

**1. CALL TO ORDER**

Mayor Bischoff opened the meeting at 7:21 p.m.

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

**3. FLAG SALUTE**

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

**5. APPROVAL OF PRIOR MEETING MINUTES**

- a. Regular and Executive Session Meeting Minutes of December 21, 2011.

Corrections by Ms. McBride:

- P. 1 Visitors second line, delete “for year” and add “5 to 10 years”.
- P. 3 Engineer’s Report, Race St., first sentence add “The Engineer, Committeewoman McBride and the”
- P. 3 Hoffman Park add “to date” at end of last sentence;
- P. 4 Old Business a., add ”upon” info on third line
- P. 8 Attorney’s Report 4 item, last line, insert “hunting clubs” potential role at the Sheuing property.”

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

Motion carried as amended for Regular Meeting Minutes and Executive Meeting Minutes as written.

**6. VISITORS**

**7. REPORTS RECEIVED**

- Road Dept - Weeks Ending 12/23/11; 12/30/11
- Tax Collector – December 2011
- Animal Control Officer Nov/Dec 2011
- Engineer’s Report – not submitted

**8. CORRESPONDENCE/WRITTEN COMMUNICATIONS**

Mr. Bischoff mentioned the following correspondence:

- HC Planning Board Re: 2012 Municipal Allocation & Distribution of County Trust Funds. Union Township allocated 10% (previously 15%).

Mr. Hirt mentioned the following correspondence: - None

Ms. McBride mentioned the following correspondence: - None

Mr. Severino mentioned the following correspondence: None

Mr. Mazza mentioned the following correspondence: - None

**9. PUBLIC COMMENTS**

- Assemblyman, John DiMaio, 23<sup>rd</sup> District. Offered support from his State delegation and appreciates the work the Township does.
- Hunterdon County Freeholder Ron Sworen – Wishes for a good year to the Township.

The Mayor thanked them both for their comments.

**10. PUBLIC HEARING – none**

**11. OLD BUSINESS**

- a. **Resolution #2012** – Resolution re: Reinstating Paris Grant Funds. Tabled

**12. NEW ORDINANCE – 1<sup>st</sup> Reading**

**13. NEW BUSINESS**

- a. The following resolution was introduced for adoption:

**RESOLUTION #2012-20  
TOWNSHIP OF UNION, HUNTERDON COUNTY  
RESOLUTION TO REFUND HOMESTEAD BENEFIT CREDIT ON BLOCK 29, LOT 19**

**WHEREAS**, the State of New Jersey issued Homestead Benefit credits for 2009 to Union Township for eligible property taxpayers in May of 2011; and,

**WHEREAS**, the Block 29, Lot 19 was exempt from taxes for the calendar year of 2011, thereby creating a credit of \$425.00; and

**WHEREAS**, the property owner is entitled to a refund of the Homestead Benefit Credit amount.

**NOW, THEREFORE, BE IT RESOLVED**, on this 4th day of January 2012, by the Township Committee of the Township of Union, Hunterdon County, State of New Jersey, as follows:

1. The CFO shall refund the amount of \$425.00 to Patrick M. and Patricia Dziubek, 767 Route 579, Pittstown, NJ 08867.
2. This Resolution shall take effect immediately upon adoption.

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

Motion carried

- b. The following resolution was introduced for adoption:

**RESOLUTION #2012-21  
UNION TOWNSHIP; HUNTERDON COUNTY  
RESOLUTION AUTHORIZING CONTRACT FOR LEGAL SERVICES 2012**

WHEREAS, the Township of Union has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A.19:44-A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, anticipated term of this contract is one year; and

WHEREAS, J. PETER JOST, ESQ. has submitted a proposal indicating the fee for all other legal services rendered shall be \$167.50 per hour; and

WHEREAS, J. PETER JOST, ESQ. has completed and submitted a Business Entity Disclosure Certification which certifies that J. PETER JOST, ESQ. has not made any reportable contributions to a political or candidate committee in the Township of Union in the previous one year, and that the contract will prohibit J. PETER JOST, ESQ. from making any reportable contributions through the term of the contract; and

WHEREAS, the Township Chief Financial Officer has certified to the governing body the availability of funds for said contract in a line item entitled Legal Services, OE; and

NOW THEREFORE, BE IT RESOLVED by the Township Committee authorizes the Mayor and Clerk to enter into a contract with J. PETER JOST, ESQ. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that a Notice of this action shall be printed once in the Hunterdon County Democrat.

**CERTIFICATION AS TO AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., I, Grace M. Brennan, Chief Finance Officer of the Township of Union, have ascertained that there are available sufficient uncommitted appropriated funds in the 2012 Temporary/Adopted Budget to award a contract to J. Peter Jost, as appropriated under the line item "\_\_\_\_\_".

Date: \_\_\_\_\_

\_\_\_\_\_  
Grace M. Brennan, CFO

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

Motion carried

c. The following resolution was introduced for adoption:

**RESOLUTION #2012 - 22  
UNION TOWNSHIP, HUNTERDON COUNTY  
AUTHORIZING CONTRACT FOR LEGAL SERVICES/PLANNING BOARD 2012  
Woolson Sutphen Anderson/Mark S. Anderson, Esq.**

WHEREAS, the Township of Union has a need to acquire legal services for the Planning Board/Board of Adjustment as a non-fair and open contract pursuant to the provisions of N.J.S.A.19:44-A-20.5; and

WHEREAS, the maximum amount of the contract may exceed the threshold amount established pursuant to N.J.S.A.40A:11-3(b); and

WHEREAS, funds are available; and

WHEREAS, MARK S. ANDERSON, Esq. has submitted a proposal including fee schedule; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection;

WHEREAS, MARK S. ANDERSON, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that MARK S. ANDERSON, Esq. has not made any reportable contributions to a political or candidate committee in the Township of Union in the previous one year, and that the contract will prohibit MARK S. ANDERSON, Esq. from making any reportable contributions through the term of the contract; and

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

1. The Mayor and Township Clerk are hereby authorized and directed to execute the attached agreement with Mark S. Anderson, Esq., for legal services/Planning Board for 2012.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with 40A:11-5(1) (a) of the Local Public Contracts Law.
3. Approval of the attached contract is subject to availability and appropriation of sufficient funds as may be required in the 2012 temporary and permanent Municipal budgets.
4. A Notice of this action shall be printed once in the official newspaper.

**CERTIFICATION AS TO AVAILABILITY OF FUNDS  
UNION TOWNSHIP, HUNTERDON COUNTY**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., I, Grace M. Brennan, Chief Financial Officer of the Township of Union, have ascertained that there are available sufficient uncommitted appropriated funds in the 2012 Temporary/Adopted Budget to award a contract to Mark S. Anderson, Esq., under the line item "\_\_\_\_\_".

Date: \_\_\_\_\_

\_\_\_\_\_  
Grace M. Brennan, CFO

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

Motion carried subject to Attorney review

d. The following resolution was introduced for adoption:

**RESOLUTION #2012- 23  
UNION TOWNSHIP HUNTERDON COUNTY  
RISK MANAGEMENT CONSULTANT**

**WHEREAS, Union Township** has resolved to join the Public Alliance Insurance Coverage Fund ("PAIC") following a detailed analysis; and

**WHEREAS,** the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

**WHEREAS,** the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

**NOW THEREFORE, BE IT RESOLVED** that Union Township does hereby appoint **Wells Fargo Insurance Services** as its Risk Management Consultant in accordance with the Fund's Bylaws.

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

Motion carried

e. The following resolution was introduced for adoption:

**RESOLUTION #2012-24  
UNION TOWNSHIP, HUNTERDON COUNTY  
PART-TIME EMERGENCY SEASONAL HELP  
DEPARTMENT OF ROADS AND FACILITIES**

**WHEREAS,** there is a need for part-time emergency seasonal help for UT DR&F; and

**WHEREAS,** Anthony Tarantino, John Petronio and Kevin Kolvites have submitted employment applications and have expressed an interest in same;

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union to hire Anthony Tarantino, John Petronio and Kevin Kolvites as part-time emergency Seasonal Help for Union Township Department of Roads and Facilities effective January 4, 2012 at an hourly rate of \$30.00.

BE IT FURTHER RESOLVED that they will be notified subject to availability and discretion of the Dept of Roads and Facilities Foreman in accordance with the needs of the department.

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

Motion carried

f. **Motion to Approve:** 2012 Kennel License – Aladdin Kennels. All paperwork is in order.

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

Motion carried

**14. REPORTS**

a. **Attorney’s Report**

- Matters for Executive Session, litigation, contract negotiations
- Atty. Jost asked Mr. Mazza the status of the Recreation Committee background checks. Mr. Mazza replied that 99% are done and will follow up with Mr. Hara, Chairman of the Rec. Committee
- Farm leases – asked Committee to review the leases for 2012 so they can be mailed out to the farmers in January.

b. **Mayor’s Report**

- Quote “Nothing astonishes men so much as common sense and plain dealing.” Ralph Waldo Emerson
- List of accomplishments for 2011.
- Left message for Mary Beth Lonergan re: COAH Trust Fund. Requested a brief letter/report of requirements going forward and what are Clarke Caton and Hintz recommendations.
- We have a COAH sub-committee and a Highland sub-committee that will have to be reorganized because we have new members and there are people from the Environmental Commission, Township Committee and Planning Board who sit in on that sub-committee and work together to develop the policies that are then submitted to the Township Committee for their approval.

c. **Committee Report**

Mr. Mazza reported the following:

- The vandalism at Finn Road Park over the winter recess. Damage to the door and lock and roll up doors and the Snack Bar and coffee pots. The State Police caught the kids and want a report from the Township on the costs to repair the damages. Once the Township submits report, the State Police will try to collect for the damages from the perpetrators. Grace Brennan will contact our insurance company to put them on notice.
- Signs in the Township sprayed with a paintball gun. The perpetrators were caught and Clinton Township is building a case for damages in their Township, Franklin and Union.

Ms. McBride reported the following:

- Hoffman Park site tour tomorrow at 11 p.m. We have twelve bidders so far that have purchased a copy of the RFP. Also, contacted six local salvage dealers about the RFP. It will be myself, Bob Clerico, and Frank Castellano at the site tour and anyone else from the Committee who wishes to attend.
- A Meeting with Terry Wright of The Democrat and Mayor Bischoff on Friday at 10:00 a.m. to talk about Route 173 and some of the issues there. If any of the Committee have something you wish for us to discuss let me know.
- Was contacted by the New York New Jersey Trail Conference Association who is interested in land acquisition or easement along Charlestown Road. Distributed map of properties of interest to Committee Members. To be kept confidential now until possible negotiations.
- Kate Buttolph of the Hunterdon Land Trust contacted me regarding potential open space acquisition parcels in the Township and I forwarded her subsequent email to Page Stiger and Chuck LaTournous .
- Our new website went live on December 28<sup>th</sup> as scheduled. Still working with UT Volunteer Fire Dept. and EMS to update their portions of the website. Only thing that is major that we don't have yet is the CitiNet portion of it. Our goal is to have it working for February tax payments.
- Received the Public Playground Safety Handbook from the Engineer. The Attorney will copy and email it to the Eagle Scout candidate who requested information about mulch materials. Attorney suggested the Handbook be reviewed by our Insurance Risk Manager.

The Mayor congratulated Ms. McBride for all her hard work in getting the website up. Any criticisms give to Ms. McBride.

Mr. Hirt reported the following: None

Mr. Severino reported the following:

- I will have a date for the Township's surplus equipment online auction at the end of the week and will give the Clerk the information to disburse.
- Contract renewals for DONJON for both electronic and scrap metal recycling with terms and payment the same. I checked market prices and there is no change and I would recommend renewal. Discussed placing for other bids, the CFO stated that it would not be necessary if the total revenue is under \$2600.

**Motion: To authorize the Mayor to sign a one-year contract with DONJON Recycling, effective January 1, 2012.**

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

Motion carried

MINUTES OF REGULAR MEETING January 4, 2012

- The Mayor and I have an appointment on Friday, January 6<sup>th</sup> with new Commander Robbins of the Perryville State Police Barracks to discuss the new Alarm Ordinance draft as well as Route 173 issues that we have been dealing with. Mr. Mazza would like more patrols at Finn Road Park.
- Inquired if Fire Dept. and Rescue Squads could use Township website to collect donations. The CFO responded that a link to provide access to their websites is permissible where they could set up their own process for collecting donations. The CFO will gather information and provide it to the Fire and Rescue Squads.

The Mayor passed out the Committee Assignments for 2012

Mayor Bischoff - County and State Liaison (Freeholders, NJSP, DOT, et al)  
 COAH  
 Highlands  
 Court Liaison  
 Planning Board  
 Vouchers

Committeeman Hirt - Planning Board  
 COAH  
 Farmland Preservation  
 Municipal Buildings and Grounds  
 Agriculture Advisory Committee Liaison

Committeeman Mazza- Dept of Roads & Facilities (Roads and Parks)  
 Court Liaison  
 Recreation Committee Liaison  
 DOT Liaison

Committeewoman McBride- Personnel  
 Highlands  
 UTEC and Stewardship Liaison  
 Website  
 Vouchers

Committeeman Severino- Recycling  
 NJ State Police Liaison  
 Animal Control  
 School Liaison

d. Clerk’s Report

- Raffle License #2012-1 Hugs for Brady Foundation; Off Premise 50/50; 2/18/12

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

Motion carried

**15. PUBLIC COMMENTS**

- Fire Dept. Chief Van Fossen thanked Ms. McBride and Mr. Severino for helping with putting their information on the Township website.
- Grace Brennan, CFO. Budget meeting dates January 18, 2012 at 6:00 p.m.; February 1, 2012 at 6:00 p.m. and February 8, 2012 at 6:00 p.m, February 15, 2012. Introduction of budget February 22, or 29<sup>th</sup>.

**16. PAYMENTS OF BILLS - None**

**17. EXECUTIVE SESSION –**

The following resolution was introduced for adoption:

**RESOLUTION #2012-25  
Providing for a Meeting Not Open to the Public in Accordance with the  
Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Union, assembled in Executive session on January 4, at 8:20 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.

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

Motion carried

8:55 p.m. motion to come out of Executive Session

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

Motion carried

**Motion:** To amend Resolution 2012-24 previously approved in these minutes as follows: “Part time Emergency Seasonal Help” in both the Resolution Title and third paragraph of Resolution. Also add “Is subject to availability and discretion of the Dept of Roads and Facilities and according to the needs of the department.”

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

Motion carried

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

Meeting adjourned at approximately 8:57 p.m.

Respectfully submitted,

\_\_\_\_\_  
Ella M. Ruta, RMC  
Township Clerk

\_\_\_\_\_  
William F. Bischoff, Mayor

Prepared by: Pat Essig, Administrative Assistant