

AGENDA

7:30 p.m. Wednesday, February 2, 2011

Call to order

Salute to the flag

Open Public Meetings Statement

Roll Call

Approval of the minutes from the freeholder meeting of January 19, 2011

Changes to the Agenda

P-1 Proclamation honoring the Glassboro Bulldogs Football Team for winning the State title and other accomplishments.

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

DEPARTMENT OF ADMINISTRATION

DIRECTOR DAMMINGER

DEPUTY DIRECTOR W. WALLACE

A-1 Resolution authorizing a closed meeting of the Board of Chosen Freeholders of the County of Gloucester. The general nature of the subjects to be discussed at said closed meeting, shall be **(A)** the possible settlement of the Workers' Compensation claims captioned (i) Derrick L. Smart v. County of Gloucester, Claim Petition Number 2009-33800; (ii) Cassel Ellis v. County of Gloucester, Claim Petition Nos. 2007-30873, 2007-20875, 2009-6097 and 2009-6090; and (iii) James Mello v. County of Gloucester, Claim Petition no. 2008-9194; and **(B)** status of and possible settlement of condemnation matter captioned County of Gloucester v. Edward H. Risell, Jr., Brock Kelly LeBonne, Docket no. GLO-L-2-10.

A-2 Resolution authorizing the execution of a professional services contract with Appraisal Systems, Inc., for the provision of professional revaluations for the Boroughs of Westville and Woodbury Heights, the City of Woodbury, and the Townships of Deptford and Mantua for a period of one year from the date of the award of the contract, which contract shall be open-ended, and shall have a minimum contract amount of zero and a maximum contract amount of \$1,438,600. A request for proposals (RFP #010-092) had been advertised and put on the County's web site for revaluation of Deptford, Mantua, Westville, Woodbury City and Woodbury Heights. One proposal was received and reviewed from Appraisal Systems, Inc. The amount of the contract is \$1,438,600. Pursuant to the law establishing the Gloucester County Assessor Pilot Project, the county is to be fully reimbursed for the costs of the revaluation contract.

A-3 Resolution approving revisions to the Human Resources Manual and to amend the Administrative Code Section PER-6. The Human Resources Manual provides administrative policies and formalizes employee procedures. These policies and procedures seek to provide uniform operations within each department, increase efficiency, improve employee morale, and enhance service to Gloucester County residents. The Human Resources Department is requesting a resolution to approve, as part of the Administrative Code, five revisions to certain parts of the existing manual (PER-6). The policies being requested for modification, and the explanation why, are as follows: 1.3 Exhibit C, Employee Acknowledgement for HR Manual Revisions: limited acknowledgement to receiving HR Manual changes; 2.10 Volunteers and Interns: Corrected policy to reflect volunteer activity within county departments; 6.4 Exhibit K, Medical Release Form: added area where treating physician can indicate the date that the employee is allowed to return to work without restrictions; 7.9, Telephone Use, Visitors, and Mail: added language which bans management staff from cell phone use during public freeholder meetings; 8.2 Exhibit Z, Report of Job Accident: amended to clarify that full address of employee filing a report of job accident is being requested. These existing policies were reviewed and modified for accuracy due to evolution and to continue functional change. These changes make the Human Resources Manual a better management tool for the county and provide clearer direction to employees.

A-4 Resolution authorizing a contract with Graphicolor Corp. for the supply and delivery of printed letterhead and business cards for all county departments for a period of two years starting February 2, 2011 and terminating February 1, 2013 with the option to extend for a one (1) two (2) year period or two (2) one (1) year periods for a minimum annual contract amount of zero and a maximum annual contract amount of \$30,000.00. Request for a Resolution to award a contract to Graphicolor Corp. located at 3490 N. Mill Road, Vineland, NJ 08360, to supply and deliver printed letterhead and business cards on an as needed basis for all County Departments as per bid specification PD-11-006. The contract is for a period of (2) years, starting February 2, 2011 and terminating February 1, 2013 with the option to extend for a one two (2) year extension or two one (1) year extensions for a maximum dollar amount of \$30,000.00 per year.

A-5 Resolution authorizing the award of a contract to A&P Plumbing Supply Company for supplying various plumbing supplies to the County of Gloucester Buildings and Grounds Department with a minimum contract amount of zero and a maximum contract amount of \$80,000.00 per year for a period of two years from the date of the award with the option to extend for one (1) two (2) year period or two (2) one (1) year periods as per PD 011-004. This contract is for a minimum dollar amount of zero and a maximum amount of \$80,000.00, per year, for the term of two years from the date of the award of the contract (with the option to extend for two (2) one year terms or one (1) two year term). A & P Plumbing will be supplying various plumbing materials as more specifically described in the bid specifications PD# 011-004.

A-6 Resolution authorizing a contract with Ribbons Express for the supply and delivery of printer ribbons, ink jet, toner cartridges, fax machine toner and drum units on an as needed basis for all county departments, as per bid specification PD-11-009, for a period of one (1) year starting February 2, 2011 and terminating on February 1, 2012 with the county having the option to extend for a one (1) two (2) year period or two (2) one (1) year periods for a minimum annual amount of zero and a maximum annual contract amount of \$75,000.00. Resolution to award a contract to Ribbons Express located at 1980 Old Cuthbert Road, Cherry Hill, NJ 08034 to supply and deliver printer ribbons, ink jet, toner cartridges, fax machine toner and drum units on an as needed basis for all County Departments as per bid specification PD-11-009. Contract will be awarded to Ribbons Express for a period of one (1) year with a one two (2) year extension or two one (1) year extensions and will have a minimum annual contract amount of zero and a maximum dollar amount of \$75,000.00 per year.

A-7 Resolution authorizing the purchase of postage and postage supplies for the County Of Gloucester through state contract number A63753 from Pitney Bowes for a minimum contract amount of zero and a maximum contract amount of \$110,000.00. This agenda item is for the annual postage costs as well as postal supplies for all county departments for 2011 in an amount not to exceed \$110,000.00.

A-8 Resolution authorizing and confirming settlement of litigation in the matter of Nicholas DeSimone v. Gloucester County. Resolution which will authorize settlement in the amount of \$5,000.00, in regard to the litigation matter of Nicholas DeSimone v. Gloucester County, U.S. District Court Civil Action no. 07-4720, as per recommendation by legal counsel for the County, based on the amount of settlement as compared to the amount of money it would cost to proceed to trial. A case wherein the Plaintiff alleges a claim of exposure to MRSA. The County admits no liability.

A-9 Resolution opposing the increase of the 2011 County Per Diem rates for care of patients at state institutions. This resolution will set forth the County's opposition to the increase in the 2011 County per diem rates for care of patients at State Institutions.

**DEPARTMENT OF ECONOMIC
DEVELOPMENT & PUBLIC WORKS**

**FREEHOLDER SIMMONS
FREEHOLDER CHILA**

B-1 Resolution authorizing the purchase by the County of Gloucester from Paul R. and Carmella J. Marion of certain real property known as Block 250, Lot 1 in the Township of Mantua, in connection with the widening of Woodbury-Glassboro Rd. as per Engineering Project # 08-04SA for the total amount of \$163,000.00. The Resolution will authorize execution of an agreement of sale in the amount of \$163,000.00 for closing on the above referenced property owned by Paul R. and Carmella J. Marion (H/W) 300 Tylers Mill Road in the Township of Mantua. This property will be utilized for roadway widening and storm water management for Woodbury-Glassboro Rd. (CR 553) widening project. The property in its entirety is being purchased and will be partly utilized as a field office, construction storage facility as well as for the construction of the roadway and associated storm drainage for the widening project. County funds were budgeted for the engineering design and ROW (Right of Way) acquisition for this project. The construction will be fully (100%) funded using State Aid Grant Funds.

B-2 Resolution approving and authorizing the execution of change order increase #1 to an existing contract with South State, Inc. increasing the contract amount by \$39,976.33 as per Engineering project #06-14SA. The Resolution will authorize a Contract Change Order Increase #1 with South State, Inc. (P.O. Box 68, Bridgeton, NJ 08302) for Increases and decreases to various contract items including supplemental item for direct reimbursement for Police Traffic Directors required to construct the project, in association with the Construction of the Drainage Improvement along Hurffville-Grenloch Road, County Route 635 between Skelly Lane and Hurffville Road, in the Township of Washington, Gloucester County, New Jersey, in the amount of \$39,976.33, as per Engineering 06-14SA. This project is 100 % State Aid funded.

B-3 Resolution approving and authorizing the execution of change order #2-Final to an existing contract with South State, Inc. decreasing the contract amount by \$2,000.00 as per Engineering project #08-16FA. The Resolution will authorize a Contract Change Order Decrease #2-Final, for pavement penalty incurred for non-compliance of composition on one lot of HMA surface course with South State, Inc. (P.O. Box 68, Bridgeton, NJ 08302) for the project "Resurfacing and Safety Improvements to County Route 630, Egg Harbor Road between Blackwood-Barnsboro Road, County Route 603, and Salina Road, Washington Twp., Gloucester County, New Jersey," Engineering Project #08-16FA in the amount of -\$2,000.00. This project is 100 % Federally funded.

B-4 Resolution authorizing a contract with Deer Carcass Removal Service for the provision of services pertaining to the removal of deer carcass on Countywide roadsides for the County of Gloucester in the minimum contract amount of zero and a maximum amount of \$60,000.00 per year for a contract period of two years. This resolution is for services pertaining to the removal of deer carcasses along County roadways and the price per deer removed will be \$55.00.

B-5 Resolution authorizing execution of amendment to contract between the County of Gloucester and the New Jersey Department of Labor and Workforce Development, to increase the total contract amount by \$18,236.00. The New Jersey Department of Labor and Workforce Development has forwarded additional funds for Program Year 2010 (7/1/10 thru 6/30/11) to the Gloucester County Workforce Investment Board. These state dollars are in the form of Workforce Development Partnership Program funds in the amount of \$18,236. They are dedicated for supporting the ongoing operation of the program. The original NJLWD Workforce Development Area Contract for Program Year 2010 is being modified to reflect these additional monies. The grant period shall be reflected as July 1, 2010 through June 30, 2011. The total funding for our County in PY 2010 is \$3,315,286. These monies will allow the County to serve eligible County residents in the arena of employment and training.

B-6 Resolution authorizing the Gloucester County Board of Chosen Freeholders to enter into an agreement with the Borough of Newfield to administer spending of the CDBG Allocation of funds for a total amount of \$25,000.00, for the period commencing February 2, 2011 and terminating February 1, 2012. The County of Gloucester is requesting the execution of an Agreement with the Borough of Newfield in the amount of \$25,000.00. The Agreement is for a Public Improvement activity for the reconstruction of the Senior Center/Fire Station Facility. The Senior Center occupies an estimated 35% of the structure and that portion of the roof reconstruction will be financed through CDBG. The roof will be reconstructed from a flat to an A-frame roof. This public improvement project is for the low-mod area benefit, limited clientele serving census tract 5018.00 BG 1. This reconstruction of the Senior Center will benefit the Senior Citizen residents of Newfield by creating a safer place of recreation. The term of the agreement is for 12 months commencing February 2, 2011 and terminating on February 1, 2012.

B-7 Resolution authorizing the execution of a Shared Services Agreement between the County of Gloucester, the Department of Economic Development/CDBG/HOME and the Housing Authority of Gloucester County for administration of the Tenant Based Rental Assistance Program for period January 1, 2011 through December 31, 2011 for a minimum contract amount of zero and a maximum of \$100,000.00. The County of Gloucester is requesting the Gloucester County Board of Chosen Freeholders to execute a Shared Services Agreement between the County of Gloucester and the Housing Authority of Gloucester County for the Management of a Tenant Based Rental Assistance Program for Gloucester County Residents currently receiving section 8 vouchers. The Agreement is for a term of one year commencing January 1, 2011 through December 31, 2011. The Gloucester County Board of Chosen Freeholders has an interest in preventing homelessness in the county and section 8 housing vouchers are limited in number and may take as long as 6 months to become available to new applicants. The Housing Authority in conjunction with the Gloucester County Board of Social Services and the Community Development Block Grant/HOME Program wishes to enter into an agreement whereby the Board of Social Services will send eligible clients to the Housing Authority who will locate affordable housing for these clients, the HOME Investment Partnership Program Funds will then pay the rent of these clients until Section 8 Vouchers become available. The Agreement is for an amount not to exceed \$100,000.00. This is a grant funded program.

**DEPARTMENT OF HEALTH &
EDUCATION**

**DEPUTY DIRECTOR W. WALLACE
FREEHOLDER CHILA**

C-1 Resolution authorizing the Freeholder Director to execute and apply any and all documents necessary to apply to the National Association of County and City Health Officials for a "mini grant" in the amount of \$5,000 for the period beginning January 1, 2011 and concluding July 31, 2011. The Department of Health and Senior Services requests authorization to submit an application for a NACCHO MRC Capacity Building Award in the amount of \$5,000. This grant will provide funding to expand and build the public health Medical Emergency Reserve Corp response capabilities in emergencies. This funding will provide educational material and personnel cost for the period January 1, 2011 to July 31, 2011.

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**FREEHOLDER CHILA
FREEHOLDER DiMARCO**

D-1 Resolution to award a contract to Cooper Monument Company for the engraving of niche covers for the Gloucester County Veterans Memorial Cemetery for a period of one year beginning from the date of award with an option to extend the contract for one (1) two (2) year period or two (2) one (1) year periods. This contract is for the engraving of niche covers and is inclusive of all labor and materials required. The cost per letter/ number is \$8.00 and a Religious emblem is \$20.00. Fees are paid by Family members with no cost to the County. Cooper Monument was the only bidder.

D-2 Resolution approving and authorizing the execution of a change order to an existing contract with Pictometry International increasing the contract amount by \$1,367.84 resulting in a new total contract amount of \$137,948.18. This resolution is to request a change order to the Pictometry contract. We entered into a contract renewal with Pictometry International for aerial digital imagery in November, 2010. Along with aerial imagery, Pictometry agreed to supply the Board of Taxation with ChangeFindr software which compares images taken two years ago with those taken this year. This change order is necessitated by additional costs for parcels which were not included in the original contract as it pertains to the ChangeFindr software. The contract will be increased by \$1,367.84 for a new total contract amount of \$137,948.18.

D-3 Resolution authorizing a two-year contract with Cooper Notification Inc. for the Roam Secure Alert Network System for a minimum contract amount of zero and a maximum contract amount of \$70,000.00 for the period beginning January 1, 2011 through December 31, 2012. This resolution is authorizing Gloucester County to renew the roam secure alert network system for two years from Cooper Notification Inc. The purchase will be \$35,000.00 for each year for a total amount of \$70,000.00. Gloucester County entered into a five year contract with Shared Technologies in December of 2004 for the roam secure alert system. Shared Technologies has since been purchased by Cooper Notification. As you know, this is a text messaging system that alerts the county in cases of emergency and disaster. This renewal will be from the 2010 Homeland Security Grant. The total contract is \$70,000 (\$35,000 per year for two years).

D-4 Resolution authorizing the County of Gloucester to enter into a memorandum of understanding between the NJ Department of Law and Public Safety, Division of State Police, Office of Homeland Security and Preparedness, the NJ Department of Transportation, US Coast Guard, Camden County OEM and Salem County OEM to assist with the execution of the Delaware River infrastructure protection project. A resolution to enter into an MOU with the State of New Jersey, US Coast Guard, Homeland Security to participate in the DRIPP project. DRIPP – Delaware River Infrastructure Protection Plan will be installing video surveillance cameras at strategic locations along the Delaware River. We have been asked to supply space for them to install electronic equipment including a monitor. There is no cost to the County.

**DEPARTMENT OF SOCIAL &
HUMAN SERVICES**

**FREEHOLDER NESTORE
DEPUTY DIRECTOR W. WALLACE**

E-1 Resolution authorizing agreement between the County of Gloucester and the Township of Deptford for the provision of the Municipal Alliance Drug and Alcohol Prevention Services for the total contract amount of \$22,044.00 for the period commencing January 1, 2011 and concluding with December 31, 2011. 2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded for Deptford is \$22,044.

E-2 Resolution authorizing agreement between the County of Gloucester and the Township of Elk/Franklin for the provision of the Municipal Alliance Drug and Alcohol Prevention Services for the total contract amount of \$20,364.00 for the period commencing January 1, 2011 and concluding with December 31, 2011. 2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded for Elk/Franklin is \$20,364.

E-3 Resolution authorizing agreement between the County of Gloucester and the Township of Mantua/Harrison for the provision of the Municipal Alliance Drug and Alcohol Prevention Services for the total contract amount of \$17,977.00 for the period commencing January 1, 2011 and concluding with December 31, 2011.

2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded for Mantua/Harrison is \$17,977.

E-4 Resolution authorizing agreement between the County of Gloucester and the Township of Monroe for the provision of the Municipal Alliance Drug and Alcohol Prevention Services for the total contract amount of \$23,460.00 for the period commencing January 1, 2011 and concluding with December 31, 2011.

2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded for Monroe is \$23,460.

E-5 Resolution authorizing agreement between the County of Gloucester and the Township of Washington for the provision of the Municipal Alliance Drug and Alcohol Prevention Services for the total contract amount of \$31,880.00 for the period commencing January 1, 2011 and concluding with December 31, 2011.

2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded to Washington Twp is 31,880

E-6 Resolution authorizing agreement between the County of Gloucester and the Township of West Deptford for the provision of Municipal Alliance Drug & Alcohol Prevention Services for a total contract amount of \$17,920 for the period commencing January 1, 2011 and concluding with December 31, 2011.

2011 Municipal Alliance Prevention Plan/Grant is an annual direct service grant involving 24 municipalities for the expressed purpose of community prevention/education regarding alcoholism and drug abuse. This year's grant awarded for West Deptford is \$17,920.

E-7 Resolution authorizing application for the Justice and Mental Health Collaboration Program Grant to the U.S. Department of Justice through the Gloucester County Department of Human Services in collaboration with the Gloucester County's Prosecutor's Office and Newpoint Behavior Health to enhance the bridge program within the correction facility to include wraparound addiction services for those inmates that have a co-occurring disorder, in the total amount of \$200,000.00 for the period of two years upon award. The Department of Human Services in collaboration with the Gloucester County Prosecutor's Office and NewPoint Behavioral Health is applying for a grant from the US Dept of Justice to enhance the Bridge Program within the jail to include wraparound addiction services for those inmates that have a co-occurring disorder in the amount of \$200,000.00 for two years.

F-1 Resolution authorizing the award of a contract to Keefe commissary network for commissary services for the Gloucester County Department of Correctional Services for a two year period commencing from the date of the award with an option to extend the contract for one (1) two (2) year period or two (2) one (1) year periods. A resolution to award a contract to Keefe Commissary Network, 301 Mill Rd., Edison, NJ 08837, 1-800-831-1738, for the supply and delivery of commissary services to the Gloucester county department of correctional services (Gloucester County Jail). Minimum contract amount of zero and an annual maximum amount of \$200,000. Contract will be for a two (2) year period from the date of award with options for (1) one two year period or (2) two one year periods. Contract#PD-010-057.

F-2 Resolution authorizing food delivery to the County of Gloucester Department of Correctional Services from the State of New Jersey Treasury Distribution Center through state contract number A49131 for a minimum contract amount of zero and a maximum contract amount of \$50,000.00 for the period beginning January 1, 2011 and concluding March 31, 2011. To encumber money for State of NJ Treasury Distribution Center: Estimated Amount \$ 50,000.00. Account number 1-01-25-080-001-20430

F-3 Resolution authorizing the execution of any and all documents with regard to the grant application for enforcing the underage drinking laws (Cops in Shops) State Block Grant through the Gloucester County Prosecutor's Office for the period commencing June 1, 2011 and concluding May 31, 2012 in the amount of \$36,000.00. The Gloucester County Prosecutor's Office, Crash Investigation Unit (C.I.U.) and the Gloucester County Highway Safety Task Force have applied for a "Cops in Shops" Enforcing the Underage Drinking Laws (EUDL) grant in the amount of \$36,000.00 for the period of June 1, 2011 through May 31, 2012. The grant is being made available by the New Jersey Division of Alcoholic Beverage Control for continuation funding of a task force approach comprised of sworn police officers throughout the County and from the Gloucester County Prosecutor's Office. This group will be trained and deployed on scheduled evenings to participate in operations that will Enforce the Underage Drinking Laws (EUDL) throughout Gloucester County. The grant will be responsible for reimbursement to officers for the selected municipalities and Prosecutor's Office in order to pay their overtime. The reimbursement rate will be \$55.00 per hour, allowing from 40 to 60 details of "Cops in Shops" enforcement throughout Gloucester County.

**DEPARTMENT OF PARKS & LAND
PRESERVATION**

**FREEHOLDER DiMARCO
FREEHOLDER CHILA**

G-1 Resolution authorizing the execution of a shared services agreement made by and between the County of Gloucester and the Township of Deptford for the provision of landscape design services. Resolution authorizing the execution of a shared Service Agreement made by and between the County of Gloucester and the Township of Deptford for the provisions of landscape design service as part of a beautification project at Fasola Park and any possible project for a period of one year effective the date of the signed resolution.

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

Adjournment