

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

SWEARING IN: Mr. Jost swore in Mr. Neary as Township Committeeman.

4. ROLL CALL

	Present	Absent
Mr. Severino	X	
Mr. Hirt	X	
Mr. Sroka	X	
Mr. Neary	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 November 1, 2017

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

Motion carried

OUT OF AGENDA ORDER

6. EXECUTIVE SESSION

The following Resolution was introduced for adoption:

**RESOLUTION #2017-100
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

MINUTES OF REGULAR MEETING December 6, 2017

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.
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 or 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 December 6, 2017, at 7:05 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	X			
Mr. Sroka	X		X			
Mr. Neary			X			
Mr. Mazza			X			

Motion Carried

The Committee returned to regular meeting session at 7:25 p.m.

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

Motion Carried

7. VISITORS

8. REPORTS RECEIVED - Acknowledged

- a. Road Dept.- Week Ending; 11/03/17; 11/09/17; 11/17/17; 11/23/17
 - b. Public Safety Coordinator
 - c. Engineer’s Report
- Municipal Storage Building – A status report was provided by Mr. Clerico. He said the Contractor proposed a Change Order that would provide for extra work in connection with the existing garage. The Committee discussed the Change Order.

Atty. Jost dictated the following resolution to approve the Change Order:

RESOLUTION #2017-101

WHEREAS the Contractor for the DPW Garage applied for an expanded scope Section 51.13 of the Specifications provide a procedure for extra work and change orders and;

WHEREAS, the Township Committee has received a proposal for a change order as requested by the Township Engineer for extra work in connection with the existing garage in the total amount of \$11,256.00 and;

WHEREAS the Township Committee is of the opinion that the change order is warranted and is in the best interest of the Township and the Public;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Union that the proposed change order from Security Storage Inc. in the amount of \$11,256.00 for additional electrical work and garage door openers, etc. is hereby approved, subject to certification of funds.

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

Motion Carried

- Perryville Road/Railroad Crossing - Received correspondence from NJDOT Railroad Representative who is coordinating the project with Norfolk Southern. Mentioned detours that will be required during construction. The Township will be required to budget for some improvements.
- Exit 13 Yield to Stop Sign – The Sign has been installed and striping has been completed.
- Pilot Travel Centers LLC: Block 11, Lot 24.03 – Left Turn Signal issue has not been resolved.
- MS4 Storm Water Permits - The Township has obligations to meet. Mr. Clerico will need to certify that the Township is in compliance with State Regulations by April 2019.
- Perryville Estates/Caccavelli: Block 21.2, Lot 32 – Previously provided a Status Report to the Committee regarding outstanding issues. The issue should be discussed at an upcoming meeting.

8. CORRESPONDENCE/WRITTEN COMMUNICATIONS

Mr. Severino mentioned the following correspondence:

- NJ State Dept. of Agriculture Letter Re Gypsy Moth – A Study performed this fall by the Department revealed that there was no major gypsy moth infestation in New Jersey.

ITEM ADDED TO AGENDA ORDER – State Trooper Walsh report

- Provided various monthly reports to Atty. Jost.
- Traffic stop numbers remain high.
- Incidents reported at Halloween.
- Political sign removed on Election night.
- Tire slashing in the Pattenburg area.
- Identity and check fraud is rampant.
- Bethlehem Township resident had guns and an ATV vehicle stolen.
- North Hunterdon Girls’ Cross-Country Team won the State Championship and the Northeast Regional Championship. Mayor Severino also mentioned the Football Team.

9. PUBLIC COMMENTS

Don Van Fossen- Mentioned an Open House at Harding’s on this Saturday. Extended an invitation to meet Pattenburg Volunteer Fire Company’s new Rescue Dog.

10. PUBLIC HEARING – 2nd Reading

ORDINANCE 2017-9

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

To open Public Hearing

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

Motion approved by Unanimous Voice Call Vote

To close Public Hearing

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

Motion approved by Unanimous Voice Call Vote

To Adopt

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

Motion Carried

**ORDINANCE 2017-10
AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF UNION,
HUNTERDON COUNTY, NEW JERSEY REGARDING INSURANCE REQUIREMENTS FOR
QUARRYING**

To open Public Hearing

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

Motion approved by Unanimous Voice Call Vote

To close Public Hearing

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

Motion approved by Unanimous Voice Call Vote

To Adopt

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

Motion Carried

Discussion of amendments to the Quarry Ordinance by Committee, Attorney and Engineer.

11. OLD BUSINESS – None

12. NEW ORDINANCE – 1st Reading

13. NEW BUSINESS

CONSENT AGENDA: All matters listed 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 be no separate discussion of these items. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.

- a. **RESOLUTION #2017-102**: Renewal of Agreement for Shared Municipal Courts with Clinton Township

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

11/21/17

RESOLUTION NO. 2017-102

**Re: Renewal of Agreement For
 Shared Municipal Courts with Clinton Township**

WHEREAS, Union Township and Clinton Township desire to renew their agreement for the sharing of facilities, personnel and resources by their respective municipal courts, as authorized by N.J.S.A. 2B:12-1.c.; and

WHEREAS, Union Township and Clinton Township originally entered into an Interlocal Services Agreement in 2008 providing for shared courts to be located in the Clinton Township Public Safety Building, 1370 Route 31 North, Annandale, NJ 08801, and both Union Township and Clinton Township have realized significant cost savings through the operation of their shared municipal courts; and

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WHEREAS, Union Township and Clinton Township entered into renewals of the above Interlocal Services Agreement in 2012 and 2014; and

WHEREAS, the operation of said shared municipal courts has been in all other respects satisfactory and acceptable; and

WHEREAS, the Township of Clinton has approved and signed a new Interlocal Services Agreement for the sharing of facilities, personnel and resources by the municipal courts of Union Township and Clinton Township, and good cause appearing and

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

1. The 2018 – 2022 Interlocal Services Agreement for Shared Municipal Courts (pursuant to N.J.S.A. B:12-1.c.) between the Township of Clinton and the Township of Union, to provide for the Sharing of Facilities, Personnel and Resources By their Municipal Courts, is hereby approved, and the Mayor and Township Clerk are hereby authorized to execute same, and to forward to the Assignment Judge and Municipal Division Manager of Vicinage 13 of the Superior Court an original fully signed copy of said Agreement, together with a certified copy of this resolution, who will thereafter, through the Municipal Division Manager, provide a copy to the Administrative Office of the Courts for processing;
2. Approval of said agreement shall be subject and contingent upon approval by the Assignment Judge of Vicinage 13 of the Superior Court of New Jersey, and such other approvals as may be required by law.
3. A copy of the Interlocal Services Contract shall be on file in the office of the Township Clerk for inspection by the public.
4. This resolution shall take effect immediately.

b. **RESOLUTION #2017-103**: Appropriation Transfers

Resolution #2017-103

UNION TOWNSHIP, HUNTERDON COUNTY
APPROPRATION TRANSFER(S)

Be it resolved by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that there are insufficient funds to meet the demands necessary for the 2017 Appropriations in the following accounts:

TO: Engineering OE10516520		\$7,500.00
	Total	\$7,500.00

WHEREAS, the following account(s) have sufficient excess funds to meet such demands:

FROM: Employee Group Insurance	10522020	\$7,500.00
	Total	\$7,500.00

BE IT RESOLVED that in accordance with the provisions of R.S. 40A: 4-58 the Chief Financial Officer is hereby authorized to make the transfer(s) required to meet the obligations of Union Township.

Date: December 6, 2017

- c. **RESOLUTION #2017-104:** Requesting Permission for the Dedication by Rider for Union Township Parking Offense Adjudication Act Trust

RESOLUTION 2017-104

DEDICATION BY RIDER

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR UNION TOWNSHIP PARKING OFFENSE ADJUDICATION ACT TRUST REQUIRED BY NJS 39:4-139.9

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

WHEREAS, NJS 39:4-139.9 provides for receipt of Parking Offense funds by the municipality to provide for the operating costs to administer this act; and

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Parking Offense Adjudication Trust fund are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE , BE IT RESOLVED, by the governing body of the Township Committee of the Township of Union, in the County of Hunterdon, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Parking Offense Adjudication Trust Fund/NJS 39:4-139.9.
2. The Clerk of the Township of Union, County of Hunterdon is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

- d. **RESOLUTION #2017-105_:** Cancelling Balance of Unallocated Funds in the Trust Other Account and Transferring the Balance to Trust Fund Surplus

TOWNSHIP OF UNION

RESOLUTION 2017-105

RESOLUTION TRANSFERRING RESERVE BALANCE TO SURPLUS

WHEREAS, the Chief Financial Officer has recommended that the current fund balance sheet item labeled Reserve for Off Tract Improvement, in the amount of \$12,000.00 be canceled to current fund surplus,

NOW, THEREFORE, BE IT RESOLVED that the balance of the \$12,000.00 as exists on the balance sheet of the current fund, labeled Reserve for Off Tract Improvement be canceled to current fund surplus.

I, Ella M. Ruta, Township Clerk of the Township of Union, Hunterdon County, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Township Committee of the Township of Union at a meeting of said Committee held on December 6, 2017.

- e. **RESOLUTION #2017-106:** Cancelling Funded Appropriation Balances under Certain Ordinances adopted by the Township Committee of the Township of Union for Various Improvements Projects in the Total Amount of \$5,583.46

TOWNSHIP OF UNION

RESOLUTION 2017-106

RESOLUTION CANCELLING FUNDED APPROPRIATION BALANCES UNDER CERTAIN ORDINANCES ADOPTED BY THE TONWHSIP COMMITTEE OF THE TOWNHSIP OF UNION FOR VARIOUS IMPROVEMENT PROJECTS IN THE TOTAL AMOUNT OF \$5,583.46

WHEREAS, the Township Committee of the Township of Union, in the County of Hunterdon, New Jersey previously adopted Capital Ordinances for the purpose of funding various capital projects and improvements of the Township,

WHEREAS, as of the date hereof, the projects have been completed and/or funded balances remain open and unexpended; and

WHEREAS, the Township now desires to cancel such appropriations and transfer the funded balances in the respect to capital fund surplus.

Ordinance No.	Amount to be Cancelled
2003-16	\$ 162.35
2005-06	\$ 285.09
2005-11	\$4,353.67
2012-11	\$ 213.64
2013-07	\$ 158.21
2013-8	\$ 176.75
2014-6	\$ 233.75

NOW, THEREFORE, BE IT RESOLVED that the balance amounts associated with the Capital Projects listed above are hereby cancelled to Capital Surplus.

- f. **RESOLUTION #2017-107:** Authorizing the Finance Officer to Cancel Grant Appropriation Reserves Against Grants Receivable, Surplus and such other Accounts as Appropriate

TOWNSHIP OF UNION

RESOLUTION 2017 - 107

AUTHORIZING THE FINANCE OFFICER TO CANCEL GRANT APPROPRIATION RESERVES AGAINST GRANTS RECEIVABLE, SURPLUS AND SUCH OTHER ACCOUNTS AS APPROPRIATE

WHEREAS, the Chief Financial Officer is recommending that the Township Committee of the Township of Union cancel grant appropriations and grants receivable prior to yearend, and

WHEREAS, the following grants are complete and the appropriation balances no longer needed to be maintained on the books and records of the Township of Union, and

WHEREAS, the Chief Financial Officer recommends that the following adjustments to the books and records of the Township be made.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township Union, that the adjustments appearing below, being a permanent part hereto, are hereby made.

CANCELING GRANTS

NAME OF GRANT	APPROPRATION	RECEIVABLE
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General Capital Fund

NJDEP – Sidney Brook Grant	\$20,794.00	\$19,620.02
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NJDOT – Van Syckel Road	\$84,997.22	\$84,997.22
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Grant Fund

Highlands Initial Assessment	\$ 710.66	\$ 135.16
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Highlands Plan Conformance	\$ 248.93	\$2,161.80
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g. **RESOLUTION #2017-108**: Transferring Reserve Balance to Surplus

TOWNSHIP OF UNION

RESOLUTION 2017 - 108

RESOLUTION CANCELLING BALANCE OF UNALLOCATED FUNDS IN THE TRUST OTHER ACCOUNT AND TRANSFERRING THE BALANCE TO TRUST FUND SURPLUS

BE IT RESOLVED, that the unallocated funds, in the amount of \$13,457.33 in the Trust Other account be canceled to the Trust Other Surplus account.

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

Mr. Hirt			X			
Mr. Sroka		X	X			
Mr. Neary			X			
Mr. Mazza	X		X			

Motion carried

14. REPORTS

a. Attorney’s Report:

- Perryville LLC Tax Appeal – The Appeal has been withdrawn.
- Permanently Disabled Veteran Tax Appeal – The Hunterdon Tax Board will hear the Appeal next week.
- Driveway Ordinance Review – Mr. Stothoff was reviewing the Ordinance. Atty. Jost asked for someone to be appointed in his place. Mr. Neary will be working with Mr. Jost.
- The Hunterdon County Board of Health informed the Township of a possible kennel located in Union Twp. that does not have a license.
- Country Acres Abandoned Property – The Property Maintenance Ordinance provides for the Township to clean the property and submit a bill to the Owner of Record. Mr. Mazza will contact DR&F about one-time cleaning of the outside of the property.

b. Committee Report

Mr. Mazza reported the following:

- Said construction of the Storage Building will begin tomorrow.
- Elected Officials’ Seminar – Stated that the Seminar for newly-elected , re-elected or experienced officials are offered by the State and paid for by the Township. He suggested that Committeemen Hirt and Neary attend the Seminar. Mr. Mazza also emphasized that he, Mayor Severino and Mr. Sroka had taken the classes.

Mr. Sroka reported the following:

- 2018 Township Budget – Noted that work has begun. Asked Committee Members for input.

c. Mayor’s Report

- Hunterdon County Municipal Alliance Program – Municipal Clerk said she had responded to the inquiry.
- Spruce Run Creek – Remediation and dredging of water problem has been completed.

15. PUBLIC COMMENTS – None

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		X			

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Mr. Neary			X			
Mr. Mazza			X			

Motion carried

Municipal Clerk said she was advertising that the Re-organizational meeting of the Township Committee would be held on January 3, 2018.

Atty. Jost said that the Committee has to vote to approve the re-org meeting and asked for a motion to authorize the Clerk to advertise January 3, 2018 as the Re-organizational meeting of the Committee.

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

Motion carried

17. ADJOURNMENT

There being no further business to come before the Township Committee at this time Mr. Sroka made a motion to adjourn the meeting at 8:22 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