

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505
Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III
Administrator
William J. Pascrell, III, Esq.
County Counsel
Louis E. Imhof, III, RMC
Clerk Of The Board



Public Meeting (Board Meeting)

Meeting Venue

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

- A. Clerk Call the Passaic County Board of Chosen Freeholders
178th Re-Organizational Meeting to Order
- B. Clerk Announcement of the Open Public Meeting Law
- C. Clerk Flag Salute
- D. Clerk Invocation
- E. MC Introduction of the Honorable Ernest M. Caposela, A.J.S.C
New Jersey Superior Court, Passaic Vicinage
- F. MC Roll Call
 - 1. Bartlett
 - 2. Best
 - 3. Cotroneo
 - 4. Duffy
 - 5. James
 - 6. Lepore
 - 7. Lora

- G. Clerk Open Nominations for Director for the Year 2015
 - 1. Freeholder Nomination for Director
 - 2. Freeholder Second the Nomination
 - 3. Clerk Roll Call: Bartlett, Best, Cotroneo, Duffy, James, Lepore, Lora

- H. Clerk Open Nominations for Deputy Director for the Year 2015
 - 1. Freeholder Nomination for Freeholder Deputy Director
 - 2. Freeholder Second the nomination
 - 3. Clerk Roll Call: Bartlett, Best, Cotroneo, Duffy, James, Lepore, Lora

- I. MC Administer the Oath of Allegiance to the Freeholder Deputy Director

- J. MC Administer the Oath of Allegiance to the Freeholder Director

- K. Director Motion to Open the Public Portion
 - 1. Clerk Roll Call: Bartlett, Best, Cotroneo, Duffy, James, Lepore, Lora
 - 2. Director Motion to Close the Public Portion
 - 3. Clerk Roll Call: Bartlett, Best, Cotroneo, Duffy, James, Lepore, Lora

- L. "Consent Agenda"
 - 1. RESOLUTION ESTABLISHING THE DATES FOR CONFERENCE AND REGULAR MEETINGS FOR THE YEAR 2015, ALL AS NOTED IN THE RESOLUTION
 - 2. RESOLUTION ADOPTING THE PASSAIC COUNTY ADMINISTRATIVE CODE, ALL AS NOTED IN THE RESOLUTION
 - 3. RESOLUTION ADOPTING THE BY-LAWS OF THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS, ALL AS NOTED IN THE RESOLUTION
 - 4. RESOLUTION APPOINTING FREEHOLDERS TO THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES, ALL AS NOTED IN THE RESOLUTION
 - 5. RESOLUTION APPOINTING FREEHOLDERS TO THE CAMP HOPE COMMISSION, ALL AS NOTED IN THE RESOLUTION

6. RESOLUTION APPOINTING MEMBERS TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, ALL AS NOTED IN THE RESOLUTION
7. RESOLUTION APPOINTING FREEHOLDERS TO THE PASSAIC COUNTY PLANNING BOARD, ALL AS NOTED IN THE RESOLUTION
8. RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE BOARD OF MANAGERS OF PREAKNESS HEALTHCARE CENTER, ALL AS NOTED IN THE RESOLUTION
9. RESOLUTION APPOINTING A FREEHOLDER TO THE HUMAN SERVICES ADVISORY COMMITTEE, ALL AS NOTED IN THE RESOLUTION
10. RESOLUTION APPOINTING THE BOARD'S LEGISLATIVE DELEGATES TO THE NEW JERSEY ASSOCIATION OF COUNTIES ("NJAC"), ALL AS NOTED IN THE RESOLUTION
11. RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE TO THE OFFICE OF EMERGENCY MANAGEMENT, ALL AS NOTED IN THE RESOLUTION
12. RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE TO THE OPEN SPACE AND FARMLAND PRESERVATION TRUST FUND ADVISORY COMMITTEE, ALL AS NOTED IN THE RESOLUTION
13. RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE YOUTH SERVICES COMMISSION, ALL AS NOTED IN THE RESOLUTION
14. RESOLUTION TEMPORARY CURRENT BUDGET FOR 2015, ALL AS NOTED IN THE RESOLUTION
15. RESOLUTION TEMPORARY GRANT BUDGET FOR 2015, ALL AS NOTED IN THE RESOLUTION
16. RESOLUTION TEMPORARY DEBT SERVICE FOR 2015, ALL AS NOTED IN THE RESOLUTION
17. RESOLUTION DISBURSEMENT OF AUTHORIZED PETTY CASH FUNDS, ALL AS NOTED IN THE RESOLUTION
18. RESOLUTION ADOPTING CASH MANAGEMENT PLAN, ALL AS NOTED IN THE RESOLUTION
19. RESOLUTION APPOINTING MEMBERS TO THE BOARD OF SCHOOL ESTIMATE OF THE PASSAIC COUNTY COMMUNITY COLLEGE, ALL AS NOTED IN THE RESOLUTION
20. RESOLUTION APPOINTING MEMBERS TO THE BOARD OF SCHOOL ESTIMATE OF THE PASSAIC COUNTY TECHNICAL INSTITUTE, ALL AS NOTED IN THE RESOLUTION

21. RESOLUTION APPOINTING STEVEN D. WIELKOTZ, CPA, RMA, OF THE FIRM OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A. TO CONDUCT THE ANNUAL AUDIT OF THE RECORDS OF THE COUNTY OF PASSAIC FOR THE YEAR 2015 AND TO ASSIST IN THE PREPARATION OF THE 2014 FINANCIAL STATEMENT, FOR A BASE FEE OF \$101,500.00, WITH OTHER SERVICES TO BE BILLED PURSUANT TO THE TERMS CONTAINED IN THE SUBMITTED PROPOSAL, ALL AS NOTED IN THE RESOLUTION
22. RESOLUTION APPOINTING MEMBERS OF THE SELF-INSURANCE COMMISSION FOR THE TERM PROVIDED BY LAW, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2016, ALL AS NOTED IN THE RESOLUTION

- M. MC Administration of the Oath of Allegiance to voting members following Board Boards by the Honorable Ernest M. Caposela, A.J.S.C.
- New Jersey Superior Court, Passaic Vicinage
- Passaic County Community College - Board of School Estimate
- Passaic County Technical Institute - Board of School Estimate
- Camp Hope Commission
- NJ Association of Counties Delegate
- NJ Association of Counties Alternate Delegate
- NJ Association of Counties Alternate Delegate
- Passaic County Planning Board
- Youth Services Commission
- Human Services Advisory Council
- Passaic County Board of Social Services
- Board of Managers of Preakness Healthcare Center

- N. Director Motion to close the meeting

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Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION ESTABLISHING THE DATES FOR CONFERENCE AND REGULAR MEETINGS FOR THE YEAR 2015, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150001						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-1						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION ESTABLISHING THE DATES FOR CONFERENCE
AND REGULAR MEETINGS FOR THE YEAR 2015**

WHEREAS it is necessary for the Board of Chosen Freeholders to establish a schedule of its regular and conference meetings for the year 2015;

NOW THEREFORE BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that it hereby establishes the following dates for conference and regular meetings for the year 2015, with conference meetings commencing at 5:30 p.m. and regular meetings commencing at 6:00 p.m., all to be held in the Freeholder Meeting Room, Passaic County Administration Building, 401 Grand Street, Second Floor, Paterson, New Jersey, except as otherwise noted below:

Tuesday January 27, 2015

Tuesday February 10, 2015

Tuesday February 24, 2015

Tuesday March 10, 2015

Tuesday March 24, 2015

Tuesday April 14, 2015

Tuesday April 28, 2015 City of Clifton – City Hall
900 Clifton Avenue
Clifton, NJ 07013

Tuesday May 12, 2015

Tuesday May 26, 2015

Tuesday June 9, 2015

Tuesday June 23, 2015

Tuesday July 21, 2015 (Third Tuesday of the Month)

Tuesday August 11, 2015 Borough of Bloomingdale
Borough Hall
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Tuesday September 8, 2015 Passaic County Community College
Public Safety Academy
Wayne, NJ 07470

Tuesday September 22, 2015

Tuesday October 13, 2015 City of Passaic – City Hall
330 Passaic Street
Passaic, NJ 07055

Tuesday October 27, 2015

Tuesday November 10, 2015

Tuesday November 24, 2015

Tuesday December 8, 2015

Wednesday December 30, 2015 Meeting begins at 10:00 A.M; and

BE IT FURTHER RESOLVED that the Clerk to the Board be and hereby is authorized and directed to take the necessary action to notice the aforesaid meetings in compliance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.

January 8, 2015

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Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION ADOPTING THE PASSAIC COUNTY ADMINISTRATIVE CODE, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150002						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-2						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION ADOPTING THE
PASSAIC COUNTY ADMINISTRATIVE CODE**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that it hereby adopts for the calendar year 2015, the terms and provisions set forth in the Passaic County Administrative Code, as amended by said Board of Chosen Freeholders.

January 8, 2015

Passaic County

Administrative Code

Revised: December 2014

Pursuant to N.J.S.A. 40:20-1.3



ARTICLE ONE

TITLE, PURPOSE, CONSTRUCTION AND DEFINITIONS

- 1.1 Title. This document together with all amending and supplementing resolutions thereto may be cited as "The Administrative Code of the County of Passaic."
- 1.2 Purpose. It is the purpose of this Code to organize the agencies and affairs of the County in the manner most conducive to the efficient and effective delivery of services while ensuring a high level of public confidence in the structure and conduct of the County's government.
- 1.3 Continuation. As of the effective date of this Code, the inhabitants of Passaic County, shall within the boundaries of Passaic County, continue and remain a body corporate and politic with perpetual succession.
- 1.4 Governing Laws. As of the effective date of this Code, the County of Passaic shall be governed by: the Constitution of the United States, federal law, the Constitution of the State of New Jersey, New Jersey State statute and accompanying regulations, and all other ordinances and resolutions duly adopted by the Board of Chosen Freeholders. The establishment and adoption of this Code is authorized pursuant to N.J.S.A. 40:20-1.3 and 1.4.
- 1.5 Interpretive Statement. It is the intent of the Board in enacting this Code:
- a. To fully utilize the powers granted to the County to organize and regulate its internal affairs; create, alter or abolish offices, positions and employments and define the functions, powers and duties thereof; establish qualifications for persons holding offices, positions and employments; and provide for the manner of their appointment and removal and for their term, tenure and compensation.
 - b. To provide for the establishment of innovative shared service programs in any area of governance in which another local unit or State agency desires to contract with Passaic County for the more efficient operation of government as permitted by the New Jersey Uniform Shared Services and Consolidation Act. N.J.S.A. 40A: 65-1.
 - c. To recognize the Board of Chosen Freeholder's role as both the executive and legislative branches of Passaic County government.
 - d. In the event of any inconsistencies between this administrative code and the bylaws of the board of Freeholders, this administrative code shall take precedence and be paramount.

1.6 Construction. For the purposes of the Code, and any other ordinances and resolutions heretofore or hereafter adopted, except as the context may otherwise require:

- a. The present tense includes the past and future tenses; the future tense includes the present.
- b. The masculine gender includes the feminine and neuter.
- c. The singular number includes the plural, and the plural, the singular
- d. The time within which an act is to be done shall be computed by excluding the first day and including the last day, but if the last day be a Saturday, Sunday or a legal holiday, then the next day which is not a Saturday, Sunday or a legal holiday, shall be the last day.
- e. The terms "Writing" and "Written" shall include printing, typewriting, word processing, duplicating and any other visual mode of reproducing words or figures on paper or paper-like material, which is in general use
- f. Unless specifically indicated, no statement contained in this Code as to appointment or dismissal of any person in County service is intended to modify or abrogate any provision of Title XI (New Jersey Department of Personnel) of the Revised Statutes of the State of New Jersey or of any regulation issued hereunder.

1.7 Definitions. For the purpose of this Code and in the interpretation and application of all other ordinances and resolutions heretofore or hereafter adopted by the County, except as the context may otherwise require:

- a. "Agency" shall mean a functional unit of County Government
- b. "Board" shall mean the Board of Chosen Freeholders of the County of Passaic
- c. "Bylaw" – the term "bylaw" shall mean pursuant to any applicable statute, regulation or judicial or administrative precedent that is binding on the County including those statutes set forth in Section 1.4
- d. "Code" shall mean this Passaic County Administrative Code together with any amendments and supplements thereto
- e. "County" shall mean the County of Passaic, State of New Jersey
- f. "Department" shall mean a primary organization unit or group of organization units of the County government
- g. "Department Head" shall mean the administrative head of a department, and its subdivisions, regardless of his title

- h. "Division" shall mean a sub-organization unit of a department established by, or designated as, a division by the Code
- i. "Division Head" shall mean the administrative head of a division, regardless of his/her title
- j. "Bureau" shall mean a sub-organizational unit of a division of a department established by, or designated as, a bureau by the Code
- k. "Office" shall mean a unit of County government whose interaction with other governments or agencies requires a distinct organizational structure
- l. "Ordinance" shall mean and include any act or regulation of the Board, except an expense or capital budget, required to be reduced to writing, published after introduction, and considered for final passage after public hearing at a meeting subsequent to the meeting at which it was introduced
- m. "Person" shall mean any corporation, firm, partnership, association, organization or other entity, as well as individual
- n. "Resolution" shall mean and include any act or regulation of the Board, required to be reduced to writing, but which may be finally passed at the meeting at which it is introduced. The annual budget, adopted pursuant to N.J.S.A. 40A: 4-1, et seq., shall also be deemed to be adopted by resolution, even though it cannot be adopted at the meeting at which it is introduced
- o. "Staff" shall mean all personnel of any type of any department, division or bureau
- p. "Code of Ethics" shall refer to the Passaic County Code of Ethics adopted by the Passaic County Ethics Board on March 12, 2000, and attached hereto as Exhibit A

ARTICLE TWO

THE BOARD OF CHOSEN FREEHOLDERS ORGANIZATION AND POWERS

2.1 Definitions. Term, Election, Vacancies, Compensation. The Board shall consist of seven (7) members whose terms shall be three (3) years in accordance with the provisions of N.J.S.A. 40:20-23. Freeholders shall be elected at the annual general election in November and any vacancy in the Board not caused by the expiration of a term shall be filled as provided by Title 19. The compensation of members of the Board shall be fixed by the Board in accordance with the provisions of N.J.S.A. 40:20-72.

2.2 The Board shall act in all matters through the appropriate committee subject to the approval of the body through a resolution request of the committee or a majority vote from the Board at the time of a meeting. Individual Freeholders may not direct any employee in the day to day operations of any county Department. This does not prevent any Freeholder from making inquiries of any employee.

Nothing herein shall prevent the Board from appointing committees of its own members or citizens to investigate the conduct of an officer, department, or agency or any matter concerning the welfare of the County, and investing such committees with the appropriate powers of inquiry pursuant to the law.

2.3 Organization. The annual organization of the Board and conduct of Board business and meetings shall be conducted in accordance with those bylaws adopted by the Board during its annual reorganization meeting.

2.4 Director of the Board. The Director and Deputy Director shall serve for a term of one year and until their successor has been duly elected and qualified. Each may be re-elected to successive terms. The Director shall preside over all meetings of the Board, appoint all members to committees of the Board, and by his/her signature thereto authenticate all resolutions and ordinances passed by the Board. Board committee terms shall be for a term of one year ending with the subsequent year's reorganization meeting. In the absence or inability to serve of the Director, the Deputy Director shall act in his place and stead. In the absence or inability to serve of both the Director the Deputy Director, the Board shall elect from among its members, a Director pro tempore for the meeting to serve only so long as the Director and Deputy Director are absent or unable to serve. The Freeholder Director shall have the authority to pull items from said agenda by notifying the appropriate Freeholder Committee chairperson. Director may be overruled by a simple majority of the Board. Resolutions not listed on the written agenda by the Clerk to the Board may be added to the agenda by a simple majority of the Board.

2.5 Committees. There shall be such standing committees of the Board as established by the County's bylaws and their membership shall be determined by the Director. In the

event there is no adoption of bylaws in any year, the previous jurisdiction of the Committees as set forth in the prior bylaws shall continue until and unless a new resolution adopting bylaws is adopted. The Board may, from time to time, establish legislative committees for specific purposes. Such committees shall be established by resolution for a definite period and members of such committees shall be appointed by the Director, for one-year terms ending the subsequent year's reorganization meeting.

2.6 Board Powers. The Board of Chosen Freeholders, pursuant to N.J.S.A. 40:20-1 et seq. and in its dual role as an area-wide agency of state government empowers to administer state functions within the County, and as an instrumentality of the people to provide area-wide services for their use and benefit shall:

- a. Adopt and amend an Administrative Code organizing the administration of County government, setting forth the duties and responsibilities and powers of all County officials, departments, divisions and bureaus and the manner of performance needed.
- b. Appoint such officers and employees required by State statute and for the terms set forth by law including a County Administrator, County Counsel, Chief Financial Officer, Treasurer, Clerk to the Board, Purchasing Director, Engineer, Superintendent of Bridges, Adjuster, OEM Coordinator, and Road Supervisor.
- c. Prescribe such annual budgetary procedures, accounting controls, central purchasing practices, and central data processing as deemed prudent for the efficient and effective operation of government.
- d. Adopt personnel procedures including the establishment of tables or organization for County departments and constitutional officers.
- e. Appoint, suspend and remove, subject to the general law and New Jersey Department of Personnel regulations, all officials and employees
- f. Pass, in accordance with law, whatever ordinances and resolutions it deems necessary and proper for the good government of the County.
- g. Create and appoint members of all Boards and Commissions and other bodies whose manner of appointment is not otherwise specified by law.
- h. Approve the annual operating and capital budgets by resolution pursuant to the Local Budget Law, N.J.S.A. 40A: 4-1 et seq
- i. Appoint annually a registered municipal accountant licensed by the State of New Jersey to perform an audit of the County's books, accounts and financial transactions pursuant to N.J.S.A. 40A: 9-29

j. Conduct such investigations as authorized by law.

2.7 Resolutions. Any obligation or expenditure of County funds must be authorized by formal action of the Board, including resolution, bill list approval or other manner authorized by State regulation.

2.8 Advisory Boards. In all instances in which advisory boards are created under this article, they shall consist of such members as determined by the Board. The members may be recommended by any Freeholder or the County Administrator and their appointment shall be subject to the action of the Board:

a. Each advisory board shall have broad authority to organize itself and to study the functions and service in their area of concern and to propose such programs and innovations as they, in their experience, feel would be beneficial to the County and its citizens.

b. The composition of each advisory board, if any, shall be such that it reflects the population of the County and the public served by the agency being advised. To the greatest extent possible, such boards shall reflect the diversity of Passaic County residents.

c. Advisory boards shall be provided with such meeting facilities and secretarial and logistical assistance as is necessary for them to fulfill their function of advising the County Administrator, the Board and the department to which they are attached. Each department shall be responsible for the provision of such assistance as is required herein.

d. The chairman of each board shall report on an ongoing basis its status to the Freeholders and County Administrator.

2.9 Appointments, Transfers and Hiring of Appointed Employees and Agency Members. The following procedure is applicable to resolutions concerning appointments, transfers and hiring of appointed employees or agency members of Passaic County:

a. All such resolutions requested hereafter to be acted upon by the said Board shall identify the sponsoring Freeholder by having his name affixed thereto.

b. In all cases only the Freeholders of Passaic County have authority to request such resolutions in the form above indicated, for placement on any meeting agenda.

ARTICLE THREE

GUBERNATORIAL APPOINTEES AND CONSTITUTIONAL OFFICERS

- 3.1 Generally. The Offices of County Prosecutor, Sheriff, Surrogate, County Clerk and Register of Deeds, Board of Elections and Superintendent of Elections are subject to direction by the Board of Chosen Freeholders to the maximum extent permitted by law. This Code is not intended to change the powers or duties of these officers, unless specifically authorized herein.
- 3.2 Department Heads. The officers, employees, property and activities under the jurisdiction of each of the officials enumerated in Section 3.1 above, shall respectively be deemed equivalent to a Department with the Constitutional Officer or Gubernatorial Appointee as its head.
- 3.3 Administration. Pursuant to N.J. S.A. 40:20-1.3, and unless otherwise prohibited by law, each of the above referenced offices shall be subject to annual budgetary procedures and requirements of the County as well as such financial and accounting controls, purchasing practices, and personnel procedures adopted by the County. Such procedures, controls and practices shall include, but shall not be limited to:
- a. Adherence to the County Personnel Policies and Procedures Manual
 - b. Purchasing goods and services in accordance with the County Purchasing Manual
 - c. Providing access to the County Administration, and its auditors, of all books and records of the office
 - d. Adherence to departmental tables of organization including position control numbers as established and/or approved by the Board of Chosen Freeholders annually. Such tables of organizations cannot be changed without approval by the Freeholders and employees may not begin work for Passaic County before approval by the Freeholders.
 - e. Operating vehicles in accordance with the County Vehicle Policy adopted by the Freeholders

ARTICLE FOUR

DEPARTMENTS

4.1 General. The organization of and responsibility for the County's operations shall be divided among the following:

- a. County Administrator
- b. Human Resources
- c. Department of Communication and Information Technology
- d. Clerk to the Board
- e. Department of Law
- f. Finance, Department of
- g. Engineering, Department of
- h. Operations and Public Buildings, Department of
- i. Planning and Economic Development
- j. Parks and Recreation, Department of
- k. Department of Public Safety
- l. Health, Department of
- m. Senior, Disability Services and Veterans Affairs, Department of
- n. Preakness Healthcare Center
- o. Camp Hope
- p. Human Services
- q. Non-Departmental Agencies and Autonomous Bodies

4.2 Unclassified Positions. The Departments above shall be considered to be led by persons in "unclassified" titles pursuant to the requirements of Title 4A of the New Jersey Administrative Code.

ARTICLE FIVE

COUNTY ADMINISTRATOR

- 5.1 Qualifications, Appointment, Term. The County Administrator shall be qualified by administrative, managerial and executive experience to serve as chief administrative officer for the Board and as the county Budget Officer. He or she shall be appointed by a majority vote of the full membership of the Board and shall serve for a term consistent with the provisions of N.J.S.A. 40A: 9-42 and until the appointment and qualification of his successor.
- 5.2 Powers. The County Administrator shall be the chief administrative officer of the County, responsible to the Board for carrying out its policies and for the proper administration of all County affairs within the Board's jurisdiction. In furtherance thereof, the Administrator, under the direction and control of the appropriate committee and/or full board of chosen Freeholders:
- a. Shall supervise, direct and control all County departments
 - b. May require reports and examine the accounts, records and operations of any agency of County government
 - c. May, at his discretion, order any agency under his jurisdiction as specified in the Code to undertake any task for any other agency on a temporary basis if he deems it necessary for proper and efficient administration to do so; with permission of the Freeholders.
- 5.3 Emergency Powers. The County Administrator may, with the approval of the Director or the Deputy Director, take immediate action, when it is impractical to await the convening of the Board of Chosen Freeholders at a regularly scheduled meeting to hire new and replacement personnel in situations, which affect the health, safety and welfare of the public. Under such circumstances, the County Administrator may hire such personnel on an interim basis, forthwith notifying the Freeholder Director and the Freeholder designated as the Chairman of the Freeholder Finance and Administration Committee. All such hiring(s) shall be placed upon the agenda for the next regularly scheduled meeting and shall be subject to the subsequent ratification of the Board of Chosen Freeholders of Passaic County. In the event no ratification ensues within thirty (30) days subsequent to the initial date of employment of such personnel, then, and in such event, the employment of said personnel shall be forthwith terminated. The County Administrator shall also be empowered to enter into emergency contracts for goods or services needed to preserve the health, safety and welfare of the public in accordance with the provisions of the Local Public Contract Law, N.J.S.A. 40A: 11- 6.

5.4 Duties. The County Administrator shall exercise the administrative power of the County. The Administrator shall:

- a. Working with the Administration and Finance Committee, or Budget Committee where said committee is appointed by the Freeholder Director, Prepare through the Finance Department and submit to the Board for its consideration and adoption an annual operating budget and a capital budget; establish the schedules and procedures to be followed by all County departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process
- b. Enforce the Code and all general laws applicable thereto
- c. Supervise the care and custody of all County property institutions and agencies
- d. Organize the work of County departments subject to the Code. He shall further review their administration and operation and make recommendations pertaining thereto to the Board through the appropriate committee
- e. Review, analyze and forecast trends of County service and finance and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board
- f. Review and offer recommendations to the Board regarding the structure; supervision, direction and control of the internal organization of County government
- g. Recommend to the Board such measures as he may deem necessary and proper for the efficient, economic and lawful administration of the County
- h. Perform such other duties as shall be assigned by the Board
- i. Serve as ex-officio nonvoting member of all appointive bodies in County government either directly or through a designated representative
- j. The County Administrator is designated as the appointing authority de facto for the purpose of personnel action concerning Passaic County employees and officers;
- k. The County Administrator is obligated to provide any and all information requested by any member of the Board

5.5 Collective Negotiations. The County Administrator shall be the representative of and lead negotiator for the County of Passaic with respect to collective negotiations with employees. He may designate one or more officers or employees of the county government to serve with him or in his place and stead in such negotiations. He shall

keep the Board informed of the progress thereof and shall be guided in such negotiations by such Board policy as the Board may determine. Upon conclusion of negotiations, the Administrator shall enter into tentative contracts and Memoranda of Agreements. Such contracts and memoranda shall be subject to approval by a resolution of the Board.

- 5.6 Deputy County Administrator. Subject to the approval of the Board and within the allocations of the County Budget as approved and adopted, the Freeholders may appoint a Deputy County Administrator. The Deputy County Administrator shall assist the County Administrator in carrying out the policies and directives of the Freeholder Board and committees. The Deputy County Administrator shall be authorized to act as the Administrator in his absence.
- 5.7 Acting Administrator. In the event that both the Administrator and Deputy Administrator are absent or unable to serve, the Freeholder Director shall be authorized to appoint, subject to the Board's approval, one of the Department Directors to act as Administrator. Such temporary designation shall be effective for a maximum period of two (2) weeks before Board approval is required.

ARTICLE SIX

DEPARTMENT OF HUMAN RESOURCES

6.1 Department of Human Resources. There shall be a Department of Human Resources overseen by the County Administrator or his designee. The Freeholders may hire a Director of Human Resources to carry out the day-to-day functions of the Department.

In addition to having general responsibility for the Department's operations and supervision, the Director of Human Resources shall also formulate rules and regulations for the efficient administration and work of the County's Departments. The Department of Human Resources shall maintain responsibility for:

- a. Benefits Administration. Benefits administration shall include:
 - i. The preparation and maintenance of all records relating to group health, dental and life insurance and the preparation, calculation and payment of all bills associated therewith
 - ii. Preparation, documentation and filing of all reports to both the state and federal governments relative to benefits administration on a monthly, quarterly and annual basis

- b. Personnel Administration. Personnel administration shall include:
 - i. Recruiting, interviewing, and referrals of potential employees. This includes, but is not limited to, prescreening, coordination of background checks and testing of all applicants
 - ii. Advising on matters relating to transfers, promotion, demotions, terminations and layoffs
 - iii. Maintaining a system of position control numbers whereby staffing of County Departments and Constitutional Offices, is monitored, controlled and reconciled to the County budget
 - iv. Maintaining liaisons between all County Departments, as well as handling required notification to New Jersey Department of Personnel and any applicable union
 - v. Maintaining all personnel and medical files, both active and inactive and ensure proper filing of all documents on a timely basis
 - vi. Informing Payroll of all actions regarding employee status
 - vii. Timely preparation of Personnel Agenda for the Board of Chosen Freeholders, including all pertinent resolutions regarding table of organization and positions
 - viii. Monitoring and recording of all disciplinary actions against employees of the County and working with Departments to chart progressive disciplinary actions

- c. Wage and Salary Administration. Wage and Salary Administration shall include:
- i. Preparation and maintenance of all salary guides, including all collectively negotiated salary increases
 - ii. Settlement of all salary disputes
 - iii. Definition of appropriate salary levels for all job titles, exempt as well as nonexempt, using an acceptable evaluation system wherever applicable
 - iv. Negotiation of salary levels for all new job titles which fall within the purview of the collective bargaining unit
- d. Training and Organizational Development. The Training and Organizational Development function shall include:
- i. New employee orientation programs
 - ii. Developing and implementing skills improvement training
 - iii. Developing and implementing upward mobility programs
 - iv. Developing and implementing drug testing policies
 - v. Charting the future organizational needs of various departments and planning for training accordingly
- e. Affirmative Action Administration. The Director of Human Resources has been previously designated as the County's Designated Affirmative Action Officer pursuant to Resolution R-09-678 adopted on August 25, 2009. In this capacity, the Director, or the County Administrator if the Director position is vacant, shall:
- i. Administer an Affirmative Action Program to ensure the equalization of employment opportunities for qualified job applicants and employees
 - ii. Maintain a working liaison with Equal Employment Opportunity ("EEO") representatives of federal and state governments to ensure that Passaic County meets established compliance standards and proper filing of required EEO forms.
 - iii. Investigate and resolve complaints of discrimination from employees
- f. Disability Administration. The Director of Human Resources shall work in conjunction with the County's designated ADA Compliance Officer and other related Departments such as Buildings and Grounds to:
- i. Ensure compliance with the requirements of the Americans with Disabilities Act
 - ii. Work towards establishing a tolerant and compassionate workforce that does not discriminate based on physical disabilities or limitations
 - iii. Remove barriers to access that might prevent disabled employees and members of the public from fully participating in the governance of Passaic County

- g. Labor Relations. The Labor Relations function shall, with the advice of Labor Counsel or the Department of Law, be responsible for:
- i. All New Jersey Department of Personnel related hearings concerning contested matters between employees and the employer
 - ii. All initial grievance hearings, which have not been resolved at the department level
 - iii. Preparing all cases for presentment to either the New Jersey Department of Personnel or the Office of Administrative Law
 - iv. Assist Labor Counsel and/or the Department of Law with respect to litigation arising as a result of disputed labor contracts or sections of contracts
 - v. Representing the County at all unfair labor practice hearings, which have been referred to the Public Employees Relations Commission
 - vi. Acting as County liaison with unions in all third step grievance conferences
 - vii. Representing the County before an arbitrator when the union contract calls for arbitration of disputes before an impartial officer
 - viii. Monitor and enforce the terms and conditions of employment as outlined in the collective bargaining agreements

ARTICLE SEVEN

DEPARTMENT OF COMMUNICATION AND INFORMATION TECHNOLOGY

7.1 Department of Communication and Information Technology. There shall be a Department of Communication and Information Technology overseen by the County Administrator or his designee. The Freeholders may hire a Director of Communication/IT to carry out the day-to-day functions of the Department, as well as the County's management information systems. The Department shall be responsible for developing and overseeing:

- a. All telephony systems and wireless phone contracts
- b. All computer systems and servers
- c. The efficient and optimal use of the County owned Fiber-Optic Network
- d. Office equipment including copiers, fax machines scanners and related equipment
- e. The County website

ARTICLE EIGHT

CLERK TO THE BOARD

8.1 Clerk to the Board. The Board shall appoint a qualified person to serve for a three (3) year term as Clerk of the Board pursuant to the terms of N.J.S.A. 40A:9-26. The Clerk shall:

- a. Attend all meetings and conferences of the Board
- b. Take and preserve the minutes of the Board, which shall record all actions and votes taken and the substance of discussions and debate relating thereto, and of all other matters
- c. Keep and compile all ordinances, resolutions and minutes and retain in his or her custody for safekeeping all papers necessary and appropriate to Board functions;
- d. Maintain custody of the County seal and may affix same to appropriate documents without charge
- e. Under the direction of the Freeholder Director and Board Committees, and in accordance with the Bylaws, prepare an agenda for each Board meeting and cause same to be delivered to the Board, and the Administrator at least seventy two (72) hours before such meeting or such longer or shorter period as may be required by the New Jersey Open Public Meetings Act. Provide an agenda to the extent possible for special meetings and emergency meetings, giving as much notice as is feasible
- f. Provide copies of all meeting notices and agenda pursuant to law
- g. Provide for the mailing of all notices and copies of documents to municipalities as required
- h. Have responsibility for the County Mailroom and the delivery of interoffice mail throughout the County

ARTICLE NINE

DEPARTMENT OF LAW

9.1 Department of Law. There shall be a Department of Law for the purpose of providing legal advice, representation and assistance to all departments of the County government, the Administrator and the Board, as required. The County Counsel shall be the Head of the Department and shall be responsible to the Board for its operations. County Counsel shall be appointed by the Board and shall serve for a three (3) year term consistent with the provisions of N.J.S.A. 40A: 9-43 and until a successor is appointed and qualified.

9.2 Duties. The County Counsel shall be the chief legal advisor of the County government and the attorney of record in all proceedings wherein the County shall be a party. The Department of Law, under the supervision of the County Counsel shall:

- a. Attend meetings of the Board and give opinions and rulings on questions of law which may arise at Board meetings
- b. Advise the Board, the Administrator and all County agencies, when requested to do so, with respect to their official responsibilities
- c. Prepare and/or supervise the legal form and sufficiency of all contracts, deeds, correspondence and other documents and all resolutions and actions referred to the Department for preparation and review; or passed by the Board at a scheduled public meeting
- d. Represent the County in all matters of litigation, appeals in the courts, proceedings before any administrative agency and in other appropriate matters, and recommend to the Board settlement of any matter
- e. Maintain records of all actions, suits, proceedings, and matters which relate to the County's interest and report thereon from time to time as the Board may require
- f. Render such advisory opinions as are requested by the Board
- g. Have the authority to settle matters in dispute in an amount not to exceed seven thousand five hundred dollars (\$7,500.00)
- h. Attend meetings of the Employees' Retirement System of the County of Passaic and render opinions and rulings as to pertinent questions of law

9.3 County Adjuster. There shall be a County Adjuster as required by N.J.S.A. 30:4-34 who shall represent the County at Civil Commitment hearings and perform such other functions as required by law. The County Adjuster shall be an active member of the New Jersey Bar Association, appointed by the Board of Chosen Freeholders and shall be administratively housed under the Department of Law. Said person shall be, at the time of designation, a County official or employee as set forth by statute. In the event of a vacancy in the Adjuster position, the County Counsel or a designee of his office shall perform the required functions of the Adjuster until a replacement is qualified and appointed.

ARTICLE TEN

DEPARTMENT OF FINANCE

10.1 Department of Finance. The head of the Department of Finance shall be the Department Head designated pursuant to N.J.S.A. 40A:9-28.1, who shall be the Chief Financial Officer of the County and the Deputy Budget Director. Within the Department of Finance, there will be the following Divisions:

- a. Treasury
- b. Payroll
- c. Risk Management
- d. Purchasing
- e. Motor Pool

10.2 General. The Department of Finance, under the direction and supervision of the Director of Finance shall:

- a. Assist the Administrator and Freeholders in the preparation and evaluation of the County's annual operating and capital budgets
- b. Maintain a system for financial monitoring of all governmental and private grants
- c. Maintain responsibility for financial control of contracts and reporting procedures and compliance for all Federal and State reimbursements of Passaic County
- d. Be responsible for updating and monitoring the Passaic County indirect cost allocation rate, fixed asset inventory and developing new applications of said rate; coordinate with Federal and State agencies as to the utilization of said rates
- e. Report to the administrator and Freeholders any and all discrepancies or variations which might create budget over-expenditures and any and all information of an unusual nature with regard to the operation and administration of all grants so that the Administrator shall be notified at the earliest possible date of any difficulty in the administration of any grant
- f. Maintain the county's accounting system and records
- g. Prescribe and enforce a uniform system of accounts for all departments and other budgeted agencies under the County government provided that such system shall, insofar as consistent with sound accounting principles, facilitate the production of records of the cost of performance of each functional program or activity measured in cost units

- h. Pre-audit and warrant for payment all bills, claims and demands against the County upon the proper certification of the appropriate department head and in accordance with the results of the pre-audit
- i. Require reports of receipts and disbursements of each department and other budgeted agency to be made daily or at such intervals as the Director of Finance may determine will most efficiently protect the County's interest
- j. Control all expenditures to assure that budget appropriations and periodic allotments are not exceeded and pass upon each proposed - expenditure for conformity with the law and Code
- k. Ensure and certify that there is an unencumbered balance of appropriations and funds available before permitting, expenditures to be made by any department
- l. Maintain responsibility for Medical Examiner services, and payment thereof, as required by law.

10.3 Budget Operation. Budget appropriations shall be controlled by an encumbrance system, which shall be prescribed and established by the Director of Finance. No payment shall be authorized or made and no obligations shall be incurred against the county except in accordance with appropriations duly made. No obligation shall be incurred against any allotment or appropriations, unless sufficient funds therein are available to meet the obligation as it becomes due and payable.

10.4 Periodic Reports. The Finance Director shall submit to the County Administrator and members of the Finance Committee periodic reports indicating:

- a. The total salary cost forecast for the current year, which shall be based on the payroll costs to date, and on a projection of the latest payroll for each agency and unit thereof and shall show any changes from the previous report. No payments shall be made if the total salary forecast is greater than the fiscal year appropriations for salaries and wages for each department.
- b. Budget analysis, based on a chart of accounts approved by the Board, showing appropriations and expenditures during the previous month and year-to-date as follows:
 - i. By agency
 - ii. By program or activity
 - iii. By major object
 - iv. By minor line item
 - v. By percentage of total annual budget

10.5 Methods and Practices. No bill, demand or claim shall be paid unless it contains a detailed statement of the items or demand specifying particularly how the bill or demand is made up, and a certification of the party claiming payment that it is

correct; nor shall any bill, claim or demand be paid unless the voucher on which it is presented carries a certification of the head of the department, office or agency or of his duly designated representative, having personal knowledge of the facts, that the goods have been received by, or the services rendered to the County.

- a. All bills, claims and demands against the County shall be deemed approved or disapproved by the Board. A voucher on a form prescribed by the Director of Finance and approved by the Administrator, shall be presented for each bill, claim or demand and shall be approved only upon the audit, warrant of the Director of Finance and signature of the Administrator.
- b. All disbursements of any nature whatsoever shall be made by a check or draft signed by the County Treasurer and countersigned by the County Administrator, which shall be issued only after approval of same by the Board of Chosen Freeholders. Said approval shall be predicated upon the Board's acceptance of requisition issuance by the Clerk of the Board of Chosen Freeholders, and as signed by the County Treasurer and countersigned by the County Administrator. The County Administrator may designate alternative signatories for the County Treasurer and/or County Administrator.
- c. The Director of Finance shall prepare for each regular meeting of the Board a certified list of all bills, claims and vouchers which have been paid through the close of business of the second day next preceding the meeting and since the last preceding list was compiled. Such list shall be filed with the Clerk of the Board as a public record. The Director of Finance will act consistent with the provisions of this article, process disbursements in a timely manner that will enable the County to take advantage of discounts provided for timely payments.

10.6 Treasury. There shall be a Division of Treasury within the Department of Finance. The Freeholders shall appoint a Treasurer pursuant to N.J.S.A. 40A:9-27. The Treasurer, under the supervision of the Director of Finance, shall:

- a. Monitor the receipt and deposit of all funds of the County in depositories designated by the Board and report quarterly to the Board or more often as provided by law, amounts deposited, the institutions of deposit, and rates of interest
- b. Maintain and reconcile records of deposits in and withdrawals from all County depositories
- c. Manage the investment of County funds pending their need for disbursement and have custody of all investments and invested funds of the County government, or in the possession of the County in a fiduciary capacity, except as may be otherwise provided by law

- d. Administer the County department, and have the safekeeping of all bonds and notes of the County and the receipt and delivery of County bonds and notes for transfer, registration of exchange
- e. Each warrant check shall be authorized, signed and countersigned;
- f. Access to safe deposit boxes used or rented by the County shall be restricted to the County Treasurer or Acting Treasurer in conjunction with the Administrator or his designee.

10.7 Central Payroll. The functions of a centralized payroll shall be conducted within the Department of Finance. The Freeholders may appoint a Payroll Supervisor who, under the supervision of the Director of Finance shall bear responsibility for the timely payment of salaries, wages and other compensation due all officers and employees of the County.

- a. County employees shall be paid biweekly one week after the scheduled work period has been completed
- b. The head of each department, office or agency shall certify to the CFO as such times and in such form as the Treasurer shall prescribe, the names and positions of all person employed in or by the department who are entitled to be paid in the next ensuing payroll. Such Department Heads shall sign off on departmental payroll registers to affirm that accuracy of the County's records
- c. The CFO shall complete a central payroll for the County and prepare the necessary checks for signature.

10.8 Pensions. The preparation, timely payment of bills and maintenance of all records relating to the various pension programs to which County employees belong shall be conducted within the Department of Finance. The Freeholders may appoint a Pension Supervisor who, under the direction of the Director of Finance, shall be responsible for the day-to-day administration of the County's pension responsibilities.

10.9 Risk Management. There shall be a Division of Risk Management within the Department of Finance. The Commissioners of the County Insurance Fund may appoint a Risk Manager in accordance with the terms of N.J.S.A. 40A:10-8 who shall serve as the division head. The Division shall, with the assistance of the County Administrator and County Counsel, be responsible for administration of the County's Insurance Program and Motor Pool Supervisor. The Division shall:

- a. Report to the Insurance Committee established by the Board of Chosen Freeholders and provide financial analysis of claims and payments
- b. Administer the finances of the County's self-insurance funds

- c. With assistance from the County Administrator and County Counsel obtain, negotiate, review and recommend all commercial insurances, health benefits insurances and similar programs
- d. Oversee the County Motor Pool Supervisor and ensure the proper maintenance, insurance and registration of County owned and operated vehicles as well as the licensure of County employees authorized to operate said vehicle

10.10 Division of Purchasing. The County may appoint a Purchasing Agent in accordance with the terms and conditions of N.J.S.A 40A: 9-30. All purchases of any supplies, materials, equipment or contractual services for any department shall be made pursuant to a written requisition from the head of the Department/Division or direct voucher whose appropriation will be charged, and the certification of the Director of Finance that a sufficient unencumbered balance of appropriations is available to pay therefor. All such purchases shall conform to the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) and the Local Public Contract Guidelines and Local Public Contract Regulation, as amended, as promulgated by the New Jersey Division of Local Government Services.

10.11 Motor Pool. The Motor Pool Office is responsible for county fleet records, the fuel vending system and for the county vehicle and equipment auctions.

ARTICLE ELEVEN

DEPARTMENT OF ENGINEERING

11.1 Generally. There shall be a Department of Engineering, the head of which shall be the County Engineer who shall be appointed to a five (5) year term as required by N.J.S.A. 40A: 9-43. The County Engineer's duties and responsibilities are prescribed by law. He shall be a licensed professional engineer of New Jersey with at least five (5) years of responsible civil engineering experience. Under the direction and supervision of the County Engineer, the Department of Engineering shall:

- a. Render professional engineering services, advice and assistance to the departments, offices and commissions as the County Administrator and Public Works Committee shall designate
- b. Maintain County maps, charts, engineering data, and records as may be required for the proper and efficient administration of County projects or property
- c. Perform such surveys, field inspections and such other actions as may be necessary or desirable for County projects
- d. Assist the County Planning Board
- e. Inspect the work performed under County contracts and certify for payment work, which is approved as in compliance with the contract when required
- f. Make application and maintain liaison with Federal Highway Administration, North Jersey Transportation Planning Authority and New Jersey Department of Transportation
- g. Inspect all road markings and warning signs along county roads in conformance with New Jersey Department of Transportation standards
- h. Supervise the preparation of specifications and construction plans
- i. Assist in all County related traffic matters

11.2 Road Division. There shall be a Roads Division overseen by the Director of Engineering. The Frecholders may hire a County Road Supervisor, in accordance with the provisions of N.J.S.A. 40A: 9-44, to carry out the day-to-day functions of the Division. The Road Division shall:

- a. Maintain, repair, construct and reconstruct County roads, bridges and culverts
- b. Prepare and maintain budgets

- c. Maintain County roads and bridges in a clean and safe condition for passage, properly lighted as authorized pursuant to law, free of obstructions and hazards and remove snow and ice there from as required
- d. Install, maintain and repair road signs, traffic signs, signals, markers, devices and lines as authorized pursuant to law
- e. Regulate, plan and exercise care and control of trees and shrubbery along the right-of-way of County roads
- f. Maintain, install and clean storm drainage facilities
- g. Perform stream clearance and de-snagging under County bridge and culverts
- h. Enforce the requirements of the road opening resolution as promulgated by the Board of Freeholders
- i. Repaint road markings on county roads where necessitated by traffic abrasion or weathering
- j. Provide mechanical repair and maintain a parts inventory to support the county vehicle fleet and other equipment

ARTICLE TWELVE

DEPARTMENT OF OPERATIONS AND PUBLIC BUILDINGS

- 12.1 Generally. There shall be an Operations Department, the Head of which shall be the Director of Operations.
- 12.2 Buildings and Grounds Division. There shall be a Buildings and Grounds Division overseen by the Director of Operations. The Freeholders may hire a Superintendent of Buildings and Grounds, pursuant to the requirements of N.J.S.A. 40A: 9-32, to carry out the day-to-day functions of the Division. The Buildings and Grounds Division shall be responsible for:
- a. General maintenance and janitorial services of County owned and occupied buildings and those occupied by the State of New Jersey Judiciary Passaic Vicinage
 - b. Provide technical and mechanical services required by any Department and the Courthouse Complex for the safe and efficient operation of heating ventilating, air-conditioning, plumbing and electrical systems of same
 - c. Operate, maintain and repair parking areas and facilities acquired by the County pursuant to law
 - d. Prepare budget requests and maintain budgets
 - e. Provide security, other than law-enforcement personnel, for County facilities

ARTICLE THIRTEEN

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

13.1 Generally. There shall be a Department of Planning, the head of which shall be the Director. Within the Department there shall be the following Divisions:

- a. Planning Board
- b. Community and Economic Development
- c. Housing
- d. County Historian

13.2 Planning Duties. The Department of Planning shall:

- a. Provide administrative staff to the Planning Board and professional assistance to the Board of Chosen Freeholders
- b. Engage in long-range planning and preparation of mapping services utilizing geographic information systems relating to the development and conservation of lands and resources within the County, including without limitation thereto, population studies, health, educational, welfare, cultural, environmental, recreation and open space, drainage, protective, traffic and transportation facilities and services and plans relating thereto
- c. Act as the liaison to boards and committees designated by the Board of Chosen Freeholders including: Open Space, Farmland Protection, Agricultural Development, Brownfields and History and Tourism
- d. Act as the liaison to the Open Space Advisory Committee appointed by the Board of Chosen Freeholders
- e. Review subdivision plans and site plans pursuant to law
- f. Coordinate local and regional planning activities and perform federal clearinghouse/metropolitan review function
- g. Assist other departments to maximize the use of available state and federal grants
- h. Assist municipal planning agencies upon request

13.3 Planning Board. Pursuant to the requirements of N.J.S.A. 40:27-1, there shall be a County Planning Board. The Planning Board shall consist of the Freeholder Director and one Freeholder member to be appointed by the Board of Chosen Freeholders, the County Engineer, and six citizen members to be appointed by the Board of Chosen Freeholders to serve for the terms prescribed by law, and shall perform such

functions as provided by law. The County Administrator, or his designee, shall serve as a nonvoting member by authority of his office.

13.4 Community and Economic Development. There shall be a Division of Community and Economic Development. The Freeholders may hire a Director of Community and Economic Development who, under the supervision of the Director of Planning shall encourage, promote and stimulate the maximum use of the commercial, industrial, natural, historic and residential resources of the County and its several municipalities. The Division shall:

- a. Serve as a liaison between the County and federal, state and municipal agencies and officials, chambers of commerce and other economic/community development organizations throughout the County and region
- b. Coordinate special events such as "town hall" meetings and other projects that promote and educate the local community
- c. Manage the Community Development Block Grant (CDBG) program for the 12-community "Urban County" area of Passaic County and serve as a community and economic development grant resource center
- d. Provide advisory and advocacy services for new and expanding business and coordinate with Planning Board staff to assist new and expanding businesses with application and approval processes
- e. Maintain and update County economic and labor statistics
- f. Provide promotional programs to inform industry about the benefits of locating within the County
- g. Act as a coordinating office between industry and government
- h. Assist existing industry to solve current problems and to plan for future development
- i. Prepare necessary studies and plans to enable the County and its municipalities to qualify for State and Federal Economic Development Program
- j. Expand and diversify the economic base by attracting advanced technological industries, as well as distribution, manufacturing and assembly industries to Passaic County

13.5 Division of Housing. The Passaic County Public Housing Agency shall be considered a non-departmental Division of the County and shall be led by the Executive Director of the Housing Agency. The Agency shall be administratively located under the Planning Department. This Agency shall remain an independent

body corporate and politic responsible for the administration of federally funded Housing Choice Vouchers. The Housing Agency:

- a. Is charged with performing all functions related to implementing a Housing and Community Development Program, as required by the Housing and Community Development Act of 1974 including the provision of rental assistance to eligible County residents who reside in privately owned rental units
- b. Shall be comprised of six (6) Freeholders and one (1) resident member
- c. Shall provide technical assistance to the Department of Planning and other agencies and/or municipalities necessary to prepare applications for the Housing and Community Development Programs or other housing programs
- d. Establish a data bank for housing statistics and maintain an up-to-date inventory of housing program information
- e. Assist County municipalities, the County Development and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities
- f. Maintain close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development
- g. Shall, to the extent that supported by non-federal dollars (County funds), follow all requirements of this Code as to budget, finance and standard practice in such areas as central purchasing, personnel regulations, accounting controls and data processing services

13.6 County Historian. The Freeholders may appoint a County Historian to promote, coordinate and develop programs and projects concerning matters of Passaic County historical interest. Subject to budgetary appropriations, the County Historian shall:

- a. Collect, preserve and make available materials relating to the history of Passaic County, and store such material in such manner as to ensure their preservation
- b. Notify the State Archivist, New Jersey Historical Commission and Board of any materials which should be acquired for preservation
- c. Make an annual report to the County Administrator and Board stating all the work performed and accomplished during the year
- d. If desired, research, write and cause to have published a County history and other appropriate materials for publication, however, any such writings must receive approval by the Board before dissemination or publication beyond County staff

- c. Advise the Board concerning the acquisition, administration, use and disposition of any landmark, or historic site, including such places in his jurisdiction include on the New Jersey Register of Historic Places

- f. Assist in projects of commemoration, including the erection of monuments, historic markers and guide signs.

ARTICLE FOURTEEN

DEPARTMENT OF HUMAN SERVICES

14.1 Generally. There shall be a Department of Human Services, the head of which shall be the Director. Within the Department, there shall be the following Divisions:

- a. Addiction and Mental Health Services
- b. Workforce Investment Board
- c. Community Outreach and Family Services

14.2 Human Services Duties. The Department of Human Services shall:

- a. Provide temporary shelter and/or assistance in locating permanent shelter for individuals displaced due to emergent circumstances other than natural disasters, and provide appropriate support services
- b. Provide for the direct administration and fiscal monitoring of human services and related funding allocations that include the Social Services Block Grant, Pccr Grouping, County Funds for Social Services, Emergency Food and Shelter and Family Court
- c. Coordinate information and referral programs to individuals and families requiring assistance
- d. Coordinate the provision of services with area providers including the Passaic County Board of Social Services, the Workforce Development Center, the Workforce Investment Board, and nonprofit and faith-based community organization
- e. Provide services to the hungry and homeless by coordinating efforts through provider agencies throughout the county
- f. Promote the wellbeing of County Youth and work with the Passaic County Vicinage's Family Court Division and applicable provider agencies to support, monitor, rehabilitate and educate disadvantaged and troubled youth. Such youth related support shall include:
 - i. Acting as the County's liaison to the County's Youth Services Commission
 - ii. Identifying, applying for, awarding and monitoring grant funds to provider agencies that supply services to juveniles
 - iii. Providing for the care of youths awaiting court disposition or serving court imposed sentences in a physically restraining facility in accordance with state law
 1. Ensure that incarcerated juveniles are placed in a facility that conforms with the State of New Jersey's Manual of Standards for Children's Shelter Facilities and Homes

2. Ensure that juveniles in custody are provided with State mandated counseling, education, medical care, recreation and required transportation.
- iv. Maintaining high-supervision and home-detention programs to facilitate the care and rehabilitation of troubled youth without resorting to incarceration
- v. Undertaking such special projects as may be beneficial to the quality of life of Passaic County youth;

14.3 Division of Mental Health and Addiction Services. There shall be a Division of Mental Health and Addiction Services. The Freeholders may hire a Director of Mental Health and Addiction Services who, under the supervision of the Director of Human Services, shall promote the wellbeing of County residents by promoting programs that promote mental health and curb the abuse of alcohol and recreational drugs. The Division shall:

- a. Formulate treatment, psychotherapy, case work, alcoholism, drug treatment and counseling on both an individual and group basis
- b. Supply various mental and public health assistance
- c. Receive, expend, and administer funds made available for public and community health purposes pursuant to law and in the same manner as all other County funds are received and expended
- d. Act as the liaison to advisory boards established by the Freeholders to formulate and enact education and abuse prevention programs
- e. Formulate and implement the annual County Mental Health plan
- f. Direct and plan for coordinated mental health programs in the County
- g. Contract with non-county agencies to provide health services as allowed by law
- h. The County Mental Health Board shall be located in the Division and shall exercise the functions mandated by N.J.S.A. 30:9A-3.

14.4 Division of Community Outreach and Family Services. There shall be a Division of Family Services. The Freeholders may hire a Director of Family Services who, under the direction and supervision of the Director of Human Services, shall work with community providers to create and sustain programs to assist working families in Passaic County. The Division shall be responsible for assessing community needs and providing services to priority populations including veterans, homeless and unemployed. The Division shall:

- a. Receive, expend, and administer funds made available from the State of New Jersey, Division of Family Development for Work- First services including WFNJ Transportation services within Passaic County
- b. Act as the liaison to advisory boards established by the Freeholders to formulate and enact programs to assist individuals on public assistance by creating programs that eliminate barriers to employment
- c. Formulate and implement the annual Municipal Alliance Plan
- d. Act as the liaison and coordinator to the all of the Municipalities located in Passaic County that receive Human Service funding
- e. Works with the Passaic Transportation Coordinator to administer the JARC funding for Passaic County and to develop appropriate bus routes
- f. Provide various community outreach programs to underprivileged families through Freeholder support and/or charitable donations

14.5 Workforce Investment Board. The Passaic County Workforce Investment Board shall be considered a non-departmental Division of the County and shall be led by the Workforce Investment Board Director. The Board shall be administratively located under the Human Services Department. The Board shall remain an independent body subject to its bylaws, the laws of the State of New Jersey and the Federal Workforce Investment Act of 1988.

14.6 Division of Alternatives to Domestic Violence. There shall be a Division of Alternatives to Domestic Violence. The Freeholders may hire a Director of the Alternatives to Domestic Violence Division who, under the supervision of the Director of Human Services, shall be responsible for the development and implementation of a multifaceted domestic violence nonresidential intervention program. The program shall offer a comprehensive approach to preventing and reducing domestic violence by providing services to individuals and families involved in abusive relationships. The Division shall, to maximum extent practicable, provide services to all members of households experiencing domestic violence. The services to be provided shall include:

- a. creation, staffing and operation of a 24-hour hotline for all individuals involved in abusive relationships
- b. crisis intervention and counseling
- c. legal/victim advocacy, assistance and referrals

- d. community education and workshops to raise awareness of the problem of domestic violence in our community with the goal of prevention through education

- e. such other services as may be deemed appropriate from time to time

ARTICLE FIFTEEN

DEPARTMENT OF PARKS AND RECREATION

15.1 Generally. There shall be a Department of Parks and Recreation, the head of which shall be the Director of Parks. The Department of Parks shall be responsible for developing and promoting the use of the County Park System. The Department shall:

- a. Preserve, care for and improve park and recreational facilities and activities
- b. Develop and administer programs to facilitate public use and enjoyment of County parks, playgrounds and places of recreation
- c. Maintain a program of active and passive recreational events
- d. Coordinate park and recreation programs of the County with other public and private recreational programs, and facilities within the County
- e. Protecting historical and prehistoric sites to enhance, attract, and educate park visitors

15.2 Golf Course. There shall be a Division of Golf that shall be responsible for the operation of the county-owned Preakness Valley Golf Course. The Division of Golf shall be overseen by the Director of Parks. Nothing contained herein shall prevent the Freeholders from hiring a Superintendent of Golf to operate, maintain and recommend improvements to the golf facilities.

15.3 Rutgers Extension Services. The agriculture and well-being programs offered to county residents through the State University of New Jersey shall be administratively housed within the Department of Parks and Recreation and shall have the same standing as a Division within.

ARTICLE SIXTEEN

DEPARTMENT OF PUBLIC SAFETY

16.1 Generally. There shall be a Department of Public Safety for the purpose of planning and coordinating an effective administration of County safety and security operations. The Director of Public Safety shall be appointed by the Freeholder Board. The Director of Public Safety shall be the head of the Department and shall be responsible to the County Freeholders, Law & Public Safety Committee, and County Administrator for its operation. The Department of Public Safety shall include the following divisions:

- a. The Division of Emergency management
- b. The Division of Police Academy
- c. The Division of Weights and Measures

16.2 Division of Police Academy. There shall be a full service NJ State Certified Basic Police, Corrections, and In-Service Training Academy under the direction and in consultation with the NJ State Police Training Commission.

16.3 Division of Weights and Measures/Consumer Protection. There shall be a Division of Weights and Measures under the direction and supervision of the Director of Public Safety. The functions and responsibilities of the division shall include:

- a. Protecting the consumer through:
 - i. Calibration of commercial weighing and measuring devices
 - ii. Weighing commodities in transit of exposed for sale
- b. Investigation complaints
 - i. Office enforces all State Statutes and Regulations with regard to heating, motor fuels, inspecting, weighing and measuring devices, including those used for package of commodities for food and fuel
 - ii. Investigates complaints of fraud on consumer items

16.4 The Division of Office of Emergency Management. The head of the Office of Emergency Management shall be the County Emergency Coordinator who shall be qualified and appointed in compliance with law. The Coordinator is granted authority to declare a State of Emergency for the entire County if, as a result of natural or unnatural causes, conditions present severe hazards to life or property. The Office shall:

- a. Plan, develop, coordinate and activate county-wide mutual aid civil defense and disaster control operations

- b. Make available to the county and activate such disaster control and civilian defense facilities and services as are available from the resources of county government
- c. Keep the county advised of current or potential disaster situations
- d. Exercise and discharge the functions, powers and duties prescribed for such agencies pursuant to law
- e. Coordinate and act as liaison with state, county and municipal disaster preparedness and response agencies
- f. Prepare a written Emergency Operations Plan with all appropriate annexes necessary to implement the plan
- g. Develop an Emergency Operating Center as a site from which key officials can direct and control operations during an emergency
- h. Develop training programs for emergency response personnel
- i. Develop exercise programs to test response capabilities.

ARTICLE SEVENTEEN

HEALTH DEPARTMENT

17.1 **Generally.** There shall be a Department of Health under the direction of a licensed Health Officer, known as the County Health Officer. The Department of Health shall monitor public and environmental health activities to assure that the county is satisfying its lawful obligations. The responsibilities of the Health Department shall include:

- a. Making sure that the Local Health Agencies in the county comply with Practice Standards for Public Health Activities as required by N.J.S.A. 26:3A2-1 et seq. and N.J.A.C. 8:52-2.1 et seq. by and including:
 - i. Frequently meeting with the health officers representing Passaic County municipalities to assure their health agencies are satisfying the requirements of practice standards to determine if the County needs to consider providing direct public health services to meet deficiencies
 - ii. Implementing health planning to provide resource allocations to maintain the level of services by those local health agencies in order to sufficiently meet practice standards requirements and to address emergent health needs such as those caused by H.I.V. /A.I.D.S. epidemic, rabies epizootic and any other emergent health hazard
 - iii. Inform, educate and empower people regarding health issues in a manner consistent with N.J.A.C. 8:52-6.
- b. Ensuring compliance with the County Environmental Health Act as provided by N.J.S.A. 26:A2-21 et seq. and N.J.A.C. 7:1H- 1.1 et seq. which requires updating the work program and maintenance of the County Health Department's State certifications, as well as provide for the administrative and performance standards
- c. Updating and monitoring the agreements with the County Health Department's C.E.H.A. Agents: the City of Paterson Division of Health, to carry out all the C.E.H.A. performance standards; and the P.C.U.A. to carry out the Solid Waste Performance Standard; and the Sheriff's Department to carry out the Hazardous Materials Performance Standard each in accordance with the latest approved County Health Department Work Program
- d. Enforcing the Statutes, Regulations and County Ordinance related to C.E.H.A. and assure that all fees and fines collected are deposited in the Environmental quality and Enforcement Trust Account. Assure that funds from this account are properly disbursed and are used to maintain an active C.E.H.A. effort in and for Passaic County.

- e. The County Health Officer shall provide technical assistance to County Agencies when necessary.

17.2 Division of Mosquito Control. There shall be a Division of Mosquito Control. The Freeholders may hire a Mosquito Control Superintendent who, under the direction and supervision of the Director of Health, shall prevent mosquito infestation and related diseases. The Division of Mosquito Control shall:

- a. Reduce the population of nuisance and disease-bearing mosquitoes through the implementation of a comprehensive Integrated Pest Management (IPM) strategy.
- b. Conduct surveillance to determine species composition, numbers of mosquitoes, and the potential presence of mosquito-borne infectious disease
- c. Provide information which members of the public can implement to protect themselves against mosquito bites and to reduce or eliminate the presence of mosquito habitat on private property.

17.3 Division of Recycling and Solid Waste. There shall be a Division of Recycling and Solid Waste. The Freeholders may hire a Recycling Coordinator who under the direction and supervision of the Health Officer shall:

- a. Participate in the planning, development and evaluation of recycling programs for the efficient disposal of recyclable materials.
- b. Encourage municipalities, businesses and institutions to implement recycling compliance policies in order to achieve a more environmentally friendly conscious community.
- c. Write and distribute educational material designed to promote the recycling program and encourage participation of residents in the program

ARTICLE EIGHTEEN

SENIOR, DISABILITY SERVICES & VETERANS' AFFAIRS DEPARTMENT

18.1 Generally. There shall be a Department of Senior, Disability Services and Veterans' Affairs, the head of which shall be the director. Within the Department there shall be the following Divisions:

- a. Aging Services
- b. Nutrition Services
- c. Adult Day Care Services
- d. Disability Services
- e. Para Transit
- f. Veterans' Affairs
- g. Weatherization

18.2 Duties. The Department of Senior, Disability Services and Veterans' Affairs shall provide leadership, guidance and administrative direction in the development and implementation of programs and services designed to improve the quality of life of the County's senior, disabled and veteran populations.

The Director of Senior Services shall recommend members to the County's advisory councils on aging and disabilities. Such recommendations shall be subject to the advice and consent of the Board of Chosen Freeholders. Members shall further the council's goal of ensuring broad representation among all segments of the County's general populace, to gain advice and assistance on program objectives, development and support.

18.3 Division of Aging Services. There shall be a Division of Aging Services. The Freeholders may hire a Director of Senior and Disabled Services who, under the supervision of the department head, shall promote the well-being and quality of life of County's senior populations. The division shall:

- a. Provide and coordinate services, and sponsor activities, subject to budgetary appropriations. Such programs may include, but are not limited to, transportation and assisted transportation services, housecleaning assistance, certified home health aide referrals, telephone check-ins, health fairs and related educational activities
- b. Act as the lead educational and counseling provider to seniors

18.4 Division of Nutrition Services. There shall be a Division of Nutrition Services. The Freeholders may hire a director who, under the supervision of the department head shall administer the day to day operations of the County's congregate meal sites,

nutrition education programs and home delivered meals through the Meals on Wheels program.

18.5 Division of Adult Day Care Services. There shall be a Division of Adult Day Care Services. The Freeholders may hire a director who, under the supervision of the department head shall administer the day-to-day operations of the County's adult day care programs.

18.6 Division of Disability Services. There shall be a Division of Disability Services. The Freeholders may hire a director who, under the supervision of the department head, shall provide education and advocacy related to issues faced by Passaic County's Disabled population.

18.7 Division of Para Transit. There shall be a Division of Para Transit. The Freeholders may hire a director who, under the supervision of the department head, shall provide transportation to residents of Passaic County who are disabled, financially indigent or receiving sheltered residence, or otherwise unable to use mass transit. The Division of Para Transit shall:

- a. Provide and maintain a transit network throughout Passaic County, which provides door-to-door service to treatment centers for dialysis, cobalt and medical transportation for Senior Citizens
- b. Process requests and transport Senior Citizens to and from nutrition sites located throughout the County
- c. Provide shopping services to Senior Citizens as needed and recreational services as available
- d. Strive to coordinate all transportation programs offered by government nonprofit and private agencies within the County for maximum effectiveness with minimum cost
- e. Coordinate and act as a liaison to committees formed by the board to promote the division's effectiveness including:
 - i. United We Ride Transportation Committee. There shall be a Transportation Coordinating Committee whose membership shall include a representative of each municipality designated by the municipality and representatives of public transportation providers and citizens of the County appointed by the board. The Committee shall advise on matters concerning public transportation, road and highway activities and funding, and the transportation for the elderly and handicapped.
 - ii. Senior and Disabled Transportation Advisory Committee. There shall be a Steering Committee for Elderly and Handicapped Transportation whose membership shall be in accordance with

federal regulations and shall include consumers and representatives from agencies that provide Para-Transit services.

18.8 Division of Veterans' Affairs. There shall be a Division of Veterans' Affairs. The Freeholders may hire a director who, under the supervision of the department head shall:

- a. Provide guidance to Passaic County military veterans with respect to available medical and educational programs
- b. Act as the County's Internment Officer

18.9 Division of Weatherization. There shall be a Division of Weatherization. The Freeholders may hire a Director of Weatherization who, under the supervision of the department head shall provide financial and technical assistance relating to heating assistance and energy efficiency programs to residents of Passaic County who meet certain income eligibility thresholds as currently established by law:

- a. Provide and pay for weatherization tactics, which shall improve the energy efficiency of the dwelling
- b. Act as a liaison between Passaic County and State of New Jersey in providing information concerning energy effectiveness
- c. Apply for State funding to continue to weatherize dwellings in Passaic County
- d. Furnish emergency heater replacements pursuant to funding

ARTICLE NINETEEN

PREAKNESS HEALTHCARE CENTER

19.1 Generally. The Preakness Healthcare Center shall be considered a department of county government. The head of the department shall be the administrator of the facility who shall be a licensed Nursing Home Administrator in the State of New Jersey, pursuant to N.J.A.C. 8:39-9.2. The administrator shall be responsible for the day-to-day operation of the facility in accordance with Title 30 of the Revised Statutes of New Jersey and, under the administrator's direction, healthcare center staff shall:

- a. Ensure compliance with Federal and N.J. State Regulatory Requirements (N.J.A.C. 8:39 and 8:43E)
- b. Promote and maintain resident rights
- c. Ensure each resident attains and maintains the highest practicable level of physical, emotional and social well-being.
- d. Act as the County's Internment Officer

19.2 Board of Managers. An advisory board of managers appointed by the Freeholders may provide recommendations to the administrator. Membership on the board shall include three physicians and four non-physicians along with one freeholder who shall act as liaison to the board.

19.3 Capacity and Care. Preakness Healthcare Center provides skilled nursing care for 406 residents. Preakness Healthcare Center is licensed by the State of New Jersey Department of Health and Senior Services as a Skilled Nursing Facility and includes the following levels of care:

- a. Sub-acute
- b. Long-Term Care
- c. Hospice (including inpatient level)
- d. Respite
- e. Special care including behavior management and ventilator-dependent with hemodialysis services.

19.4 Patient Services. The Preakness Healthcare Center shall, subject to funding and Department of Health rules and regulations, provide services including:

- a. Rehabilitation Therapy (Physical Therapy, Occupational Therapy, Speech Therapy)
- b. Skilled Nursing

- e. Peritoneal Dialysis
- d. Respiratory (including tracheotomy)
- e. Enteral Nutrition
- f. Mental Health
- g. Alzheimer's and Dementia Care

19.5 Community Services. The Preakness Healthcare Center shall provide meal preparation services for:

- a. Passaic County Congregate Sites
- b. Passaic County Meals-on-Wheels
- c. Other congregate and meals-on-wheels program entered into by and between the County of Passaic and other local governmental units pursuant to inter-local agreements.

ARTICLE TWENTY

CAMP HOPE

20.1 Generally. Camp Hope shall be considered a department of county government. The head of the department shall be the executive director of the camp who shall be responsible for the day-to-day operation of the facility. Under the executive director's direction, Camp Hope staff shall:

- a. Ensure the safe operation of the 62-acre facility for day campers and overnight guests of the Camp
- b. Recruit various youth and senior groups to maximize the use and operation of the facilities
- c. Work with the Department of Roads and Public Buildings to ensure the proper maintenance and upkeep of camp facilities
- d. Attend meetings and report to the Freeholder Board and Camp Hope Commission as necessary
- e. Provide reports to the county administrator as required and perform budgetary and human resource functions as director

20.2 Camp Hope Commission. The Freeholders have previously established the independent Camp Hope Commission to act as stewards of the Camp and advocate its efficient and continuous use.

20.3 Executive Director. The Camp Hope Commission shall recommend a qualified person to serve as the executive director of the camp to the Passaic County Board of Chosen Freeholders. The appointment of the executive director shall require the advice and consent of the board.

ARTICLE TWENTY-ONE

NON-DEPARTMENTAL AGENCIES AND AUTONOMOUS BODIES

21.1 Non-Departmental Agencies. The following boards, commissions, and offices are independent agencies of the County of Passaic, but, as to their dealings with the administrator and the board, shall be deemed to have equal status with departments and shall be governed in the manner prescribed by law. To the extent that such offices, boards or agencies are supported by county funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

- a. The County Board of Taxation
- b. The County Superintendent of Schools
- c. The Passaic County Improvement Authority
- d. The Passaic County Utilities Authority
- e. Recruit various youth and senior groups to maximize the use and operation of the facilities

21.2 Autonomous Bodies. The following boards, commissions and offices are autonomous bodies of the County of Passaic. To the extent that such offices, boards or agencies are supported by County funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

- a. The Board of Social Services
- b. The Workforce Development Center
- c. The Passaic County Community College
- d. The Passaic County Vocational and Technical High School
- e. The County Superintendent of Schools

Separabilities

Should any provision of this Administrative Code be held unlawful or unenforceable by any court of competent jurisdiction, such decision of the court shall only apply to that specific portion of this code. All other sections of the code shall remain in full force and effect.

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
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Bruce James
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Administrator

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Clerk Of The Board



Public Meeting (Board Meeting)

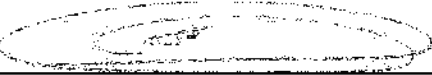
Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

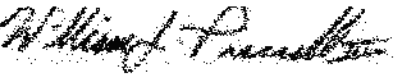
Agenda: RESOLUTION ADOPTING THE BY-LAWS OF THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150003						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-3						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION ADOPTING THE BY-LAWS OF THE
PASSAIC COUNTY BOARD OF CHOSEN
FREEHOLDERS**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that it hereby adopts for the calendar year 2015, the attached by-laws of the Board of Chosen Freeholders of the County of Passaic.

January 8, 2015

BY-LAWS

BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF PASSAIC

FOR THE YEAR 2015

ARTICLE I

ORGANIZATION

Section 1 The Board shall organize at 12:00 noon on either the first or second day of January or on some other hour on any day during the first week in January, annually, as the Board, by Resolution passed before said meeting, may determine.

Section 2 The Board shall be called to order by the Clerk of the Board immediately after the newly elected members of the Board have taken and subscribed the oath provided by law.

Section 3 Members of the Board shall elect, by a majority vote, a Director to serve for a term of one (1) year. Upon election, the Director shall take and subscribe to the oath provided by law, and immediately take the chair and assume the duties of his or her office.

Section 4 The members of the Board shall elect by a majority vote a Deputy Director to serve for a term of one (1) year.

Section 5 The Board shall thereupon adopt the By-Laws.

Section 6 The Board shall then proceed to appoint all officers and employees in accordance with the provisions of statute.

Section 7 The appointment of all officers and employees shall be made by Resolution, in writing, passed upon roll call.

Section 8 The Director shall thereupon appoint the standing committees hereinafter provided.

Section 9 The Freeholder Board shall entertain Resolutions for the Following Purposes:

- (a) Adoption of a Temporary Budget.
- (b) Adoption of a Cash Management Fund.
- (c) Adoption of a Resolution authorizing disbursements of authorized Petty Cash funds to respective County Departments.
- (d) Adoption of the Schedule of the Conference and Regular Meetings for the Calendar Year and providing for issuance of appropriate Public Notice regarding same.

ARTICLE II

MEETINGS

Section 1 Regular meetings of the Board shall be held on the second and fourth Tuesday of each month unless otherwise established by the Board in their list of regular meeting dates for the year in the Freeholders' meeting room, Administration/Court Building, 401 Grand Street, Paterson, New Jersey, at regularly scheduled hours as posted by the Clerk of the Board.

Periodic meetings may be held in various municipalities of the County, the date, the time, and place of which shall be fixed in advance by Resolution duly enacted by the Board of Chosen Freeholders.

In the event that any regular meeting date falls on a legal holiday, the meeting shall be cancelled unless the Board, by Resolution, shall provide a substitute date.

Section 2 Special meetings of the Board shall be held on the written order of the Director or of any three members of the Board specifying the business to be transacted at the meeting and the time and place thereof.

The Clerk of the Board shall call a special meeting upon receipt of an appropriate order, by written notice, directed to the members of the Board and left at their respective places of abode, or mailed to the post office nearest thereto at least three (3) days before the day of the meeting. The notice shall state the business and objectives of the meeting, and the time and place where the meeting is to be held, and shall be in compliance with all the requirements of the "Open Public Meetings Law," pursuant to the provisions of N.J.S.A. 10:4-6 et seq. as supplemented and amended.

Section 3 Emergency Meetings of the Board Shall be held when an urgent and important matter arises and a delay of the meeting for the purpose of providing adequate notice would likely result in substantial harm to the public interest. Notice of Emergency Meeting shall conform with the requirements of N.J.S.A. 10:4-9(b) as supplemented and amended.

Section 4 A majority of the members qualified shall constitute a quorum. Where no quorum is present, the members in attendance may adjourn to such time and place as determined by the Board of Chosen Freeholders.

Section 5 The Director shall call the meeting to order; in the absence of the Director the Deputy Director shall

preside, and in the absence of both, the Board shall select a director pro tempore.

The order of business at a regular meeting shall be substantially as follows:

- (a) Open Public Meetings Act Statement
- (b) Roll call
- (c) Invocation
- (d) Salute to the Flag
- (e) Approval of prior minutes
- (f) Reports of Freeholders Committees
- (g) Communications
- (h) Proclamations - Read into the Record
- (i) Public participation
- (j) Resolutions and other business
- (k) Unfinished business
- (l) New business
- (m) 1. Submission of all personnel matters for Board approval.
2. Submission of bills for Board approval.
3. Certification of Payroll
- (n) Receipt of Department, Board Agency or Commission Reports
- (o) Adjournment

Section 6 No member shall speak longer than 10 minutes nor more than twice on the same questions without permission of the Director, and no member shall be permitted to speak more than once on any given subject matter until every other member desiring to speak shall be heard.

Section 7 No member of the public shall speak more than 3 minutes on one issue, and extension for an additional 3 minutes on the same issue may be permitted if a majority of the Board of Chosen Freeholders concurs.

ARTICLE III

COMMITTEES

Section 1 There shall be six (6) Freeholder Committees to be designated as follows:

- (a) Administration and Finance;
- (b) Public Works and Buildings & Grounds;
- (c) Planning;
- (d) Human Services
- (e) Health, Education AND Community Affairs
- (f) Public Safety

Section 2 The Director may appoint such other Committees as he or she deems advisable to serve at his or her pleasure.

Section 3 Each Committee shall be composed of a Chair and two (2) members. The Director shall be an ex-officio member of all committees.

Section 4 Each Committee shall be responsible for coordinating the work of the boards and departments within the jurisdiction of each respective Committee.

Section 5 Each Chair shall periodically report to the Board at large and make such recommendations as he or she shall think appropriate. No Committee shall take any action which shall be binding until reported to and approved by the Board at large.

Section 6 In the event that a scheduling change is necessary with regard to a Committee meeting the Chair of the Committee shall consult with the other Committee members and the Clerk of the Board in an effort to avoid scheduling conflicts.

Section 7 The jurisdiction of each Committee shall encompass the following governmental functions, Commissions, Departments and/or Agencies:

(a) ADMINISTRATION AND FINANCE:

County Administrator, County Counsel, Finance Department, Personnel, Purchasing, Treasurer, Self Insurance Fund, Board of Social Services (Budget-only), Board of Taxation and Superintendent of Elections

(b) PUBLIC WORKS AND BUILDINGS & GROUNDS:

Engineering, Operations, Buildings and Grounds, Parks and Recreation.

(c) PLANNING:

Planning, Open Space, Economic Development, Housing, Workforce Investment Board, Weatherization, and County Historian.

(d) HUMAN SERVICES:

Human Services, Mental Health, Addiction Services, Preakness Healthcare Center, and Division on Senior Services, Disabilities and Veteran Affairs.

(e) HEALTH, EDUCATION AND COMMUNITY AFFAIRS:

Department of Health, Mosquito Control, Recycling, Camp Hope, Extension Services, Superintendent of Schools and County Historian.

(f) PUBLIC SAFETY:

County Adjuster, Weights and Measures, Consumer Affairs, Police Academy, Sheriff/Jail, Prosecutor, and Office of Emergency Management.

Section 8 The Director, or the Director's designee where permitted, shall be an ex-officio member of the Passaic County Board of Social Services; the Passaic County Planning Board; the Youth Services Commission and the Boards of School Estimate of the Passaic County Board of Vocational and Technical Education and the Passaic County Community College and all other Boards as are required by statute.

For all other County Boards where Freeholder membership is not provided for by statute, the Freeholder Director shall serve in an advisory capacity.

ARTICLE IV

OFFICERS

Section 1 The Board shall appoint all officers and employees and shall fix their compensation and terms of office as provided by law.

Section 2 Every person elected or appointed to any county office shall, before assuming the duties of the office, take and subscribe to an appropriate oath which shall be filed with the Clerk of the Board.

Section 3 Whenever duties are imposed by law upon any officer or employee of the County, and no person is authorized by law to perform such duties when such officer or employee is temporarily absent or disabled, it shall be lawful for the Board of Chosen Freeholders to designate some person to act in the place and stead of such officer or employee during his temporary absence of disability.

Section 4 All County office and departments shall remain open from 8:30 a.m. to 4:30 p.m., in each working day or as otherwise required by law.

Section 5 All officers appointed by the Board shall attend all regular and special meetings of the Board and such other meetings which may be required or requested.

ARTICLE V

RULES OF ORDER AND PROCEDURE

Section 1 The operation of any of the provisions of the By-Laws may be temporarily suspended by the affirmative vote of not less than four (4) members of the Board, providing such suspension is not contrary to law.

Section 2 If the subject of the motion be a written resolution or written motion, the same shall be read aloud by title by the Clerk before it is put to the Board. The reading and seconding of a resolution, or motion shall place it in the possession of the Board, open to debate. Any motion or resolution may be withdrawn before a vote thereon has been taken or an amendment thereto has been offered. All such resolutions shall be put to a vote by the Director of all members present.

Section 3 The Board hereby authorizes adoption of Resolutions by way of a Consent Agenda pursuant to ROBERT'S RULES OF ORDER except those types of Resolutions that involve Interlocal Services Agreements, Bonding and Treasury Resolutions as well as Ordinances.

Section 4 The following motions (and no others) shall be received when a question is under debate:

- (a) To adjourn
- (b) To lay on the table
- (c) To amend

These several motions shall take precedence in their given order.

The motion to adjourn shall be decided without debate.

Section 5 When two or more members claim the floor at the same time, the Director shall decide who is entitled to the same.

Section 6 Motions to adjourn, to lay on the table, to postpone and to amend shall always be put without debate. A vote of the Board ordering the movement of previous questions shall preclude further debate, but shall not put off pending amendments.

Section 7 No resolution shall be placed on the agenda without first being reviewed and approved by County Counsel as to form and legality.

Section 8 Any resolution not placed on the written agenda prior to the meeting in accordance with all applicable provisions of these by-laws, the administrative code and other applicable law may be added to the agenda on the day of the meeting only by the affirmative vote of five (5) freeholders. In the event any proposed resolution is presented orally at a meeting and added to the agenda in accordance with all the requirements of this article, the matter may be voted at that time subject to the preparation and adoption of an appropriate written resolution at a subsequent meeting which accurately memorializes the prior action of the Board on the oral resolution. Any such memorializing resolution shall bear the resolution number assigned to the question at the time of its initial consideration.

Section 9 ROBERT'S RULES OF ORDER shall apply in all cases not provided for in the Rules of Order and Practice.

ARTICLE VI

ADMINISTRATIVE CODE

Articles One through Twenty of the Passaic County Administrative Code, as adopted pursuant to resolution R-12-60, adopted January 24, 2012 and as thereafter amended by the Board of Chosen Freeholders of the County of Passaic are hereby incorporated by reference and made a part hereof. In the event of any inconsistencies between these By-Laws and said Administrative Code, the By-Laws shall take precedence and be paramount.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING FREEHOLDERS TO THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150004						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-4						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING FREEHOLDERS TO THE PASSAIC
COUNTY BOARD OF SOCIAL SERVICES**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Bruce James and Freeholder John W. Bartlett, be and hereby are appointed to the Passaic County Board of Social Services, for a term effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
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Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING FREEHOLDERS TO THE CAMP HOPE COMMISSION, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150005						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-5						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING FREEHOLDERS
TO THE CAMP HOPE COMMISSION**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Terry Duffy and Freeholder Ronda Cotroneo be and hereby are appointed to the Camp Hope Commission, each for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III
Administrator
William J. Pascrell, III, Esq.
County Counsel
Louis E. Imhof, III, RMC
Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING MEMBERS TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150006						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-6						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING MEMBERS TO THE NORTH
JERSEY TRANSPORTATION PLANNING AUTHORITY**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder John W. Bartlett be and hereby is appointed to the North Jersey Transportation Planning Authority (NJTPA) for a term of one (1) year, effective immediately and terminating on December 31, 2015; and

BE IT FURTHER RESOLVED that Freeholder Pat Lepore be and hereby is appointed as the Alternate Member of the NJTPA for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING FREEHOLDERS TO THE PASSAIC COUNTY PLANNING BOARD, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150007						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-7						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING FREEHOLDERS TO
THE PASSAIC COUNTY PLANNING BOARD**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Terry Duffy be and hereby is appointed as a member of the Passaic County Planning Board, for a term of one (1) year, effective immediately and terminating on December 31, 2015; and

BE IT FURTHER RESOLVED that Freeholder Theodore O. Best be and is hereby appointed as the Freeholder Alternate member of the Passaic County Planning Board for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE BOARD OF MANAGERS OF PREAKNESS HEALTHCARE CENTER, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150008						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-8						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE
BOARD OF MANAGERS OF PREAKNESS HEALTHCARE
CENTER**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Bruce James be and hereby is appointed as liaison to the Board of Managers of Preakness Healthcare Center, for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III
Administrator
William J. Pascrell, III, Esq.
County Counsel
Louis E. Imhof, III, RMC
Clerk Of The Board



Public Meeting (Board Meeting)

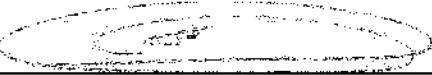
Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

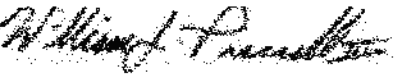
Agenda: RESOLUTION APPOINTING A FREEHOLDER TO THE HUMAN SERVICES ADVISORY COMMITTEE, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150009						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-9						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING A FREEHOLDER TO THE
HUMAN SERVICES ADVISORY COMMITTEE**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Hector C. Lora be and hereby is appointed as liaison to the Human Services Advisory Council, for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING THE BOARD'S LEGISLATIVE DELEGATES TO THE NEW JERSEY ASSOCIATION OF COUNTIES ("NJAC"), ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150010						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-10						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING THE BOARD'S LEGISLATIVE
DELEGATES TO THE NEW JERSEY ASSOCIATION OF
COUNTIES ("NJAC")**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that County Administrator Anthony J. DeNova be and hereby is appointed as the Board's Legislative Delegate to the New Jersey Association of Counties ("NJAC") for the year 2015; and

BE IT FURTHER RESOLVED that Freeholder John W. Bartlett be and hereby is appointed as the Board's Alternate Legislative Delegate to NJAC for the Year 2015;

BE IT FURTHER RESOLVED that Freeholder Theodore O. Best be and hereby is appointed as the Board's Second Alternate Legislative Delegate to NJAC for the Year 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE
TO THE OFFICE OF EMERGENCY MANAGEMENT, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150011						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-11						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE
TO THE OFFICE OF EMERGENCY MANAGEMENT**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Bruce James be and hereby is appointed as the Board's representative to the Office of Emergency Management for a term of one (1) year effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE TO THE OPEN SPACE AND FARMLAND PRESERVATION TRUST FUND ADVISORY COMMITTEE, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150012						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-12						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING THE BOARD'S REPRESENTATIVE
TO THE OPEN SPACE AND FARMLAND PRESERVATION TRUST
FUND ADVISORY COMMITTEE**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Theodore O. Best be and hereby is appointed as the Board's representative to the Open Space and Farmland Preservation Trust Fund Advisory Committee for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE YOUTH SERVICES COMMISSION, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150013						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-13						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING A FREEHOLDER LIAISON TO THE
YOUTH SERVICES COMMISSION**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Hector C. Lora be and hereby is appointed as liaison to the Youth Services Commission, for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

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Paterson, New Jersey 07505

Tel: 973-881-4402
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Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION TEMPORARY CURRENT BUDGET FOR 2015, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:
FINANCE DEPARTMENT

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150014						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-14						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

Resolution: TEMPORARY CURRENT BUDGET FOR 2015

BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Passaic that the schedule attached is hereby adopted as the Temporary Current Budget of the County of Passaic for the County of Passaic year 2015: and

WHEREAS, N.J.S. 40A:4-19 provides for the total of appropriations so made shall not exceed 26.25% of total appropriations of the preceding year (2014) budget.

TEMPORARY CURRENT BUDGET FOR 2015

General Government

Board of Freeholders	20-101	
Salaries & Wage		119,000.00
Other Expenses		20,000.00
County Administrator	20-102	
Salaries & Wage		190,000.00
Other Expenses		70,000.00
Finance Department	20-103	
Salaries & Wage		420,000.00
Other Expenses		95,000.00
Other Expenses- Insurance		1,500.00
Other Expenses- Payroll Processing		63,000.00
Postage	20-103	75,000.00
MIS	20-103	
Other Expenses		225,000.00
County Counsel	20-104	
Salaries & Wage		384,000.00
Other Expenses		20,000.00
County Adjuster	20-104	
Salaries & Wage		88,000.00
Other Expenses		20,000.00
Clerk of the Board	20-105	
Salaries & Wage		122,000.00
Other Expenses		8,000.00
State & National Assoc. of County Officials	20-105	10,505.00

Introduced on: January 8, 2015
 Adopted on: January 8, 2015
 Official Resolution#: R20150014

		Res-Pg:l.14-3
Personnel	20-106	
Salaries & Wage		142,000.00
Other Expenses		14,000.00
County Clerk	20-107	
Salaries & Wage		291,000.00
Other Expenses		6,000.00
County Register	20-108	
Salaries & Wage		366,000.00
Other Expenses		40,000.00
Photostat Department	20-108	
Other Expenses		15,000.00
Prosecutor's Office	20-109	
Salaries & Wage		6,243,000.00
Other Expenses		132,300.00
County Police Radio	20-110	25,000.00
Purchasing Department	20-111	
Salaries & Wage		270,000.00
Other Expenses		10,000.00
Bulk Purchasing	20-111	25,000.00
Buildings & Grounds	20-112	
Salaries & Wage		2,100,000.00
Other Expenses		1,000,000.00
Other Expenses- Parking		110,000.00
Other Expenses- Welfare Board		10,000.00
Other Expenses- Preakness		30,000.00
Economic Development	20-113	
Salaries & Wage		49,000.00
Other Expenses		5,000.00
Surrogate	20-115	
Salaries & Wage		371,000.00
Other Expenses		13,000.00
<u>General Insurance</u>		
Hospitalization,Medical & Dental	20-120	17,000,000.00
Group Life	20-120	10,500.00
Surety Bond Premiums	20-120	2,000.00
Worker's Compensation	20-120	100,000.00
Other Insurance	20-120	132,000.00
Liability Insurance	20-120	100,000.00

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150014

Prescription Plan	20-120	4,100,000.00
Dental Plan	20-120	160,000.00
Total General Government:		34,802,805.00

Regulation

Sheriff's Office	22-130	
Salaries & Wage		3,465,000.00
Other Expenses		52,000.00
Weights & Measures	22-133	
Salaries & Wage		142,000.00
Other Expenses		2,400.00
Board of Taxation	22-135	
Salaries & Wage		121,000.00
Other Expenses		5,000.00
Medical Examiner	22-137	
Other Expenses		381,000.00
Indigents		
Other Expenses		13,000.00
Board of Elections	22-139	
Salaries & Wage		185,000.00
Other Expenses		42,000.00
Superintendent of Elections	22-141	
Salaries & Wage		360,000.00
Other Expenses		130,000.00
Elections - County Clerk	22-143	
Other Expenses		73,000.00
Emergency Management	22-145	
Salaries & Wage		50,000.00
Other Expenses		4,800.00
Planning Board	22-147	
Salaries & Wage		113,000.00
Other Expenses		6,000.00
Contributions Board of Appeals	22-148	1,300.00
Total Regulation:		5,146,500.00

Correctional & Penal

Jail & Workhouse	25-157	
Salaries & Wage		12,617,000.00
Salaries & Wage		4,000,000.00
Other Expenses		1,000,000.00

Introduced on: January 8, 2015
 Adopted on: January 8, 2015
 Official Resolution#: R20150014

Other Expenses - Medical

1,400,000.00
Res-Pg:l.14-5

Total Correctional & Penal:

19,017,000.00

Roads & Bridges

Roads & Bridges	26-151	
Salaries & Wage		187,000.00
Other Expenses		525,000.00
Mosquito	26-151	
Salaries & Wage		241,000.00
Other Expenses		13,000.00
County Engineer	26-153	
Salaries & Wage		228,000.00
Other Expenses		4,500.00

Total Roads & Bridges:

1,198,500.00

Health & Welfare

Division of Domestic Violence	27-161	
Salaries & Wage		25,000.00
Mental Health Board	27-162	
Salaries & Wage		75,000.00
Mental Health Program	27-162	195,400.00
Drug Addiction Program	27-162	
Salaries & Wage		10,000.00
Other Expenses		50,500.00
Maintenance of Patients	27-164	262,500.00
County Welfare Board	27-166	
Administration		4,000,000.00
Supplement Security Income		400,000.00
Aid to Dependent Children		500,000.00
Department of Youth Service	27-170	
Salaries & Wage		60,000.00
Other Expenses		2,000,000.00
Other Expenses- Medical		200,000.00
Preakness Hospital	27-172	
Salaries & Wage		8,000,000.00
Other Expenses		1,750,000.00
Underprivileged Children's Camp	27-174	
Salaries & Wage		159,000.00
Other Expenses		12,000.00

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150014

Office On Aging	27-176	Res-Pg:l.14-6
Salaries & Wage		40,000.00
Other Expenses		9,800.00
Adult Day Care	27-176	
Salaries & Wage		21,000.00
Other Expenses		2,500.00
Health Department	27-180	
Salaries & Wage		168,000.00
Other Expenses		6,400.00
Total Health & Welfare:		17,947,100.00

Recreational

Passaic County Parks & Recreation Department	28-198	
Salaries & Wage		414,000.00
Other Expenses		35,000.00
Golf Course	28-198	
Salaries & Wage		485,000.00
Other Expenses		215,000.00
Total Parks & Recreational:		1,149,000.00

Educational

County Superintendent of Schools	29-190	
Salaries & Wage		178,000.00
Other Expenses		7,500.00
Passaic County Vocational School	29-192	1,850,000.00
County Extension Service		
Salaries & Wage	29-194	19,000.00
Other Expenses		37,000.00
Passaic County Community College	29-196	3,500,000.00
Reimbursement for Residents attending out of County 2 year College	29-196	40,000.00
Total Educational:		5,631,500.00

Unclassified

Purchase of Equipment	30-201	20,000.00
Sick Leave	30-202	197,000.00
Para-Transit	30-205	
Salaries & Wage		20,400.00

Introduced on: January 8, 2015
 Adopted on: January 8, 2015
 Official Resolution#: R20150014

Other Expenses		14,000.00
		Res-Pg:l.14-7
Police Academy	30-206	
Salaries & Wage		180,000.00
Other Expenses		25,000.00
Gasoline	31-220	400,000.00
Telephone & Telegraph	31-221	171,000.00
Natural Gas & Electric	31-222	1,500,000.00
Heating Oil	31-223	30,000.00
Water	31-224	160,000.00
Garbage	31-225	118,200.00
Street Lighting	31-226	132,000.00
	Total Unclassified:	<u>2,967,600.00</u>
Contingent	35-230	<u>13,125.00</u>
Capital Improvement	44-900	<u>0.00</u>
P.E.R.S.	36-471	0.00
P.E.R.S. DCRP		30,000.00
COUNTY PENSION & RETIREMENT FUND		800,000.00
F.I.C.A.	36-472	3,550,000.00
F.I.C.A. Bd of Social Services		800,000.00
Police & Firemen's Retirement System	36-475	0.00
N.J.S.U.I.	36-473	200,000.00
	Total Statutory Expenditures:	<u>5,380,000.00</u>
TOTAL TEMPORARY BUDGET		<u>93,253,130.00</u>

This resolution was requested by:
Richard Cahill
CHIEF FINANCIAL OFFICER

January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

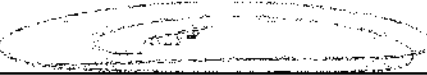
Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION TEMPORARY GRANT BUDGET FOR 2015, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:
FINANCE DEPARTMENT

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150015						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-15						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

Resolution: TEMPORARY CURRENT GRANT BUDGET FOR 2015

BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Passaic that the schedule attached is hereby adopted as the Temporary Grant Budget of the County of Passaic for the County of Passaic year 2015: and

Health

Clean Communities Entitlement	68,262.97
Total Health:	<u>68,262.97</u>

Office On Aging

Aging Area Plan Gant	1,775,499.00
Aging Area Nutrition	2,783,115.00
Casino	1,860,851.00
2014 State Health Insurance Program (SHIP) Grant	3,000.00
Total Office On Aging:	<u>6,422,465.00</u>

WIB

Workforce Learning Link	115,000.00
Total WIB:	<u>115,000.00</u>

TOTAL TEMPORARY GRANT BUDGET	<u>6,605,727.97</u>
-------------------------------------	----------------------------

This resolution was requested by:
 Richard Cahill
 CHIEF FINANCIAL OFFICER

January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
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Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

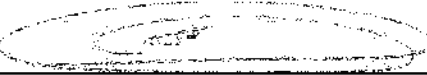
Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda:

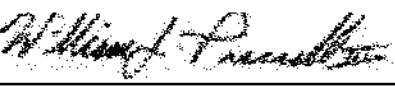
RESOLUTION TEMPORARY DEBT SERVICE FOR 2015, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:
FINANCE DEPARTMENT

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150016						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-16						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE
PERIOD JANUARY, 2015 TO DECEMBER 31, 2015 BY THE
COUNTY OF PASSAIC**

WHEREAS, N.J.S. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than December 20 of the year preceding the beginning of the fiscal year; and

WHEREAS, the date of this resolution is subsequent to December 20, 2014; and

WHEREAS, principal and interest will be due on various dates from January 1, 2015 to December 31, 2015, inclusive, on sundry bonds issued and outstanding:

NOW, THEREFORE BE IT RESOLVED that the following appropriations be made to cover the period from January 1, 2015 to December 31, 2015, inclusive:

	<u>Account</u>	<u>Amount</u>
1. PAYMENT BOND PRINCIPAL	45-920	
a. COUNTY COLLEGE BONDS		\$3,830,000
b. STATE AID COLLEGE BONDS		2,010,000
c. VOCATIONAL SCHOOL BONDS		525,000
d. OTHER BONDS		30,277,000
2. INTEREST ON BONDS	45-930	
a. COUNTY COLLEGE BONDS		\$ 797,000
b. STATE AID COLLEGE BONDS		404,000
c. VOCATIONAL SCHOOL BONDS		117,000
d. OTHER BONDS		7,911,000
3. PASSAIC COUNTY UTILITIES AUTHORITY	45-936	4,132,000
4. GREEN TRUST LOAN PROGRAM	45-937	49,550
5. PCIA LOANS	45-939	
Loan Repayment for Principal and Interest		
i. Prosecutor's Building		474,000
ii. Preakness Healthcare Center		6,742,000

This resolution was requested by:

Richard Cahill
Chief Financial Officer

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
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Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION DISBURSEMENT OF AUTHORIZED PETTY CASH FUNDS, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:
FINANCE DEPARTMENT

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150017						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-17						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION AUTHORIZING REIMBURSEMENT OF
PETTY CASH FUNDS TO RESPECTIVE COUNTY
DEPARTMENTS**

WHEREAS Petty Cash Funds have been authorized for the use of various departments and in accordance with the State Department regulations all such accounts were deposited with the Director of Finance as of December 31, 2014;

NOW, THEREFORE BE IT RESOLVED that the Director of Finance be and he is hereby authorized to reissue the following Petty Cash Funds in calendar year 2015:

Director of Finance	\$200.00
Road Department	\$200.00
Prosecutor's Office	\$15,000.00
Preakness Healthcare Center	\$250.00

This resolution was requested by:

Richard Cahill
Chief Financial Officer

Reviewed by:

ANTHONY DE NOVA
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND
LEGALITY:

WILLIAM J. PASCARELL, II
COUNTY COUNSEL

Dated: January 8, 2015

RC:mk

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
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Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION ADOPTING CASH MANAGEMENT PLAN, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:
FINANCE DEPARTMENT

REVIEWED BY:


Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:


William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150018						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-18						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

RESOLUTION: CASH MANAGEMENT PLAN OF THE COUNTY OF PASSAIC, NEW JERSEY

WHEREAS Chapter 148.P.L. 1997 requires the Chief Financial Officer to prepare a Cash Management Plan; and

WHEREAS this plan should also be in compliance with N.J.S.A.40A:5-1 et seq.; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County of Passaic submits CASH MANAGEMENT PLAN as follows:

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A.40A:5-14 in order to set forth the basis for the deposits (Deposits") and investment (Permitted Investments") of certain Public Funds of the County of Passaic, (the County) pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds accounts of the County:

- Liability Insurance Fund
- Current Fund
- Capital Fund
- Dedicated Trust Funds (Motor Vehicle, Register and others)
- Worker's Compensation Fund
- Other Trust Funds
- Open Space Trust Fund
- Self-Insurance Fund
- Community Development Grant Fund
- Confiscated Trust Funds

- Dedicated Health Trust

III. DESIGNATION OF OFFICIALS OF THE COUNTY AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Finance Director (Chief Financial Officer) of the County the “Designated Official” is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moncy due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the County is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such official.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as

Depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit, which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Wells Fargo National Bank
- PNC Bank N/A
- Capital One
- TD Bank
- Bank of America
- Valley National Bank
- Atlantic Stewardship Bank
- Clifton Savings Bank, SLA
- Columbia Savings Bank
- City National Bank
- NJ/ARM – PFM Asset Management
- Lakeland Bank
- Bank of New York

Designation of Depositories. (cont'd)

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the County referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

- None at this time

VI. AUTHORIZED INVESTMENTS.

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or external factor,
 - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 from the date purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if;
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

- (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national of State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealers who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

For purpose of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940, “ 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:

- (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with Securities and Exchange Commission pursuant to the "Investment Advisor Act of 1940, "15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec.270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968,c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be

expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

- (f) which purchases and redem investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c396(C.40A:5-15.1), or any combination of the proceeding, or the selection of any entity seeking to sell any investment to the local unit who has a material business or personal relationship with the organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the County, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the County of Passaic to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the County or by a third party custodian prior to or upon the release of the County's funds.

To assure that all parties with whom the County deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set

forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official referred to in Section III above.

VIII. REPORTING REQUIREMENTS.

Annually, the County will summarize in its Annual Financial Statement a list of all of its deposits and investments. Additionally, upon request of the governing body, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the County a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the County as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the County.

IX. TERM OF PLAN.

This Plan shall be in effect from January 1, 2015 to December 31, 2015.
Attached to this

Plan is a resolution of the governing body of the County approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the County, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

BE IT FURTHER RESOLVED by the Governing Body that two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services.

This resolution was requested by:

Richard Cahill
Chief Financial Officer

Dated: January 8, 2015

RC:mk

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING MEMBERS TO THE BOARD OF SCHOOL ESTIMATE OF THE PASSAIC COUNTY COMMUNITY COLLEGE, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150019						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-19						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING MEMBERS TO THE BOARD OF
SCHOOL ESTIMATE OF THE PASSAIC COUNTY COMMUNITY
COLLEGE**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Ronda Cotroneo and Freeholder Pat Lepore, be and hereby are appointed as members of the Board of School Estimate of the Passaic County Community College, for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

401 Grand Street
Paterson, New Jersey 07505

Tel: 973-881-4402
Fax: 973-742-3746

Anthony J. De Nova III
Administrator
William J. Pascrell, III, Esq.
County Counsel
Louis E. Imhof, III, RMC
Clerk Of The Board



Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING MEMBERS TO THE BOARD OF SCHOOL ESTIMATE OF THE PASSAIC COUNTY TECHNICAL INSTITUTE, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150020						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-20						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

**RESOLUTION APPOINTING MEMBERS TO THE BOARD OF
SCHOOL ESTIMATE OF THE PASSAIC COUNTY TECHNICAL
INSTITUTE**

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder John W. Bartlett and Freeholder Pat Lepore, be and hereby are appointed as members of the Board of School Estimate of the Passaic County Technical Institute, for a term of one (1) year, effective immediately and terminating on December 31, 2015.

Dated: January 8, 2015

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

401 Grand Street
Paterson, New Jersey 07505

Anthony J. De Nova III
Administrator

William J. Pascrell, III, Esq.
County Counsel

Louis E. Imhof, III, RMC
Clerk Of The Board



John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING STEVEN D. WIELKOTZ, CPA, RMA, OF THE FIRM OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A. TO CONDUCT THE ANNUAL AUDIT OF THE RECORDS OF THE COUNTY OF PASSAIC FOR THE YEAR 2015 AND TO ASSIST IN THE PREPARATION OF THE 2014 FINANCIAL STATEMENT, FOR A BASE FEE OF \$101,500.00, WITH OTHER SERVICES TO BE BILLED PURSUANT TO THE TERMS CONTAINED IN THE SUBMITTED PROPOSAL, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	R20150021						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-21						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

RESOLUTION APPOINTING STEVEN D. WIELKOTZ, CPA, RMA, OF THE FIRM OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A. TO CONDUCT THE ANNUAL AUDIT OF THE RECORDS OF THE COUNTY OF PASSAIC FOR THE YEAR 2015 AND TO ASSIST IN THE PREPARATION OF THE 2014 FINANCIAL STATEMENT, FOR A BASE FEE OF \$101,500.00, WITH OTHER SERVICES TO BE BILLED PURSUANT TO THE TERMS CONTAINED IN THE SUBMITTED PROPOSAL

WHEREAS there exists a need for a Registered Municipal Accountant to conduct the audit of the records of the County of Passaic for the year 2015, and to assist in the preparation of the 2014 financial statements, all to be conducted in accordance with the regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Finance; and

WHEREAS the County of Passaic did issue a public solicitation for these services in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq.; and

WHEREAS the Board of Chosen Freeholders (the “Board”) did previously establish a Evaluation and Review Committee consisting of the three members of the Administration and Finance Committee by resolution dated February 14, 2006 (R-06-97); and

WHEREAS the County received responses to its Request for Qualifications on November 14, 2014; and

WHEREAS the tally sheet and supporting documents were subsequently reviewed, and the Board is desirous of awarding said contract for Auditing Services to Steven D. Wielkocz, CPA, RMA, of the firm of Ferraioli, Wielkocz, Cerullo & Cuva, P.A., in the base amount of \$101,500.00 for the statutory audit with other services to be billed pursuant to the terms contained in the attached

WHEREAS the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised, and that the contract itself be made available for public inspection; and

WHEREAS this award is subject to an appropriations being made in the 2015 Annual Budget for the applicable fees for the required services;

NOW THEREFORE BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Steven D. Wielkotz, CPA, RMA, of the firm of Ferraioli, Wielkotz, Cerullo & Cuva, P.A. be and hereby is appointed to conduct the audit of the records of the County of Passaic for the year 2015 and to assist in the preparation of the 2014 financial statement, for a base fee of \$101,500.00 for the statutory audit, with other services to be billed pursuant to the terms contained in the attached proposal; and

BE IT FURTHER RESOLVED that the Director and Clerk of the said Board are hereby authorized to execute the necessary agreement pursuant to effectuate the Contract on behalf of the County of Passaic; and

BE IT FURTHER RESOLVED that the Contract is awarded under the “Fair and Open” procedures established in accordance with the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, 35, et seq., in that the contract is otherwise exempt from formal bidding as a “Professional Service” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-5 (1) (a); and

BE IT FURTHER RESOLVED that a Notice of this action be published in the North Jersey Herald and News.

Dated: January 8, 2015

COUNTY OF PASSAIC
QUALIFICATIONS TO PERFORM
AUDITING SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2015

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021

Ferraioli, Wielkocz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkocz, CPA, RMA
James J. Cerullo, CPA, RMA
Paul J. Cuva, CPA, RMA
Thomas M. Ferry, CPA, RMA

Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

November 14, 2014

Honorable Freeholder Director and Freeholders
County of Passaic
495 River Street, Second Floor
Paterson, NJ 07524

Honorable Freeholder Director and Freeholders:

We are pleased to submit our qualifications to serve as the independent auditors for the County of Passaic ("the County") for the year ended December 31, 2015.

We understand that in selecting auditors for the year 2015, the County is interested in seeking a firm which will provide personal, timely and cost-effective audit services and have the capability to provide counseling/management consulting services, if needed, in related areas. At a minimum, we believe your organization requires accountants and auditors that provide the following essential services:

Accounting and auditing

These services must be provided by professionals who not only understand state and federal reporting requirements of municipalities, but also have the knowledge and relationships to represent the County within the financial and investment communities.

Financial advisory services

Since financial advisory services are directly related to the detailed financial information presented in your books and records, our accounting firm is best suited for providing these services. A good financial advisor would provide the County with the necessary guidance to develop the most cost-effective long term debt analysis.

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021



General consulting

Your accounting firm must have the ability and resources to meet the needs and challenges which face the County on a regular basis:

- Bond financing
- Upgrades on computer system
- Fixed asset management
- Accounting training
- Accounting manuals
- Operational reviews

While you may not need all of the above services all the time, our engagement team approach allows us to service our client with various professionals disciplined in specific areas. You only pay for services rendered, but you have a team that does not have to retool for each new project. We have been servicing the industry for many years.

Based upon our understanding of your organization, we will be required to perform the following services:

- Annual Audit
- Unaudited Annual Financial Statement
- Annual Debt Statement
- Assistance in Preparation of the Budget
- Supplemental Debt Statements
- Capital Budget Amendments
- Assistance with Debt Issues
- Secondary Market Disclosure
- Technical assistance on all financial matters as required

We believe that our qualifications demonstrate our outstanding credentials as auditors. I have attached our firm resume and listing of clients for your review.

We are pleased to have this opportunity to present our qualifications to be auditors for the County. We believe that the Ferraioli, Wielkotz, Cerullo & Cuva, P.A. professional team will provide the outstanding quality of service which the County desires, and we look forward to working with you. Should you have any questions on our proposal please contact Steven D. Wielkotz at (973) 835-7900 ext. 201.

Very truly yours,

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Certified Public Accountants

SECTION I

RELATED EXPERIENCE

Personnel from our offices have conducted the following governmental audits and related engagements (see attached client list).

In addition to audit work for the above clients, we have performed the following types of related engagements.

- Financial advisory services
- Verification of mathematical accuracy of advanced refundings
- Consultants in project financings
- Tax rate projections
- Cash flow projections
- Assistance in preparation of annual budget
- Assistance in preparation of financial statements supporting the budget
- Training of personnel in accounting functions
- Assistance in the installation of computerized accounting systems
- Appearances before the Local Finance Board
- Preparation of financial addendums to the New Jersey Wastewater Treatment Trust
- Preparation of Official Statements for the Municipalities

SECTION II

PROFESSIONAL STAFF AND STAFFING ARRANGEMENTS

One of the most important elements in providing auditing services is selecting and organizing professional personnel with the appropriate skills. Accordingly, we will select personnel for this engagement who have considerable experience in financing, compliance audits, fund accounting, state and local government practices and in rendering accounting, auditing, and financial services to entities that relate directly to your concerns. Our professional staff will organize to facilitate the performance of the engagement in an expeditious, timely and competent manner at the least cost to you. In addition, we have individuals with other specialized skills to be available during the engagement should the need arise for their expertise.

Our approach to client service has been characterized as a business approach to accounting services. The approach stresses our understanding of our clients' operations and their understanding of our work.

Our organization is structured to encourage and enhance the responsiveness of our professional people. Partners are responsible for all aspects of service to those clients for whom they have responsibility. They call upon the resources of their offices and, as necessary, the total resources of the firm to provide this service. They utilize people, organize engagement staff and exercise supervisory and review functions, but they also stay close enough to the job to see that the work is done well and to the client's satisfaction. The line and staff organizations of the firm are designed to support the Partners and the professionals who work with them servicing our clients.

The day-to-day client services are the responsibility of the engagement partner and his team of managers and staff. The staff assigned to the County of Passaic is as follows:

Partner -	Steven D. Wielkocz
Manager -	Sean Ferguson
Senior -	Matthew Wielkocz
Staff -	Karen Agosto
Staff -	Brittany Clelland

Our method of conducting the audit will be by placing a partner in the field, along with a senior and junior accountant to work directly with the staff of the County.

For a client such as you, we believe that our organizational approach enables us to deliver the full range of competence which only a large firm can provide on a timely basis.

The resume of the firm follows.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

A PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.**NAME:**

Ferraioli, Wielkutz, Cerullo & Cuva, P.A.
 Certified Public Accountants

OFFICES:**Passaic County:**

401 Wanaque Avenue
 Pompton Lakes, NJ 07442
 Telephone: (973) 835-7900
 Fax: (973) 835-6631

Sussex County:

100B Main Street
 Newton, NJ 07860
 Telephone: (973) 579-3212
 Fax: (973) 579-7128

PARTNERS, MANAGERS AND CONSULTANTS:

	<u>Ownership %</u>
James J. Cerullo, C.P.A., R.M.A., P.S.A.	23.75%
Paul J. Cuva, C.P.A., R.M.A., P.S.A.	23.75%
Charles J. Ferraioli, Jr., M.B.A., C.P.A., R.M.A., P.S.A.	23.75%
Steven D. Wielkutz, C.P.A., R.M.A., P.S.A.	23.75%
Thomas M. Ferry, C.P.A., R.M.A., P.S.A.	5.00%

OTHER PERSONNEL:

In addition, there is a staff of experienced, well-trained accountants, including Certified Public Accountants, Registered Municipal Accountants, and Public School Accountants.

At present, the Firm employs:
 - 5 partners
 - 4 managers
 - 5 senior accountants
 - 10 staff accountants

GOVERNMENTAL ACCOUNTING:

Municipal Government, County Government, Boards of Education, Authorities:
 Governmental auditors, beginning as early as 1961 to date for New Jersey Municipalities, County Government, Boards of Education, Authorities and Commissions.

COMMERCIAL ACCOUNTING:

Individual, partnership, corporate, estate and fiduciary accounting, auditing and tax services.

OTHER RELATED WORK:

Financial Advisors, Verification Agents, Sewer Authorities, Municipal Utility Authorities, Housing Authorities, Solid Waste Management Authorities, Home Owners Associations and Nonprofit Organizations.

Introduced on: January 8, 2015
 Adopted on: January 8, 2015
 Official Resolution#: R20150021

GOVERNMENTAL ACCOUNTING PARTNERS AND PRINCIPALS

Charles J. Ferraioli, Jr. is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over thirty-five years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts. Mr. Ferraioli is responsible for oversight of all accounting, auditing and financial management of the firm's governmental clients.

Mr. Ferraioli received a Bachelor of Science Degree from Salem College in West Virginia; and a Masters Degree in Business Administration from Fairleigh Dickinson University.

Mr. Ferraioli is the former Treasurer of the Association of Environmental Authorities.

Steven D. Wielkocz is a Certified Public Accountant, Registered Municipal Accountant and Licensed Public School Accountant with over thirty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Wielkocz is also responsible for the planning of the governmental audits and oversight of the audit engagements.

Mr. Wielkocz received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Fairleigh Dickinson University.

James Cerullo is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over thirty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Cerullo is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental clients.

Mr. Cerullo received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Seton Hall University.

Paul Cuva is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over thirty-five years experience in performing accounting, auditing and financial consulting matters for commercial businesses, municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Cuva is responsible for the planning of the governmental audits and oversight of the audit engagements.

Mr. Cuva received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Seton Hall University.

**GOVERNMENTAL ACCOUNTING
(CONTINUED)
PARTNERS AND PRINCIPALS**

Thomas M. Ferry is a Certified Public Accountant, Registered Municipal Accountant and Licensed Public School Accountant with over twenty five years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities, school districts in New Jersey. Mr. Ferry is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental audits and nonprofit organizations and is responsible for the oversight of the Firm's Newton office.

Mr. Ferry received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Fairleigh Dickinson University.

**GOVERNMENTAL ACCOUNTING
(CONTINUED)
MANAGERS**

David Bottge is a Certified Public Accountant and Registered Municipal Accountant with over twenty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Bottge is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental audits.

Mr. Bottge received a Bachelor of Arts Degree in Accounting from William Paterson College.

Edward J. Winkle is a Certified Public Accountant with over eighteen years experience in performing accounting and auditing services for municipal governments, sewer authorities, and school districts in New Jersey.

Mr. Winkle received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Montclair State University.

Sean Ferguson has been performing accounting, auditing and financial consulting services for municipal governments for over eighteen years. Mr. Ferguson is responsible for the day to day oversight of various municipal and school audit engagements throughout Bergen County. Mr. Ferguson has been the lead manager on the audits of the County of Bergen, County of Passaic, New Jersey Meadowlands Commission and numerous other municipal, school district and authority engagements.

Mr. Ferguson received a Bachelor of Science Degree in Accounting from Kean College of New Jersey.

Kari Ferguson has been performing accounting, auditing and financial consulting services for municipal governments for over eighteen years. Ms. Ferguson is responsible for the day to day oversight of various municipal and school audit engagements throughout Bergen and Passaic Counties.

Ms. Ferguson received a Bachelor of Science Degree in Accounting from Western Michigan University and is a Certified Public Accountant and Registered Municipal Accountant.

Robert McNinch is a Certified Public Accountant, Certified Fraud Examiner and Licensed Public School Accountant with over twelve years experience in performing accounting and auditing services for commercial businesses, municipal governments, water/sewerage authorities, non-profit organizations, HUD-assisted mortgage companies, libraries and school districts in New Jersey.

Mr. McNinch received a Bachelor of Science Degree in Accounting from Ramapo College of New Jersey and a Masters Degree in Governmental Accounting from Rutgers School of Business.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
MUNICIPAL CLIENTS

BERGEN COUNTY

Bergen County Board of Social Services
Borough of Allendale
Borough of Bogota
Borough of Edgewater
Borough of Englewood Cliffs
Borough of Fairview
Borough of Fort Lee
Borough of Maywood
Borough of New Milford
Borough of Northvale
Borough of Norwood
Borough of Oradell
Borough of Palisades Park
Borough of Ridgefield
Borough of River Edge
Borough of Rutherford

ESSEX COUNTY

Township of Bloomfield
City of East Orange

HUDSON COUNTY

Town of Guttenberg
City of Hoboken
Town of Kearny

MIDDLESEX COUNTY

City of Perth Amboy

MORRIS COUNTY

Township of Jefferson
Borough of Lincoln Park
Borough of Rockaway
Town of East Hanover

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
MUNICIPAL CLIENTS
(CONTINUED)

PASSAIC COUNTY

County of Passaic

Borough of Haledon
Borough of North Haledon
Borough of Pompton Lakes
Borough of Prospect Park
Borough of Ringwood
Borough of Wanaque
Township of West Milford
Borough of Woodland Park

SUSSEX COUNTY

Borough of Andover
Borough of Branchville
Borough of Franklin
Township of Frankford
Township of Green
Township of Hampton
Township of Hardyston
Town of Newton
Borough of Ogdensburg
Township of Sparta
Borough of Sussex
Township of Walpack
Township of Wantage

UNION COUNTY

Borough of Kenilworth
Borough of New Providence
City of Summit
Township of Winfield

WARREN COUNTY

Township of Mansfield
Borough of Washington

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
BOARD OF EDUCATION CLIENTS

BERGEN COUNTY

Borough of Cliffside Park
Borough of Elmwood Park
Borough of Englewood Cliffs
Borough of Fairview
Borough of Fort Lee
City of Hackensack
Borough of Palisades Park
Borough of Ramsey
Township of Wood-Ridge

HUDSON COUNTY

Town of Guttenberg

MORRIS COUNTY

Borough of Butler
Mt. Olive Township

MONMOUTH COUNTY

Borough of Spring Lake
Borough of Tinton Falls

PASSAIC COUNTY

Borough of Bloomingdale
Borough of Haledon
Manchester Regional High School
Passaic County Educational Services Commission
Passaic County Vocational Technical High School
Borough of Pompton Lakes
Borough of Ringwood
Borough of Wanaque
Township of West Milford
Borough of Woodland Park

SUSSEX COUNTY

Township of Byram
Sussex County Educational Services Commission

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
OTHER CLIENTS

AUTHORITIES/COMMISSIONS/COMPANY

Bloomfield Parking Authority
Fayson Lakes Water Company
Fort Lee Parking Authority
Hardyston Township Municipal Utilities Authority
Jersey City Municipal Utilities Authority
Kearny Municipal Utilities Authority
Manchester Utility Authority
Montclair Parking Authority
Morris County Improvement Authority
Passaic County Utilities Authority
Passaic Valley Water Commission
Pequannock River Basin Regional Sewerage Authority
Pompton Lakes Borough Municipal Utilities Authority
Rockaway Valley Regional Sewerage Authority
Secaucus Municipal Utilities Authority
South Monmouth Regional Sewerage Authority
Sussex County Municipal Utilities Authority
Town of Newton Parking Authority
Two Bridges Sewerage Authority
Union City Redevelopment Agency
Vernon Township Municipal Utilities Authority
Wanaque Valley Regional Sewerage Authority
Warren Township Sewerage Authority
West Milford Township Municipal Utilities Authority

LIBRARIES

Borough of Allendale Public Library
Boonton Holmes Public Library
Library of the Chathams
Township of Denville Public Library
Borough of Fort Lee Public Library
City of Hackensack Free Public Library
Borough of Haledon Public Library
Township of Jefferson Public Library
Borough of Kenilworth Public Library
Borough of Lincoln Park Public Library
Township of Little Falls Public Library
Borough of Maywood Public Library
Borough of New Providence Public Library

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
OTHER CLIENTS
(CONTINUED)

LIBRARIES

Borough of Norwood Public Library
Borough of North Haledon Public Library
Borough of Oradell Public Library
City of Perth Amboy Public Library
Borough of Ridgefield Public Library
Borough of River Edge Public Library
Township of Rockaway Public Library
Borough of Rutherford Public Library
Borough of Wanaque Public Library
Township of West Milford Public Library

JOINT INSURANCE FUNDS

Municipal Excess Liability Residual Claims Fund

NONPROFIT ORGANIZATIONS

Alpha Fire Company
Association for Special Children and Families
Bergen County Economic Development Corporation
Branchville Fire Department
Center for Family Resources
Frankford Volunteer Fire Company
Hampton Township Volunteer Fire Company
Helping Hand Pregnancy Center of Sussex County
Kemah Lake Property Owners Association
Lenape Lifeways Educational Programs, Inc.
Morris County Head Start
Municipal Clerks Association
New Jersey Association of County Tax Boards
Oxford Volunteer Fire Company
Passaic River Basin Alliance Inc.
Pompton Lakes Management Partnership Corporation
Sussex County Prosecutor's Office
Sussex County Soil Conservation District
West Milford First Aid Squad

SECTION III

AUDIT SCOPE

The scope of our audit will include the financial statements of the County of Passaic on the State required Comprehensive Basis of Accounting.

Our audit will be performed in accordance with generally accepted auditing standards, Governmental Auditing Standards, and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and will include such tests of the accounting procedures and such other procedures as we deem necessary in the circumstances.

As part of our audit, we will review the County's system of internal accounting controls, as necessary, to enable us to form an opinion on the financial statements. We will then issue a letter of recommendation, if appropriate, with respect to these systems.

Under generally accepted auditing standards, the independent auditor has the responsibility, within the inherent limitations of the auditing process, to plan the examination and to search for errors or irregularities (as defined in authoritative professional literature) that would have a material effect on the financial statements. Our search for material errors or irregularities ordinarily is accomplished by performing those auditing procedures that in our judgment are appropriate in the circumstances to form opinions on the financial statements as a whole.

In conducting our examination, we will be aware of the possibility that illegal acts (as defined in authoritative professional literature) may have occurred and may have a material effect on the financial statements.

Examinations, conducted in accordance with generally accepted auditing standards, are of limited effectiveness in discovering possible illegal acts and cannot be expected to provide assurance that illegal acts will be detected, although procedures that are performed primarily for the purpose of forming an opinion of the financial statements as a whole may also bring possible illegal acts to the auditor's attention.

An efficient audit

To facilitate the timely and cost-effective completion of our examination, our overall audit work plan is organized according to four distinct phases. The following section outlines the major procedures we typically perform during each phase of the engagement:

Phase I - Audit preparation stage

- Meet with key personnel to discuss our approach to the engagement so that it can be conducted in the most effective and efficient manner.
- Review changes, if any, in applicable statutes and regulations.
- Develop the preliminary auditing programs we will employ in the various areas, such as programs to be updated in Phase II.

Phase II - Accounting systems and evaluation of internal accounting controls

- Review the existing accounting systems. Such review would include updating of our documentation of system flowcharts, analysis of system strengths and weaknesses and formulation of a preliminary evaluation of the adequacy of internal controls in the system.
- Perform tests of transactions to the extent necessary in the circumstances. The results of such test will either confirm or reject our evaluation of the internal control system.
- Update the audit program (if necessary) for our audit of year-end account balances.
- Bring all significant findings in our observations on internal control and other matters to the attention of the administration for timely action.
- Review interim financial information as available.
- Identify, to the extent possible, all potential accounting and auditing problems; review them with key personnel and develop proposed solutions.
- Prepare requests for confirmation of cash balances, receivables and debt obligations.

Phase III - Examination of year-end account balances

- Mail confirmation requests, summarize and evaluate responses.
- Perform various audit procedures, including examination of supporting documentation to verify reasonableness of assets, liabilities, revenues, expenses and fund balances.
- Obtain representation regarding completeness of disclosure and integrity of accounting records.

Phase IV - Reporting

- Review draft financial statements with appropriate personnel.
- Present audit report to the County's governing body.

While we will be in communication with you as necessary, we anticipate that our greatest requirement of management's time will be at the inception of our work and then, again, as the audit reaches its final stages. We will always strive to deal with the person who is directly responsible for a given area, thereby minimizing the time required of management.

In addition, to ensure the highest standards of service both now and in the years ahead, we will base our audit approach on locating authority and decision-making capability in the Partner; top-down planning and control; close communication with management; and the use of advanced audit technology on your engagement.

SECTION IV
COST PROPOSAL

At Ferraioli, Wielkocz, Cerullo & Cuva, P.A. the concept of "quality service" includes the concept of "reasonable costs". This does not mean that we cut corners in the quality of our work, but rather that we use methods that promote the greatest efficiency in the conduct of our audit.

Assuming we do not encounter extraordinary problems, we agree to perform the foregoing services for the following fees:

Statutory Audit	\$101,500
Law Enforcement Trust Fund	10,500
Single Audit - Major Programs	10,500
County Sheriff	9,500
Sheriffs Work Release Program	8,500
County Clerk/Register of Deeds	13,000
Surrogates Court	9,500
Preparation of Annual Debt Statement	Hourly Rates
Preparation of Supplemental Debt Statements	750 per
Secondary Market Disclosure - Preparation of Appendix	3,500
Official Statement - Bonds	28,500
Official Statement - Notes	21,500
Official Statement - Combined Bond/Note Sale	31,500
Preparation of Annual Financial Statement	Hourly Rates
Assistance in Budget Preparation	Hourly Rates

Any additional services would be at our regular hourly rates as follows:

Partner	\$145-\$185
Manager	120-135
Senior	85-110
Staff	70-80
Administrative	60

Accordingly we will submit requests for partial payments as the work progresses.

Ferraioli, Wielkocz, Cerullo & Cuva's maximum liability to the County of Passaic arising for any reason relating to services rendered under this letter shall be limited to two times the amount of fees paid for these services.

Through written and personal communication, Ferraioli, Wielkocz, Cerullo & Cuva, P.A. will ensure that the audit plans are followed, deadlines are met, and the issues related to reporting, internal control, and other important matters are discussed and interpreted in a timely manner from the broadest perspective.

SECTION V

OTHER INFORMATION

To our knowledge,

1. Affirmation Action - We have complied with all affirmative action requirements and attach our certification in Section VI.
2. The firm of Ferraioli, Wielkottz, Cerullo & Cuva, P.A. has been in business under this name since April of 1995 and has maintained the same management as currently maintained.
3. The Firm is neither involved in as a party or a witness in any pending or threatened litigation, and has not had any adjudicated malpractice judgments in the past three years.

4. References -

Mr. Joseph Luppino
Director of Finance
County of Bergen
1 Bergen County Plaza
Hackensack, NJ
201-336-6555

Mayor Vincent Bellucci
Borough of Fairview
59 Anderson Avenue
Fairview, NJ
201-943-3300

Mayor Keith Kazmark
Borough of Woodland Park
5 Brophy Lane
Woodland Park, NJ
973-345-8100

Mayor Alberto Santos
Town of Kearny
402 Kearny Avenue
Kearny, NJ
201-955-7400

5. The Firm has never and is not now involved in any bankruptcy or re-organization proceedings.
6. Non union personnel.
7. No relatives of Firm personnel employed by the County of Passaic.

SECTION VI

**ACCOUNTANTS PROFESSIONAL LIABILITY POLICY,
BUSINESS REGISTRATION CERTIFICATE AND
CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**Appendix A - Letter of Intent
Appendix B - Certifications**

NAVIGATORS INSURANCE COMPANY

Administrative Offices

6 International Drive
Suite 100
Rye Brook, NY 10573

Statutory Home Office

One Penn Plaza
32nd Floor
New York, NY 10119

THIS IS BOTH A CLAIMS MADE AND REPORTED INSURANCE POLICY.

THIS IS A CLAIMS MADE AND REPORTED POLICY. THIS POLICY APPLIES TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD. UNLESS THIS POLICY IS OTHERWISE ENDORSED CLAIM EXPENSES ARE WITHIN AND REDUCE THE LIMIT OF LIABILITY. PLEASE READ THIS POLICY CAREFULLY.

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY DECLARATIONS

COMPANY: NAVIGATORS INSURANCE COMPANY

POLICY NUMBER: NY14APL0A3WOLNV

RENEWAL OF: NY13APL0A3WOLNV

PRODUCER NAME & ADDRESS:

Professional Liability Consulting Group, LLC- NAPLIA
10 South Clinton Street
Doylestown, PA.18901

1. NAMED INSURED:

Ferraioli, Wielkotz, Cerullo & Cuva P.A

2. ADDRESS:

401 Wannaque Avenue
Pompton Lakes, NJ 07442

3. POLICY PERIOD: FROM : January 1, 2014 TO: January 1, 2015

12:01 A.M. Standard Time at the address of the Named Insured as stated in Number 2. above.

4. LIMITS OF LIABILITY (Inclusive of claim expenses):

A. \$2,000,000 Limit of Liability -- Each Claim

B. \$4,000,000 Limit of Liability -- Policy Aggregate

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021 (07/11)



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 287
TRENTON, NJ 08646

TAXPAYER NAME
FERRARO, WIELKOTZ, CERUOLO, & CUVA, P

TRADE NAME

TAXPAYER IDENTIFICATION#
222-037-794/000

SEQUENCE NUMBER
100157

ADDRESS
18 ROMPTON
ROMPTON, NJ 08862

ISSUANCE DATE
08/01/04

EFFECTIVE DATE
08/19/74

FORM-BRC(DB-04)

[Signature]
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
 Certificate of Employee Information Report
 Employee Information Report Form AA302

 X

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEP as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEP for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, PA.
 Company Name

We are aware of our obligation to the State of New Jersey pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Ferraioli, Wielkatz, Cerullo & Cova, P.A.
 Signature

Certification 5716

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-SEP-2012 to 15-SEP-2019



FERRAIOLI, WIELKOTZ, CERULLO & CUNY
401 WANAQUE AVENUE
POMPTON LAKES NJ 07442

Andrew P. Sidamon-Eristoff
State Treasurer

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkotz, CPA, RMA
James J. Cerullo, CPA, RMA
Paul J. Cuva, CPA, RMA
Thomas M. Ferry, CPA, RMA

Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

APPENDIX A

LETTER OF INTENT

November 14, 2014

Passaic County Board of Chosen Freeholders
401 Grand Street, Room 205
Paterson, NJ 07065-2853

Attn: Anthony J. DeNova, County Administrator

Re: Auditor and Accounting Services

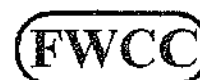
Dear Mr. DeNova:

The undersigned, as a Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ) issued by the County of Passaic ("County"), dated October 21, 2014, in connection with the services set forth above.

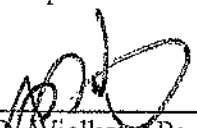
Ferraioli, Wielkotz, Cerullo & Cuva, P.A. HEREBY STATES:


1. The Qualification Statement contains accurate, factual and complete information. We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Ferraioli, Wielkotz, Cerullo & Cuva, P.A.
2. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. is interested in being invited to respond to the County of Passaic request for Qualifications (RFQ). It is the intent of Ferraioli, Wielkotz, Cerullo & Cuva, P.A. to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Passaic County Board of Chosen Freeholders.
3. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the County of Passaic Procurement schedule.

Introduced on: January 8, 2015
Adopted on: January 8, 2015
Official Resolution#: R20150021



4. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. agrees that all costs incurred by them in connection with the preparation and submission of the Qualification Statement submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by Ferraioli, Wielkocz, Cerullo & Cuva, P.A.
5. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no other person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the County of Passaic. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. further declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. acknowledges and agrees that the County of Passaic may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the County of Passaic shall have any liability to Ferraioli, Wielkocz, Cerullo & Cuva, P.A. for any costs incurred by Ferraioli, Wielkocz, Cerullo & Cuva, P.A. with respect to the procurement activities described in this RFQ.
7. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. agrees to take such actions as are required in order to comply with such applicable laws.
8. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Qualification Statement. Ferraioli, Wielkocz, Cerullo & Cuva, P.A. hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.


 Steven D. Wielkocz, Partner
 Vice President


 FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
 Registered Municipal Accountants

Dated: November 14, 2014

APPENDIX B

CERTIFICATIONS

In addition to responding to the foregoing items, the undersigned Respondent certifies that:


A. The firm's participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm's ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the County of Passaic, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the County of Passaic.

Firm: Ferraioli, Wielkocz, Cerullo & Cuva, PA

By: 

Name: Steven D. Wielkocz

Title: Vice President

Date: November 7, 2014

SIGNATURE REQUIRED ON PAGE 2 OF EXHIBIT I

STOCKHOLDER OR PARTNERSHIP DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c33)

Vendors must comply with Chapter 33, Public Laws of 1977 (N.J.S.A. 52:25-24.2), requiring bidders for County contracts to submit a list of names and addresses of all stockholders owning ten percent (10%) or more of their stock of any class, or in the case of a partnership, the names and addresses of those partners owning ten percent (10%), or greater interest therein.

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder, partner or owner is itself a corporation or partnership, the stockholder holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION.

N.J.S.A. 40A: 11-23.2

CHECK ONE:

I certify that the list below contains the name and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: Ferraioli, Wielkocz, Cerullo & Cuva, PA

Check which business entity applies:

- | | | |
|--|--|--|
| <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Subchapter S Corporation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Limited Liability Corporation | |

Complete if the bidder/respondent is one of the 3 types of Corporation:

Date Incorporated: 6/19/74 Where Incorporated: NJ

EXHIBIT I

BUSINESS ADDRESS:

401 Wanaque Avenue / Pompton Lakes, NJ 07442
 Street Address City State Zip

973-835-7900 973-835-6631
 Telephone # Fax#

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10%) percent or more of its stock of any class, or who own ten (10%) percent or greater interest therein. If one or more such stockholder, partner or owner is itself a corporation or partnership, the stockholder holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

Name Charles J. Ferraioli, Jr.

Address 103 Rockburn Pass, West Milford, NJ 07480

Name Steven D. Wielkocz

Address 6 Bourbon Street, Wayne, NJ 07470

Name _____

Address _____

Signature  Date 11/07/14

Printed Name & Title Steven D. Wielkocz, Vice President

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES NO

EXHIBIT I - CONTINUED (Page 2)

EXHIBIT I - CONTINUED (page 2)

Name James Cerullo
7 Sand Hill Court
Parsippany, NJ 07054

Name Paul J. Cuva
129 Greenale Avenue
Wayne, NJ 07470

EXHIBIT II

COUNTY OF PASSAIC - Division of Purchasing
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____

Bidder/Offeror: Ferraioli, Wielkocz, Cerullo & Cuva, PA

Pursuant to Public law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipe lines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Signature:  Print Name: Steven D. Wielkocz

Title: Vice President Date: 11/07/14

Passaic County Board of Chosen Freeholders

OFFICE OF THE
PASSAIC COUNTY FREEHOLDERS

401 Grand Street
Paterson, New Jersey 07505

Anthony J. De Nova III
Administrator

William J. Pascrell, III, Esq.
County Counsel

Louis E. Imhof, III, RMC
Clerk Of The Board



John W. Bartlett
Theodore O. Best, Jr.
Ronda Casson Cotroneo
Terry Duffy
Bruce James
Pasquale "Pat" Lepore
Hector C. Lora

Public Meeting (Board Meeting)

Date: Jan 08, 2015 - 5:30 PM

Location: Administration Building
Freeholder Meeting Room 223
401 Grand Street
Paterson, NJ 07505

Agenda: RESOLUTION APPOINTING MEMBERS OF THE SELF-INSURANCE COMMISSION FOR THE TERM PROVIDED BY LAW, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2016, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150022						
Meeting Date	01/08/2015						
Introduced Date	01/08/2015						
Adopted Date	01/08/2015						
Agenda Item	I-22						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓				✓		
Duffy	✓		✓		✓		
James	✓			✓	✓		
Lepore	✓				✓		
Lora	✓				✓		

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain

Dated: January 9, 2015

RESOLUTION APPOINTING MEMBERS OF THE SELF-INSURANCE COMMISSION FOR THE TERM PROVIDED BY LAW, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2016

WHEREAS the Board of Chosen Freeholders of the County of Passaic (the “Board”) did establish a Self-Insured Insurance Fund for the County of Passaic, by Resolution dated February 5, 1986, for general and automobile liability, collision and comprehensive, civil rights and Workers’ Compensation Insurance for the County of Passaic, its employees and County-owned vehicles (the “Fund”); and

WHEREAS subsequent to the adoption of that resolution, the Passaic County Board of Social Services and the Passaic County Community College were added as entities covered by the fund; and

WHEREAS the Board has also established an Insurance Fund Commission consisting of three officials of the County of Passaic, pursuant to N.J.S.A. 40A:10-8; and

WHEREAS in accordance with N.J.S.A. 40A:10-8, the Board previously adopted resolutions appointing members of the Insurance Fund Commission for terms commencing of even date with said resolutions and terminating on December 31, 2014, which terms have expired; and

WHEREAS N.J.S.A. 40A:10-8 provides that commissioners shall hold office for a period of two (2) years, or for the remainder of their terms of office, whichever is less,

and that their successors shall be appointed for to fill the unexpired term; and

WHEREAS the Board is desirous of appointing Freeholder Ronda Cotroneo, Freeholder Bruce James and County Administrator Anthony J. DeNova as members of the Insurance Fund Commission, for the term provided by law, i.e. effective immediately and terminating on December 31, 2016; and

NOW THEREFORE BE IT RESOLVED by the Board of Chosen Freeholders of the County of Passaic that Freeholder Ronda Cotroneo, Freeholder Bruce James and County Administrator Anthony J. DeNova be and hereby are appointed as members of the Insurance Fund Commission, effective immediately and terminating on December 31, 2016, in accordance with N.J.S.A. 40A:10-8.

Dated: January 8, 2015