

# UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

THURSDAY, MARCH 7, 2013  
AGENDA SETTING MEETING MINUTES

## CALL TO ORDER

Chairman Linda Carter called the meeting to order at 7:02 PM.

Attendee Name	Title	Status	Arrived
Bruce Bergen	Freeholder	Present	
Angel G. Estrada	Freeholder	Present	
Mohamed S. Jalloh	Freeholder	Present	
Bette Jane Kowalski	Freeholder	Present	
Alexander Mirabella	Freeholder	Present	
Daniel P. Sullivan	Freeholder	Present	
Vernell Wright	Freeholder	Present	
Christopher Hudak	Vice Chairman	Present	
Linda Carter	Chairman	Present	

Also present were County Manager Alfred J. Faella, County Counsel Robert E. Barry, Esq. and Clerk of the Board James E. Pellettiere.

## PRAYER AND SALUTE TO THE FLAG

The Prayer and Salute to the Flag were led by the Clerk of the Board.

## STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

The statement of compliance with the Open Public Meetings Act was read by the Clerk of the Board.

## APPROVAL OF COMMUNICATIONS

Note and File

## PRESENTATION TO THE BOARD

A presentation was made by Maureen Tinen, President of Union County Economic Development Corporation (UCEDC), regarding the services provided to Union County Businesses through the UCEDC.

Deputy Director of Parks and Community Renewal Cherron Rountree introduced Ms. Tinen of UCEDC. Deputy Director Rountree stated that Ms. Tinen would provide the Board with an update and overview of programs it has hosted in the past and what they have done to partner with us this year. She stated that the UCEDC has been a good partner for many years.

Ms. Tinen thanked the Board for their commitment and partnership. She thanked Freeholder

Sullivan for serving on the Board of Trustees and the Executive Committee.

Ms. Tinen provided the Board with a packet and highlighted two areas where Union County partners with the UCEDC: US Dept. Of Defense Procurement Technical Assistance Center and general economic development services for Union County (loans, reports, training and mentoring in English and Spanish). She gave an overview of both programs.

Ms. Tinen stated that in 2012 they secured more than \$220 million in contracts with 6,600 Union County businesses and 4,400 jobs retained. Union County supports 17% of the budget. She stated that there are no County dollars involved in lending. The loans are via banks, and the State and Federal Government. She said should there be a default, the County has no responsibility. She added that lending is down. She spoke about Storm Sandy loans and the high-tech training that is provided.

Ms. Tinen thanked Director of Public Information Seb D'Elia and Deputy Director Tina Casey for their assistance in promoting the program. She also spoke about Union County Means Business and stated that the UCEDC provides leadership to 10 Union County organizations.

The entire packet is attached.

Freeholder Mirabella stated that he is in support of the UCEDC. They are true partners in the community and they bridge a gap between the community and business. They also facilitated loans during Storm Sandy. He said fully supports the UCEDC and its programs.

Freeholder Estrada stated that he is also in support of the UCEDC. He believes they are very successful in providing a critical road map and thanked them for their efforts. He said he hopes they are able to engage many people in the programs.

County Manager Faella asked Ms. Tinen to disclose the UCEDC's new location.

Ms. Tinen stated that they purchased a building on Chestnut Street in Cranford. She thanked the Freeholders and stated that their clients' success stories are located within the packet. She also thanked the Board for the compliments.

Deputy Director Rountree recognized Vice President of the UCEDC, Adam Farrah.

## **DEPARTMENT OF ENGINEERING, PUBLIC WORKS AND FACILITIES**

Joseph Graziano, Director

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1. Amending Resolution Number 2012-226, a contract through a competitive contracting evaluation process, with EMSA Solar, Parlin, New Jersey, approving Change Order No. 1 (final) for the design and installation of Multiple Solar Photovoltaic Systems at Runnells Specialized Hospital, Berkeley Heights, New Jersey, in the amount of \$22,921.25 for a new total contract amount not to exceed \$1,496,921.25. **(Chairman Linda Carter)**
2. Amending Resolution Number 2008-779, a Professional Architectural Service Contract with Netta Architects, LLC, Mountainside, New Jersey, approving Amendment No. 5 for additional architectural/engineering services associated with the Union County Correctional Facility in the amount of \$214,083.00 for a new contract amount not to exceed \$512,173.00. This amendment

will extend this contract for an additional eleven (11) months from September 2013 through July 2014. **(Chairman Linda Carter)**

3. Amending Resolution Number 2011-634, a Professional Construction Management Service contract with Pinnacle Consulting, Newark, New Jersey, approving Amendment No. 2 for additional construction management services associated with the Union County Justice Complex Alterations - Phase I & II project in the amount of \$416,000.00 for a new contract amount not to exceed \$1,254,404.52. This Amendment will extend the contract for an additional sixteen (16) months from April 20, 2013 through to August 2014. **(Chairman Linda Carter)**

Freeholder Estrada asked for an explanation of the Change Order items.

Director Graziano explained that items #2 and #3 are combined and both involve the Correctional Facility project. He explained that they are not adding any new capital to this project. There are various vendors involved in this contract. It all consists of old capital money. Changes were made to these two items to provide an extension in contract for each vendor. Phase II consists of additional work on the pods. It would make sense to do it now, rather than closing the pods at a later date. The Old Jail will have repairs done, such as hardware, security and doors; which held up the project for six months. It needs new design work.

Freeholder Estrada asked why item #2 referenced the Union County Correctional Facility and item #3 states the Union County Justice Complex. He asked if it is the same facility.

Director Guzzo interjected. He said one is the Old Jail and the other is the Oriscello Correctional Facility.

Director Graziano stated that Phase III will begin while Phase II is being improved.

Freeholder Estrada asked about the results of the project.

Director Graziano stated there will be a new lobby, kitchens, security cameras, etc. He said the project will take about 18 months and will cost approximately \$6 million. The entire project is estimated to cost \$22 million and the construction management percentage is 5.5%. The architect's percentage is 7.5%. Director Graziano stated that based the project on 10% percent for each service.

Freeholder Estrada asked if these renovations will address the people waiting outside to visit inmates in the winter.

Director Riordan stated that the jail is being refurbished and it has always been over used due to its population. It was originally built for 517 inmates, but that number has always been exceeded. He said the camera control center will be modernized, and they are discussing a video visitation system to decrease the amount of people standing outside in the winter.

Freeholder Estrada asked if the project will be completed in 18 months.

Director Riordan stated that the project goes back to 2008 (with letters dating from 2002). He explained the difficulties of a construction project within a jail facility. This opportunity has presented itself, he said, so we need to take advantage of it.

Chairman Carter stated that the project has been started, and there are no new dollars involved.

Director Riordan added that the pod project will take 18 months and the control center will take longer.

4. Authorizing the County Manager to award the proposed contract obtained through advertised public bidding in accordance with the Local Public Contracts Law, NJSA 40A:11-1 et seq: Engineering: Tiffany Electric, Inc., Fairfield, New Jersey, for the purpose of providing Intersection Improvements Project Vauxhall Road and Valley Street, Township of Union, one hundred eighty (180) days from Notice to Proceed in the amount of \$290,660.50. This is a Federal Funded Project. **(Chairman Linda Carter)**
5. Authorizing the UC Board of Chosen Freeholders to award the proposed contract obtained through advertised competitive contracting in accordance with the Local Public Contracts Law, NJSA 40A:11-1 et seq: Engineering, Public Works & Facilities; Division of Facilities Management: Keemo Cafeteria, LLC, for the purpose of providing Food Concession Services and Vending Space, April 1, 2013 through March 31, 2018, in the amount to be paid to the County of \$450,000. **(Chairman Linda Carter)**
6. Authorizing the County of Union to exercise the option to extend their contract, awarded through Open Public Bidding, with Radiac Research Corporation, Brooklyn, New York, for an additional twenty-four (24) month period from June 28, 2013 through June 27, 2015 for the collection, packaging, transportation and proper disposal of all wastes collected at Union County Household Hazardous Waste Programs in the amount of \$279,752.00. Contract is funded in full through the Recycling Enhancement Grant. **(Chairman Linda Carter)**

Freeholder Sullivan asked about item #6.

Director Graziano stated it is to pay contractors for collection and disposal of hazardous household waste.

Freeholder Sullivan asked where the recycling dollars come from. He also made comments regarding the Governor's budget message on rescinding the recycling grant dollars.

Director Graziano explained that the County receives the dollars from the State. However, if the recycling budget passes in 2014, we will not be receiving any money from the State towards recycling.

Freeholder Sullivan stated that we need to recycle as much as possible now, adding that the State pressures to recycle yet are rescinding the dollars.

Chairman Carter stated that a Resolution will be prepared and sent to Governor Christie's office.

Freeholder Mirabella stated that we should notify the municipalities.

Director Graziano stated that the notification memo from the State was not only forwarded to each Freeholder, but to each municipality.

Freeholder Hudak stated that the Legislators should be contacted.

## **DEPARTMENT OF HUMAN SERVICES**

Frank Guzzo, Director

Director Guzzo explained the purpose of the Resolutions.

There were no questions.

1. Authorizing the County Manager to enter into an Agreement of Understanding and HIPPA Compliance Agreement between the Union County Division on Aging and Trinitas Medical

Center for the Out-stationing of County Aging Social Worker staff (one, maximum two as needed, part-time employees) to provide health coaching to patients utilizing the Care Transitions model for the period of March 15, 2013 through December 31, 2013. **(Freeholder Bette Jane Kowalski)**

2. Amending Resolution Number 2013-109, to allocate additional HOPWA Spending Plan funds in the amount of \$12,907.00, for a revised total allocation of \$534,907.00, for the period of January 1, 2013 through December 31, 2013 for the provision of long term rental assistance to people with HIV/AIDS. **(Freeholder Bette Jane Kowalski)**
3. Authorizing the County Manager to approve the 2013 Coordinated Community Care Spending Plan in the total amount, not to exceed, \$100,000.00; entering into agreements with various agencies, pursuant to a Request for Proposal for contract year one of a three year cycle with renewal contingent upon receipt of additional grant funding from New Jersey Department of Human Services, Division of Aging Services, to provide Home Care and Nursing services to Union County residents 60 years or older for the period of January 1, 2013 through December 31, 2013; further authorizing the County Manager to transfer funds among the funded agencies, during the contract period, should services needs change and/or if any of the funded agencies should fail to meet its contractual obligation. **(Freeholder Bette Jane Kowalski)**
4. Authorizing the County Manager to approve the 2013 Statewide Respite Care Spending Plan in the total amount, not to exceed, \$326,460.00; entering into agreements with various agencies, pursuant to a Request for Proposal for contract year one of a three year cycle with renewal contingent upon receipt of additional grant funding from New Jersey Department of Human Services, Division of Aging Services, to provide Respite Care services to unpaid caregivers of Union County senior and disabled residents for the period of January 1, 2013 through December 31, 2013; further authorizing the County Manager to transfer funds among the funded agencies, during the contract period, should services needs change and/or if any of the funded agencies should fail to meet its contractual obligation. **(Freeholder Bette Jane Kowalski)**

#### **DEPARTMENT OF PARKS AND COMMUNITY RENEWAL**

Ronald Zuber, Director

1. Authorizing the County Manager, through the Office of Cultural and Heritage Affairs, to execute any and all agreements for the Fiscal Year 2013 Union County Arts Grant Program in the amount of \$58,500. **(Freeholder Bette Jane Kowalski)**

Freeholder Kowalski asked if item #1 is the same amount received in the past.

Director Zuber stated that they have received \$1,100 more this year. The funding comes from the State of New Jersey, Department of Cultural and Arts and that the Cultural Affairs Advisory Board reviews, approves and awards the grants.

2. Authorizing the County Manager to enter into an agreement with the Union County Economic Development Corporation for the purpose of providing general economic development services to private businesses in Union County for the period of January 1, 2013 through December 31, 2013 in the amount of \$60,000.00. **(Freeholder Daniel P. Sullivan)**

3. Authorizing the County Manager to enter into an agreement with the Union County Economic Development Corporation for the purpose of providing procurement training/technical assistance to private businesses within the County of Union and associated general economic development services to the County of Union for the period of January 1, 2013 through December 31, 2013 in the amount of \$100,000.00. **(Freeholder Daniel P. Sullivan)**

#### **FREEHOLDER SPONSORED RESOLUTIONS**

Freeholder Kowalski asked Chairman Carter and Freeholder Bergen to join her on item #3.

Freeholder Estrada asked that the entire Board join him on item #10 and asked Freeholder Mirabella to join him on item #6.

Freeholder Kowalski stated that she will have a Laudatory Resolution for the next Freeholder Meeting.

Chairman Carter stated that she will have an a Laudatory Resolution for the next Freeholder Meeting.

1. Supporting the Mayors' Council on Rahway River Watershed Flood Control's request for state funding in the 2014 budget in an effort to complete the evaluation process in order to establish a recommended action plan for the South Mountain Regional Detention Basin Project. **(Freeholder Bruce Bergen)**
2. Expressing the Board's deepest sympathy to the family of Edward J. Wohlrab, in this their time of sorrow. **(Vice Chairman Christopher Hudak)**
3. Congratulating Adele Gilman on her retirement as Executive Director of the Cranford Senior Housing after 20 years of dedicated service. **(Freeholder Bette Jane Kowalski)**
4. Congratulating Daniel Curley of Cranford, New Jersey, Boy Scout Troop 80, on attaining the rank of Eagle Scout. **(Freeholder Bette Jane Kowalski)**
5. Congratulating Alexander Timothy Tobias, Boy Scout Troop 75, of Cranford, New Jersey, on attaining the rank of Eagle Scout. **(Freeholder Bette Jane Kowalski)**
6. Expressing the Board's deepest sympathy to the family of Rosemary McClave in this their time of sorrow. **(Freeholder Alexander Mirabella)**
7. Proclaiming the month of March "American Red Cross Month" in Union County. **(Freeholder Alexander Mirabella)**
8. Re-appointing John Morgan as a member to the Union County Transportation Advisory Board to represent the Township of Scotch Plains for a term commencing January 1, 2013 through December 31, 2013. **(Freeholder Daniel P. Sullivan)**
9. Recognizing the week of March 3-9, 2013 as "National Problem Gambling Awareness Week," in the County of Union. **(Chairman Linda Carter)**
10. Expressing the Board's deepest sympathy to the family of Marge Devanney in this their time of sorrow. **(Chairman Linda Carter)**

**ADJOURNMENT**

Motion to adjourn the meeting at 7:37 PM.

**RESULT: ADOPTED [UNANIMOUS]; MOVER:** Bruce Bergen, Alexander Mirabella;  
**SECONDER:** Vernell Wright, Freeholder; **AYES:** Freeholder Bergen, Freeholder Estrada,  
Freeholder Jalloh, Freeholder Kowalski, Freeholder Mirabella, Freeholder Sullivan, Freeholder  
Wright, Vice Chairman Hudak, Chairman Carter;

2012 UNION COUNTY BOARD OF CHOSEN FREEHOLDERS' MEETING SCHEDULE

Please note that meetings are regularly held on Thursday evenings. Agenda Setting Sessions and Regular Meetings are held at 7:00pm in the Freeholders' Meeting Room, Administration Building, 10 Elizabethtown Plaza, 6th Floor, Elizabeth, New Jersey, unless otherwise specified. In the event an Agenda Setting Session and Regular Meeting are held on the same night, the Agenda Setting Session will commence at 7:00pm and the Regular Meeting will commence as soon as possible after the Agenda Setting Session.

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

REORGANIZATION MEETING - SUNDAY, JANUARY 8, 2012 at 12:00pm  
 Assignment Judge Karen M. Cassidy's Courtroom, 2 Broad Street, Elizabeth, NJ

AGENDA SETTING MEETINGS

REGULAR MEETINGS

January 19, 2012

January 26, 2012

February 2, 2012  
 February 16, 2012

February 9, 2012  
 February 23, 2012

March 1, 2012  
 March 15, 2012

March 8, 2012  
 March 22, 2012

April 5, 2012  
 April 26, 2012

April 19, 2012  
 April 26, 2012

May 3, 2012  
 May 17, 2012

May 3, 2012  
 May 31, 2012

June 14 2012  
 June 28, 2012

June 14 2012  
 June 28, 2012

July 12, 2012

July 19, 2012

August 9, 2012

August 16, 2012

September 6, 2012  
 September 20, 2012

September 13, 2012  
 September 27, 2012

October 4, 2012  
 October 18, 2012

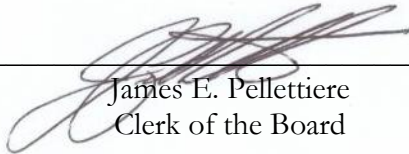
October 11, 2012  
 October 18, 2012

November 8, 2012  
 Tues., November 20, 2012

November 8, 2012  
 November 29, 2012

December 6, 2012  
 December 20, 2012

December 6, 2012  
 December 20, 2012

  
 James E. Pellettiere  
 Clerk of the Board

JEP:mb



**UCEDC**  
**Annual Presentation to**  
**Union County Board of Chosen Freeholders**  
**March 7, 2013**

## **BACKGROUND**

- Thank you for three decades of support
- Freeholders formed UCEDC in partnership with the business and labor groups in 1977
- Freeholder Sullivan, UCEDC board member, ensures exchange of information and represents the County of Union at UCEDC Board of Trustees meetings
- We work in concert with County Manager Al Faella and Director Cherron Rountree
- Union County partners with UCEDC on two contracts: US Dept. of Defense Procurement Technical Assistance Center (PTAC) & general economic development services for Union County (loans, reports, training & mentoring in English & Spanish)
- Funding has remained flat for 12 years
- County funds exclusively support serves Union County businesses
- No county funds are used to make loans or to guarantee loans (UCEDC borrows funds from private, state, or federal sources and is solely responsible for repayment)
- Union County funding represents a partial match for state and federal contracts

**UCEDC**  
**UNION COUNTY ACTIVITIES REVIEW**  
**2012**

- **Sandy Loans in Past 60 days (2013)**
  - Source of funds: private
  - Seven loans
  - \$145,000 Loans
  - \$190,000 Total Project Cost
  - Jobs/created/retained: 15/30
  
- **Microlending Past 5 Years**
  - Source of funds: federal & private
  - Number of inquiries: 780
  - Forty-one loans
  - \$1.2 million lent
  - Total project costs: \$1.8 million
  - Created jobs: 61      Retained: 383
  - Childcare slots created/retained: 18/423
  
- **Training & Mentoring 2012**
  - 250 Misc. inquiries not related to UCEDC core services
  - 137 initial inquiries of business assistance (English & Spanish)
  - 162 clients received 193 hours of one-on-one mentoring
  - Held two, seven-week Business Plan Training Courses
  - Produced 16 financial/business literacy workshops with 325 attendees
  - Held our first (annual) Business Plan Competition: featured three County businesses, including the winner: Crossroads Nutrition/Fanwood
  - Co-sponsored/ Promoted all 6 Union County Means Business events
    - Two events; Served as lead agency, provided curriculum & speakers
  - Worked with county staff on the UCMB newsletter/ provided content
  - Worked with county staff to provide enhancement to the county web site on business resources from all levels of government
  
- **Procurement Technical Assistance Program 2012**
  - \$220 million+ in contracts for Union County businesses
  - 4,400 Union County jobs created or retained
  - 850 clients received contracting information
  - 6,321 contracts awarded
  - 200+ bid-match clients      40,000 bid matches (approximation)
    - 32 technical training seminars on government contracting: 1,000+ attendees

- 594 Initial counseling sessions
- 1,488 follow up sessions with small businesses
- 21 client site visits
- Co-sponsored five expos involving government procurement:
  - Alliance Mid-Atlantic Assoc (Produced two sessions on gov contracting)
  - NJAWBO
  - Picatinny Arsenal
  - ASDO
  - DOD Mid Atlantic Regional Council
  
- **Business Information 2012**
  - UC Resource Guide (Spanish & English)
  - UC Major Employers List
  - UC Major Development Projects Report
  - UC Demographic Profile
  - US Key elected Officials Guide
  - UC Business Property Guide (four editions)
  
- **Miscellaneous 2012**
  - Developed a "Line of Credit" loan exclusively for Union County businesses
  - Held a "loan Sale" for Union County Businesses
  - UCEDC won certification as an SBA 7a loan provider
  - UCEDC won certification as an SBA 504 loan provider
  - Developed the Storm Recovery Loan Program: (\$25,000 working capital/ @2%)
  - Acquired, rehabbed and moved into our own building (75 Chestnut St. Cranford)
  
- **Community Service: Staff served on Local Boards 2012**
  - Greater Elizabeth Chamber of Commerce Board
  - Union County WIB Officer
  - UC Employers Legislative Committee (Chair)
  - Union Township Chamber of Commerce
  - Community Coordinated Child Care of Union County (Chair)
  - Linden Industrial Assoc
  - United Way of Union County
  - Kean SBDC Advisory Board
  - Union County SCORE Advisory Board
  - Serve in advisory capacity to Boys & Girls Club(s) of Union County



**DEFENSE CONTRACT MANAGEMENT AGENCY  
SMALL BUSINESS CENTER - EAST DIVISION  
BUILDING 93, ARDEC  
PICATINNY ARSENAL, NEW JERSEY 07806-5000**

April 14<sup>th</sup>, 2011

**SUBJECT: Procurement Technical Assistance Program Performance Review**

Union County Economic Development Corporation  
1085 Morris Avenue  
Union, New Jersey 07083

**ATTENTION: Maryann Williams, Director, Procurement Technical Assistance Center**

**References: DCMA Small Business Center-East Division Procurement Technical Assistance Program Performance Review dated 11 February 2011.**

Dear Ms. Williams;

On 11 February 2011, the Assistant Director of Small Business, DCMA Small Business Center East Division, conducted a Review of the PTAC Agreements # SP4800-09-2-0869 (FY 2009 - 2011), Cage Code: 1P9R4, Dun: 091861526 awarded to your agency.

Overall, the programs review was rated as **HIGHLY SUCCESSFUL**. The individual elements were rated as follows:

- |    |                                  |                          |
|----|----------------------------------|--------------------------|
| a. | Performance Rating:              | <b>HIGHLY SUCCESSFUL</b> |
| b. | Management Rating:               | <b>HIGHLY SUCCESSFUL</b> |
| c. | Technical Qualifications Rating: | <b>HIGHLY SUCCESSFUL</b> |
| d. | Financial:                       | <b>ACCEPTABLE</b>        |

OVERALL RATING: HIGHLY SUCCEFUL

Recommendations:

- Continue to increase sponsoring workshops / seminars and training to provide additional effort towards Small Business concerns, Veteran Owned Small Business, Services Disabled Veteran Owned Small Business and Alaskan Native Corporation to further enhance their capabilities.
- Assist in outreach efforts when opportunity is presented for American Indian program and Alaskan Native program.
- Increase additional Contract Administration and Procurement Training.

If I can be of further assistance, please feel free to call me at (973) 724-8285 or email: [Benjamin.Artis@DCMA.MIL](mailto:Benjamin.Artis@DCMA.MIL).

Sincerely,

*/s/ BENJAMIN ARTIS*  
ASSISTANT DIRECTOR FOR SMALL BUSINESS

Cc: Maureen Tinen, UCEDC President  
Thomas Watkins, Div Chief, DCMA Small Business Operation Center -- East Division  
Defense Logistics Agency SB Program, Ft. Belvoir, Va.