

**SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS  
WORKSHOP MEETING MINUTES  
PENNSVILLE MUNICIPAL BUILDING, PENNSVILLE  
MARCH 21, 2012**

Freeholder Director Acton opened the meeting at 5:30 PM with the Pledge of Allegiance and the reading of the Open Public Meetings Act.

Roll Call showed present-Freeholders Laury, Cross, Vanderslice, Ware, Bobbitt, Timberman, and Director Acton.

Director Acton stated welcome to our workshop meeting we appreciate you coming to Pennsville we felt that this is necessary and important to be in Pennsville to be in different areas top communicate and to give people the opportunity to come and join our meetings so welcome.

We've been trying to do as much cost savings as we can trying to turn every stone that we can so not only looking at the large picture but looking at some small items also. A couple of weeks ago we looked at vehicles and then today we are looking at printer savings.

Administrator Ford stated I talked to our IT person as he was supposed to make a presentation two weeks ago. We thought that there was significant opportunities for savings around printers and copiers. The IT person was doing the estimation it was brought to his attention the night of the last meeting that his estimated cost was way out of line and he had to go into the Edmunds system to get the actual cost and it was 70,000 difference. I didn't think he should present this because he had to go back and do some homework. He is still working on this project. The number he gave me from Edmunds right now looks like only \$30,000 for printer cost. This looks like one of those projects where we thought there could be significant savings but it turns out the savings may not be as great as we first thought. The purchasing agent Mr. Foley is also working on a project so we hope to have some numbers in the near future. IT is running short handed and there are a lot of IT needs I keep communicating with him and once we have something more concrete we will present it to the board at that time.

Cost savings of streamline county practices we had a subcommittee looking at this led by Mrs. Barbara Duffy. We had a lot of feedback, a lot of ideas from our county employees and we appreciate that and we continue to tell them thank you for sharing. Couple of individual comments a lot were department comments people are really rolling up their sleeves being creative trying to come up with ideas because everyone is very sensitive to the current state of affairs financially. People are saying they don't want anyone to lose their job.

Tenants remain in place at the 5<sup>th</sup> Street property at a profit of \$110,000 per year, COB conference room cable line was pulled for saving \$1,000 per year, there was a suggestion to get rid of petty cash but some departments are mandated by the state to have petty cash no one is abusing petty cash system, there was a comment to reduce the number of freeholders and perhaps freeholders should not take a salary at all do it on an hourly rate, IT department move internet services to one provider at a cost savings of \$7,800, the Sheriff's department utilizing more of the bracelet program.

Freeholder Cross stated the bracelet program that is discussed here was imitated by Sheriff Miller. It does occupy five of his officers for the program but it brings in a tremendous amount of revenue to the county but more importantly to us and to the sheriff it eliminates one of the wildcard issues that we deal with each and every year in the fact that we never truly know what our insurance expenses are going to be for those inmates the health insurance part of this. Once we take custody of a prisoner any health insurance issue any health issues are the responsibility of the county so what the Sheriff did institute he took five officers and he has a program and although one of the previous judges used it to a much greater degree we're using it to a point now where this eliminates that responsibility falling on the county and drastically cuts our health insurance coverage for these inmates as well it puts them out on the program there's no serious offenders obviously they look at that as part of the interview process but putting these folks out and they are responsible and checked up on. Obviously the Sheriff checks up on and has people monitor their situation outside. It's been a tremendous help to him a tremendous elimination of that part of his budget because again it's something that he guess at each and every year and unfortunately we have the judge isn't making as much use of it as the previous one but, the juvenile judge, we are hoping that we can continue this program and see the numbers increase.

Also submitted to the subcommittee for review was the mailroom we will distribute paychecks to the outer areas of the city by mailroom personnel, employee's opting out of insurance coverage, money generated from the vending machine, and hotel expenses for anyone traveling in the state.

In reference to the county fleet, made a presentation last week and the survey is completed vehicles are scheduled for auction that will probably happen this month or next month for those vehicles that we mentioned. Committee is also in discussions with those departments that have company vehicles. Admin Department has a vehicle and is willing to give it up.

Freeholder Cross stated part of this process was the service and the maintenance program, have we reached out to the Vo-Tech

Administrator Ford stated no we haven't as of yet and I will do that. Having experience with the Vo-Tech I know that because they run classes in AM and PM

getting timely service may be an issue PM students are more senior, third year second year students. We can sit down with them and talk about possibilities.

Freeholder Timberman stated this doesn't have to do with the fleet it has to do more with the mileage reimbursement rate. I know at one of our Admin meetings that it was said that that rate will probably go up when the gas prices skyrocket because we tend to follow the IRS rate of reimbursement and I don't know if it's a resolution something the freeholders can pass to stop paying that

Administrator Ford stated its my understanding that's going to I won't say all because I'm not sure but some of the union contracts.

Freeholder Timberman stated a lot of people that use the fleet are not union like administration a department head

Administrator Ford stated to that extent I think that it's something that we can explore the freeholders can pass a resolution to either if you want to increase the per mileage sure you can do that.

I was informed that currently there is not one shop, one vendor, that services all the vehicles I guess departments kind of manages on its own who they get to service their cars as suggestion was made that we could perhaps get the freeholders to consider putting it out to bid and having one shop be the primary sole service provider for the vehicles.

Operating the internet there was an issue because they were switching internet providers now that they have a different internet provider should have better usage less down time less disruption of service.

I found out today apparently there was a grant a few years ago, the PARIS Grant, to have scanners I believe there is a room with scanners. One of the things I want to do is send an email to the departments saying if anyone needs a scanner we have an opportunity to provide that to you. We have communicated to department heads instead of making hard copies scan and send to people through email to save on paper costs.

Installation of the sensor switches on light fixtures perhaps should also look at the heating system, idea centralizing purchase of supplies, reduction of paper, having a paperless freeholder board meeting idea having a laptop for every freeholder possibility of putting all the materials on a CD or sending them electronically to the board members or instead of sending a CD you could send a link and you can print it on your own. Maybe can look at that and try on a trial basis.

Director Acton stated why would anyone have an air card for their phone.

Freeholder Timberman stated for the laptop there are some places where they can't get internet.

Administrator Ford that's one of the things I can recall there is no policing of that so that's something we need to look into.

Freeholder Cross stated the health department was one of those departments that had through their outreach while they are out away from the office.

Director Acton handed out draft budgets kind of where we stand to date. This is a draft budget it looks a little bit different than the worksheet we normally get that we discussed in our workshop meetings. I don't want anybody to think that this is a copy or anything it's purely a worksheet. This is what our auditor suggested since the issue we had of the omission line item to go ahead and kind of fill out the state report to see if maybe any other line items were omitted. I just wanted to give this to you for a review. I just wanted something to be given to you tonight to let you know the auditors are working and the staff's working very hard to get us up to speed. I think you'll probably have a lot of questions after you look at this and next meeting I anticipate having the auditor come in and maybe going line by line or being able to answer any questions that you may have. Like I said it looks a lot different from what our normal budget worksheets look like. This is a state form.

Freeholder Timberman stated this proposed is this what has been modified by the auditors the proposed 2012 or is this what we currently have.

Director Acton stated currently have budgeted.

Freeholder Bobbitt stated is there any reason we start on sheet 11 is there something previous to this.

Director Acton stated the previous sheets are our names its some background information of the county it's a lot of discussion.

Freeholder Bobbitt stated so this is the beginning because it says operations continues.

Director Acton stated yes but this is the beginning from what I gather. I think this was a sample form that they just kept on filling out.

Freeholder Vanderslice stated the 42012 column is some of the numbers may be different from the last worksheet because there were some modifications made however these numbers were transferred from the last worksheets that we actually so if you have that copy you should be able to compare the two.

RESOLUTION AUTHORIZING THE EXCLUSION OF THE PUBLIC FROM A  
MEETING OF THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF SALEM

Deputy Director Laury made a motion to enter closed session and after closed session go into recess until 7:30 pm with Freeholder Cross seconding his motion. As there was no discussion motion carried by hand vote 7/0 to enter closed session to discuss Cobb v. the County of Salem, Habora v. the Salem County and some other general litigation items.

**SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS  
EXECUTIVE SESSION MINUTES  
PENNSVILLE MUNICIPAL BUILDING, PENNSVILLE  
MARCH 21, 2012**

Present: Freeholders Acton, Laury, Cross, Vanderslice, Ware, Bobbitt, and Timberman.  
Administrator Ford, COB Gage, Solicitor Levitsky.

The Freeholders entered executive session at 6:05 pm by resolution, to discuss litigation on two cases, Brown v Salem County, and Cobb v Salem County, and additional items of litigation noted by the solicitor.

Cobb v Salem County- the workman's compensation case was reviewed. A settlement figure has been reached based on permanent and partial disability. Settlement authorization will be done by resolution in open session in the amount of \$6489.00

Brown v Salem County-workman's compensation case which the Judge in pre trial settlement discussions has advised the County to settle to avoid additional costs. Settlement figure to be approved in open session is \$750.00.

Habora vs Salem County-the merits of the case were discussed. Settlement authority was given to our attorney, Cheryl Cooper to max at \$XXXXX.

Rodriquez v Salem County-this is a death case with high potential for a jury settlement. Previous authorization was given for settlement but in the recent settlement conference with the Judge the number has gone up. This case is split 50-50 with the insurance company. Settlement authority was increased to \$XXXXXX.

At 6:45 pm Freeholder Laury motioned to exit executive session and recess the meeting, second by Freeholder Vanderslice, carried 7/0.

Respectively submitted,

Earl R. Gage  
Clerk of the Board

