

UNION COUNTY BOARD OF COUNTY COMMISSIONERS

THURSDAY, DECEMBER 21, 2023 AGENDA SETTING MEETING AGENDA

CALL TO ORDER

ROLL CALL

PRAYER AND SALUTE TO THE FLAG

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

PRESENTATIONS BY THE BOARD

A presentation will be made by the New Jersey State Association of Chiefs of Police (NJSACOP) Program Accreditation Director Harry J. Delgado to the Union County Prosecutor's Office and the Union County Police Department certifying their status as Law Enforcement Accredited Agencies; a resolution presentation by the Board will follow.

APPROVAL OF COMMUNICATIONS

Note and File

APPROVAL OF MINUTES

- 1. Thursday, November 9, 2023 Agenda Setting Session
- 2. Thursday, November 9, 2023 Regular Meeting

OFFICE OF THE UNION COUNTY PROSECUTOR

William Daniel, Prosecutor

- 1. Authorizing the County Manager to apply for and accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor in the amount of \$300,000.00 for the period of January 1, 2024 through December 31, 2024, to continue efforts of insurance fraud investigation in Union County. (Chairman Sergio Granados)
- 2. Authorizing the County Manager to apply for and accept funding from the State of New Jersey, Department of Law and Public Safety, Office of the Attorney General, FY21 ARP Automated License Plate Reader Initiative for the period of December 1, 2022 through November 30, 2024 in the amount of \$250,500.00. (Chairman Sergio Granados)

- 3. Authorizing the County Manager, through the Office of the Union County Prosecutor, to apply for and accept funding from the State of New Jersey, Department of Children and Families for the Child Advocacy Development Grants Treatment Services, Programs, Technology and Capital Improvement in the amount of \$117,411.28 for the period of July 1, 2023 through June 30, 2024. (Chairman Sergio Granados)
- 4. Authorizing the County Manager to apply for and accept funding for the purpose described in the application from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the BJA FY 23 Paul Coverdell Forensic Science Improvement Grants Program Competitive in the amount of \$228,476.00 for the period of October 1, 2023 through September 30, 2026. (Chairman Sergio Granados)
- 5. Amending Resolution 2023-832, a contract with Thermo Fisher Scientific Inc., (D/B/A/ Life Technologies), Waltham, MA, to reflect a change/addition of account numbers only. (Chairman Sergio Granados)
- 6. Authorizing the County Manager to enter into a contract with Robert Santilli, Middletown, NJ to serve as IT Manager for the Union County Prosecutor's Office for the period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$70,000.00. (Chairman Sergio Granados)

BOARD OF ELECTIONS

Nicole DiRado, Administrator

- 1. Authorizing the County Manager to enter into a contract with University Van Lines, Rahway, New Jersey, for the purpose of transporting voting machines, electronic poll books and election supplies for the contract period January 1, 2024 through December 31, 2024 in an amount not to exceed \$50,000.00. (Chairman Sergio Granados)
- 2. Authorizing the County Manager to enter into a contract with Liberty Transportation & Storage Co. Inc., Berkeley Heights, NJ for the purpose of transporting voting machines, electronic poll books and election supplies for the contract period January 1, 2024 through December 31, 2024, in an amount not to exceed \$140,000.00. (Chairman Sergio Granados)
- 3. Authorizing the County Manager to enter into a contract with Royal Printing Services, West New York, NJ for the purpose of providing election printing services to print voting authority slips, challenger badges, voter and poll worker instructions and all other printing needed to conduct elections for the contract period of January 1, 2024 through December 31, 2024, in the amount not to exceed \$130,000.00. (Chairman Sergio Granados)
- 4. Authorizing the County Manager to enter into a contract with Election Systems & Software LLC (ES&S), Omaha, NE to provide on-site election resources which includes the Primary Election, General Election and Early Voting for the contract period January 1, 2024 through December 31, 2024 in an amount not to exceed \$276,575.00. (Chairman Sergio Granados)

- 5. Authorizing the County Manager to enter in a contract with Election Systems & Software LLC (ES&S), Omaha, Nebraska, for the purpose of purchasing consumables for the Union County Vote Tabulation System for the contract period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$50,000.00. (Chairman Sergio Granados)
- 6. Authorizing the County Manager to enter into a contract with Election Systems and Software, LLC (ES&S), Omaha, NE for the purpose of providing hardware, firmware and software licensing, maintenance and support for Union County's Vote Tabulation System for the contract period of March 1, 2024 through November 30, 2025 in an amount not to exceed \$336,310.00. (Chairman Sergio Granados)
- 7. Authorizing the County Manager to enter into an agreement with SOE Software Corporation d/b/a Scytl, Tampa, FL., for the purpose of maintaining a virtual poll worker training platform for a contract period March 15, 2024 through March 14, 2027 in an amount not to exceed \$58,512.00. (Chairman Sergio Granados)

DEPARTMENT OF ECONOMIC DEVELOPMENT

Amy Crisp Wagner, Deputy County Manager/Director

- 1. Authorizing the County Manager to enter into a contract with Winning Strategies Washington, LLC and Hoboken Strategy Group Inc., Washington DC and Avon by the Sea, NJ for an initial twelve (12) month period commencing January 1, 2024 through December 31, 2024, with the potential option to extend for two (2) additional one (1) year periods, at the County's sole discretion in an amount not to exceed \$150,000.00. (Chairman Sergio Granados)
- 2. Authorizing the County Manager to enter into a contract with Millennium Strategies, Morristown, NJ, to provide grant writing and procurement services to the County of Union for an initial twelve (12) month period commencing January 1, 2024 through December 31, 2024, with the potential option to extend for two (2) additional one (1) year periods, at the County's sole discretion in an amount not to exceed \$98,000.00. (Chairman Sergio Granados)
- 3. Authorizing the County Manager to amend Resolution 2023-472 approving the 2023-2024 (Year 49) Consolidated Action Plan and amend Resolution 2023-833 to increase CDBG funding to utilizing Plainfield Program Income funds to cover the cost of additional Community Development administration cost in the CDBG program project for the City of Plainfield, Office of Community Development increase in the amount of \$24,000.00 from \$112,000.00 to \$136,000.00. (Chairman Sergio Granados)
- 4. Concurring with Resolution No. 2023-35 of the Executive Committee of the Union County Workforce Development Board to award a contract to the Union County Vocational-Technical Schools in the amount of \$375,000.00 for the provision of WIOA out-of-school youth career services. (Chairman Sergio Granados)
- 5. Concurring with Resolution No. 2023-36 of the Executive Committee of the Union County Workforce Development Board to award a contract to the United Way of Greater Union County in the amount of \$200,000 for the provision of WIOA inschool youth career services. (Chairman Sergio Granados)

DEPARTMENT OF ENGINEERING, PUBLIC WORKS & FACILITIES MANAGEMENT

Joseph Policay, Acting Director

- Concurring with the Township of Scotch Plains Ordinance No. 2023-15 adopted on August 12, 2023 prohibiting parking along Front Street (C.R. 620) from 1785 Front Street, Block 1001.01 to the end of Lot 63, approximately 203 feet in a westerly direction. (Commissioner Bette Jane Kowalski)
- 2. Amending Resolution Number 2021-327 adopted on May 6, 2021, a contract awarded through advertised public bidding in accordance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., to H & S Construction and Mechanical, Inc, of Elizabeth, New Jersey for the UC Dispatch Center, Froehlich Building, Township of Westfield, County of Union, New Jersey. This Final Change Order Number 1 decreases the contract amount by \$239,403.32 for a final contract amount not to exceed \$3,043,695.68. (Commissioner Bette Jane Kowalski)
- Authorizing the County Manager to submit a grant application and enter into an Agreement with the New Jersey Department of Transportation (NJDOT) LA-2024 LBF Union County Main Project 20 2024 Local Bridges, Future Needs Program LBFN 2024 for the (CR 988) Martine Avenue Bridge over Stream 10-7-22-1, Township of Scotch Plains, County of Union, New Jersey. (Commissioner Bette Jane Kowalski)
- 4. Authorizing the County Manager to enter into a contract with Flemington Department Store, Flemington, through Somerset County Coop CC-0004-22, to purchase uniforms in the amount not to exceed \$7,700.00. (Commissioner Bette Jane Kowalski)
- 5. Authorizing the County Manager to enter into a contract with Opengov Inc., San Francisco California, to provide the licensing, upgrade and maintenance to the webbased Operations Management System with Enterprise Licensing for the period of January 1, 2024 through December 31, 2024 in the amount not to exceed \$ 116,700.00. (Commissioner Bette Jane Kowalski)

DEPARTMENT OF FINANCE

Bibi Taylor, Director

- 1. Modifying the 2023 Union County adopted budget in the amount of \$100,000.00 as a result of notification received from the State of New Jersey, Department of Corrections for a program entitled: SFY 2023 County Reentry Coordinators (CRC) Grant. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 2. Modifying the 2023 Union County adopted budget in the amount of \$43,146.60 as a result of notification received from the State of New Jersey, Department of Treasury for a program entitled: Opioid Litigation Recovery Funds. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 3. Modifying the 2023 Union County adopted budget in the amount of \$30,000.00 as a result of notification received from the State of New Jersey, Department of Human Services for a program entitled: Community Mental Health Services Block Grant. (Vice Chairwoman Kimberly Palmieri-Mouded)

- 4. Modifying the 2023 Union County adopted budget in the amount of \$8,000.00 as a result of notification received from the State of New Jersey, Department of Human Services for a program entitled: Logisticare Title XIX Grant. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 5. Modifying the 2023 Union County adopted budget in the amount of \$18,000.00 as a result of notification received from the State of New Jersey, Department of Human Services for a program entitled: Office on Aging State Aid Reimbursement Grant. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 6. Modifying the 2023 Union County adopted budget in the amount of \$117,411.28 as a result of notification received from the State of New Jersey, Department of Children and Families for a program entitled: Child Advocacy Development Grant Treatment Services, Programs, Technology and Capital Improvement. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 7. Modifying the 2023 Union County adopted budget in the amount of \$250,500.00 as a result of notification received from the State of New Jersey, Department of Law and Public Safety for a program entitled: Automated License Plate Reader Initiative (ARPA). (Vice Chairwoman Kimberly Palmieri-Mouded)
- 8. Modifying the 2023 Union County adopted budget in the amount of \$11,196.00 as a result of notification received from the State of New Jersey, Department of Human Services for a program entitled: Area Plan Contract. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 9. Modifying the 2023 Union County adopted budget in the amount of \$107,630.00 as a result of notification received from the State of New Jersey, Department of Law and Public Safety for a program entitled: Multi-Jurisdictional County Gang, Gun and Narcotics Task Force. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 10. Canceling Capital Balances to Capital Surplus and Deferred Charges Unfunded. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 11. Canceling unexpended grant account balances. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 12. Approving Transfer of Current Fund Appropriations. (Vice Chairwoman Kimberly Palmieri-Mouded)

DEPARTMENT OF HUMAN SERVICES

Debbie-Ann Anderson, Director

1. Authorizing the County Manager to enter into a lease agreement between the County of Union and Immaculate Conception Church, Elizabeth, NJ for the rental of 85 parking spaces at \$87.00 per parking space per month for the period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$7,395.00 per month for a total annual amount not to exceed \$88,740.00. (Chairman Sergio Granados)

- 2. Authorizing the County Manager to enter into a lease agreement between the County of Union and 28 Prince Street Holdings, LLC (John Rodriguez), Newark, NJ for the rental of 26 parking spaces at \$65.00 per parking spot for the premises known and designated as 28 Prince Street, Elizabeth, NJ commencing on January 1, 2023 through December 31, 2023 in an amount of not to exceed \$1,690.00 per month for the parking spaces used by the County of Union employees, for a total annual amount not to exceed \$20,280.00. (Chairman Sergio Granados)
- 3. Authorizing the County Manager to award renewal subcontracts to various agencies under the 2024 Community Service Block Grant (CSBG) Spending Plan for the period of January 1, 2024 to June 30, 2024, in the amount not to exceed \$327,978.00; further authorizing the transfer of funds among awarded agencies during the contract period should service needs change and/or if any fails to meet its contractual obligations. (Chairman Sergio Granados)
- 4. Authorizing the County Manager to award renewal subcontracts to various agencies under the 2024 Social Services for the Homeless (SSH) Spending Plan for the period of January 1, 2024 to June 30, 2024, in the amount not to exceed \$486,700.00; further authorizing the transfer of funds among awarded agencies during the contract period should service needs change and/or if any fails to meet its contractual obligations. (Chairman Sergio Granados)
- 5. Authorizing the County Manager to approve the 2024 Union County Opioid Settlement Fund Grant Spending Plan in the total amount not to exceed \$766,776.00 for subcontracted services to be provided during the period of January 1, 2024 through December 31, 2024 and authorizing the transfer of funds among agencies during the contract period should service needs change and/or if any of the listed agencies fail to meet contractual obligation. (Commissioner James Baker Jr)
- 6. Authorizing the County Manager to enter into a revenue generating agreement with SAGE Eldercare Inc., Summit, New Jersey, for the provision of transportation services through the Union County Paratransit System for Adult Day Care clients attending their programs based upon scheduled trips provided by the County on Monday through Friday for the period of January 1, 2024 through December 31, 2024. (Commissioner Lourdes M. Leon)
- 7. Authorizing the County Manager to enter into a revenue generating agreement with Inroads to Opportunities, Roselle, New Jersey for the provision of transportation services through the Union County Paratransit System for Partial Care clients attending their programs based upon pre-scheduled trips provided by the County on Monday through Friday for the period of January 1, 2024 through December 31, 2024. (Commissioner Lourdes M. Leon)
- 8. Authorizing the County Manager to establish payments under the Lease Agreement for Cornerstone Psychiatric Unit, with Runnells BH Operating, Inc. for the period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$4,944,412.45. (Commissioner Rebecca Lynne Williams)

- 9. Authorizing the County Manager to certify to the NJ Department of Human Services, Division of Mental Health Services that there have been no changes to the plan for delivery of mental health services and that the County of Union will continue to operate a psychiatric facility during the 2024 calendar year. (Commissioner Rebecca Lynne Williams)
- 10. Authorizing the County Manager to enter into a lease agreement with Union College of Union County, NJ to rent space for the 2024 Intoxicated Driver Resource Center (IDRC) education classes for forty-eight (48) IDRC class dates at a rate of \$247.50 per day during the period of January 1, 2024 through December 31, 2024 in the total amount not to exceed \$11,880.00. (Chairman Sergio Granados)
- 11. Authorizing the County Manager to enter into a contract with New Hope Integrated Behavioral Health Care, Marlboro, NJ to provide 12-hour education program, clinical Substance Abuse evaluation, and Substance Abuse treatment referral for the Union County Intoxicated Driver Resource Center (IDRC) through professional services in the form of licensed and certified clinical alcohol and drug counselors (LCADC, CADC) for the period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$69,120.00. (Chairman Sergio Granados)
- 12. Approving Medical Practitioners authorized to provide services to Cornerstone Behavioral Health Hospital of Union County for the period of January 1, 2024 through December 31, 2024. (Commissioner Rebecca Lynne Williams)
- 13. Authorizing the County Manager to enter into agreements with pre-qualified Medical Practitioners to provide necessary services for the patients of the Cornerstone Behavioral Health Hospital of Union County for the contract period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$15,000.00. (Commissioner Rebecca Lynne Williams)
- 14. Amending Resolution 2023-689, a contract awarded to MPC Bus Corporation, Garden City, NY to reflect adjustment to the appropriation accounts. (Commissioner Lourdes M. Leon)
- 15. Authorizing the County Manager to exercise the County's fourth option to extend the contract awarded to Center for Family Guidance, PC, Marlton, NJ, for the provision of Medical and Psychiatric services at Cornerstone Behavioral Health Hospital, for the period of January 1, 2024 through December 31, 2024, at the County's sole discretion, in an amount not to exceed \$1,551,760.00. (Commissioner Rebecca Lynne Williams)
- 16. Authorizing the County Manager to award a subcontract in accordance with the attached Union County Youth Services Commission Juvenile Detention Alternative Initiative Spending Plan in the total amount not to exceed \$83,000.00 for the contract period of January 1, 2024 through December 31, 2024. (Vice Chairwoman Kimberly Palmieri-Mouded)

- 17. Authorizing the County Manager to enter into a contract with Center for Family Guidance, PC, Marlton, NJ, for the period of January 1, 2024 through December 31, 2024, for the service of Administrator and Director of Nursing at Cornerstone Behavioral Health Hospital, in an amount not to exceed \$416,094.00. (Commissioner Rebecca Lynne Williams)
- Authorizing the County Manager to enter in a contract with Jaqueline Napper, PsyD, PsyPharm, Plainfield, NJ, to provide psychological services to the patients at Cornerstone Behavioral Health Hospital including weekend psychological care and group sessions, for the period of January 1, 2024 through December 31, 2024, in an amount not to exceed \$15,000.00. (Commissioner Rebecca Lynne Williams)
- 19. Authorizing the County Manager to extend the contract with MPC Bus Corporation, Garden City, NY, pursuant to Reso 2021-967 (RCCP 9-2021), for the provision of Transportation Services for the Paratransit System, for the period of January 1, 2024 through December 31, 2024 (Year 3) in the total amount not to exceed \$5,374,850.30 with the option to extend the contract for two (2) one-year periods. (Commissioner Lourdes M. Leon)
- 20. Authorizing the County Manager to enter into contract with the United Way of Greater Union County, Elizabeth, NJ, for the provision of a Volunteer Income Tax Assistance (VITA) program to low-income individuals and families of Union County for a period of December 1, 2023 through April 30, 2024, in an amount not to exceed \$20,000.00. (Chairman Sergio Granados)
- 21. Amending resolution 2023-743, a contract with Mount Olive Baptist Church, Plainfield, NJ to provide warming center services on Code Blue nights to increase the contract in the amount of \$2,520.00 for a new total contract in an amount not to exceed \$36,120.00 for the period of November 1, 2023 through December 31, 2023. (Chairman Sergio Granados)
- 22. Amending Resolution 2020-353, authorizing a lease agreement with Alfieri–342 Westminster Associates, L.P., to increase the contract in the amount of \$1,834,139.77 for a new contract amount not to exceed \$9,705,754.81 for the inclusion of additional services and miscellaneous fees. (Chairman Sergio Granados)

DEPARTMENT OF PARKS AND RECREATION

Victoria Durbin-Drake, Director

1. Authorizing the County Manager to approve KemperSports Management, Inc.'s operational budget for the Shady Rest/Scotch Hills Golf Course in an amount not to exceed \$471,017.00, the Warinanco Sports Facility in an amount not to exceed \$849,866.00, and the Union County Golf Courses in an amount not to exceed \$6,302,893.00, for a total amount not to exceed \$7,623,776.00 for the period of January 1, 2024 through December 31, 2024. (Commissioner Rebecca Lynne Williams)

2. Authorizing the County Manager to enter into a contract with Remington & Vernick Engineers, Secaucus, New Jersey to provide professional engineering services for the Union County Vo-Tech Field in an amount not to exceed \$269,568.00. (Union County Engineering Project Number 2021-009) (Commissioner Rebecca Lynne Williams)

DEPARTMENT OF PUBLIC SAFETY

Dennis Burke, Acting Director

- 1. Authorizing the County Manager to apply for funding through the FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Program in an amount not to exceed \$502,828.30; consisting of up to a \$330,903.10 (75%) Federal Award with a County in-kind match of up to and in an amount not to exceed \$125,707.08 (25%), for the period of September 1, 2024 to August 31, 2027. (Commissioner James Baker Jr)
- 2. Amending Resolution 2023-855, a contract with Coronis Health RCM, LLC, Morganville, NJ to reflect an increase to the contract in the amount of \$71,000.00 for a new total amount not to exceed \$330,615.33. (Commissioner James Baker Jr)

OFFICE OF THE COUNTY COUNSEL

Bruce H. Bergen, County Counsel

- 1. Authorizing the County Manager to award a contract to Thornton Tomasetti, Newark, New Jersey to provide Architectural and Engineering Consulting Services for an Expert Opinion on the Ash Brook Golf Course Club House, Scotch Plains, New Jersey in an amount not to exceed \$25,000.00. (Chairman Sergio Granados)
- 2. Amending Reso. 2023-970 adjusting the amount to be paid by the County of Union to the plaintiff per the Settlement Agreement in the matter entitled Emmanuel Mervilus v. County of Union. (Chairman Sergio Granados)

OFFICE OF THE COUNTY MANAGER

Edward Oatman, County Manager

- 1. Approving Constitutional Officers' 2024 Salaries. (Vice Chairwoman Kimberly Palmieri-Mouded)
- 2. Authorizing the County Manager to adopt the 2024 Exclusionary Wage Increase. (Vice Chairwoman Kimberly Palmieri-Mouded)

COMMISSIONER SPONSORED RESOLUTIONS

1. Offering the Board's sincere condolences to the family of Gueringer "Gari" Jones during their time of sorrow. (Commissioner Angela R. Garretson, & The Entire Board)

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- 2. Authorizing the County Manager to enter into a contract with T&M Associates, Bloomfield, NJ, to provide grant application, planning, engineering, and design services for the three (3) 2024 green acres grants for park improvements in the County of Union in an amount not to exceed \$129,825.00. (Commissioner Lourdes M. Leon)
- 3. Resolution congratulating Brian Cassidy and Robert Speth as they both celebrate their 50th year of service to the Scotch Plains Rescue Squad. (Commissioner Alexander Mirabella, & The Entire Board)
- 4. Recognizing Kim Decker on her honor for her selfless dedication to the YMCA and the Scotch Plains/Fanwood community. (Commissioner Alexander Mirabella, & The Entire Board)
- 5. Acknowledging and commending the Union County Prosecutor's Office and the Union County Police Department on their status as Law Enforcement Accredited Agencies by the New Jersey State Association of Chiefs of Police (NJSACOP). (Chairman Sergio Granados, & The Entire Board)

ADJOURNMENT

UNION COUNTY BOARD OF COUNTY COMMISSIONERS 2023 MEETING SCHEDULE

REORGANIZATION MEETING - THURSDAY, JANUARY 3, 2023 at 6:00 pm Union County Courthouse- 2 Broad Street. Elizabeth

AGENDA SETTING SESSION	REGULAR MEETINGS
January 26, 2023	January 26, 2023
February 9, 2023	February 9, 2023
February 23, 2023	February 23, 2023
March 16, 2023	March 16, 2023
March 30, 2023	March 30, 2023
April 13, 2023	April 13, 2023
April 27, 2023	April 27, 2023
May 11, 2023	May 11, 2023
May 25, 2023	May 25, 2023
June 8, 2023	June 8, 2023
June 22, 2023	June 22, 2023
July 13, 2023	July 13, 2023
August 17, 2023	August 17, 2023
September 7, 2023	September 7, 2023
September 21,2023	September 21, 2023
October 12, 2023	October 12, 2023
October 26, 2023	October 26, 2023
November 9, 2023	November 9, 2023
December 7, 2023	December 7, 2023
December 21, 2023	December 21, 2023

Please note that the County Commissioners' meetings are to be regularly held on Thursday evenings and are scheduled to be held on the same evening, with the Agenda Setting Session to commence at 6:00pm and the Regular Meeting to commence as soon as possible after the Agenda Setting Session, unless otherwise noted.

All meetings are to be held in the Commissioner Meeting Room within the Administration Building, 6th floor located at 10 Elizabethtown Plaza, Elizabeth New Jersey, 07207.

Persons requiring a sign language interpreter should contact the Office of the Clerk of the Board at 908-527-4140.