

TOWNSHIP OF UNION

RE-ORGANIZATION MEETING MINUTES

JANUARY 2, 2019 7:00 PM

1. CALL TO ORDER

"Sunshine Law" Announcement-Adequate notice of this public meeting has been provided by notice published in the Hunterdon Democrat and Courier News; posted on the public bulletin board and on file in the Municipal Clerk's Office.

2. FLAG SALUTE

3. TEMPORARY CHAIRMAN: Motion was made by Mr. Sroka to appoint J. Peter Jost, Esq., Temporary Chairman, seconded by Mr. Mazza. Vote – Ayes: Mr. Severino, Mr. Mazza, Mr. Hirt, Mr. Sroka. Motion carried.

4. SWEARING IN: Mr. Jost swore in Messrs. Severino and Stothoff as Township Committeemen.

5. ROLL CALL: Present – Mr. Severino, Mr. Mazza, Mr. Hirt, Mr. Sroka, Mr. Stothoff. Others present: J. Peter Jost, Esq. Township Attorney, Robert Clerico, Township Engineer, CFO Grace Brennan and Ella M. Ruta, Township Clerk.

6. MAYOR APPOINTMENT: Motion was made by Mr. Severino, seconded by Mr. Sroka to nominate Mr. Mazza Mayor for 2019. Vote – Ayes: Mr. Severino, Mr. Mazza, Mr. Hirt, Mr. Sroka, Mr. Stothoff. Motion carried.

7. SWEARING IN OF MAYOR: Mr. Jost swore in Mr. Mazza as Mayor and turned the meeting over to him.

Mr. Mazza thanked Mr. Severino for his service and accomplishments as the Township Mayor for the past two years.

8. NOMINATION OF DEPUTY MAYOR: Motion was made by Mr. Sroka to nominate Mr. Stothoff Deputy Mayor, seconded by Mr. Hirt. Vote – Ayes: Mr. Severino, Mr. Mazza, Mr. Hirt, Mr. Sroka, Mr. Stothoff.

9. SWEARING IN OF DEPUTY MAYOR: Mr. Jost swore in Mr. Stothoff as Deputy Mayor.

10. APPOINTMENTS AND RESOLUTIONS

a. **Motion to Approve** – 2019 Regular Union Township Committee Meeting Dates.

NOTICE OF 2019 MEETING DATES OF THE UNION TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UNION

NOTICE IS HEREBY GIVEN that the Union Township Committee in the County of Hunterdon and State of New Jersey established the following regular schedule for meetings during the year 2019. Meetings will be held at the Municipal Building, 140 Perryville Road, Hampton, New Jersey at 7:00 PM as listed below, unless rescheduled in conformance with the Open Public Meetings Act.

January 2, 2019– Re-Organization Meeting and Regular Township Committee Meeting.

January 2 & 16	July 17
February 6 & 20	August 21
March 6 & 20	September 18
April 17	October 16
May 15	November 20
June 19	December 18

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza			X			
Mr. Hirt		X	X			
Mr. Sroka			X			
Mr. Stothoff			X			

Motion Carried

b. Resolution #2019-1; Confirming Appointments – 2019

RESOLUTION #2019-1

**UNION TOWNSHIP, HUNTERDON COUNTY
CONFIRMING APPOINTMENTS – 2019**

BE IT RESOLVED by the Township Committee of the Township of Union, Hunterdon County, N. J., that the foregoing appointments are hereby confirmed, ratified and approved provided that all professional appointments are subject to and contingent upon approval and signing of contracts for professional services for the year 2019:

NOTE: * INDICATES NEW OR REAPPOINTMENT; OTHER OFFICIALS ARE LISTED FOR INFORMATIONAL PURPOSES ONLY.

POSITION	TERM	ENDING	NAME
Twp. Clerk	3 yr.	Tenured	Ella M. Ruta
Deputy Clerk	1 yr.	12/31/2019	Vacant
Chief Fin. Officer	4 yr.	Tenured	Grace M. Brennan
Tax Collector	4 yr.	12/31/2020	Colleen Dolan
Deputy Tax Collector	1 yr.	12/31/2019	Kelly Hahn*
Tax Assessor	4 yr.	06/30/2020	Michelle Trivigno
Registrar	3 yr.	12/31/2021	Ella M. Ruta
Deputy Registrar	1 yr.	12/31/2019	Lisa Burd Reindel*
Alternate Deputy Registrar	1 yr.	12/31/2019	Vacant
Personnel Administrator	1 yr.	12/31/2019	Grace Brennan*
Auditor	1 yr.	12/31/2019	Robert W. Swisher, CPA/RMA* (Suplee, Clooney & Company)
Township Attorney	1 yr.	12/31/2019	J. P. Jost, Esq.*
Bond Counsel	1 yr.	12/31/2019	Wilentz Goldman & Spitzer *
Special Counsel – COAH	1 yr.	12/31/2019	Jonathan E. Drill, Esq.*
Township Engineer	1 yr.	12/31/2019	Robert Clerico, P.E.*
Perc/Soil Witness & Waste Water Mgm.	1 yr.	12/31/2019	Stephen J. Souza, Ph.D.* (Princeton Hydro)
Geologist/Hydrogeologist	1 yr.	12/31/2019	Eric DeRico*
Labor Attorney	1 yr.	12/31/2019	Matthew J. Giacobbe, Esq.*
Special Project Engineer	1 yr.	12/31/2019	Richard Roseberry P.E.*
Affordable Housing & Fair Share Plan	1 yr.	12/31/2019	Beth McManus
Tax Search Officer	1 yr.	12/31/2019	Colleen Dolan*
Assessment Search Officer	1 yr.	12/31/2019	Ella M. Ruta*
Certified SS Agent	1 yr.	12/31/2019	Grace Brennan*
Public Agency Comp.Off.	1 yr.	12/31/2019	Ella M. Ruta*
Dog Registrar	1 yr.	12/31/2019	Ella M. Ruta*
Animal Control Officer	1 yr.	12/31/2019	Laura Roerig*
Zoning Officer	1 yr.	12/31/2019	Jim Graham*
Deputy Zoning Officer	1 yr.	12/31/2019	Robert Nace*
Emg.Mgm. Coord.	3 yr.	12/31/2019	Glenn Roth*
Deputy Emg. Mgm. Coord.	1 yr.	12/31/2019	Anthony Mayer*
911 Coordinator	1 yr.	12/31/2019	Bruce Hirt*
Coordinator of Aging	1 yr.	12/31/2019	Karl Kroeschel*
Alternate Coord. Of Aging	1 yr.	12/31/2019	Ann Komarek*
Construction Official	1 yr.	12/31/2019	State of NJ DCA*
Road Foreman	1 yr.	12/31/2019	Kory Fleming*
Municipal Judge	3 yr.	04/01/2019	Eric Perkins, PJMC
Prosecutor	1 yr.	12/31/2019	Kathy Errickson, Esq.*
Mun. Public Defender	1 yr.	12/31/2019	Scott C. Mitzner, Esq.*
Court Administrator	1 yr.	12/31/2019	Lynn Lorenz*
Hunterdon Cty.Ag.Dev.Bd.	1 yr.	12/31/2019	<u>Vacant*</u>
BOARD OF HEALTH			
Chairman	1 yr.	12/31/2019	Appointed Mayor*
Board Member	1 yr.	12/31/2019	Appointed Deputy Mayor*
Board Member	1 yr.	12/31/2019	Committee member*
Board Member	1 yr.	12/31/2019	Committee member*
Board Member	1 yr.	12/31/2019	Committee member*
Assessor	1 yr.	12/31/2019	Michelle Trivigno*
Physician	3 yr.	12/31/2020	Vacant*
Secretary	1 yr.	12/31/2019	Ella M. Ruta

RECYCLING/SOLID WASTE

Chairman/Coordinator	1 yr.	12/31/2019	Matt Boyden*
Committee Member	1 yr.	12/31/2019	Matt Severino*
Member	1 yr.	12/31/2019	Kory Fleming*
Clean Communities Coord.	1 yr.	12/31/2019	Vacant*

SAFETY COMMITTEE	1 yr.	12/31/2019	Grace Brennan*
	1 yr.	12/31/2019	Kory Fleming*
	1 yr.	12/31/2019	Ella M. Ruta*

ENVIRONMENTAL COMMISSION

Planning Bd. Liaison	3 yr.	12/31/2020	Vacant
Citizen Member	3 yr.	12/31/2020	Stephen Hurford
Citizen Member/Chairman	3 yr.	12/31/2020	David MacGeorge
Citizen Member	3 yr.	12/31/2020	Alan Ford
Citizen Member	3 yr.	12/31/2020	Heather Hughes
Citizen Member	3 yr.	12/31/2020	Sandy Howland
Citizen Member	3 yr.	12/31/2020	Dan Schaefer
Alternate I	2 yr.	12/31/2019	Amanda Lamonde
Alternate II	2 yr.	12/31/2019	Marja Van ouwerkerk

PLANNING BOARD/BOARD OF ADJUSTMENT

Class I (Mayor)	1 yr.	12/31/2019	Appointed Mayor*
Class II (Mun. Officer)	1 yr.	12/31/2019	Robert Nace*
Class III (Gov. Body Member)	1 yr.	12/31/2019	David Stothoff*
Class IV (Citizen Member)	4 yr.	12/31/2020	Vacant
Class IV (Citizen Member)	4 yr.	12/31/2022	James Eschbach
Class IV (Citizen Member)	4 yr.	12/31/2021	Christian Kastud*
Class IV (Combined Member)	3 yr.	12/31/2020	Alan Ford – UTEC Member
Class IV (Citizen Member)	4 yr.	12/31/2021	Vacant*
Class IV (Citizen Member)	4 yr.	12/31/2022	Brian Kirkpatrick
Alt. I	2 yr.	12/31/2020	Daniel Dix - appt.12/19/18
Alt. II	2 yr.	12/31/2019	Daniel Pettitt appt. 12/05/18
Engineer	1 yr.	12/31/2019	Robert Clerico, P.E. *
Attorney	1 yr.	12/31/2019	Mark Anderson, Esq.*
Secretary	1 yr.	12/31/2019	Grace Kocher*
Planner	1 yr.	12/31/2019	Andrea Malcolm, PP*

RECREATION COMMITTEE

Member	3 yr.	12/31/2021	Scott Eichlin
Member	3 yr.	12/31/2019	Bob Mazurkiewicz
Member	3 yr.	12/31/2021	Corey McCormack – Chair
Member	3 yr.	12/31/2020	Paul Pasquarella*
Member	3 yr.	12/31/2020	VJ DiRoberto – appt.1/20/16
Member	3 yr.	12/31/2021	Daniel Proulx
Member	3 yr.	12/31/2021	Jens Duerr
Member	3 yr.	12/31/2021	Vacant
Alternate	3 yr.	12/31/2021	Vacant
Alternate	3 yr.	12/31/2021	Vacant
Alternate	3 yr.	12/31/2021	Vacant

HISTORIC PRESERVATION COMMITTEE

Historian	3 yr.	12/31/2020	Vacant
Member	3 yr.	12/31/2019	Patricia Lingelbach
Member	3 yr.	12/31/2020	Robert Everett
Member	3 yr.	12/31/2021	Douglas Martin
Architect	3 yr.	12/31/2020	Susan M. Rochelle, AIA

AGRICULTURE ADVISORY COMMITTEE

Chair Person	3 yr.	12/31/2020	Page Stiger
Member	3 yr.	12/31/2020	Paige DiRoberto
Member	3 yr.	12/31/2020	Michael Mathews
Member	3 yr.	12/31/2020	Scott Eichlin
Member	3 yr.	12/31/2020	Ken Ravenburg

Date: January 2, 2019

Roll Call Vote	Moved	Seconded	Ayes	Nays	Abstain	Absent
Mr. Severino	X		X			
Mr. Mazza			X			
Mr. Hirt			X			
Mr. Sroka		X	X			
Mr. Stothoff			X			

Motion carried.

c. CONSENT AGENDA –

“ALL MATTERS LISTED BELOW UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE TOWNSHIP COMMITTEE AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. THERE WILL NOT BE DISCUSSION ON THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

**RESOLUTION #2019-2
UNION TOWNSHIP, HUNTERDON COUNTY
OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq. Hereinafter the “Act”) provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the township of Union, County of Hunterdon, State of New Jersey, as follows:

1. Regular meetings of the township Committee shall be held during the **2019** calendar year at 7:00 p.m. prevailing time on the first and third Wednesdays of each month at the Municipal Building, 140 Perryville Road, Hampton, New Jersey, unless re-scheduled in conformity with said Act.
2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:
 - a. The Hunterdon Democrat which is the official newspaper of this public body; and
 - b. The Courier News, which is hereby determined to be other newspaper which has the greatest likelihood of informing the public within this Municipality of meetings of this public body.
3. The following newspapers are hereby designated as alternate newspapers to receive any of the notices described in Paragraph 2, above, in the event that either or both of the newspapers designated in Paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules:
 - a. The Express Times which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this Municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements to the Act.
4. The following fees are hereby fixed to cover the costs of providing and mailing any person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such person:
 - a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or re-scheduled or emergency meeting of this body, the sum of \$5.00.
 - b. To receive written, advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 1998, the sum of \$150.00.
5. Copies of the attached Annual Notice shall be provided as follows:
 - a. Posted and maintained throughout the calendar year on the public bulletin board at the Municipal Building.
 - b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.
 - c. Filed with the Clerk of the Municipality.
 - d. Mailed or hand delivered to any person so requesting in accordance with Paragraph 4 hereof.

Date: January 2, 2019

RESOLUTION #2019-3

UNION TOWNSHIP, HUNTERDON COUNTY

FIXING INTEREST RATES/ DELINQUENT TAXES/CALENDAR YEAR 2019

BE IT RESOLVED that pursuant to R.S. 54:4-67, the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, hereby fixes the rate of interest to be charged on delinquent taxes for the calendar year **2019** at the rate of eight (8%) percent per annum on the first \$1,500.00 of delinquency and Eighteen (18%) percent per annum on any amount in excess of \$1,500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the said ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes; should the 10th day fall on a weekend or holiday, the time shall be extended to the next business day.

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year, shall be so charged an additional penalty of six (6) percent against the total current year's delinquency.

Date: January 2, 2019

RESOLUTION #2019-4

UNION TOWNSHIP, HUNTERDON COUNTY

SOCIAL SECURITY AGENT APPOINTMENT

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving monies and preparing the necessary forms for Social Security and pensions for employees of the Township of Union;

NOW, THEREFORE, BE IT RESOLVED, that Grace Brennan be appointed as certified agent to prepare all necessary forms for Social Security and pension payments, and be authorized to receive payments on behalf of the Township of Union for both the State of New Jersey and the Federal Government during the calendar year 2019.

Date: January 2, 2019

RESOLUTION #2019-5

UNION TOWNSHIP, HUNTERDON COUNTY

**Fixing Price of Photocopies, Fax, Certified and Notarized Copies, Recordings;
Certified List of Property Owners within 200 ft./500 ft.**

BE IT RESOLVED the fee for photocopies of letter/legal size documents and papers from the Township of Union shall be five/seven cents (\$.05/\$0.07) per page, except as otherwise provided by law or by the Annual Sunshine Resolution providing for fees for copies of current minutes and meeting notices. The fee for 11" x 17" tax maps shall be \$3.00 per sheet. Oversized documents or documents, which require outside copying or special handling – fee not to exceed fifteen percent (15%) of the actual copy charge.

BE IT FURTHER RESOLVED that the fee for certification of any document shall be twenty-five cents (\$.25) per certification except for certified copies of records of the Registrar of Vital Statistics, or otherwise as provided by law.

BE IT FURTHER RESOLVED that the fee for notarization of any document unless otherwise provided by law or regulation, shall be one dollar (\$1.00) per notarization.

FAX sending fees of "Tax Searches/Information" by the Union Township Tax Collector are as follows: \$2.00 1st page and \$1.00 for each additional page.

FAX sending fees, for the general public, shall be (within the U.S.A.) \$7.00, first page; subsequent pages will be \$3.00.

200 ft. CERTIFIED LIST OF PROPERTY OWNERS, \$10.00 per non-contiguous property.

500 ft. CERTIFIED LIST OF PROPERTY OWNERS, \$25.00 per non-contiguous property.

CD/Tape recordings: \$5.00 per recording.

Date: January 2, 2019

RESOLUTION #2019-6

UNION TOWNSHIP; HUNTERDON COUNTY

AUTHORIZING FILING OF STIPULATIONS AND CORRECTIVE APPEALS BY THE MUNICIPAL ATTORNEY – 2019

WHEREAS, the Township Committee of the Township of Union has been informed that from time to time errors are made in computing tax assessments; and

WHEREAS, the Municipal Attorney has requested that the Union Township Committee authorize him to file corrections of such errors with the Hunterdon County Board of Taxation, and/or the New Jersey Tax Court, as requested by the Municipal Assessor; and

WHEREAS, the Municipal Attorney is called upon, with the municipal assessor, to prosecute and defend tax appeals filed with the Hunterdon County Board of Taxation and/or the New Jersey Tax Court and to agree to stipulation of appeals;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union that the municipal attorney at the request of the assessor, be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation and/or the New Jersey Tax Court; and

BE IT FURTHER RESOLVED that the municipal attorney is hereby authorized to represent this municipality before the Hunterdon County Board of Taxation and/or the New Jersey Tax Court in prosecution and defense of appeals filed with said Board or Court and to enter into and sign stipulations of appeals on behalf of this municipality, which he feels are proper and in the best interests of the municipality, provided that all such stipulations shall be with the concurrence of the municipal assessor.

Date: January 2, 2019

RESOLUTION #2019-7

UNION TOWNSHIP; HUNTERDON COUNTY

RESOLUTION AUTHORIZING FILING OF STIPULATIONS AND CORRECTIVE APPEALS BY MICHELLE TRIVIGNO, TAX ASSESSOR – 2019

WHEREAS, the Township Committee of the Township of Union has been informed that from time to time errors are made in computing tax assessments; and

WHEREAS, the Municipal Attorney has requested that the Union Township Committee authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

WHEREAS, the Tax Assessor of the Township of Union is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and/or the New Jersey Tax Court and to agree to stipulation of appeals;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union that the municipal attorney at the request of the assessor, be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation and/or the New Jersey Tax Court; and

BE IT FURTHER RESOLVED by the Township Committee of the Township of Union that the Tax Assessor of the Township of Union be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Union before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulation of appeals on behalf of the Township of Union, which he/she feels are proper and in the best interest of the Municipality.

Date: January 2, 2019.

RESOLUTION #2019-8

**UNION TOWNSHIP, HUNTERDON COUNTY
CASH MANAGEMENT PLAN**

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 Township of Union, 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.

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 and accounts of the Township of Union:

Current Account Capital Account General Trust Account

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township, specifically:

Escrow Payroll Deduction PATF I and II

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

The Chief Financial Officer of the Township of Union (and the Treasurer) (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Union are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of the Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF UNION AUTHORIZED TO SIGN WITHDRAWALS AND CHECKS.

The following Township Officials are hereby authorized to sign checks where combinations of three principal signatures are required: Appointed Mayor, Appointed Deputy Mayor, Municipal Clerk, Chief Financial Officer. The signature cards with the signatures of the persons authorized to sign be forwarded to all Township Depositories.

V. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official 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:

Bank of America PNC Bank
New Jersey Cash Management Fund Unity Bank TD Bank
Wells Fargo Peapack Gladstone Bank Valley National Bank
Federal Reserve Bank

All such depositories shall acknowledge, in writing, receipt of the Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

VI. 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(s) of the Township of Union 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 acknowledgment to the Designated Official(s) referred to in Section III above.

VII. 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 a 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 other 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 days from the date of 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.

For purposes 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 Fund. 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; 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 the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940”, 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.

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;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act”, P.L. 1968, c.410 (c.52:18B-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 redeems 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 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 Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows: None

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT 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 Township of Union, 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 Township of Union 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 Township of Union or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township of Union deals with 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(s).

IX. REPORTING REQUIREMENTS.

On the first day of each month during which this Plan is in effect, the designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Union 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 Township of Union as a deposit or a 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. To the extent that such amounts are earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- 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 months.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Union.

X. TERM OF PLAN.

This Plan shall be in effect from **January 1, 2019**, to **December 31, 2019**. Attached to this Plan is a resolution of the governing body of the Township of Union 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 Township Committee, 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.

Date: January 2, 2019

RESOLUTION #2019-9

UNION TOWNSHIP; HUNTERDON COUNTY

**CANCELLATION OF PROPERTY TAX REFUND/DELINQUENCY
LESS THAN \$10.00 – 2019**

WHEREAS, the State of New Jersey allows a municipal employee to process the cancellation of any property tax refund or delinquencies of less than \$10.00; and

WHEREAS, the municipal employee allowed to process the cancellation shall be the Tax Collector;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union to authorize the Tax Collector to process the cancellation of any property tax refund or delinquency of less than \$10.00.

Date: January 2, 2019

**RESOLUTION #2019-10
UNION TOWNSHIP, HUNTERDON COUNTY
DESIGNATING OFFICIAL NEWSPAPERS – 2019**

BE IT RESOLVED that the Hunterdon County Democrat, the Courier News and Express Times newspapers publicized and printed in the County of Hunterdon and circulating in the County of Hunterdon, are hereby designated as the official and alternate newspapers of the Township of Union pursuant to N.J.S.A. 40:53-1, for the publication of all official notices required by law during the calendar year **2019**.

Date: January 2, 2019

**RESOLUTION 2019 - 11
UNION TOWNSHIP, HUNTERDON COUNTY
2019 TEMPORARY BUDGET**

WHEREAS, N.J.S. 40 A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2019 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, one fourth of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest/debt redemption charges and capital improvement fund in said 2018 budget is the sum of \$487,423.00,

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:

TEMPORARY APPROPRIATIONS 2019

	SALARIES	OTHER EXPENSES
General Administration	\$12,000.00	\$6,500.00
Mayor & Township Committee	\$5,700.00	
Municipal Clerk	\$20,000.00	
Finance Administration	\$13,000.00	\$1,000.00
Audit Services		\$-
Computerized Data Processing		\$11,000.00
Revenue Admin. Tax Collection	\$5,000.00	\$1,000.00
Assessment of Taxes	\$7,000.00	\$1,000.00
Legal Services	\$-	\$14,042.00
Engineering Services		\$15,000.00
Planning Board	\$10,000.00	\$1,500.00
Zoning Board of Adjustment	\$3,500.00	\$-
Unemployment Insurance		\$500.00
Liability Insurance		\$22,000.00
Worker Compensation Insurance		\$6,500.00
Employee Group Insurance		\$40,000.00
Office of Emergency Management	\$2,500.00	\$250.00
911 Coordinator		
Aid to Volunteer Fire Companies		\$25,000.00
Aid to Volunteer Fire Companies Adj.		\$-
Contribution to First Aid Org.		\$-
Fire Hydrant Service		\$3,500.00
Streets & Roads	\$65,000.00	\$50,000.00
Solid Waste Collection	\$4,000.00	\$6,000.00
Buildings and Grounds		\$8,500.00
Public Health Services		\$100.00
Environmental Health Services	\$-	\$250.00
Animal Control Services	\$2,000.00	\$500.00
Contribution to Social Services		\$1,500.00
Recreation Services & Programs		\$12,000.00
Recreation Insurance Premiums		\$2,200.00
Maintenance of Parks		\$5,000.00
Electricity		\$2,000.00
Street Lighting		\$1,500.00
Telephone		\$1,500.00
Fuel Oil		\$250.00
Gasoline Diesel Fuel		\$2,000.00
Municipal Court		\$29,125.00
LOSAP	\$-	
PUBLIC EMPLOYEES RET. SYS.		\$56,506.00
Social Security	\$-	\$10,000.00
Total	\$149,700.00	\$337,723.00
Total Temporary Budget 2017		\$487,423.00

**RESOLUTION #2019-12
UNION TOWNSHIP, HUNTERDON COUNTY
COORDINATOR AND ALTERNATE COORDINATOR
FOR THE AGING - 2019**

WHEREAS, Karl Kroeschel is hereby appointed to represent the Township of Union as the Coordinator for the Aging; and

WHEREAS, Ann Komarek is hereby appointed to represent the Township of Union as the Alternate Coordinator for the Aging; and

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union to appoint Karl Kroeschel, Coordinator and Ann Komarek as Alternate Coordinator for the Aging to serve for the Township of Union, Hunterdon County, for year **2019**.

Date: January 2, 2019

**RESOLUTION #2019-13
UNION TOWNSHIP, HUNTERDON COUNTY
SERVICE CHARGE FOR CHECKS RETURNED – 2019**

WHEREAS, N.J.S. 40:5-18(a) provides that the governing body of a Municipality may provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the Municipality, if payment tendered on the account was by a check or other written instrument which was returned for any reason; and

WHEREAS, N.J.S. 40:5-18(b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section all be included on whatever list of delinquent accounts is prepared for the enforcement of the lien;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Union, that the service charge for a check or other written instrument returned for any reason is hereby determined and set at **\$35.00** per check or other written instrument, pursuant to statute; and

BE IT FURTHER RESOLVED, that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check.

Date: January 2, 2019

**RESOLUTION #2019-14
UNION TOWNSHIP, HUNTERDON COUNTY
TAX AND ASSESSMENT SEARCHES**

BE IT RESOLVED, that Collen Dolan, Tax Collector of the Township of Union, is hereby appointed and designated as the bonded official of the Township of Union who is vested with the power to make official certificates of searches for municipal liens pursuant to N.J.S.A. 54:4-11 et seq. During the calendar year **2019**, to serve at the pleasure of the Township Committee;

BE IT FURTHER RESOLVED, that Ella M. Ruta, Clerk of the Township of Union, is hereby appointed and designated as the person who shall make certificates as to liabilities for assessments for municipal improvements pursuant to N.J.S.A. 54:5-18.1 during the calendar year **2019**, to serve at the pleasure of the Township Committee.

Date: January 2, 2018

**RESOLUTION #2019-15
UNION TOWNSHIP, HUNTERDON COUNTY
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER 2019**

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union, Hunterdon County, and State of New Jersey that Ella M. Ruta, Township of Union Municipal Clerk be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2019.

Date: January 2, 2019

**RESOLUTION #2019-16
UNION TOWNSHIP, HUNTERDON COUNTY
FEE COMPUTER “PRINT OUT”/TAX COLLECTOR’S OFFICE**

WHEREAS, there are additional costs for equipment and man-hours to generate individual “print outs” of tax payments on block and lots in Union Township, through the Tax Collector’s Office;

BE IT RESOLVED, by the Township Committee of Union Township, to set the fee for each document at \$0.07 per block and lot;

NOW, THEREFORE, BE IT RESOLVED, that requests for these documents be made to the Tax Collector, in writing, along with the appropriate fee. The Tax Collector will provide such services within two (2) business days.

Date: January 2, 2019

**TOWNSHIP OF UNION
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION #2019-17

A RESOLUTION TO AFFIRM THE TOWNSHIP OF UNION’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of Union Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the Township Committee of Union Township has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Township Committee of the Township of Union, Hunterdon County, New Jersey that:

Section 1: No official, employee, appointee or volunteer of Union Township by whatever title known, or any entity that is in any way a part of the Township of Union shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person’s constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of Union Township’s business or using the facilities or property of the Township of Union.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from Union Township to provide services that otherwise could be performed by Union Township.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Personnel Administrator of the Township of Union shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Personnel Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of Union Township as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Personnel Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Personnel Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within Union Township. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Union Township’s web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of Union in order for the public to be made aware of this policy and Union Township’s commitment to the implementation and enforcement of this policy.

**RESOLUTION #2019-18
UNION TOWNSHIP, HUNTERDON COUNTY
DRUG-FREE WORKPLACE POLICY – 2019**

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Union:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Personnel Administrator shall establish a drug-awareness program, including distribution to each employee of the policy statement.
3. The employee shall notify the Personnel Administrator, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Personnel Administrator shall, in turn, immediately send notification to the Township Committee.
4. The Township Committee shall take one of the following action, within 30 calendar days of receiving notice under Paragraph 3, with respect to any employee who is so convicted:

Taking appropriate personnel action against such an employee, up to and including termination; or

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Date: January 2, 2019

**RESOLUTION #2019-19
UNION TOWNSHIP, HUNTERDON COUNTY**

FIXING FEE FOR ON-SITE INSPECTION OF FARM ASSESSED PROPERTIES

WHEREAS, the Farmland Assessment Act of 1964 has been amended to provide that application review for properties applying for farmland assessment shall include an on-site inspection of the land at least once every three (3) years; and

WHEREAS, said statute provides that the Municipality may impose a fee for an on-site inspection of not more than \$25.00, except that contiguous and non-contiguous parcels of land owned by the same owner would be subject to a single fee; and

WHEREAS, it is necessary for Union Township to set a fee for such farmland on-site inspections for the year **2019**;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Union, Hunterdon County, New Jersey, that the fee to be imposed for an on-site inspection in connection with application review for farmland assessed properties pursuant to the Farmland Assessment Act of 1964 shall be \$25.00 per inspection, except that contiguous parcels of land owned by the same owner shall be subject to a single fee;

BE IT FURTHER RESOLVED, that such fee shall be paid by the property owner to the Township of Union every three years at the time of filing of the application for farmland assessment pursuant to the Farmland Assessment Act of 1964, and prior to the on-site inspection by the Municipal Assessor or his/her designee.

Date: January 2, 2019

End of Consent Agenda. Resolutions #2019-2 through #2019-19 were approved with the following vote:

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

Mr. Hirt	X		X			
Mr. Sroka			X			
Mr. Stothoff		X	X			

Motion carried

11. PUBLIC COMMENTS - None

12. ADJOURNMENT –Meeting adjourned at about 7:12 p.m.

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

Motion carried

 Prepared by:
 Ella M. Ruta, Municipal Clerk

 Frank T. Mazza, Mayor