

1. CALL TO ORDER

Deputy Mayor McBride opened the meeting at 7:06 p.m.

- 2. “Sunshine Law” Announcement:** Adequate notice of this public meeting has been provided by annual notice published in the Hunterdon Democrat and Courier News; posted on Union Township website, public bulletin board and on file in the Municipal Clerk’s Office.

3. FLAG SALUTE

- 4. ROLL CALL** Present: Mr. Severino, Mr. Mazza, Ms. McBride
Absent: Mr. Hirt, Mr. Bischoff
Others Present: J. Peter Jost, Esq., Ella Ruta, Clerk, Grace Brennan, CFO,
 Robert Clerico, PE

5. APPROVAL OF PRIOR MEETING MINUTES

- a. Regular and Executive Session Meeting Minutes of March 21, 2012.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

6. NEW ORDINANCE

**Township of Union
 County of Hunterdon**

NOTICE OF INTRODUCTION OF ORDINANCE

PLEASE TAKE NOTICE that the following Ordinance was adopted on first reading by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, at a meeting held on the 4th day of April, 2012. The Ordinance was then ordered to be published according to law. Notice is hereby given that said Ordinance will be considered for final passage at a public hearing to be held on the 2nd day of May, 2012 at 7:00 p.m., or as soon thereafter as the matter may be reached, at the Union Township Municipal Building, 140 Perryville Rd., Hampton, N. J., at which time all interested parties will be heard.

 Ella M. Ruta, Municipal Clerk

ORDINANCE #2012-5

CALENDAR YEAR 2012
 ORDINANCE TO ESTABLISH A CAP BANK
(N.J.S.A. 40A:4-45.14)

MINUTES OF REGULAR MEETING April 4, 2012

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A:4-45.1 et.seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said final budget appropriations to 2.5% or the cost of living adjustment of 3.5% over the previous years final appropriations; and,

WHEREAS, a municipality may, by ordinance, bank the difference between its final budget appropriations subject to the 2.5 % cap and the 3.5% cost of living adjustment when said difference is not appropriated as part of the final budget; and,

WHEREAS, the Township Committee of the Township of Union, County of Hunterdon, hereby determines that this difference in the amount of \$19,282.38 that is not appropriated as part of the final budget shall be retained as an exception to the final appropriations in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

William F. Bischoff, Mayor

Attest:

Ella M. Ruta, Municipal Clerk

First Reading: April 4, 2012
Publication: April 12, 2012
Second Reading: May 2, 2012
Published by
Title Only: May 10, 2012

Motion: To introduce Ordinance on first reading.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

TOWNSHIP OF UNION

COUNTY OF HUNTERDON

NOTICE OF INTRODUCTION OF ORDINANCE

PLEASE TAKE NOTICE that the following Ordinance was adopted on first reading by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, at a meeting held on the 4th day of April, 2012. The Ordinance was then ordered to be published according to law. Notice is hereby given that said Ordinance will be considered for final passage at a public hearing to be held on the 2nd day of May 2012, at 7:00 p.m., or as soon thereafter as the matter may be reached, at the Union Township Municipal Building, 140 Perryville Rd., Jutland, NJ at which time all interested parties will be heard.

Ella M. Ruta, Municipal Clerk

ORDINANCE #2012 - 6

AN ORDINANCE FIXING AND DETERMINING MUNICIPAL CLASS POSITION TITLES AND SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF UNION, COUNTY OF HUNTERDON, NJ – 2012

BE IT ORDAINED, by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, the salary ranges per annum for the year 2012 for the following officers and employees shall be as follows:

Salaries are for a period of one year unless otherwise noted:

ADMINISTRATIVE

<u>POSITION</u>	<u>2012 SALARY RANGE</u>
Mayor	\$ 4,000 - 5,000
Township Committee	4,000 - 4,800
Township Clerk	25,000 - 60,000
Tax Collector	15,000 - 30,000
Deputy Tax Collector	1
Tax Assessor	20,000 - 35,000
Municipal Finance Officer (CFO)	20,000 – 35,000
Payroll Administrator	4,000 - 6,000
Accounts Payable Clerk	3,000 - 5,000
Emergency Management Coordinator	2,000 - 7,500
9-1-1 Coordinator	0 - 5,000
Deputy Emg. Mgm. Coordinator	0 - 2,500
Registrar	0 - 5,000
Clerical Assistant(s)	min. wage - 25./hr

DEPARTMENT OF ROADS AND FACILITIES

Foreman	35,000 – 70,000
Public Works Staff No. 1	30,000 – 55,000
Public Works Staff No. 2	30,000 – 55,000
Public Works Staff No. 3	30,000 – 55,000
Part Time Snow Plower	20.00 - 30.00 p/h
Part Time Mower	10.00 – 15.00 p/h
Part-time/Emergency-by appointment	8.00/hr - 15.00/hr

LAND USE DEPARTMENT

Zoning Officer	7,500 - 14,000
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Deputy Zoning Officer 1
 Planning Bd./Bd. of Adj. Secretary(Combined) 15,000 - 32,000

MISCELLANEOUS

Recycling Coordinator 4,000 - 12,000
 Dog & Cat Registrar 2,000 - 6,000
 Animal Control Officer 2,500 - 11,000
 Dog Census 0 - 3,000
 Recycling Attendant/Dumpster Attendant 10.00 - 15.00/hr
 Recycling/Dumpster Attendant Helper 8./hr – 13.00/hr

PUBLIC SAFETY

Public Safety Officer 5,000 – 7,500

HEALTH INSURANCE

Union Township Employees

Each Employee covered under the NJ State Health Benefits Program through the Township of Union shall contribute the State required amount.

Union Township Elected Officials

Each elected official of the Township of Union that is enrolled in the Benefits Program shall contribute the state required amount.

MISCELLANEOUS –

If the provisions of any part of this Ordinance shall be judged invalid by any Court of competent jurisdiction, such order or judgment shall not affect or invalidate the remainder of this Ordinance; the provisions of this Ordinance are hereby declared to be severable.

This Ordinance shall take effect according to statute until further Ordinance by this Township Committee.

First Reading: April 4, 2012
 Publication/Full: April 12, 2012
 Second Reading: May 2, 2012
 Publication/Title: May 10. 2012

Motion: To introduce Ordinance on first reading

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

7. NEW BUSINESS

a. The following resolution was introduced for adoption:

RESOLUTION #2012-64

**UNION TOWNSHIP, HUNTERDON COUNTY
Resolution Introducing by Title/Approving the 2012 Municipal Budget**

WHEREAS, the Township of Union is holding a meeting on April 4, 2012 for the purpose of introducing the 2012 Municipal Budget and conducting other matters

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Union, Hunterdon County, New Jersey, that the Township of Union hereby petitions the Director of the Division of Local Government Services that the 2012 Local Municipal Budget be introduced and approved on the April 4, 2012.

2011 UNION TOWNSHIP BUDGET

Surplus Anticipated General Revenues	\$ 425,000.00
Total Miscellaneous Revenue	1,332,153.00
Receipts from Delinquent Taxes	290,000.00
Amount to be Raised by Taxes	<u>1,408,378.14</u>
Total General Revenues	<u>\$3,455,531.14</u>
Operation Expenses: Salaries & Wages	\$ 468,230.60
Other Expenses	1,277,291.57
Deferred Charges & Other Appropriations	103,062.00
Capital Improvements	115,000.00
Debt Service	991,946.97
Judgments	0.00
Reserve for Uncollected Taxes	<u>500,000.00</u>
Total Municipal Budget	<u>\$3,455,531.14</u>

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

b. The following resolution was introduced for adoption:

RESOLUTION # 2012-65

RESOLUTION FOR CONDUCTING ANNUAL BUDGET EXAMINATION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

MINUTES OF REGULAR MEETING April 4, 2012

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 thru 7.5 the Township of Union has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township meets the necessary conditions to participate in the program for the 2011 budget year, so now therefore

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Union that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officers certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met. (Complies with the "CAP" law.)
3. That the budget is in such form arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate, and correctly stated
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and NJAC 5:30-7.

MINUTES OF REGULAR MEETING April 4, 2012

It is further certified that the municipality has met the eligibility requirements of NJAC 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with NJAC 5:30-7.6.

Dated

By:-----
Chief Financial Officer

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

c. The following resolution was introduced for adoption:

**RESOLUTION 2012-66
UNION TOWNSHIP, HUNTERDON COUNTY
2012 EMERGENCY TEMPORARY BUDGET**

WHEREAS, an emergency condition has arisen with respect to the 2012 temporary budget and no adequate provision has been made in the 2012 temporary appropriations for the aforesaid purpose, and N.J.S.A 40A:4-20 provides for the creation of an emergency temporary appropriation for the purpose above mentioned, and

WHEREAS, the total emergency temporary resolutions adopted in the year 2012 pursuant to the provisions of Chapter 96, P.L. 1951 including this resolution total \$491,342.50.

WHEREAS, one fourth of the total appropriations in the 2011 budget, exclusive of any appropriations made for interest/debt redemption charges and capital improvement fund in said 2011 Tudget is the sum of \$491,342.50

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

EMERGENCY TEMPORARY APPROPRIATIONS

	SALARIES	OTHER EXPENSES
General Administration	\$10,000.00	\$5,000.00
Mayor & Township Committee	\$3,000.00	
Municipal Clerk	\$15,000.00	
Finance Administration	\$10,000.00	\$4,000.00
Audit Services	\$8,000.00	
Computerized Data Processing	\$3,000.00	
Revenue Admin. Tax Collection	\$5,000.00	\$2,500.00
Assessment of Taxes	\$10,000.00	\$-
Legal Services	\$-	\$20,000.00
Engineering Services	\$5,000.00	

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Planning Board	\$5,000.00		\$5,000.00
Zoning Board of Adjustment	\$2,000.00		\$-
Unemployment Insurance			
Liability Insurance	\$25,000.00		
Worker Compensation Insurance	\$15,000.00		
Employee Group Insurance	\$40,000.00		
Office of Emergency Management	\$-		\$-
911 Coordinator	\$500.00		
Aid to Volunteer Fire Companies	\$35,000.00		
Aid to Volunteer Fire Companies Adj.	\$2,500.00		
Contribution to First Aid Org.	\$2,500.00		
Fire Hydrant Service	\$1,000.00		
Streets & Roads	\$40,000.00		\$50,000.00
Solid Waste Collection Sewer	\$3,000.00		\$20,000.00
Buildings and Grounds	\$7,500.00		
Public Health Services	\$100.00		
Environmental Health Services	\$-	\$-	
Animal Control Services	\$4,000.00		\$-
Contribution to Social Services	\$-		
Recreation Services & Programs	\$10,000.00		
Maintenance of Parks	\$2,500.00		
Celebration of Public Events			
Electricity	\$3,000.00		
Street Lighting	\$6,000.00		
Telephone	\$3,000.00		
Fuel Oil	\$500.00		
Gasoline Diesel Fuel	\$6,000.00		
Municipal Court	\$30,000.00		
LOSAP	\$7,200.00		
PUBLIC EMPLOYEES RET. SYS.			\$-
Social Security	\$-	\$-	
Total	\$107,500.00		\$319,300.00
Total Temporary Budget 2012	\$426,800.00		

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

d. The following resolution was introduced for adoption:

**RESOLUTION 2012-67
UNION TOWNSHIP, HUNTERDON COUNTY
2012 TEMPORARY CAPITAL BUDGET
TEMPORARY CAPITAL BUDGET**

WHEREAS, the Township of Union desires to constitute the 2012 Temporary Capital Budget of the Township of Union by inserting therein the Purchase of a Mason Dump Truck and the Purchase of a Leaf Vacuum,

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union The 2012 Temporary Capital Budget of the Township of Union is hereby constituted by the adoption of schedule to read as follows:

Temporary Capital Budget of the
Township of Union in the County of Hunterdon, New Jersey
Projects Scheduled for 2012
Purchase of Mason Dump Truck
Purchase of Leaf Vacuum

Method of Financing

Project	Est. Cost	Budget Appropriation
Purch. Of Mason Dump Truck	\$80,000.00	\$80,000.00
Purchase of Leaf Vacuum	\$19,600.00	\$19,600.00

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

e. The following resolution was introduced for adoption:

**RESOLUTION 2012-68
Demolition Bond Refund
Thomas Coleman
576 County Road 579
Hampton, NJ 08827
Block 17 Lot 7**

WHEREAS, Thomas Coleman, did post a demolition bond, in the amount of \$500.00, for work performed at Block 17 Lot 7, in the Township, and

WHEREAS, the work and inspections are complete, and

WHEREAS, the Department of Community Affairs, representing the Township of Union, has issued the Certificate of Occupancy.

NOW, THEREFORE, BE IT RESOLVED, that the demolition bond in the amount of \$500.00, be released to Thomas Coleman.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

f. The following resolution dictated by the Township Attorney was introduced for adoption:

RESOLUTION #2012-69

**TOWNSHIP OF UNION
HUNTERDON COUNTY, NEW JERSEY
SUBORDINATION OF MORTGAGE
JACQUELINE BURACHYNSKI, BLOCK 22, LOT 29**

BE IT RESOLVED that Union Township agrees to subordinate its mortgage with Jacqueline Burachynski, property known as Block 22, Lot 29, 42 Race St. with a new mortgage being obtained by Ms. Burachynski with Financial Resources Federal Credit Union in the amount of \$65,000.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

8. VISITORS (OUT OF AGENDA ORDER)

Steve Balzano

– COAH Update. I have nothing to go forward with. Report on Housing Sub-committee meeting recently held to address a requirement by the State to expend development fees that are currently in your housing trust funds for at least four years. There is deadline in July that requires the Township to permit to expend those funds. the committee reviewed a variety of alternatives and concluded and recommend those funds be utilized for the purposes of debt repayment on the property acquisition or portions of the property known as Milligan Farms 14 acres set aside that was required as reserve for affordable housing purposes. The amount in question is about \$611,000 of approximately \$680,000 in your trust fund account. The balance will be retained to cover ongoing administrative expenses. The recommendation of the sub-committee is to authorize the CFO to transfer those monies into capital reserve accounts as accepted payments on the Milligan Farm acquisition. Deputy Mayor McBride thanked the members of the COAH sub-committee Mr. Balzano, Mr. Koenig, Ms. Lonegren and everyone involved in the plan.

g. The following resolution was introduced for adoption:

RESOLUTION #2012-70

Authorizing the Expenditure of Affordable Housing Trust Fund Monies for Repayment of Municipal Bonds and/or Notes Issued To Finance The Acquisition of Land to be Used For Affordable Housing Purposes

WHEREAS, in June 2010 the Township of Union, Hunterdon County, prepared and adopted an amended third round Housing Element and Fair Share Plan to address its regional fair share of affordable housing in accordance with the regulations of the Council on Affordable Housing (COAH) (N.J.A.C. 5:97-1 et seq. and N.J.A.C. 5:96-1 et seq.); and

WHEREAS, together therewith, the Township of Union submitted a Spending Plan to COAH for review and approval pursuant to N.J.A.C. 5:96-5.3; and

WHEREAS, the Township of Union has been collecting development fees since March 14, 1994; and

WHEREAS, all development fees and interest generated by the fees are deposited in a separate interest-bearing Affordable Housing Trust Fund; and

WHEREAS, the Township of Union currently maintains a balance in the Affordable Housing Trust Fund of approximately \$684,387 as of April 4, 2012; and

WHEREAS, N.J.S.A. 52:27D-329.2(d), effective July 17, 2008, provides, in part, that municipal affordable housing trust funds shall be committed for expenditure within four years from the date of collection; and

WHEREAS, COAH and/or the Department of Community Affairs (DCA) has determined that \$611,518 of the Township of Union affordable housing trust funds must be committed for expenditure by July 17, 2012; and

WHEREAS, although the Township of Union is of the view that the State's computation of the amount necessary to be committed for expenditure is in error due to voluntary municipal contributions made to the municipal Affordable Housing Trust Fund, it nonetheless, intends to commit affordable housing trust fund revenues consistent with the affordable housing programs outlined in the Township of Union Housing Element and Fair Share Plan dated May 2010; and

WHEREAS, in 2006 the Township of Union had acquired a property consisting of approximately 14 acres, currently comprised of Block 20, Lots 22.03, 22.04, 22.05, 22.06, 22.07, 22.08, 22.09, 22.10, and 22.11, more commonly known as a portion of the Milligan Farm Site, for affordable housing purposes which was previously included as part of the Township's affordable housing program; and

WHEREAS, the Township intends to expend affordable housing trust funds to pay for a portion of the purchase price (and financing expenses) of the Milligan Farm Affordable Housing site, as authorized by N.J.A.C. 5:97-8.8(a)(12);

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Union, in the County of Hunterdon, New Jersey that this governing body does hereby commit to expend \$611,518 from the Affordable Housing Trust Fund for repayment of debt issued to finance low and moderate income housing activity; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Township Committee of the Township of Union does hereby direct that the sum of \$611,518 be transferred from the Affordable Housing Trust Fund to the Capital Reserve for Debt Service Repayment for the purposes of repayment of debt incurred in connection

MINUTES OF REGULAR MEETING April 4, 2012

with the purchase of the affordable housing site commonly known as Milligan Farm consisting of Block 20, Lots 22.03, 22.04, 22.05, 22.06, 22.07, 22.08, 22.09, 22.10, and 22.11.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

(BACK TO AGENDA ORDER)

9. REPORTS RECEIVED

- a. Road Dept – Week Ending 3/16/12; 3/23/12; 3/30/12
- b. Zoning Officer – March 2012
- c. Tax Collector – March 2012

7:19 p.m. CFO left the meeting

- d. Animal Control Officer – Jan/Feb/Mar 2012- next meeting, copies not included.
- e. Engineer’s Report
 - Hoffman Park Demolition Project, I was on a site tour last week. The bid opening is next week and I should have a summary and recommendation for you at the next committee meeting on April 18th.
 - Race Street, we did contact and had a site meeting with the owner, Ms. McBride and Mr. Mazza and the DR&F Foreman. The owner, Richard Cozze, was very amenable to accommodating to whatever the Township needs to correct the problem. I did send him a letter confirming the conversations we had and he sent back a signed acknowledgment of his agreement to what we were saying in the letter. We are going to proceed with previously authorized field work, put a plan together and the next step to setup a meeting with DOT.
 - With Ms. McBride, Mr. Mazza and DR&F Foreman we looked more closely at Perryville Road starting at the intersection of Main Street by the railroad. Discussed the preliminary work and cost estimate. My recommendation is to do a preliminary assessment of this overall section, get the existing distance refined and come up with a concept plan and some numbers and come back to the Committee and see what you want to do.

Motion: To allow the Engineer to put together a preliminary estimate of the project costs of Perryville Road sections 3A, 3B, 3C at a cost not to exceed the \$7,000.00 in the Ordinance.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

- A discussion of a recent meeting between Union Township and Pilot concerning outstanding issues.

Motion: To advise DCA the Township has no objections to an additional 120 day extension of the Pilot TCO.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
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Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

7:46 p.m. Mr. Clerico left the meeting

- Mr. Serverino received a monthly report from Trooper Agaccio listing of all calls, quantity of calls and specificity. Thanked the Trooper for the report.

10. CORRESPONDENCE/WRITTEN COMMUNICATIONS

Mr. Mazza mentioned the following correspondence:

- Superior Court of NJ, Re: 2011/2012 Annual Visitation of the UT Municipal Court. Court will be audited on April 26, 2012. Prior report showed no issues and commended Lynn Lorenz and her staff for a great job.
- NJ DCA, Re: Public Works Manager Exemption Approval. Copy to DR&F Foreman. Exemption is valid for five years.
- Robin Hill Farm letter, Re: Drainage. Ms. Soltres is requesting the Township to do the labor in fixing the drainage problem and she will provide the materials. The Attorney will call the Engineer and they will provide a joint recommendation.

Mr. Severino mentioned the following correspondence:

- NJ DOT Re: I-78 & CR 635 – Letter from Commissioner James S. Simpson. The Mayor will continue dealing with the problem and solution.
- Mayor’s Advisory, Re: Permit Extension Bill Held. Committee passed a Resolution against this Bill.

Ms. McBride mentioned the following correspondence:

- HC Dept. of Human Services, Re: Clothing Drive. We will post notice of the clothing drive on our bulletin board.
- NJ DEP, Re: Notice of Public Hearing – Glen Gardner Quarry. Forward to UTEC for their information and possible action
- Office of HC Engineer, Re: Dr. Shaddow’s Roadway Concerns CR #614, Twp. of Union. County response encouraging for future changes.

11. PUBLIC COMMENTS – None

12. PUBLIC HEARING

**ORDINANCE #2012-4
AN ORDINANCE AMENDING THE CODE
OF THE TOWNSHIP OF UNION,
HUNTERDON COUNTY, NEW JERSEY
REGARDING DEMOLITION GUARANTEES**

Change language, replace State of NJ with Zoning Officer

To Open

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X					
Mr. Mazza		X				

Mr. Hirt						X
Ms. McBride						
Mr. Bischoff						X

Motion carried by unanimous all in favor voice vote

To Close

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X					
Mr. Mazza		X				
Mr. Hirt						X
Ms. McBride						
Mr. Bischoff						X

Motion carried by unanimous all in favor voice vote

To Adopt

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

13. OLD BUSINESS

- Bus stop ahead sign on Ruppell Rd at Serpentine Rd. Attorney had sent memo to Ms. Bride concerning the procedure for installing a sign. The Attorney will re-circulate the memo to the Committee.
- Weight limit signs on Van Syckles Road both sides not completed.

14. REPORTS

- a. **Attorney’s Report**
- Qualified Purchasing Agent position.

**RESOLUTION 2012-71
Approving Shared Services Agreement,
Appointing Purchasing Agent and Increasing Bid Threshold**

WHEREAS, on March 7, 2012, the Union Township Committee adopted on final reading Ordinance No. 2012-2, “AN ORDINANCE OF THE TOWNSHIP OF UNION, HUNTERDON COUNTY NEW JERSEY DESIGNATING THE POSITION OF PURCHASING AGENT”; and

WHEREAS, the Township of Union (“Township”) and the Union Township Board of Education (“Board”) have determined that it would be to their mutual benefit to share certain specific services where each party has the manpower to be able to provide those services to the other party, without impairing its ability to provide those services for its own needs; and

WHEREAS, the parties recognize that the sharing of manpower with the other party under circumstances where the party providing services can perform the work with little or no disruption to their existing duties can save both parties money by reducing the need for hiring of additional personnel; and

WHEREAS, the sharing of these services will benefit the taxpayers of the Township by increasing the efficiency of the parties employees and decreasing the costs; and

WHEREAS, Amy Barkman is the School Business Administrator for the Board, and possesses a valid Qualified Purchasing Agent (QPA) Certificate issued by the State of New Jersey, Department of Community Affairs, Division of Local Government Services on February 6, 2008; and

WHEREAS, the Township would benefit from the services of a QPA for certain Township purchases during the calendar year 2012; and

WHEREAS, Amy Barkman, by virtue of NJSA 40A:11-9, is able to provide QPA services to the Township as its Purchasing Agent on an as needed basis, without impairing her ability to provide those services to the Board for its own needs; and

WHEREAS, the Board has agreed to said services being provided by Amy Barkman to the Township; and

WHEREAS, the Agreement is authorized pursuant to NJSA 40A:65-1 et seq. and other applicable law; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union, in the County of Hunterdon, State of New Jersey, that the Shared Services Agreement between the Township of Union and the Union Township Board of Education for the services of Amy Barkman as Purchasing Agent for the Township of Union, is hereby approved, and the Mayor is hereby authorized to sign such an agreement on behalf of the Township; and

BE IT FURTHER RESOLVED, that Amy Barkman, QPA, is hereby appointed as the Purchasing Agent of the Township of Union; and

BE IT FURTHER RESOLVED, that that pursuant to NJSA 40A:11-3(a) and (c) the maximum bid threshold in Union Township shall be, and is hereby, increased to Thirty Six Thousand Dollars (\$36,000); and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

- Parking Enforcement Officer. Email exchange with Municipal Court Division Manager, Adriana Calderon and am waiting for her response to confirm various understandings as to how these fines and penalties are divided between State, County and Municipality. Hopefully I will receive a response shortly. I had prepared a resolution where we would set a presumptive fine for the table for the payment list so these could be done without the Court. I will table until next meeting and response from Ms. Calderon. Mr. Severino inquired whether Trooper Agaccio had knowledge of this. Trooper Agaccio responded that he is aware of the problems and discussed some of the tactics used to discourage violators.
- I prepared letter re: Leicaster Lane that I sent to the Mayor and Deputy Mayor for review of wording.

- Executive Session, re: contract negotiations
- The clean up ordinance I circulated previously I have since received several more sample ordinances and am working with the Fire Chief on that. By next meeting, I will know if we will use the ordinance I gave the Committee or make some modifications to it.

b. Mayor’s Report – None

c. Committee Reports

Mr. Severino reported the following:

- We approved tentatively a new contractor for a single stream recycling contract at our last meeting, Waste Management. I forwarded that contract to the Attorney for his review. As soon as we have mutual acceptance on the contract, we will initiate the contract and I will coordinate.
- We are moving forward on the well at Finn Road Park. Plumber was out last week and re-installed the fixtures and connected the plumbing. DR&F Foreman and I were out there on Monday, and deactivated the well, tested it and purged it. Waiting for Stothoff to re-classify and have him back out to chlorinate and we will have the water testing company out to sample.
- Recycling tonnage reports request have been sent out to business. I want to thank the Clerk for coming in on the weekend, Saturday, after being at the Clerk’s convention during the week and helping Joe Peake and we appreciate that.

Mr. Mazza reported the following:

- Part time seasonal mower job applications. Received between 10 and 15 applications and along with the DR&F Foreman will review them and make a decision and bring to the Committee at the next meeting.

Ms. McBride reported the following:

- Letter wrote by the Attorney to Race Street residents to Committee for review. V.J. DiRoberto is running the clean up again this year and we thank him for that. This year we wanted to do our clean up along Race St. There are about five large property owners yet to be identified that we would like the ability to access their property in order to pick up trash close to the South Branch Sidney Brook. This is the letter we put together and if no one has any questions I will use this letter and get it out by Friday.
- Visit to Milligan Farm. Frank Castellano our stewardship person and a member of UTEC is involved. Mr. Castellano came up with the concept. Jehovah’s Witness property purchased the property next door which was a home with a parking area behind it. The home was demolished leaving the parking area that can be accessed through the Jehovah’s Witness entrance area. Mr. Castellano suggested using the parking lot as the trailhead for the Milligan Farm. He had a conversation with the folks there and they were interested in Milligan and fact we were building a trail in there and thought the folks there might be interested in using the trail. We might be able to come up with a mutually beneficial way of working together so we can utilize this parking area for occasional use by people who want to walk the trail and start the trail off behind their property. The area behind their property will eventually be used where COAH’s property will be built. When COAH is built we can transfer the parking to the COAH parking lot.

Motion: To authorize preliminary discussions with Jehovah’s Witnesses with the possibility of co-use of the parking lot.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X

MINUTES OF REGULAR MEETING April 4, 2012

Ms. McBride			X			
Mr. Bischoff						X

Motion carried

- Street Lights. I have a list of all the street lights in the Township and will give to the Committee to be discussed at the next meeting.
- Hoffman Demo Project. We had to do asbestos monitoring testing to find out where all the asbestos is and it is part of the specifications. We will also need to have someone to monitor during the demolition process to determine that the asbestos is handled properly. So in addition to our bid that we have for demo and bid for salvage we are going to have a cost for asbestos monitoring. I have quotes from \$1700 to \$6400 that the Township is required to pay for.

d. Clerk’s Report

- Raffle License #2012-11 Church of the Holly Spirit; On Premise Merchandise; 4/27/12

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino		X	X			
Mr. Mazza	X		X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

- The Clerk announced that the Primary Elections will be held in this building. The Committee congratulated the Clerk for her efforts.

15. PUBLIC COMMENTS

- Trooper Agaccio will be at the May 16th meeting

16. PAYMENTS OF BILLS

The approved list of bills and all claims against the Township of Union as appearing in the Claims Register of this date be paid and that all checks listed hereinafter be issued in payment thereof.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X				
Mr. Hirt			X			X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

17. EXECUTIVE SESSION – Contract Negotiations

**RESOLUTION #2012-72
Providing for a Meeting Not Open to the Public in Accordance with the
Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12**

WHEREAS, the Township Committee of the Township of Union is subject to certain requirements of the *Open Public Meetings Act*, N.J.S.A. 10:4-6, et. seq.; and

WHEREAS, the *Open Public Meetings Act*, N.J.S.A. 10-4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Committee of the Township of Union to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

1. _____ *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union, assembled in Executive session on April 4, 2012, at 8:41 p.m. in the Union Township Municipal Building, 140 Perryville Road, Hampton, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

To go in 8:41 p.m.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

To come out 9:00 p.m.

Voice Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza		X	X			
Mr. Hirt						X
Ms. McBride			X			
Mr. Bischoff						X

Motion carried

18. **ADJOURNMENT** - There being no further business to come before the Township Committee at this time, Mr. Severino made a motion to adjourn. Mr. Mazza seconded the motion. Motion carried by unanimous favorable roll call vote.

Meeting adjourned at approximately 9:02 p.m.

Respectfully submitted,

Ella M. Ruta, RMC

William F. Bischoff, Mayor

Prepared by: Pat Essig, Administrative Assistant