

1. CALL TO ORDER

Mayor Bischoff opened the meeting at 7:07 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 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

5. APPROVAL OF PRIOR MEETING MINUTES

- a. Regular and Executive Session Meeting Minutes of February 1, 2012.
- Ms. McBride, p. 9 last paragraph replace “parent” with “fire”.
 - Mr. Bischoff, p. 9 change the motion wording from “next fall” to “this fall”. Page 10, Mayor’s Report last paragraph, third sentence change “They” to “We” and “rewritten” to “written” and “from” to “we”; remove “the review they”.

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

Motion carried as amended

- b. Budget Workshop Meeting Minutes of February 1, 2012

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

- c. Special and Executive Budget Workshop Meeting Minutes of February 8, 2012
 Mr. Bischoff made corrections to the Special Workshop Meeting Minutes of February 8, 2012. Page 1, “to pay off notes” to be changed to “be used toward paying off notes on Milligan Farms”.

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

6. VISITORS

Dan Van Fossen, Pattenburg Fire Chief. Gave a brief overview of meeting with Union Township Fire Chiefs. Provided copy of Pattenburg Fire Co. audit and end of year report for the Committee. Chief Van Fossen will bring other fire company reports to Clerk for distribution to Committee. Pattenburg Fire Co. will not need to purchase another fire truck for 20 years.

Frank Castellano, Race Street – Hoffman House, Stewardship Committee Report. Checking it on a regular basis for vandalism. Milligan and Finn Road properties, observed no problems with hunters or trespassers. Spoke with Pastor and Elder at Jehovah Witness Center and requested permission to temporarily use their parking lot when working on the Milligan Farm Trail and was given approval to do so.

Discussion of the receipt of the \$1.5 million “to be used for Milligan Farm debt reduction from the County.”

REPORTS RECEIVED

- a. Road Dept - Weeks Ending 2/03/12; 2/11/12
- b. Tax Collector – January 2012
- c. Animal Control Officer – January 2012
- d. Engineer’s Report - None

7. CORRESPONDENCE/WRITTEN COMMUNICATIONS

Mr. Mazza mentioned the following correspondence:

- Correspondence under Committee Reports

Mr. Hirt mentioned the following correspondence: - None

Ms. McBride mentioned the following correspondence:

- Mayor’s Advisory Re: A-1338, Extends and Expands Permit Extension Act of 2008. Very dangerous bill for Union Township as it expands the original law and creates a definition of extension area which expands the Act into parts of the State not included in the original law including the Highlands region. It negates many beneficial environmental regulations and could impact the Spruce Run Corridor.. A Resolution will be placed on the next meeting agenda for discussion.
- NJDEP Re: Notice of Application & Public Hearing-Eastern Concrete Materials-Glen Gardner Quarry. Forward to UTEC.
- Office of the HC Engineer Re: Municipal Participation-Surface Treatment Program 2012. Frank Mazza will report on this under “Committee Reports.”

Mr. Severino mentioned the following correspondence:-None

Mr. Bischoff mentioned the following correspondence:

- Mayor’s Advisory Re: Support Our Men and Women in Uniform. The Mayor requested that a draft Resolution be on the next meeting’s agenda.
- Mayor’s Advisory Re: Input Sought on Draft On-Farm Direct Marketing AMP. It would be appropriate to send to Mr. Page Stiger of our Agriculture Committee.
- JCP&L Re: Request for Contact Information in Emergency. Information has been sent to JCP&L and Ms. McBride will ensure this information is on the website.

8. PUBLIC COMMENTS

- Jim Milcarick of Quakertown Fire Co. Officer of the Fire Company and President of the Fire District. Hope you can keep last year's contribution the same for this year. I have copies of the Fire District Budget and a Summary of Runs for last year. An Audit Report will be sent to the Committee.

9. PUBLIC HEARING

ORDINANCE No. 2012-1

**AN ORDINANCE SUPPLEMENTING AND AMENDING
CHAPTER VII, SECTION 7-10, OF THE CODE OF THE TOWNSHIP OF UNION,
PROHIBITING STOPPING OR STANDING OF CERTAIN TRUCKS, VEHICLES AND TRAILERS ON
THE STREETS AND ROADS OF
UNION TOWNSHIP, HUNTERDON COUNTY, NEW JERSEY**

Open Public Hearing

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

Motion carried by unanimous favorable vote

Close Public Hearing

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

Motion carried by unanimous favorable vote

To Approve

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

10. OLD BUSINESS

RESOLUTION 2012-39

**URGING RESTORATION OF FUNDING TO THE
PARIS GRANTS PROGRAM**

WHEREAS, the New Jersey State Legislature established a grant program in P.L. 2003, c. 17, Sections 38 and 39, funded by the New Jersey Public Records Preservation Account, a dedicated fund to support public records management, preservation and storage and to support the development and improvement of the public archives and records infrastructure of county and municipal governments;

WHEREAS, a portion of these funds (maximum of 40 percent) were reserved annually for the local government records management grant program to be awarded annually to county and municipal governments; and

WHEREAS, the purpose of the PARIS Grants Program was to serve as a catalyst in the establishment, enhancement and/or expansion of county and municipal public records management, preservation and storage programs; and

WHEREAS, this grant program was introduced as a result of a fee increase in 2003, which also included a statutory requirement, P.L. 2001, c. 370 (S-553) which increased all constitutional officers' salaries "not less than 65 percent of the annual salary of the Judge of the Superior Court," (Currently, \$107,250.00); and

WHEREAS, Hunterdon County had received grant awards totaling \$4.9 million dollars for grant years 2005 through 2009 (five (5) grant cycles); and

WHEREAS, these PARIS grant awards enabled Hunterdon County to dramatically improve the management, preservation and storage of public records, as well as the records' infrastructure of Hunterdon; and

WHEREAS, Hunterdon County included in this effort a "shared services" model for municipal records storage for all 26 municipalities, including Union Township; and

WHEREAS, in State FY 2010 and FY 2011 no grant applications or awards were accepted or awarded; and

WHEREAS, Public Law 2003, c. 117, Sections 38 and 39 has not been repealed and is still good law.

WHEREAS, in the Report of the Transition Subcommittee on the Department of State, the subcommittee states "The Legislature has inappropriately raided and diverted the trust funds. Treasury and OMB have not accounted for or deposited the trust collections since May of 2009. The dedicated fund and program must be protected and expanded to complete projects underway form the staged initial grants."

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Union, in the County of Hunterdon, State of New Jersey that Union Township respectfully requests that PARIS Grant funding be restored to Hunterdon County and all the counties as legislated in P.L. 2003, c. 117, Sections 38 and 39, and thereby make records management services available through the County to the municipalities of Hunterdon County, including Union Township;

BE IT FURTHER RESOLVED, that copies of this resolution shall be forwarded to: Governor Chris Christie, Senator Michael Doherty, Assemblyman John DiMaio, Assemblyman Erik Peterson, all Hunterdon County Municipalities, and the New Jersey State League of Municipalities

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

11. NEW ORDINANCE – 1st Reading

NOTICE OF INTRODUCTION OF ORDINANCE

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 15th day of February, 2012. The Ordinance was then ordered to be published according to law. Notice is hereby given that said Ordinance will be considered for final passage at a public hearing to be held on March 7, 2012, at 7:00 pm or as soon thereafter as the matter may be reached, at the Union Township Municipal Building, 140 Perryville Road, Jutland, N.J. at which time all interested parties will be heard.

Ella M. Ruta, Municipal Clerk

ORDINANCE #2012 - 3

AN ORDINANCE APPROPRIATING THE SUM OF \$13,000.00 CURRENTLY LOCATED WITHIN THE GENERAL TRUST FUND, OFF TRACT IMPROVEMENT ACCOUNT, OF THE TOWNSHIP OF UNION, HUNTERDON COUNTY, NEW JERSEY, FOR ENGINEERING COSTS FOR THE PROJECT KNOWN AS RACE STREET IMPROVEMENTS

WHEREAS, there is currently within the General Trust Fund of the Township of Union, County of Hunterdon, State of New Jersey, an item entitled off tract improvements; and

WHEREAS, there is in this fund \$13,000.00 in the Fallone at Highland Ridge off tract improvement account and,

WHEREAS, the Township Committee of the Township of Union has deemed there is a need to improve Race Street;

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey, that:

SECTION 1. There is hereby appropriated from the General Trust Fund, Off Site Improvement Account for the purpose of improving Race Street, the sum of \$13,000.00;

SECTION 2. All Ordinances or parts of Ordinances which are inconsistent with the terms of the Ordinance be and the same are hereby repealed to the extent of their inconsistency;

SECTION 3. There is no debt incurred by this ordinance.

SECTION 4. This Ordinance shall take effect after proper passage and publication in accordance with law.

BY: _____
William Bischoff, Mayor

First Reading: February 15, 2012
Publication/in Full February 23, 2012
Second Reading: March 7, 2012
Publication/Title Only: March 15, 2012

8:00 p.m. Mr. Castellano left the meeting

Table with 7 columns: Voice Vote, Moved, Seconded, Ayes, Nays, Abstain, Absent. Rows include Mr. Severino, Mr. Mazza, Mr. Hirt, Ms. McBride, and Mr. Bischoff.

Motion Carried

12. NEW BUSINESS

a. The following resolution was introduced for adoption:

RESOLUTION #2012-40
UNION TOWNSHIP, HUNTERDON COUNTY

AUTHORIZING CONTRACT FOR PLANNING CONSULTANT SERVICES FOR 2012
Clarke-Caton-Hintz/Carl E. Hintz, PP

WHEREAS, the Township of Union has a need to acquire planning 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 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, 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, CLARKE CATON HINTZ has completed and submitted a Business Entity Disclosure Certification which certifies that CLARKE CATON HINTZ 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 CLARKE CATON HINTZ 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 Clarke-Caton-Hintz/Carl E. Hintz, PP, for planning consulting services 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 because Carl E. Hintz is a professional planner.
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.

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 subject to Attorney review

- b. The following resolution was introduced for adoption:

RESOLUTION #2012-41

UNION TOWNSHIP, HUNTERDON COUNTY

APPOINTMENT – DEPUTY EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Township of Union is currently in need of an Deputy Emergency Management Coordinator; and

WHEREAS, Glenn Roth is qualified for this position;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Union to appoint Glenn Roth to the position of Deputy Emergency Management Coordinator for a 1-year term beginning on January 1, 2012 and ending December 31, 2012.

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 2012-42

Re: Appointment of Union Township Tax Collector

WHEREAS, Union Township is in need of a Tax Collector and Sharon E. Brown is a Certified Tax Collector of the State of New Jersey in good standing; and

WHEREAS, after reviewing and interviewing various candidates, the Township Committee made an offer of employment to Sharon E. Brown by letter of Deputy Mayor Michele McBride dated February 9, 2012, which offer was accepted by Sharon E. Brown on February 10, 2012, and good cause appearing

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey that Sharon E. Brown, a Certified Tax Collector of the State of New Jersey, is hereby appointed, confirmed and ratified as the Tax Collector of the Township of Union, effective February 13, 2012 for a term as provided by law; and

BE IT FURTHER RESOLVED that said the employment of Sharon E. Brown shall be in accordance with the terms and conditions contained in the said letter of Deputy Mayor Michele McBride dated February 9, 2012; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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

d. The following resolution was introduced for adoption:

RESOLUTION 2012-43
Re: Appointment of Union Township Tax Assessor

WHEREAS, Union Township is in need of a Tax Assessor and Ryan T. Riccio is a Certified Tax Assessor of the State of New Jersey in good standing; and

WHEREAS, after reviewing and interviewing various candidates, the Township Committee made an offer of employment to Ryan T. Riccio by letter of Deputy Mayor Michele McBride dated January 19, 2012, which offer was accepted by Ryan T. Riccio on January 21, 2012, and good cause appearing

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Union, County of Hunterdon, State of New Jersey that Ryan T. Riccio, a Certified Tax Assessor of the State of New Jersey, is hereby appointed, confirmed and ratified as the Tax Assessor of the Township of Union, effective February 1, 2012 for a term as provided by law; and

BE IT FURTHER RESOLVED that said the employment of Ryan T. Riccio shall be in accordance with the terms and conditions contained in the said letter of Deputy Mayor Michele McBride dated January 19, 2012; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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

e. The following resolution was introduced for adoption:

Resolution #2012-44

**UNION TOWNSHIP, HUNTERDON COUNTY
2011 RESERVE BUDGET APPROPRIATION 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 2011 Reserve appropriations, in the following accounts:

TO: 10516520A ENGINEERING \$ 2,500.00
\$ 2,500.00

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

FROM: 10529010A ROADS S & W \$ 2,500.00
\$ 2,500.00

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.

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

f. The following resolution was introduced for adoption:

RESOLUTION #2012-45

**AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE MORRIS COUNTY
COOPERATIVE PRICING COUNCIL TO BECOME A MEMBER FOR THE PERIOD OF
MARCH 1, 2012 THROUGH SEPTEMBER 30, 2016**

WHEREAS, THE Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, the Township of Union desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to become a member of the MCCPC for the period of March 1, 2012 through September 30, 2016.

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

1. The Union Township Committee of the Township of Union hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated March 1, 2012 pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is to become a member of the MCCPC for a five (5) year period from March 1, 2012 through September 30, 2016.
2. The Township of Union Clerk is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC .
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Township of Union officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

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

13. REPORTS

a. Attorney’s Report

- Frontage Road is going to be approved for no stopping/standing similar to Route 173.

b. Mayor’s Report

- Quote – “I hold it, that a little rebellion, now and then, is a good thing, and as necessary in the political world as storms in the physical.” Thos. Jefferson – Letter to James Madison, January 30, 1897.
- County Disaster Mitigation Plan. The Attorney will have something next meeting. Waiting on information.
- Requested Mr. Hirt to email Becky Bright that he would be substituting for the Mayor as the Emergency Management Task Force member.

Motion: To allow the Mayor to attend and pay his registration fee and reasonable expenses for the Conference of Mayors, Atlantic City, on April 27th.

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

- I have not had a response from James Simpson of DOT to my letter of February 12, 2012.
- I wrote a letter to Mr. Glynn regarding Dr. Shaddow’s problems on CR 614.

c. Committee Report

Mr. Mazza reported the following:

- Presentation of Badge of the Deputy Mayor to Ms. McBride.
- Shop at Pilot with Mr. Severino spotted trash dumped on State property east of Pilot. Overflowing garbage cans, hazardous materials. This will be addressed at upcoming meeting with Pilot.

- Recycled mulch availability will be put on website in the Spring.
- Damaged road signs replaced by DRF. Signs also put up on curves on Main St. Pattenburg.

Mr. Hirt reported the following:

- Bugs in building light fixtures cleaned up.
- Asked for resolution to appoint Debbie Hirt as a deputy OEM so that she could get a NJ Police Identify Card and that was tabled for review by Attorney.
- Report overview of hazemat fuel oil spill at Pilot on Friday, 2/10 at 2:00 p.m.
- FEMA (Henry Walker) was out to look at Race Street with me, Craig Hermann, Bob Clerico, Michele McBride. Clean up and reimbursement in process.

Ms. McBride reported the following:

- Tax Collector Sharon Brown started yesterday. Check with auditor if there needs to be a final audit.
- Tax Assessor, Ryan Riccio has started.
- Personnel job descriptions is next project.
- Website have been in touch with CitiNet and should be online in a week. Updated website sections.
- Testing for asbestos containing materials in Hoffman Park will begin tomorrow at 8:00 a.m. and Ms. McBride will attend.
- Hoffman Smoke Search will occur on March 9th, managed by the Pattenburg Fire Company for v arious departments and services.

Mr. Severino reported the following:

- Heater replaced in the garage. Problem with heating system in meeting room has been corrected
- State Police with Julie Hajdusek, Water Supply Authority in regards to what are her specific problems with the Shueing property. Ms. Hajdusek can meet with the Trooper March 7, 2012 during the Committee Meeting.

d. Clerk’s Report

- Raffle License #2012-4 Ducks Unlimited, Inc.; on Premise 50/50; 3/09/12
- Raffle License #2012-5 Ducks Unlimited, Inc.; On Premise Merchandise; 3/09/12
- Raffle License #2012-6 Woodlands Wildlife, Inc.; On Premise 50/50; 3/30/12
- Raffle License #2012-7 Woodlands Wildlife, Inc.; Tricky Tray; 3/30/12
- Raffle License #2012-8 Rotary Club of North Hunterdon; Off Premise 50/50; 4/20/12

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

14. PUBLIC COMMENTS

15. PAYMENTS OF BILLS

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

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

Motion carried

16. EXECUTIVE SESSION - None

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

Meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,

 Ella M. Ruta, RMC
 Township Clerk

 William F. Bischoff, Mayor

Prepared by: Pat Essig, Administrative Assistant