

**TOWNSHIP OF UNION**

**RE-ORGANIZATION MEETING MINUTES**

**JANUARY 4, 2017 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. Severino to appoint J. Peter Jost, Esq., Temporary Chairman, seconded by Mr. Hirt. Vote – Ayes: Mr. Severino, Mr. Hirt, Mr. Sroka, Mr. Stothoff, Mr. Mazza. Motion carried.

**4. SWEARING IN:** Mr. Jost swore in Mr. Sroka as Township Committeeman.

**5. ROLL CALL:** Present – Mr. Severino, Mr. Hirt, Mr. Sroka, Mr. Stothoff, Mr. Mazza. 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. Mazza, seconded by Mr. Stothoff to nominate Mr. Severino Mayor for 2017. Vote – Ayes: Mr. Severino, Mr. Hirt, Mr. Sroka, Mr. Stothoff, Mr. Mazza. Motion carried.

Mr. Severino commended Mr. Mazza, who served as the Township Mayor for the past two years, for commitment and dedication as a Public Servant.

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

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

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

**10. APPOINTMENTS AND RESOLUTIONS**

a. **Motion to Approve** – 2017 Regular Union Township Committee Meeting Dates.

**NOTICE OF 2017 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 first and third Wednesday of each month at 7:00 PM as their regular schedule for meetings during the year 2017. Please note that in July, August and November there is only one meeting per month. Meetings will be held at the Municipal Building, 140 Perryville Road, Hampton, New Jersey as listed below, unless rescheduled in conformance with the Open Public Meetings Act.

January 4, 2017– Re-Organization Meeting and Regular Township Committee Meeting.

January 4 & 18	July 19
February 1 & 15	August 2
March 1 & 15	September 6 & 20
April 5 & 19	October 4 & 18
May 3 & 17	November 1
June 7 & 21	December 6 & 20

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

Motion Carried

b. Resolution #2017-1; Confirming Appointments – 2017

**RESOLUTION #2017-1**

**UNION TOWNSHIP, HUNTERDON COUNTY  
CONFIRMING APPOINTMENTS – 2017**

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 2017:

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

<b>POSITION</b>	<b>TERM</b>	<b>ENDING</b>	<b>NAME</b>
Twp. Clerk	3 yr.	Tenured	Ella M. Ruta
Deputy Clerk	1 yr.	12/31/2017	Grace Kocher*
Chief Fin. Officer	4 yr.	Tenured	Grace M. Brennan
Tax Collector	4 yr.	12/31/2020	Colleen Dolan*
Deputy Tax Collector	1 yr.	12/31/2017	Kelly Hahn*
Tax Assessor	4 yr.	06/30/2020	Michelle Trivigno*
Registrar	3 yr.	12/31/2018	Ella M. Ruta
Deputy Registrar	1 yr.	12/31/2017	Lisa Burd Reindel*
Alternate Deputy Registrar	1 yr.	12/31/2017	Grace Kocher*
Personnel Administrator	1 yr.	12/31/2017	Grace Brennan* - 90-day appointment
Auditor	1 yr.	12/31/2017	Robert W. Swisher, CPA/RMA* (Suplee, Clooney & Company)
Township Attorney	1 yr.	12/31/2017	J. P. Jost, Esq.*
Bond Counsel	1 yr.	12/31/2017	Anthony Panella, Esq.*
Special Counsel-Litigation	1 yr.	12/31/2017	William D. Brinton, Esq.*
Special Counsel – COAH	1 yr.	12/31/2017	Jonathan E. Drill, Esq.*
Township Engineer	1yr.	12/31/2017	Robert Clerico, P.E.*
Tax Search Officer	1 yr.	12/31/2017	Colleen Dolan*
Assessment Search Officer	1 yr.	12/31/2017	Ella M. Ruta*
Certified SS Agent	1 yr.	12/31/2017	Grace Brennan*
Public Agency Comp.Off.	1 yr.	12/31/2017	Grace Brennan*
Dog Registrar	1 yr.	12/31/2017	Ella M. Ruta*
Animal Control Officer	1 yr.	12/31/2017	Laura Roerig*
Zoning Officer	1 yr.	12/31/2017	Jim Graham*
Deputy Zoning Officer	1 yr.	12/31/2017	Orest Walchuk*
Emg.Mgm. Coord.	3 yr.	12/31/2019	Glenn Roth*
Deputy Emg. Mgm. Coord.	1 yr.	12/31/2017	Anthony Mayer*
911 Coordinator	1 yr.	12/31/2017	Bruce Hirt*
Coordinator of Aging	1 yr.	12/31/2017	Karl Kroeschel*
Alternate Coord. Of Aging	1 yr.	12/31/2017	Ann Komarek*
Construction Official	1 yr.	12/31/2017	State of NJ DCA*

Road Foreman	1 yr.	12/31/2017	Craig Hermann*
Municipal Judge	3 yr.	04/01/2019	Eric Perkins, PJMC
Prosecutor	1 yr.	12/31/2017	Kathy Errickson, Esq.*
Mun. Public Defender	1 yr.	12/31/2017	Scott C. Mitzner, Esq.*
Court Administrator	1 yr.	12/31/2017	Lynn Lorenz*
Perc/Soil Witness & Waste Water Mgm.	1 yr.	12/31/2017	Stephen J. Souza, Ph.D.* (Princeton Hydro)
Hunterdon Cty.Ag.Dev.Bd.	1 yr.	12/31/2017	<u>Vacant*</u>
<b>BOARD OF HEALTH</b>			
Chairman	1 yr.	12/31/2017	Appointed Mayor*
Secretary	1 yr.	12/31/2017	Appointed Deputy Mayor *
Board Member	1 yr.	12/31/2017	Bruce Hirt *
Board Member	1 yr.	12/31/2017	Mike Sroka *
Board Member	1 yr.	12/31/2017	David Stothoff*
Assessor	1 yr.	12/31/2017	Michelle Trivigno
Physician	3 yr.	12/31/2017	Dr. Robert L. Friedman*
<b>FINANCIAL ADVISORY COMMITTEE</b>			
Finance Officer	1 yr.	12/31/2017	Grace Brennan*
Twp. Committee Member	1 yr.	12/31/2017	Mr. Sroka*
Twp. Committee Member	1 yr.	12/31/2017	Frank Mazza*
<b>RECYCLING/SOLID WASTE</b>			
Chairman/Coordinator	1 yr.	12/31/2017	Joseph Peake*
Committee Member	1 yr.	12/31/2017	Matt Severino*
Member	1 yr.	12/31/2017	Craig Hermann*
Clean Communities Coord.	1yr.	12/31/2017	Vacant*
<b>SAFETY COMMITTEE</b>			
	1 yr.	12/31/2017	Grace Brennan*
	1 yr.	12/31/2017	Craig Hermann*
	1 yr.	12/31/2017	Ella M. Ruta*
<b>ENVIRONMENTAL COMMISSION</b>			
Planning Bd. Rep.	3 yr.	12/31/2017	Alan Ford
Citizen Member	3 yr.	12/31/2017	Stephen Hurford
Citizen Member/Chairman	3 yr.	12/31/2017	Sandy Howland
Citizen Member	3 yr.	12/31/2017	Brett Bragin
Citizen Member	3 yr.	12/31/2017	Kara Cherney
Citizen Member	3 yr.	12/31/2017	David MacGeorge
Citizen Member	3 yr.	12/31/2017	Dan Schaefer-appt. 12/16/15
Alternate I	2 yr.	12/31/2017	Petra Sharif
Alternate II	2 yr.	12/31/2017	Manuel Fernandez
<b>PLANNING BOARD/BOARD OF ADJUSTMENT</b>			
Class I (Mayor)	1 yr.	12/31/2017	Mr. Mazza – Designated by Mayor*
Class II (Mun. Officer)	1 yr.	12/31/2017	Orest Walchuk*
Class III (Gov. Body Member)	1 yr.	12/31/2017	David Stothoff*
Class IV (Citizen Member)	4 yr.	12/31/2020	Al Ryland*
Member	4 yr.	12/31/2018	James Eschbach
Member	4 yr.	12/31/2017	Christian Kastrud
Member	4 yr.	12/31/2020	Alan Ford*
Member	4 yr.	12/31/2017	Robert Nace
Member	4 yr.	12/31/2018	Brian Kirkpatrick
Alt. I	2 yr.	12/31/2018	Claudia Rocca – appt. 2/03/16*
Alt. II	2 yr.	12/31/2018	Vacant
Engineer	1 yr.	12/31/2017	Robert Clerico, P.E. *
Attorney	1 yr.	12/31/2017	Mark Anderson, Esq.*
Secretary	1 yr.	12/31/2017	Grace Kocher*
Planner	1 yr.	12/31/2017	Andrea Malcolm, PP*
<b>RECREATION COMMITTEE</b>			
Member	3 yr.	12/31/2018	Jim Teipel
Member	3 yr.	12/31/2018	Vacant
Member	3 yr.	12/31/2019*	Bob Mazurkiewicz
Member	3 yr.	12/31/2018	Jack Hara – Vice Chair
Member	3 yr.	12/31/2017	Paul Pasquarella*
Member	3 yr.	12/31/2017	VJ DiRoberto – appt.1/20/16

Member	3 yr.	12/31/2018	Daniel Canavan
Member	3 yr.	12/31/2018	Jens Duerr – Chair
Alternate	3 yr.	12/31/2018	Scott Eichlin
Alternate	3 yr.	12/31/2019*	Corey McCormack – appt. 1/20/16
Alternate	3 yr.	12/31/2018	Vacant

**HISTORIC PRESERVATION COMMITTEE**

Historian	3 yr.	12/31/2017	Vacancy
Member	3 yr.	12/31/2019	Patricia Lingelbach*
Member	3 yr.	12/31/2017	Robert Everett
Member	3 yr.	12/31/2018	Douglas Martin
Architect	3 yr.	12/31/2017	Susan M. Rochelle, AIA

**AGRICULTURE ADVISORY COMMITTEE**

Chair Person	3 yr.	12/31/2017	Page Stiger
Member	3 yr.	12/31/2017	Paige DiRoberto
Member	3 yr.	12/31/2017	Michael Mathews
Member	3 yr.	12/31/2017	Scott Eichlin
Member	3 yr.	12/31/2017	Ken Ravenburg

Mayor Severino asked that the Committee vote separately on the Personnel Administrator appointment and Alternate Class II member of the UT Planning Bd/Bd of Adjustment.

Mayor Severino designated Mr. Mazza to continue serving as a Class I member on UT Planning Bd/Bd of Adjustment and asked Mr. Stothoff to replace Ms. McBride as Class III member (Governing Body Member).

Date: January 4, 2017

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

Motion carried with changes and exclusions mentioned above.

Mayor Severino asked the Clerk if Alternate II PB/BofA member was in compliance with filing of State required forms. The Clerk stated no. Mayor Severino said the seat will become vacant.

Mr. Severino stated that he would like the Personnel Administrator appointment be temporary for 90 days to allow input from Mr. Sroka who will be considered Personnel liaison. He asked that the following motion be approved:

Appointment of Personnel Administrator be temporary for 90 days.

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

Motion carried

Mayor Severino provided necessary changes to Committee assignments for 2017 and they are:

**2017 Committee Assignments**

**Mayor Matt Severino:** Municipal Recycling Center  
NJ State Police Liaison  
Animal Control  
Vouchers

**Deputy Mayor Frank Mazza:** Planning Board – designated by Mayor Severino  
DR&F  
Parks  
Recreation Committee Liaison

**Committeeman Bruce Hirt:** Highlands  
Farmland Preservation  
Municipal Building & Grounds

**Committeeman Mike Sroka:** Personnel  
Website  
School Board Liaison  
Communications  
COAH

**Committeeman David Stothoff:** County and State Liaison  
COAH  
Municipal Court Liaison  
Planning Bd/Bd. of Adjustment  
UTEC  
Vouchers

**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 #2017-2  
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, THREFORE, 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 **2017** 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.

**RESOLUTION #2017-3  
UNION TOWNSHIP, HUNTERDON COUNTY  
FIXING INTEREST RATES/ DELINQUENT TAXES/CALENDAR YEAR 2016**

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 **2017** 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 10<sup>th</sup> 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 4, 2017

**RESOLUTION #2017-4  
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 **2017**.

Date: January 4, 2017

**RESOLUTION #2017-5  
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 1<sup>st</sup> 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 4, 2017

**RESOLUTION #2017-6  
UNION TOWNSHIP; HUNTERDON COUNTY  
AUTHORIZING FILING OF STIPULATIONS AND CORRECTIVE APPEALS BY THE MUNICIPAL  
ATTORNEY – 2017**

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 4, 2017

**RESOLUTION #2017-7  
UNION TOWNSHIP; HUNTERDON COUNTY  
RESOLUTION AUTHORIZING FILING OF STIPULATIONS AND CORRECTIVE APPEALS BY  
MICHELLE TRIVIGNO, TAX ASSESSOR – 2017**

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 4, 2017.

**RESOLUTION #2017-8  
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 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.

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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(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.

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 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

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- (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

**VII. 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

Pg. 4 Cash Management Plan

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).

VIII. 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.

IX. TERM OF PLAN.

This Plan shall be in effect from **January 1, 2017**, to **December 31, 2017**. 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 4, 2017

**RESOLUTION #2017-9  
UNION TOWNSHIP; HUNTERDON COUNTY  
CANCELLATION OF PROPERTY TAX REFUND/DELINQUENCY  
LESS THAN \$10.00 – 2017**

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 4, 2017

**RESOLUTION #2017-10  
UNION TOWNSHIP, HUNTERDON COUNTY  
DESIGNATING OFFICIAL NEWSPAPERS – 2017**

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 2017.

Date: January 4, 2017

**RESOLUTION 2017 - 11  
UNION TOWNSHIP, HUNTERDON COUNTY  
2017 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 2017 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 2016 budget, exclusive of any appropriations made for interest/debt redemption charges and capital improvement fund in said 2016 budget is the sum of \$476,893.75

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 2017**

	SALARIES	OTHER EXPENSES
General Administration	\$8,000.00	\$7,500.00
Mayor & Township Committee	\$5,700.00	
Municipal Clerk	\$19,550.00	
Finance Administration	\$15,000.00	\$2,000.00
Audit Services		\$-
Computerized Data Processing		\$12,000.00
Revenue Admin. Tax Collection	\$4,500.00	\$1,000.00
Assessment of Taxes	\$6,650.00	\$1,000.00
Legal Services	\$-	\$20,000.00
Engineering Services		\$11,032.75
Planning Board	\$5,300.00	\$2,500.00
Zoning Board of Adjustment	\$3,200.00	\$-
Unemployment Insurance		\$500.00
Liability Insurance		\$20,500.00
Worker Compensation Insurance		\$6,500.00
Employee Group Insurance		\$45,000.00
Office of Emergency Management	\$2,500.00	\$250.00
911 Coordinator		
Aid to Volunteer Fire Companies		\$30,000.00
Aid to Volunteer Fire Companies Adj.		\$-
Contribution to First Aid Org.		\$-
Fire Hydrant Service		\$3,500.00
Streets & Roads	\$50,000.00	\$55,000.00
Solid Waste Collection	\$5,000.00	\$6,000.00
Buildings and Grounds		\$5,000.00
Public Health Services		\$100.00
Environmental Health Services	\$-	\$250.00
Animal Control Services	\$1,750.00	\$500.00
Contribution to Social Services		\$1,000.00
Recreation Services & Programs		\$10,000.00
Recreation Insurance Premiums		\$2,200.00
Maintenance of Parks		\$3,500.00
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		\$30,000.00
LOSAP		\$-
PUBLIC EMPLOYEES RET. SYS.		\$55,661.00
Social Security	\$-	\$10,000.00
Total	\$127,150.00	\$349,743.75
Total Temporary Budget 2017	\$476,893.75	

January 4, 2017

**RESOLUTION #2017-12  
UNION TOWNSHIP, HUNTERDON COUNTY  
COORDINATOR AND ALTERNATE COORDINATOR  
FOR THE AGING - 2017**

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 **2017**.

Date: January 4, 2017

**RESOLUTION #2017-13  
UNION TOWNSHIP, HUNTERDON COUNTY  
SERVICE CHARGE FOR CHECKS RETURNED – 2017**

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 4, 2017

**RESOLUTION #2017-14  
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 **2017**, 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 **2017**, to serve at the pleasure of the Township Committee.

Date: January 4, 2017

**RESOLUTION #2017-15  
UNION TOWNSHIP, HUNTERDON COUNTY  
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER 2017**

**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 Grace Brennan, Township of Union Personnel Administrator is appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2017.

Date: January 4, 2017

**RESOLUTION #2017-16  
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 4, 2017

**RESOLUTION #2017-17**

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

WHEREAS, it is the policy of Township of Union 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 governing body of Township of Union 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 that:

**Section 1:** No official, employee, appointee or volunteer of the Township of Union by whatever title known, or any entity that is in any way a part of the municipality 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 the Township’s business or using the facilities or property of the Township.

**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 the municipality to provide services that otherwise could be performed by the Township of Union.

**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 of the Township of Union shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Union 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 of the Township of Union 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 the municipality. 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 municipality in order for the public to be made aware of this policy and the municipality's commitment to the implementation and enforcement of this policy.

Date: January 4, 2016

**RESOLUTION #2017-18  
UNION TOWNSHIP, HUNTERDON COUNTY  
DRUG-FREE WORKPLACE POLICY – 2017**

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 4, 2017

**RESOLUTION #2017-19  
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 **2017**;

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 4, 2017

End of Consent Agenda. Resolutions #2016-2 through #2016-19 were approved with the following vote:

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

Motion carried

**11. PUBLIC COMMENTS - None**

**12. ADJOURNMENT** –Meeting adjourned at about 7:22 p.m.

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

Motion carried

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Prepared by:  
Ella M. Ruta, Municipal Clerk

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Matt Severino, Mayor