

**1. CALL TO ORDER**

Mayor Severino called the meeting to order at 7:00 p.m.

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

**3. FLAG SALUTE**

**4. ROLL CALL**

	Present	Absent
Mr. Severino	X	
Mr. Hirt	X	
Mr. Sroka	X	
Mr. Stothoff	X	
Mr. Mazza	X	

Also present J.P. Jost, Attorney, Robert Clerico, P.E., CFO Grace Brennan and Municipal Clerk Ella M. Ruta.

**5. APPROVAL OF PRIOR MEETING MINUTES**

- a. Regular and Executive Session Meeting Minutes of October 4, 2017, according to Committeeman Mazza's amendments.

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

**6. VISITORS**

**7. REPORTS RECEIVED - Acknowledged**

- a. Road Dept.- Week Ending; 9/29/17; 10/06/17
  - b. Animal Control Officer – September 2017
  - c. Municipal Court – September 2017
  - d. Public Safety Coordinator
  - e. Engineer's Report
- Municipal Aid 2018 Grant – Application was filed on October 5, 2017.
  - Municipal Storage Building – Contract awarded and signed. Architect has Plans. Thirty-day review period by DCA Construction Office anticipated.
  - Exit 11 Construction Project – Sent an e-mail to NJDOT Representative regarding status report. No response.
  - Storm Water Permits – The Township is obligated to document existing storm water facilities.

**8. CORRESPONDENCE/WRITTEN COMMUNICATIONS**

Mr. Mazza gave his report at this time and did not comment on correspondence

- He asked if the Part-Time Seasonal Employee could be utilized in the absence of fulltime employees, i.e., vacation, illness, etc. Will discuss with Mr. Hermann and Mrs. Brennan.
- Asked about the DR&F maintaining vegetation in detention basins/easements.
- Perryville Estates, Block 21.2, Lot 32 - Unresolved issues at the Site were briefly discussed.

**9. PUBLIC COMMENTS**

Debbie Hirt, Springhouse Lane – Mrs. Hirt mentioned the Pattenburg Volunteer Fire Company Search and Rescue Dog Fundraiser to be held on October 27, 2017 at Hunterdon Hills Playhouse.

Ms. Hirt also addressed a complaint by her neighbor, Ms. Ertle about the millings matter on Springhouse Lane. She said the millings will be removed from the end of Ms. Ertle's driveway by this weekend. Mrs. Hirt also asked that social media criticism cease. She said Inspector from the NJ DEP was at the site and had no issue with the millings.

**10. PUBLIC HEARING – 2<sup>nd</sup> Reading - none****11. OLD BUSINESS****12. NEW ORDINANCE – 1<sup>ST</sup> Reading****NOTICE**

**PLEASE TAKE NOTICE** that the following Ordinance was adopted on first reading by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, at a meeting held on the 18th day of October, 2017. The Ordinance was then ordered to be published according to law. Notice is hereby given that the said Ordinance will be considered for final passage at a public hearing to be held on the 6th day of, December 2017, at 7:00 p.m., or as soon thereafter as the matter may be reached, at the Union Township Municipal Building, 140 Perryville Road, Hampton, New Jersey, at which time all interested parties will be heard.

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Ella M. Ruta, Municipal Clerk

**ORDINANCE 2017-9**

**AN ORDINANCE OF THE TOWNSHIP OF UNION,  
HUNTERDON COUNTY, NEW JERSEY  
CREATING THE POSITION OF PUBLIC SAFETY COORDINATOR**

**Whereas**, the Union Township Committee is desirous of creating the position of a Public Safety Coordinator with regard to the various emergency services and procedures in the Township; and

**Now, Therefore, Be It Ordained**, by the Township Committee of the Township of Union, in the County of Hunterdon, State of New Jersey as follows:

1. There is hereby created the position of Public Safety Coordinator of the Township of Union.
2. The Public Safety Coordinator shall be appointed annually for a term ending on December 31, and shall serve at the pleasure of the Township Committee. The Public Safety Coordinator shall be

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compensated in accordance with the current salary ordinance of the Township.

3. The Public Safety Coordinator shall preferably have experience in, or knowledge of, law enforcement, fire fighting, investigations, public relations and emergency services, or shall be otherwise qualified to serve as Public Safety Coordinator.
4. The duties of the Public Safety Coordinator shall be to research and study any matters of interest or concern to the Union Township Committee with regard to public safety and emergency services in Union Township, as directed by the Township Committee, to analyze and evaluate such facts and information as may be obtained by the Public Safety Coordinator, and to provide the Township Committee with written or oral reports and recommendations with regard to such matters.
5. In the course of the Public Safety Coordinator’s activities, he may communicate and confer with the officers and personnel of the various fire companies, rescue squads and other emergency services organizations having jurisdiction in Union Township as needed.

**Severability.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause of provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

**Repealer.** All Ordinances or parts of Ordinances inconsistent with or in conflict with the Ordinance are hereby repealed to the extent of such inconsistency.

**Effective Date.** This Ordinance shall take effect after final passage, adoption and publication according to law.

Attest:

\_\_\_\_\_  
Ella M. Ruta, Municipal Clerk

\_\_\_\_\_  
Matt Severino, Mayor

First Reading: October 18, 2017  
 Publication: October 26, 2017  
 Public Hearing/Adoption: December 6, 2017  
 Final Publication: December 14, 2017

Roll 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

**13. NEW BUSINESS**

- a. **Motion to Approve:** Reappointment of the Public Safety Coordinator

Mayor Severino asked for a motion to reappoint the Public Safety Coordinator until the end of 2017.

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

Motion carried

b. The following resolution was introduced for adoption:

**RESOLUTION #2017- 94  
TOWNSHIP OF UNION, HUNTERDON COUNTY  
RESOLUTION TO AUTHORIZE THE TAX COLLECTOR TO EXEMPT PROPERTY TAXES FOR  
BLOCK 28, LOT 19.01 PURSUANT TO THE DISABLED VETERAN EXEMPTION**

**WHEREAS**, pursuant to N.J.S.A. 54:4-3.30(a) the dwelling house and curtilage owned by a citizen and resident of New Jersey who is a veteran and has a total or 100 percent permanent disability as defined therein may be exempt from property taxes; and

**WHEREAS**, John Roy is a resident and citizen of New Jersey who served in active war time and was honorably discharged from the U.S. Armed Forces, have a wartime service-connected disability that has caused him to be totally and one hundred percent permanently disabled; and

**WHEREAS**, John Roy owns legal title to the entire dwelling house and curtilage on the property identified as Block 28, Lot 19.01, which is his principal place of residence; and

**WHEREAS**, as set forth in the October 12, 2017 memo (attached) from Union Township Tax Assessor, Michelle Trivigno, the property consists of a dwelling upon 4.2836 acres; and

**WHEREAS**, the Township may cancel the property taxes, on a prorated basis, from the date a valid application for exemption was filed with the tax assessor and John Roy filed his application on September 25, 2017 and the tax assessor approved the exemption on September 25, 2017 based on the application and information provided; and

**WHEREAS**, the Township of Union desires to authorize the tax collector to cancel the dwelling house and curtilage property taxes due on Block 28, Lot 19.01 effective September 25, 2017 and to relieve the tax collector from the responsibility of collecting property taxes on Block 28, Lot 19.01 pursuant to this Resolution until such time as the tax assessor determines the property owner is no longer eligible for the disabled veterans exemption.

**NOW, THEREFORE, BE IT RESOLVED**, on this 18<sup>th</sup> day of October 2017 by the Township Committee of the Township of Union, Hunterdon County, State of New Jersey, as follows:

1. The tax collector shall exempt the dwelling house and curtilage property taxes due on Block 28, Lot 19.01 effective September 25, 2017 as outlined in the memo dated October 12, 2017 from Michelle Trivigno, Union Township Tax Assessor.
2. The tax collector shall be relieved of the responsibility for collecting property taxes for the dwelling house and curtilage on Block 28, Lot 19.01 subsequent to the effective date of this Resolution until such time as the tax assessor determines the property owner is no longer eligible for the disabled veteran exemption.

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3. The Township’s statement of approval of exempting the owner from property taxes as outlined above pursuant to the Disabled Veterans Exemption Program, along with the resolution shall be forwarded to the Hunterdon County Tax Board.
4. The Township Committee allow to refund Property Taxes paid by John Roy from the date of application 9/25/17 to 9/30/17 in the amount of \$327.36
5. This Resolution shall take effect immediately upon adoption

By: \_\_\_\_\_  
 Matt Severino, Mayor

ATTEST:

\_\_\_\_\_  
 Ella M. Ruta, Municipal Clerk

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

Motion carried

Mr. Roy the applicant/property owner stated that based upon State Statute, the taxes should have been refunded back to the date of the property sale. Mayor Severino said a precedent had been set at the time a previous tax-exempt application was approved granting the refund from the day of application.

c. The following resolution was introduced for adoption:

**TOWNSHIP OF UNION  
 IN THE COUNTY OF HUNTERDON**

**RESOLUTION 2017 – 95  
 RESOLUTION CLOSING OUT DRIVEWAY ESCROW BALANCES**

**WHEREAS**, the CFO has reported that there are many dormant driveway escrow accounts that need to be closed, and

**WHEREAS**, the CFO has communicated with the Auditor and they have agreed that all accounts that have been dormant in excess of three years should be closed to miscellaneous revenue,

**NOW, THEREFORE , BE IT RESOLVED** that the CFO is hereby directed by the Township Committee to close all open but dormant driveway escrow accounts to miscellaneous revenue.

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

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Mr. Sroka		X	X			
Mr. Stothoff	X		X			
Mr. Mazza			X			

Motion carried

**14. REPORTS**

**a. Attorney’s Report:**

- Derelict Properties – Working with Zoning Official Graham to prepare a list of derelict properties in the Township.
- Driveway Ordinance – Preparing a Draft Ordinance with assistance of Messrs. Clerico and Stothoff.

**b. Committee Report**

Mr. Mazza reported the following:

- Commented on the search and rescue dog for Pattenburg Volunteer Fire Company – Mr. Mazza said he is not sure how the Committee feels, but he said he does not support the idea of a search and rescue dog. “Sorry guys, but I do not.” He asked if the Dog was voted on by the Pattenburg Fire Department. He said it is a very expensive dog and the State and the County has a rescue dog. Mr. Mazza said the \$30,000, or whatever it costs, that the Fire Company is planning to spend for the dog should be spent to recruit fire fighters, buy gear, etc. That spending he would be willing to support.

Mr. Sroka reported the following:

- Asked CFO Brennan the probability of drafting the 2018 budget. Mrs. Brennan said she is working with Mr. Hermann, DR&F Foreman and thought the budget could be ready for introduction in February 2018.

Mr. Stothoff reported the following:

- Mentioned the Shared Court Services Agreement – Asked that the Agreement be discussed in Executive Session.

**15. PUBLIC COMMENTS**

- Jason Narbonne - Assistant Chief of Pattenburg Volunteer Fire Company (PVFC) – Mentioned issues with the three fire companies serving Union Township. Mr. Narbonne said a meeting is planned next week with Marc Strauss to discuss various issues. He explained that the funds raised to purchase the rescue dog are separate from their operating funds.
- Art Randolph, Bethlehem Township – Asked the Committee to revisit the precedent setting policy regarding the decision they made about the Veteran’s request to refund real estate taxes to the date he purchased his property.
- Don Van Fossen, member of the Pattenburg Fire Dept. – Spoke on behalf of PVFC’s effort to raise funds for a search and rescue canine. He noted that a prior canine they owned had located an Alzheimer’s patient.
- Marc Strauss – Responded to Jason Narbonne’s statement. Mr. Strauss said the State Police are available if a person is reported missing. Noted there are dogs available within Hunterdon County for search and rescue.

Grace Brennan, CFO asked if the Committee planned to hold the Volunteer Appreciation Dinner this year and, if so, the date and nominee for Volunteer of the year. The consensus was to hold the Dinner on December 7, 2017. Volunteer nominee to be selected at the November 1, 2017 meeting.

**16. PAYMENT OF BILLS**

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

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

Motion carried

**17. EXECUTIVE SESSION**

The following Resolution was introduced for adoption:

**RESOLUTION #2017-96  
Providing for a Meeting Not Open to the Public in Accordance with the  
Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12**

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

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

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

1. \_\_\_\_\_ Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
2. \_\_\_\_\_Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
3. \_\_\_\_\_Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program , including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

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4. \_\_\_\_\_Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

5. \_\_\_\_\_Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

6. \_\_\_\_ Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigation of possible violations of the law.

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

8. \_\_\_\_\_ Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

9. \_\_\_\_\_ Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union, assembled in public session on October 18, 2017, at 7:55 p.m. in the Union Township Municipal Building, 140 Perryville Road, Hampton, New Jersey, for the discussion of matters relating to the specific items designated above.

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

Roll 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

The Committee returned to regular meeting session at 8:39 p.m.

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



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Mr. Stothoff		X	X			
Mr. Mazza			X			

Motion Carried

18. ADJOURNMENT

There being no further business to come before the Township Committee at this time Mr. Stothoff made a motion to adjourn the meeting at 8:39 p.m. Mr. Hirt seconded the motion. Motion carried by unanimous favorable roll call vote.

\_\_\_\_\_  
Transcribed by: Grace A. Kocher, Deputy Clerk

\_\_\_\_\_  
Matt Severino, Mayor