



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: *798-2018*
 DATE OF INTRODUCTION: *9/27/2018*
 DATE OF ADOPTION: *10/11/2018*

9/27/2018

AN ORDINANCE TO AMEND *PART 1-THE UNION COUNTY ADMINISTRATIVE CODE*, CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE XV-DEPARTMENT OF FINANCE; ARTICLE XVI-DEPARTMENT OF HUMAN SERVICES; ARTICLE XIX-DEPARTMENT OF ENGINEERING, PUBLIC WORKS AND FACILITIES; ARTICLE XX-DEPARTMENT OF CORRECTIONS; ARTICLE XXIV-DEPARTMENT OF ECONOMIC DEVELOPMENT; *PART 2-ADMINISTRATIVE LEGISLATION*, CHAPTER 79-LAND DEVELOPMENT

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as outlined in the attached Schedule A:

SCHEDULE A

**PART I -
ADMINISTRATIVE CODE**

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

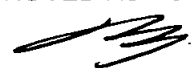
[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-1984. Subsequent amendments noted where applicable.]

**NO SUFFICIENCY
OF FUNDS REQUIRED**

Continued...

End Motion 9/27/2018

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BERGEN	X							BERGEN	✓				✓		
ESTRADA	X							ESTRADA	✓						
GARRETSON	X							GARRETSON	✓						
HUDAK	X				X			HUDAK	✓						
JALLOH	X							JALLOH							✓
MIRABELLA	X							MIRABELLA	✓						✓
WILLIAMS	X							WILLIAMS	✓						
KOWALSKI VICE CHAIRMAN	X					X		KOWALSKI VICE CHAIRMAN	✓						
GRANADOS CHAIRMAN	X							GRANADOS CHAIRMAN	✓						

APPROVED AS TO FORM  COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
	_____ CLERK

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
_____ CLERK

ARTICLE XV, Department of Finance

[Amended 7-18-1991 by Ord. No. 337]

§ 1-85. Division of the Treasurer.

- A. Under the direction and supervision of the Director of Finance, the Division of the Treasurer's functions and responsibilities shall include:
- (1) Serving as custodian of all County funds and disbursing said funds only on order of the Director of Finance.
 - (2) Collecting and receiving all moneys due the County.
 - (3) Reporting in such manner and at such times as the Director of Finance and County Manager shall direct.
 - (4) Investing all County funds, whenever any excess funds are available for that purpose, and making such legal investments as provided by statute. Said investments shall be made prudently and in the best interest of the County government.
 - (5) Preparing at the end of the fiscal year a statement of the total amount of interest received on the investments of County funds during the year, which statement shall be submitted to the Director of Finance.
 - (6) Performing such other duties as may be required by the Director of Finance.
- B. Division head. The Director of the Division of the Treasurer shall be the head of the Division and shall be responsible to the Director of Finance for its operation.

§ 1-86. Division of the Comptroller.

- A. Under the direction and supervision of the Director of Finance, the Division of the Comptroller's functions and responsibilities shall include:
- (1) Keeping adequate records and reporting to the Director of Finance receipts and disbursements made by the Treasurer when necessary. [Amended 9-23-1999 by Ord. No. 507]
 - (2) Maintaining general books of accounts in accordance with rules and regulations of the Local Finance Board in the Department of Community Affairs.
 - (3) Maintaining a central payroll for the County.
 - (4) Performing budget management functions, including:
 - (a) Compiling departmental estimates and other data necessary and useful to the Director of Finance regarding the preparation of budgets.
 - (b) Assisting in the preparation and review of departmental budgets.
 - (c) Monitoring departmental budgets during the fiscal year and reporting to the Director of Finance any improvements or economies which may be made within any department.
 - (d) Reporting to the Director of Finance any over-expenditures or budget variations of any departmental budget or any other matters of a financial nature which may come to the Division Comptroller's attention as a result of ongoing budget review.
 - (e) Performing such duties as may be required by the Director of Finance.
 - (5) Maintaining such books of account and ledgers as may be necessary in order to adequately identify and control the following functions and responsibilities at Cornerstone Behavioral Health Hospital: patient accounts; admitting records; reimbursement entitlement; rate setting and appeals.
- B. Division head. The Director of the Division of the Comptroller shall be the head of the Division and shall be responsible to the Director of Finance for its operation.

ARTICLE XVI, Department of Human Services

[Amended: 7-18-1991 by Ord. No. 337; 6-20-2002 by Ord. No. 553; 4-10-2003 by Ord. No. 569; 9-14-2006 by Ord. No. 636; 4-30-2015 by Ord. 2015-764; 3-10-2016 by Ord. 2016-775; 7-20-2017 by Ord. 2017-785; 12-7-2017 by Ord. 2017-789]

§ 1-96. Division of Cornerstone Behavioral Health Hospital of Union County

[Amended 9-14-2006 by Ord. No. 636; Amended 4-30-2015 by Ord. 2015-764; 2017-789]

D. Within the Division, there shall be the following Bureaus:

- (1) The Bureau of Nursing Services.
- (2) The Bureau of Medical Services.
- (3) The Bureau of Professional and Support Services.

ARTICLE XIX, Department of Engineering, Public Works & Facilities Management

[Added 7-18-1991 by Ord. No. 337; amended 4-14-1994 by Ord. No. 390; 6-26-1997 by Ord. No. 452; 12-11-1997 by Ord. No. 458; 6-25-1998 by Ord. No. 478; 7-22-1999 by Ord. No. 503; 6-20-2002 by Ord. No. 553; 12-20-2007 by Ord. No. 664; 3-27-08 by Ord. No. 667; 1-4-2009 by Ord. No. 680-2009; 6-25-09 by Ord. No. 686; Amended 8-19-2010 by Ord. 709-2010; Amended 12-15-2011 by Ord. 726-2011; Amended 3-14-2013 by Ord. 2013-747; Amended 12-19-2013 by Ord. 2013-755; Amended 12-11-2014 by Ord. 2014-761; Amended 4-30-2015 by Ord. 2015-764; Amended 12-7-2017 by Ord. 2017-789]

§ 1-115. Division of Facilities Management.

C. Division Organization.

(1) Within the Division, there shall be the following Bureaus:

- (a) Bureau of Custodial Maintenance.
 - (b) Bureau of General Trades.
 - (c) Bureau of Mechanical Trades.
 - (d) Bureau of Construction Management.
 - (e) Bureau of Print Services.
 - (f) Bureau of Correctional Facilities Maintenance
- (2) Bureau Chief. The Chief of each Bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Facilities Management.
- (3) Bureau of Custodial Maintenance's functions shall include providing custodial and janitorial services for all County buildings, with the exception of the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center, and providing custodial and janitorial services for all park facilities.
- (4) Bureau of General Trades' functions shall include providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing and electrical systems of County buildings with the exception of the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center.
- (5) Bureau of Mechanical Trades' functions shall include maintaining and operating the heating, ventilating and air-conditioning systems in all County buildings, with the exception of the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center.
- (6) The Bureau of Construction Management's functions and responsibilities shall include supervising construction projects on all County-owned facilities and preserving, caring for, laying out, constructing and improving park and recreational facilities, the Watchung Reservation and open spaces.
- (7) The Bureau of Print Services' functions shall include operating, facilitating and supervising the County's printing & duplication services and signage services.

- (8) The Bureau of Correctional Facilities Maintenance shall be responsible for performing all preventive, predictive, corrective, and life cycle maintenance for buildings which comprise the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center.

ARTICLE XX, Department of Corrections

[Amended 3/10/05 by Ord. No. 611; 3/27/08 by Ord. No. 667; 7/20/2017 by Ord. 2017-785; 12/7/2017 by Ord. 789-2017]

§ 1-119. General purpose; departmental organization

- A. There shall be a Department of Corrections in which the the Director of Corrections shall be the head of the Department and shall be responsible to the County Manager for its operation. The Department of Corrections is established for the following purposes:
- (1) Developing and administering appropriate plans and programs to coordinate and improve criminal justice activities within the County;
 - (2) Studying and analyzing the programs and activities of federal, state and local agencies within the County relating to the administration of criminal justice.
 - (3) Operating and maintaining the Orischello Correctional Facility (Union County Jail) and the George W. Herlich Juvenile Detention Center in a safe, efficient, sanitary and humane manner.
 - (4) Exercising custody, rule, keeping and charge of all prisoners in the County jail pending court action, the serving of sentences to the County jail and their transportation to state correctional facilities or otherwise detained within the jail pursuant to law.
 - (5) Protecting the public by securely detaining individuals who present a danger to the community.
- B. The County Manager may, pursuant to the relevant portions of *N.J.S.A. 30:8-20*, *N.J.S.A. 40:41A-27a* and *N.J.S.A. 40:41A-51b*, appoint the Director of the Department of Corrections for a term not to exceed two years. Such appointment for a term shall not nullify or eliminate the authority of the County Manager to remove the Director of the Department of Corrections at any time during the term, without cause, pursuant to *N.J.S.A. 40:41A-51c*. However, such removal shall be subject to the right of the Director of the Department of Correctionsto request a public hearing on such removal before the Board of Chosen Freeholders in accordance with the provisions of *N.J.S.A. 40:41A-87b*.
[Amended 12-19-1996 by Ord. No. 434]

ARTICLE XXIV, DEPARTMENT OF ECONOMIC DEVELOPMENT

[Added 12-19-2013 by Ord. 2013-755; Amended 4-30-2015 by Ord. 2015-764; Amended 7-20-2017 by Ord. 2017-785; Amended 12-7-2017 by Ord. 2017-789]

§ 1-159 Workforce Development Board (WDB)

- A. Under the direction and supervision of the Director of the Department of Economic Development, the Workforce Development Board (WDB), Executive Director, and support staff functions and responsibilities shall include: creation, promotion and development of policies and procedures designed to employ the residents of Union County through job identification, job creation and job skills training.
- B. The Workforce Development Board members are appointed by the County Board of Chosen Freeholders and memorialized via resolution. The Workforce Development Board may recommend individuals for consideration of appointment to the Board.

C. There may be an Executive Director of the Workforce Development Board. The Executive Director reports to the Director of the Department of Economic Development. The WDB staff reports to the Executive Director and the Director of the Department of Economic Development.

PART II - POLICIES AND GENERAL LEGISLATION

Chapter 79, LAND DEVELOPMENT

[HISTORY: Ordinance No. 506, adopted 9-23-1999, as amended by Ordinance No. 558 (adopted 10/10/02), Ordinance No. 563 (adopted 2/13/03) and Ordinance No. 628, adopted 6/22/06; Ordinance No. ~~798~~ adopted 10/11/2018, set forth the Land Development Standards of the County of Union. Resolution No. 539-80, adopted 8-14-1980, sets forth a requirement to give notice to property owners. A copy of these Ordinances and Resolutions are on file in the office of the Clerk of the Board and the Department of Economic Development, Division of Planning and Community Development, and may be obtained from the Division of Planning and Community Development at a cost of \$5.00 each].