc. Also reminded that in October they would host the Terror in the Timber on Friday and Saturday nights.

Patty Bomba, Carneys Point: Stated that for the last 8 months many shots were made at the current Administration for Special Council expenses. Surprised checks written on holiday, Sunday, without proper signatures, maybe there was need for Special Counsel.

Joe Baber, Alloway Township: Wanted to follow up on Ms. Bomba’s comment. He questioned who wrote the checks and what two claims. Mercaiden responded there was a \$15,000 and a \$200,000 to various vendors. They were signed by CFO and QPA. He asked the names of check and Mercaiden stated would get back to him.

Mr. Baber shared death of a coach at Woodstown High School, the Holladay family of Woodstown. Services will be September 15 at the Woodstown Presbyterian Church from 11 AM – 1 PM. He indicated they are trying to raise money for the service if anyone is interested in donating.

Mr. Baber also thanked the committee for the Special Recognition on the Preparedness Month. Especially as the 911 had a tough time recently. He thanked Director DeCastro for stopping out. They weren’t prepared but the professionalism of the 911 employees and all involved got through. He shared that Vaughn did amazing job as he always does when anyone reaches out to him. He puts out 100% effort. Director DeCastro thanked him. Mr. Baber indicated his hope they become more prepared and get better. Deputy Director Hassler stated that the Director and he want to come out and see what happened to fix it. Stated preparation after the dust settles hopes to become more prepared and get better. This time got though and next time hopes to. Director DeCastro indicated communication needs to be better. Already have a stressful job and last thing needed on Labor Day

Mr. Baber thanked OEM Secretary as she emailed thank you from Sheriff, the umbrella leader, although not sure why secretary sent it and wasn’t personally sent. Director DeCastro indicated it is ironic that Preparedness is this month and this happened.

Director DeCastro asked if there were any more questions for Mercaiden as they are here. The document is in draft format the full document by end of the week and will potentially vote at the next meeting or the first meeting in October. They have 45 days to approve the audit.

XIV. Adjournment – Motion made and seconded to adjourn the meeting at 7:21 PM. No further discussion.

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

Next Meeting Date

Wednesday, September 19, 2018
 Regular Meeting 6:30 PM Meeting
 Oldmans Township Municipal Building, 40 Freed Road, Pedricktown, New Jersey

*****All content on this agenda is subject to change without advance notice up to the advertised time of the meeting to which this agenda applies.**