

UNION COUNTY GOVERNMENT

2021 Executive Budget



Edward T. Oatman
County Manager

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COUNTY OF UNION

2021 Executive Budget

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County Manager Letter to Union Board of County Commissioners

OFFICE OF THE COUNTY MANAGER
Edward T. Oatman, County Manager

March 4, 2021

**BOARD OF
COUNTY COMMISSIONERS**

ALEXANDER MIRABELLA
Chairman

REBECCA L. WILLIAMS
Vice Chair

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KIMBERLY PALMIERI-MOUEDED

ANDREA STATEN

EDWARD T. OATMAN
County Manager

AMY C. WAGNER
Deputy County Manager

BRUCE H. BERGEN, ESQ.
County Counsel

JAMES E. PELLETTIERE, RMC
Clerk of the Board

The Honorable Chairman Alexander Mirabella
Members, Union County Board of County Commissioners
Union County Administration Building
10 Elizabethtown Plaza
Elizabeth, NJ 07207-2204

Dear County Commissioners:

The 2021 Executive Budget is contained in this document for your review and approval in compliance with the Optional County Charter Law.

Given these unprecedented times and impact of the COVID-19 pandemic on every aspect of our lives, we are announcing a zero percent increase in Union County's 2021 budget for the second year in a row.

This budget continues to fund our response to the pandemic, maintain essential services including the safety net for those in need, and hold the bottom line. We are also maintaining our credit rating, which is the highest obtainable.

Some of the essential services that are funded include:

- The County's COVID-19 Vaccination Centers at Kean University and Plainfield and our registration and call-in center operations;
- The COVID-19 Drive-Thru Test Center at Kean University and our mobile unit, which operates throughout Union County;
- Our weekly food distributions, which have provided more than two million meals for those in need;
- Union County's mask distributions to all our municipalities;

ADMINISTRATION BUILDING

Elizabethtown Plaza

Elizabeth, NJ 07207

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We're Connected to You!

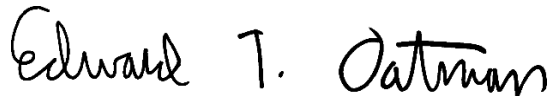
The Honorable Chairman Alexander Mirabella
Members, Union County Board of County Commissioners
March 4, 2021
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- Various Human Services programs that support child care, seniors, working families, and those in need.

This budget also funds the Chairman's "Union County Rising" initiatives for 2021, which include public safety improvements, support for our businesses, our LGBTQ community, upgrades to our parks and recreation facilities, and support for recreational programming.

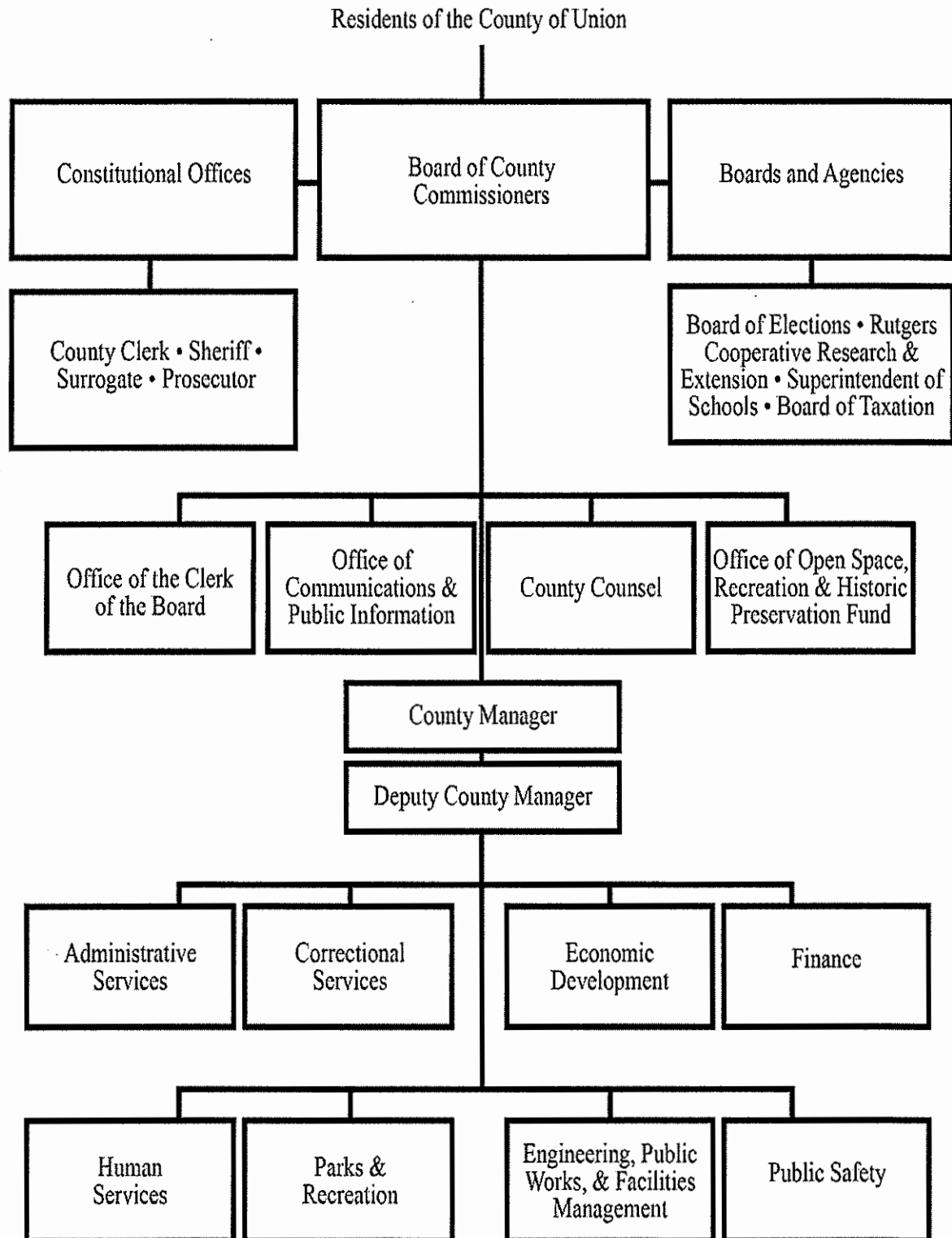
I thank the Commissioners for their vision and support, and our County team of Directors for their partnership and assistance. I would also like to thank our County employees, many of whom have put in extra hours or adjusted their schedules to assist in our food drives, and our vaccination and test center operations. Extraordinary times demand extraordinary measures, and we could not accomplish all this without the hard work of many.

Sincerely,

A handwritten signature in black ink that reads "Edward T. Oatman". The signature is written in a cursive, flowing style.

Edward T. Oatman
Union County Manager

County of Union Organizational Chart



Financial Overview

**2021 EXECUTIVE BUDGET
REVENUE SCHEDULE**

	2020 Anticipated Revenue	2020 Realized Revenue	2021 Executive Budget
Surplus Anticipated	53,290,931.23	53,290,931.23	37,000,000.00
SUBTOTAL	53,290,931.23	53,290,931.23	37,000,000.00
Miscellaneous Revenues - Section A: Local Revenues			
County Clerk	1,650,000.00	1,860,381.62	1,650,000.00
Register of Deeds - Realty Transfer Fees	4,000,000.00	5,996,555.58	5,000,000.00
Sheriff	600,000.00	591,008.73	500,000.00
Surrogate	190,000.00	217,204.48	215,000.00
County Board of Pay Patients	13,000,000.00	9,455,876.40	9,450,000.00
Interest on Investments and Deposits	750,000.00	1,559,377.89	1,000,000.00
Parks and Recreation Facilities Revenue	1,500,000.00	5,411,319.21	5,000,000.00
Permits Road Department	120,000.00	121,825.80	120,000.00
Rent - 921 Elizabeth Ave.	457,000.00	499,279.56	457,000.00
SUBTOTAL Section A: Local Revenues	22,267,000.00	25,712,829.27	23,392,000.00
Miscellaneous Revenues - Section B: State Aid			
County College Bonds	3,513,567.86	3,514,286.12	3,462,648.14
SUBTOTAL Section B: State Aid	3,513,567.86	3,514,286.12	3,462,648.14
Miscellaneous Revenues - Section C: State Assumption of Costs			
Supplemental Social Security Income	1,120,878.00	1,814,031.00	1,411,035.00
SUBTOTAL Section C: State Assumption of Costs	1,120,878.00	1,814,031.00	1,411,035.00
Miscellaneous Revenues - Section D: Public & Private Revenues	112,377,147.84	142,225,550.49	29,640,794.48
SUBTOTAL Section D: Public & Private Revenues	112,377,147.84	142,225,550.49	29,640,794.48
Miscellaneous Revenues - Section E: Prior Written Consent			
County Clerk Increased Fees	1,500,000.00	2,432,515.00	1,750,000.00
Sheriff Increased Fees	400,000.00	547,646.35	250,000.00
Surrogate Increased Fees	200,000.00	268,255.20	245,000.00
Ambulance Services	850,000.00	813,480.67	800,000.00
Debt Service - Open Space	5,403,875.55	5,403,875.55	5,304,081.91
Dispatch Services	500,000.00	556,098.52	500,000.00
Educational Building Aid	495,000.00	465,690.00	465,000.00
Franchise Fee - Jersey Gardens	225,000.00	57,265.00	50,000.00
Fringe Benefits	1,750,000.00	2,133,532.34	1,750,000.00
Indirect Costs	300,000.00	870,779.60	319,000.00
NJ Division of Economic Assistance - Earned Grant	37,500,000.00	44,876,773.15	40,000,000.00
Open Space - Parks Maintenance	2,250,000.00	2,250,000.00	2,500,000.00
PILOT's	450,000.00	495,933.53	450,000.00
Rental Income UC College/Trinitas Hospital Kellog Building	180,000.00	200,000.04	180,000.00
Sale of Asset - County Infrastructure Program	1,500,000.00	1,500,000.00	1,500,000.00
Title IV D - Facility Reimbursement	1,050,000.00	1,288,141.39	1,050,000.00
Union County Utilities Authority	500,000.00	500,000.00	500,000.00
SUBTOTAL Section E: Prior Written Consent	55,053,875.55	64,659,986.34	57,613,081.91
Amount to Be Raised by Taxes	367,295,299.43	367,295,299.43	367,295,299.43
TOTAL LOCAL REVENUES	247,623,400.48	291,217,614.45	152,519,559.53
TOTAL REVENUES	614,918,699.91	658,512,913.88	519,814,858.96
TOTAL APPROPRIATIONS	614,918,699.91	626,863,372.69	519,814,858.96

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
GENERAL GOVERNMENT				
County Manager's Office	SW	421,233.00	417,233.00	2,922,636.00
	OE	170,500.00	170,500.00	170,500.00
Special Studies & Initiatives	OE	757,000.00	757,000.00	757,000.00
Board of County Commissioners	SW	490,258.00	480,258.00	478,984.00
	OE	95,000.00	95,000.00	95,000.00
County Infrastructure & Improvement Program	OE	1,500,000.00	1,500,000.00	1,500,000.00
Annual Audit	OE	245,475.00	245,475.00	235,000.00
Other Accounting and Auditing Fees	OE	159,275.00	159,275.00	82,350.00
Clerk of the Board	SW	1,178,947.00	1,177,447.00	1,207,657.00
	OE	240,500.00	240,500.00	240,500.00
Advisory Boards, Committees & Commissions	OE	-	-	-
Status of Women Advisory Board	OE	5,000.00	5,000.00	5,000.00
County Clerk	SW	2,244,327.00	2,244,327.00	2,411,347.00
	OE	162,000.00	162,000.00	161,000.00
Board of Elections	SW	2,627,559.00	2,627,559.00	2,476,566.00
	OE	781,100.00	781,100.00	550,000.00
Elections (County Clerk)	SW	462,430.00	262,430.00	285,497.00
	OE	2,116,600.00	1,416,600.00	1,000,000.00
Department of Finance:				
Office of Director	SW	417,398.00	367,398.00	363,925.00
	OE	167,500.00	167,500.00	167,500.00
Public Obligations Registration Act P.L. 1983	OE	100,000.00	100,000.00	100,000.00
Division of Reimbursement	SW	496,177.00	466,177.00	470,379.00
	OE	3,500.00	3,500.00	3,500.00
Division of Treasurer	SW	399,537.00	392,037.00	389,358.00
	OE	81,000.00	81,000.00	81,000.00
Division of Comptroller	SW	1,137,389.00	1,037,389.00	1,035,594.00
	OE	17,500.00	17,500.00	17,500.00
Aid to Union County Improvement Authority	OE	250,000.00	266,654.91	2,250,000.00
Division of Internal Audit	SW	178,000.00	164,000.00	162,180.00
	OE	2,500.00	2,500.00	2,500.00
County Counsel	SW	1,774,121.00	1,774,121.00	1,810,506.00
	OE	370,250.00	120,250.00	120,250.00
County Adjuster	SW	430,470.00	437,970.00	444,805.00
	OE	2,400.00	2,400.00	2,400.00
Department of Administrative Services:				
Office of Director	SW	338,151.00	341,151.00	327,438.00
	OE	55,400.00	55,400.00	55,400.00
Division of Motor Vehicles	SW	2,044,140.00	2,039,140.00	2,102,416.00
	OE	4,335,000.00	4,185,000.00	3,855,000.00

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
Division of Personnel Mngt & Labor Relations	SW	1,035,273.00	1,065,273.00	1,055,980.00
	OE	1,187,200.00	1,187,200.00	1,187,200.00
Division of Purchasing	SW	551,839.00	551,839.00	564,926.00
	OE	262,330.00	262,330.00	262,330.00
Board of Taxation	SW	283,543.00	293,543.00	289,214.00
	OE	-	-	-
County Surrogate	SW	1,076,120.00	1,113,120.00	1,157,689.00
	OE	33,350.00	33,350.00	33,350.00
Department of Economic Development:				
Office of Director	SW	439,978.00	439,978.00	409,010.00
	OE	115,200.00	115,200.00	115,200.00
Community Services	SW	353,051.00	348,051.00	354,682.00
	OE	383,200.00	383,200.00	382,800.00
Division of Strategic Planning & Intergovernmental Relations	SW	647,532.00	647,532.00	648,749.00
	OE	425,000.00	425,000.00	425,000.00
Division of Information Technology	SW	974,288.00	874,288.00	882,637.00
	OE	1,887,000.00	1,787,000.00	1,787,000.00
Insurance:				
Group Health Insurance Plan for Employees	OE	46,429,881.00	46,429,881.00	44,000,000.00
Surety Bond Premiums	OE	12,000.00	12,000.00	12,000.00
Other Insurance Premiums	OE	12,989,200.00	12,989,200.00	11,522,659.00
Employees' Prescription Plan	OE	20,000,000.00	20,000,000.00	21,500,000.00
Dental Plan	OE	950,000.00	950,000.00	800,000.00
Disability Insurance	OE	325,000.00	325,000.00	325,000.00
TOTAL GENERAL GOVERNMENT		116,618,622.00	114,995,776.91	116,056,114.00
PUBLIC SAFETY:				
Sheriff's Office	SW	21,646,797.00	21,216,797.00	21,966,740.00
	OE	627,500.00	527,500.00	527,500.00
Department of Public Safety				
Office of Director	SW	310,976.00	295,976.00	301,636.00
	OE	4,000.00	4,000.00	4,000.00
Division of Weights and Measures	SW	355,470.00	347,470.00	360,455.00
	OE	5,320.00	5,320.00	5,320.00
Division of Medical Examiner	SW	750,087.00	700,087.00	718,423.00
	OE	559,000.00	709,000.00	560,224.00

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

		2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
Division of Emergency Management	Type			
	SW	1,351,297.00	1,151,297.00	1,329,404.00
	OE	1,380,600.00	396,100.00	379,600.00
Emergency Medical Services	SW	1,555,592.00	1,355,592.00	1,464,047.00
	OE	200,000.00	100,000.00	100,000.00
Division of County Police	SW	10,595,366.00	10,245,366.00	10,489,729.00
	OE	419,500.00	406,746.56	319,500.00
Division of Health	SW	334,154.00	184,154.00	186,943.00
	OE	6,390,200.00	140,200.00	140,200.00
County Prosecutor's Office	SW	23,846,340.00	23,846,340.00	24,533,216.00
	OE	864,500.00	864,500.00	841,300.00
Contribution to Soil Conservation District	OE	36,030.00	36,030.00	36,030.00
Department of Corrections	SW	28,421,018.00	26,150,873.09	26,514,437.00
	OE	8,275,000.00	7,525,000.00	7,275,000.00
Juvenile Detention	SW	312,572.00	312,672.00	318,824.00
	OE	2,200,000.00	2,200,000.00	1,500,000.00
TOTAL PUBLIC SAFETY		110,441,319.00	98,721,020.65	99,872,528.00
OPERATIONAL SERVICES:				
Department of Public Works & Facilities Mngt				
Office of the Director	SW	65,316.00	65,316.00	66,082.00
	OE	9,700.00	9,700.00	9,700.00
Engineering, Land and Facilities Planning	SW	1,103,213.00	1,102,213.00	1,135,616.00
	OE	452,000.00	452,000.00	452,000.00
Division of Public Works	SW	2,461,671.00	2,460,671.00	2,572,050.00
	OE	51,200.00	51,200.00	51,200.00
Division of Facilities Management	SW	7,877,781.00	7,777,781.00	8,094,156.00
	OE	8,797,350.00	8,297,350.00	8,400,000.00
Contribution for Flood Control	OE	14,775.55	14,775.55	14,775.55
TOTAL OPERATIONAL SERVICES		20,833,006.55	20,231,006.55	20,795,579.55

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
HEALTH AND WELFARE:				
Crippled Children	OE	50,000.00	50,000.00	50,000.00
Cornerstone Psychiatric Facility	SW	7,061,003.00	7,061,003.00	7,078,725.00
	OE	6,959,613.00	6,909,613.00	6,700,000.00
Adult Diagnostic Center	OE	9,000.00	9,000.00	9,000.00
Psychiatric Treatment	OE	5,000.00	5,000.00	5,000.00
Maintenance of Patients: Mental Health Services	OE	4,775,342.00	4,775,342.00	5,321,157.00
Rutgers Behavioral Health Care	OE	34,531.00	34,531.00	8,926.00
Maintenance of Patients: Geriatric Center	OE	153,000.00	153,000.00	153,000.00
Department of Human Services				
Office of Director	SW	812,335.00	812,335.00	826,934.00
	OE	2,014,599.00	2,014,599.00	2,014,599.00
Division of Aging	SW	368,379.00	368,379.00	379,167.00
	OE	2,334,117.00	2,334,117.00	2,334,117.00
Division of Youth Services	SW	779,034.00	779,034.00	800,155.00
	OE	108,289.00	108,289.00	108,289.00
Division of Outreach & Advocacy	SW	535,209.00	535,209.00	521,378.00
	OE	22,100.00	22,100.00	22,100.00
Employment & Training	SW	313,373.00	328,373.00	327,625.00
	OE	-	-	-
Division of Social Services	SW	36,034,659.00	36,034,659.00	36,117,640.00
	OE	8,720,962.00	8,720,962.00	9,011,119.00
Division of Individual & Family Support Services	SW	624,380.00	624,380.00	631,547.00
	OE	766,531.00	766,531.00	766,531.00
Division of Paratransit	SW	82,265.00	82,265.00	85,043.00
	OE	2,289,100.00	2,289,100.00	2,289,100.00
TOTAL HEALTH AND WELFARE		74,852,821.00	74,817,821.00	75,561,152.00

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
RECREATION:				
Department Parks & Recreation:				
Office of the Director	SW	1,074,265.00	1,066,265.00	1,138,881.00
	OE	242,000.00	242,000.00	242,000.00
Recreational Facilities	SW	2,191,892.00	2,183,892.00	2,306,538.00
	OE	7,076,782.00	7,076,782.00	7,885,771.00
Division of Planning & Environmental Services	SW	631,902.00	615,902.00	621,807.00
	OE	95,000.00	95,000.00	95,000.00
Park Maintenance	SW	2,813,359.00	2,613,359.00	2,665,650.00
	OE	600,000.00	600,000.00	600,000.00
Cultural and Heritage Affairs	SW	140,156.00	140,156.00	183,199.00
	OE	17,540.00	17,540.00	17,500.00
TOTAL RECREATION		14,882,896.00	14,650,896.00	15,756,346.00
EDUCATION				
Office of County Superintendent of Schools	SW	252,563.00	264,563.00	266,687.00
	OE	12,500.00	12,500.00	12,500.00
Vocational Schools	OE	5,391,125.00	5,391,125.00	5,498,949.00
Union County Extension Service in Agriculture	SW	44,982.00	44,982.00	45,882.00
	OE	126,914.00	126,914.00	126,914.00
Union County Community College System	OE	15,585,337.00	15,585,337.00	15,895,929.00
Scholarship Program	OE	190,000.00	190,000.00	190,000.00
Reimbursement for Residents: Out of County	OE	217,000.00	217,000.00	217,000.00
Educational Services Commission	OE	70,000.00	70,000.00	70,000.00
TOTAL EDUCATION		21,890,421.00	21,902,421.00	22,323,861.00
UNCLASSIFIED:				
Prior Year Bills	OE	61,826.22	61,826.22	51,800.09
Salary Adjustment	SW	511,110.00	-	1,440,916.68
Accumulated Absences	SW	735,000.00	735,000.00	1,200,000.00
Utilities	OE	8,689,500.00	8,689,500.00	8,801,420.00
TOTAL UNCLASSIFIED		9,997,436.22	9,486,326.22	11,494,136.77

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
STATE AND FEDERAL PROGRAMS:				
State and Federal Grants	OE	112,377,147.84	142,225,550.49	29,640,794.48
Matching Funds	OE	1,650,000.00	1,650,000.00	1,250,000.00
TOTAL STATE AND FEDERAL PROGRAMS		114,027,147.84	143,875,550.49	30,890,794.48
TOTAL OPERATIONS		483,543,669.61	498,680,818.82	392,750,511.80
Contingent	OE	50,000.00	50,000.00	50,000.00
TOTAL CONTINGENT		50,000.00	50,000.00	50,000.00
DETAIL:				
TOTAL SALARIES & WAGES	SW	175,995,277.00	171,064,622.09	178,941,707.68
TOTAL OTHER EXPENSES INCLUDING CONTINGENT	OE	307,598,392.61	327,666,196.73	213,858,804.12
CAPITAL IMPROVEMENTS:				
Capital Improvement Fund	OE	12,500,000.00	12,500,000.00	3,300,000.00
Road Resurfacing	OE	2,750,000.00	2,750,000.00	2,750,000.00
TOTAL CAPITAL IMPROVEMENTS		15,250,000.00	15,250,000.00	6,050,000.00
DEBT SERVICE				
Bond Principal				
State Aid College Bonds	OE	2,320,000.00	2,320,000.00	2,320,000.00
Vocational School Bonds	OE	4,970,000.00	4,970,000.00	5,135,000.00
Other Bonds	OE	30,285,000.00	30,285,000.00	35,675,000.00
College Bonds	OE	3,002,000.00	3,002,000.00	3,245,000.00
Interest on Bonds				
State Aid College Bonds	OE	467,865.00	467,865.00	393,522.00
College Bonds	OE	450,455.00	450,455.00	414,592.00
Vocational School Bonds	OE	1,297,750.00	1,297,750.00	1,154,109.00
Other Bonds	OE	9,774,857.00	9,774,856.26	9,557,577.00
Interest on Notes	OE	2,030,000.00	2,019,375.00	2,400,000.00
Principal on Notes	OE	1,713,206.00	-	-
Lease Payments				
UCIA - Lease Payments	OE	11,531,470.00	9,915,572.55	10,184,039.00
UCIA - State Aid College Bonds	OE	4,239,270.00	4,239,270.00	4,211,775.00
Dam Restoration Loans				
Dam - Principal	OE	178,282.00	178,281.73	181,866.00
Dam - Interest	OE	31,259.00	31,258.59	27,676.00
License Agreements - Pace	OE	-	-	-
TOTAL COUNTY DEBT SERVICE		72,291,414.00	68,951,684.13	74,900,156.00

**2021 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2020 Adopted Budget	2020 Modified Budget	2021 Executive Budget
DEFERRED CHARGES:				
Deferred Charges to Future Taxation - Unfunded	OE	0.30	0.30	-
TOTAL DEFERRED CHARGES		0.30	0.30	-
 STATUTORY EXPENDITURES:				
Public Employees Retirement System	OE	16,414,109.00	16,414,109.00	17,819,400.00
Police and Firemen's Retirement Fund	OE	16,139,507.00	16,639,507.00	17,004,791.16
Social Security System (OASI)	OE	11,000,000.00	10,641,653.44	11,000,000.00
Defined Contribution Retirement Fund	OE	80,000.00	85,600.00	90,000.00
Unemployment Compensation Insurance	OE	150,000.00	150,000.00	150,000.00
TOTAL STATUTORY EXPENDITURES		43,783,616.00	43,930,869.44	46,064,191.16
 TOTAL GENERAL APPROPRIATIONS		 614,918,699.91	 626,863,372.69	 519,814,858.96

The instructions can be found on the Instruction Tab of the workbook.			
Summary Levy Cap Calculation			
		County	EXAMINER
2000		Union County	
Model Tax Levy Calculation Worksheet			
Levy Cap Calculation			
	Prior Year Amount to be Raised by Taxation - County Purpose Tax		\$367,295,299
	Cap Base Adjustment (+/-)		\$0
	Less: Prior Year Deferred Charges: Emergency Authorizations		\$0
	Less: Prior Year Deferred Charges to Future Taxation Unfunded		\$0
	Less: Changes in Service Provider: Transfer of Service/ Function		\$0
	Net Prior Year Tax Levy for County Purpose Tax for Cap Calculation		\$367,295,299
	Plus 2% Cap increase		\$7,345,906
	Adjusted Tax Levy		\$374,641,205
	Plus: Assumption of Service/ Function		\$0
	Adjusted Tax Levy Prior to Exclusions		\$374,641,205
	Exclusions:		
	Allowable Shared Service Agreements Increase	\$0	
	Allowable Health care costs increase	\$0	
	Allowable Pension increases	\$1,179,939	
	Allowable Capital Improvements Increase	\$0	
	Allowable Debt Service and Capital Lease Increases	\$6,100,593	
	Current Year Deferred Charges: Emergencies	\$0	
	Deferred Charges to Future Taxation Unfunded	\$0	
	Add Total Exclusions		\$7,280,533
	Less Cancelled or Unexpended Exclusions		\$3,339,730
	Adjusted Tax Levy After Exclusions		\$378,582,008
	Additions:		
	New Ratables - Increase in Apportionment Valuation of New Construction and Additions	\$524,818,694	
	Prior Year's County Purpose Tax Rate (per \$100)	\$0.489	
	New Ratable Adjustment to Levy		\$2,565,142
	Amounts approved by Referendum		\$0
	Maximum Allowable Amount to be Raised by Taxation - County Purpose Tax		\$381,147,150
	Plus: 2018 Cap Bank Utilized in 2021*		\$0
	Plus: 2019 Cap Bank Utilized in 2021*		\$0
	Plus: 2020 Cap Bank Utilized in 2021*		\$0
	Maximum Allowable Amount to be Raised by Taxation - CPT After All Exclusions		\$381,147,150
	Amount to be Raised by Taxation - County Purpose Tax		\$367,295,299
<i>*Can only be added to the extent that the Maximum Allowable Amount to be Raised by Taxation – CPT After All Exclusions (Cell E37) does not exceed the "1977 Cap" Maximum County Purpose Tax After All Exceptions (Levy Cap Determination and Budget Preparation Worksheet – Cell D45).</i>			

A - 1977 Cap Exclusions

1977 Cap Exclusions Calculation			
The instructions can be found on the Instruction Tab of the workbook.			
County of:	Union	Municode:	2000
County Purpose Tax			367,295,299.43
CAP Base Adjustment			
Revised County Purpose Tax:			367,295,299.43
EXCEPTIONS:			
(Less:)			
Debt Service			62,878,970.59
Deferred Charges			0.30
Emergency Appropriations			
Capital Improvements			15,250,000.00
Matching Funds			1,650,000.00
Authority - Share of Costs MUA			
County Welfare Board			22,549,965.00
Special Services School District			
Vocational School			5,391,125.00
Out of County Vocational School			
County College (Current Year)		15,585,337.00	
Less County College (1992 Base)		8,995,000.00	
Net County College			6,590,337.00
Out of County College (Current Year)		217,000.00	
Less Out of County College (1992 Base)		275,000.00	
Net Out of County College			0.00
Capital Lease Payments			
9 1 1 Emergency Management Services			
Health Insurance			
TOTAL EXCEPTIONS			114,310,397.89
Amount on which 1.00% Cap is applied			252,984,901.54
1.00% Cap Amount			2,529,849.02
Allowable County Tax Before Additional Exceptions per (N.J.S. 40A:4-45.4)			255,514,750.56

2021 Levy Cap Determination and Budget Preparation			
2000	County	Union County	
'The instructions can be found on the Instruction Tab of the workbook.			
Allowable County Purpose Tax Before Additional Exceptions per (N.J.S. 40A:4-45.4)			255,514,750.56
Add:			
New Construction			2,565,142.39
Debt Service and Capital Leases		74,900,156.00	
Less Debt Service & Capital Lease Revenues Offset by Approps		9,231,730.05	
Net Debt Service and Capital Lease Obligations			65,668,425.95
Deferred Charges to Future Taxation - Unfunded			0.00
Emergency Authorizations			
Capital Improvements			6,050,000.00
Matching Funds			1,250,000.00
County Welfare Board		62,539,752.00	
Less Welfare Revenue Offset by Appropriation		41,411,035.00	
Net County Welfare Board			21,128,717.00
Special School Districts			
Vocational School			5,498,949.00
Out of County Vocational School			
County College		15,895,929.00	
Less County College 1992 Base		8,995,000.00	
Net County College			6,900,929.00
Out of County College		217,000.00	
Less Out of County College 1992 Base		275,000.00	
Net Out of County College			0.00
911 Emergency Management Services			
Health Insurance			0.00
Subtotal			364,576,913.90
2019 Cap Bank Utilized*			
2020 Cap Bank Utilized*			
COLA Increase Available/Utilized*			6,324,622.54
"1977 Cap" Maximum County Purpose Tax After All Exceptions			370,901,536.44
"2010 Cap" Maximum Allowable Amount to be Raised by Taxation After all Exceptions			381,147,150.35
(From the Summary Levy Cap Worksheet)			
Amount to be Raised by Taxation - County Purpose Tax			367,295,299.43
			Use 1977 Calc.
*Can only be added to the extent needed to support the budget and to the extent that the "1977 Cap" Maximum County Purpose Tax After All Exceptions (Cell D45) does not exceed the "2010 Cap" Maximum Allowable Amount to be Raised by Taxation After All Exceptions (Cell D47).			

Overview of Union County Government

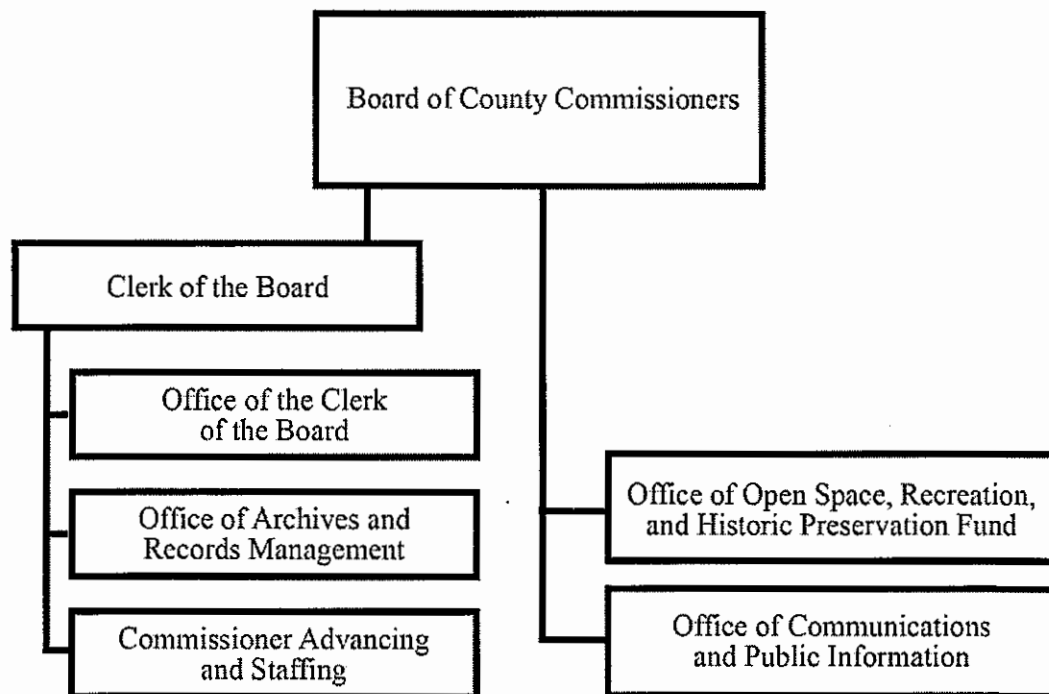
Office of Clerk of the Board

**Office of Communication and Public
Information**

**Office of Open Space, Recreation
And Historic Preservation Trust Fund**

Organizational Chart

Office of Clerk of the Board Office of Communication and Public Information Office of Open Space, Recreation And Historic Preservation Trust Fund



CLERK OF THE BOARD

Mission

As of January 1, 2021, the State of New Jersey officially changed the term Board of Chosen Freeholders to the Board of County Commissioners. The term Board of Chosen Freeholders and Freeholder will be used in the 2020 Accomplishments and conversely the term Board of County Commissioners and Commissioner will be used in the 2021 Initiatives.

To prepare for and coordinate the activities of Freeholder meetings; act as the depository and maintenance of vital County documents; act as custodian of the official County seal and provide administrative services for the Board.

Programs & Services

Freeholder Meetings: Coordination of Freeholder meetings including but not limited to: scheduling, agenda development and preparation, policy execution, correspondence, attendance, recording of votes and actions, processing of all resolutions and ordinances and forwarding of same to appropriate entities, required legal advertising and constituent outreach and recognition.

Record Keeping: Note and preserve the minutes of the Board, recording all actions and votes taken, and the substance of discussions and debate relating thereto.

Official Depository: Preserve all official records, actions, votes, and substance of discussions of the Board of Chosen Freeholders. Keep and compile all ordinances, resolutions, minutes, contracts, surety bonds, insurance policies, and other official papers. Maintain a system of receiving and processing all Open Public Records Act (OPRA) requests.

2020 Accomplishments

The Office administrated and implemented the budgets of both the Office of the Clerk of the Board and the Freeholders Office.

The Covid-19 pandemic affected all Union County Departments, the Office of the Clerk of the Board notwithstanding. Personnel from the offices of the Open Public Records Act (OPRA), Records Management, and the Office of Freeholder Advancing and Staffing were temporarily reassigned to assist in the County's efforts at the Covid-19 Testing Site, the Covid-19 Vaccination Center at KEAN University, the Department of Economic Development with their efforts with the 2020 Census, the Board of Elections for the 2020 Primary and General Elections, and/or the Department of Human Services for their expanded needs as a result of the Covid-19 pandemic.

Coordination of Freeholder Meetings: After successfully coordinating the annual Reorganizational Meeting, the Office coordinated four (4) double meetings (meetings where both the Agenda Setting Session and the Regular Meeting were held on the same night). The Office coordinated a Special Meeting to address the Covid-19 pandemic on March 18, 2020 remotely via conference call, and would subsequently coordinate two additional (2) double meetings remotely via conference as the Office successfully researched, developed and transitioned to a Zoom Webinar platform. Once the Zoom Webinar platform was implemented, the Office would then coordinate fourteen (14) double Zoom double meetings; totaling 42 meetings in accordance with statutory requirements.

The Office of the Clerk of the Board continued its implementation of the electronic (and paperless) agenda process. Over 125 users have been trained and are currently using the system, adding and subtracting end users when and where appropriate. The agenda, packet including all the back-up, is created electronically and emailed to the Freeholder Board, eliminating the need for duplication at the print shop and reducing labor hours of the messengers to deliver the packets to the Freeholders prior to the meeting, saving printing, gas and personnel costs.

The Office coordinated and prepared numerous Laudatory Resolutions to honor individuals, citizen groups, community and non-profit agencies for their outstanding achievements and/or worthwhile endeavors. In 2020, the office prepared over 211 Freeholder Sponsored resolutions; many of which required the drafting of multiple resolutions tailored to specific individualized presentations. Additionally the Office prepared, in coordination with the Office of Public Information, Policy Resolutions offering either the Board's support or protest to legislative bills affecting residents of Union County. The Office reviewed all Departmental resolutions submitted to the Board for approval, and disseminated in accordance with said resolution and advertised same in accordance with the law.

Each meeting of the Board of Chosen Freeholders were considered double meetings and as such, in an effort to continue to provide information to the public, the agendas for both the Agenda Setting Sessions and Regular Meeting were posted to the website no later than the Tuesday of the ensuing Thursday meeting.

Ordinances approved by the Board of Chosen Freeholders were posted to the website after introduction and then in final format after final adoption. Said ordinances were advertised in accordance with the law. The public hearing dates and final adoption dates were posted on the website as well.

The Office of the Clerk of the Board maintained a record of the Union County Advisory Boards, maintaining the official Oaths of Offices for said boards, and successfully appointed members to various vacancies to a number of Union County Advisory Boards.

Open Public Records Act Compliance: The Office of the Clerk of the Board has maintained a thorough process for handling Open Public Records Act (OPRA) requests. The OPRA office continues to see a strong interest in government documents from the public. While the amount of submissions in 2020 decreased somewhat, a difference presumably attributable to the COVID-19 pandemic, the number of documents reviewed and redacted and ultimately provided actually increased; in 2020, there were 951 OPRA submissions, yielding requests in an amount upwards of 5,100 documents.

The system by which responses are tracked is advantageous to both the County and the requestor, allowing the office to track progress and maintain open lines of communication with the public. Requestors receive a written acknowledgment of their request that notes the receipt date and response deadline, and written notification is sent when the request has been completed. This system helps ensure the County is in compliance with OPRA and responds to requests within the time frame prescribed by law. Additionally, the County responds to the vast majority of OPRA requests electronically, providing documents at no cost to requestors.

Office of Archives and Records Management: The Office registered an employee to attend the Rutgers University Continuing Studies Center for Continuing Professional Development program, and said employee obtained a Records Management Certificate, allowing for a second employee to hold such a certificate.

OARM has continued to assist all County departments in the process of appropriate storage methods and practices for their documents once offices reopened, managing approximately 33,247 boxes of documents in off-site storage. Each time OARM leads or assists another department in disposing of

records, the proper retention periods and methodology for retaining and destroying records is reviewed so that departmental staff is retrained on retention rules and appropriate storage methods.

Due to the Covid-19 shutdown of County Offices, we were unable to review the full report of boxes in storage, contact the various departments, and process the purging of expired boxes that are in storage. However, due to closures throughout the County, there was less storage activity among County Offices.

In late 2020, OARM worked closely with the UC Board of Elections to store post-Presidential election materials in specially ordered boxes. OARM facilitated the arrangements for transportation and storage of these special items.

OARM has continued to image Resolutions, Ordinances and Minutes of Roselle Park, completing the years 1939 through 2018. The original paper copies were placed in acid-free folders and archival boxes and returned to the municipality.

OARM continued scanning the massive back file of the County Adjuster, whose records are required to be retained for 70 years by the New Jersey State Department of Archives and Records. The documents are currently kept in file cabinets in the Adjuster's office, and in boxes at the off-site storage facility, but are frequently needed for Court appearances. In 2020, after the office re-opened, OARM scanned 886 documents for more than 28,435 pages.

In prior years, the contracts for the County's off-site storage vendor were obtained through the local bidding process, and subject to re-bid after four (4) years. In 2017, the Office of the Clerk of the Board obtained permission from the State to have the County enter into a Competitive Contracting process that would allow the County to weigh other factors outside of the normal bidding process.

Office of Freeholder Advance and Staffing: The responsibility of supervising the Office of Freeholder Advance and Staffing was officially reassigned back to the Office of Clerk of the Board in December 2019.

The Office's Freeholder Aides were temporarily reassigned to work at the Covid-19 Test Site at KEAN University and subsequently the Covid-19 Vaccination Center at KEAN University. The Office hired, trained and supervised one new Freeholder Aide in the last quarter of 2020. The Clerk of the Board supervised the Office's responsibilities as they related to providing the day-to-day support to members of the Union County Board of Chosen Freeholders during the Covid-19 pandemic. While the need was drastically decreased during the pandemic, these responsibilities included, but were not limited to, managing each Freeholder's

independent schedules; coordinating and confirming the Freeholders' attendance to various events - often involving the coordinating of Freeholder Talking Points, photography, and Resolution or Certificate Presentations; advancing the Freeholders at various events and relaying the logistics of said event prior to a Freeholder's arrival; drafting constituent letters in response to constituent concerns and constituent outreach letters; and assisted in the overall promotion of County Events, County Programs & Services, and the County of Union/County Board of Chosen Freeholders.

2021 Initiatives

Office of the Clerk of the Board: In 2021, the Office of the Clerk of the Board will continue to perform statutory duties as required in an efficient and effective manner and continue to provide a high level of service to the public, the Board of County Commissioners and all other users of the office as is expected, and:

- Coordinate countywide training for all users of the County's electronic (and paperless) agenda process to ensure all resolutions and ordinances are entered with appropriate attachments and all documents are scanned in their entirety.
- Update and complete ledger of all Advisory Boards highlighting purpose, membership, meeting minutes and recommendations to the Commissioner Board.
- Continue to research and revise previous initiatives proposed in previous years, and implement amended initiatives accordingly.

Open Public Records Act Compliance: The Open Public Records Act (OPRA) staff will continue to respond to OPRA requests in an expeditious manner, allowing greater accessibility to government documents to members of the public.

The OPRA staff will continue to explore ways to enhance the efficiency of the communication between the Office of the Clerk of the Board and County Departments to facilitate the compilation of documents responsive to OPRA requests, and with the Office of County Counsel to obtain legal guidance as necessary and review documents for legally required redactions. The Office will continue to monitor available technologies that may allow for greater transparency and efficiencies within the OPRA office.

The Office will continue to provide "continuing education" opportunities for OPRA staff to ensure their knowledge of the OPRA laws are current and anticipatory of potential changes to said law.

Office of Archives and Records Management: OARM staff will continue to monitor the retention schedules of the County's archived records and documents and set a biannual review of inventory and permanent withdrawal of records and documents that have reached their retention period, as prescribed by the New Jersey Department of Archives and Records Management (DARM), and will continue to:

- Continue its twice-a-year review of expired records in storage and destruction, and in compliance with the Bureau of Recycling & Planning Guidelines on shredding documents (as opposed to incineration), and will continue to work with the various departments with the retention of their documents.
- Review unidentified boxes inventoried in the offsite document archive storage facility for destruction and retention schedules.
- Maintain the Certification of the County of Union's Electronic Data Management System, working closely with the State of New Jersey to document the County's imaging process and adhere to all State regulations.
- Assist municipalities in purging their inactive inventories at no cost under the successful municipal inventory purge project. Additionally, OARM will continue to make available scanning and indexing services to municipal clerks.
- Expand the document types to be scanned and indexed within the EDMS system for a more centralized and comprehensive database of countywide documents.
- Coordinate training for all Departmental Records Management personnel to minimize the on-site paper and file storage in County facilities and offices.
- Continue to coordinate a training seminar for all employees of Union County to understand the retention schedules of paper and electronic documents.

Commissioner Advancing and Staffing: In 2021, the Clerk of the Board's Office will continue to administer and implement the budget of the Commissioner's Office. The Office will continue to supervise the Office of Commissioner Advance and Staffing and the responsibilities of the Commissioner Aides as they related to providing the day-to-day support to members of the Union County Board of County Commissioners. The Office will continue to look for opportunities to provide the Commissioner Aides with appropriate training and technology to accomplish their aforementioned responsibilities.

OFFICE OF COMMUNICATION AND PUBLIC INFORMATION

Mission

The Office of Communication and Public Information connects the residents of Union County's 21 municipalities with the programs and services initiated by the Board of County Commissioners and implemented by Union County Government. This is accomplished through media relations, a wide range of publications, TV, the County webpage, social media, radio, our telephone infoline, events, a mobile van, letters, direct outreach and direct information and referral services.

Programs & Services

The Office conducts all media and social media communications for County Government, maintains and updates the County website, composes Commissioner speeches including the annual Chairman's Re-Organization speech outlining County initiatives for the coming year, writes talking points for Commissioner meetings, answers queries from the public through the Public Info phone line and email, compiles and distributes daily newsclips for internal use, staffs public events and creates signage and other materials for public events, and acts as the interface between County offices and the County's print services vendor. Additionally, in-house staff provides Spanish translation services.

The Office's Director of Digital, Web and Social Media Services manages all aspects of the County's web and social media portals with the assistance of other Office staff, including the UCIA, UCUA and UCJIF websites under shared services agreements. This individual also administers in-house bidding systems, is a 24-7 responder on all County communication platforms, and provides management of UC First Alert, IT support to the Commissioners and County Manager's Office, and tech presentation support to all County agencies.

The Office also provides web support for the Constitutional Offices of the County Clerk, Sheriff, Prosecutor, and Surrogate. Additionally, the Office provides frequent media and social media support to the County Clerk, Board of Elections and Rutgers Extension, and provides media and social media support as requested by the Vocational-Technical School District and other County-related offices.

The Office works closely with dozens of publications and media outlets throughout Union County and the New York metro region including newspapers, websites, social media sites, magazines, broadcast TV, cable television outlets, radio stations, and newsletters. The Office's Director is in 24-hour contact with media, Commissioners, and County Directors and personnel on police and all-County-related emergency events and emergent policy initiatives. Other Office staff are also on 24-7 call as needed.

The Office also works closely with all departments of County Government to provide information assistance and support pertaining to written, designed or drafted documents, comments, press inquiries, public outreach and more, and works with the Board of Commissioners and County Manager's office to answer constituent letters, emails and media questions quickly and accurately.

2020 Accomplishments

1. COVID-19 Response

On March 9, 2021, New Jersey Governor Phil Murphy declared a state of emergency due to the COVID-19 outbreak. County Government responded to the emergency while ensuring continuity of essential services and programs.

Among other actions, the Office of Communication and Public Information produced hundreds of additional press releases and thousands of social media updates, and facilitated media interviews with County officials to provide up-to-date information about COVID-19 guidance, service changes and resources. The main areas of coverage were:

- COVID-19 testing, with frequent updates for the free Union County Drive-Through COVID-19 Test Center at Kean University and the Union County COVID-19 mobile test unit.
- Federal CARES Act grant programs created and administered by the Board of Commissioners for restaurants and small businesses, schools, libraries, non-profits, rent relief, child care assistance, respite assistance for care givers, and essential supplies for persons with disabilities and special needs.
- Bulk food donations for local service agencies, and a series of emergency food distribution events that provided 2 million meals in 2020 for Union County residents impacted by the outbreak.
- The shift to a COVID-19 safety model for essential services and recreation activities while creating new online resources and activities for job seekers

and employers, senior citizens, the LGBTQ+ community, persons with disabilities and special needs, and more.

- The shift to mail-in ballots, drop boxes, and other COVID-19 precautions for the 2020 Presidential Election cycle.

The Office also created the new Union County COVID-19 web page with links for all County services related to the pandemic, and outsourced staff as needed to assist Public Safety and Human Services departments with COVID-19 response.

2. Regular Activities

The Office immediately transitioned operations to conform with COVID-19 safety guidelines when the Governor declared a statewide stay-at-home order on March 21, and continued to provide all services including website maintenance and updates, press releases and other media communications, social media, and more.

Including Spanish translations, the Office issued 703 press releases in 2020, far exceeding the total of 571 press releases in 2019. Due to the availability of new staff, the Office was able to provide County departments with faster turnaround on professionally designed flyers and other graphics, as well as additional photography and video resources.

As restrictions eased on public events, the Office also resumed communications for the County's regular series of countywide recycling events as well as outdoor movies and concerts, Trailside activities, Adopt-a-Park volunteer events and other new and ongoing programs including:

- Dedication of the new state-of-the-art athletic field at Oak Ridge Park, and Nature Trail and Education Center at Phil Rizzuto Park.
- Publicity for new "Queer Empowerment Hour" webinar series and other online events.
- Media and web support for Primary and General elections
- Production of annual printed matter including County Directory, Budget Narrative, and the Executive Directory.
- Translation of key press releases and County publications into Spanish.

2021 Initiatives

1. COVID-19 Response

The Office will continue to work with the Division of Health and other departments on COVID-19 response, which now includes the new Union County Vaccination Center at Kean University, and continue to provide the public with timely updates on all programs and activities related to COVID-19.

2. Regular Activities

In addition to publicizing ongoing County programs and services, the Office will work with various departments in County Government to keep the public informed and updated on the Chairman's "Union County Rising" initiatives for 2021, including these highlights:

- Expansion of the Union County Regional Dispatch Center.
- Creation of the "Union County Means Business for All" economic development and diversity initiative.
- Improvements at various County parks, and the development of a Master Plan for the Clark Reservoir.
- Groundbreaking for two new County office buildings in Elizabeth.

OFFICE OF UNION COUNTY OPEN SPACE, RECREATION AND HISTORIC PRESERVATION TRUST FUND

Mission

The mission of the Open Space, Recreation and Historic Preservation Trust Fund is to assist in the execution of policy made by the Union County Board of Commissioners to conserve open space, provide recreational opportunities, and preserve historic sites throughout the twenty-one municipalities in Union County.

2020 Accomplishments

Trust Fund

The Open Space, Recreation and Historic Preservation Trust Fund was created by referendum on November 7, 2000 to be funded by establishing a levy of 1 ½ cents per \$100 of total County equalized real property valuation for twenty years. In 2016, a public question was placed on the November ballot to continue the Open Space, Recreation and Historic Preservation Trust Fund without an end date, and it was approved by the voters of Union County. The Trust Fund will continue to provide monies for:

1. Acquisition of lands in Union County for recreation and conservation purposes;
2. Development of lands acquired for recreation and conservation purposes;
3. Maintenance of lands acquired for recreation and conservation purposes;
4. Historic preservation of historic properties, structures, facilities, sites, areas, or objects in Union County and the acquisition of such properties, structures, facilities, sites, areas, or objects in Union County for historic preservation purposes;
5. Payment of debt service on indebtedness issued or incurred for purposes (1), (2) and (4) above.

According to a report prepared by the Edward J. Bloustein School of Planning and Policy at Rutgers University, the following was noted: “The preservation and maintenance of Union County’s park system. . .will be necessary to help sustain an attractive quality of life for the residents of Union County. Initiatives to create an Open Space Trust Fund that will support this effort . . . are highly recommended.”

Open Space

The commitment to the acquisition of open space in the County of Union by the Union County Board of Commissioners is, and will remain, a cornerstone of the Trust Fund. With over 318 acres of land preserved as we ended 2020, the residents of Union County benefit each day from the increased quality of life those acquisitions bring.

Some of the acquired parcels continue to prove the thoughtful commitment of Union County voters when this initiative was approved in 2000. It is not difficult to imagine the economic hardship that the development of the 63 acre American

Water Property in the Watchung Reservation, the 17 acres in Berkeley Heights, or the varied dozens of acres in Clark, Rahway, Union and other municipalities would have caused. Equally as distressing would have been the irreversible loss of that open space in our already crowded county.

Recreation

Through the Open Space, Recreation and Historic Preservation Trust Fund, the Union County Board of Commissioners has had a great impact on the recreational health of our county residents through two avenues of assistance. First, the County of Union continues to create, improve and rehabilitate its already existing system of parks throughout our County.

In addition, the Board has provided direct assistance to municipalities through the Kids Recreation Trust Fund grant program. This grant allows for municipalities to create, improve and expand recreational opportunities in their own backyards, as dictated by their needs and abilities.

Some highlights of these two avenues of improvement include:

- \$1,000,000.00 was awarded to municipalities in 2020 through the Kids Recreation Trust Fund grant program. It is important to note that this matching grant program provides for recreational improvements with municipalities, directed by municipalities. Since its inception in 2004, this grant program has put close to \$17,000,000.00 back into the parks and playgrounds in each of the 21 municipalities in Union County
- Approximately \$100,000.00 was awarded to municipalities throughout Union County through the 2019 Greening Union County grant program. First offered in 2004, this grant program has provided over \$1,400,000.00 to municipalities throughout the County of Union. This matching grant program has added hundreds of trees throughout our county, improving the environmental health for the residents.

Revenue Generation

The Open Space, Recreation and Historic Preservation Trust Fund continues to be an excellent vehicle for the generation of additional revenue to the County of Union. The State of New Jersey, through its Green Acres Program, has been an important partner in the Board of County Commissioner's efforts. Each year, the Trust Fund has applied for funding in the areas of acquisition and park development. Since the inception of the Trust Fund, the Union County Board of County Commissioners has

generated over \$20,000,000 in grant awards from the Department of Environmental Protection, Green Acres Program.

2021 Initiatives

Trust Fund

The creation of the Open Space, Recreation and Historic Preservation Trust Fund in 2000, and the 2016 approval to continue this Fund, affirms the Union County Board of County Commissioners' continued commitment to the quality of life in our area. This unprecedented opportunity allows the ability to pursue that goal, while bringing an obligation to manage in a responsible and thoughtful manner. It is an opportunity that is respected, and an obligation that is taken seriously.

This Board will continue to pursue every avenue available as it seeks to preserve open space in the County of Union. Through its own efforts in the area of recreational expansion, the Board will continue to seek to improve existing facilities and add recreational opportunities as deemed necessary and affordable.

Grant programs like the Kids Recreation Trust Fund will continue to allow municipalities a strong voice in the management of their own recreational needs. Preserve Union County, a matching grant program available to historical sites within the County of Union, will continue to bring our rich history to life through the preservation of the buildings and areas of history in our own backyard. Greening Union County will continue the important work of replacing trees throughout the County of Union, shaping the landscape and the environmental health of our municipalities.

The importance of planning documents commissioned by the Union County Board of Commissioners in the past several years will become strong tools as we move forward. This Board also believes strongly in the maintenance of the heralded Union County Park System as it presently exists and, in keeping with the tenants of the original ordinance, will continue its efforts to make certain that our park system remains a jewel of our county.

County Counsel

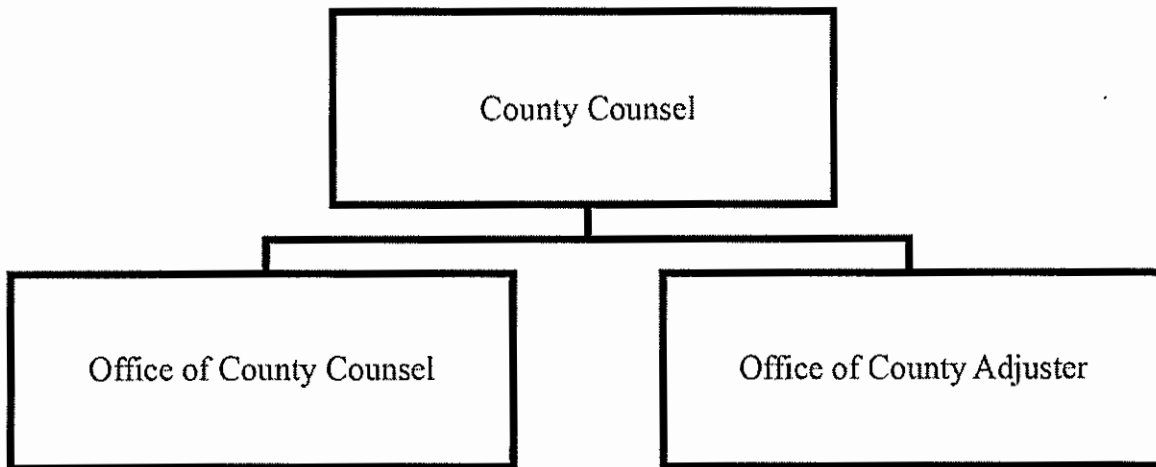
Office of County Counsel

Office of Adjuster

Office of Affirmative Action

Organizational Chart

County Counsel



OFFICE OF THE COUNTY COUNSEL

Mission

The mission of the Office of the County Counsel is to provide a full range of legal representation, legal guidance and legal services to the Board of County Commissioners, the County Manager and to all departments, divisions, and offices within the County in a timely, efficient and cost-effective manner.

Programs & Services

Representation in Civil Actions: Prosecute or defend all civil actions brought on behalf of, or against, the County, its agents, employees, or representatives during the performance of their duties.

Legal Opinions and Advice: Advise County government, all divisions and departments thereof, and all constitutional officers on legal rights and responsibilities, remedies, and ramifications of actions taken by them in the performance of their duties.

Draft County Legislation: Prepare all resolutions and ordinances for consideration by the Board of County Commissioners.

Negotiate and Draft All Contracts: Negotiate, draft and approve all contracts entered into by the County, including labor contracts, contracts committing County taxpayer funds for the performance of any work or service rendered by or for County and for the lease, purchase or sale of property.

Briefing of Current Laws, Rules and Regulations: Advise and inform all County officials and personnel of current relevant State and Federal statutes, regulations, rules, and administrative orders.

Review and Update of County Codes and Policies: Assist in the continuing review and revision, as required, of the Administrative Code, by-laws, and all other policies of the County.

Participate in Disciplinary Actions: Provide for hearing officers and counsel as appropriate, in all disciplinary actions filed against County employees and at other administrative hearings.

Division of Social Services: Provide on-site legal services, guidance, and advice to the Division of Social Services and carry out statutory mandates as they relate to State or Federal reimbursement programs, including appearances in all court and fair hearings on behalf of the Division.

Review of Bids: Review and evaluate all bids and bidding practices and procedures in accordance with the Local Public Contracts Law.

Fair and Open Process: Provide guidance on the Fair and Open process to the various departments, offices and constitutional officers, including overseeing and supervising the public openings and the review committee process in evaluating all the submitted proposals.

OPRA Requests: Provide advice and guidance to the Office of the Clerk of the Board on approximately 1000 OPRA requests received annually and provide representation at both the Government Records Council (GRC) and the Superior Court of New Jersey on all litigated OPRA matters.

Recovery of Bail Forfeitures: In conjunction with the Superior Court of New Jersey and the County Finance Division seek recovery of forfeited bail monies, responding to a variety of motions, the filing of Default Judgments and other forfeiture matters, as well as negotiating bail forfeiture matters with counsel for the insurance companies and bail bond agencies.

2020 Accomplishments

COVID Related

- Worked with the County Manager, Clerk of the Board and other officials to effectuate remote public meetings, bid openings and other functions, to ensure County government continued to function with transparency and public involvement.
- Assisted the County Manager and other officials to properly implement New Jersey and Federal Executive Orders in accordance with the law.
- Advised the Department of Economic Development on legal matters concerning distribution of CARES Act funds to Union County individuals, businesses, non-profits and municipal governments.

Case Management

- Handled over 89 new Tort Claims filed against the County.
- Handled approximately 96 lawsuits, primarily where the County is named as a defendant or co-defendant, including all phases of the litigation from the initial pleadings through discovery, motions and, if necessary, trial.
- Successful utilized demands for dismissal of frivolous actions pursuant to Court rules, to avoid unnecessary litigation.
- Where appropriate, filed motions for Summary Judgment to end litigation prior to trial.
- Investigated over 28 Affirmative Action complaints.
- In conjunction with the Department of Administrative Services, coordinated assignment of personnel counsel relative to disciplinary matters to ensure timely and effective representation of the County and adjudication of claims.

General Office

- Updated the County Administrative Code, including making it gender neutral and updating to reflect the County Commissioner title.
- Updated the Affirmation Action/Equal Employment Opportunity Manual and policy to make it gender neutral and to ensure compliance with federal and state requirements.
- Updated contracts in the areas of service, construction and products.
- Updated computer bank of alternate contract provisions and leases to County property.
- Continued to initiate collection on County matters.
- Continued to update and revise the Request for Proposal and Request for Qualification process and drafted, administered and supervised more than 90 such requests.

2021 Initiatives

- Continue to limit the County's exposure as it relates to self-insured liability claims.
- Continue to collect monies due to the County on bail forfeitures and to work in conjunction with the State of NJ on collection of past due judgment orders.
- Continue to investigate and where appropriate and necessary, initiate litigation to recover County expenditures relative to State obligated services/responsibilities.
- In conjunction with the County Commissioner Policy Committee, continue to

- revise and update the Union County Administrative Code.
- Continue to ensure investigations are conducted, defenses are properly asserted and where applicable, insurance coverage is provided in all litigation matters.
- Continue our aggressive programs of identifying frivolous lawsuits and where appropriate seeking summary judgments in favor of the County, to save counsel fees and costs associated with litigation.
- Continue to play an active role in securing the County's fair share for all reimbursable services/expenditures, especially reimbursement from both the State and Federal Governments. Particular emphasis will be devoted to Medicaid and Medicare reimbursements for both Cornerstone Behavioral Health Hospital and for resident psychiatric patients in State facilities.
- Provide legal assistance for all shared services initiatives with municipalities and other public entities.
- Continue to provide counsel at all involuntary commitment proceedings, regardless of location.
- Continue to investigate and address employee complaints relating to matters including but not limited to harassment, discrimination, retaliation and/or hostile work environment.
- Continue to update our Affirmation Action/Equal Employment Opportunity Manual to ensure compliance with federal and State laws.

COUNTY ADJUSTER

Mission

County Adjudicator is a statutory office authorized to act in cases of commitments or admission of persons to State, County or private hospitals for the mentally ill. It processes applications to determine both the legal residence of the patient and the ability of the patient to contribute toward care and maintenance. The Office also schedules all judicial initial and reviews hearings held at the hospitals on behalf of the patient and prepares all Court Orders relative to same.

2020 Accomplishments

- Approximately 1400 initial hearings and 860 review hearings were heard at various hospitals for Union County.
- A total of 3980 hearings were scheduled.
- Over 203 cases were investigated and 183 cases court ordered.
- Over 1200 consents for mental health reports were processed relative to firearm applications.

2021 Initiatives

- Continue input of current data into the State issued Civil Commitment Automated Tracking System (C-CATS).
- Continue to maintain the procedure by which all hard copy files of psychiatric patients are reviewed for retention/destruction evaluation.
- Attend training sessions by State on the County Billing System which will manage electronic data transfer between the State Psychiatric Hospitals, the Department of Human Services of NJ, and its County Adjusters, Institutional Users and SPA Administrators.
- Continue to retrieve files from archives and prepare for scanning for immediate departmental access.

Department of Administrative Services

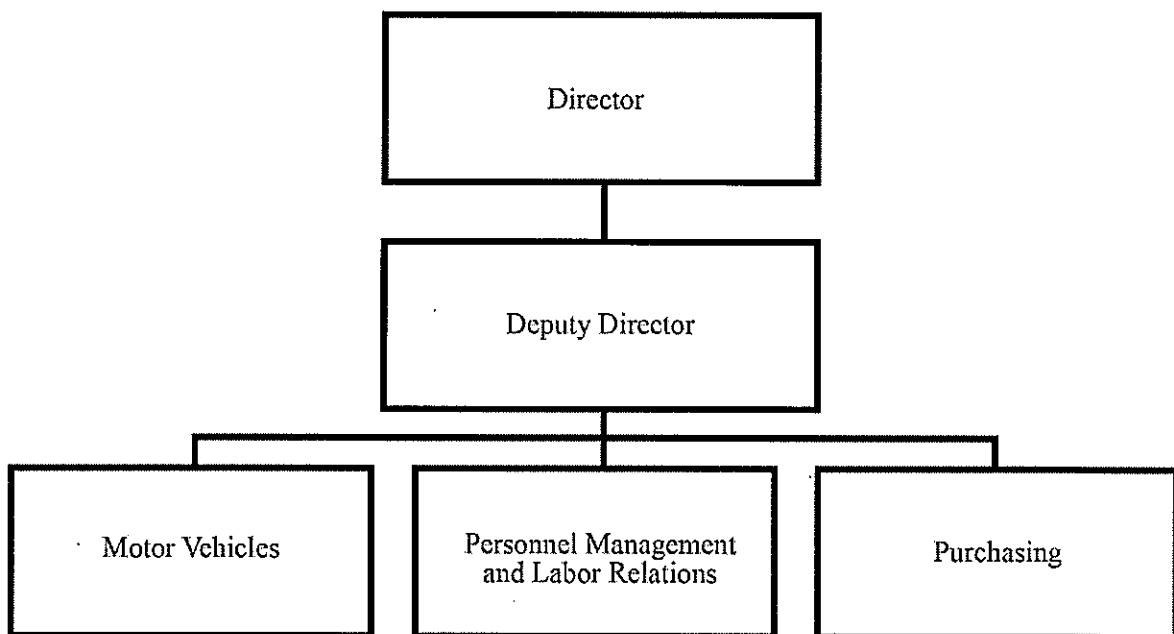
Motor Vehicles

Personnel Management and Labor Relations

Purchasing

Organizational Chart

Department of Administrative Services



DEPARTMENT OF ADMINISTRATIVE SERVICES

Mission

To provide administration and internal structure for the departments of Union County government to allow for their effective and cost-efficient delivery of services to the public.

Programs & Services

- Provides programs designed to control costs for wages and benefits, comply with Civil Service requirements and increase workforce productivity.
- Provides expertise towards procurement pursuant to the New Jersey Local Public Contracts Law, management for the self-insurance funds of the County, and transportation and repairs to vital County work equipment and also for maintenance of the telecommunication systems of the County including landlines and cellphones.
- Works in conjunction with expert brokers of the County to manage health and prescription insurance costs, risk management costs and equipment maintenance costs. Seeks insurance vehicles to lower said costs.
- Heads the County Safety Committee which examines and reacts to any potential hazardous situations and also takes preventative steps such as training for drivers/workers. Also works in conjunction with Sheriff to insure the safety of County workers against potential threats.

2020 Accomplishments

Administrative Services

Insurance: The Department oversees County insurance policies to protect the interests and employees of the County and have negotiated a contract renewal with Horizon Blue Cross Blue Shield of NJ with reduced rates effective July 1, 2018 – June 30, 2021. An increase in Wellness Credits was also secured to the amount \$100,000 per year, which is used for wellness initiatives for employees such as having an onsite wellness coach and facilitating biometric screening during

wellness fairs. The expected savings from this negotiation are \$1,590,000.00 for the 3-year term of the contract. In addition, approximately \$5,000 was saved through audits with the County's general insurance policies.

Office of Asset Management: The Office of Asset Management in conjunction with our vendor for equipment repair conducts a yearly County-wide investigation into covered items and ensures adjustments to the policy. The 2020 audit will result in a savings of approximately \$10,000 due to the removal of outdated equipment/coverage.

Division of Motor Vehicles

The Division consists of two service garages located in Elizabeth and Scotch Plains and oversees the repair, maintenance and procurement of the County's motor vehicles and active motorized equipment. The Division is also responsible for the management of the Telecommunications systems for landlines and cellular devices, operates the Messenger's dispatch office and the County's Mailroom.

Repair Garages completed 2409 work orders as of November 30, 2020 for preventative and unscheduled repair and maintenance. The hours attributable to these work orders totaled 8764.6 hrs.

2020 Repair orders: Elizabeth Garage - 1172; Turf Shop (Public Works & Parks equipment) - 297; Paratransit - 390; Scotch Plains (Heavy Equipment Shop) - 550.

The Division operates 10 fueling sites across the county that has 413,873.1 gallons of gasoline and 124,655.4 gallons of diesel fuel, for a total of 538,528.5 as of November 30, 2020. These sites also provide fuel for various municipalities and authorities throughout the County, which are billed at a per-gallon charge. A total of 89,268 gallons were dispensed to Garwood, Springfield, Mountainside, Winfield, The Elizabeth Housing Authority, The Elizabeth Parking Authority, Union County Education Commission, and The Utilities Authority.

Messengers: Performed all duties and tasks assigned to them in an orderly and timely fashion; completed 15,182 deliveries as of November 30, 2020.

Mailroom: Processed 382,808 pieces of mail as of November 30, 2020, through the postage machines and delivered interoffice letters and packages throughout the County Complex daily.

Telecommunications Unit: Provides the entire phone and communication service for the County of Union, manages all providers of communication services throughout all the facilities owned and operated by the County from routing phone calls to repairing and maintaining the communications infrastructure. Completed

approximately 800 repair and installations for both telephone and computer network lines in the various County complexes.

Division of Personnel and Labor Relations

- Administers New Jersey Civil Service Commissions matters relative to classifications, examinations, and certifications in compliance with the New Jersey Administrative Code.
- Manages programs and services including health benefit administration, classification and compensation, general insurances, employee/labor relations, employee assistance, risk management, and loss prevention.
- Provides staff training and development to maintain a highly skilled and productive workforce.
- Processes property and auto claims with our Third Party Administrators.

Staff Training and Development

Supervisor and Employee Sensitivity & Sexual Harassment Training: Coordinated an online training seminar including employment discrimination, workplace harassment, sensitivity, diversity, state laws and guidelines for Supervisors.

Wellness Programs

Wellness Workshops: Broadcasts periodic emails to all employees on current health topics including registration for webinars and coordinates with our Wellness Coach for nutrition and healthy lifestyle information sessions.

Wellness Coach Program: Coordinated a wellness coaching program for the employees in the Administration Building and Social Services Buildings to provide health coaching, smoking cessation, stress management and health challenges are offered one-on-one as well as in a group setting both virtually and in person. In total, 959 County employees participated in receiving educational coaching.

Expanded Flu Shot Program: Organized flu shot clinics at various office locations throughout the County to administer flu shots to employees. The department also hosted a flu shot clinic specifically for employees to bring family members to receive the vaccinations. In total, over 300 flu shots were administered.

Employee Assistance Program (EAP): In cooperation with the County's EAP vendor, ComPsych, coordinated referrals on an as needed basis. ComPsych was

also available to all employees and their family members to provide guidance and assistance with various issues and needs.

Policies & Procedures

Due to the Pandemic the Division of Personnel developed the following Policies and Procedures:

- Developed return to school telework guidance agreement.
- School/childcare closure guidance.
- Processed Emergency Paid Sick Leave requests.
- Processed expanded FMLA leave requests.
- Responsible to notify contact tracer of positives and notify affected departments of positive employee.
- Responsible to ensure employees adhere to COVID-19 positive guidelines in order to keep our employee population healthy.
- Maintain and manage COVID-19 test results countywide.

Update of UC Policy Against Workplace Discrimination & Harassment:

More language was added to this policy regarding workplace bullying, retaliation, investigation procedure, and responsibilities of Supervisory Personnel. This policy was distributed to all County employees and they were mandated to complete the Employee Workplace Discrimination & Harassment Virtual Training.

Update of the UC Drug and Alcohol CDL Policy: Prepared policy updates based on the requirements set forth in 49 C.F.R. 655.12 and 655.15. The policy contains all elements specified in 49 C.F.R. 655.12. This policy was approved by Executive Policy Committee and distributed to affected County employees.

Update of Union County Tuition Reimbursement Policy: Prepared policy updates to include addition of eligible programs for reimbursement as the Doctoral Degrees at Kean University and other Professional Certificates and/or Programs. These programs may be considered if applicable to employee's job functions. This policy was approved by Executive Policy Committee and posted online.

Update of Employee Handbook & Other Policies: Prepared policy updates in alignment with Federal and State laws as well as County Changes, approved by Executive Policy Committee and distributed to County employees and posted online. Created a single binder/desk reference for all 24 County Personnel policies.

Performance Evaluation Process: In 2019 we introduced a new, more efficient system for Performance Evaluations for exclusionary employees, which provides

for evaluations to be entered online then printed for signature. We will continue to use this system for 2020 evaluations.

Disciplinary and other General Matters: Managed approximately 72 matters with the assistance of personnel attorney in regards to major disciplines, fitness for duty examinations, military leaves, and family and medical leave absence.

Fitness for Duty: Coordinates physical and/or psychological examinations regarding an employee's physical and/or mental ability to perform their job.

Leaves of Absence: Processed approximately 312 leaves of absences.

FMLA Services: Tracks leaves that meet FMLA requirements between vendor and the Division of Personnel to ensure documentation and accurate processing.

ACA Compliance: As an "Applicable Large Employer" that offers health coverage under self-insured plans, the County is subject to IRS reporting requirements under the Affordable Care Act (ACA). Information regarding offers of health coverage and enrollment for each month of the year is provided for each eligible employee and for all other County health insurance subscribers using IRS form 1095-C. The deadline for furnishing the forms to benefit eligible employees and covered retirees is March 2, 2021.

For year 2020, approximately 3,800 1095-C forms will be furnished for eligible employees and other subscribers, including COBRA recipients and retirees, and must include enrollment data for approximately 4,000 dependents. The Division of Personnel monitors health enrollments on a consistent and ongoing basis throughout the year, conducting audits of enrollee and dependent names, birthdates, social security numbers and other relevant data in order to ensure compliance with the IRS deadline. In cooperation with the County's payroll vendor, Primepoint, multiple process improvements have been made to ensure smooth and timely fulfillment of the County's ACA reporting requirements.

Certificate and Graduate Programs in Public Administration with Kean University: County of Union Tuition Reimbursement Plan – 2020: The County of Union Tuition Reimbursement Program continued, offering County employees the opportunity to enroll in a degree program that provides career development in an area related to the work they perform for the County. Tuition Reimbursement is payable according to the grade as stipulated on the transcript; 100% for A; 75% for B; and 50% for C for tuition only. Currently, 14 employees are participating in this program (12 Master's Degree, one Bachelor's Degree, and one Associate's Degree in Graphic Design). One employee has received his Master's Degree this year.

Finally, additional employees are expected to join the program as they begin to see how the program works for others.

Human Resources Management System, Salary Admin and Labor Analysis

- Three (3) employee groups entered into bargaining agreements that include the freezing of health benefit contributions.
- Processing of 570 cost-of-living increases for Non-Contractual employees effective January 1, 2020.
- Approx. 1,815 merit increases for 1,825 Contractual employees throughout the year as required per collective bargaining agreements
- 68 Personnel Agendas consisting of 651 personnel change actions (transfers, new hires, promotions, job changes, etc.)
- Retroactive salaries for 3 Bargaining Units:

Bargaining Unit	Time Period due Retro	Employees Impacted	History Records Adjusted	Additional \$\$ Collected per Ch.78 Benefits
Assistant Prosecutor's Association	01/01/2018 – 03/31/2020	68	271	7,854.05
Council 8	01/01/2018 – 05/31/2020	494	1,875	96,109.23
Supervisor's Association	01/01/2018 – 09/30/2020	33	110	16,269.27
		595	2,2562	120,232.55

- Began the process of moving from Sage HRMS to Primepoint eHR. The new system will include attendance tracking, position control, along with all other HR functions. Primepoint is currently used by the Department of Finance for payroll purposes. Movement to the new system is scheduled for January-February of 2021.

Health Benefits

Donated Catastrophic Leave Program: Assists incapacitated employees and employees with an immediate family member suffering from a life threatening affliction or injury. In 2020, the program included eight employees. **Health Insurance Plans:** Five years ago the County introduced two new cost-effective medical plan options for all employees: Horizon Exclusive Provider Organization and Horizon Health Savings Account. Both plans have seen an increase in participation, as regular Chapter 78 contribution costs for employees for both plans are lowest compared to other plans.

The County now requires all new hires to select one of these two options for medical and prescription coverage through the County. They cannot join any other

medical plan offered by the County until completing two full years of employment, although they may switch between the two plans during the waiting period. As of December 2020, participation in the two plans increased to a combined total 390 enrolled employees.

Dental Benefits: In conjunction with the County's health insurance broker, BGIA, and the Dental insurance provider, Delta Dental, the County has established a new dental buy-up plan called the Enhanced Premiere Dental Plan. It provides a higher level of coverage including \$2,500 for Adult/Child orthodontics, and 50% coverage for major dental work such as, bridgework and dentures. This new plan begins effective January 1, 2021.

Along with the new dental plan, the County has also renewed the dental plans under the HealthPlex/Eastern Dental insurance provider for a two-year contract with a 0% premium increase.

Labor Relations

Employee/Labor Relations: Finalized negotiations with 4 bargaining units.

Non-Law Enforcement Settlements:

Bargaining Unit	Contract Duration	Salary Increase
Supervisor's Association	01/01/2018– 12/31/2020	<ul style="list-style-type: none"> • The Union County Park Foremen's Association merged with the Union County Supervisor's Association. • 2% Salary increases for the years 2018, 2019 and 2020
Union Council No. 8 NJCSA/IFPTE	01/01/2018– 12/31/2020	<ul style="list-style-type: none"> • 2% Salary increases for the years 2018, 2019 and 2020

Law Enforcement Settlements:

Bargaining Unit	Contract Duration	Salary Increase
Assistant Prosecutors Assoc.	01/01/2018– 12/31/2020	<ul style="list-style-type: none">• 2% Salary increases for the years 2018, 2019 and 2020
PBA 73A County Police Superiors	01/01/2021– 12/31/2021	<ul style="list-style-type: none">• 2% Salary increase for 2021

Collective Bargaining: Efforts continue on reaching settlements with two non-law enforcement units whose contracts expired in 2018 and 2019: Park Maintenance Association; and Union County Social Services Teamsters 469 Secondary Supervisor, which cumulatively covers 80 employees. Similarly, the negotiation process continues with HPAE Local 5112-Nurses, and PBA108A-Sheriff Superior Officers. As most settlements expired on 12/31/2020, bargaining units are expected to commence negotiations meetings.

Division of Purchasing

- Use of Edmunds computerized requisition system to vet, amend and approve over 10,000 requisitions for goods and services in 2020. Staff proofs each requisition for legal requirements.
- Advertised and processed about 35 public bids for County entities.
- Handled all COVID-19 Public Health Emergency Purchases.

2021 Initiatives

Administrative Services: Will continue to manage insurance aspects and investigate avenues to increase services and effectuate savings while providing managerial and strategic planning to: Motor Vehicles (maintenance including heavy duty truck fleet); Telecommunications (cell phones, land lines, systems); Mailroom and messenger service; Purchasing (state procurement law and assurance of open competition), and Personnel (human resources and health insurance management). Continue to work with Federal and State mandates regarding COVID-19 to achieve best outcome for the County of Union.

Division of Motor Vehicles: The division will continue to offer the repair and maintenance services for the counties fleet that it has throughout the years. We will continue educational programs for technicians through vendor partnerships who offer night classes at no charge, sponsored by The Top Automotive Aftermarket and Original Equipment Suppliers. Motor Vehicles will continue completing upgrade to County operated fueling sites in the upcoming year and has plans to update fueling sites located at the Echo Lake and Quarry Service Yards.

Mail Room: Has move to its updated service area in the courthouse. Staff will continue to work diligently to keep mail going out on time and tracking all certified and priority mail. We anticipate the delivery of new mail processing equipment to expedite our mail services.

Messengers: Will continue prompt completion of work orders (with 17,194 deliveries total in 2019 and 15,182 as of November 30, 2020).

Telecommunications: Phone Room and Technicians will continue to assist Constituents and County Employees, and complete work orders; is Telecommunications is looking into new equipment and processes to better streamline phone and data services throughout the County complexes.

Personnel -- Staff Training and Professional Development:

- Departmental Personnel Liaison seminar training on all Personnel matters to include policy & procedures for FMLA, attendance, disciplinary, position control actions, salary, benefits, & worker's compensation. Continue new Rutgers certificate program for new County Supervisors.
- Continue to arrange Personnel staff meetings, broadcast monthly emails and Wellness Seminars on current health topics, and coordinate virtual Wellness Fairs, Flu Shots and Health Screenings.
- Continue to promote employee participation in the updated Certificate and Undergraduate/Graduate Programs in Public Administration and other programs in cooperation with Kean University and Union County College.
- Continue wellness coach program for overall health of County employees and to help reduce the cost of health insurance. Wellness Coach will continue to meet virtually and in person with County employees on an individual basis to reduce health risks.
- Continue to enhance the online employee portal for County Policies and Personnel forms to make it accessible to all employees.

- As a Local Appointing Authority, the Division continues to support the New Jersey Civil Service Commission in all endeavors by participating in their efforts to streamline efficiency. The Division will continue to enforce and comply with all laws, statutes, and regulations for improving communication and workflow.
- Continue to digitize records and important documents, in order to meet the rising need of more individuals working from home.
- Implementation of new HR System, effective late January, 2021.

Employee/Labor Relations

<u>Non-Law Enforcement Units</u>
<ul style="list-style-type: none"> • HPAE Local 5112-Nurses • Supervisor's Association • Union Council No. 8 NJCSA/IFPTE • Local 68-68A-68B Operating Engineers • IBEW Local 1158 Prosecutors Excl • Union County Social Services CWA AFL-CIO • Teamsters Local 469-Primary Supervisor-Social Services • Teamsters Local 469- Secondary Supervisor -Social Services • Park Maintenance Association • Teamsters Local 469-Public Safety & Jail Prof Staff

<u>Law Enforcement Units</u>
<ul style="list-style-type: none"> • PBA203-Weights & Measures • PBA73-County Police Officers • PBA73A-County Police Superiors • PBA199-Correction Officers • PBA199A-Correction Superior Officers • PBA108-Sheriff Officers • PBA108A-Sheriff Superior Officers • PBA250-Prosecutors Detective & Investigators • PBA250A-Prosecutors Investigator Superiors • Assistant Prosecutors Association • FMBA-Hazmat Techs & Responders

The non-law enforcement units together represent approximately 1,087 employees; or almost 45% of the County's total workforce. The law enforcement units together represent approximately 644 employees; or almost 27% of the County's total workforce. As a result, all units together represent approximately 1,731 employees; or almost 72% of the County's total workforce.

Risk Management and Loss Prevention: Last year Union County trained over 500 employees in PEOSH Job related Health and Safety courses, General Safety and Building Evacuation Safety Drills. These courses in 2020 include:

- CPR Defibrillator Recertification for Employees.
- CPR Defibrillator Certification for Employees who request training.
- On Site Safety Audit Inspections of County owned Buildings.
- Confined Space Entry Team Drills.

- Continue Work Site Specific Safety Training.
- 6 hour New Jersey Safety Council Defensive Driving Course for CDL Drivers
- Building Emergency Action Plan Drills. (BEAP) FIRE DRILLS.
- In addition, continue employee training to meet or exceed PEOSH Standards for Blood Borne Pathogens, Right to Know/Hazardous Communications, Lockout/Tagout, Fork Lift, Fall Protection, and Respiratory Protection/Fit Testing.

Employee Benefits

- Assist in compliance with Federal Affordable Care Act mandates/guidelines.
- Coordinate health benefits modifications and implementation of the new plan options with carriers and employees.
- Assist with the Federal Retiree Subsidy Drug Program application as required.
- Perform audit of all benefit enrollment information across all in-house databases, as well the databases of our service providers, to ensure data integrity among all systems.

Salary Administration & Labor Analysis

- Continue process of moving all HR information over to Primepoint and working closely with their software team to develop new solutions to help best meet the needs of Union County.
- Create new processes and forms to correspond with the new HR system
- Conduct continuous training on new system for departmental personnel liaisons

Purchasing: Continue to employ membership in the County Purchasing Agent Association, Governmental Purchasing Association, Northern Chapter of NIGP and the National Institute for Governmental Purchasing to network and keep abreast of peers in public purchasing to find solutions for common problems. Cooperation with the N.J. Association of Counties, N.J. League of Municipalities and the Rutgers Educational Forum also contributes. Goals for 2021 include:

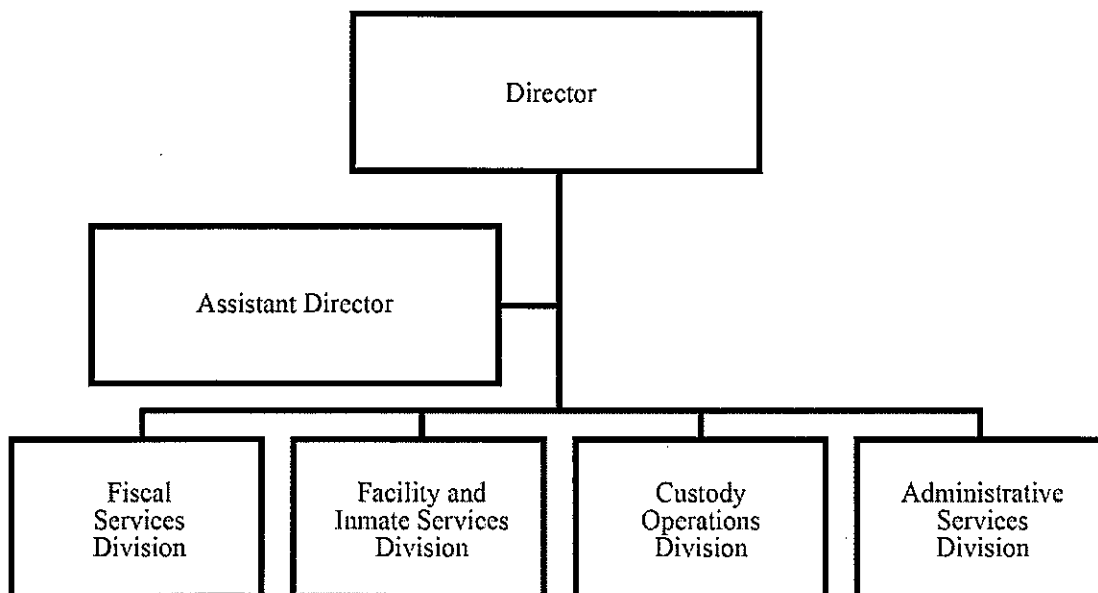
- Hold more educational forums for county employees and as a shared service to other Union County governments. Approved continuing educational credits for purchasing officials, finance, clerks, public works, recycling coordinators and clean communities coordinators.
- This year will focus on Cybersecurity and Green Purchasing.
- Provide an educational tour of another utility facility to obtain continuing educational credits for purchasing officials, finance, clerks, public works, recycling coordinators and clean communities coordinators.
- Meet with each department throughout the County to educate, reiterate and train employees on purchasing policies and the local public contracts law.

Department of Correctional Services

**Administrative
Operations/Security
Programs/Services
Environmental Health/Custody Management**

Organizational Chart

Department of Corrections



DEPARTMENT OF CORRECTIONS

Mission

The mission of the Union County Department of Corrections is to protect the public by providing a safe, secure, and well-managed environment for employees, offenders, and visitors. In collaboration with the community and other agencies, the Department will provide programs that offer offenders the opportunity to become responsible law-abiding citizens.

Programs & Services

Under the authority of the Union County Department of Corrections are the Union County Jail and the Union County Juvenile Detention Division.

Union County Jail: Custody of adult offenders (over age 18) and programs are managed at the Union County Jail. Offender re-entry programs, addiction rehabilitation, community release programs and secure custody are maintained for the citizens of Union County. Public safety and offender programs are key pillars of the Union County Department of Corrections.

Union County Juvenile Detention Division: Union County Juvenile offenders (under age 18) and programs are managed through this division of the Union County Department of Corrections. Custody of juvenile offenders is maintained through an agreement with Essex County, NJ. Custody and program oversight is maintained by Union County. Additionally, offender home monitoring cases are processed through this division in partnership with the Union County Courts.

2020 Accomplishments

Generated **\$2,543,560 M** in revenue

- Reduced overtime expenditures by **\$1,390,891M** 2020 vs 2019
- Reduced overtime expenditures by **\$3,962,604M** 2016 vs 2020
- Reduced overtime hours by **19,461 or 36%** 2019 vs 2020
- Reduced overtime hours by **68,613 or 66%** 2015 vs 2020
- Established Community Service Workforce Program

- Earned 100% score on the American Correctional Association (ACA) Accreditation
- Earned 100% score on the annual state inspection 4 years in a row
- Expanded the Prisoner Re-Entry Program
- Expanded the Medication Assistance Treatment Program (MAT)

Information Technologies Enhancement

- Instituted the Offender Management System (OMS) throughout the facility

Staff Enhancements

- Promotion of two (1) Captain
- Promotion of three (1) Lieutenant
- Promotion of six (6) Sergeants

Department of Economic Development

Strategic Planning

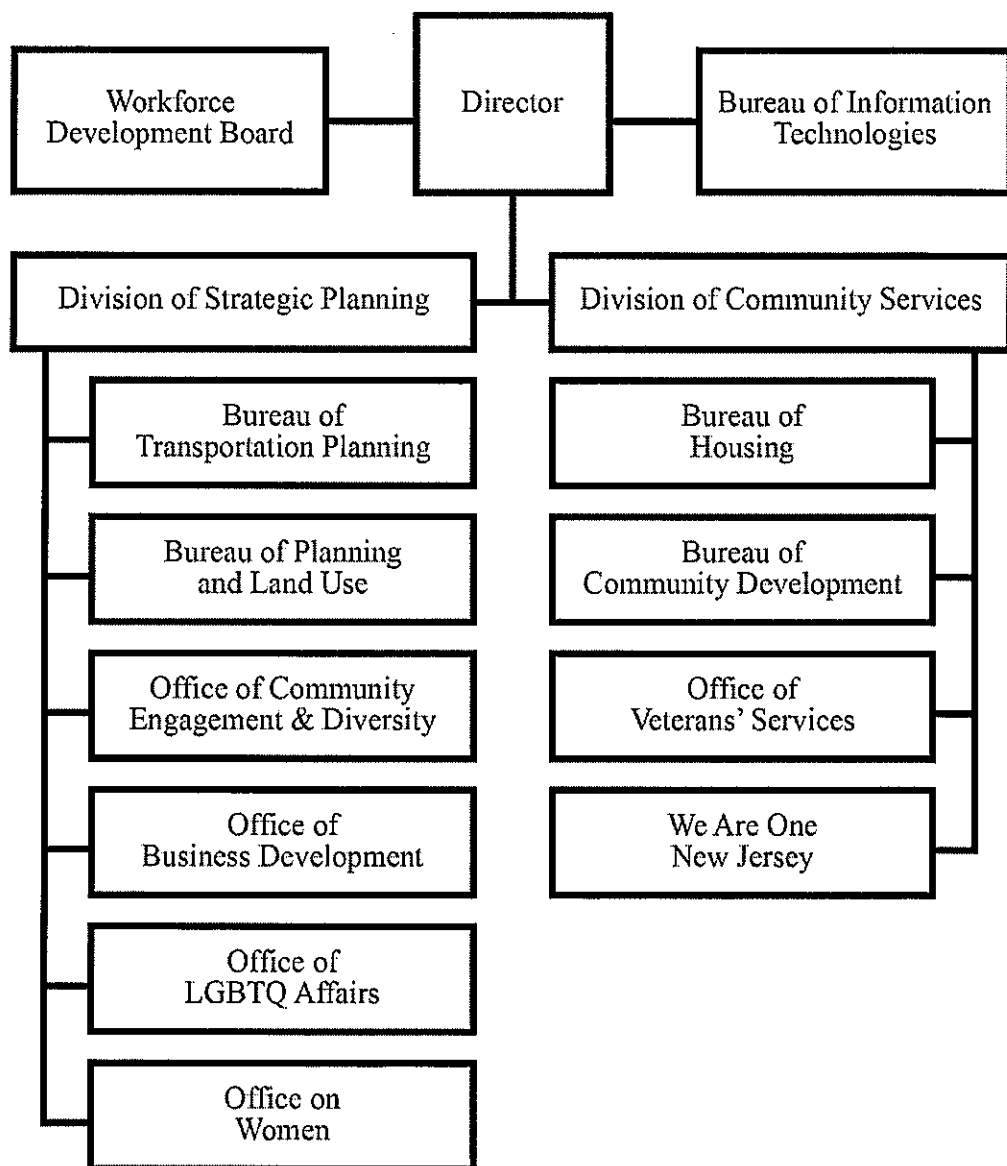
Community Services

Workforce Development Board

Information Technologies

Organizational Chart

Department of Economic Development



DEPARTMENT OF ECONOMIC DEVELOPMENT

Mission

The mission of the Union County Department of Economic Development is the promotion and development for planning and growth of the County of Union, through the implementation and coordination of all economic development plans and programs including matters affecting workforce development and quality of community services.

Programs & Services

Workforce Development Board: The Union County Workforce Development Board of Directors is responsible for all strategic planning efforts under the Workforce Innovation and Opportunity Act (WIOA), including the oversight of the American Job Center Center.

Division of Community Services: Partners with communities and non-profit agencies to reduce the causes of poverty, increase job opportunities and economic security for individuals/families and revitalize communities. The Division of Community Services prepares matters pertaining to planning, development, and community development mandated by federal or state government; performs all functions related to implementing a housing and community development program, as required by the Housing and Community Development Act of 1974 and any amendments thereto; is responsible for all aspects of Veteran's Services.

Bureau of Housing: Primary focus is to increase accessibility to safe, affordable housing in the County and assure the continuation of an adequate housing stock. The Bureau serves as administrator for the Union County Home Improvement Program, Section 8 Program, and the Senior Home Improvement Program.

Bureau of Community Development: Oversees the Community Development Block Grant Program (CDBG), HUD's primary program for promoting community revitalization. CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, social service programs and improvements to community facilities. CDBG funds are leveraged with municipal, state and private dollars to meet long- and short-term objectives. To maximize the effectiveness of CDBG dollars, efforts are coordinated with the County's Department of Human Services.

We Are One New Jersey: In conjunction with the New Jersey AFLCIO, provides U.S. citizenship application guidance, voter registration, and notary services. The goal is to build stronger communities by educating and engaging new Americans to become active participants in our democracy.

Office of Veteran's Services: Provides information and advocacy for veterans and their families. Information includes burial and memorial benefits and education and training programs availability; coordinates flag placement on veterans' graves.

Division of Strategic Planning: Consists of two bureaus and four offices – the Bureau of Transportation Planning, Bureau of Planning and Land Use, Office of Community Engagement and Diversity, Office of Business Development, Office of LGBTQ Affairs, and Office on Women. The Division's responsibilities are:

- Strengthening Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic growth and development in partnership with the Union County Economic Development Corporation and all other public/private partnerships.
- Establishing an ongoing program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government.
- Maximizing federal, state and foundation grant dollars and reducing the property tax burden by increasing revenues to fund existing and/or new programs and services as consistent with the needs of the County.
- Developing and administering continuing shared service opportunities with other public entities throughout the County and State; and facilitate intergovernmental relations on behalf of the County.

Bureau of Transportation Planning: Develops and sponsors major mass transit, road infrastructure, transportation management and freight movement planning studies, and secures federal and state grant funds for technical studies and strategic planning initiatives regarding countywide transportation issues. It is also involved with the development of programs to enhance countywide transportation systems, in addition to coordinating and reviewing transportation data developed for the County area by regional transportation agencies.

The Bureau works closely with the North Jersey Transportation Planning Authority through which it receives funding to conduct its work program.

As part of its planning function, the Bureau provides the administrative support for the Union County Transportation Advisory Board (TAB) which meets six times a year. The Bureau arranges presentations on timely issues for the TAB meetings. The TAB offers local and citizen input on transportation policy matters to the Board of County Commissioners. Each of the 21 municipalities within the County can appoint representatives.

Bureau of Planning and Land Use: Assures that the County complies with all state planning statutes and regulations, including the review of site plans and subdivisions. It maintains a central repository of all local Master Plans and zoning ordinances and provides support staff for the County Planning Board and the County's involvement in the State Cross Acceptance Process. Staff also serves as a conduit between municipalities for planning, municipal redevelopment, and brownfield/grayfield information. The Bureau applies for and secures federal and state grant funding for Smart Growth Studies, brownfields/grayfields and any other planning and economic development related studies.

The Bureau develops and maintains a County Master Plan, County Land Development Ordinance, Comprehensive Economic Development Strategy (CEDS) and the Transportation Circulation Plan for the County. These plans and other study efforts outline potential economic development opportunities while providing the principles and strategies to guide economic growth and enhance the quality of life in Union County.

Office of Community Engagement & Diversity: Provides outreach to local community-based groups and volunteer organizations to create a network and directory of same. The Office coordinates countywide community events and programs which foster and promote volunteerism in Union County. The focus is to reinforce strategies for building relationships with the County's diverse communities to include culture, lifestyle, ethnicity, and race.

Office of Business Development: Cultivates effective strategies for business attraction and retention. In partnership with the Union County Economic Development Corporation and Chamber of Commerce stakeholders the Office of Business Development integrates strategic activities designed to attract and retain targeted industry businesses, stimulates job creation and increases the capacity of small businesses to remain competitive. The *Union County Means Business* networking business events are coordinated through this office.

Office of LGBTQ Affairs: Identifies and assesses the needs of the LGBTQ residents of the County to plan for and facilitate access to resources, understanding of civil rights and to promote unity within communities. The Office provides

information and referral to resources and services to improve the quality of life for LGBTQ residents of the County; educates individuals and organizations on rights and linkage to advocacy support; and develops community outreach activities designed to promote community diversity and unity.

Office on Women: Provides information and referral to resources and services to improve the quality of life for women in the County and coordinates programming with other offices to promote community diversity and unity.

2020 ACCOMPLISHMENTS

Workforce Development Board:

- Funded Workforce Innovation Business Center at Union County College to serve adults and dislocated workers in the amount of \$285,000.
- Funded Union County College, Workforce Advantage, to provide to-work and job search activities for a total of \$400,000 in Temporary Assistance to Needy Families as well as General Assistance programs.
- Funded the Union County Vocational Technical Schools to provide out-of-school youth with a high school education through the Simon Youth Academy in the total amount of \$333,000.
- The International Rescue Committee was awarded a contract in an amount not to exceed \$250,000 for the time period beginning February 14, 2020 and ending January 31, 2021, for the purposes of establishing an *Affiliated American Job Center Site Operator For Employment And Training Services To Refugees Resettled In Union County*.
- The Plainfield Public Library was awarded a contract in an amount not to exceed \$60,000 for the period beginning March 1, 2020 and ending December 31, 2020; the Plainfield Public Library, in collaboration with the Elizabeth Public Library, and Certiport, submitted a proposal to utilize Workforce Learning Link funding to pilot a program to provide basic-to-intermediate digital literacy instruction leading to industry-recognized credentials to unemployed, underemployed, and incumbent employed Union County residents.
- Awarded a fiscal monitoring contract to Supplee, Clooney and company to assist the UCWDB in conducting sub-recipient fiscal and program oversight. Funded amount was not to exceed \$40,000.

- The Union County Workforce Development Board developed, completed and approved the Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) with the American Job Center Partners.
- The UC Workforce Development Board, the American Job Center and Union County College were awarded a \$300,000 NJ Endures COVID-19 grant from the NJ Department of Labor and Workforce Development.

Division of Strategic Planning

- Convened Union County Complete Count Committee Meetings and 2020 Census County Grant Sub-awardee meetings.
- Administered 2020 Census County Grant for six (6) municipalities with hard-to-count communities and four (4) non-profit agencies.
- Coordinated countywide 2020 Census outreach efforts.
- Provided County resources in addition to grant funding to support all 21 municipalities, County grant sub-awardees and various CBOs in an effort to achieve higher response rates; resources included free printing services.
- Submitted 2020 Census County Grant Interim and Final Reports to the State.
- Applied for and was successfully awarded a Local Efficiency Achievement Program (LEAP) County Coordinator Fellowship Grant.
- Hired Local Efficiency Achievement Program (LEAP) County Coordinator.

Video & Event Production Services: High quality videos of all Commissioner meetings, County events and special occasions were provided along with pre- and post- production video services.

Office of Business Development

- **UC STEP:** The seventh annual UC STEP Student Training & Enrichment Program Summit was held at the STEM Building at Kean University on December 6, 2019. Countywide, over 200 high school sophomores and juniors from 18 Union County high schools participated. The winning community service initiative selected for 2020 was “It Makes Sense to...Come to Your CENSUS 2020” (cancelled due to the pandemic).
- **UC Means Business:** Union County Networking Breakfast, ***Building Better Business Relationships*** featured speaker Tony Chatman, February 19 at Kean University STEM Building - 150 attendees (other UCMB initiatives were cancelled due to the pandemic).

- Communicated to the business community latest Coronavirus updates daily via blast email.
- Administered CARES Act Funding for small business and restaurant grants. Total funding allocated: \$8 million for small business grants and \$2 million for restaurants.
- **Office of Business Development Webpage:** A new web portal was created specifically to attract and retain businesses, offering links to valuable resources for our business community.

Office of Community Engagement & Diversity

- Updated the Union County Office of Community Engagement & Diversity webpage with better organization templates and tabs to include Bulletin Boards, Volunteer Directory (added more volunteer opportunities), Find Food (updated the connection link to the Community Food Bank of NJ webpage), and added donation drives occurring within the County.
- Hosted the Union County MLK Day of Service on January 20th with 50 volunteers who made 200 sandwiches for the homeless in Union County and 50 get well cards for children in our Union County Hospitals.
- Coordinated the Black History Month Lunch & Learn on February 10th recognizing the 400th Anniversary of the transatlantic slave trade and the resilience and cultural contributions of Africans and African Americans: attended by 85 people.
- Coordinated Union County Census PSAs and the County social media census campaign that was launched throughout the County in an effort to increase the County Census response rate in hard to count areas.
- Coordinated the Union County Project Hope Virtual Donation Drive where residents were able to donate diapers, baby formula, and baby wipes to 13 nonprofit agencies via our webpage and have items sent to them using contactless delivery for the families in need.
- In partnership with the International Rescue Committee and the City of Elizabeth, 250,000+ meals were distributed to residents from community centers in Elizabeth to help families in need during the pandemic.
- Coordinated 100+ volunteers for all Union County Food Distributions beginning at the end of May of this year until the present time.
- Coordinated the 3rd Annual Union County Hispanic Heritage Celebration event, using social distancing regulations, which included honoring 3 honorees, dance performance, food, giveaways, census registration, & a cultural family friendly movie. The event was attended by 250 people.

- Coordinated the Union County Fall Food Donation Drive collecting nonperishable food items and toiletries for our Union County Division of Social Services clients and families.
- Coordinated the Union County Annual Toy Drive which provides toys to 250+ families in Union County and nonprofit agencies.

Bureau of Transportation Planning

- **NJTPA Grant:** In 2020, the Bureau of Transportation Planning managed the annual funding through the North Jersey Transportation Planning Authority (NJTPA) Sub regional Transportation Planning Program.
- The Bureau successfully applied for a new two-year transportation planning project through the NJTPA for the *Electric Charging Stations Location Study* which has a budget of \$220,000.
- The Bureau applied for and received funds to support a part-time Transportation Internship and office equipment.

Union County Truck Mobility Study: Part of the Sub regional Studies Program (SSP), it is a two-year Study that had an April 2020 kick off. The Study will conclude on June 30, 2021 and will identify barriers to safe truck movement on County roadways and look to balance truck movements on County roads with other modes of travel including bicycles and pedestrians.

UC Transportation Advisory Board: The Bureau managed the Transportation Advisory Board which meets six times a year and has membership appointed by the municipalities. Presentations included U.C. Census 2020; U.C. GIS in Planning; N.J. Infrastructure Bank; U.C. Truck Mobility Study; and, NJTPA Transportation Plan 2050.

Raritan Valley Rail Coalition: The Bureau gave staff support to the Raritan Valley Rail Coalition which advocates for retention and expansion of the one-seat ride on the Raritan Valley Rail Line as well as other service improvements. The Bureau assisted with the planning of several RVRC Trustee meetings and a public meetings to further the objectives of the Coalition.

UC Paratransit System: The Bureau participated on the Union County Paratransit System's Senior Citizen Disabled Resident Transportation Advisory Board (SCDRTAB) and worked with the Paratransit Office to improve awareness of the Route 22 Safety Shuttle.

Bureau of Planning and Land Use

Planning Board: During the period from January through mid-November 2020, the County received 127 land development applications and reviewed 124 development applications which represent a 9% decrease in the number of applications. Of the 124 applications reviewed to date, about 76% were approved, 22% withheld and 2% were conditionally approved.

In July 2020 the County Planning Board adopted an update to the land development review fee schedule by revising and clarifying the exemption section. The County Freeholder board adopted this revision in September 2020. In 2019, the land development review fees collected totaled \$94,896 and year to date in 2020 the amount is slightly under \$98,000 which represents an 11% increase when compared to the same time last year.

Constituents Served: In 2020, from January to early November, the Bureau received 192 municipal notices. In this timeframe, the Bureau also received 303 data requests or about 25 per month. The total number of requests for this period is 578 or 53 per month. The Bureau also reviewed 192 municipal and 79 environmental notices or about 23 notices per month.

In the same timeframe, 275 OPRA requests were answered which equate to 23 OPRA requests monthly and on average relates to 8 municipalities monthly.

EPA Brownfield Project: The Union County Brownfield project is a \$600,000 grant awarded by the EPA paid out by the county to the consultant and reimbursed through transaction requests. It included preparing an inventory of around 1,200 Brownfield sites. The number of assessments included 13 phase I or Preliminary Assessment reports and 6 Phase II or Site Investigation reports. Four other sites in four separate towns were considered for assessment reports: after extensive effort by the consultant the municipalities and/or property owners did not provide consent for access to these sites.

Office of LGBTQ Affairs

LGBTQ Ad Hoc Committee: 36 community leaders serve as an advisory committee to the Office of LGBTQ Affairs. The committee meets 4 times a year to discuss the current and emerging issues affecting the LGBTQ community.

Event Highlights: Third Annual LGBTQ Networking Roundtable, Union County Inclusive Schools Presentation, presentation and panel discussion

covering New Jersey's new streamlined confirmatory adoption law, Seton Hall panel discussion offering insight to medical students on adolescent LGBTQ health care challenges and needs, hosted GLAAD Media Institute's 'Engagement 101 Telling Your Story: Messaging and Media Tools for Today's Activists' accelerating acceptance training course, hosted GLAAD Media Institute's 'Engagement 202: Telling Your Story Through Social Media' advocacy course, Marsha P. Johnson Monument Fundraising & Design, Pride At Home, Out in Union County: Queer Empowerment Hour, LGBTQ History Event Drive-Up Movie, Transgender Networking Mixer, Union County Honors World's Aids Day.

Pride Month Events: Pride in a Box, PRIDE Lunch and Learn Series, Drag Queen Story Hour, LGBTQ Trivia Night, Beauty Queen Makeup Demo, panel discussion with Freeholder Williams on Violence and Justice in the LGBTQ Community, Pasta Party (cooking demo) featuring Drag Queen Cissy Walken.

Office on Women

Print Work: The Office creates, prints and distributes various informational literature, including: Suffragettes Bookmarks, Black History Month Women Trivia Cards, 8 ½ x 11" posters of Famous Women (graphic free on-line), 11 x 17" posters of Famous Women (graphics free on-line), Resource Directory for Office on Women and Commission on the Status of Women, and Office on Women Informational Contact Card.

Social Media Campaign: Domestic Violence During a Pandemic

Union County Women Making History/Video: Completed Union County Women Making History Video: Five Women Freeholders/Majority.

Commission on the Status of Women Meetings – County Commissioner Advisory Board: Serve as the Executive Secretary to the Board. The Commission Bylaws were updated and approved in January 2020.

Event Highlights: Commemoration of 100th anniversary of the 19th Amendment.

Division of Community Services

Community Development Block Grant Program 2020

Facilities Improvements: A total of \$477,000 was allocated for facility projects. Some of the accomplishments are as follows:

- Senior Housing Corporation of Scotch Plains was funded \$30,000 for the purchase and installation of new windows.
- Westfield Community Center was funded \$35,000 for duct work & LED lighting installation.
- Cerebral Palsy League was funded \$45,000 to purchase and install new flooring within one of the two area of the building.
- Rahway Housing Clifford Case Apartment was funded \$15,000 to create a fully ADA compliant apartment.
- Rahway JFK Community Center was funded \$20,000 for the installation of gym doors.
- Hillside Buie Center was funded \$50,530 to replace the roof.
- Kenilworth Borough Hall was funded \$20,000 to remodel Handicapped ADA restroom.
- New Providence Decorso Center was funded \$15,000 to replace/kitchen equipment.
- Plainfield Neighborhood House was funded \$35,000 to replace gym floor.
- Plainfield Second Street Youth Center was funded \$34,000 to install automated parking gates.
- Summit Housing Authority was funded \$30,000 for senior housing facility improvements.
- Westfield YMCA was funded \$10,000 for ADA Compliant individual locker rooms. As a result of Covid 19, funds were used for the purchase and installation of HVAC filter anti Covid 19 equipment.

Public Improvements: A total of **\$1,288,000** was allocated for Public Improvement projects. Some of the accomplishments are as follows:

- Clark, Cranford and Kenilworth utilized \$18,000 each for curb cuts and ramps at various locations within each municipality for the purpose of complying with ADA codes.
- Linden utilized \$230,000 of CDBG funding for various streets, curbs and sidewalk improvements.
- Hillside utilized \$140,000 of CDBG funding for resurfacing various streets that had deteriorated.
- Plainfield utilized a total of \$405,000 CDBG funding for three (3) projects covering street rehabilitation, playground and drainage improvements.
- Rahway utilized \$239,000 of CDBG funds for the rehabilitation of deteriorated streets at various locations within the city proper.

Housing: A total of \$87,000 was allocated to Counseling Agencies. The County of Union has utilized the services of two HUD certified Housing Counseling Agencies – Urban League and Faith, Bricks and Mortar. Both have expanded their services beyond regular counseling services to include foreclosure, rental and mortgage issues.

Public Services

Child Care Services: Over 1,112 children Countywide from low to moderate income families were provided with daycare programs, as well as afterschool and summer programs.

Emergency Shelter Services: To address homelessness in the County, 252 individuals were served by programs such as Family Promise, Fish Hospitality, Gateway YMCA of Eastern Union County and YWCA of Union County.

Food Pantry Programs: Linden Food Pantry LINCS and The Salvation Army Hygiene Pantry programs have served approximately 1,414 people and families with essential food and health care products.

Handicapped Services: Approximately 2,275 Handicapped individuals were served in the County of Union with programs that provided rehabilitation services promoting physical, emotional and cognitive development and assuring their safety and wellbeing. Program included County of Union Recreation Program for Disabled Adults, ARC of Union County Adult Medical Day Care, Cerebral Palsy, Occupational Center of Union County, Shut-In Council for Disabled Care Services in Plainfield and Westfield Y Adult Special Needs Program.

Mental Health Services: To address mental health in the County, approximately 50 individuals were served by programs such as Jewish Family Services of Central NJ and United Family & Children Services.

Senior Citizens Social Service Programs: Approximately 12,158 Senior Citizens throughout the County received cultural, educational, nutritional, medical, health related, and recreational programs and the following benefits during the contract year: health benefits included presentations on topics of maintaining wellness and fitness through nutrition and exercise, health aide services to seniors who are unable to attend outside programs showing them how to live safely in their homes and prevent nursing home placement or hospitalization, health assessments including weight and vital signs,

cardiovascular, diabetic, urinary, mental health, skin and wound healing and much more.

United Way of Greater Union County: The County of Union and United Way of Greater Union County partnered to administer a project called the “Family Strengthening Program.” Community Development funds in the amount of \$146,000 were provided to the United Way for this program. This program is designed to support family strengthening activities for the most vulnerable and at-risk population in Union County. Funds went to child care services, services for battered and abused children, disabled services, homeless prevention, youth services, domestic violence programs, and mental health/counseling services.

Home Investment Partnership Program

Habitat for Humanity finished its 836 West Third Avenue project. The project was completed and a low income family purchased the house.

Premier Community Development Corporation - 918 Smith Street Home Buyer Rehabilitation Project. It is 95% completed and we anticipate a low income family will purchase this house by June 2021.

CAPC Supportive Needs Housing was funded **\$150,000** to rehabilitate eight units of low income housing in the City of Plainfield with CDBG funds. The project will start in December and finish by February 2021.

Union County Public Housing Authority Program (Section 8): To date the Section 8 program has spent \$3,900,000 providing housing for 371 units. The Union County Housing Authority is in the process of updating the County website through the efforts of PHA-WEB. The Union County Housing Authority has recently received \$479,232 for 40 additional vouchers. This award will serve 40 non-senior disabled families through the Section 8 Mainstream program.

Successfully implemented our Covid-19 Rental Assistance program with the additional CARES Act allocation of \$2.77 million dollars and will continue to provide Covid assistance with additional funds.

Office of Veterans Services

- Processed over 100 compensation and survivor benefits claims for veterans and dependents with a successful approval rate of 88.7%.
- Achieved 100% placement rate of homeless veterans who entered the office.

- Partnered with Newark VA Regional Office and VA Healthcare to host quarterly claims clinics to process compensation and pension claims.
- Supported our annual partnership with VFW and American Legion branches in Union County by purchasing 31,000 flags for placement on veterans' graves in Union County on Memorial Day.
- Distributed American flags to 150 veterans and volunteers for the annual Memorial Day flag laying on veterans' graves at Graceland Memorial Cemetery in Kenilworth in May.
- In April, began publishing a new quarterly newsletter called the Veterans Bulletin, which includes articles and information about available VA benefits, veterans' resources, local events and support programs.
- Organized and participated in the National POW/MIA Recognition Day along with member of county VFW and American Legion posts held in Elizabeth on September 18, 2020.
- The Office of Veterans Services initiated the first annual **“SHERO” Award** to honor Union County women veterans for their outstanding military service and community accomplishments. Five women were honored with special resolutions presented by the Union County Commissioners at a networking mixer held at the Galloping Hill Golf Course Clubhouse on September 29th.
- On October 5th, staff met with the Stride and Ride Relay team from Boston, MA at the Echo Lake Park 9/11 Memorial in Mountainside and sponsored a luncheon for the relay team, which provides financial help and support for victims of the 9/11 attacks, disabled veterans and their families.
- In October, signs with names of World War II deceased veterans at the Rahway Park Memorial Tree Grove were upgraded.
- In November, the Office of Veterans Services partnered with the Union County Prosecutor Office to offer free Veteran parking spaces at nine Union County recreational and administrative facilities to eligible county veterans. An on-line application for veterans to sign up and receive free parking placards was posted on our UC-Hero website.
- The Office of Veterans Services applied for the 2019 New Jersey Governor We Value Our Veterans Award recognition program through the NJ Department of Military and Veterans Affairs in July.
- Continued our partnership program with Union County Prosecutor Office to support incarcerated military personnel in the Veteran Diversion Program.
- Met quarterly enforcement review timelines for handling veterans with mental health issues.

- Partnered with the Office of LGBTQ for a discussion panel for Queer Empowerment called “Being Queer in the Military.”

We Are One – NJ

- Process for Citizenship: 450 individuals
- Provide Citizenship training to 450 students
- Provide training on Basic English as a second language to 450 residents
- Provide assistance to legal permanent residents on the renewal of their green cards as needed.
- Provide information and referral services as needed
- Accomplishments are as follows:
- Citizenship Applicants processed - 408
- Citizenship and Basic English Classes provided 114 classes from January 13 to March 11 and Zoom classes from April 1 as of today with a total of 4560 students (Average of 40 per class)
- Legal Permanent Residents – Renewal of their green card were - 80
- Certificate of Naturalization Processed - 18
- Translations - 975
- Notarizations – 1111

Bureau of Information Technologies: Between January and November of 2020, the IT Bureau responded to 3,228 Help Desk calls for support from all County facilities. Bureau of Information Technologies accomplishments in 2020 include:

- Set up and configuration of VPN for UC employee’s to have remote access during the Covid-19 pandemic.
- Implementation of email accounts to all UC employees.
- Installation of new eDiscovery and Archive solution.
- Developed a new evaluation program for Department of Personnel.
- Installation of ActivTrak software for remote access usage.
- Upgraded data speed for faster connection at the various sites throughout Union County.
- Upgraded Phase 2 of PCs for the Division of Social Services.
- Routine replacement of outdated PCs, printers, and servers as well as monitoring and maintenance on all servers and firewalls.
- Upgraded the entire Onbase system. This new server is now utilizing the latest versions of Microsoft SQL Server and Windows. It is also utilizing a much newer version of the Onbase software

- Relocated PC's for Human Services/Social Services- personnel to the Juvenile Detention Center for social distancing during Covid-19 pandemic.
- Assisted in relocating and implementing security for the County Clerk and Board of Elections for the 2020 General elections.
- Set up new server for UCI. Migrated share files and setup and configured email to their exchange server.
- "Albert" intrusion detection server acquired through state of New Jersey.

2021 Initiatives

The Department of Economic Development will undertake a number of initiatives in 2021, most notably:

Union County Workforce Development Board

Strategic Planning: The Workforce Development Board will work to develop its 2021 – 2024 Local Area Strategic Plan.

Recertification: The Workforce Development Board will work to complete the Biennial Recertification Process with the State Employment and Training Commission.

American Job Center Contract Extension: The Workforce Development Board will work on the process to extend the American Job Center Agreement.

Division of Strategic Planning

- Apply for a LEAP Challenge Grant.
- Assess current and potential shared services opportunities.
- Identify, advance, and implement shared services opportunities.
- Maintain data that demonstrates cost savings and efficiencies of shared services to partner agencies.
- Develop and maintain relationships with municipal governments.
- Continue to prepare CoStar reports for commercial and industrial real estate inquiries.
- Continue outreach to new businesses.

Office of Community Engagement & Diversity: To be determined.

Bureau of Transportation Planning

- In 2021, the Bureau of Transportation Planning will continue to manage the annual funding through the North Jersey Transportation Planning Authority (NJTPA) Sub regional Transportation Planning Program (STP).
- The Bureau will start work on the new two-year transportation planning project through the NJTPA Sub regional Studies grant when funding becomes available on June 30, 2021. The *Electric Charging Stations Location Study* has a budget of \$220,000.
- Applied and received funds through the NJTPA Sub regional Support Program to support a part-time Transportation Internship.
- Continue to manage the Union County Transportation Advisory Board.
- Continue to support the Raritan Valley Rail Coalition.
- The Bureau will continue to participate on the Union County Paratransit System's Senior Citizen Disabled Resident Transportation Advisory Board (SCDRTAB) and work with the Paratransit Office to improve awareness of the Route 22 Safety Shuttle.
- In 2021, the Bureau will continue to participate in the work of the NJTPA committees: the Planning and Economic Committee, Project Prioritization Committee, Freight Initiatives Committee and the Regional Transportation Advisory Committee (RTAC) as well as the Board of Trustees meetings and offer technical support to the Union County Commissioners.

Office on Women

- Promote education and skills training for job development by working the Workforce Development Board; Union County College's Workforce Development and Continuing Education Departments and the Elizabeth Development Corporation with a grant focused on increasing minority and women participation in the skilled construction trades.
- Celebrate Suffragettes/Equality Day (100th Anniversary) and Equity Day.
- Continue video series: "Union County Women Making History."
- Continue UC Women's Empowerment Series: Empowerment Yoga and Meditation.
- Continue Women's Healthcare Project.
- Women's Healthcare Week Event (May 9 – 15, 2021).
- Women's health and mental health issues.
- Create women's groups for networking and events.
- Financial planning; Resume writing.
- Events to highlight non-traditional careers for women.

Office of LGBTQ Affairs

- Host an HIV/AIDS Awareness Symposium to provide leadership/advocacy training surrounding HIV/AIDS and ending the epidemic.
- Provide support to the UC Superintendent of Schools and public boards of education to understand the inclusive curriculum state guidelines. Provide resources to schools to implement policies and lesson plans.
- Increase advocacy and outreach to older LGBTQ adults through such community events as SAGE Table.
- Review the Transgender Equality Task Force report and implement the recommendations to address discrimination of transgender individuals.
- Gender Inclusive and Affirming Campaign to include: County restroom access to include: County restroom access ‘policy’ and facilities assessment to increase all gender restrooms and affirming signage.
- LGBTQ Diversity and Inclusion training for business managers and owners.
- LGBTQ Job Fair (to follow LGBTQ diversity and inclusion training program for business managers and owners).
- Develop an LGBTQ 101 Safe Space training program to offer as a service of the Office of LGBTQ Affairs.
- Design and develop an LGBTQ garden/pavilion/monument in an underused section of Cedar Brook Park.
- LGBTQ police engagement campaign (survey, resources for officers, liaison program)
- 92nd St Y-style “Coming Out” series (with host Wesley McWhite).

Office of Business Development

- Creation of a new marketing strategy for business development.
- CoStar Plan: Use CoStar to target businesses in surrounding counties that have expiring leases to inform them of opportunities in Union County.
- Develop working relationships with municipal downtown leaders.
- Pursue Investments in Opportunity Zones.
- Provide incentives for new businesses to participate in UCMB events— incentives accompanying Board of County Commissioners Chair welcome letters to new businesses.

Division of Community Services

CDBG: Continue to respond proactively to COVID-19 and the needs of the county by providing suitable living environments and expanding economic opportunities for low- and moderate-income persons.

Office of Veteran Services

- Continue to expand database and newsletter publication.
- VA benefit eligibility reviews regarding discharge status upgrades, especially discharges related to sexual orientation and case management assistance with "Know Your Rights" materials for LGBTQ veterans.
- Host quarterly upgrade discharge clinics and resources fairs.
- Partner with the Division of Aging to provide benefit information for WWII and Vietnam veterans.
- Host the Veteran Advisory Board meetings quarterly.

Bureau of Housing: Continue to expand affordable housing opportunities throughout Union County.

We Are One NJ: Continue to provide the following services for We Are One NJ clients: citizen applications, citizenship and English as a second language training, assistance to legal residents, assistance to obtain certificate of naturalization, referral services, additional services such as translations and notarization.

Citizenship Applications: 475; Citizenship training: 475; English as a second language training: 375; Additional services as translations and notarizations as needed in the community.

Bureau of Information Technologies: Upgrade and improve Cyber Security; increase storage capacity for our data.

**Department of
Engineering, Public Works & Facilities
Management**

Engineering

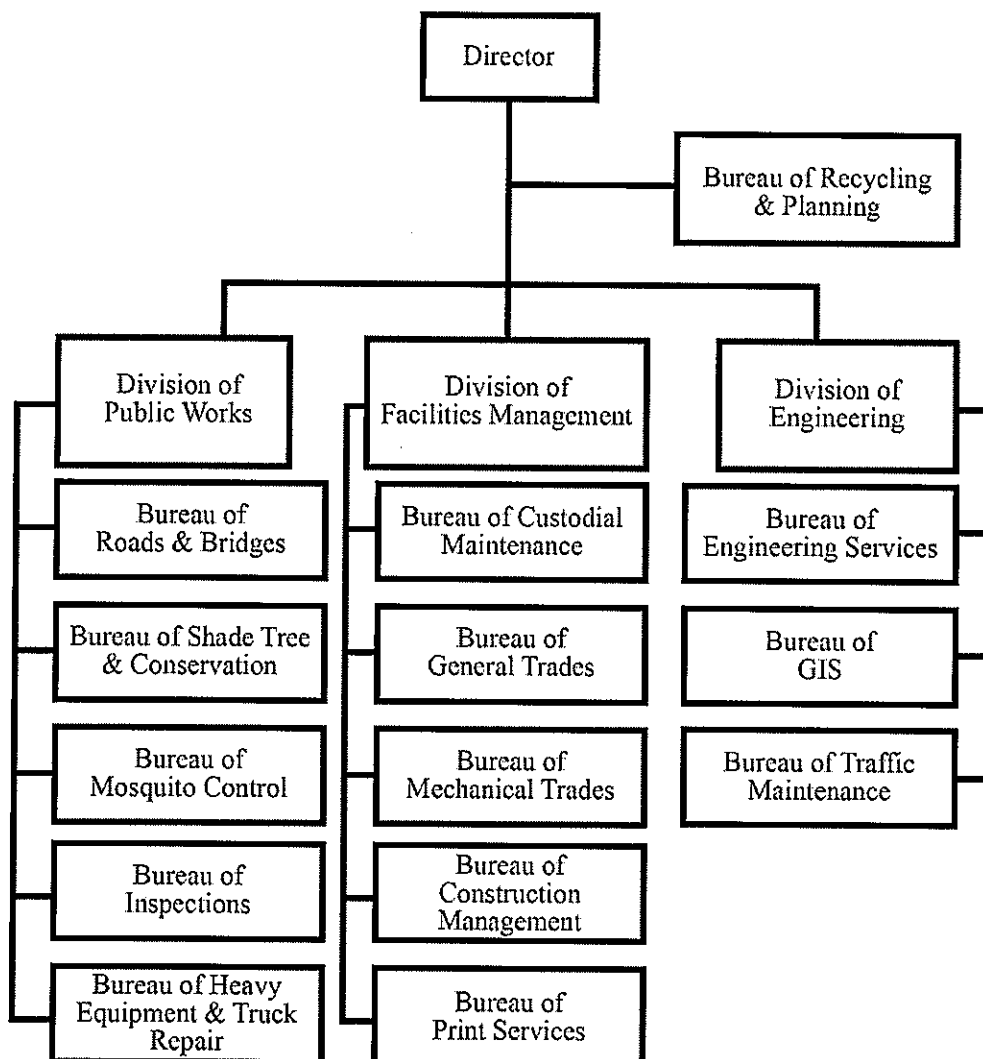
Public Works

Facilities Management

Recycling & Planning

Organizational Chart

Department of Engineering, Public Works and Facilities Management



DEPARTMENT OF ENGINEERING, PUBLIC WORKS & FACILITIES MANAGEMENT

Mission

The mission of the Department of Engineering, Public Works & Facilities Management is to provide and administer professional design and construction services for the planning, development and maintenance of the county's infrastructure, while supporting various other County departments, divisions and agencies in bringing to fruition the Capital Program.

Programs & Services

Division of Public Works

Bureau of Roads & Bridges: repairs and maintains safe surface on 340 lane miles of County roadways, 386 bridge and culvert surfaces, County Park roads and paths, County Golf Course parking lots, and over 30 County-owned facilities and parking lots. The Bureau receives and completes thousands of work requests through our *CarteGraph*_work order system.

Roadways are swept a minimum of twice each month. Storm drains including 4,564 inlets and catch basins are cleaned and maintained on a regular schedule in compliance with the Federal Clean Water Act and requirements of Union County Highway Agency Storm Water General Permit NJ0141887 dated 2005, as required by the State of New Jersey.

The Bureau of Roads & Bridges is responsible for snow and ice removal on all county roads and bridges, and assists with snow removal for various other County agencies. Records such as snow accumulation totals, cost of material, labor, and duration of storms are kept as required.

The 146 bridges and 240 culverts are inspected and maintained on a regular schedule. Major and minor repairs on these structures are performed as outlined through a bi-annual inspection. Debris is cleared when needed to maintain the downstream flow to reduce flooding. Bridge rails, decks, and walkways are cleaned, repaired and repainted as required. Graffiti is removed instantly.

Beam guiderail repair, replacement, and installations are performed as required for the benefit of public safety.

Right-of-way maintenance is conducted whereby vegetation is cut back or removed through treatment to aid in driver visibility on County roads, intersections and bridges.

In late winter and early spring a comprehensive pothole repair program is instituted. Crews are dispatched to repair any and all potholes resulting from harsh winter conditions or anything else causing them.

Crack sealing of county roadways and parking facilities is carried out during the winter and spring.

A bi-annual Road Rating Survey is conducted, to provide the means to establish priority repairs and preventive maintenance measures. This aids in providing recommendations for the County's Resurfacing Program conducted in cooperation with the Division of Engineering.

The Bureau maintains an active mutual aid/shared services agreement with other county agencies and municipalities, providing them use of equipment, personnel, and/or materials. Examples of these services include milling, paving, and vegetation removal.

Solid waste and recyclable hauling is performed weekly. Roll-off containers are located in various locations throughout the county. The containers are dropped off, picked up, and emptied and returned upon request. The roll-off trucks and personnel are also utilized to assist with Union County sponsored recycling and disposal events through the Bureau of Recycling.

The Bureau of Roads & Bridges is proactive on employee safety, providing up-to-date training and equipment for employees. The Bureau maintains a trained and equipped Confined Space Rescue Team on staff to monitor safety when confined space entries must be performed. Snow plow safety training is performed in-house yearly for new employees.

Equipment maintenance is performed daily. Snow removal equipment undergoes routine maintenance year-round to ensure readiness at the start of the winter season. Repair to snow equipment is also made available to other county departments and divisions.

The Bureau of Roads & Bridges is on call and available twenty-four hours a day, seven days a week for emergency responses including flooding, snow & icing

conditions, and downed trees, blockages at our culverts and bridges, and much more other unforeseen emergency conditions.

Bureau of Mosquito Control: Responsible for controlling mosquito population. The Bureau inspects, constructs and maintains drainage ditches to eliminate standing water where mosquitoes breed. Applications of pesticide are kept to a minimum as long as the Bureau can keep mosquito breeding in check. Union County, because of its proximity to the ocean and its tributaries, has many marshes and wetland areas that need to be monitored and treated when mosquito breeding reaches levels endangering the health of human and animal populations. A regimented surveillance and data collection program is essential to maintaining a handle on mosquito population and breeding by this Bureau. New Jersey light traps are used to gather samples for identifying species and to tracking number.

Public education for the elimination of potential breeding sites is performed by the Bureau by way of appearances at elementary schools, senior citizens groups and Municipal Health Fairs.

The Bureau inspects homes and businesses in response to phone or email complaints, and identifies breeding sites and remediates standing water when practical. The Bureau works closely with the local municipalities Boards of Health addressing complaints of abandoned properties in an effort to maintain sanitary conditions that will not promote breeding or spread of vector borne diseases. When breeding is found at these sites, this Bureau will apply larvicide and will adulticide using truck mounted ULV sprayers during peak mosquito activity hours. The staff needs to be recertified annually for renewal of licenses.

The Bureau of Mosquito Control ends its active monitoring and treatment on November 1. The Bureau also is assigned several county roads in Union County's annual Leaf Collection Program and the Bureau also has county snow plow routes that are maintained during snow and icing events.

The staff is trained annually in safety seminars, storm water discharge, and county policy and is also trained biennially for fork lift operation and is required to attend defensive driving courses.

Bureau of Shade Tree & Conservation: The Bureau maintains approximately 15,000 trees along County roads. Resolution 493-2000 states that at least one tree are to be planted for every tree removed in the county. Every year since then the Bureau has planted more than one-for-one to keep the County roads tree-lines. The Shade Tree Bureau also maintains the thousands of trees throughout the County parks system.

The leaf removal season, which begins during autumn each year, brings in over 150,000 cubic yards of leaves into the County leaf compost facility located within the Houdaille Quarry in Springfield. Nineteen of the County's 21 towns participate. The County charges a minimal fee of \$2 per cubic yard for loose leaves and \$4 per cubic yard for compacted leaves. The management and maintenance of this conservation facility is another responsibility of this Bureau.

Bureau of Inspections: Utilities such as water, sewer, electric, cable and wastewater are commonly found under the road. This Bureau is responsible for the proper restoration of roadway excavation performed by private contractors and utility companies. The safeguarding of our underground utilities and properly restored roadway are essential in a congested area like Union County.

Bureau of Heavy Equipment & Truck Repair: This Bureau repairs all county-owned heavy equipment and a large fleet of trucks utilized by the Divisions of Public Works and Park Maintenance. Within this Bureau there are hydraulic and diesel mechanics. All mechanics have a Hazmat endorsement to enable this shop to provide the fueling needs within the County facilities ie: Ice-skating rink at Warinanco Park, heavy equipment at onsite work locations via our fuel truck. In addition to the fuel truck the shop has two 4X4 Road Service vehicles that allow easy service during winter storms and muddy conditions at Houdaille Quarry.

Bureau of Recycling

- Responsible for implementing county-wide recycling programs including scrap metal, fluorescent bulbs, Styrofoam, computer and electronics, tires, used motor oil and motor oil filters, and mobile paper shredding events.
- Coordinates Household Hazardous Waste Disposal days which provide residents an opportunity to responsibly dispose of paints, pesticides, fertilizers, solvents, pool chemicals, used motor oil and more.
- Sponsors regular meetings for municipal recycling coordinators and provides assistance to the municipalities to obtain annual state recycling grants.
- Disseminates environmental education and recycling material and implements Union County Clean Communities Program.

Division of Engineering: Consists of Engineering Services, the Bureau of Geographic Information Services and the Bureau of Information Technology. In support of the mission of the Division several goals have been established: provide for a well-trained, knowledgeable staff, provide adequate space for staff, automate file storage and retrieval of engineering drawings, maps, projects and a complete electronic inventory of all of the County's infrastructure assets, and fully integrate

the operations of the Department in the County's Geographic Information System. The division applies for and receives grants for design and construction of projects.

Engineering Services

- Responsible for the inspection, design, rehabilitation, and replacement for 146 bridges, 240 culverts, and 12 dams.
- Coordinate and manage the annual resurfacing program for 174 miles of County roadways, averaging about 12 miles of rehabilitation per year.
- Manage environmental remediation programs for former underground storage tanks (UST) and other contaminated sites.
- Support all of the Municipalities within the county with design and construction programs for traffic signal rehabilitation and replacement, as well as analyzing traffic needs for new traffic signals.
- Manage the New Jersey Storm Water Program for Union County and its municipalities, and support their flood control efforts.
- Support other County departments and agencies, including the Department of Engineering, Public Works and Facilities Management, Department of Parks and Recreation, the Office of Open Space, Recreation and Historic Preservation Trust Fund, and the Department of Public Safety in fulfillment of their capital programs by providing design services for and supervising construction on their facilities.
- Provide engineering review of the site plans and subdivision applications that are brought before the Union County Planning Board.

Bureau of Geographic Information Systems

Maintains, manages and supports the following countywide systems: GIS system with over 200 GIS layers, 5 GIS websites and 5 users in various Departments, five websites and 21 municipal GIS and their police force.

- Supports the County Prosecutors office, Office of Emergency Management and State defender's office on a daily basis.
- Supports, manages and maintains the countywide asset management system that is used by over 50 employees and 24 countywide GIS layers.
- Supports all aspects of IT operation for the Public Works Department, which includes desktop support, hardware and software support, replacement and coordinating the purchasing of hardware are just some of the other responsibilities of the Bureau.
- Maintains county bridge inventory, priority bridge repair requests from NJDOT, and tracks the progress.

- Manages 18 Engineering projects.
- Creates and supports hundreds of GIS layers including two dozen layers for the Prosecutor's office for Megan's Law notification and sex offender tracking.
- Maintains about 20 layers for the Department of Public Safety, 18 layers for Union County Police, 25 layers for the Division of Engineering and 23 layers for the Department of Public Safety. Updates and reprints no loitering zone maps, County maps, park maps and various other official maps quarterly.
- Maintains and manages the County GIS investment by updating GIS layers on a regular basis. Updates include county parcel layer, road layer, public and private school layers, board of Election layers and community organization layers. The Bureau of GIS has been actively supporting our twenty one municipalities and their engineering and economic development initiatives by providing data which reduces their cost.
- Maintains and updates certified digital drug free zone maps. These certified maps are distributed by the Bureau through a secured website to the local law enforcement entities.
- Implements Cartegraph work order and asset management systems countywide.
- Prepares approximately 40 to 50 maps per month for the Union County Prosecutors office for crime scene analysis and drug free zone prosecution.
- Maintains automation of our playground and outfall inspection systems using Cartegraph and iPad.
- Geo-locates county assets in GIS and connects to Cartegraph for cost tracking.

Bureau of Traffic Safety & Maintenance: Serves the residents of Union County by maintaining the traffic control devices (traffic signs and roadway striping) along 174 miles of county roadway providing the citizens of the county with safer travel-ways. The Bureau designs and implements temporary traffic control work zones, collects and documents traffic movement data, designs and installs custom signs and vehicle markings, conducts traffic safety studies and audits, and provides support for other Division responsibilities including project inspections. Each task protects the county by limiting its liability in traffic tort claim cases, saving the county thousands or millions of dollars annually. The Bureau also interfaces with the County's twenty-one municipalities through co-op purchasing and shared services, as well as providing technical guidance on various traffic issues.

The functional units of the Bureau are: Sign Shop, Sign Installations, Line Striping, Data Collection, GIS/Asset Management, Traffic Studies and Investigations, and Work Zone Traffic Control.

- Provides for the safe transit of motor vehicles and pedestrians on County roadways through the maintenance of over 8,000 highly visible roadside signs and over 500 miles of roadway striping that is managed through the GIS Asset Management System.
- Conducts pedestrian, intersection, and traffic studies and investigations through Traffic Data and Studies units in order to determine unsafe conditions and their causes also make recommendations to the County Engineer on corrective action. Most corrective action is implemented directly through the Bureau using in-house resources.
- Supports the County's municipalities through mutual aid and the Municipal Striping and Signage Programs, assists with traffic control for local events and emergencies, and supports communities by providing traffic data and studies.
- Reviews detour and work zone traffic control plans for private and public construction and maintenance projects through Work Zone unit, which develops work zone traffic control and detour plans and implements those plans on Department of Engineering & Public Work projects. Developed and maintains a page on the County's web site providing the public with educational material and up-to-date roadway traffic construction project information.
- Supports other County departments and agencies by manufacturing and installing specialty signs for various County events, fabricating vehicles markings, and striping parking lots through Bureau's fully equipped Sign Shop and Line Striping Shop.
- The Bureau provides the County Counsel's Office with information and professional consultation related to depositions, and interrogatories, and expert testimony in regard to tort claims and law suits.
- Assists municipalities and other County agencies with advice and guidance on traffic related issues, and works with community and professional organizations to further traffic safety.

Division of Facilities Management: Primary function is to service, maintain and repair State Court System facilities and all property and facilities owned and operated by Union County. Operations also include but are not limited to general trades, custodian maintenance and printing.

The Division provides and maintains technical and mechanical services required by all County agencies for their safe and efficient operation. This encompasses two million square feet of multi-purpose facility space including the maintenance of boilers, generators, electrical, plumbing, and structural, elevators, HVAC and carpentry in addition to providing custodial services for all County facilities.

In addition, the Division provides coordination for the County's capital improvement projects working collectively with various professional service consultants to accomplish set goals in a timely, cost efficient manner. The majority of standard utilities such as Public Service Electric, Water and Gas are monitored and paid through Facilities. Monitoring also incorporates contractual bids; non-bid agreements and collective purchasing through Middlesex Regional Education Commission (MRESC) and Somerset Cooperative.

The Division consists of five (5) Bureaus:

Bureau of Construction Management/ Bureau of Trades

The Bureau of Construction Management maintains approximately 30 Union County buildings, leased and owned, consisting of the non-mechanical trades. The Bureau sees to all maintenance issues such as cleanliness, recycling, personnel moves, etc. Trades governed by this Bureau are the carpenters, masons, painters and maintenance repair (day shift).

- Conducts and coordinates Countywide renovation projects such as, but not limited to, framing and dry wall of new offices, ceiling tile replacement, painting and the installation of vinyl base and carpet tile, in addition to setting p or modifying cubicle layouts provided by staffed furniture installers. Cost effective carpentry cabinet work and furniture is manufactured in-house as opposed to buying same from outside vendors at increased prices.
- Directs compliance and maintenance with safety regulations and standards such as the replacement of damaged sidewalks, retaining walls, steps, etc., and snow removal from the County Complexes and parking lots.
- Completes approximately 4,400 work orders annually, generated from a computerized work order system that records the job type, and designates the shop performing the task and the man-hours used to complete the job.

Bureau of Custodial Maintenance (Night Shift): works in conjunction with its day shift counterparts maintaining approximately 22 Union County buildings at various locations. Primary nightly responsibility is to develop an effective work schedule with employees conforming to necessary cleaning, garbage removal, recycling, stripping and waxing of floors and carpet shampooing.

- Responsible for the direct supervision of 19 employees.
- Daily record keeping and equipment inventory required to provide cost effective measures and the ability to complete the job.
- Oversight of work areas in order to ensure safety for all employees and the general public.

- Enforce proper training of new employees consisting of building familiarity, uniforms, the proper use of safety equipment, emergency situations, cleaning techniques and the use of cleaning products and chemicals, individual employee conduct and individual responsibilities.
- Works collectively with the day shift on snow removal and emergency situations such as the use of snow plows, shovels and salt deposits in addition to addressing any crisis situation on an as needed basis.

Bureau of Stationary Engineers: Coordinates and monitors four mechanical trade units within the Division of Facilities Management, consisting of electricians, plumbers, HVAC and stationary engineers to ensure adherence to Federal, State and County mandates regarding health, safety and fire code enforcement.

- Maintains approximately 28 buildings with two million square feet, 24 hours per day, seven days per week. The electricians, plumbers and HVAC function on the standard time frame with the exception of being on an on-call basis when needed.
- Oversees larger scale capital projects, in-house renovations and reconstruction independently and in conjunction with the architects and engineers retained by the County. The bureau Chief will attend vital meetings to enforce and monitor progress tracked by computerized system and work orders.
- Monitors the Automatic Logic Control System (ALC) reporting and regulating individual building temperature control.
- Enforces compliance and consistency with New Jersey EPA STACK testing mandates guideline and permits.
- Maintains power house consisting of:
 - ✓ Three high pressured vessels
 - ✓ Electrical buss with 480 switches gears.
 - ✓ All generators within the county buildings.

Bureau of Print Services: The Bureau of Print Services offers a wide range of services including printing, graphic design, image & document scanning, creation of digital files including .pdf, .tiff, .jpg, .indd, .ai and .psd image file preparation for Digital Printing and Sign Making. The Bureau installs custom signs made of vinyl, plastic, foam board, aluminum, paper etc. Printing includes various forms including carbonless (NCR) forms, flyers, business cards, invitations, door tags, nameplates, labels, calendars, menu directories, event signs, temporary signs, indoor/outdoor banners, posters, presentation checks etc.

- Countywide support for production, job tracking and management of Union County's In-house Print and Sign Shops with oversight of the Print Services Xerox contract.
- Provide print and sign services for 20 municipalities, agencies and the Union County Court System.
- Orders and tracks copy paper deliveries county wide, maintains various consumable inventories, and supports numerous computer equipment, printers and software at the division level.
- Maintains the Division of Facilities Management's spreadsheets (printed and digital) for tracking, monitoring and logging at the division level.
- Offers design, layout/paper suggestions, software usage and troubleshooting advice.
- Utilizes a variety of software such as Adobe Photoshop, Illustrator, In-Design, Acrobat, MS Word, Excel, Power Point, Gerber Omega, Onyx Production-House and EFI Fiery.
- Operates equipment such as Gerber thermal printers, various Gerber plotters, HP Latex 360 printer, and the EFI H652 Hybrid Printer. Other equipment include PSI digital printer, Neopost HD CX1600 printer, Neopost Mach 6 printer and numerous other post-press equipment.

Bureau of Correctional Facilities Maintenance: Maintains Oriscello Correctional Facility and former Juvenile Detention Center. Primary responsibility is to develop an effective work schedule with staff conforming to necessary cleaning, garbage removal, recycling, stripping and waxing of floors, carpet shampooing and building maintenance repairs.

- Responsible for the direct supervision of 6 employees.
- Daily record keeping and equipment inventory required to provide cost effective measures and the ability to complete the job.
- Oversight of all areas in order to ensure safety for all Correctional staff members, inmates and the general public.
- Enforce proper training of new employees consisting of building familiarity, uniforms, the proper use of safety equipment, emergency situations, cleaning techniques and the use of cleaning products and chemicals, individual employee conduct and individual responsibilities.
- Works collectively with the Office of the Division of Facilities Management on snow removal and emergency situations such as the use of snow plows, shovels and salt deposits in addition to addressing any crisis situation on an as needed basis.

2020 Accomplishments

Division of Public Works

Bureau of Roads & Bridges: In 2020 the Bureau filled and repaired hundreds of potholes. Minor and major road surface repairs and preventive maintenance were completed throughout the county. Repairs to related infrastructure on county roadways were performed such as sink holes and storm line failures. The County's 340 lane miles of roadway were swept approximately twice per month as per our Sweeping Schedule. Vegetation maintenance was performed as required. The County's 4,564 inlets and catch basins were cleaned and or inspected twice per year, as scheduled. Repairs were made as required. Union County's 386 bridges and culvers were inspected and maintained as needed. Beam Guide Rail was repaired as needed. Weather related events including snow & ice were managed, staffed and tackled during and following each occurrence. Approximately 1,300 tasks were completed related to snow and ice removal during this time.

During County sponsored recycling events, the Bureau provides assistance through personnel and equipment. Assistance was provided to the Office of the County Clerk with hauling records to the incinerator from various agencies and municipalities throughout the County. Assistance was also provided to the County Police in hauling confiscated drugs to the incinerator for destruction.

The Bureau of Roads & Bridges, Welding Shop performed fabrication projects for various agencies such as, Park Maintenance, U.C. Department of Public Safety, Bureau of Shade Tree & Conservation, Bureau of Heavy Equipment and Truck Repair as well as repairs and modification to DPW Equipment.

The Bureau of Roads & Bridges assisted the Bureau of Shade Tree & Conservation through the use of personnel and equipment with all operations of the U.C. Leaf Compost Facility in Springfield. This work included receiving leaves and related materials for composting. Forming windrows and turning as required followed by moving materials to make sure for Union County's 2019 Leaf Removal Program. Site maintenance and cleanup was performed throughout the year.

Routine inspections and preventive maintenance and priority repairs of bridges, culverts and parapets were conducted throughout the county. Graffiti removal was performed at various locations. Priority repairs are evaluated, scheduled and repaired via reports from DOT, Consulting Engineers and supervising staff member of this bureau.

The Bureau of Roads & Bridges, Welding Shop performed fabrication projects for various agencies such as, Park Maintenance, Public Safety, Bureau of Shade Tree & Conservation, Bureau of Heavy Equipment and Truck Repair as well as repairs and modification to DPW Equipment.

The Bureau of Road & Bridges completed in excess of 2,400 work requests during the past year. This included various services and mutual aid assistance to all Divisions, Agencies and Municipalities.

Bureau of Inspections: During 2020 the Bureau issued 425 roads and curb permits, collected \$108,782.90 in permit fees and \$106,969.50 in refundable bond fees, for a total of \$215,752.40.

The Bureau provided continuous monitoring of curb installations, and roadway and right-of-way excavations to ensure proper restoration and compliance with county specifications. This Bureau also provided personnel for snow removal operations.

In addition to Roads & Bridges Inspectors, the Bureau personnel also include the Department's Safety Coordinator, who scheduled safety programs to ensure compliance with Local, Federal and State regulations. Examples of these regulations are: OSHA and Hazcom Right to Know Compliance, Commercial Driver's Licensing, CDL Medical Certifications, Storm Water Management, and Work Zone Safety.

In-house training was also performed. Examples of this training are: chainsaw, forklift, backhoe and bucket truck operations, fire extinguisher, ladder usage, and proper flagging techniques. The reporting and recording of all departmental employee injuries and motor vehicle accident issues also fall under this Bureau. Other safety training added in 2018 was, training in the precautions of slip and fall, lifting techniques, PPE (personal protective equipment) and defensive training.

This year, 2020 the Bureau has concentrated on completing all requests and to date the Bureau has completed over 4,000 work orders. We continue to remove any dead trees along County roads and all of the County parks. As of this year we removed around 400 trees in our park system, and this year we worked along with the bridge department removing down trees blocking waterways. There have been more than 500 trees removed due to safety and over 700 trees have been trimmed. These trees were mainly identified through requests from the public as well as county personnel. This year the Bureau completed a large request for tree trimming and removal in Scotch Plains, Elizabeth, Plainfield, Cranford, Clark and Roselle Park. The Bureau to promote arboriculture and the preservation and planting of shade trees with the county.

The Bureau continues to work with PSEG and Jersey Central electrical companies removing any trees that may fall and take down their wires during storms.

The Shade Tree Bureau assisted with mutual aide to Summit, Berkeley Heights, Mountainside, Roselle, Union and Garwood just to mention a few, in removing large trees and hanging branches. The Bureau also loaned equipment to assist municipalities in their duties.

The Bureau addressed concerns of trees in various parks: Cedar Brook – received request from park supervisors concerning playground area and walking paths, and this year all requests have been completed throughout the park, Echo Lake – this year the bureau removed 50 dead trees located over the playground areas, and Rahway Park – the bureau had substantial requests for work orders on trees. All work has been completed.

Each year the Bureau of Shade Tree & Conservation plants 150 trees throughout the county along the county roadways. This is done yearly due to the amount of trees that were removed or decay or storm damage.

Bureau of Mosquito Control: Mosquito Control completed 266 tasks related to ditch maintenance at 55 locations in need of cleaning prior to the start of our surveillance and treating season.

The 2020 mosquito surveillance season began March 1. A mild winter and dry spring and summer kept the mosquito population at a very manageable level. The down trend in West Nile Virus continued into the 2020 season with the lowest positive pool number (239) for the past 11 years in New Jersey. Two human cases were confirmed in New Jersey last season, none in Union County. EEE was not detected in any samples submitted by Union County to the NJ State PHEL labs for virus testing. The Bureau performed 13 different weekly portable trappings in the locations in our data base, collected 11,462 mosquitoes and identified and encapsulated 187 pools submitted for testing. Those pools were tested for five viruses carried by mosquitoes. (WNV, EEE, SLE, VC, & Dengue Fever).

This season was monitored by 23 semi-permanent New Jersey light traps for trends and populations. All 21 municipalities in Union County had at least one portable trap sent for virus testing. The Bureau currently has over 500 identified and catalogued sites registered with the NJ PHEL Labs in Ewing Township, NJ.

The Bureau handled 402 complaints for 2020. There were 231 spray locations during 6 adulticiding operations conducted during evening hours to control adult populations of mosquitoes. There were 4,887 tasks completed for 2020. This includes the work the inspectors do on a daily basis to control breeding at the

source in several locations throughout Union County where standing water cannot be eliminated. The Bureau also incorporated new products for larviciding, both to become even more efficient and to keep resistance under control.

The Bureau is offering “Barrier” treatment for problem yards of individual home sites, involving the use of a backpack blower that sprays a mist of a barrier pesticide that dries down in an hour and leaves a residue that can provide active mosquito control for up to 12 days. The Bureau has received positive feedback with the results; 148 barrier treatments were performed during the 2020 season.

Our staff did not attend outreach venues in order to educate the public to the health risks and public nuisance of mosquitoes and how to prevent breeding of them, due to the Covid19 pandemic.

Union County Mosquito Control continues to successfully employ the use of I-Pads in all of our work orders on Cartegraph.

Our IT includes NJSURV, a mosquito based software system for entering all of the submissions for virus testing and includes all of the data for the entire state of NJ. The PHEL labs does all of the testing and that is the system they use.

Bureau of Heavy Equipment & Truck Repair: For 2020 there were 443 repair work orders. This figure includes the repair, of in-house work performed by the Bureau. This Bureau repairs all county-owned heavy equipment and large fleet of trucks utilized by the Division of Public Works and Park Maintenance. Within this Bureau there are hydraulic and diesel mechanics. The Heavy Equipment shop has also made repairs to equipment for towns within Union County. This year we had 1 mechanic retire and 1 mechanic leave. John Cameron was hired in October. Also during October we placed 1 mechanic at the Houdaille Quarry to facilitate a quicker response to their operations.

Bureau of Recycling and Planning

Choose to Reuse – Union County developed a monthly *Choose to Reuse* Campaign whereby a new educational graphic was developed and posted on our website and social media each month. Educational initiatives were designed to encourage residents to #MakeOneChangeUC and limit use of single use plastics.

Outreach and Education – With limited in-person opportunities, recycling outreach and education media campaigns were deemed a priority in 2020. Union County launched “*Recycling 101*,” a weekly article on all 18 municipal TAPinto websites. In addition to our virtual programs and recycling app, the series

highlighted a host of topics such as “What’s Your Recycling IQ”, “Composting,” “Plastic Free July” and “Greening Your Halloween.”

Covid-19 Litter Campaign and PSA’s – with covid-19 litter (masks, gloves and wipes) becoming widespread, Union County utilized their Clean Communities grant funding to develop a social media campaign as well as two PSA’s to educate residents not to litter these items. The campaign was shared with all local governments in NJ.

Wildlife Wednesdays – Union County hosted an eight-week virtual education series entitled “Wildlife Wednesdays” which was designed to introduce children to numerous species of animals and habitats while also learning about the detrimental effects litter has on wildlife and the environment.

Pumpkin Recycling – Union County partnered with Waste Management’s CORE organics facility in Elizabeth to develop a first of its kind program to collect and recycle old pumpkins and turn them into a green energy.

Recycle Coach: Union County remains the only County to have all of their municipalities on board with the recycling app, Recycle Coach. The County continues to capitalize on this success with push notifications, recycling event reminders and education campaigns where residents learn to **Recycle Right**.

Electronics, Motor Oil, Spent Filters & Styrofoam Recycling: Union County continues to manage and fund the collection of these “add-on” recyclable materials via participating municipal recycling depots. County maintains contracts, manages collection schedules and supports towns with needed materials and supplies.

Despite the cancellation of March, April and May events, the Bureau of Recycling and Planning was able to successfully host a number of one-day recycling events. Tonnage data for the 2020 recycling events are as follows:

- **Mobile Paper Shredding** – Sponsored 10 shredding events in 2020. Despite a slightly lower participation rate than last year (6,012 residents) the program saw a slight increase in the amount of material shredded; program resulted in the recycling of 302,110 pounds of confidential documents. Union County’s local government document destruction program also increased in 2020.
- **Household Hazardous Waste Days** – Union County sponsored four household hazardous waste events and saw the largest participation since events began in 1987, largely due to residents being at home and cleaning out their garages. Over 3,700 residents took advantage of our HHW program. Union County continues to offer a free school lab waste program in conjunction with these events.

- **Tire Recycling** – Program saw a 50% increase this year with a total of 658 tires collected and recycled!
- **Propane Tanks** – 414 propane tanks were collected and recycled in conjunction with our Household Hazardous Waste Day events which represented a 25% increase and the highest collection numbers since the program's inception.
- **Scrap Metal** – Union County sponsored bi-monthly collection programs from June thru November at two drop off locations. This program has been extremely successful, collecting over 90,000 lbs. of material in just 5 months.
- **Motor Oil/Filters:** Union County successfully recycled 8,240 gallons of used motor oil and three (3) tons of spent oil filters via 15 municipal drop off locations.
- **Electronics Recycling** – Union County continued to manage Union County's e-waste collection program via 18 municipal collection locations and file all DEP mandated tonnage reports.
- **CRP Agreement** – In accordance with the new legislation requiring a CRP to sign off on all tonnage reports, Union County staff maintained Certified Recycling Professional accreditation and continued to serve as the CRP to seven (7) municipalities in 2020.

Division of Engineering

Bureau of Engineering:

- Public Works Projects including 2020 Road Resurfacing Project
- (Approx. 18 miles) in 15 municipalities; Pemberton Avenue Minor Bridge Project in Plainfield; Lawrence Avenue Minor Bridge Project in Mountainside, and Bridge Improvement Program Project in various municipalities.
- Reviewed all Union County Board Site Plan submissions
- Prepare and maintain the county Stormwater Highway permit and Stormwater permit for facilities.
- Parks and Recreation Projects including completion of the Madison Avenue Park Artificial Turf Field Project, the Demolition of house in Nomahegan Park; and Improvements to Rahway Pool.
- Facilities Projects including support of the Courthouse Fire Code Project.

Bureau of Geographic Information Systems: Maintain, manage and support a countywide asset management system with 20,000 assets and over 100 users. Maintain, manage and support School Crisis Mitigation system with 230 schools and over 400 law enforcements users. Maintain, manage and support GIS public website with 4,000 certified tax maps, sex offender database and support several

staff in the Prosecutor's office. Create GIS maps and support GIS operation for 22 municipalities and keep parcel layer with 160,000 parcels up to date. Support and maintain Board of Election maps, road resurfacing maps, road sign database with 20,000 signs, county road video logs and county park asset. Support and manage over 150 computers in the PW Department, including upgrade and troubleshooting.

Bureau of Traffic Safety and Maintenance: Provide traffic control design and implementation for over 30 miles of road for Annual Resurfacing operations. Conducted Traffic Safety Assessments for UC and its municipalities. Assisted municipalities via Mutual Aide/Shared Services Program with pavement striping, signage and vehicle decals. Provided consultation for depositions, interrogatories in regard to tort claims and law suits. Assisted UC Departments with event banner installations. Also signage for UC Municipal Aid Grant Program and UC Deer Management Program. Continued maintenance of sign inventory system. Continued with roadway sign and striping maintenance. Collection of Traffic Data on all County roads.

Division of Facilities Management

Administration and New Annex Courthouse Buildings: Completely renovated both Cafes which consisted of painting, new ceiling, lighting and flooring in addition to installing new Ventless Hood Systems.

Courthouse – Rotunda: Two private and one public restrooms were completed renovated in addition to upgrading many Judge's private restrooms.

Winfield Park: Completely renovated the Gazebo.

Watchung Stables: Replaced deteriorating concrete slabs at the main entrance.

Mohawk Park: Constructed a new retaining wall leading to the crosswalk bridge.

Administration Building: Replaced both HVAC units.

Galloping Hill Service Yard: Installed a 1530 sf prefab Mason Storage Shed with heat and electric.

Various County Locations: Designed, fabricated and installed many Plexiglass Sneeze Barriers at many owned and leased properties throughout the County to eliminate the possible spread of Covid-19.

Bureau of Print Services: Completed 1,599 print/sign/paper requests from Nov. 5, 2019 – Nov. 5, 2020 for Union County, 20 Municipalities and various non-profit Agencies.

Printed over four million impressions & printed and assembled 252+ Banners from Nov. 5, 2019 – Nov. 30, 2020.

Invoiced \$32,422.88 during the aforementioned time period to various Townships, non-profit and Government Agencies.

Continued to research and utilize cost effective equipment and materials for signs, banners and printing. Upgraded Print Services numbering/perforating machine to more compact and efficient model. Installation of new package delivery system. Reduced assembly costs by adding a banner welder for production. Researched and implemented new floor and outdoor, course surface vinyl.

New Annex-Jury Assembly Room: Framing, HVAC Ductwork & Equipment, Fire Sprinkler Piping, Fire Alarm wiring and construction of Women & Men Restrooms have been completed. Installation of the Drop-Ceiling, Ceiling Tiles, Lighting, Entrance/Emergency Exit Doors and Flooring have been completed. Room opened to the public in August 2019.

Administration Building: Carpeting was replaced on all of floors 1, 2, and 3.

Albender/Bank Building Complex: Construction of the 4th Floor space in the Bank Building section for the relocation of the Division of Youth Services was completed in April 2019.

Unami Park: Renovation of Men's and Women's Restrooms were completed.

2021 Initiatives

Division of Public Works

Bureau of Roads & Bridges: The Bureau will continue to flush, clean, repair and survey all storm sewer inlets, catch basins and manholes on roadways.

The Bureau of Roads & Bridges will continue to staff and assist all operations of the Leaf Compost Facility located at the permitted site of the former Houdaille Quarry located in Springfield.

Street sweeping will be conducted on a monthly schedule. Roads and Facilities are scheduled to be swept twice per month, weather permitted. Rights of Way maintenance will be conducted from March through November.

The Bureau's in-house paving program will provide Mutual-Aid Milling and Resurfacing services to various Municipalities, Departments and County facilities as requested through County departments, divisions, and bureaus. Requests submitted to the Bureau of Road & Bridges will start on or about May 1, 2021.

The Bureau will continue with all regular and priority repairs related to Roads, Bridges, Culvers and Beam Guide Rail throughout Union County.

The Bureau will continue Heavy Equipment Maintenance & Repair, Snow Equipment Maintenance & Repair, Welding & Fabrication Services for Bureau Equipment and all Divisions, Agencies and Municipalities. The Bureau will continue Mutual Aid Assistance including but not limited to Equipment/Personnel Loans, Hauling, Debris Removal, Drainage Improvement, etc.

The Bureau of Roads & Bridges will continue equipment and facility maintenance conducted at the DPW facility throughout the year. The Bureau will continue with efforts to augment training and improve safety awareness for all bureau employees.

Bureau of Inspections: The Bureau will continue to closely monitor all construction, maintenance, and repair being performed on County roads as it pertains to the proper permitting for curing, road openings, excavations and alterations, and continue to assure compliance with County specifications.

The Safety Coordinator will continue to do more conduct training in areas, and will continue to assure compliance with Local, Federal, and State regulations. The Bureau's goal is to become an injury and accident free workplace.

Bureau of Shade Tree & Conservation: The Bureau will continue to maximize all its efforts in completing all work orders and put in place a plan to assist the public's complaints and concerns, along with assistance required by various Departments. The Bureau will continue to observe tree throughout the County to identify dangerous or dying trees and their condition to determine which will be in need of trimming or removal due to decay. The Bureau makes the determination of which tree may have the potential of being removed based on condition, structural integrity, life expectancy, infestations and diseases. For every tree removed the Bureau tries to replace them depending on location and condition.

The Bureau will continue to teach the public about the importance of trees through the Arbor Day Program and Poetry Contest for school age students and next year we hope to give out 150 trees to schools for Arbor Day.

Employees of the bureau will continue to attend safety classes and monthly tailgate classes which include bucket safety, stump grinder, crane operations and chainsaw

training along with pesticide training, electrical hazard safety programs, chainsaw safety programs, and any other program that may address their job duties.

Houdaille Quarry: The Division of Public Works has assumed the responsibility of Leaf Collection and Composting at the permitted site of the Houdaille Quarry in Springfield. Participating municipalities throughout Union County use the facility when leaf season commences on November 1. The County offers a reduced rate to municipalities for the recycling of leaves collected on municipal streets.

Approximately 150,000 cubic yards are collected annually, which are then composted and then reduced by one-third to produce compost that is screened to produce a rich top soil additive which is in demand by private contractors. The County has purchased a window turner along with a front-end loader and is in the process of purchasing a screener.

The marketing of the end product will result in revenue dollars from in-bound material and out-bound compost sold at market value. Yearly, this facility is expected to produce approximately 100,000 cubic yards of compost. The County has also staffed the Conservation Center with a supervisor, heavy equipment operators, and laborers to run daily operations including required documentation.

Bureau of Mosquito Control: Union County Mosquito Control is an evolving science that requires this up-to-date professional credentials as well as physical access to sites. A trailer fort has been obtained for the Bureau's ATV, in order to access off-road areas with an adulticiding machine that can be used to disperse a liquid larvicide. This is being planned in order to be more efficient and effective at knocking down those populations of mosquitoes.

In addition, the Bureau is now able to participate with the State Air Spray Program for application of pesticides via helicopter. In the event that this becomes necessary, we are prepared to file all necessary documents and procedurally complete all of the other requirements in order to fly the plan.

The Bureau is adjusting its product procurement to account for changes in state contracts and vendor product lines, in order to avoid the possibility of resistance occurring in the insect populations of mosquitoes.

Bureau of Heavy Equipment & Truck Repair: The Bureau will continue to maintain and repair all county owned trucks and heavy equipment utilized by Public Works, Park Maintenance and Houdaille Quarry. The Bureau will be sending mechanics to training when offered, by vendors such as "Snap-on" to stay updated on new technology within the industry.

Bureau of Recycling & Planning

Recycling Grants to Municipalities: Provide grants to towns to help offset cost increases for curbside recycling or for the purchase or recycling carts. Grants would be based on population/housing units/collection methods.

Recycling Events: Continue to sponsor one-day events for Mobile Paper Shredding, Household Hazardous Waste and Scrap Metal as well as continued support of additional recycling initiatives via municipal convenience centers.

Division of Engineering

Bureau of Engineering: Public Works Projects including 2021 Road resurfacing (approx. 18 miles) in 15 Municipalities; Traffic Signal Projects at intersection of Lambert's Mill Road and Rahway Ave. in Westfield, and at intersection of West Broad Street and Scotch Plains Avenue in Westfield; Hawk Pedestrian Signal Project at S. Michigan Avenue and Quinton Street in Kenilworth; Short Hills Avenue Minor Bridge Project in Springfield, East Hazelwood Avenue Bridge Scour Protection Project in Rahway, Hamilton Street Bridge Scour Protection Project in Rahway, Passaic Street Bridge in New Providence, Gordon Street Bridge Project in Roselle/ Roselle Park, Stelle Avenue Bridge Project in Plainfield, Irving Street Bridge Project in Rahway, Lower Road Minor Bridge in Linden, and the Dill Avenue Bridge in Linden.

Parks and Recreation and Facilities projects are planned to be executed by the Engineering Bureau; the projects will be as identified by the respective Divisions.

Bureau of Geographic Information Systems: We will continue to maintain, manage and support countywide asset management system with 20,000 assets and over 100 users, School Crisis Mitigation system with 400 law enforcement users, GIS public website with 4000 certified tax maps, drug free zone maps website for the UC Prosecutors Office, sex offender database and support several staff the Prosecutors office, create GIS maps and support GIS operation for 21 Municipalities and keep our parcel layer with 160,000 properties up to date. Support and maintain Board of Election maps, Road resurfacing maps, Road Sign database with 20,000 signs, County road video logs and county park asset. Support and manage over 150 computers within the Engineering, Public Works & Facilities Management Department including upgrade and troubleshooting.

Bureau of Traffic Safety and Maintenance: Plan to provide traffic control for 20 miles of paving operations. Continue Traffic Safety Assessments for municipalities, mutual aid via Striping and Sign Program, and assist with banner

installs, maintain sign inventory, upgrade sign and striping along UC roadways. Plan to obtain video log for all 174 miles of county roads, collect data from Bridge Heights and Truck volumes, provide consultation related to tort claims and lawsuits, and provide signage for Aide Grant and Deer Management Programs. Plans to upgrade line striping paint operations to long life Thermoplastics, and enhance worker/public safety via Radar Speed Notification signage.

Division of Facilities Management

UC Courthouse Tower Stairwell Egress & Fire Upgrade Project: Construction of the Tower Stairwell Egress & Fire Upgrade Project commenced in January 2020. Anticipated completion is July 2021.

UC Courthouse Tower: Modernization of the three Tower Elevators commenced in January 2020 and is expected to be completed by March 2021.

UC Courthouse: Replacement of the Entrance/Exit Doors at rear (Atrium) entrance will commence in late spring/early summer of 2021.

Parks: Renovation of Public and Employee restrooms including the Watchung Stables will continue.

New Annex Courthouse Building: Due to a flood on the 2nd floor in January 2020, the entire floor will be renovated including asbestos abatement, installation of a Fire Sprinkler System, painting, new ceilings, lighting and flooring. Project is anticipated to commence in the spring of 2021.

UC Employee Parking Garage: Demolition and construction of a new Parking Garage on Elizabethtown Plaza is expected to commence in March 2021.

New Administration Buildings: Construction of two new Administration Buildings and a Parking Deck on the former site of Motor Vehicle/Print Services in Elizabeth is expected to commence in the Spring of 2021.

Bureau of Print Services

- Researching an alternative envelope printer to replace aging digital printer.
- Explore adding envelope capabilities for existing Xerox Printers.
- Acquire an automated grommet machine for banner production efficiency.
- Explore upgrading capabilities by adding a Scoring and Slitting Machine.
- Streamline production by adding an offline Banding Machine.

**Department of
Finance**

Comptroller

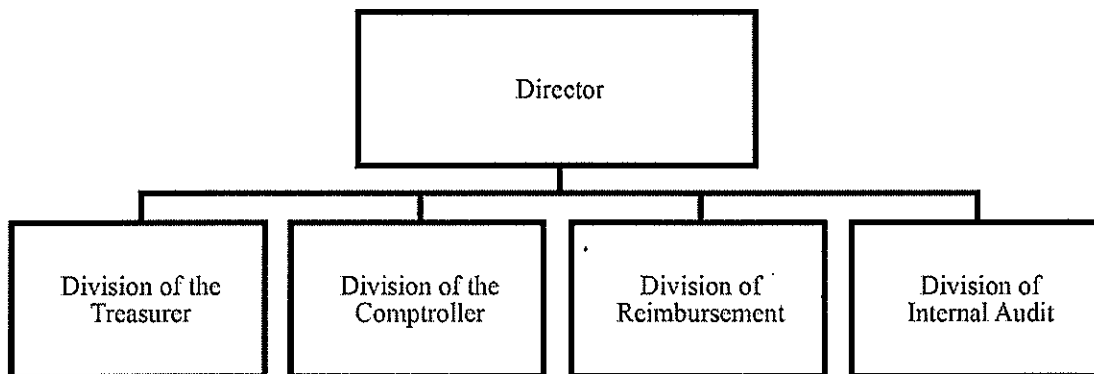
Internal Audit

Reimbursement

Treasurer

Organizational Chart

Department of Finance



DEPARTMENT OF FINANCE

Mission

The mission of the Department of Finance is to provide quality financial services to all Union County operations and provide decision-makers with sound and reliable information for managing resources. The services provided include planning, programming, budgeting, reporting, consulting, investing, and evaluation.

Programs & Services

The Division of the Treasurer

Ensures efficient management of the County's cash, investments, and debt. In addition, it is responsible for timely and accurate financial reporting. This division also focuses on maximizing non-tax revenue, minimizing expenses, and providing professional financial management for the citizens of Union County.

The Division of Comptroller

Provides support and guidance to all County operating departments with regard to financial matters of a general accounting and budgeting nature while ensuring that the County complies with all regulatory statutes of the Division of Local Government Services. Primary responsibilities include maintenance of the financial system and its security, comprehensive payroll production and a weekly accounts payable process which includes producing checks.

The Division of Reimbursement

Ensures that the County of Union realizes maximum reimbursements and revenues from all funding sources other than by direct taxation, primarily through federal and state programs. In addition, the division assists all departments with financial and analytical support relative to the management of grant programs, develops a composite fringe benefit rate, and develops an annual comprehensive central service cost allocation plan.

The Division of Internal Audit

Ensures compliance with state statutes and county policies i.e. petty cash procedures, insurance refunds, cash collections, change orders, and purchase orders. The division is a liaison to county, state, and federal auditors.

2020 Accomplishments

Comptroller's Division

Fixed Asset Accounting: Finance Department has worked with the Office of Asset Management to compile an official in-house inventory of Fixed Assets report that was included in the Report of Audit on the Financial Statements of the County of Union for the Year Ended December 31, 2019.

Financial Controls and Audit Function Procedures: Assist other departments with the implementation of the Financial Controls and Audit Function procedures that have been issued by the Department of Finance. These procedures include existing as well as new procedures that assist in improving the maintenance of the financial system and the weekly accounts payable process.

Treasurer's Division

Sale of Bonds: Issued \$53,960,000 General Improvement Bonds, \$1,840,000.00 Vocational-Technical School Bonds and \$3,900,000.00 College Bonds seamlessly during the initial months of the pandemic

Sale of Bond Anticipation Notes: Issued bond anticipation notes of \$60,000,000 to fund capital projects such as road and bridge improvements, traffic signals and improvements to buildings and parks seamlessly during the initial months of the pandemic

Revenue Enhancements: Continued upgrades for various on line banking platforms

Investments: Utilized surplus funds by investing in CDs. Although interest rates dropped during the Covid crisis as the marketplace was volatile, the County was able to continue earning interest on investments and keep service fees at a minimum

Bond Arbitrage: Completed bond arbitrage services to calculate the arbitrage rates for various bonds and notes issues and have the calculations completed and up to date through 2019 issues.

Bond Rating: AAA rating by Moody's Investor Services

Miscellaneous: Treasury staff assisted the County with special assigned Covid related initiatives as well as assisted the County Clerk's office with mail in ballots

Reimbursement Division: The Division of Reimbursement has been open for business throughout the pandemic health crisis and has never shut down. The

services provided in this division were deemed essential to the operations of the Finance Department.

The Division of Reimbursement was tasked to oversee the Cares Act Assistance for State and Local Governments grant. The Division managed various programs funded by this grant, such as:

1. The Municipal Grant – To assist the municipalities with expenses that were not accounted for in the most recent adopted budget and incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19).
2. School District Grant - provide financial assistance to school districts for adhering to health monitoring, cleaning and disinfecting protocols; hiring staff and contractors to implement health and safety protocols; provide personal protective equipment to staff and students and purchase additional supplies and textbooks to facilitate distance learning
3. Library Grant - to be used directly for programs and materials necessitated by the COVID-19 pandemic. To provide critical links in the county's communities and allow the libraries to be responsive to the special circumstances and needs created by the pandemic.
4. Safe Learning Settings Grant – to provide working parents with school-age children (ages 5 – 13) who are faced with the challenge of how to ensure that their children are in a safe learning setting while they work. In response to this need, the County of Union has created Safe Learning Setting Grants for students enrolled in Union County public schools. To pay for childcare services to cover costs associated with child care, meals and supplies.
5. Small Business Grant - to extend grant funding to County small businesses for the purpose of stabilizing and sustaining the business community during the COVID-19 public health crisis.
6. Restaurant Grant - to extend emergency grant funding to County restaurants for the purpose of stabilizing and sustaining the business community during the COVID-19 public health crisis.
7. Non-Profit Grant - to assist nonprofit organizations located in the County experiencing significant financial strain due to the effects of the COVID-19 Pandemic by providing support to non-profit organizations for the purpose of health monitoring and cleaning and disinfecting protocols along with providing personal protective equipment. Also providing equipment and technology tools as a response to COVID-19, including Video/Teleconferencing technology; remote conferencing and training platforms along with hardware and/or software necessary for remote service operations during the COVID-19 public health crisis.

8. Rest Easy Caregivers Grant - to give caregivers the opportunity to rest and rejuvenate so that they can return to their duties refreshed and ready for the tasks at hand. Also provides children and young adults the valuable opportunity of interacting with another person outside of their family. The goal of this Grant is to give respite opportunities to caregivers, while ensuring that their child is in a safe, supported environment. Every person with a disability or special need will need their caregiver to be well rested and calm. By meeting the caregiver's needs, the Care Recipient will be helped as well.

9. Gateway YMCA Childcare Program – providing county employees with school-age children ages 5-15 years old with child care. In assisting the workforce with returning to work during the pandemic, child care will be free of cost to the employee. The child care centers are equipped with licensed staff to assist with the children's needs providing safe opportunities for children to grow cognitively, emotionally, physically and creatively. Gateway has the capacity to assist children with special needs and with an IEP.

2021 Initiatives

Comptroller's Division

Fixed Asset Accounting: Finance Department and the Office of Asset Management will work together to monitor and report acquisitions and dispositions of Fixed Assets on an on-going basis.

Deferred Compensation: During 2021 the Department of Finance will provide services to employees in an effort to provide assistance with a deferred compensation program. Offer the service of onsite consulting services by a licensed investment advisor. The Department of Finance also assists employees with enrollments and changes requested through deductions.

Financial Controls and Audit Function Procedures: Continue assisting other departments with the implementation of the Financial Controls and Audit Function procedures.

Treasurer's Division

Banking: Continue upgrades and training on electronic banking sites via the County's approved listing of GUDPA approved financial institutions.

Continue review of minimizing account fees and continue discussions with the County's approved depositories to maintain interest rates as the Federal Reserve has not increased rates.

2020 Bond Anticipation Notes Sale: Rollover of \$60,000,000 bond anticipation notes and issue approximately \$20,000,000-\$30,000,000 new bond anticipation notes for the funding of capital improvement projects.

2020 Bond Sale: Will issue \$3,600,000 County College Series A (Ch. 12 State Aid) bonds that were previously on hold by the State of NJ for their fiscal year 2020 due to Covid-19.

2020 Refunding Bond Sale (Lease payments): Will work with the Union County Improvement Authority to assist in the refunding of the Family Court series 2012 Bonds in the early part of 2021.

Bond Arbitrage: Follow up with bond arbitrage service provider to stay current with new calculation dates for the more recent issues of bonds and notes.

Reimbursement Division

- Development of an automated time keeping program for employees' activity on federal, state and local grants.
- Continual Improvement with the preparation of the annual central service cost allocation plan to determine fringe and indirect cost rates to be used for various federal grant awards.
- Development of monitoring procedures for federal and state grants awarded to the County of Union.

Department of Human Services

Aging

American Jobs Center

Cornerstone Behavioral Health Hospital

Outreach and Advocacy

Paratransit

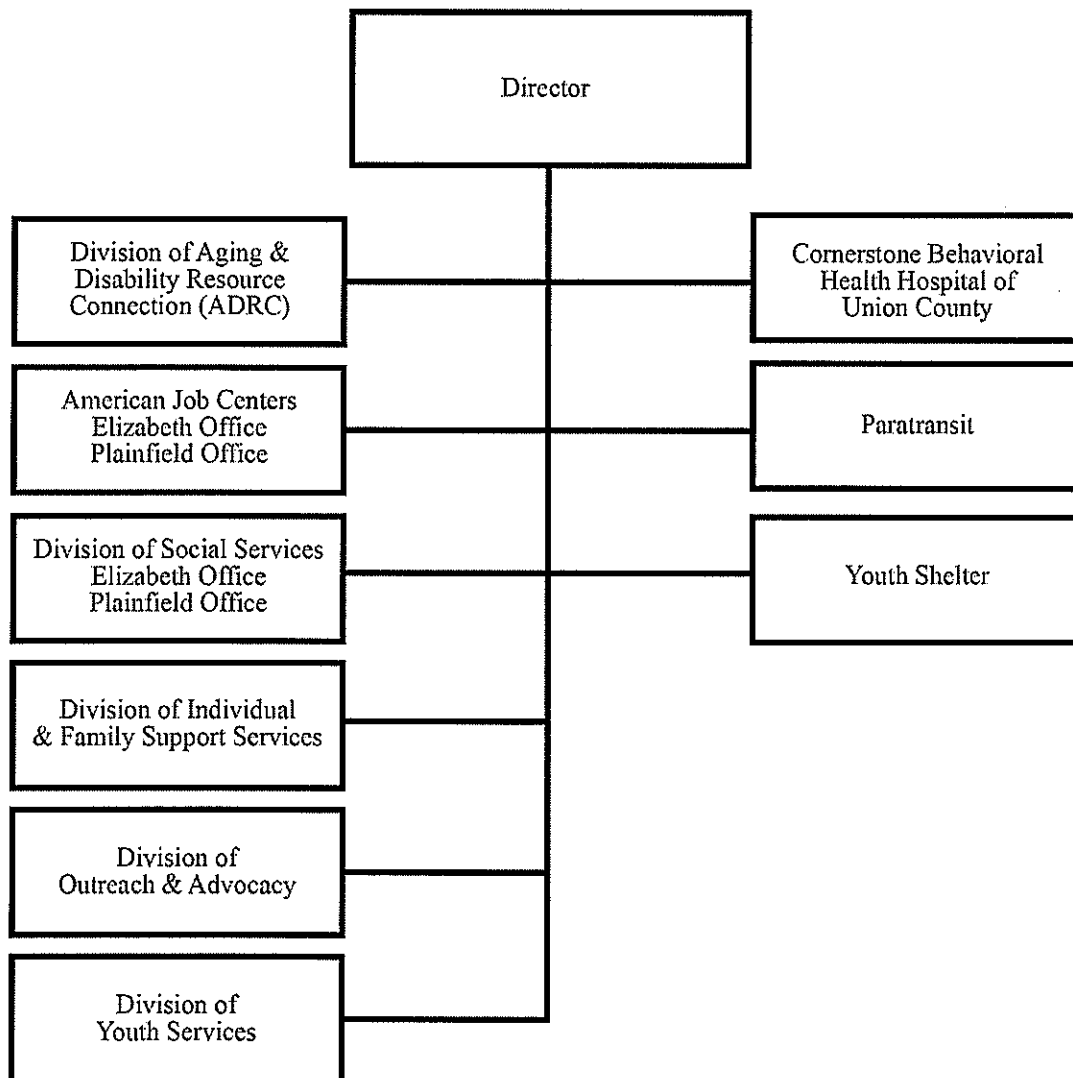
Planning

Social Services

Youth Services

Organizational Chart

Department of Human Services



Department of Human Services

Mission

The mission of the Department of Human Services (DHS) is to empower Union County individuals, families, and communities to achieve their highest level of self-sufficiency and quality of life using an accessible, inclusive and comprehensive approach to service delivery and care.

Programs & Services

DHS encompasses an array of programs and support services administered through its Office of the Director and other offices and divisions, which include: Division on Aging and Disability Resource Connection, American Job Center, Cornerstone Behavioral Health Hospital, Division of Outreach and Advocacy, Paratransit, Division of Individual and Family Support Services, Division of Social Services and Division of Youth Services. Last year, the Department served more than 260,000 individuals more than half of our Union County population, through an array of direct services, contracted community based provider agencies and received funding to provide services through different state, federal and private foundations.

Office of the Director

Paratransit System: Countywide curb-to-curb transportation for seniors (60 and over), disabled residents, veterans, and other income eligible residents to provide these individuals independence and/or access to a better quality of life.

Union County Youth Shelter: Emergency and temporary placement services for youth ages 12-17 involved in a family crisis. This 24/7, 365-days per year service offers safe, non-restrictive, shelter.

Division on Aging and Disability Resource Connection: Promotes wellness, independence, dignity and choice for seniors and their families. Services include home delivered meals, group meals, information and referral is provided for assistance with home care, health, legal and financial services.

American Job Center: Supports economic development through a unified system of job preparation focused on economically disadvantaged youth and adults, dislocated workers, welfare clients, and others facing major employment obstacles.

Cornerstone Behavioral Health Hospital of Union County: A 44-bed inpatient hospital offering mental health services to adults 18 years of age and older referred for short term care facilities, i.e., acute psychiatric hospitals.

Division of Outreach and Advocacy: Raises awareness about the Department's programs and services; advocates in response to unmet human needs and responds to those needs with effective and accessible resources. Staffs the DHS Action Line to respond to inquiries from the public and service entities, and processes and monitors all Human Services contracts to ensure regulatory compliance.

Division of Individual and Family Support Services: Provides social/support services that address mental health, alcohol and drug abuse, shelter, physical and cognitive disabilities, victims of sexual violence, and ensures cost effective utilization of funding from federal, state, and county services.

Division of Social Services: Promotes personal responsibility as defined by the state's Work First New Jersey legislation, helping individuals and families move to self-sufficiency through employment and education training, family case management, job readiness, child care assistance, and related support services.

Division of Youth Services: Administers programs and services for health, safety and well-being of youth ages 10-24 to prevent or reduce delinquency and at-risk behaviors. Provides resources, youth employment, and support services for families.

2020 Accomplishments

Office of the Director

Paratransit System: Union County Paratransit System provided 48,864 trips for the elderly, disabled and economically disadvantaged residents of Union County. In addition, the Route 22 Safety Shuttle, which runs 341 days a year, provided 22,083 rides. All trips were scheduled in real time using the Mobile Data Terminals and the Interactive Voice Response Technology as a reminder to residents of their scheduled trips.

Division of Aging and Disability Resource Connection (ADRC): ADRC continued to ensure adequate nutrition for at-risk older adults, including emergency meals due to the shutdown. Meals on Wheels (MOW) clients received two weeks' worth of emergency meals at the start of the pandemic. In addition both MOW clients and participants in the Congregate Meal Program received a total of 28,756 emergency meals from the State of New Jersey. Congregate meal participants who were more at-risk were placed on the home delivered meals roster. Participants received a care package from ADRC, including PPE. ADRC delivered a total of 297,843 meals to eligible older adults in Union County, including 1,759 Grab & Go lunches provided due to congregate nutrition sites being closed during the pandemic. ADRC distributed 10,326 Farmers Market vouchers to 1,721 eligible seniors via

mail, for \$30 worth of vouchers for fresh fruit and vegetables at Farmer Markets. Paratransit provided transportation for seniors to the Farmer Markets when needed.

Cornerstone Behavioral Health Hospital of Union County: During pandemic, the hospital was able to implement virtual training opportunities for staff's continuing education. Provide implementation of patient care improvements and maintenance & housekeeping improvements. Lastly, outsourced psychiatry and medical services resulting in enhanced coverage.

Division of Youth Services (DYS): The Division of Youth services developed a partnership with the American Job Center in the creation of the Youth Forward program for youth, a job readiness, employment, and empowerment program that focuses on paid and unpaid experiences, comprehensive guidance and counseling and tutoring among other elements, with the goal of enabling Union County youth to develop work-ready skills and compete in today's employment environment. COVID-19 has created new obstacles for youth in the areas of education and employment; nonetheless the program has flourished with the help of vital technology systems that were implemented throughout the year. These technologies gave us the ability to continue programming and address growing needs.

American Job Center: AJC provided training and employment services to 1,282 individuals and launched Union County Works, an online virtual one stop website that connects job seekers to employers. AJC locations began providing services virtually during the pandemic. Worked in partnership with the Division of Social Services to launch a pilot program to engage and provide employment related services to the Work First New Jersey population.

Division of Outreach & Advocacy: O&A virtualized many of its critical functions, such as contracting and monitoring, to adapt to the COVID-19 work environment, enabling it to carry out mission critical functions with minimal disruption. Moreover O&A strategized and advised other DHS Divisions in virtualizing their work so that the Department is able to function effectively during the pandemic. In 2020, the DHS Director's Action Line received and addressed 3,546 calls. The Contracts Unit executed 261 contracts with community-based organizations/vendors, where staff ensured that all contracts met regulatory requirements set by the funding source (state and federal government) and the County of Union. Through the Internal Monitoring Unit (IMU), 206 contracts were monitored virtually in 2020.

Division of Individual and Family Support Services (DIFSS): Re-Launches the Union County Rape Crisis Center Counseling program for victims of sexual assault. Counseling services were provided virtually during the pandemic. The Division served 13,836 persons with coordination of federal, local and state funding totaling \$14,983,199 received in 2020, including persons in need of emergency shelter, housing, food, rental/mortgage assistance, utility assistance, mental health services

and substance abuse treatment/education, crisis intervention and counseling for victims of sexual assault, services for persons with disabilities and special needs, and other community support.

Division of Social Services (DSS): DSS rolled out a new Electronic Case Management Tracking system for our Adult Medicaid Unit, allowing for instant access to case information. New procedures were put in place with NJ211, state homeless hotline, for homeless placements so consumers are assessed quickly for assistance. Federal CARES funding was used for equipment to implement services for Work First New Jersey (WFNJ) clients virtually, allow for reconfigurations, technology, and sanitation services for COVID-19 safety protocols during the pandemic. Union County was the only County to offer voluntary work activities to WFNJ participants during the pandemic through partnership with the AJC. Executed a two track leadership development virtual training series. A total of 166 individuals participated in the program, including 3 sessions for supervisors and 2 sessions for staff development open to DSS team members.

As of October 2020, (the latest available data) reported by the New Jersey Department of Human Services, Division of Family Development, there were a total of 1,404 Work First New Jersey/Temporary Assistance to Needy Families (WFNJ/TANF) cases in Union County. These cases include both children (968) and adults (436). General Assistance (GA), for single individuals or couples with no children, totaled 664 cases, which is a 28.7% increase from October 2019. In 2020, Union County continues to rank seventh out of 21 counties in the state for WFNJ/TANF caseload. Union County ranks seventh in SNAP (food stamps) recipients for a total of 45,076 persons, 20,393 children and 24,683 adults, which is a 21.6% increase from October 2019. Child support, in the amount of \$4,646,390.00, was collected and paid as of October 31st for 10,474 minor children.

2021 Initiatives

Office of the Director

Paratransit System: Paratransit will continue to seek ways to generate the funding necessary to provide this vital service to our residents who depend on it for medical transportation such as; dialysis, chemotherapy, radiation, physical therapy and mental health as well as education, employment, nutrition and shopping.

Division on Aging and Disability Resource Connection (ADRC): In order to ensure all eligible older adults and their caregivers have access to the COVID

vaccine, the ADRC will be working towards providing any and all information regarding vaccination locations and related fact sheets to ensure our senior residents are educated. The ADRC will also work with additional county and municipal departments on transporting individuals to and from vaccine sites.

Cornerstone Behavioral Health Hospital of Union County: Implement short term strategies and develop longer term plans for Cornerstone, addressing feasibility and sustainability of psychiatric hospital services within State regulations.

Division of Youth Services (DYS): Develop and implement a strategic service plan as well as a service model, in order to address the critical needs outlined in the 2019 Union County Community Needs Assessment specifically for youth and their families.

American Job Center (AJC): Utilize Union County Works to provide better performance reporting information for key decision makers. The AJC will host job fairs and recruitment events in order to provide self-sustaining employment opportunities to County residents. Job fairs held will target employment sectors specific to labor market trends.

Division of Outreach & Advocacy: Implement a new workflow ticketed system within our DHS Director's Action Line with a live chat to provide accurate data reporting within and outside the Division and Department to address consumer/constituent concerns, enhancing communication and social service needs.

Division of Individual and Family Support Services (DIFSS): Launch the Fresh Start program as part of the Union County Board of County Commissioners Initiative called "Union County Rising." Fresh Start will provide mobile showers and laundry service for people in need and the homeless in Union County. Community resources will be provided on location.

Division of Social Services (DSS): Expand the delivery of the Community Engagement Unit to conduct and participate in two monthly outreach activities using virtual platforms or socially distant protocol. Collaborate with PROCEED, Inc. to move forward with Intensive Case Management programming to ensure clients are maximizing services available. To work with a vendor to create a Leadership Development Training module for all Supervisors, Assistant Administrators, and Administrators. Training sessions to begin in June 2021 once the module is developed.

Department of Parks and Recreation

Recreational Facilities and Events

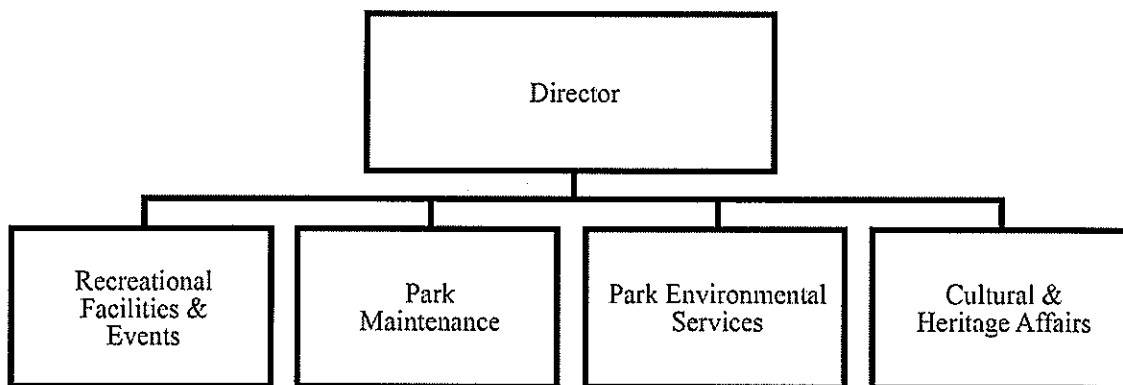
Park Maintenance-Park Grounds

Park Environmental Services

Cultural and Heritage Affairs

Organizational Chart

Department of Parks and Recreation



DEPARTMENT OF PARKS AND RECREATION

Mission

The mission of the Union County Department of Parks and Recreation is to develop and maintain Union County parks, playgrounds and open space, as well as provide inclusive recreational programming and entertainment for all County residents, along with promoting and preserving the County's cultural and historic resources. As stewards of more than 6,000 acres across 36 parks, the Department is committed to improving the quality of life of residents by providing outstanding recreation and leisure opportunities, along with preserving and protecting safe, pristine places where the public can experience and enjoy nature.

Programs & Services

Bureau of Recreation: Develops and administers programs to facilitate the public use and enjoyment of County parks and recreational facilities including the Trailside Nature and Science Center, Watchung Stable, Warinanco Sports Center, Wheeler Spray Park and the Walter E. Ulrich Pool.

Division of Recreational Facilities and Events: Manages and operates facilities including Galloping Hill Golf Course, Ash Brook Golf Course, Warinanco Sports Center, Wheeler Spray Park, Walter E. Ulrich Pool, Watchung Stable, Trailside Nature and Science Center and Scotch Hills Golf Course through a Shared Service Agreement with the Municipality of Scotch Plains.

Division of Park Maintenance/Bureau of Park Grounds: Preserves and improves County parks and recreational facilities, and supports recreation initiatives and programs, to facilitate public use and enjoyment of the parks and recreation resources. Tasks include grass cutting, athletic field maintenance, tree pruning/removal/planting, leaf pick-up, janitorial services and more.

Division of Park Environmental Services: Plans and conducts programs that foster conservation and stewardship of the natural and historic resources of the County Park System, including wildlife management, habitat management, volunteer coordination, hiking and bridle trail maintenance, maintenance of horticultural features, and operation of the Deserted Village of Feltville.

Bureau of Administrative Support: Provides financial and administrative support including accounts payable/ receivable, budgeting, and purchasing.

Office of Cultural and Heritage Affairs: Promotes public interest in the arts and local, county and state history, and ensures that all residents have the opportunity to benefit from the county's rich multi-cultural arts, history, and historic resources. The Office provides programs and services that contribute to sustainable economic development, livable communities, civic engagement and a vibrant quality of life for all residents. The Office manages the Commissioner Board's HEART (History, Education, Arts Reaching Thousands) grant initiative, the Local Arts Program of the New Jersey State Council on the Arts, and a re-grant program through the New Jersey Historical Commission.

2020 Accomplishments

The Department was recognized for the third year in a row by the National Association of Counties with two Achievement Awards. The programs earning the accolades were "Every Kid in a Park/Every Kid Engaged...Grandma & Grandpa Too" in the category of Parks and Recreation, and "Engaging Children in Our History" in the category of Arts, Culture and Historic Preservation.

Bureau of Recreation: Due to Covid-19 restrictions most events were cancelled including: Take Your Children to Work Day, Touch-A-Truck, Rhythm & Blues by the Brook, Summer Arts Festival, Family Fun and Flix, National Night Out, Shakespeare in the Park, UC CommUNITY PRIDE, Rolling Thunder, Rockin' the Reservation, Hayrides & Campfires, and Celebrate the Season. Event conducted in accordance with the restrictions included:

Drive-Up Movies: Parks hosted 6 drive-up movies at the Union County Vo-tech. Attendees had to pre-register and remain in their vehicles.

Walk-Up Movies: Parks hosted 4 Walk-Up movies at various locations. Attendees were kept at a safe distance from each other, with painted circles on the ground to ensure groups and individuals were sufficiently separated.

Drive-Up Concerts: In cooperation with the County Manager's office, Parks ran 7 Drive-up concerts. Attendees had to pre-register and remain in their vehicles.

The Great Pumpkin Sail: This year's event was scheduled to take place on two nights to assist with social distancing guidelines. Four (45 minute) sessions were scheduled each night. (*Day #1 was canceled due to inclement weather*). Attendees brought their carved jack-o-lantern to Echo Lake Park and watched as their pumpkins were placed on a float and then sailed away down the lake; event included hot chocolate, cartoon shorts, photo ops and singalong with folk singer.

2020 Events At-A-Glance:

2020 Programs	Attendance Totals
Bring Your Children to Work	Canceled due to Covid-19
Touch-a-Truck	Canceled due to Covid-19
Rhythm and Blues by the Brook	Canceled due to Covid-19
Summer Arts Festival	Canceled due to Covid-19
Family Fun and Flix	Canceled due to Covid-19
National Night Out	Canceled due to Covid-19
Drive-up Movie-"Toy Story 4"	205 cars registered & 146 cars attended
Drive-up Movie-"Frozen 2"	219 cars registered & 119 cars attended
Drive-up Movie-"Onward"	219 cars registered & 138 cars attended
Drive-up Movie-"Onward" (Day #2)	221 cars registered & 112 cars attended
Drive-up Movie-"Casper"	221 cars registered & 121 cars attended
Drive-up Movie-"The Grinch"	240 cars registered (not yet shown)
Walk-up Movie-"Abominable"	150 attended
Walk-up Movie-"Secret Life of Pets 2"	Canceled due to inclement weather
Walk-up Movie-"The Lion King"	40 attended
Walk-up Movie-"Trolls World Tour"	100 attended
Drive-up Concert- <i>The B Street Band</i>	220 cars registered & 118 cars attended
Drive-up Concert- <i>The Purple Madness</i>	220 cars registered & 113 cars attended

County parks picnic areas and sports fields are normally used by thousands of individuals and groups, including families, corporations, and athletic leagues for picnics, athletic fields. Much of that was cancelled for a good part of the year, with the archery range operating on a very limited scale.

2020 Reservations At-A-Glance:

2020 Event Totals	Number of Permits Issued
Walk-a-thons/Runs	79 (canceled as of 3/17/20)
Boy Scout Bookings	38
Maskers Barn Reservations	169 (canceled as of 3/17/2020)
Photo Shoots-Video	4
Fishing Derbies	2
Day Camps	3
Cookout areas	1,783 (canceled until July 3 rd)
Athletic Fields	7,454
Exercise classes, church, rallies, Klondike derbies, etc.	173 (resumed reservations July 3 rd)
Fireworks	0
Sport Tournaments	11 (canceled)
Archery Group Lessons	0
Weddings	19 (canceled as of 3/17/2020)
Archery Small Group Lessons	0
Archery New/Renewed ID's	5/32

Cookouts/Gatherings: After the Covid-19 guidelines changed, reservations increased for the remainder of the year. Reservations were handled online.

Athletic Fields: Two more turf fields were installed at Madison Avenue Park in Rahway, bringing the total to 16 multi-purpose turf fields in 12 parks. The multi-purpose fields allowed for soccer, football, lacrosse and track and field. These fields are in demand from numerous youth and adult leagues.

Ulrich Pool, Rahway River Park, Rahway: Covid-19 rules required the pool to shutdown, enabling an early start on planned renovations that were not initially expected to begin until the end of the season.

Wheeler Spray Ground, Wheeler Park, Linden: This state of the art facility is the County's largest spray ground. It was closed due to Covid-19 rules.

Archery Range, Oak Ridge Park, Clark: The archery range remained open, with additional spacing required between participants. The range, which operates year round, dawn till dusk, is accessible for archers with disabilities.

Galloping Hill Golf Course, Kenilworth: For 2020, the projection was 60,000-plus rounds. Despite the pandemic, revenues are close to matching 2019. Overall, 2020

golf round utilization was the highest ever, even though the course was closed for 6 weeks in the spring and limited to 25% capacity for several more weeks. It hosted the 2020 Men's Public links with more than 40 of the state's top amateur golfers, and the IMG and Hurricane junior golf tournaments, with more than 120 of the top junior golfers from the East Coast. Due to pandemic restrictions, the outing business was very limited. The Red Knot remained open, adhering to capacity restrictions. Banquet and other catering revenues were down 75% from 2019.

The Learning Center at Galloping Hill, Kenilworth: The Learning Center did not host any County sponsored Junior Golf Camps this season, but The First Tee of Raritan Valley did hold two one-week sessions. Range ball and lesson revenue is expected to exceed \$700,000 for the first time in facility history. The range utilization was at its highest since opening.

Ash Brook Golf Course, Scotch Plains: Ash Brook is projected to exceed 35,000 plus rounds for 2020, which is even with 2019. Revenues are close to matching 2019 as well. As with Galloping Hill, the overall 2020 golf round utilization was the highest ever, even though the course was closed for 6 weeks and then limited capacity for several more weeks. Ash Brook hosted the 2020 NJSGA Men's and Women's public links, which included more than 85 of the best amateur golfers in the state. The Tavern at Ash Brook remained open, with pandemic restrictions.

The Scotch Hills Golf Course, Scotch Plains: Scotch Hills is owned by the Township of Scotch Plains and managed under a shared services arrangement with Union County. This was a great year for the course, which saw a marked increase in rounds, from 12,000 in 2019 to almost 15,000 in 2020. Revenue for 2020 exceeded expectations by some \$130,000, totaling nearly \$390,000.

Warinanco Sports Center, Warinanco Park, Roselle: After completing ice hockey in March, the WSC went into shutdown for Spring and Summer. No turf was installed and all summer programs were cancelled due to pandemic restrictions. Facility staff was cross utilized at the golf course operations. Hockey has started up with club teams playing and practicing with high schools starting practice on December 14. We are considered an open air facility which is allowing us to book more hockey times while other indoor facilities remain closed. General Skate nor Food and Beverage has been opened given restrictions.

Trailside Nature & Science Center, Watchung Reservation, Mountainside: Parks was recognized in June by the National Association of Counties with an Achievement Award for a group of projects and programs that included several new initiatives at Trailside. "Every Kid in a Park/Every Kid Engaged...Grandma &

Grandpa Too” included a new Junior Naturalist Program for elementary school children, an Activity Book for youngsters, expanded National Trails Day programming for families, Kids Explorations on Saturdays in the Reservation, Back to Nature programs for families, and Nature Walks for Seniors.

During January–March 2020, TNSC served 8,683 visitors in the Visitor Center. A total of 156 programs with 2,246 participants were conducted during this time. Ongoing visitors included schools, organizations, outreach, scouts, birthday parties, teacher training, adult lectures, senior nature walks, children’s workshops, family workshops and room rentals. During the shutdown, the TNSC staff worked diligently to provide educational content, resources and virtual experiences on the website for Union County residents. In-person programming (outdoors only) resumed Oct.-Dec. with reduced class sizes, social distancing and masks required.

Back to Nature, Senior Nature Walks and Full Moon Night Hikes became extremely popular, with additional sessions added to accommodate demand. A total of 66 programs were conducted with 521 participants. A new event, Recycled Art Wildlife Walk was held in October. Visitors walked the sensory trail to view wildlife art pieces along the trail made of colorful, recycled plastic bottles.

Covid-19 Cancellations: A total of 8,827 program attendees were booked from January to March for group programs. The Visitor Center closed on March 17, requiring 151 groups/workshop participants to be notified. The special April programs and Wild Earth Fest planned to for the 50th anniversary of Earth Day were canceled, as was summer camp, which already had 527 registered.

February Festivities – Special programs offered during the Presidents’ Day holiday included the new “Magic & a Movie” that included a magic show and a movie. Maple sugaring, winter walks and a Rosa Parks presentation were also offered over the three days that saw 730 visitors.

New Website Resources: To continue a connection with the community during shutdown, the naturalists were assigned to research and provide educational resources, links, pictures, home activities and a virtual nature walk for the website. Teachers, parents and children used the site often. While summer camps were cancelled, a virtual tour of TNSC exhibits and a “Virtual Summer Camp” were created on the County website to provide families with educational videos and activities with summer camp content. Trailside Naturalists created six well-narrated videos with music and great nature footage of the Reservation.

Visitor Center Upgrades: New vinyl couch and chairs, easily wiped down and disinfected, were purchased to replace ripped furniture in the library. Also new:

a table with charging access, sensor faucets and countertops main lobby bathrooms to reduce contact and save water.

Recycled Art Wildlife Walk - Trash to Treasure--On October 17, a self-guided walk was offered on the sensory trail for visitors to enjoy nature, admire unique art, learn about wildlife and appreciate the importance of recycling. Twelve pieces were created using over 4,000 recycled plastic bottles. Each work had a corresponding sign with wildlife and recycling facts, along with the number of bottles used for the piece. More than 600 people attended.

Watchung Stable: The Stable had limited programming this year due to COVID-19. Normal winter classes were held, the annual Used Clothing sale went on, as did Small Group and Private lessons, small trail rides and private trail rides. All other programs and horse shows were cancelled. The Stable is looking to have another instructor certified as riding instructor for people with disabilities. Some repairs were addressed, including fencing, renovation of the Stables apartment, holes in the barn floor, resurfaced paddocks, painting of entire interior of barn and front of administration building, paving of main driveway, and repainting parking lot lines. A new stone entranceway and walkway are in front of the administration building. Several boarders left this year for various reasons and the spots were easily filled off the wait list. The lease programs are over capacity, keeping some horses working while they were not used in 2020 programming.

Division of Park Maintenance/Bureau of Park Grounds:

- At Madison Avenue Park, synthetic turf fields at were completed.
- At Snyder Avenue Park, work began on a synthetic turf baseball field, with completion expected March 2021.
- At Nomahegan Park, new playground equipment, rubberized safety surface were installed, while at Mohawk Park, a new playground was also installed, along with surfacing and fencing.
- At Conant Park, there is a new 1.1-mile walking path, along with adjoining woodlands trails by the Elizabeth River. A pavilion was installed for picnics and other gathering, along with improvements to the baseball field that also included new bleachers and fencing.
- At Zimmerman Park, a new walking path around the park was also created.
- The de-snagging, de-littering and treatment of County streams, rivers and lakes continued, while a design contract was awarded for a new Mattano Park baseball field. Construction is expected to begin fall, 2021.
- Significant assistance was provided in setting up and supporting the Kean University COVID 19 testing site, along with the county-wide Food Drives.

- Routine maintenance continues of all athletic fields, bathroom facilities, repairs to fencing and playground equipment and walking paths throughout the Parks system, tree trimming and removal, and playground safety inspections.

Division of Park Environmental Services

Wildlife Management--USDA Wildlife Services staff surveyed Canada goose populations in Union County parks. Harassment methods were used on 624 occasions to disperse 72,270 Canada geese from park property and avert 36 tons of feces. More than 40 nests were located, with 191 eggs treated to inhibit reproduction. Sixty-eight geese were removed during the annual summer molt-period roundup. Through a shared services program, USDA-WS staff continued to assist the Township of Westfield, Linden Municipal Airport, Conoco Phillips 66 Bayway Refinery, City of Linden, Leland Gardens Apartment Complex (Plainfield) and Suburban Golf Course with goose management activities.

Habitat Management--Two licensed pesticide applicators from the NJ Invasive Species Strike Team were hired to conduct 80 hours of invasive plant eradication in the Watchung Reservation's Trap Rock Glade area. A grant-funded study of the Trap Rock Glades area revealed the presence of nine plant species that are listed by the State as endangered or plant species of concern and highlights the need for protection from overuse, illegal trail construction and invasive species. Invasive eradication at the Watchung Reservation Butterfly Meadow continued while Mountainside Girl Scouts helped seed a mini native wildflower meadow to attract pollinators to Upper Echo Lake.

Volunteer Programs--Sixteen Adopt-A-Park projects had to be cancelled in the Spring and summer due to coronavirus concerns. When projects resumed again in August, with participants wearing masks and working socially distant, 195 volunteers spent 832 hours on 20 projects and collected 359 bags of trash, debris and weeds, and 16 bags of recyclable materials. Adopt-A-Trail stewards worked individually for over 175 hours maintaining trail beds, controlling erosion, picking up litter and branches, and clearing drainage structures in the Watchung Reservation and other parks.

Though several sessions were cancelled due to the pandemic, at least 98 volunteers contributed 228 hours of service in the Watchung Reservation through the Saturday Trail Work program. They cleaned drainage ditches, built rolling grade dips, removed invasive plants from trail edges, and graded soil at the rain garden project. Jersey Cares, a volunteer clearinghouse, continued to provide significant volunteer labor to this program.

The Adopt-A-Trail Chainsaw Crew spent 205 hours removing 158 trees that fell across trails in the Watchung Reservation, Lenape Park, Rahway River Parkway, Passaic River Park, Hidden Valley Park and Ash Brook Reservation.

National Trails Day, typically held on the first Saturday in June, had to be cancelled in 2020 due to the ongoing pandemic.

Three Eagle Scout Service Projects were completed in 2020: construction of kiosks at three major gardens where donors can memorialize loved ones; reconstruction of a footbridge over the Blue Brook in the Watchung Reservation; and new plantings and other improvements along the Cranford Riverwalk in Rahway River Parkway.

Trail Maintenance--The 2-person Trails Crew constructed five rain gardens and a series of rock-lined channels in the Watchung Reservation to control stormwater eroding hiking trails. The project was designed by the Rutgers Cooperative Extension Water Resources Program, funded by a NJDEP grant.

Environmental Programming--The three Falcon Cams that live stream the peregrine falcons living atop the Union County Courthouse were viewed at least 61,097 times in 2020 (an average of 167 views per day). Four chicks were hatched, were banded by NJ Division of Fish & Wildlife, and fledged the nesting site. Sound was finally enabled this year inside the igloo nest box and added a whole new dimension to observers' viewing pleasure. Conserve Wildlife Foundation's Union County Peregrine Falcon page recorded over 17,000 comments from viewers.

Through a partnership with the NJDEP Ameri-Corps and Rutgers Cooperative Extension Service, the 3rd annual Invasive Plant Swap & Shop ran as a COVID-safe drive-thru, with 86 people exchanging invasive plants for native plants.

Horticulture--The Henry S. Chatfield Memorial Garden in Warinanco Park were enhanced with additional plantings. A landscaping consultant recruited and supervised volunteers who transplanted and divided plants, and weeded, mulched, and straightened flower beds within COVID-19 safety practices.

Office of Cultural and Heritage Affairs:

In June, the National Association of Counties recognized the Office of Cultural & Heritage Affairs with an Achievement Award for its program, Engaging Children in Our History, including postcards, stereoscopes, a Battle of the Short Hills Foosball table, Instagram Selfie Frames, cycling routes to visit historic sites, audio tours of the Deserted Village, and historic Elizabethtown and historic site cards.

An architect has completed drawings and the bid process is underway for a contractor to rehabilitate two cottages at the Deserted Village. This is made possible through \$450,000 grant this office received from the NJ Historic Trust.

The Office received a Special Projects grant in the amount of \$9,775 from the NJ Historical Commission for "Deed Research and Mapping of the Deserted Village." The project was delayed due to COVID 19 but is nearing completion.

The annual Haunted Hayrides at the Deserted Village could not be held in 2020 due to the coronavirus. This event usually sells out of the nearly 900 tickets.

Use of Masker's Barn in 2020 was cut short by the COVID-19 pandemic. Before indoor gatherings were shut, the Barn hosted 15 private parties and one County-sponsored event. Party rentals generated \$2,750 in income and brought about 1,100 guests through this historic site.

Renewed funding from the UC Division on Aging enabled continuation of the Care for Caregiver Respite Art Program. The artists adapted, dropping off art supplies for later Zoom workshops. Music workshops were held outside or on-line.

The Teen Arts Festival, which serves more than 4,000 students from 65 County schools at Union County College, was cancelled the day before it was to be held.

HEART Grant (History, Education, Arts Reaching Thousands) programs were held virtually or outdoors, and \$9,500 in CARES Act Art funds went to five arts organizations.

The Office applied for a general operating support grants from the New Jersey Historical Commission and received \$64,721 to continue its history programs and services. Through a re-grant program, \$28,000 was provided to 15 organizations for general operating support and history projects.

The Office was awarded \$144,813 from the New Jersey State Council on the Arts, which provided for \$70,000 in re-grant funding to 33 local arts organizations, along with funding for technical assistance workshops and art exhibits for teens, seniors, employees and residents, and operating expenses.

Office grant coordinators assisted re-grantee organizations all year with pandemic-related information: modifying grant requirements appropriately, and frequently announcing other grant programs and relief resources, both in and out of county.

Technical assistance workshops, all virtual due to COVID 19, included: Email Marketing for Non-Profits; Social Media Marketing for Non-Profits.

The Black History Month Celebration took place on February 3 at Hamilton Stage. Terrance McKnight, WQXR radio host, presented “Langston Hughes in Word and Music,” highlighting not only Langston Hughes’ influence on music, but Black women composers and artists, such as Margaret Bonds and Florence Price.

Four Centuries in a Weekend: A Journey through Union County’s History was cancelled due to COVID 19. Still, the program expanded with the addition of four new videos and a video tour web page, ucnj.org/4Cvideotours. The Office also developed History Postcards to cross promote the Four Centuries sites and trading cards, and created its first historic site rack card for heritage tourism promotions.

In honor of the Centennial of Women’s Right to Vote, the Office produced six Suffragette cards of Union County women associated with the movement.

2021 Initiatives

Division of Recreational Facilities:

Galloping Hill Golf Course will host IMG and Hurricane junior golf tournaments for the 7th consecutive year showcasing the top juniors on the east coast. Capital Plans for 2020 also include a bridge on the 12th hole allowing the course to open after storms. Irrigation upgrades will commence in the fall, with additional fairway drainage to be added in several low-lying areas.

The Learning Center at Galloping Hill plans to add one additional week of programming, increasing total junior camps to 10 weeks for the 2021 season--if operations and restrictions are lifted by the Spring. The camps will provide for more than 375 juniors, up from 305 in 2019. Additional classes with First Tee of Raritan Valley will also be added. Plans for 2021 also include continuing the popular Tip Tuesday theme, engaging our audience and instructors through social media, and working in conjunction with the PGA to again host a regional qualifier of the USGA/LPGA Drive, Chip and Putt championship.

Ash Brook Golf Course plans for 2020 also include a full schedule of First Tee programming and junior camps, with expected attendance of more than 400 students and continued programming of The Tavern to host weekly specials along with monthly themed events. Fairway, drainage and irrigation upgrades will commence in the spring and fall to tackle flooding on four fairways. With the venue open for a full 12-month season, more than 44,000 rounds are anticipated. More than \$125,000 in

outing business, with 20 events, is projected. More than \$100,000 in events is on the books and more than \$200,000 anticipated.

Scotch Hills Golf Course will continue its online branding presence for the property, finish a drainage project between the 2nd and 3rd holes, create a mini golf summer program for youth, and continue to partner with third party vendors to increase use of property.

Warinanco Sports Center will seek to implement hockey season with a limited high school schedule due to pandemic restrictions. If Covid-19 restrictions are lifted, plans are to add 3 weeks of soccer youth camps and host 2 youth tournaments. Goals include a total of 2,000 attendees for 2 food truck festivals, increase turf programs to include more than 300 participants, and host 100 events focusing on youth birthday parties and other small-scale events.

Watchung Stable: The Stable's plans for 2021 include renovation of 2 employee bathrooms, exploration of hiring a grounds maintenance contractor, and planning for renovation of fourth riding ring, a therapeutic riding arena and another turnout paddock. These projects were put on hold due to COVID. Equine health and care plans include increasing the purchase of quality lease horses (generates revenue with low additional use of staff) and replacing four aging school horses. A riding program for people with disabilities will be implemented. It has received a \$30,000 donation toward the purchase of horses and equipment and one employee has been certified. Another will be certified this spring. A community outreach program will take horses to schools for special programs while additional effort will be made to increase public interest in trail rides, special rides or new "special deal" rides

Trailside Nature and Science Center

Zoom Programs for Schools/Organizations--TNSC will offer a science based educational program on Zoom. If possible, some programs will be out on the trails so students may experience a live nature walk virtually.

TNSC Website--Continue to offer new content on the website, including a nature walk video exploring a park located on east end of Union County.

Trail Kiosks & Signage--Park use is increasing due to Covid-19. Currently, the locations of the trails is not well marked when you park in TNSC lot. Install new kiosks on opposite sides of Trailside's parking lot by VC and new rain garden. A "you are here" map with info and brochure racks will help the public greatly. Create directional signs for the main intersections on the trails to let the public know the distance to key areas such as Stables, Village, TNSC and Loop.

Watchung-to-Warinanco Pilot Program--For two weeks, Trailside naturalists will conduct a Nature Summer Camp series at the Warinanco Sports Center.

Senior Safety Nature Walk--In partnership with the Prosecutor's Office, this program will combine a talk on guidance for preventing scams that target seniors, and educating seniors to recognize signs of elder abuse among their acquaintances with a Naturalist-led nature walk on the Sensory Trail.

Upgrade Backyard Wildlife Habitat--This area is a certified wildlife habitat by the National Wildlife Federation. It provides food, water, cover, homes and sustainability for wildlife. The habitat is maintained by staff and viewed by visitors through the Bird Room and Children's Discovery Room windows. The area requires new landscaping and native plantings.

Division of Park Maintenance/Bureau of Park Grounds

- Synthetic turf to be installed on baseball fields at Snyder Avenue Park and Mattano Park; multipurpose fields at Conant and Rutgers Parks to be regraded.
- At Madison Avenue Park, accessible features to be incorporated into the new playground and exercise area while plans and designs will be prepared for a therapeutic riding ring at the Watchung Stable.
- Continue working with consultants, local governments, agencies and the public on the 2020 Parks Master Plan and the Clark Reservoir Master Plan.

Division of Park Environmental Services

Wildlife Management--The Division will work with staff from Raritan Valley Community College to conduct the first aerial survey of deer in the Watchung Reservation from an infrared camera-equipped drone.

Horticulture--A campaign will be started to encourage donations for improvement of the Henry S. Chatfield Memorial Garden and the Azalea Garden in Warinanco Park and the Rhododendron Garden in the Watchung Reservation. A kiosk just built at each garden will provide opportunities to memorialize loved ones.

Trail Maintenance--Additional motorized equipment will be purchased to expand the capabilities of the trail maintenance crew. Newly acquired GPS unit will be used to map the alignment of trails throughout the Watchung Reservation, noting the location and condition of all features such as stormwater culverts and stream crossings, along with other parks. The Trails Crew will begin reconstruction of the heavily-utilized Orange Trail in the Watchung Reservation that was badly damaged by erosion.

Parks and Recreation Events Staff

The Events staff will continue to seek ideas and develop plans for innovative and creative programs, while keeping public health and safety in mind, striving to provide affordable recreational opportunities for the community, and maintaining or raising revenue to balance the increasing costs associated with providing these activities. We will continue to market our programs to increase public awareness about the many parks, facilities, programs and activities offered by Union County.

Office of Cultural and Heritage Affairs

The Union County Park Commission was established in 1921, making this year our 100th Anniversary. The Office plans to promote this milestone with *Union County across the Centuries* programs featuring original Parks on History Trading cards.

The Office plans to continue expanding the Four Centuries in a Weekend Program and will continue meeting with the sites to brainstorm on promotion, volunteers and site plans.

Recommendations from the Strategic Plan for Deserted Village will continue to be implemented, with rehabilitation of houses #7 and #4 to begin. Cedar shake roofs will be replaced on several Deserted Village cottages to protect historic buildings.

The Office will explore the possibility of open air painting at Deserted Village and new Trunk-or-Treat style Halloween program at the Deserted Village.

The Office will continue to work with other County offices, agencies and the business community to ensure that cultural resources fully contribute to sustainable economic growth. Web-based Grant Management for OCHA's three grant programs will continue, with the goal of managing the three grant programs (History, Local Arts, HEART) on a digital platform for improved efficiency.

Department of Public Safety

Emergency Management

Medical Examiner

Police

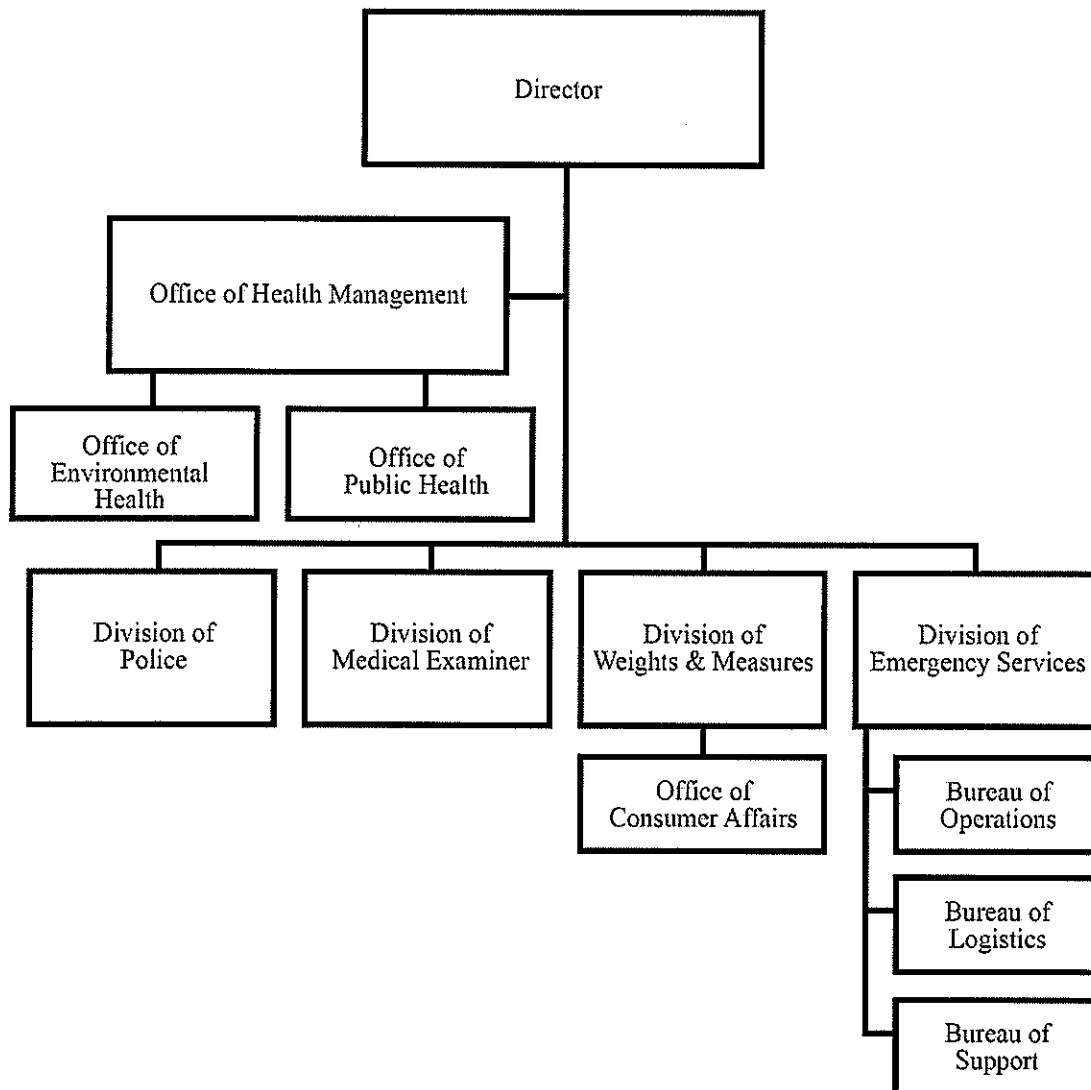
Weights and Measures

Office of Health Management

Office of Consumer Affairs

Organizational Chart

Department of Public Safety



DEPARTMENT OF PUBLIC SAFETY

Mission

The mission of the Department of Public Safety is to protect the residents of Union County through the effective and cost-efficient provision of both primary and ancillary public safety services. The six divisions of the Department of Public Safety include the County Police, Emergency Management, Health Department, Medical Examiner, Weights and Measures and Consumer Affairs. Each of these departments is dedicated to protect the residents of Union County in such diverse areas as criminal investigation, emergency response, health education and surveillance, seat belt education and consumer protection.

Programs & Services

Consumer Affairs: Aids consumers in making better purchasing decisions and facilitating the protection and assertion of consumer rights by staying actively involved in getting regulations enforced to protect Union County residents. This office educates senior citizens and young people, who are a large number of the spending/buying population. Retailers are made aware of New Jersey State Regulations governing the quality of service to consumers.

Emergency Services: Provides incident management support at local and county scenes to assist local governments in maintaining their National Incident Management Systems (NIMS) requirements. Emergency Services responds to and plans for emergencies through three bureaus:

Bureau of Operations: Includes three units -- Hazardous Materials (Hazmat), Emergency Medical Services (EMS), and Emergency Management (OEM). Hazmat is a Type 1 Regional Hazardous Materials Response Team, as defined by the Department of Homeland Security Typing System. It coordinates and implements all necessary response, assistance, training and related services for the identification of hazardous materials; also provides cleanup and disposal of hazardous materials. EMS responds to medical emergencies throughout Union County to provide quality pre-hospital care. EMS is staffed by certified emergency medical technicians and maintains professionalism and expertise in the field of basic life support. OEM mitigates, preparing for, responds to and aids recovery from manmade or natural disasters according to federal, state, and county guidelines.

Bureau of Logistics: Coordinates, manages and supervises multidiscipline all-hazards preparedness projects and initiatives; enhances the preparedness levels of first responders through equipment, regionalized planning and training; ensures the County's compliance with rules and regulations of the National Incident Management System; researches, applies for, administers and manages the State and Federal Preparedness Grants; and coordinates preparedness drills; is also the lead agency in the County's participation in the Urban Area Security Initiative (UASI.) UASI is the State's North Eastern Homeland Security Region which, since its inception in 2003, has received \$97 million in specialized Homeland Security Grant Funds.

Bureau of Support: Includes Technical Services Unit and Fire Academy. The Technical Services Unit maintains radio infrastructures for Union County agencies including County Police, Prosecutor, Sheriff, Emergency Services, and Public Works. Also maintains countywide radio infrastructure supporting EMS Dispatch, mutual aid and fire mutual aid, and works with municipalities to coordinate NJ Interoperability Communications System. The Union County Fire Academy began in 1997, partnering Emergency Services with the Union County Fire Chiefs' Association to enrich firefighter education. The combined resources enhance training for career and volunteer firefighters, with high standards to foster pride and professionalism. The Academy operates at the Linden facility as a professional training ground, and provides outreach programs to municipal fire departments at other locations.

Health Management: Plans and manages health related aspects of community response as a vital component of the countywide emergency preparedness and response system. Includes the Bureau of Environmental Health and the Bureau of Public Health working in close collaboration.

Bureau of Environmental Health: Assures compliance with environmental health regulations, coordinates public employee occupational safety and health mandates, and implements the State Right-to-Know programs. Responsible for ensuring compliance with the County Environmental Health Act (CEHA) as regulated by the New Jersey Department of Environmental Protection (DEP). The CEHA work program includes compliance and enforcement in areas such as hazardous materials, air, solid waste, water, noise and underground storage tanks.

Bureau of Public Health: Responsible for managing the Local Information Network Communications System (LINCS) to enhance and integrate local public health agencies' preparedness for, response to, and recovery from acts of terrorism and other public health emergencies. LINCS is responsible for managing the

regionalized and coordinated public health assessment, disease identification, and rapid response and containment of incidents that threaten public health. LINCIS coordinates an e-information system supporting reporting, health data analysis and dissemination of information between the Department of Health and Human Services, Centers for Disease Control, local health departments, health care providers and emergency responders.

Division of the Medical Examiner: Conducts death investigations and scene visitations; performs autopsies and external examinations when required. If an autopsy is not necessary to determine the cause, manner and mechanism of death, an external examination is conducted. Investigates all deaths reported under the County's jurisdiction as mandated by New Jersey State statute, and provides surveillance to detect "serial" crimes, natural epidemics and biological or chemical terrorism at the earliest stages. Forensic Pathologists serve as expert witnesses for the prosecution in criminal cases and consult with family members to answer questions regarding the death of loved ones.

County Police: Provides efficient, cost-effective, and professional delivery of law enforcement and protection services on County properties, parks and facilities, using a variety of enforcement and crime prevention strategies; is an essential law enforcement support agency for Union County's homeland security defense; provides specialized and unique law enforcement shared service programs and services benefiting local police agencies; is State of New Jersey medium for managing and coordinating Emergency 9-1-1 activities for all municipalities in Union County and Kean University; fulfills requests for public safety presenters by senior citizen groups, educational institutions, civic organizations, scouting groups, and public information mediums; and manages crucial law enforcement programs that directly contribute to the protection, safety and welfare of families and citizens throughout Union County. The Traffic Enforcement Unit, including the Weigh Team, safeguards the integrity of Union County's bridges and roadways, and produces significant County revenue through fines.

Weights & Measures: Provides cost-effective weights and measures enforcement protection and services to businesses, government agencies and consumers. Reduces or eliminates fraud and unfair business practices against consumers; monitors and enforces proper use of measuring and weighing devices, such as gasoline meters, oil truck delivery meters and scales used in commercial establishments, through testing and inspection. The Division audits for accuracy consumer packages offered for sale and Universal Product Code scanners for accurate pricing and labeling. Staff investigates consumer complaints regarding weighing and measuring violations; prepares summonses and prosecutes violators.

2020 Accomplishments:

County Police

- Moved forward with the design and awarding of construction for the expansion of the Regional Dispatch Center.
- Finalized the new Public Safety Network, providing for increased security and operability, both internally and with our shared service partners.
- Continued with increase training and enhanced capabilities for the Specialized Units providing law enforcement assistance with fatal traffic investigations, enforcement and responses to specialized requests from all municipalities.

Emergency Services

- Continued to provide countywide EMS mutual aid coverage growing and expanding as needed to meet the demand and keep up with increasing call volume.
- Continued to support the increasing number of municipal agencies transitioning to the Public Safety Interoperability Communications (PSIC) System.
- Conducted additional hazardous materials training for municipal first responders throughout Union County.
- Began the process of renewing our Union County Hazard Mitigation Plan.
- Continued to support Union County Fire Mutual Aid in the area of planning and response to large scale fires and emergencies throughout Union County.
- Enhanced the radio communications for our Fire Mutual Aid program by distributing new radios.
- Implemented new albuterol protocols for County EMS.
- Continued to manage the UASI Fire/CBRNE Sub Committee and Homeland Security Grant Program dollars
- Provided specialized training to first responders through the Union County Fire Academy.

Health: Since February of 2020, the Union County Office of Health Management (UCOHM) has been actively responding to the Coronavirus Disease 2019 (COVID-19) pandemic. Staff has assisted local health departments, healthcare providers, public schools and community organizations to implement strategies to minimize the spread of the virus while also ensuring continuity of operations. Staff has also assisted with planning, implementation and continued staffing of the Kean University COVID-19 Collection Site as well as Mobile Sites.

Additionally, UCOHM's staff continues to operate a call center to quickly notify cases of COVID-19 and take the appropriate public health action to reduce its spread and protect the general public. All persons who test positive at any of the county's testing locations are notified within 24 hours of results being available including weekends and holidays.

The Union County Office of Health Management also informs and educates residents on the important personal protective measures they can take, like good hygiene (hand washing, covering your cough), face coverings, social distancing, and staying home when sick or when around someone with COVID-19, to prevent the spread of illness to themselves, their family and the community. Information used to educate residents is based on the best scientific information available from NJDOH and CDC and is subject to change.

The Union County Office of Health Management has progressed in the area of identifying collaborative programs with stakeholders in the community, including members of the Regional Chronic Disease Coalition, Overlook Medical Center, Trinitas Regional Medical Center, Robert Wood Johnson University Hospital Rahway, Union County public schools and members of the Community Organizations Active in Disaster (COAD) which consists of faith-based organizations and emergency preparedness agencies such as the American Red Cross, the Salvation Army, and United Way. The UCOHM also assisted in establishing the Union County Community Networking Association (UCCNA). The goal of this association is to bridge resources and build a stronger community and foster growth. Non-profit organizations, individuals, government agencies, private agencies, faith-based communities and individuals share information and availability of resources to assist people, families and the overall community.

The Office of Health Management is continuously working to update Union County's Emergency Support Function (ESF) #6 on Mass Care which includes emergency assistance, medical needs shelter, temporary housing, human services coordination and county animal response. Our office also assists in updating ESF #8 plans on Public Health and Medical Services.

The Office of Health Management participated in a Central East Regional Healthcare Emergency Preparedness coalition that includes public health agencies, county mental health, offices of emergency management and public safety, emergency medical services, acute hospitals, federally qualified health centers, long term care facilities, and specialty services. The coalition has been instrumental in informing all the agencies on updates related to COVID-19. In addition, the

UCOHM health officer represents the state's county health departments at the state-wide Healthcare & Public Health Coalition Advisory Panel.

The Office of Health Management continues to work with the Middlesex County Office of Health Services to support the Chronic Disease Coalition of Middlesex and Union Counties. This coalition consists of community leaders, business professionals, health care providers, and representatives from public health that provide guidance on program development and support strategies that lower the risk of chronic disease. This coalition's overall function is to implement cancer and chronic disease prevention and control programs to reduce morbidity, mortality and related health disparities. Due to the Covid-19 pandemic and the restrictions set forth in regards to in-person meetings and workshops, the UCOHM worked closely with organizations such as the Screen NJ Program and Cancer Support Community of Central NJ to provide virtual workshops for cancer education and prevention.

In 2020, the Union County Office of Health Management continued to assist local health departments with funding towards the tuberculosis (TB) monitoring and treatment in the county. With funding from the New Jersey Department of Health, Global Tuberculosis also provides Union County residents a TB physician, clinical care, and field services.

Berkeley Heights: The Union County Office of Health Management conducted a total of 4 Pre-operational Retail inspections, 30 Initial Retail inspections, 3 Retail Re-inspections, 3 Camp inspections, 4 Pools inspections, observed 3 Septic Tank Removals, reviewed 2 Retail Plans, and followed-up on 9 Complaints.

Roselle: The Union County Office of Health Management conducted a total of 4 pre-operational food establishment inspections, 4 food establishment complaint investigations, 4 home nuisance complaints and is following up on 3 lead cases.

Office of Public Health / Local Information Network Communication System (LINCS) - In 2020, the Office of Public Health (OPH) continued to upgrade countywide public health systems preparedness and response to terrorism and other public health threats and emergencies. The OPH also sustained Community Preparedness efforts, Emergency Operations Coordination, Emergency Public Information and Warning, Information Sharing, Medical Countermeasure Dispensing, Medical Material Management and Distribution, Responder Safety and Health, and Volunteer Management. These emergency preparedness and response efforts are intended to support the National Response Plan (NRP). Funding for this effort was provided by the U.S. Department of Health and Human Services through the Centers for Disease Control and Prevention (CDC), Public Health Emergency Preparedness (PHEP) Cooperative Agreement. The CDC has developed national

preparedness goals designed to measure urgent public health system response performance parameters. These parameters are directly linked to protecting the public's health and the Office of Public Health actively participates in the formation and coordination of regional and local public health systems for the immediate establishment, use, and continuous improvement of public health response.

The Office of Public Health in collaboration with Union County Bureau of Information Technologies continue to utilize a software application which allows consistent and effective operations of the Health Alert Network (HAN) on a 24/7 basis. This application also creates a communication platform allowing us to reach over 10,000 community partners which this office has collected over the past 10 years. The application also coordinates names of over 85 grant mandated distribution groups with existing contacts, eliminating duplicates, and automates processes for testing of distribution lists and activation of public health emergency response plans during threats and emergencies.

UCOHM coordinates the Union County Medical Reserve Corps (UCMRC). The UCMRC unit consists of volunteers trained to strengthen public health, improve emergency response capabilities and build community resiliency throughout Union County. Since the commencement of the Covid-19 pandemic, the UCMRC has recruited over 130 new individuals bringing the Union County MRC total to 303 MRC volunteers. The volunteers include medical healthcare professionals, public health professionals and non-medical community members who are prepared to respond to public health emergencies. UCMRC volunteers continue to be the greatest support mechanism for the Covid-19 response efforts in Union County. MRC volunteers serve as the main workforce supporting the Union County testing site, mobile testing sites, scheduling/call centers and contact tracing efforts.

Office of Environmental Health / County Environmental Health Act (CEHA) - The Office of Environmental Health is one of 21 CEHA (County Environmental Health Act) agencies in New Jersey. This office continues to perform above standard work enforcing environmental regulations as documented by the annual audit performed by the New Jersey Department of Environmental Protection (NJDEP) in accordance with the county's grant agreements. In accordance with NJDEP guidelines, for 2020, the OEH conducted compliance and enforcement investigations and inspections including; Air Pollution Program - 117 facility inspections and 44 complaint investigations which resulted in 15 Notice of Penalty Assessments being issued, Solid Waste Program - 212 inspections and 32 complaint investigations (This does not include investigations performed by the Union County Utilities Authority under the Inter-local Shared Services Agreement.), which resulted in 3 Notice of Penalty Assessments being issued, Pesticides Program – 22 inspections, resulting

in 6 Notices of Penalty Assessment being issued, Noise Program – 12 complaint investigations which resulted in 1 Notice of Violation being issued , DEP Right to Know Program- 50 facility inspections, which resulted in 2 Notice of Penalty Assessments and the Water Program – 16 complaint investigations. The Office of Environmental Health spent over 240 personnel hours performing after-hour's surveillance enforcing the State air pollution motor vehicle idling regulations since diesel exhaust is known to cause or exacerbate a variety of heart and lung ailments:

Notice of Penalty Assessment documents were issued during this time in the amount of \$26,890.00 (after settlements) for penalties associated with violations noted during the aforementioned inspections and investigations. Penalties are settled, based on NJDEP guidelines, with typically a 50% penalty reduction and payment plans are made available. A total of \$18,109.25 in penalties from violations issued was collected. Since 2005, the OEH has collected over \$1,800,093.75 in penalties which is used to support the OEH Compliance and Enforcement programs as well as the County Hazmat program.

Medical Examiner: The UCMEO as of July 2015 has gone live and has fully adopted the state mandated (UVIS-CMS) case management system. The office has made strides to incorporate this web based system to streamline the death investigation process.

This office continues its close liaison with the State Medical Examiner Office in an effort to improve services to the citizens of Union County and the State of NJ.

Dr. Shaikh attended the annual 2020 National Association of Medical Examiners meeting virtually on October 16th and October 17, 2019. During this course, a broad range of topics including toxicology with special emphasis on emerging designer drugs and the opioid crisis, assessment of cardiomegaly and opioid-related deaths, improving infectious disease reporting in a medical examiner office, sudden unexplained death in childhood, and unexplained pediatric deaths were discussed. The COVID-19 pandemic was discussed in length which included the interaction of opioid with COVID-19, using death certificates to monitor the pandemic and the impact of death investigations at scenes.

Forensic pathology is important to successfully navigate emerging diseases like the COVID-19 pandemic.

The Union County Medical Examiner's Office reached the accomplishment of being the only office in New Jersey with all investigators certified on a National level with the American Board of Medicolegal Death Investigators.

This office has fully investigated 1663 deaths and performed 338 autopsies and 68 external examinations from January 1st through December 31, 2020. The UCMEO has investigated and autopsied 23 homicides.

Weights & Measures: Continued to monitor commercial businesses where we tested 9,286 devices for accuracy, performed scanner and commodity audits, ensured compliance with state and federal regulations, and generated \$71,100.00 in revenue with the completion of daily inspections and violation fines.

Consumer Affairs: Received and responded to 291 complaints filed, both electronically and telephonically, saving consumers \$14,857.00 in cash refunds and \$47,197.00 in additional value; Conducted price gouging investigation on businesses during the pandemic to make sure they were in compliance with state laws.

2021 Initiatives:

County Police

- Bring on-line the newly expanded Regional Dispatch Center, which allows for increased dispatch capacity and additional sharing of services to those agencies we do not partner with.
- Continue to upgrade IT infrastructure and increase ability to offer shared services with Law Enforcement IT offerings.
- Increase the “less lethal” capabilities and training for County Police Officers, increasing our ability to respond and assist other agencies in dealing with mentally ill or combative individuals.
- Continue to support our shared services with agencies, as well as identify and implement additional areas of support for all regional Law Enforcement partners.

Emergency Services

- Continue to provide countywide EMS mutual aid coverage growing and expanding as needed to meet the demand and keep up with increasing call volume.
- Continue to support the increasing number of municipal agencies transitioning to the Public Safety Interoperability Communications (PSIC) System.
- Work to support first responder preparedness for responding to COVID-19 related calls.

- Continue to support our Fire Mutual Aid program and work with all 21 fire departments to ensure firefighter safety.
- Deploy new mechanical CPR devices on all Union County EMS ambulances to increase the effectiveness of CPR.
- Maintain a stockpile of PPE to support COVID operations.
- Complete the update of the Union County Hazard Mitigation Plan.
- Work with the Union County Regional Communications Center to support the dispatch expansion project.
- Manage the FEMA reimbursement process for the COVID 19 Pandemic.

Health –will continue to:

- Support the Kean University COVID-19 Collection Site by scheduling paid staff and Medical Reserve Corps (MRC) volunteers.
- Staff the Union County COVID-19 Call Center to provide residents with test results as well as information regarding available community resources to support isolation/quarantine.
- Work with state and local health departments and other community stakeholders to hire and train contact tracers and disease investigators to help support local demand.
- Collaborate with state, county and local stakeholders to plan for receipt and distribution of COVID-19 vaccine in accordance with federal guidelines.
- Procure mass vaccination supplies in preparation for the COVID-19 vaccine.
- Provide technical guidance to eligible stakeholders to become approved COVID-19 vaccination sites.
- Provide health education/promotion services to Berkeley Heights residents.
- Work with community organizations and health agencies via the Union County Health Collaborative, Shaping Elizabeth, and Healthy Plainfield to implement programs that will improve the health and quality of life of county residents. We also plan to begin working with the newly established Union County Community Networking Association (UCCNA).
- Work with the Public Health Emergency Preparedness workgroup region to improve the ability to staff Points of Distribution (PODs) in order to serve the community in the event of a public health emergency.
- Expand the Union County Health Alert Network (HAN) to provide rapid distribution of public health information; network is continuously maintained and updated to provide accurate information to appropriate recipients.
- Update Emergency Support Function #6 for Union County on Mass Care which also includes emergency assistance, medical needs shelter, temporary housing, human services coordination and county animal rescue.

- Work with the NJDOH on Emergency Support Function #8 for Union County on emergency public health matters.
- Chair and maintain the Union County Community Organizations Active in Disasters (COAD) to assist with efforts in Mass Care.
- Work with nine local health departments (representing all 21 Union County municipalities) and stakeholders within the county to identify public health areas of improvement as it relates to emergency preparedness and response.
- Assist local health departments in building their capacity to prepare and respond to events requiring activation of emergency public health medical countermeasures distribution.
- Coordinate and utilize the Union County Medical Reserve Corps (MRC), a volunteer group of health care personnel and lay volunteers, to provide training and education programs to community groups and organizations within each of our municipalities to improve the health and safety of our community. MRC continues to be the greatest support mechanism in times of crisis, and as such we look to maintain our capacity to provide services to the municipalities and citizens of Union County.
- Partner with Union County College LPN program through involvement of students in routine public health activities (influenza clinics) and emergency assistance in shelter operation.
- Represent county-level public health and Local Information Network Communications Systems (LINCS) in the Healthcare & Public Health Coalition Advisory Panel to assist in the coordination of efforts in the event of an emergency to share information and resources that will be necessary during public health emergencies. Other entities include members from county and state-wide workgroups such as the New Jersey Department of Health, New Jersey State Police - Office of Office of Emergency Management (OEM), New Jersey Office of Homeland Security and Preparedness, New Jersey Department of Human Services, Division of Mental Health and Addiction Services, New Jersey Hospital Association (Third-Party Fiduciary), Healthcare Association of New Jersey, Home Care and Hospice Association of New Jersey, New Jersey Primary Care Association, New Jersey Association of County and City Health Officials, State Emergency Medical Services (EMS) Advisory Council, NJ State Trauma Council, New Jersey State Nurses Association, Medical Society of New Jersey, Urban Areas Security Initiative, New Jersey Emergency Management Association, New Jersey American Academy of Pediatricians, Burn Center at Saint Barnabas, Radiological Society of NJ, County OEM, County EMS, and Renal Network.

- Coordinate quarterly meetings with all county LINCS health officials in regards to the LINCS program and other county-related matters.
- Provide programs via the Chronic Disease Coalition by implementing evidence-based strategies and instituting Policy, Environmental, and System change strategies that support and reinforce healthful behaviors and lower the risk for chronic diseases.
- Assure compliance with environmental health regulations in the areas of water, air, noise, solid waste, pesticides and right to know through the County Environmental Health Act.
- Collaborate and meet quarterly with the Union County Utilities Authority.
- Coordinate Right to Know in the county which gives employees certain rights and access to information about hazardous chemicals in the workplace.
- Participate in the Urban Area Security Initiative (UASI) Public Health Subcommittee to enhance public health capacity and response in a quick and efficient manner to emergency situations that impact the health and safety.
- Participate in Community Needs Assessments and Community Health Improvement Plan projects conducted by local non-profit hospitals.
- Based on results of multiple community needs assessments completed in 2019 and community health improvement plans, the UCOHM will implement outreach educational programs for hypertension, diabetes, obesity, sexually transmitted diseases, and cold & influenza awareness.
- Recruit healthcare entities and community based organizations to participate in the Closed Point of Dispensing program.
- Approve plans and conduct inspections of retail food establishments located in Berkeley Heights, Roselle and within county owned facilities, including temporary food vendors at festivals and other events.
- Conduct environmental lead based paint inspections and risk assessments in homes located in Berkeley Heights and Roselle with children whose blood test positive for elevated lead levels.
- Fund 50% of the salary and fringe benefits of a Nurse Case Manager at the New Jersey Medical School Global Tuberculosis Institute at Rutgers Biomedical and Health Sciences (RBHS). Each year funding may increase in an amount not to exceed 5% per year based upon actual cost of the prior years of service as well as a 10% Administrative Fee added to the overall cost.

Medical Examiner

- The Medical Examiner Office is in the process of obtaining provisional accreditation with the International Association of Coroners and Medical Examiners (IACME).

- Our division is totally committed to provide exceptional services. Dr. Shaikh continues to interact with the Union County Police Department, municipal Police Departments, the Union County Prosecutor's Office and the Sheriff's Office.
- The Union County Medical Examiner will give other County Medical Examiners an opportunity to consult with him with any issues pertaining to Psychological Autopsy Investigations.
- The Medical Examiner Office will continue to maintain the nationwide average of true turnaround time, which for most forensic cases, is within three months.
- The office personnel are being made more cognizant of providing superb Medicolegal death Investigation; this is being achieved by constant supervision and instruction by Dr. Shaikh. Monthly staff meetings are held and require mandatory attendance.
- The investigator staff will continue mass disaster training by attending county and State mass disaster training exercises and drills.
- The Medical Examiner Office will continue to provide the public with a rapid COVID response in compliance with CDC guidelines and the State Medical Examiner protocol.
- The Medical Examiner Office is determined and continues to provide bereaved families appropriate interaction and assistance towards achieving closure in the time of their loss.

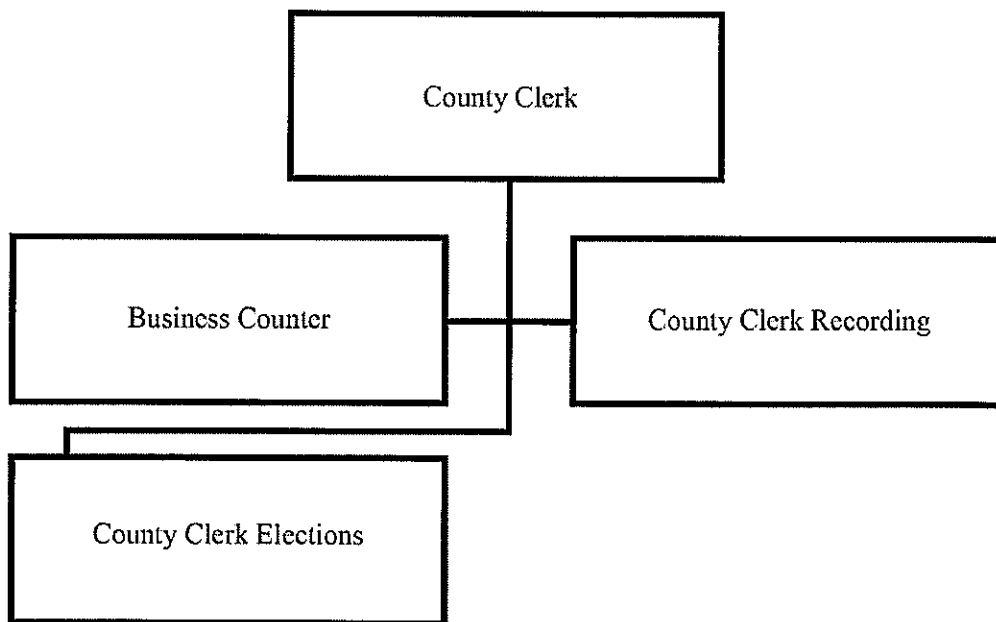
Weights & Measures: Continue to conduct inspections on commercial businesses to insure accuracy of the devices. Also will conduct scanner and commodity audits to ensure consumers are being treated fairly, businesses are compliant with state and federal regulations, and all required protocols are being met.

Consumer Affairs: Will continue to partner with retailers to increase customer service to consumers by providing them with more information about products and services; inform retailers of their responsibilities under laws spelled out in the N.J. Consumer Fraud Act; continue to implement new policies and inform businesses about the Notice of Investigation Findings for working with retailer, especially those using unfair business practices.

Office of County Clerk

Organizational Chart

Office of the County Clerk



OFFICE OF THE COUNTY CLERK

Mission

The mission of the Office of the County Clerk is to provide the most efficient and expeditious delivery of services to our constituents in the areas of land recordings, elections, passports and business.

Programs & Services

Recording Division: Provides same day recording of all Union County land documents as well as verification, indexing and scanning of these documents for public viewing on the Union County Clerk property search site. Responsibilities include the review of documents to confirm statutory requirements, comprehensive accounting duties of each document for taxes and fees as well as compilation of fees and transfer to the County Department of Finance and the State of New Jersey.

Business Division: Provides oaths to State commissioned public notaries; acts as authorized Federal Passport Agents for the United States Department of State; records business names; issues Clerk Certificates for Union County Notaries Public; issues Veteran I.D. Cards and Gold Star Parents I.D. Cards; assists with applications for Veteran Peddler Licenses with the State of New Jersey; registers Church Corporations; maintains Naturalization Records; issues Firemen exemptions and oaths of offices; Records Physician Liens and Physicians Licenses and files Inheritance Tax Waivers.

Election Division: Accepts nomination petitions for school boards, county offices as well as all independent candidates. Designs and oversees printing of all ballots, receives and processes Vote-by-Mail applications, and issues ballots, certifies election results, issues Certificates of Election for county, municipal and school board candidates and coordinates and conducts recounts.

2020 Accomplishments

Recording Division: Despite the emergence of the pandemic in March the Recording Division continued its operation on a daily basis, maintaining its legal statutory responsibility to record within two days of receipt. The office urged

submitters to file their documents through its two electronic submitter companies in order to alleviate delays with USPS.

Many new submitters were added to the client base in 2020 for a total of 3,500 electronic submitters. Training for staff not familiar with e-filing was conducted throughout the year to assist with the massive influx of e-filed documents.

Although the real estate market was temporarily depressed due to the pandemic, revenues from recordings exceeded the 2019 level and total revenues are estimated at \$46 million. The county property recording revenue portion is estimated to exceed last year by approximately \$600,000.

A massive re-design of the Record Room was completed in-house with the assistance of the Division of Facilities. The renovation provides more efficient use of space in anticipation of the major renovation of the office. The in-house scanning projects continued permitting the archiving of dozens of mortgage and deed books off-site.

Business Division: Non-essential services including customer visits for passport processing, notaries and business names and related services were temporarily suspended on March 16 due to the pandemic. Passports were re-initiated on August 1st at both offices on an appointment basis and all other services on June 1st. Due to the pandemic and suspension of non-essential services, revenues for 2020 in the Business Division are estimated at \$310,000, a decrease of approximately \$535,000 from 2019.

Election Division: The Governor and State Legislature mandated a delayed Primary Election from June 2nd to July 7th due to the pandemic. They also mandated that the Primary and General Elections be held primarily by Vote-by-Mail ballot. The Union County Republican Party postponed their county committee races for 2020. The Primary Election ballots were collated in-house by staff, a massive, labor-intensive process.

A substantial re-organization of the office was initiated as well as an addition of work venue in order to accomplish these directives in a socially distanced manner. Other County Department staff assisted in the effort to collate 70 different ballot versions to 345,000 voters in General Election.

Due to the majority of voters unfamiliar with Vote-by-Mail, the Clerk produced four informational videos on the election changes and procedures on how to vote by mail.

An informational illustrated brochure on how to vote by mail also was designed and included in every ballot. Additionally, the Clerk spoke to more than two dozen community and church groups on the new processes. An ad campaign was also conducted in newspapers and on TV.

A 2020 Election Calendar celebrating the 100th Anniversary of the 19th Amendment was published including election dates and deadlines. The Annual Election Date Brochure was also published and distributed widely.

2021 Initiatives

Recording Division: The division will continue to advocate for additional submitters for its e-filing recording system. Currently, deeds, mortgages, releases, postponements, Notices of Settlement, UCC's discharge and assignment documents are received through e-filing. The System eliminates paper, cuts mortgage costs, saves staff time and adds to the greening of the county.

The preservation effort for older books will continue in 2021 to re-canvass 32 book binders in the Record Room while new recordings continue to be digitized and uploaded to the property website. The in-house project and back scanning for the property website will continue.

Business Division: Notary Seminars are planned for the year-most probably by remote access. Renovation of the Elizabeth Passport Office will be initiated to increase customer access, provide greater security and convenience.

Election Division: A new, updated Vote-by-Mail ballot envelope will be designed and used in the 2021 elections. The window envelope will decrease the need for two voter labels to one and improve the ability and time needed to scan and validate voter information, therefore making the process more efficient and facilitate tracking.

An informational brochure on how to vote by mail will be included in every 2021 Vote-by-Mail ballot. The division will continue its multi-media outreach to voters to provide Vote-by-Mail information and access. A socially distanced work space will be identified for staff to collate ballots.

The 2021 Election Calendar will be distributed in January 2021 and will provide a Vote-by-Mail application form as well as information and deadline dates for school

boards, primary and general elections. The 2021 Election Dates Brochure also will be distributed. The Union County Votes App will continue to be updated.

A staffed voting office will continue in Westfield for the Primary, General and School Board Elections at least one month prior to each election to assist voters with applications and ballots. The main office in Elizabeth will continue to assist voters also with extended hours of business.

Office of the Prosecutor

Major Crimes Division

Investigative Division

Trial Division

Pre-Indictment Division

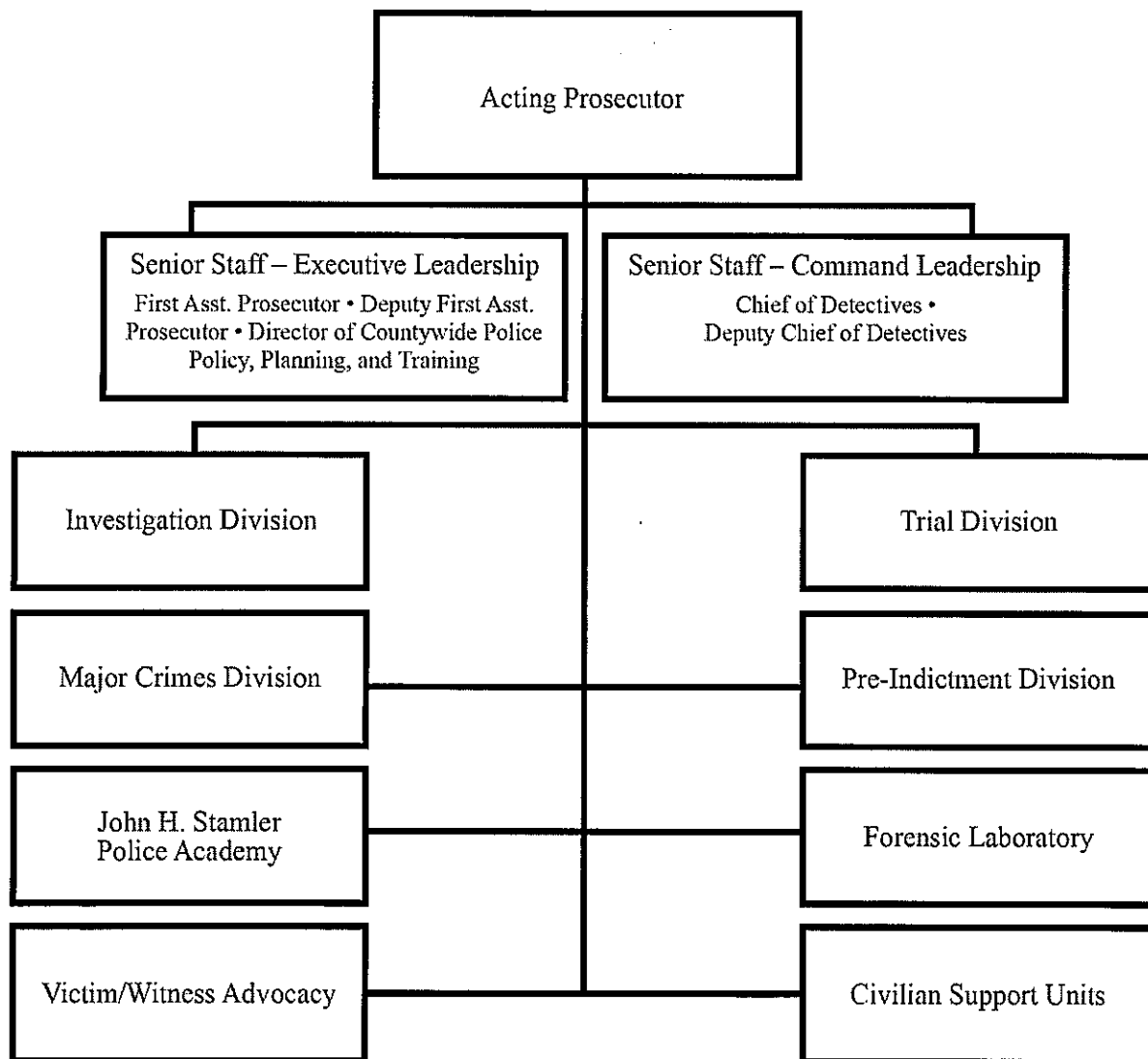
John H. Stamler Police Academy

Forensic Laboratory

Victim Witness Advocacy

Organizational Chart

Office of the Union County Prosecutor



OFFICE OF THE UNION COUNTY PROSECUTOR

Mission

It is the mission of the Union County Prosecutor's Office to allow the people of this County to live their lives without fear that those lives will be diminished by the acts of those who would betray the laws of a civilized society; to ensure that everyone in our society is free to live their life without becoming a victim of violence; to safeguard the liberty of each of our people; and to bring to justice those who would cause harm to our people, our families, and our communities.

Programs & Services

Major Crimes Division: The Major Crimes Division focuses on using modern investigative and intelligence-driven techniques to both investigate and prevent the most serious crimes negatively impacting our communities. The Division is comprised of the Intelligence-Driven Prosecution Unit, which uses specialized intelligence gathering and sharing to focus investigative resources on those persons and organizations, such as gangs, drug trafficking enterprises, and hate groups, responsible for violence planned or erupting in Union County communities; the Opioid Task Force, designed to help address the opioid epidemic; the Cyber Crimes Task Force, which focuses on the intersection of crime and modern technology and provides computer forensic services available to police departments countywide; and the Counter-Terrorism Task Force, which works closely with the Intelligence-Driven Prosecutions Unit created by Prosecutor Ruotolo to identify, investigate, and prosecute, violent hate-motivated groups behind acts of domestic terrorism. The Task Force works closely with federal partners including the Joint-Terrorism Task Force of the Federal Bureau of Investigation.

Investigative Division: The Investigative Division comprises several units made up of assistant prosecutors and detectives who work together in specialized teams to investigate and prosecute complex and serious crimes. Included within the Investigative Division are the Special Prosecutions Unit, which investigates complex financial crime, public corruption, elder abuse, the unauthorized practice of law and medicine, animal cruelty, arson, and other crimes requiring lengthy investigations; the Special Victims Unit, which specializes in investigating and

prosecuting sexual offenses and the abuse of children; the Domestic Violence Unit, which works to break the cycle of violence endured by those victimized by those closest to them; and the Homicide Task Force, which investigates every homicide offense committed in the County.

Trial Division: The Trial Division partners with the police departments of each of our municipalities, as well as the Union County Police Department, the Union County Sheriff's Office, and the Kean University Police Department, to bring the cases investigated by those departments to trial. The Division includes six trial teams, composed of experienced trial attorneys who handle all stages of litigation, and a detective staff, which partners with and continues the work of the various investigative agencies to ensure that all cases are trial-ready. Also housed within the Trial Division are the Juvenile Unit, which prosecutes juvenile justice matters; the Appellate Unit, which litigates all appellate matters arising out of the Office's activities; and the Grand Jury Unit, which ensures that the Grand Jury operates smoothly and efficiently.

Pre-Indictment Division: The Pre-Indictment Division is home to the many units that specialize in guiding newly charged cases through the initial phases of prosecution and to the many diversionary programs administered by the Office. Attorneys within the Division litigate motions regarding the detention of dangerous offenders, represent the State's interests in programs such as Drug Court and Veteran's Diversion, and specialize in the litigation of matters involving defendants suffering from mental illness. The Division also provides experienced assistant prosecutors to assist local police departments with investigative needs, such as obtaining search warrants or grand jury subpoenas, and to help municipal detectives make legally sound investigative decisions.

Professional Standards Unit: The Professional Standards Unit is responsible for investigating allegations of police misconduct and supporting the internal affairs function of all police departments in Union County, helping to ensure delivery of the highest quality police services.

Forensic Laboratory: The Forensic Laboratory is a fully accredited laboratory that provides forensic analysis for all cases investigated by the Office, as well as any police agency in the County. Forensic scientists at the Laboratory use state-of-the-art equipment and techniques to process evidence collected during the course of criminal investigations – for instance, analyzing and comparing DNA samples and identifying controlled dangerous substances.

Victim Witness Advocacy: Victim witness advocates specialize in caring for the needs of the victims of crime, and help witnesses deal with the stresses of the trial

process. The Unit provides comprehensive services to help crime victims deal with the financial, psychological, and physical effects of crime, and assists with the relocation of victims and witnesses whose safety is compromised by criminal actors.

The John H. Stamler Police Academy: The Academy provides a comprehensive and accredited course of instruction for new police recruits, ensuring that they are able to serve our community safely, effectively, and respectfully. The Academy also provides continuing education services for our many active officers, offering a wide range of courses on topics from computer forensics to interview techniques.

2020 Accomplishments

- Instituted Operation Helping Hand 24-7-365, making Union County the first county in the state to ensure that all suspects arrested for low-level possessory offenses involving heroin or other opioids would be offered face-to-face access to rehabilitative services at the time of arrest, 24 hours a day, 7 days a week, 365 days a year.
- Took significant steps to enhance police training, resiliency, and transparency:
 - Launched the Union County Body-Worn Camera Performance Review Pilot Program, designed to ensure the provision of high-quality, safe, and effective police services, through a system of performance monitoring and early intervention accomplished through the expert review of footage recorded on body-worn camera devices during daily patrols.
 - Adopted a new set of protocols committing the office to public identification of all detective staff subjected to major discipline.
- Began expansion of the Child Advocacy Center (“CAC”) of Union County, which houses the Office’s Special Victims Unit and provides comprehensive services to children who are survivors of serious incidents of physical and sexual assault. The expansion will ultimately allow the CAC to assume direct responsibility for the investigation and prosecution of all forms of sexual assault, and to serve the needs of the victims of all sexual crimes by facilitating wrap-around and holistic services at the outset of reporting.
- Worked to ensure community safety during the COVID-19 epidemic:

- Maintained all investigative units of the office at full operational capacity, including our Homicide Task Force, Major Crimes Division, Child Advocacy Center, Special Prosecutions Unit, and Domestic Violence Unit, throughout the COVID-19 epidemic.
- Transitioned to alternative learning methods, allowing the John H. Stamler Police Academy to graduate full classes in the spring and fall 2020 terms. Safely and effectively trained a much-needed complement of new police recruits despite the ongoing epidemic.
- Coordinated all in-county enforcement activities relating to the Governor's COVID-19 executive orders.
- Provided security for the Union County COVID-19 testing facility operating at Kean University.
- Noting that approximately 60 people were officially labeled “missing” countywide on National Missing Persons Day in February, launched a social media initiative to spread awareness and engage the community in efforts to locate the missing.
- Rolled out Union County C.A.R.E.S., committing law enforcement to work with local school districts, giving schools the information they need to care for children who have recently been exposed to traumatic events.

2021 Initiatives

- Initiatives the Union County Prosecutor's Office will be pursuing throughout 2021 include:
- Expansion of the Body Worn Camera Pilot Program to reach additional communities, and improve officer safety, training, and accountability.
- Continuing our efforts to address the heroin epidemic by focusing enforcement efforts on those profiting from the heroin trade, while making significant efforts to assist those suffering from addiction in getting the help they need.
- Implementing a pilot phase of the Office's new Domestic Violence Strangulation Initiative, which will ultimately ensure that a Forensic Nurse

Examiner responds to attend to the needs of all victims of nonfatal strangulation or smothering.

- Continuing the expansion of the Union County Child Advocacy Center, allowing the CAC to expand its services to a greater number of victims.
- Dramatically overhauling the way in which juvenile justice matters are handled countywide, to better target the most serious offenses, while diverting other matters for less formal resolution.
- Once the severity of the COVID-19 epidemic subsides, working to expand the Office's community outreach, increasing the number of community events in which it participates, as well as the number of staff members who participate in them. Representatives of the investigative and legal staffs will engage with members of local civic, nonprofit, education, business, and religious organizations to speak publicly on a broad range of topics, including but not limited to bias crime prevention and awareness, youth engagement, cybercrimes, facility security, local crime trends, and substance abuse prevention and intervention.
- Developing and pursuing a gun safety awareness campaign geared towards keeping firearms out of the hands of children and those with emotional/behavioral challenges.
- Continuing to improve de-escalation training and techniques countywide to promote officer safety and reduce use-of-force incidents.

Office of the Sheriff

Office of the Sheriff



OFFICE OF THE SHERIFF

Mission

The Office of the Sheriff is established by the State Constitution. The Sheriff's law enforcement functions are varied, but the primary objective is to provide coordinated services to the Union County Trial Court System that insures a safe County Courthouse environment and an uninterrupted judicial calendar. The advent of shared services has expanded this role to encompass the provision of specialized support services to other law enforcement agencies.

Programs & Services

- Court Complex and Building Security.
- Transportation of inmates.
- Service of civil and criminal process.
- Execution of domestic, juvenile and criminal warrants.
- Maintenance of criminal identification records.
- Enforcement of domestic violence orders issued by superior courts.
- Provision of search and rescue support services.
- Community education programs.
- Maintenance and responsibility of the Union County Pistol Range.
- Re-routing of non-violent offenders into S.L.A.P. (Sheriff's Labor Assistance Program).
- Provision of emergency medical response services within the Union County complex in Elizabeth.
- Support services to local, state and federal law enforcement agencies upon request.

2020 Accomplishments

- Expanded an enhanced Early Warning System program to comport with Attorney General Guideline
- Continued strategic partnerships with Elizabeth Police Department and Plainfield Police Division to combat violent crime. UCSO Officers and

supervisors have previously embedded with each agency to facilitate seamless multi-agency response.

- Increased the training cadre available to provide recruit and in-service training at the John H Stamler Police Academy. UCSO currently provides the Lead Recruit instructor, ten physical training/defensive tactics instructors and twenty firearms instructors for each recruit class; the Office additionally provides specialized criminal investigation and crime scene investigatory courses.
- Provided emergent staffing support for law enforcement agencies that required same because of COVID related issues, including an extended temporary assignment to assist BHPD's Public Safety Answering Point.
- Provided early adoption of public safety modified staffing to combat against increased contamination and infection rates of COVID-19
- Provided security and logistical support for public health and public outreach initiatives, to include the COVID-19 testing facility and food distribution sites.
- In conjunction with the Union County Police Department, implemented an efficient management service for law enforcement extra duty jobs

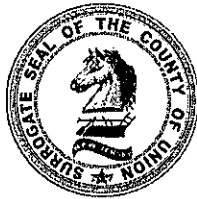
2021 Initiatives

- Provide security and logistic support to the Union County Trial Court System as virtual and in-person proceedings increase
- Increase physical and operational security enhancements at Courthouse complex and satellite posts
- Provide alternative Sheriff Sale proceedings to reduce expected backlog of cases
- Work with affected Stakeholders at the Federal, State, County and local level to provide necessary law enforcement services at COVID-19 based restrictions and Executive Orders are lifted or eased.

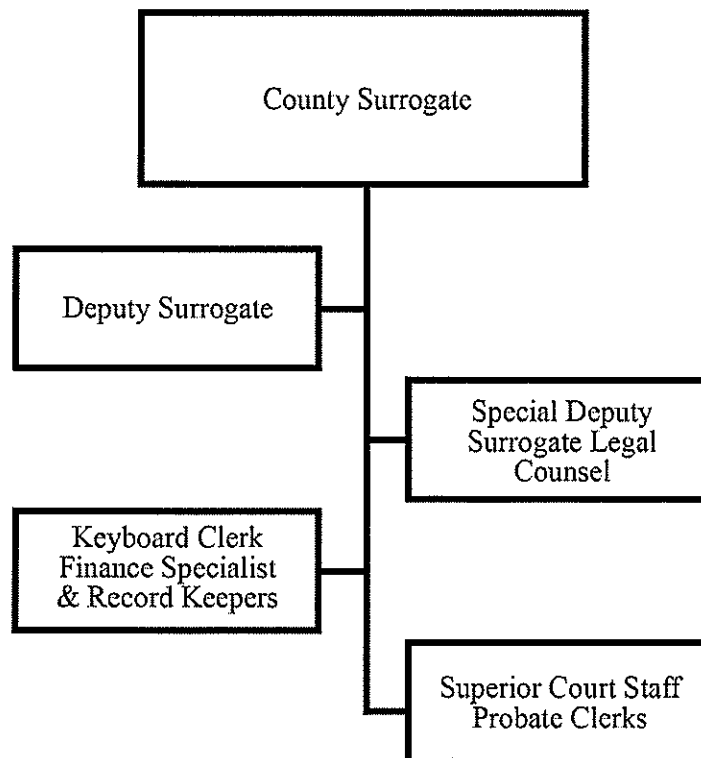
Office of the Surrogate

Organizational Chart

Office of the Union County Surrogate



James S. LaCorte, Surrogate



OFFICE OF THE SURROGATE

Mission

The mission of the Office of the Surrogate is to comply with the mandates of N.J.S.A 2:5-1 et seq. and 3B:1 et seq. as they relate to Wills, Administrations, Guardianships etc.; to be receptive to the needs of the people while serving them in the most compassionate, accessible, cost effective, and efficient manner; to provide outreach programs on a voluntary basis; and to educate the public with regard to the services of the office.

Programs & Services

Mandated

Superior Court, Chancery Division, Probate Part – New Jersey Court Rules 4:80-4:82

- **Wills:** Probate, issue Letters Testamentary, issue Letters Trusteeship, permanent depository for Probate related documents.
- **Administration:** appoint administrators, issue Letters of Administration and permanent depository for related documents.
- **Guardianships:** appoint guardians of minors, issue Letters of Guardianship, maintain and account for Minors Intermingled Trust Fund; periodic transfer of funds to minors as per court orders.
- **Incapacity:** Appoint guardians for incapacitated persons including children who have reached the age of majority (18) and need to have a guardian, usually a parent appointed. It is also the responsibility of the Surrogate to monitor and accept the annual reports of guardians in these cases.
- **SITF Funds:** As ordered by the court, the Surrogate shall maintain and hold secure all minors funds deposited by order of the Court; it shall obtain proposals subject to the guidelines of the Administrative Office of the Courts and approved by the Chief Justice.

❖ New Mandate from NJ Administrative Office of the Courts

Guardians Annual Reports

Explanation: Court appointed legal guardians make decisions for incapacitated people about personal and medical care, meals, transportation, and even where a person lives. Guardians control assets, manage budgets, pay debts, and make all financial and investment decisions for the people they assist.

The New Jersey Judiciary Guardianship Monitoring Program (GMP) is a comprehensive statewide volunteer-based court program established to monitor guardians in their handling of the affairs of incapacitated individuals, including elderly and developmentally disabled adults. The GMP monitors guardianship cases to ensure that guardians of incapacitated persons are performing their duties appropriately. Monitoring and oversight of guardianships helps identify, address, prevent, and deter activities that are harmful to incapacitated individuals.

While in the past year the Court have placed volunteers in our offices to “monitor” the guardians they have now placed the responsibility of obtaining these reports solely on the Surrogate. My office must make contact with every guardian every year (or other year, depending on judgment) to ensure they file their annual report. It has become a burdensome responsibility on the current staff. The amount of time to make sure all the letters go out in a timely manner that they are returned and documented, any changes are made to the system, and the documents are noted.

Court Rule 4:86

4:86-1. Action; Records; Guardianship Monitoring Program

(b) Judiciary records of all actions set forth in R. 4:86-1(a) shall be maintained by the Surrogate and shall be accessible pursuant to R. 1:38-3(e). (c) Each vicinage shall operate a Guardianship Monitoring Program through the collaboration of the Superior Court, Chancery Division, Probate Part; the County Surrogates; and the Administrative Office of the Courts, Civil Practice Division.

4:86-6. Hearing; Judgment

(f) Duties of Surrogate.

(1) The Surrogate shall provide the entire complete guardianship file to the court for review no later than seven days before the hearing.

(2) At the time of qualification and issuance of letters of guardianship, the Surrogate shall review the acceptance of appointment and letters of guardianship with the guardian in such form as promulgated by the Administrative Director of the Courts.

(3) The Surrogate shall issue letters of guardianship following the guardian’s qualification. The Surrogate shall record issuance of all letters of guardianship. Letters of guardianship shall accurately reflect the provisions of the judgment.

(4) The Surrogate shall record receipt of all inventories, and reports of financial accounting and well-being filed pursuant to paragraphs (e)(3) thru (e)(5) above.

(5) The Surrogate shall notify the court, and shall issue notices to the guardian in such form as promulgated by the Administrative Director of the Courts, in the event that:

(A) the guardian fails to qualify and accept the appointment within 30 days after entry of the judgment of legal incapacity and appointment of guardian in accordance with paragraph (e)(1) above; or

(B) The guardian fails to timely file inventories, reports of financial accounting, and/or reports of well-being filed in accordance with paragraphs (e)(3) through (e)(5) above.

(6) The Surrogate shall immediately notify the court if they are informed through oral or written communication, or become aware by other means, of emergent allegations of substantial harm to the physical or mental health, safety and well-being, and/or the property or business affairs, of an alleged or adjudicated incapacitated person. However, the Surrogate shall have no obligation to review inventories, periodic reports of well-being, informal accountings, or other documents filed by guardians, except for formal accountings subject to audit by the Surrogate.

(A) (7) The Surrogate shall record the death of the incapacitated person.

Deputy Clerk, Superior Court, Chancery Division, Probate Part – New Jersey Court Rules 4:83 – et. seq.

A Surrogate shall be elected to serve in each county for a five year term commencing January 1 after election. The Surrogate shall be both the Judge and the Clerk of the Surrogate's Court.

- To perform services in all probate proceedings for the Superior Court Chancery Division, Probate Part. (22A:2-15.)
- Contested Wills, Administrations, Guardianships of Minors and Incapacitated Persons: complaints filed, processed, calendared by Court Clerk Unit.
- To receive and maintain a digital and hard copy of all Annual Reports from the guardians of the Incapacitated Person as ordered by the courts.
- Adoptions: filed, reviewed and processed by Court Clerk Unit.
- Housing and retention of original Last Wills and Testaments. Filming of related court documents as required for Judiciary Court Management.
- House the State Court Monitors. These are state volunteers who use our office for monitoring Incapacitated persons and guardians.

- The Surrogate shall record receipt of all inventories, and reports of financial accounting and well-being filed pursuant to paragraphs (e)(3) through (e)(5) above.
- The Surrogate shall notify the court, and shall issue notices to the guardian in such form as promulgated by the Administrative Director of the Courts.

Surrogate's Court: Clients are individually interviewed by the probate clerks. Appropriate computerized applications and related documents are prepared by probate clerks who take oaths and witness signatures of the applicants.

Probate clerks assist the applicants by answering questions and then distributing relevant printed materials. Client assistance was expanded in 2009 to help individuals administer the estates, providing folders that contain materials necessary to complete the probate process. The Surrogate's Staff can assist the client as much as possible however, legal advice cannot be provided.

Applications are reviewed by the Senior Probate Clerk and forwarded to me for my signature. Signed Judgments and other related documents are then processed by the record unit. Since 2006 when we began scanning documents current estate records on digital format date back to 1986 have now been added to the On Base system. Clerks and public alike no longer have to handle the original documents; they can be accessed by computer in the record room for public viewing and by clerks who may view all material. Documents prior to 1989 may still be viewed by using the hard copy. The materials in my office date back to 1857.

Requests for additional certificates, exemplified or certified copies, proof of mailings, filing of claims and estate searches are processed by the clerical staff. This unit also provides the client service area with knowledgeable assistance for phone inquiries on a personal level. In the case of a physically incapacitated client, signatures are taken at a time and place convenient for the client. For the sake of convenience to the administrators and executors who cannot take time from work, evening hours have been established. Evening hours are conducted in Cranford, Scotch Plains, Union and Summit. Their Administrations have provided us with an office to conduct business on the respective days every month.

Deputy Clerk, Superior Court: Contested wills, formal accountings, contested administrations, incapacitations and adoptions among others are referred to Superior Court, Chancery Division, Probate Part with the filing of the appropriate complaint in our office. The Court Clerk Unit reviews, schedules and processes the complaint through to the final judgment. Under the direction of my legal counsel, motions and hearings are scheduled on a bi-monthly basis. The Staff Attorney reports to the Surrogate and provides a review of court sessions and will confer

with the Judge when necessary. The Surrogate's office has set up a monitoring procedure to make the necessary notification to guardians for their annual reports. Upon the final decision of a Superior Court Judge, a judgment is signed and the necessary legal documents are prepared by the Court Clerks. They are then executed, docketed and filed.

Non-Mandated: The Surrogate conducts educational seminars for the public on probate law, advance medical directives, self-proving wills and guardianship of minors other related topics.

The Surrogate conducts evening hours four times a month in different locations throughout the County. The first Monday of every month is in Cranford, the second Tuesday is in Scotch Plains, the third Wednesday is in Union and the fourth Tuesday of every month is in Summit. Residents must set up appointments with the office so that paperwork for each estate may be generated. The schedule allows for the Surrogate's office to see clients between 4:30 – 6:30 each evening. All Evening appointments was suspended due to the COVID-19 Mandates.

2020 Accomplishments

To provide a better understanding of how many clients we see on a daily basis, these are some of our figures year to date. 1-1-2020 / 12-31-2020

Probates	1604		Administrations	632
Adoptions	144		Minor's Guard	92
Incapacities	144		Release of Funds	100
Certificates	12090		Searches	589
Affidavit s/s n/k	1256		Other complaints	272

That's over 4,000 clients in a year. These are cases where the clients would be seen in our office or a satellite office and sometimes in a Court Room. Due to COVID-19 mandates, our cases were handled through email, fax and regular mail. The paperwork is generated by my staff and the clerks and we all take the signatures. During 2020 my office handled over 13,000 calls with regard to probate matters.

Speaking Engagements: If 2020 was a normal year, I would have conducted several speaking engagements this year but due to COVID-19 Mandates, all speaking engagements were put on hold. The audiences normally range from 15 to 250; the engagements are usually conducted at social clubs and organizations

throughout the county. I also addressed professional groups such as The Bar Association, Municipal Clerks, and law clerks.

In addition I have been conducting classes and seminars for the Local and State Bar Associations. The law now requires that attorneys earn continuing education credits each year. The opportunity to provide solid legal advice and discuss work product with the attendees is beneficial to everyone. In addition this year along with the County Clerk we conducted training for Local Notaries (see attached).

In addition the AOC had asked me to co-host a seminar for the “Early Settlement Panel with Judges from around the State. The early settlement panel handles cases that are having some difficulty coming to a decision, usually about distribution. The panel of attorney’s takes these cases and tries to mediate a settlement before they would have to go to trial.

Continuing education for our residents is important. I continue to promote education of the public about important legal matters. Our brochures can be found in Senior Centers, Libraries & Local Government Offices. I have released several press releases this year and will continue to keep the public informed.

Banks continue to be a concern for the spouses the rules vary from branch to branch; internal policies are making it difficult for them to claim assets. I continue to interact with The New Jersey State Banking Commission and Presidents of various financial institutions to educate them on the process in New Jersey.

Family Members find themselves in uncomfortable positions when having to deal with probate matters. Whether it is a court proceeding for a disputed probate matter, obtaining guardianship of an incapacitated parent or child, an adoption or a settlement for a minor my office handles all of these cases with the upmost professionalism and care to the clients. We deal with legal documents, laws and court rules that govern specific cases. The clients, when they come into our office, are given as much information as possible to make an informed decision.

Service to the community is a vital part of our office. I have promoted the services of Union County (i.e. Human Services, Parks & Recreation, Social Services) when instructing the guardians to file their annual reports. This informative information has been included in their mailings. I would believe that the County would benefit from departments sharing documents with other agencies, I have expressed that the “ASK” Program from Human Services be placed in the Courthouse during the fall and Winter Seasons.

Evening Hours: During the year we normally conduct over 150 evening appointments in host communities. Due to COVID-19, all evening appointments were put on hold. We share services with Cranford, Union and Summit and now have added Scotch Plains. We use their facilities to probate estates for clients who are unable to make in into the office during the daytime or wish to accompany a parent through the process. Evening hours are conducted at the request of the attorney or individual filing with the courts. Information must be given to the office at least 24 hours prior to the appointment. Once we have all the necessary information the clerk will prepare the papers and schedule the appointment. They will inform the client what they will need in order to complete the probate process.

Home Appointments: All home appointments for the year 2020 were put on hold due to COVID-19.

Clients: We are still averaging over 7000 clients a year. Most calls came from individuals looking for information on how to proceed with an estate matter. In addition to probate and estate matters our office handles a multitude of issues from guardianships for minors, adoptions, superior court cases and incapacity hearings. Individuals in our office are trained to help clients understand the complexity of these issues. My office handles call from the public individually; there are no answering machines for my office it is done on an individual basis. This year so far we have handled over 1600 probates, 92 Guardianships for minors, 632 Administrations, and 144 Adoptions and 144 Incapacitated cases. These cases are handled by our Probate Clerks, Lawyer and Superior Court Section.

There are times when family members don't agree. There could be an estate that no one has come in about but needs an administrator appointed, or we have cases where the next of kin cannot be located or are incapable of serving. When this happens I am allowed to conduct a hearing on the "Surrogate's Level." In 2020, 58 such hearings took place on my level and allow me to adjudicate who shall or shall not be able to serve for an estate. I preside over these hearings and many of them are settled without the need for a Superior Court Judge to get involved. This serves as a cost savings to the client, the estate and the State of New Jersey. It would also allow a creditor to come forward to force an estate into probate when money is owed to them by the decedent. In these cases (landlord, undertaker) when there are sufficient assets or no next of kin can be found, the Attorney General is noticed and that office allows me to appoint a local probate attorney as Administrator.

All numbers are as of December 31, 2020

Guardianship Reporting & Monitors: In 2014 the State brought in their volunteers to data input the information from our Incapacitated person files into a state program. Their intention is to monitor the financial affairs of the incapacitated person. This program while based in our office is strictly a State run program.

- The county has provided them with a secure environment in which to work.
- In the coming year the State is going to conduct a pilot program for Superior Court Cases, and Union County will be part of that pilot program.
- As of September 1, 2016 the Administrative Office of the Courts has mandated that the Surrogate take the lead in retaining and transferring important court documents to the State Web Site. This has taken considerable resources and staffing to accomplish.

AOC: Administrative Office of the Courts (2-23-17): In February of 2017 we were presented with a new set of rules for Incapacitated cases from the Administrative Office of the Courts. We were charged with taking the court documents and data entering the particulars of the case into the State web system for Court E-files. The new rules state that we have 5 days from the date of judgment to make sure the information is entered into their system. This has become a duplication of services for the Superior Court Section. It was soon followed up by an e-file training in March of 2017.

E-File Training 3-23-17: The courts indicated to us that they needed the original documents scanned, indexed and transferred to the State electronically. This causes us some software changes and additions to our current program in addition to converting scanned documents into PDF files for the State. In addition to our in house Information Technology Department, Steve Santillo recommended that we engage On Base (Continuum) to write a software program that would take our TIFF documents from On Base and convert them into PDF files for the state program, this would be accomplished each evening, giving the Incapacitated Cases a specific code that would identify them and place them in a separate folder for the morning at which time we could copy and drop them into the state's web site.

Main duties include but are not limited to, scanning re-indexing and supporting the incapacitated docket list. Clerks are in charge of inputting data into the state web site and sending documents to the State and archiving in our office.

Document Retention: Everyone in the office contributes to the upgrading of old records into digital files. Two individuals in the reception area help in that process and will continue to support the current staff.

We moved the other individual who was originally up front to the record room. Since we entered into a contract with DRS Imaging (2016) work began in our department in 2016 to convert micro fiche images to digital. From the digital process, the documents are downloaded into the On Base system "Estates" are created. Once this is done, we now go into these Estates and index and extract unnecessary information and redact personal information, then the docket is passed along to the "Custom Query."

We now have a docket from 1963 available on the screen for clients and staff to view. Converting these old documents to digital gives us another level of security for our documents. This is a time consuming process. Several staff members are working on different parts of the program. The fees for the digital conversion were taken out of our "Surrogate's Trust Fund" and not general revenue. At some point we may have to go out or extend our contract for the conversion.

A good portion of our *Surrogate's Trust Fund money (funds acquired from dedicated revenue's under the Fee schedule effective 2-1-02) was used to update these files, develop new software and integrate new actions into our current Bluestone system. In addition we are currently under contract to transfer documents from micro fiche to a digital process as indicated above.

Surrogate's Intermingled Trust Fund: When a minor is injured or inherits money the judge or the law will require that the Surrogate hold that money in a separate trust account. In January of 2020 we were ordered by the Assignment Judge to change our SITF funds in the primary and secondary accounts. Investors Savings Bank was kept as our primary with a 2 year contract; however, our secondary bank is Columbia Bank. They handled funds from \$250,000.00 to \$500,000.00 for minors under a court order. Their contract is for one year, January 2, 2020 to January 2, 2021. Currently we handle over \$22,000,000.00 in assets

The Surrogate's Court currently holds over \$22 million in the fund. All withdrawals from the fund must be accompanied by a court order. This requires that the office prepare a petition for the court requested by the Guardian. Once the completed complaint is filed with our office, the clerk will prepare the necessary paperwork and take the cases to the assigned Superior Court Judge on a weekly basis. The Judge will approve or deny the petition and the clerk will then complete the case by sending the denial or preparing the necessary papers for the release of funds according to the judgment permitting the use of these funds. The Surrogate, as Judge of the Surrogate's Court, has the final authority to release the funds when the minor turns 18.

All Accounts in the Surrogate's Court SITF funds must be paid into an interest bearing trust account or accounts in responsible, federally insured banks, saving banks, trust companies or savings and loan associations, provided that no money shall be deposited in such account in excess of the maximum amount to which such deposits are issued. These funds shall be intermingled pursuant to guidelines promulgated by the Administrative Office of the Courts with the approval of the Chief Justice.

Adoption Day, November 20, 2020: This year we had eight children being adopted in Union County. There are two Superior Court Judges conducting the adoptions. The Union County Surrogate will be hosting the breakfast for the children and their families. In addition an Adoption Information Fair is being presented again this year. Anyone interested in Adoptions or the process may visit the court house.

Our Adoption clerk receives the complaint for adoption, files it in, ensures all the necessary documents are completed, and filed and staffs the hearing for the Judge.

Superior Court: Judge Dupuis was the Presiding Judge, Chancery Division, Probate Part until her retirement in June of 2020. Judge Mega is the current Presiding Judge, Chancery division Probate Part. Our Superior Court Staff support her on a daily basis, prepare and file papers, handle pre-trial conferences and conduct motions twice a month.

This year (12/31/2020) we handled 144 Incapacity Complaints, and 100 other complaints for contested probate matters, accountings and declaration of death. The numbers for Incapacity are climbing. With the new probate software system we have started to identify the number of cases that are considered DDD (Developmentally Disabled; these are usually young adults with autism, cerebral palsy and downs syndrome) and those that are the result of accident, old age, Dementia and Alzheimer's.

In addition to the Chancery Division, our Adoption clerk, Suzanne DiOrio, reports to the family division; this year we conducted 144 adoptions. Here the adoptions are conducted in private in a closed court room. Once the adoptions are complete she files all paperwork with the state and seals the file. Mrs. DiOrio is also responsible for the Adoption Day Program.

D.A.R.M: Each year the state requires a report on how many documents we have scanned to digital images during the year. This year we have turned over 16,092 hard files to digital images. We digitized over 100,000 images in the year 2019.

2021 Initiatives

Constituent Services: How can I better serve the public? I am always open to suggestions happy to bring our program to the public. I encourage new organizations to participate in our programs but numbers for social organizations are falling off. Media outlets are few and far between now and we promote from within. The Court House which has a healthy traffic flow of constituents are constantly taking our brochures and inquiring about speaking engagements. I would like to see a bi-annual newsletter for residents (that they could pick up in the libraries or town halls) that showcase the initiatives that county offices offer to the public. In addition we have updated our web site to try and assist the citizens with probate matters.

In addition, we receive many of phone calls from the general public about probate matters. Also, the guardians who have to fill out the annual reports sometimes get nervous or have a language barrier. Our office handles all of these calls and if necessary we have several translators in our office who lend a hand.

Continuing Legal Education: It is mandated by law that attorneys continue to educate themselves on valuable information and changes in the law in order to serve their clients. I have participated as a panelist on several occasions to help educate the legal profession about changes in probate law. My Executive Clerk, and myself must maintain certain continuing legal education credits in order to be able to continue to practice law and we also attend classes.

Upgrades to Internet Services: We are in need of updating our system with fiber optics. With new directives and mandates from Superior Court. It may be necessary to expand our software program with Bluestone (our operating system) or On Base our digital retention system.

Communications: It is always my goal to expand the communications for my office. I feel that the Constitutional Officers should make every effort to support and educate the constituents in this County. I am always looking for additional outlets that would open discussion on the services my office provides.

Daily e-mails to the office are handled by the Deputy Surrogate, Special Deputy Surrogate and my staff Attorney. Susan Dinardo the Senior Probate Clerk handles all new cases coming into the office, she disseminates the work to the probate

clerks for preparation for the attorneys and clients. They respond to all clients questions about the probate process. The process by which we do business has changed over the years. When you used to get a lot of faxes we now get twice as many e-mails; cases come in by e-mail every day from attorneys, this work gets processed by our staff and communications with attorneys has become easier. Keeping our staff and equipment up to today's standards is very important.

Having individuals answer the phones and direct the clients to the right person to help them is an invaluable service. Most individuals are amazed that we have a real person answer the phones. The services that the receptionists provide help alleviate stress on an already stressful situation. In addition the receptionists handle multiple tasks such as mail, purchasing, digital scanning and record keeping.

Our office keeps current with the new laws and provides brochures for the public. Another support of the office is our web site; it is coordinated between my Deputy Surrogate and Robert Charkowsky from Public Information.

The office provides a web site to assist the pro se client in conducting the business of the estate. Important information is contained on our web site. Residents may download forms for probate matters and check legal terms. E-mail inquiries about estate matters are also processed and handled by senior staff.

Personal contact and communication with the client or resident makes the client feel that they are getting the attention they deserve. The fact that they also get an individual when they call our office is a big factor in the compliments that our office receives.

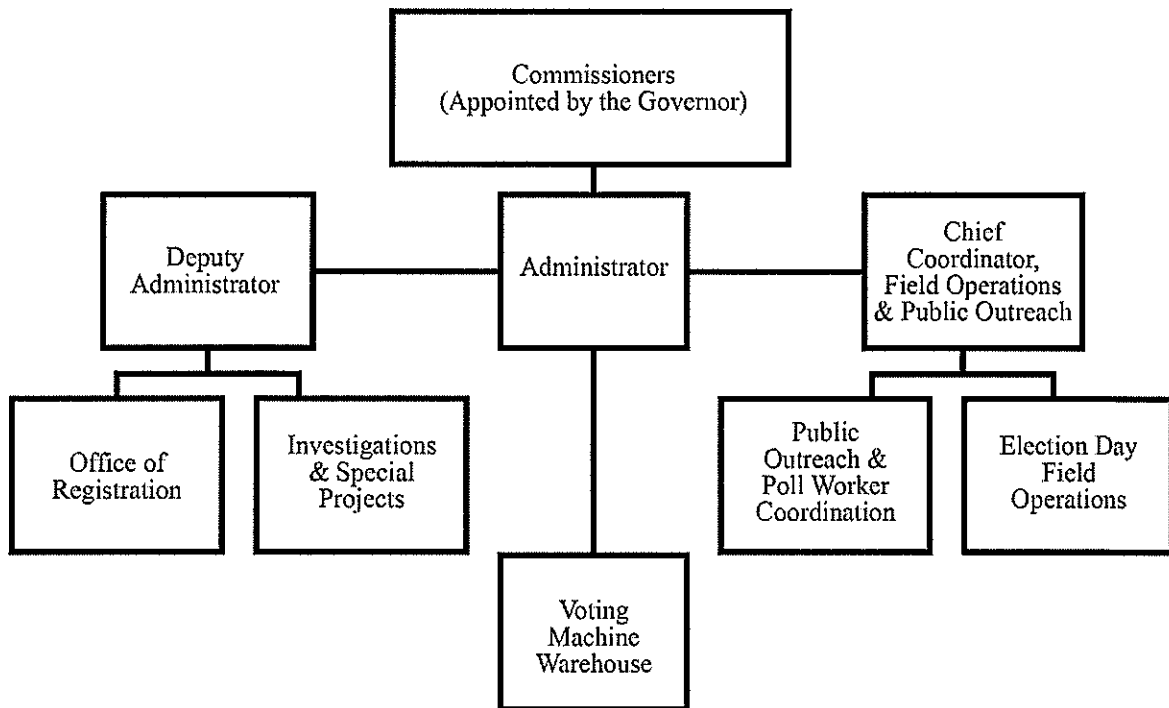
Continued Support: The County is fortunate to have departments that work well together. Often times we forget to mention them when we have a chance, however it would be remiss not to acknowledge the support of others in the County. Our Information technology department is constantly coming to our aid, same with the Senior Personnel Assistant (civil service); Facilities, Personnel, Finance, Public Information and Purchasing Departments. These are just some of the divisions who support us in our service to the community. We are fortunate to have their support and direction.

New Directives from the (AOC) Administrative Office of the Courts: We are expecting to be part of a pilot program for a new program from the courts. Since the Courts are trying to become more consumer friendly, it has become more of a burden for staff. Cases that would normally have an attorney represent them are now being done by lay people. This means that the individuals trying to fill out on line forms are relying on staff to explain legal terms and instructions to them.

Board of Elections

Organizational Chart

Union County Board of Elections



BOARD OF ELECTIONS

Mission

The Union County Board of Elections (UCBOE) is comprised of four members commissioned by the Governor to serve a two-year term. Their primary responsibility is to ensure that all elections are conducted within strict compliance with all state and federal mandates with accuracy, integrity, transparency and efficiency.

The Right of Suffrage is a Fundamental Right. This Board guarantees this right by maintaining an accurate and inclusive registry of eligible voters and ensuring the voters' rights are enforced prior to and on Election Day.

Programs & Services

The Board provides election-related services to over 376,559 active and inactive voters registered in Union County, including:

- Processes new registrations;
- Processes registration transfers both in and out of Union County;
- Trains and assigns more than 1,800 district board workers for each election;
- Trains and assigns more than 50 election deputies to assist this office on Election Day;
- Provides, upon request, mock elections and demonstrations of the ExpressVote XL Voting Machines for students, civic groups, or any group requesting the same;
- Maintains a digitized signature verification system for poll book creation and petition and mail-in-ballot verification; and
- Maintains a computerized system of all active and inactive voters in Union County;
- Maintains a fleet of 475 voting machines and 3 central vote tabulators;
- Programs each election profile;
- Performs post-election audits as required by law;
- Coordinates and participates in voter outreach events; and
- Conducts recounts as requested.

Voting Machine Maintenance: As part of its responsibilities, the Board maintains, services, prepares, programs and coordinates the transportation of over 475 voting machines for each municipal, primary, general, and special election conducted within Union County.

Americans with Disabilities Act (ADA) Compliance: The Board cooperates with local, state, and federal agencies to ensure that the 166 polling sites throughout Union County are in compliance with the Americans with Disabilities Act.

Enforcement: The Board conducts investigations relating to questionable registrations to prevent voter fraud (including on-site inspections).

The Board maintains a file of all current and former residents of Union County convicted of indictable offenses (forfeiture of suffrage).

The Board processes cancellations of registration for deceased residents of Union County.

Each month, the Board electronically transfers County registration information into a statewide registry file maintained by the New Jersey Office of the Secretary of State.

The Board maintains and upgrades all maps for each municipality in Union County resulting from any district adjustments.

2020 ACCOMPLISHMENTS

The COVID-19 global pandemic affected every facet of our statutory functions. We successfully executed the 2020 Presidential Primary and General Elections, initiated new processes and programs, and, most importantly, avoided an outbreak within our office.

ADA Compliance: The Union County Election Board continues to work with the United States Department of Justice (US DOJ) to ensure Americans with Disabilities Act (ADA) compliance at our polling places on Election Day. The Union County Board of Elections entered into an agreement with the US DOJ to ensure a continued partnership relative to ADA compliance.

While poll workers have received training on ADA compliance on Election Day, it is incumbent upon the municipality to ensure any remedies required for compliance are in place on Election Day. Poll workers and master poll workers received revised,

more in-depth training on the importance of ADA compliance on Election Day which included monitoring by the US DOJ, checking to guarantee temporary measures are in place to ensure accessibility for disabled voters and their requirement to complete the necessary forms.

The Board moves polling places which were not ADA compliant to accessible polling locations when necessary.

The Board continued to be proactive in advising voters of alternate, ADA compliant entrances when the main entrance is not compliant, by adding the information to the polling place listing on the website and providing the information on Election Day post cards.

Community Outreach

Public Outreach & Education: The UCBOE worked in tandem with the public information office, municipal clerks, and local mayors and council to spread the word regarding changes to both the Primary and General Elections brought about by the COVID-19 pandemic.

In anticipation of the changes promulgated via Executive Order 177, the UCBOE 2020 was awarded a significant grant in the amount of \$1.136 million. A large portion of these funds was used to promote voter education relative to the changes in the election process. The UCBOE engaged in an aggressive voter outreach media campaign which included newspaper advertisements, airtime on cable stations and electronic media buys.

Further, the Administrator participated in over thirty virtual speaking engagements to promote voter registration and to educate voters on the process of voting by mail and to assure them that vote by mail balloting is a secure way to vote.

Public Outreach to the Schools: The UCBOE suspended in-person public outreach to schools amid the COVID-19 pandemic. The administrator participated in virtual conversations relative to the tallying process during the presidential election for grammar school, middle school and college civic engagement discussions.

Public Outreach to Nursing Homes and Rehabilitation Centers: The UCBOE suspended in-person visits to nursing homes amid the COVID-19 pandemic. However, the UCBOE made contact with nursing homes and rehabilitation centers to provide continued instruction on the vote by mail laws to ensure residents were not disenfranchised due to errors made by those assisting them. No voters from group homes were disenfranchised due to bearer issues or assistor issues.

IT Infrastructure Upgrades

In February 2020, the UCBOE upgraded all workstation in order for our employees to be able to work more productively in the new State Voter Registration System platform.

Within a month, we were working from home as our office as the state ordered a shutdown due to COVID-19. The old towers were repurposed and provided to employees so they can work from home. Our productivity continued during quarantine.

In preparation for the General Election, additional desktops, label makers, desktop scanners and hand scanners were purchased using grant funds to create additional workstations for seasonal employees.

Registration, Elections and Audits

Voter Registration: The UCBOE maintains an active list of 376,559 voters, including 34,313 new registrants in 2020. Maintaining the voter registration database is a very tedious task as it is an ever-changing list. Over 200,000 updates to our voters have been made this year which include address changes, name changes, deletions due to deaths, inactive confirmations, and disenfranchisements. Voter update statistics represent the number of times current voter registrations have been touched to ensure our voter registry and voter history is current and accurate.

Online Voter Registration: The State of New Jersey launched online voter registration for the first time in September 2020. The new process was a seamless merger with the new State Voter Registration System. Staff was trained and mastered the new system debuted ahead of a Presidential Election.

Union County Elections: Executive Orders 144 and 177, respectively, ordered primarily vote by mail elections for both the 2020 Presidential Primary and General Elections amid the COVID-19 pandemic. Provisional ballots were available for in-person voting and ADA compliant voting machines were available for members of the disabled community who cannot vote on a paper ballot.

The UCBOE successfully administered Primary and General Elections, and the Annual School Board Elections. The Primary Election was moved to July 7, 2020 and turnout was 25.63% or 90,668 of 353,739 registered voters. The Presidential General and School Board Elections experienced a record turnout with 69.29% or 258,344 of the county's 372,854 registered voters voting in November 3rd election.

Processing this volume of vote by mail ballots was truly a proud accomplishment for our office. Prior to 2020, the highest number of ballots received and processed by this office was just under 20,000 in the 2018 General Election following a series of new laws which amended the vote by mail law.

In the Primary Election, the UCBOE processed just over 90,000 vote by mail and provisional ballots. The UCBOE processed over 258,000 vote by mail and provisional ballots in the 2020 General Election. Approximately 50 additional seasonal employees were hired and 20 members of the New Jersey National Guard augmented our team to administer the General Election.

Both Executive Orders relative to elections in 2020 provided for an extended time frame for which ballots received through the mail can be counted. Current statute provides that any ballot postmarked on or before Election Day and received within 48 hours of the close of the polls shall be counted. However, this statute was suspended via executive order. Both Executive Orders allowed for any ballot postmarked on or before Election Day and received within 7 days shall be considered valid and canvassed. Additionally, in the General Election, ballots received through the mail without a postmark and received within 48 hours was to be canvassed.

Executive Order 177 allowed for voters to return their vote by mail ballots to their designated polling location. Voters were required to sign a log book and then deposit their ballot in a secure transfer case. This was a great alternative for voters who voted by mail, yet still wanted the experience of going to the polling place.

The county typically has 431 districts situated in 166 polling locations, employing over 1,800 poll workers. However, the Executive Orders called for consolidated polling places. In the Primary Election the UCBOE utilized 89 voting districts and polling locations and 116 voting districts and polling locations in the General Election. There was an increase of polling locations in the General Election to alleviate crowding. Social distancing was achieved in each of the polling places where each set of poll workers assisted several districts.

Additionally, the UCBOE conducted one recount following the General Election for Berkeley Heights Township Council. The outcome of the election did not change as a result of the recount.

Secure Ballot Drop Boxes: The Executive Order issued for the Primary Election required the UCBOE to install five secure ballot drop boxes for voters' convenience in returning their vote by mail ballot. The Executive Order issued for the General Election called for Union County to receive from the state an additional eight boxes, for a total of 13 ballot boxes. However, the UCBOE

installed 24 secure ballot drop boxes throughout the county. There is a ballot drop box in each municipality. Additionally, drop boxes were installed on the Kean University campus in Union, the Union County College campus in Cranford and a drop box was installed in front of the UCBOE main office in Elizabeth. The ballot drop boxes are ADA accessible, under 24/7 camera surveillance and available to voters 24/7. Ballots are picked up from the drop boxes and delivered via police escort to the UCBOE office daily.

In the Primary Election, voters deposited over 7,000 ballots in the drop boxes, with over 5,000 ballots being received on Election Day alone. In the General Election, over 177,000 ballots were deposited into the drop boxes, with over 20,000 ballots being received on Election Day. Because voters were concerned over news reports of delays in the postal service, the drop boxes were wildly popular with voters.

Every day, seven days per week, two teams of UCBOE employees, escorted by the Union County Police Department, started at 6:00am to exchange the ballot containers, returning containers with ballots to the office for processing and replacing it with an empty container. Staff followed security and auditing protocols as directed by the state.

The vote by mail ballot drop boxes provided a safe and direct alternative to the postal system.

Union County Board of Elections Tallying Center: Administering primarily paper elections, which is a very manual process, while socially distancing staff and temporary employees presented its own challenges. The UCBOE established a Tallying Center at the former Union County Juvenile Detention Center. The Tally Center enabled over fifty seasonal employees to be socially distanced while they were stripping certifications and opening ballots to be tallied. Additionally, the vote tabulators were able to be socially distanced thereby protecting staff charged with tallying ballots. In addition to housing staff, this location served as our board meeting area, which provided room for the public while socially distancing the board members. Workstations were available for staff who were assigned to the Tally Center but needed access to the County's network. A vault was designed for vote by mail ballots. Storage areas were designated for processed vote by mail ballots, outer envelopes, inner envelopes and certifications. Each storage area had limited staff access. Any area where ballots were being stored had a designated, alarm system with limited staff access.

Finally, in the interest of being transparent, a livestream feed was established so members of the public could view the process while it was happening. Because there

was so much information being disseminated about the illegitimacy of voting by mail, it was important for voters to get an inside look to what happens behind the scenes.

Post-Election Audits: The Union County Election Board conducted its post-election audit pursuant to N.J.S.A. 19:61-9 and regulations promulgated by the New Jersey Secretary of State. The purpose of a post-election audit is to prove the accuracy of the electronic tally equipment when compared to the voter verified paper audit trail. The voter verified paper audit trail is inherent in an all vote-by-mail election and generated by the voting machines. The guidelines required a hand-eye audit of 2% of the batch units of each congressional district. The hand-eye audit was 100% consistent with the results tallied by the vote tabulators and voting machines thereby confirming the accuracy of the election outcomes.

State Voter Registration System: The New Jersey Division of Elections migrated to a new platform for its state voter registration system. The UCBOE staff was trained on a new system just in time for the Presidential Election. The system was launched at this time because of its enhanced cyber security features. However, many of the functions of the system are lacking and staff needed to make adjustments to properly administer the election.

Surveillance of the Secure Ballot Drop Boxes: As previously mentioned, each box is required to be under 24/7 camera surveillance once they are opened and ready to accept ballots through the recount process. Installing video surveillance systems at 24 individual locations was a very complex and carefully coordinated effort. After each of the boxes were under surveillance, there were many locations which needed to have additional equipment installed so that the county owned the equipment and recordings in the event of an incident. Further, with so many cameras in place, there needed to be one, consistent process to monitoring the ballot boxes. Post-election activities relative to the surveillance system include harvesting all the servers and downloading and archiving the video onto a secure server housed at the UCPD for a timeframe consistent with the state retention schedule.

Union County's New Vote Tabulation System

To ensure the volume of vote by mail ballots would be timely and accurately counted, the UCBOE augmented its vote tabulation system by purchasing a third DS850 vote tabulator for paper ballots, purchased using grant funds.

Additionally, the UCBOE purchased two mail processing machines which timestamped and automatically sliced vote by mail envelopes. Timestamping and

opening envelopes was previously a manual process. These machines provided great efficiency in processing ballots.

Poll Workers

Hiring, retaining and training poll workers during the COVID-19 pandemic presented a number of challenges this year. Since many of our poll workers are considered to be at a higher risk for COVID infection and complications, a significant number of seasoned poll workers did not work in the Primary Election. We trained seasoned poll workers on the changes and new poll workers on “how to be a poll worker” virtually.

In preparation for the General Election, five in-person training sessions were conducted for new poll workers as well as seven virtual training opportunities for seasoned poll workers.

Training for all poll workers was mandatory this year for both elections to educate voters on the many changes for this election.

Election Legislation & Its Continued Impact

Some new processes and guidelines put into effect to facilitate the election process during the global pandemic have been codified into election statutes, which will part of our election landscape going forward.

Secure Vote by Mail Ballot Drop Boxes: The secure vote by mail drop boxes installed in 2020 will continue to be a part of our election process, available to voters as an alternative to mailing their ballots. Our process of secure transfer of ballots from the drop boxes to the office for processing will continue.

Signature Cure Law: For the first time this year, voters were able to cure signature deficiencies on their ballot. If a voter did not sign their certificate envelope or their signature did not match what is on file in the State Voter Registration System, the voter was provided an opportunity to cure their ballot. Voters had until 48 hours prior to certification to cure their ballot. The UCBOE issued over 1,100 letters and over 3,000 letters in the primary and general elections respectively. The response rate was just over 30% in each election. This new law afforded voters an opportunity to ensure their vote was counted, when previously it would have been summarily rejected. The new law, effective for the General Election, required the Commissioners to meet four times per week to adjudicate signature issues, then required the Board to send notice to the voter of their signature deficiency within 24

hours. Finally, the Board is required to reach out to voters who did not respond to the letter with a phone call or email, if such information is available via SVRS.

2021 Initiatives

ADA Compliance: The Board will continue to work with our local partners as well as Federal officials to ensure ADA compliance at all polling locations.

Elections: The Board is prepared to execute the 2021 Primary and General Gubernatorial Elections and any special elections.

Community Outreach: The Union County Board of Elections will be aggressive in urging residents to register early for the upcoming gubernatorial election and to confirm their intended party affiliation ahead of the primary election.

The Board will also continue its outreach to rehabilitation centers and nursing homes in efforts to ensure residents' votes. Outreach to schools will continue as an important lesson in government and civic participation.

Legislative Compliance: The UCBOE will continue to work with the New Jersey Association of Election Officials, legislative leaders and the New Jersey Division of Elections as new election laws are being deliberated and ultimately become law.

Outreach for the ExpressVote XL Voting Machines: Assuming it becomes safe to do so, the Union County Board of Elections will resume its voter outreach and poll worker education relative to the new ExpressVote XL Voting Machines. As the office responsible for the voting machines and executing a smooth election day, it is incumbent upon the Board to continue an aggressive public outreach schedule.

Poll Workers: The Board will continue to augment the poll worker workforce, increase bi-lingual poll workers, and seek to employ precinct captains for multi-district polling places to assist with the operation of the new voting machines. It is absolutely necessary to go into a Gubernatorial Election with as many, trained, dedicated workers as possible.

Re-warding of Municipalities following the Census: Pursuant to state statute, the Board will work with the municipalities which must conduct ward studies following the 2020 census.

Rutgers Cooperative Research and Extension of Union County

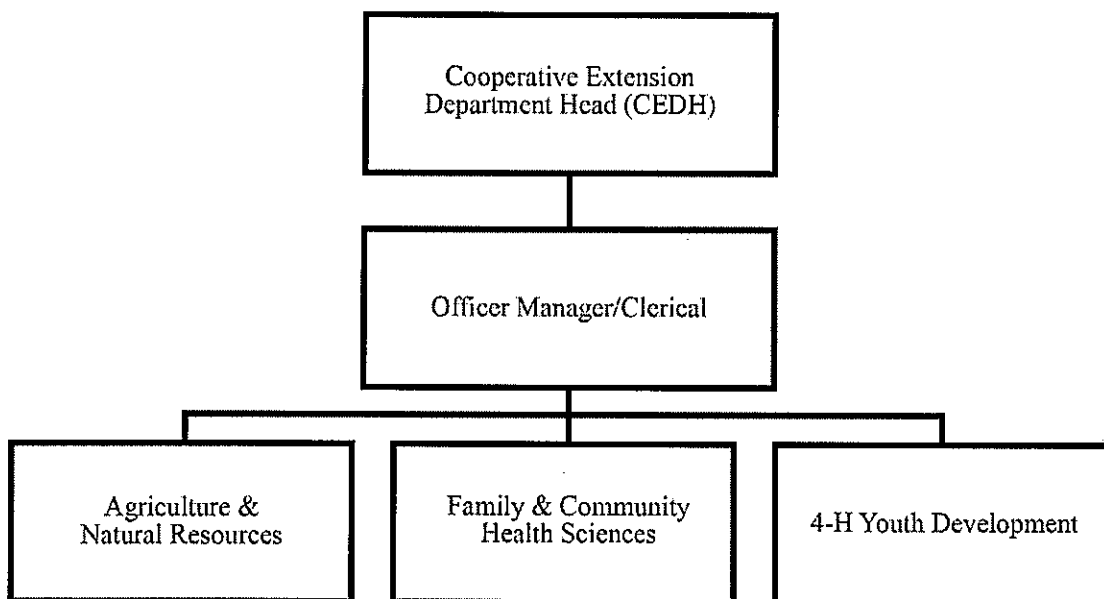
Agriculture and Natural Resources

Family and Community Health Sciences (FCHS)

4-H Youth Development

Organizational Chart

Rutgers Cooperative Extension



RUTGERS COOPERATIVE EXTENSION OF UNION COUNTY

Mission

The mission of NJAES Rutgers Cooperative Extension is to ensure healthy lifestyles; provide productive futures for youth, adults, and communities; enhance and protect environmental resources; ensure economic growth and agricultural sustainability; and improve food safety and nutrition by disseminating science-based knowledge through outreach programs.

Programs & Services

Agricultural & Natural Resources: Volunteer Master Gardeners and Environmental Stewards, trained by Rutgers Cooperative Extension (RCE), provide educational programs and services to residents of Union County.

Programs for the County, Municipal and Turf & Landscape Professional Industries

- *East Asian Longhorn Tick:* RCE continues to serve as a tick submission site for the NJ Department of Agriculture.
- *North Jersey Ornamental Horticulture Conference* provides turf and landscape professionals with research-based information to provide their customers with environmentally sound lawn and landscape services. It enhances professional careers by offering licensing recertification.
- *School IPM Coordinator Training:* Over 476 professionals participated in state-mandated School IPM Coordinator training, including representatives from the Union County Educational Services Commission and several county school districts.

Family & Community Health Sciences Department: Changing the Culture of Health and Eating Healthy are the focus of the Family & Community Health Sciences (FCHS) Department. FCHS provides workshops, publications, and on-line learning opportunities combining research and practical advice including: DASH and Mediterranean diets, clean eating, lowering high blood pressure, heart disease factors, health literacy, health finance, family meals, food waste, food safety, food preservation, and environmental health.

- A collaborative nutrition project with the Division on Aging provides funding to improve the nutritional support for seniors through the Congregate Meals program at 24 senior sites throughout Union County.
- FCHS *Get Moving, Get Healthy, NJ* educational on-line and face-to-face programs emphasize the need for behavior change to improve the health and quality of life of individuals and families.
- The *Small Steps to Health and Wealth*[™] book, classes, newsletters and on-line programs emphasize health and financial management goals which is part of a nationwide program supported by NIFA/USDA.
- The Union County Chronic Disease Committee of the NJ Health Collaborative works to provide on-line needs assessments, conferences and meetings to address the issue of obesity prevention in the county and state.

4-H Youth Development: The 4-H Program provides youth with the knowledge, skills, and motivation to function effectively in a global society.

- Youth develop positive attitudes, competencies, and skills through 4-H clubs that are critical for employment and effective citizenship.
- 4-H programs include: Leadership Development, the Master Tree Steward Program, the Summer Science Program, and Life Skill Development weekends, conferences, and camps.
- 4-H facilitates science and horticulture training for afterschool providers and provides programming for Union County Parks Department, and the Union County Shade Tree Department.

2020 Accomplishments

Agriculture and Natural Resources

Emerald Ash Borer Management Plan: EAB is an invasive insect that has destroyed millions of Ash trees in the U.S. and Canada, confirmed in Union County in 2019. Volunteer Environmental Stewards, Master Gardeners and 4-H Master Tree Stewards and RCE faculty surveyed 1,238 Ash Trees in 19 County Parks and high use areas of the Watchung Reservation during the summers of 2018 and 2019. The survey project received a 2020 *National Finalist Search for Excellence in Environmental Quality, Forestry and Natural Resources* award from the National Association of County Agricultural Agents. RCE and the County GIS department prepared maps and survey information for *potential* treatment of select Ash Trees for pesticide treatment in June 2021 and a USDA beneficial insect release program for the summer 2021.

Spotted Lanternfly and Oak Bacterial Leaf Scorch: The Spotted Lanternfly has been found in Union County. RCE has provide municipalities and residents with information on how to report it and control recommendations. Madeline Flahive DiNardo gave presentations on the Spotted Lanternfly and Oak Bacterial Leaf Scorch to the Union County Shade Tree Advisory Board. Samples from the County Shade Tree & Conservation Dept. were submitted to the Rutgers Plant Diagnostic Lab to check for Bacterial Leaf Scorch. The samples results were negative.

Community Gardening: Community Gardening was one of the first activities that was permitted to occur as COVID-19 Shelter in Place orders began to be gradually lifted. RCE responded by virtually providing educational materials and webinars to community gardeners. County Agent Madeline Flahive DiNardo co-authored a new Rutgers Fact Sheet People and Food Safety During Ordinary and Extraordinary COVID-19 Times. RCE had a Community Gardening “Lunch and Learn” webinar series that featured lectures on issues facing gardeners for the 2020 growing season such as Weed Management, People and Food Safety, Soils, Growing Tree Fruit, Composting and Fall Vegetable Gardening. The series had 71 participants averaging 30 per session. The Rutgers Community Gardening Series is available on line at: njaes.rutgers.edu/community-garden. Viewers can take pre/post quizzes and print out a Rutgers certificate of completion for each topic including: “Starting a Community Garden,” “Composting,” “Harvesting and Food Safety,” and “Pest Management in the Community Garden.”

The RCE North Jersey Ornamental Horticulture Conference: Thirty-five Union County turf and landscape professionals, including Union County Parks and Public Works employees, joined colleagues from Bergen, Essex, Passaic and Morris counties to participate in this three-day annual conference featuring Rutgers Specialists and industry professionals. The conference gives professionals an opportunity to learn about university-based research in their field that they can apply to their turf, tree and landscape practices. Participants receive DEP pesticide applicator license re-certification credits. Tree care professionals can also receive re-certification credits towards their arborist credentials.

Annie’s Project: Farming in New Jersey’s Cities and the Urban Fringe: Annie’s Project is a national Cooperative Extension program designed for women farmers to provide training on the business and production aspects of farming. County Agent Flahive DiNardo was on a Rutgers team that received a USDA Northeast Risk Management Education Program grant to offer a six-week training program from December 2019 to January 2020 at Rutgers University with virtual satellite programs in Essex and Atlantic counties. The Rutgers program was unique as it focused on urban agriculture. Twenty-three women completed the program.

Rain Gardens and Native Plants: Agents Bakacs and Flahive DiNardo and Watershed Ambassador Heather Miara offered a "Care of Native Plant Gardens" on-line workshop with the Rahway River Association on April 4 and April 15. Madeline Flahive DiNardo was a guest on Jersey Penn Radio Corporation's WDVR 89.7 FM "2 the Garden" program speaking about Rain Gardens.

Rutgers Master Gardener Program

- In January 2020, the Master Gardener "Introduction to Horticultural Therapy" committee gave a terrarium workshop at the Bayway Family Success Center in cooperation with Jewish Family Services. Participants went home with their own terrariums filled with houseplants.
- The Master Gardener Training Program moved to an on-line format in March. No classes in the regular program were missed. The full range of topics was covered. An average of 20 Master Gardener interns and graduates attend each Tuesday morning lecture. Twelve new Master Gardeners graduated from the 2019-2020 program.
- The Master Gardener Executive Board continues to meet virtually. Projects the board has been working on include membership outreach by phone to connect with members and update contact information and reconstruction of the internal and public Master Gardener website.
- The Master Gardener Newsletter continues to be published on monthly basis.
- Monthly educational Master Gardener meetings have been held virtually.
- The Docent Committee meets virtually. The goal is to offer docent led tours of the demonstration garden at Trailside. A brochure has been created to promote the program and a training manual is being developed. Once Rutgers University COVID-19 restrictions on in-person activities are lifted, we are hoping to offer tours in the summer of 2021.

Trailside Greenhouse and Demonstration Garden Visitors: Due to Rutgers University and state COVID-19 restrictions on in-person activities, the Master Gardeners could not offer their usual educational activities, services such as produce and flower bouquet donations, or maintain the gardens. County Adopt-A-Park volunteers provided basic maintenance services.

Garden Helpline: Madeline Flahive DiNardo has been responding to "Garden Helpline" inquiries. Since the pandemic started, over 95 phone calls and 144 email questions have been answered. Master Gardener "Helpliners" answer an average of 1,324 inquiries annually on the County's Garden Helpline, 908-654-9852 and mastergardeners@ucnj.org.

Rutgers Environmental Stewards Volunteer Program: The program was

delivered online in 2020 and graduated 13 Stewards from Union County June. Certified Stewards from Union County included Lois Kraus for her work on the Westfield Adopt A Stormdrain Program: Highlighted at Commencement was Deborah Ibrahim from New Providence whose Steward internship project has led to her starting a new company called Ventures in Nature “An escape for children to reconnect with nature and play.” Over 100 youth have signed up for her nature adventures and she is helping add jobs to the local economy by hiring 3 educators.

Rutgers Earth Day Every Day Webinar Series

- April, 22, 2020, marked the 50th anniversary of Earth Day, recognized by RCE with launch of “Earth Day, Every Day” weekly webinar.
- The series focused on steps that everyone could take at home to protect the environment. The spring and fall series spanned 18 weeks and all the recordings are available online at <https://envirostewards.rutgers.edu/Earth-Day.html>
- The series reached more than 2,900 people. Results from the spring series indicated that 76% of the survey respondents said they plan on implementing actions including eradicating invasive plants from their home landscapes, installing beneficial habitat for wildlife, adapting to coastal flooding, soil testing to prepare for lawn renovations, initiating an energy audit for their home, and reducing food waste to name a few.
- Comments about the series included: *The info provided was eye opening. I never knew any of this was happening. I am changing my ways. I've been composting for just under 2 years and now understand many of my mistakes and how to correct them. I've learned a lot! Thanks for bringing this program to the public. Very positive in this difficult time of COVID-19.*
- The program generated close to \$1700 in donations from program viewers and at least 5 interviews by the media including NJ 101.5 and WMBC-TV.
- *NJ in Yearly Danger Zone for Lyme Disease* <https://nj1015.com/nj-in-yearly-danger-zone-for-lyme-disease/>

Promoting Green Infrastructure Practices: Three new rain gardens were installed at the Trailside Nature and Science Center. The RCE Water Resources Program was awarded a 319(h) grant from the NJ DEProtection to implement green infrastructure projects in the Raritan River watershed that provided funding for the design and installation of these rain gardens. Union County Parks staff, Trailside Nature Center staff, interns, and the NJ Watershed Ambassador from WMA 9 built the rain garden. The rain gardens will capture, treat, and infiltrate approximately 64,200 gallons of stormwater runoff per year.

Rutgers Organic Land Care: Agent Bakacs organized the 7th annual Organic Land Care Certificate course February 6, 13, 20, and 27th where 25 landscapers

learned techniques for reducing chemical use on their properties and transitioning properties to organic management. Michele Bakacs and colleagues received a \$1500 grant to transition the Rutgers Organic Land Care Certificate class to an online format. This annual class for professional landscapers has run every February in-person. The funds will be used to create online modules that will be self-paced so landscapers can complete the program on their own schedule. More information is available at <https://njaes.rutgers.edu/organiclandcare>.

NJDEP Americorp Watershed Ambassador

- In November, 2019 RCE of Union County became the new host organization for the NJDEP Americorp Watershed Ambassador for the Arthur Kill, Rahway River and Elizabeth River watersheds (known as WMA 7).
- The goal of this program is to promote watershed stewardship through education, direct community involvement and monitoring the health of our waterways through conducting stream assessments.
- Heather Miara, our Ambassador, is working to complete 1700 hours of service.
- Examples of her work include helping teach The Watershed Institute's Stream School with the Rahway River Watershed Association on stream assessments.
- The Ambassador assisted with a clean-up of Lenape Park with Temple Emanuel, enviroscape presentations to teach non-point source pollution presentations to the Boy Scouts in Westfield, completed two cleanups in Rahway where 20 bags of trash were collected by Girl Scouts, lead educational hikes with Girl Scouts Heart of NJ in "Hot Cocoa Hikes" event at Watchung Reservation, and a virtual presentation through the Union County Sustainable Jersey Hub as part of their "Buy Local Produce and Make Something Yummy" series.

2021 Initiatives

Agriculture and Natural Resource Management

Emerald Ash Borer Management Plan: The NJ Department of Agriculture has applied for US Department of Agriculture beneficial insect release program to help manage Emerald Ash Borer. Potential sites are Greenbrook Park, the Watchung Reservation and Warinanco Park. RCE faculty and volunteers (provided state, county and Rutgers University COVID-19 restrictions allow in-person volunteer activities) will be conducting the releases in cooperation with the County Parks Department and the NJ Department of Agriculture.

Community Gardening: RCE will continue working with schools and community

organizations by providing information on establishing and maintaining community gardens as COVID-19 restrictions are lifted. The Community Gardening curriculum will continue to be offered as on-line classes via the Rutgers NJAES website, www.njaes.rutgers.edu.

Greenhouse Facility at Trailside Nature and Science Center: The greenhouse provides growing space for the “Sharing Garden” and other Master Gardener projects such as the flower bouquets for cancer patients and horticultural therapy programs. The greenhouse will be used as a classroom for Master Gardener students, people with disabilities and the general public as state, county and Rutgers University COVID-19 restrictions are rescinded.

Integrated Pest Management Education Programs: Integrated Pest Management (IPM) education programs for School IPM Coordinators, County public works, parks and golf course employees, and arborists, turf, landscape professionals will continue to be offered. These programs place an emphasis on the reduction of pesticide use on county and residential properties. The North Jersey Ornamental Horticulture Conference will be held virtually in February 2021.

Rutgers Master Gardener Program: The volunteer Master Gardener program under the direction of the Agricultural Agent DiNardo will continue to offer educational services, such as gardening programs for people with disabilities and the “Garden Helpline” to county residents and provide fresh produce and flowers to local agencies, once Rutgers University COVID-19 restrictions on volunteer activities are rescinded.

- Gardening lectures will be held at the demonstration gardens and greenhouse facility for the general public.
- The Master Gardeners will be working with the staff at Trailside Nature and Science Center to deliver educational events for the summer camp program.
- A new program “Docent Tours” of the demonstration garden will be offered to community organizations. Master Gardeners will lead tours of the gardens.
- Promoting Green Infrastructure Practices
- Continue to plan, design, and implement stormwater management strategies in Union County.
- Implement the first countywide Rain Garden Scavenger Hunt focused on documenting the diversity of local rain gardens through iNaturalist, educating the community about watershed protection. This will kick-off in June, 2021.
- Implementing the online, self-paced *Organic Land Care* program for landscapers and delivering the program through Canvas, Rutgers’ online program delivery software.

- Rutgers Environmental Steward Volunteers will: work with local Stewards to help implement their 2021 on-line internship projects. *Earth Day, Every Day Webinar Series* a free, public online series will start up again in March, 2021 and run for 2 months. Recordings are now available online. Invasive Species and Habitat Restoration initiative pairs Extension volunteers to continue to work with County Parks & Recreation to train volunteers to eradicate invasive plants as part of the WRIP Strike Force.
- NJDEP Americorp Watershed Ambassador will implement projects focused on educating the public on protecting water quality and local natural resources.

Family & Community Health Sciences (FCHS) Department

Senior Meals Program

- In a continued collaboration with the Union County Division on Aging, the FCHS Educator works with the Director of the Division on Aging to provide a dietitian to direct the Senior Meals program. A grant of \$ 145,360 per year provides funding for the position and allows for continued support at 24 senior cafes in thirteen municipalities throughout Union County.
- The dietitian provided nutrition training for home health aides, nutrition screenings for seniors, acted as gerontology program preceptor for dietetic interns and technicians, taught nutrition, exercise, food safety and health classes at sites, set up Farmer's Markets to distribute produce vouchers and assisted with setting up food delivery.
- She supervises over 20 staff at 24 congregate sites feeding 750 seniors their noon meal each week. Due to the pandemic, she moved seniors from Congregate to Home Delivered meals assisting Meals on Wheels with food preparation and planning to make "distancing" and necessary changes to keep seniors safe while continuing to feed the most vulnerable. As congregate sites were closed, seniors received home delivered meals with the total served jumped to over 1,500.
- Over 1,000 limited resource Union County seniors received vouchers for Farmer's Market produce worth \$30,000 distributed at 7 Senior Centers in Union County. This program is sponsored through the federally funded USDA Women, Infants and Child (WIC) program.

Wellness Wednesdays with FCHS: *Wellness on Wednesdays with FCHS* webinars with Rutgers Cooperative Extension, Family & Community Health Sciences is focusing on a variety of topics related to food, nutrition, and healthy lifestyles. These 45 minute programs are presented at 2 pm on Webex and are free for the public. <https://njaes.rutgers.edu/online-event-series/wellness-wednesdays.php>

Small Steps to Health and Wealth™: Dr. Karen Ensle, FCHS Educator/ Department Head and Dr. Barbara O'Neill, Financial Specialist, co-authors of *Small Steps to Health & Wealth™* continue to provide monthly health and finance messages. During 2020 they presented posters at one state and one national online professional meeting. The Small Steps program includes adult and youth curriculums, webinars, challenges, podcasts, a blog, tweet chats and was cited by USDA-NIFA as “a nationwide Extension Program with impact.”

Family Meals: Due to Covid-19, more families have been engaged in sharing family meals. Dinnertime is a time of respite from the business of everyday life. Sharing the day's activities is an important part of children's social and emotional development. Research has suggested that family meals play an important role in promoting healthful dietary intake in youth and reducing obesity during childhood and adolescence. The Department of Family and Community Health Sciences is committed to families sharing healthy meals. <https://njaes.rutgers.edu/family-meals>. The website offers easy meal ideas, recipes, facebook live food videos, food safety, conversation starters, family meal prep, webinars, and resources.

Get Moving, Get Healthy NJ with FCHS: FCHS programs encourage healthier eating and improved physical activity for NJ families through multidisciplinary health promotion programs. The FCHS Educator provided zoom classes for Jewish Family Services, Provident Bank, and several Elizabeth agencies. An on-line Worksite Wellness Education Program in 2019- 2020 for the employees of the Gateway Family YMCA, City of Elizabeth and weekly e-mail newsletters included: “Healthy on the Job and and “Healthy at Home “ on Workforce Wellness during the pandemic including reliable websites on health-related topics to prevent chronic disease and obesity.

Rutgers E-College On-line Classes: RCE Department Head taught 50 undergraduate juniors and seniors in the School of Environmental and Biological Sciences (SEBS) a three credit “Wellness Behavior” course to generate funding for statewide Cooperative Extension to offset budget deficits. Course evaluations ranged from 4.3 out of a 5.0 scale. This course continues to be taught twice a year and is part of the FCHS Department 18 credit certificate program in *Community Health Outreach* for undergraduate students at Rutgers.

Membership on Local Boards: RCE Department Head is a member of the Union County Directors of Aging Committee; Board of Directors for Community Access Unlimited, the Gateway Family YMCA, Executive Committee and Board and the 4 C's Strengthening Families Initiative Stakeholders Committee, and the Union County Chronic Disease Committee of the North Jersey Health Collaborative. All

meetings in 2020 after the onset of the pandemic were zoom meetings.

4-H Youth Development

4-H Summer Science Program – *Helping students from low-income areas thrive in school:* In 2020, due to the pandemic, we could not send science teachers to program sites. Instead, we used teen volunteer 4H Science Ambassadors and ran a virtual summer science program at the Rahway, Scotch Plains and Elizbeth Public Libraries. The volunteers were trained virtually July 6 - 10.

Science Kits for at Home Learning - 4-H provided the Elizabeth Library and the Rahway library with science kits to distribute. The kits contained materials to make Lava Lamps, Balloon Rockets and homemade bread.

4-H From Home - Provided a wide variety of learning activities for youth through 4H From Home, <https://nj4h.rutgers.edu/4h-from-home/virtual-step-club.html>

4-H Clubs – *Developing life skills in youth:* One hundred forty-seven Union County youth from grades 1 through 12 participated in sixteen 4-H clubs in 2020. Each club focused on a specific interest area such as small animal care, dog obedience, or horticulture. Starting in March 2020 all clubs met virtually. Some clubs cannot meet until in-person COVID restrictions are lifted. Club members developed leadership and communication skills through participation in various club activities, community service, and serving as club officers. Service activities for the year were: tree plantings, volunteering at a food bank, and at county events. Adult Volunteer Leaders are screened and trained by the 4-H Agent to facilitate the clubs. Volunteers are taught how to use a hobby to teach children team-building, communication, and decision-making skills. There are currently 30 active Volunteer 4-H Club leaders in Union County.

4-H Public Presentation Night 2020 – *Improving communication skills in youth* was cancelled due to the pandemic.

Union County 4-H Camp Programs – *Helping youth develop life skills and outdoor education:* These very popular winter and summer camp programs were cancelled due to the pandemic.

Environmental Awareness and Protection – *Educating youth about community forests in Union County:* Educating children about trees is the job of the 4-H Master Tree Stewards. Thanks to these 20 volunteers, over 1,200 children learned about trees on-line, one of Union County's most precious natural resources. In a normal year, over 3,000 children are reached. The Stewards visited classrooms in 19 municipalities and taught children about tree identification, biology, and

ecology. Educating youth about trees is crucial to the future of our environment. An end-of-program evaluation showed that as a result of the Rutgers/4-H Class on Tree Appreciation: 71% of students said they were less likely to damage a tree, 90% said they were more likely to take better care of trees around their homes, 86% said they were more likely to take better care of the trees around their schools, 70% said they will observe trees more closely, 69% said they are more likely to plant a tree, 98% said they learned that there are many different kinds of trees, 84% said they were more likely to stop others from damaging trees, 78% said they want to learn more about tree care and planting, 83% said they will tell someone about what they learned.

Union County Freeholder Arbor Day Tree Program: Working with the Union County Shade Tree Advisory Board and the 4-H Youth Development Program worked to make Union County the garden spot of the Garden State. This program usually provides trees to schools; this year the majority of the trees were given to Union County residents instead. One hundred trees were distributed.

2021 Initiatives

Agriculture and Natural Resource Management

Emerald Ash Borer Training Programs: A management plan for Warinanco, Lenape, Echo Lake, Cedar Brook, Rahway River Park, Nomahegan and Meisel Avenue parks is being developed for implementation beginning the 2020 growing season. Volunteers will be trained or attend a refresher class in the spring and continue to survey county parks during the 2020 growing season.

Community Gardening: RCE will continue working with schools and community organizations providing information on establishing and maintaining community gardens. A teacher in-service training is being planned for School 27 in Elizabeth. The “Community Gardening Series” will be offered in the summer of 2020 at the Trailside Demonstration Garden. Master Gardeners who complete the Community Garden Educator training series will be delivering lectures to community garden, school and civic groups in 2020. The Community Gardening curriculum will also be offered as on-line classes via www.njaes.rutgers.edu.

Greenhouse Facility at Trailside Nature and Science Center: The greenhouse provides growing space for the “Sharing Garden” and other Master Gardener projects such as the flower bouquets for cancer patients and horticultural therapy programs. The greenhouse will be used as a classroom for Master Gardener

students, people with disabilities and the general public.

Integrated Pest Management Education Programs: Programs for School IPM Coordinators, County public works, parks and golf course employees, and arborists, turf, landscape professionals will continue to be offered. These programs place an emphasis on the reduction of pesticide use on county and residential properties. The North Jersey Ornamental Horticulture Conference will be held in January 2020.

Rutgers Master Gardener Program: The volunteer Master Gardener program under the direction of the Agricultural Agent DiNardo will continue to offer educational services, such as gardening programs for people with disabilities and the “Garden Helpline,” and provide fresh produce and flowers to local agencies. Public gardening lectures will be held at the demonstration gardens and greenhouse facility. The Master Gardeners will be working with the staff at Trailside Nature and Science Center to deliver educational events for the summer camp program.

Promoting Green Infrastructure Practices: Continue to plan, design, and implement stormwater management strategies in Union County towns including Scotch Plains, and Westfield.

Organic Land Care: Agent Bakacs will help organize the 7th annual Organic Land Care Certificate course planned for February 6, 13, 20, and 27th. Outreach to Union County landscapers is underway.

Rutgers Environmental Steward Volunteers: Work with local Stewards to help them implement their internship projects. Another Union County Environmental Stewards class is planned for 2020.

Invasive Species and Habitat Restoration: Continue to work with County Parks & Recreation to train volunteers to eradicate invasive plants as part of the WRIP Strike Force.

NJDEP Americorp Watershed Ambassador: Plan and implement projects for educating the public on protecting water quality and their local natural resources.

Family & Community Health Sciences Department

Nutrition Education & Services for Seniors: FCHS Educator Ensle will continue the grant collaboration 2021 – 2022 with the Union County Division on Aging to provide a full-time Director of the Senior Nutrition Program and support nutrition education with Rutgers, Montclair State Dietetic Internships, College of St. Elizabeth, Aramark and Middlesex County College nutrition students.

Get Moving, Get Healthy NJ with FCHS Initiative -- *Obesity Prevention in New Jersey*: Continue to offer on-line Zoom or Webex workshops such as Small Steps to Eating Well and Moving More, Improving Family Meals, 2021 Dietary Guidelines for Americans, Physical Activity for Mature Adults, 10 Tips for Healthy Eating at Home, Functional Foods for Life, Clean Eating and Diabetes Prevention along with on-line “Worksite Wellness” newsletter. Continue to develop on-line programs for undergraduate students, agencies and the public on topics related to obesity prevention, diabetes, food safety, and risk factors for heart disease and cancer, and improving immunity with Mediterranean and DASH diets.

Balancing Health and Budget Education Programs: Provide programs on “Eating a Balanced Diet on a Balanced Budget,” “Healthy Eating On-the-Run,” and “Small Steps to Health and Wealth” to assist consumers in making healthy financial and food choices for improved health, savings and debt reduction.

Functional Foods for Life Educational Series: Provide programs that emphasize research and health benefits of foods and beverages high in phytochemicals such as tea, chocolate, mushrooms, coffee, berries and fruits/vegetables.

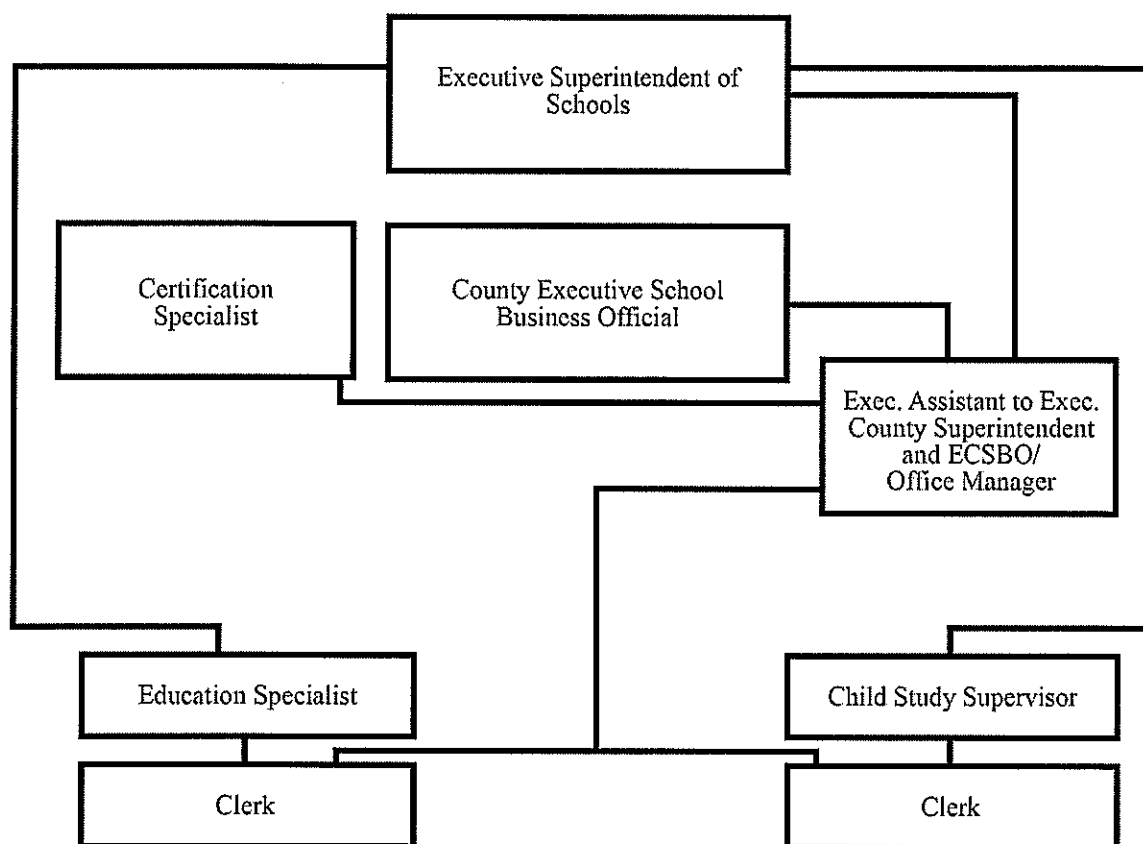
Culture of Health and Policy Changes: Provide continued support to agencies, schools, county and city governments for training and supporting local wellness policies to limit foods high in fat, salt and sugar; provide training for wellness policies that promote healthier food, encouraging physical activity and promoting healthy lifestyles; decrease obesity and high healthcare costs, and support public health in ending the pandemic by emphasizing equity and healthy lifestyles along with building new partnerships to maximize limited resources. Perseverance and diverse partnerships will help to encourage culture of health and policy changes.

4-H Youth Development: The 4-H Master Tree Steward Program will reach 3,000 youth, the 4-H Summer Science Program will recruit 10 new teen volunteers and reach over 100 youth, and the 4-H Club Program will add an additional First Grade Variety Club and continue to recruit new leaders as needed. 4-H will coordinate at least three countywide activities for all 4-H youth. Youth enrollment in the 4-H Club Program will increase by 10%, Public Presentation Night will increase by 5%, and At least 45 Union County youth will attend 4-H Summer Camp. 4-H will also continue regional teen conference for youth, recruit 10 new Master Tree Steward volunteers, involve 1,000 youth in tree planting, assist with Union County Shade Tree Advisory Board Poetry Contest, continue to work with other groups to plan and implement Union County Arbor Day Tree Program sponsored by the Board of Commissioners, and continue to search for an indoor location for the Union County 4-H Archery Club.

Superintendent of Schools

Organizational Chart

Superintendent of Schools Union County Office of Education



UNION COUNTY SUPERINTENDENT OF SCHOOLS

The Office of the Executive County Superintendent:

Union County Office of Education

Mission

The County Office is led by an Executive County Superintendent and has a core staff, which includes an Executive County Business Official, a County Education Specialist and a County Child Study Supervisor, and county office support staff.

The County Offices of Education are the focal point of general support, oversight and routine communications between local districts and the NJ Department of Education central offices.

Some duties outlined as follows:

Programs & Services

- perform onsite evaluations of school districts every three years in accordance with the NJ Quality Single Accountability Continuum (NJQSAC);
- review and approve district budgets;
- review and approve district administrative contracts;
- review and approve district transportation contracts;
- inspect school buildings to ensure compliance with health and safety codes
- issue county substitute certificates;
- conduct special education program reviews;
- provide technical assistance to school districts, boards of education and parents on a variety of topics; and support districts in responding to questions;
- respond to community, legislative and parental concerns;

- assist Department divisions in securing required data.
- a. Visit and examine from time to time all of the schools under his general supervision and exercise general supervision over them in accordance with the rules prescribed from time to time by the State board;
 - b. Keep informed as to the management, methods of instruction and discipline and the courses of study and textbooks in use, the condition of the school libraries, and the condition of the real and personal property, particularly in respect to the construction, heating, ventilation and lighting of school buildings, in the local districts under his general supervision, and make recommendations in connection therewith;
 - c. Advise with and counsel the boards of education of the local districts under his general supervision and of any other district of the county when so requested, in relation to the performance of their duties;
 - d. Promote administrative and operational efficiencies and cost savings within the school districts in the county while ensuring that the districts provide a thorough and efficient system of education;
 - e. Based on standards adopted by the commissioner, recommend to the commissioner, who is hereby granted the authority to effectuate those recommendations, that certain school districts be required to enter arrangements with one or more other school districts or educational services commissions for the consolidation of the district's administrative services;
 - f. Recommend to the commissioner the elimination of laws the executive county superintendent determines to be unnecessary State education mandates, other than the categories of laws set forth in section 3 of P.L.1996, c. 24 (C.52:13H-3);
 - g. Eliminate districts located in the county that are not operating schools on the effective date of P.L.2009, c. 78 (C.18A:8-43 et al.), in accordance with a plan and schedule included in the plan submitted to and approved by the commissioner;
 - h. No later than three years following the effective date of sections 42 to 58 of P.L.2007, c. 63 (C.18A:7-11 et al.), recommend to the commissioner a school district consolidation plan to eliminate all districts, other than county-based districts and other than preschool or kindergarten through grade 12 districts in the county, through the establishment or enlargement of regional school districts. After the

approval of the plan by the commissioner, the executive county superintendent shall require each board of education covered by a proposal in the plan to conduct a special school election, at a time to be determined by the executive county superintendent, and submit there at the question whether or not the executive county superintendent's proposal for the regionalization of the school district shall be adopted. The question shall be deemed adopted if it receives a vote in accordance with the provisions of N.J.S.18A:13-5 . If the question is adopted by the voters, then the regional district shall be established or enlarged in accordance with chapter 13 of Title 18A of the New Jersey Statutes;

i. Promote coordination and regionalization of pupil transportation services through means such as reviewing bus routes and schedules of school districts and nonpublic schools within the county;

j. Review and approve, according to standards adopted by the commissioner, all employment contracts for superintendents of schools, assistant superintendents of schools, and school business administrators in school districts within the county, prior to the execution of those contracts;

k. Request the commissioner to order a forensic audit and to select an auditor for any school district in the county upon the determination by the executive county superintendent, according to standards adopted by the commissioner, that the accounting practices in the district necessitate such an audit;

l. Review all school budgets of the school districts within the county, and may, pursuant to section 5 of P.L.1996, c. 138 (C.18A:7F-5), disapprove a portion of a school district's proposed budget if he determines that the district has not implemented all potential efficiencies in the administrative operations of the district or if he determines that the budget includes excessive non-instructional expenses. If the executive county superintendent disapproves a portion of the school district's budget pursuant to this paragraph, the school district shall deduct the disapproved amounts from the budget prior to publication of the budget, and during the budget year the school district shall not transfer funds back into those accounts;

m. Permit a district to submit to the voters a separate proposal or proposals for additional funds pursuant to paragraph (9) of subsection d. of section 5 of P.L.1996, c. 138 (C.18A:7F-5), only if: (1) the district provides the executive county superintendent with written documentation that the district has made efforts to enter into shared arrangements with other districts, municipalities, counties, and other units of local government for the provision of administrative, business, purchasing,

public and nonpublic transportation, and other required school district services; (2) the district certifies and provides written documentation that the district participates in on-going shared arrangements; or (3) the district certifies and provides written documentation that entering such shared arrangements would not result in cost savings or would result in additional expenses for the district;

n. Promote cooperative purchasing within the county of textbooks and other instructional materials;

o. Coordinate with the Department of Education to maintain a real time Statewide and district-wide database that tracks the types and capacity of special education programs being implemented by each district and the number of students enrolled in each program to identify program availability and needs;

p. Coordinate with the Department of Education to maintain a Statewide and district-wide list of all special education students served in out-of-district programs and a list of all public and private entities approved to receive special education students that includes pertinent information such as audit results and tuition charges;

q. Serve as a referral source for districts that do not have appropriate in-district programs for special education students and provide those districts with information on placement options in other school districts;

r. Conduct regional planning and identification of program needs for the development of in-district special education programs;

s. Serve as a liaison to facilitate shared special education services within the county including, but not limited to direct services, personnel development, and technical assistance;

t. Work with districts to develop in-district special education programs and services including providing training in inclusive education, positive behavior supports, transition to adult life, and parent-professional collaboration;

u. Provide assistance to districts in budgetary planning for resource realignment and reallocation to direct special education resources into the classroom;

v. Report on a regular basis to the commissioner on progress in achieving the goal of increasing the number of special education students educated in appropriate programs with non-disabled students;

w. Render a report to the commissioner annually on or before September 1, in the manner and form prescribed by him, of such matters relating to the schools under his jurisdiction as the commissioner shall require;

x. Perform such other duties as shall be prescribed by law.

Any budgetary action of the executive county superintendent under this section may be appealed directly to the commissioner, who shall render a decision within 15 days of the receipt of the appeal. If the commissioner fails to issue a decision within 15 days of the filing of an appeal, the budgetary action of the executive county superintendent shall be deemed approved. The commissioner shall by regulation establish a procedure for such appeals.

Nothing in this section shall be construed or interpreted to contravene or modify the provisions of the "New Jersey Employer-Employee Relations Act," P.L.1941, c. 100 (C.34:13A-1 et seq.), or to limit or restrict the scope of negotiations as provided pursuant to law, or to require an employer to enter into a subcontracting agreement which affects the employment of any employee in a collective bargaining unit represented by a majority representative during the time that an existing collective bargaining agreement with the majority representative is in effect.

Each executive county superintendent shall, on or before December 1 of each year, furnish to the Board of County Commissioners of the county a statement of the amounts estimated to be necessary to be appropriated for the ensuing year for:

- a. the compensation of his clerical assistants;
- b. the supplying of furniture, supplies and equipment for his office;
- c. printing;
- d. traveling and other expenses incident to the conduct and the performance of his official duties of his office incurred by him.

The Board of County Commissioners shall fix and determine the amounts necessary to be appropriated for such purposes and shall appropriate the same accordingly.

The commissioner shall appoint an executive county business official to serve in the office of the executive county superintendent of schools for a term of three years. The executive county business official shall assist the executive county superintendent in the performance of the superintendent's duties pursuant to N.J.S.18A:7-8 , and perform such other duties as determined by the commissioner. Based on criteria developed by the commissioner, the executive county business official shall be subject to a performance assessment at least once during the three-

year term. The business official may be re-appointed on the basis of a satisfactory performance assessment.

A local school district may apply to the executive county superintendent of schools to have school district services including, but not limited to, transportation, personnel, purchasing, payroll, and accounting, assumed by the office of the superintendent. If the executive county superintendent determines to assume a service, a fee may be assessed the school district for the service. The executive county superintendent of schools may utilize county special services school districts, jointure commissions, and educational services commissions to provide services to local school boards.

2020 Accomplishments:

Our goal is to ensure every child succeeds in and out of school, we will continue to make strides for education by offering support and leadership to our districts. Our team strives to strengthen teaching, leading and learning, and increase focus on educational equity for all students.

The Union County Office of Education has created an open-door policy with Union County districts to assist them in all aspects of education. Our open-door policy helps us work with our districts to ensure the long-term success of our students by assisting them in providing each child with educational equity and access to high quality education.

2021 Initiatives

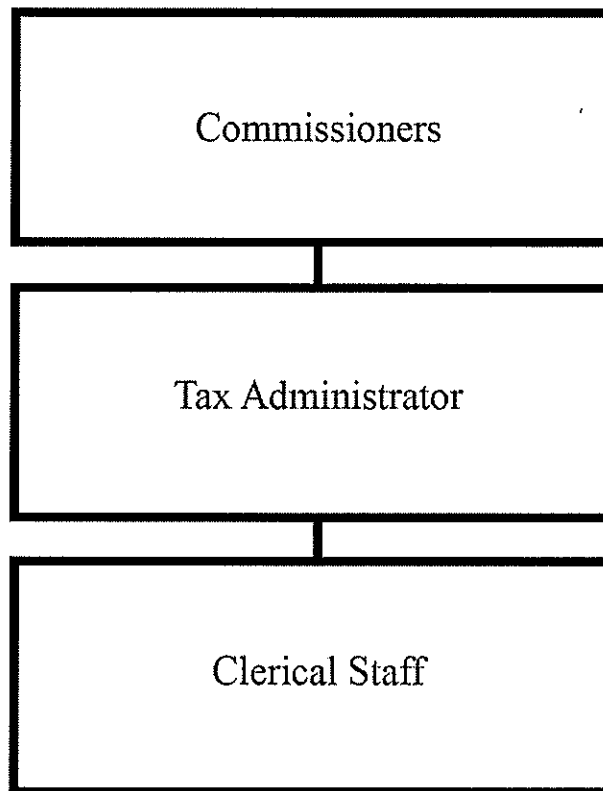
The Union County Office of Education continues to work with all districts within Union County making sure they are acting according to the Fiscal Accountability Regulations and continues a full cycle of Quality Single Accountability Continuum. As always, we focus on the changes required to code and law.

There are many successful changes to the New Jersey Department of Education this past year; they are proven to be a successful part of the Education system. The Union County Office of Education, along with the New Jersey Department of Education, will work to support our schools, educators and districts to ensure our students have equitable access to high quality education and achieve academic excellence.

Board of Taxation

Organizational Chart

Board of Taxation



BOARD OF TAXATION

Mission

The Mission of the Tax Board is to secure the taxable value of all property in the County as prescribed by law in order that all property shall bear its full and just share of taxes.

The Union County Board of Taxation, a state agency with countywide jurisdiction, serves as an agent for the Director of the Division of Taxation; is the first line supervisor of the municipal assessor; is the custodian of the tax lists and other official records; and is the first formal level of appeal from the municipal assessor.

Programs & Services

Mandated

Supervise municipal assessors; equalize municipal assessments for apportionment of County Taxes; calculate municipal tax rates; certify Added & Omitted Assessments; publishes County Abstract of Ratables, Provide SR1-A data and other mandated reports to the Division of Taxation; hear and determine property tax appeals from regular and added assessments.

Prepare public records and make them available to the public, including tax lists; SR1-A sales ratio study.

Non-Mandated

Provide assistance to municipalities, in cooperation with the Department of Administrative Services and by Freeholder Resolution of 1986.

Provide on-line computer capability to all 21 municipal assessors' offices at no charge, including the printing of all tax lists, extended tax duplicates, tax bills, assessment notices, senior citizen post-tax year statements, tenant rebate notices, various other lists and reports as required.

2020 Accomplishments

In 2020 the Union County Board of Taxation received 2,501 tax appeals. This was a decrease of 86 appeals from 2019. While the number of appeals

decreased in 2020 as a result of a steady real estate market. The number of appeals filed electronically reached our highest percentage filed online ever in 2020 at 85% (2,136). Since its inception in 2012 the total percentage of appeals filed utilizing the online system has gone from 25% in 2012 to 85% in 2020.

In 2020 the Boroughs of Fanwood and Garwood both implemented their first revaluation in decades. As a result, tax appeals increased in both municipalities.

As for revaluations the Tax Board continues to work with the Borough of Mountainside who is currently scheduled to implement their new assessments effective for 2021.

Municipalities also under revaluation order but currently impacted by COVID-19 include the City of Elizabeth and Township of Springfield.

Lastly, the Tax Board processed 10,359 deeds in 2020.

2021 Initiatives

In 2021, the Union County Board of Taxation will certify and put into effect the new revaluation figures for the Borough of Mountainside.

Additionally, the Board will continue to supervise both revaluation programs in the City of Elizabeth and Township Springfield. Unfortunately, COVID-19 will continue to have a direct bearing on the progress of both these revaluation programs.

Moreover, given the financial impact of COVID-19 the Tax Board fully expects our class 4 properties to seek property tax relief via the tax appeal process. As a result, the Tax Board anticipates tax appeal filings will increase in 2021.

Lastly, the Tax Board is always striving to improve upon its technology infrastructure and work processes in order to meet its statutory obligations to provide fair assessments and service to the residents of Union County.