

UNION COUNTY GOVERNMENT

2023 Executive Budget



Edward T. Oatman
County Manager

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COUNTY OF UNION

2023 Executive Budget

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**County Manager Letter to
Union County Board of County
Commissioners**



COUNTY OF UNION

March 15, 2023

BOARD OF COUNTY COMMISSIONERS

SERGIO GRANADOS
Chair

KIMBERLY PALMIERI-MOUEDED
Vice-Chairwoman

JAMES E. BAKER, JR.

JOSEPH C. BODEK

DR. ANGELA R. GARRETSON

BETTE JANE KOWALSKI

LOURDES M. LEON

ALEXANDER MIRABELLA

REBECCA WILLIAMS

EDWARD T. OATMAN
County Manager

AMY CRISP WAGNER
Deputy County Manager

BRUCE H. BERGEN, ESQ.
County Counsel

JAMES E. PELLETTIERE
Clerk of the Board

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

Dear County Commissioners:

The 2023 Executive Budget is contained in this document for your review and approval in compliance with the Optional County Charter Law.

I am proud to announce that through the direction of the Fiscal Chair and our Union County Board of County Commissioners, we will have another zero percent increase in Union County's 2023 Budget for the 4th year in a row.

The County of Union's system has been successful in alleviating cost increases during economic downturns, stemming from inflation and post-pandemic recovery. We worked together to prioritize our efforts in strengthening the safety and programs for our residents, while maintaining all of our essential services and employees with no lay-offs. Each year, Moody's has consistently pointed to the County's conservative budgeting practices, cost savings measures and its strong financial management team, and Union County continues to maintain the credit rating of Aaa, which is the highest a county government can achieve.

Some of our notable accomplishments:

- Union County's healthy surplus allowed us to fund and open up the first County-run certified lab in conjunction with Kean University for diagnostic testing and critical public health research during the pandemic.
- Tens of thousands of households within Union County have benefitted from our food distribution programs over the past two and a half years with over 18 million meals provided.
- In an environment where the average State Health Benefits increase for CY2023 is 21.6%, the County of Union was able enter into shared service

ADMINISTRATION BUILDING

Elizabethtown Plaza

Elizabeth, NJ 07207 (908) 527-4200
We're Connected to You!

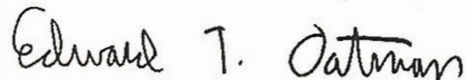
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- agreements with Union College and the Vocational Technical High School for health benefits coverage under the County's self-insurance plan as a cost-saving measure for both public education institutions.
- We are continuing to realize the savings from the shared services agreements with Essex County wherein we augmented service delivery for Juvenile Detention and Adult Corrections in 2019 and 2021.
- Understanding the need for long-term financial planning, the Union County Board of County Commissioners continuously streamlined County operations and reduced its pensionable obligations without sacrificing quality of service.
- In a climate where state and local governments throughout New Jersey are set to pay nearly 10% more for workers enrolled in the Public Employees' Retirement System and the Police and Firemen's Retirement System, the County of Union is happy to announce its pension bills for 2023 are set to decrease by 0.74%.

This budget also funds the Chairman's "*Building a Stronger Union County*," initiatives for 2023, which include mental health programs and services, housing or rental assistance programs, strengthening workforce relationships, building an inclusive county, enhancing parks, recreation/roadways and supporting our children and youth.

Today's budget is a result of a collaborative effort, the culmination of months of planning, community outreach, and hard work. I want to thank our Board of County Commissioners for their support, the Department of Finance and Department Heads for their hard work in maintaining this zero percent increase and crafting the budget. We will continue the progress we have made, providing a high quality of life for all residents in Union County.

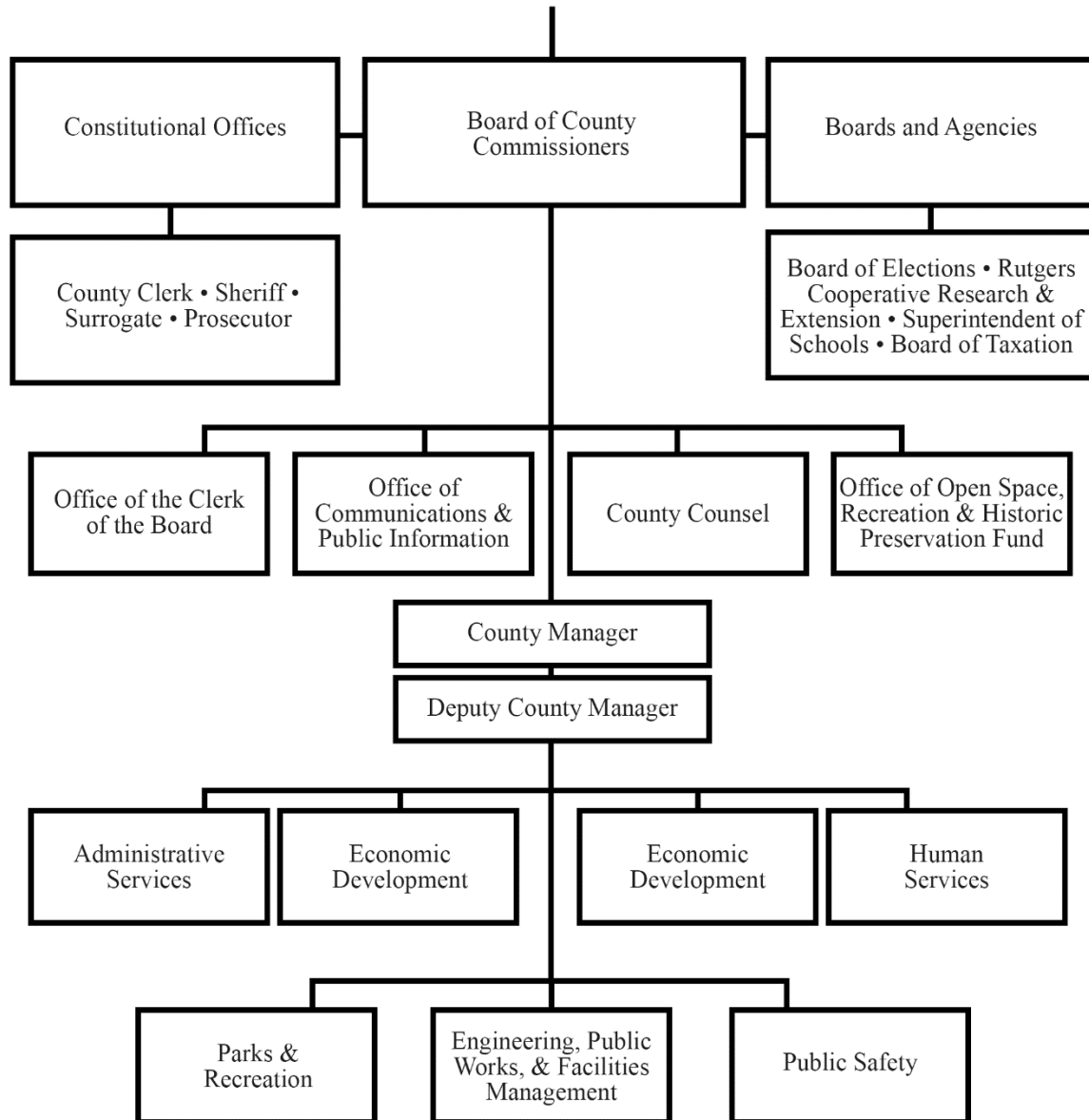
Sincerely,

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

Residents of the County of Union



Financial Overview

**2023 EXECUTIVE BUDGET
REVENUE SCHEDULE**

	2022 Anticipated Revenue	2022 Realized Revenue	2023 Executive Budget
Surplus Anticipated	37,750,000.00	37,750,000.00	37,750,000.00
SUBTOTAL	37,750,000.00	37,750,000.00	37,750,000.00
Miscellaneous Revenues - Section A: Local Revenues			
County Clerk	1,750,000.00	2,003,693.23	1,750,000.00
Register of Deeds - Realty Transfer Fees	5,500,000.00	8,316,236.75	6,500,000.00
Sheriff	110,000.00	1,238,284.95	1,000,000.00
Surrogate	175,000.00	221,908.69	175,000.00
County Board of Pay Patients	12,500,000.00	18,308,817.50	14,000,000.00
Interest on Investments and Deposits	350,000.00	2,856,611.07	350,000.00
Parks and Recreation Facilities Revenue	6,500,000.00	7,722,087.01	6,970,000.00
Permits Road Department	120,000.00	187,520.50	120,000.00
Rent - 921 Elizabeth Ave.	457,000.00	499,279.56	457,000.00
SUBTOTAL Section A: Local Revenues	27,462,000.00	41,354,439.26	31,322,000.00
Miscellaneous Revenues - Section B: State Aid			
County College Bonds	1,941,645.02	1,941,645.26	2,431,663.63
SUBTOTAL Section B: State Aid	1,941,645.02	1,941,645.26	2,431,663.63
Miscellaneous Revenues - Section C: State Assumption of Costs			
Supplemental Social Security Income	1,555,268.00	1,360,325.00	1,555,268.00
SUBTOTAL Section C: State Assumption of Costs	1,555,268.00	1,360,325.00	1,555,268.00
Miscellaneous Revenues - Section D: Public & Private Revenues	19,635,023.37	163,290,298.92	21,227,884.27
SUBTOTAL Section D: Public & Private Revenues	19,635,023.37	163,290,298.92	21,227,884.27
Miscellaneous Revenues - Section E: Prior Written Consent			
County Clerk Increased Fees	1,800,000.00	2,011,182.00	1,800,000.00
Sheriff Increased Fees	230,000.00	814,879.75	500,000.00
Surrogate Increased Fees	285,000.00	427,306.80	285,000.00
Ambulance Services	940,000.00	1,646,998.92	1,250,000.00
Debt Service - Open Space	5,144,866.30	5,144,866.30	5,341,259.54
Dispatch Services	650,000.00	1,158,904.75	750,000.00
Educational Building Aid	445,000.00	414,693.00	400,000.00
Franchise Fee - Jersey Gardens	50,000.00	371,191.00	50,000.00
Fringe Benefits	2,000,000.00	3,064,524.42	2,000,000.00
Indirect Costs	350,000.00	685,362.31	350,000.00
NJ Division of Economic Assistance - Earned Grant	40,000,000.00	42,789,763.05	40,000,000.00
Open Space - Parks Maintenance	2,500,000.00	2,500,000.00	2,500,000.00
PILOT's	450,000.00	711,760.17	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	1,642,514.04	1,050,000.00
Quarry Revenue	-	-	200,000.00
Union College - Insurance	-	-	6,095,848.00
Union County Utilities Authority	500,000.00	500,000.00	500,000.00
SUBTOTAL Section E: Prior Written Consent	58,074,866.30	65,583,946.55	65,202,107.54
Amount to Be Raised by Taxes	367,295,299.43	367,295,299.43	367,295,299.43
TOTAL LOCAL REVENUES	146,418,802.69	311,280,654.99	159,488,923.44
TOTAL REVENUES	513,714,102.12	678,575,954.42	526,784,222.87

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
GENERAL GOVERNMENT				
County Manager's Office	SW	544,998.00	544,998.00	431,629.00
	OE	171,500.00	171,500.00	135,500.00
Special Studies & Initiatives	OE	757,000.00	757,000.00	757,000.00
Board of County Commissioners	SW	541,106.00	541,106.00	552,230.00
	OE	103,200.00	103,200.00	120,000.00
County Infrastructure & Improvement Program	OE	1,500,000.00	1,500,000.00	1,500,000.00
Annual Audit	OE	235,000.00	235,000.00	240,000.00
Other Accounting and Auditing Fees	OE	120,000.00	120,000.00	125,000.00
Clerk of the Board	SW	1,314,056.00	1,314,056.00	1,205,764.00
	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	2,478,704.00	2,478,704.00	2,559,677.00
	OE	191,000.00	191,000.00	189,700.00
Board of Elections	SW	1,949,912.00	1,949,912.00	2,067,171.00
	OE	779,997.00	779,997.00	640,795.00
Elections (County Clerk)	SW	282,013.00	359,013.00	284,411.00
	OE	1,158,100.00	1,081,100.00	1,158,100.00
Department of Finance:				
Office of Director	SW	270,790.00	270,790.00	261,818.00
	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	494,106.00	494,106.00	489,829.00
	OE	3,500.00	3,500.00	3,500.00
Division of Treasurer	SW	387,404.00	387,404.00	387,178.00
	OE	81,000.00	81,000.00	81,000.00
Division of Comptroller	SW	979,443.00	979,443.00	914,159.00
	OE	18,500.00	18,500.00	18,500.00
Aid to Union County Improvement Authority	SW	150,000.00	150,000.00	150,000.00
Division of Internal Audit	SW	248,062.00	248,062.00	358,449.00
	OE	2,500.00	2,500.00	2,500.00
County Counsel	SW	1,666,210.00	1,666,210.00	1,429,551.00
	OE	120,250.00	120,250.00	97,300.00
County Adjuster	SW	452,953.00	452,953.00	413,193.00
	OE	2,400.00	2,400.00	1,000.00
Department of Administrative Services:				
Office of Director	SW	345,940.00	345,940.00	350,349.00
	OE	55,400.00	55,400.00	25,500.00
Division of Motor Vehicles	SW	2,118,859.00	1,958,291.35	1,907,385.00
	OE	4,360,000.00	4,683,000.00	4,460,000.00

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
Division of Personnel Mngt & Labor Relations	SW	1,106,025.00	1,106,025.00	1,226,447.00
	OE	1,400,000.00	1,400,000.00	1,280,700.00
Division of Purchasing	SW	577,578.00	577,578.00	483,964.00
	OE	262,330.00	262,330.00	249,130.00
Board of Taxation	SW	294,998.00	294,998.00	298,340.00
	OE	-	-	-
County Surrogate	SW	1,175,010.00	1,175,010.00	1,173,158.00
	OE	30,650.00	30,650.00	36,200.00
Department of Economic Development:				
Office of Director	SW	444,187.00	444,187.00	452,711.00
	OE	115,200.00	115,200.00	112,000.00
Community Services	SW	360,015.00	360,015.00	338,291.00
	OE	379,500.00	379,500.00	254,500.00
Division of Strategic Planning & Intergovernmental Relations	SW	595,398.00	595,398.00	554,344.00
	OE	425,000.00	425,000.00	471,000.00
Division of Information Technology	SW	838,543.00	843,543.00	857,092.00
	OE	1,857,000.00	1,857,000.00	2,052,000.00
Insurance:				
Group Health Insurance Plan for Employees	OE	55,740,884.00	55,740,884.00	53,667,533.00
Surety Bond Premiums	OE	12,000.00	12,000.00	12,000.00
Other Insurance Premiums	OE	9,971,272.00	9,971,272.00	9,739,409.00
Employees' Prescription Plan	OE	22,890,292.00	22,890,292.00	26,803,875.00
Dental Plan	OE	800,000.00	800,000.00	900,000.00
Disability Insurance	OE	325,000.00	325,000.00	200,000.00
TOTAL GENERAL GOVERNMENT		123,997,785.00	124,165,217.35	124,993,882.00
PUBLIC SAFETY:				
Sheriff's Office	SW	23,287,483.00	23,287,483.00	23,492,162.00
	OE	538,000.00	538,000.00	517,000.00
Division of Corrections	SW	6,539,678.00	6,539,678.00	6,285,971.00
	OE	18,070,250.00	18,070,250.00	18,403,500.00
Juvenile Detention	SW	74,290.00	74,290.00	74,290.00
	OE	2,100,000.00	2,100,000.00	1,500,000.00
Department of Public Safety				
Office of Director	SW	330,753.00	330,753.00	304,380.00
	OE	4,000.00	4,000.00	1,000.00
Division of Weights and Measures	SW	365,765.00	375,765.00	382,767.00
	OE	5,320.00	5,320.00	4,100.00
Division of Medical Examiner	SW	695,683.00	795,683.00	710,634.00
	OE	560,224.00	610,224.00	640,924.00
Division of Emergency Management	SW	1,508,260.00	1,508,260.00	1,412,187.00
	OE	379,600.00	379,600.00	377,100.00

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
Emergency Medical Services	SW	1,721,677.00	1,566,677.00	1,882,623.00
	OE	100,000.00	110,000.00	135,000.00
Division of County Police	SW	11,046,233.00	11,546,233.00	11,570,916.00
	OE	344,500.00	344,500.00	306,000.00
Division of Health	SW	556,010.00	556,010.00	506,396.00
	OE	140,200.00	140,200.00	217,683.00
County Prosecutor's Office	SW	25,041,825.00	25,041,825.00	25,323,056.00
	OE	916,000.00	916,000.00	916,000.00
Contribution to Soil Conservation District	OE	37,832.00	37,832.00	37,832.00
TOTAL PUBLIC SAFETY		94,363,583.00	94,878,583.00	95,001,521.00
OPERATIONAL SERVICES:				
Department of Public Works & Facilities Mngt				
Office of the Director	SW	66,863.00	66,863.00	67,659.00
	OE	9,700.00	9,700.00	9,700.00
Engineering, Land and Facilities Planning	SW	1,116,301.00	1,116,301.00	1,156,944.00
	OE	432,000.00	432,000.00	419,000.00
Division of Public Works	SW	2,539,467.00	2,539,467.00	2,552,698.00
	OE	51,200.00	51,200.00	50,200.00
Division of Facilities Management	SW	8,065,566.00	7,815,566.00	8,143,331.00
	OE	8,389,750.00	8,389,750.00	8,577,500.00
Contribution for Flood Control	OE	15,071.00	15,071.00	15,335.00
TOTAL OPERATIONAL SERVICES		20,685,918.00	20,435,918.00	20,992,367.00
HEALTH AND WELFARE:				
Crippled Children	OE	50,000.00	50,000.00	50,000.00
Cornerstone Psychiatric Facility	SW	7,107,175.00	7,107,175.00	7,105,617.00
	OE	7,073,741.00	7,073,741.00	7,462,663.00
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	4,816,645.00	4,816,645.00	3,984,304.00
Rutgers Behavioral Health Care	OE	16,683.00	16,683.00	12,377.00
Maintenance of Patients: Geriatric Center	OE	153,000.00	153,000.00	153,000.00
Department of Human Services				
Office of Director	SW	910,468.00	910,468.00	939,690.00
	OE	2,080,842.00	2,053,342.00	1,687,708.00
Division of Aging	SW	387,854.00	387,854.00	419,234.00
	OE	2,334,117.00	2,334,117.00	2,185,234.00

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
Division of Youth Services	SW	890,091.00	790,091.00	925,379.00
	OE	107,789.00	107,789.00	104,499.00
Division of Outreach & Advocacy	SW	580,680.00	580,680.00	665,443.00
	OE	22,100.00	22,100.00	22,100.00
Employment & Training	SW	248,916.00	248,916.00	261,537.00
	OE	38,550.00	38,550.00	38,550.00
Division of Social Services	SW	37,158,198.00	37,008,198.00	38,863,912.00
	OE	9,365,244.00	9,515,244.00	9,817,737.00
Division of Individual & Family Support Services	SW	641,924.00	551,924.00	623,522.00
	OE	809,004.00	796,504.00	846,567.00
Division of Paratransit	SW	54,200.00	56,700.00	56,082.00
	OE	2,289,100.00	2,514,100.00	2,600,000.00
TOTAL HEALTH AND WELFARE		77,150,321.00	77,147,821.00	78,839,155.00
RECREATION:				
Department Parks & Recreation:				
Office of the Director	SW	1,053,607.00	1,053,607.00	1,125,591.00
	OE	242,000.00	242,000.00	222,000.00
Recreational Facilities	SW	2,569,246.00	2,569,246.00	2,310,968.00
	OE	8,358,049.00	8,358,049.00	8,285,020.00
Division of Planning & Environmental Services	SW	647,720.00	647,720.00	680,183.00
	OE	107,000.00	107,000.00	107,000.00
Park Maintenance	SW	3,024,379.00	3,024,379.00	3,118,605.00
	OE	595,100.00	595,100.00	590,100.00
Cultural and Heritage Affairs	SW	174,799.00	174,799.00	190,675.00
	OE	20,200.00	20,200.00	19,860.00
TOTAL RECREATION		16,792,100.00	16,792,100.00	16,650,002.00
EDUCATION				
Office of County Superintendent of Schools	SW	271,678.00	274,178.00	291,937.00
	OE	12,500.00	12,500.00	12,500.00
Vocational Schools	OE	5,498,949.00	5,553,949.00	5,553,384.00
Union County Extension Service in Agriculture	SW	46,800.00	46,800.00	56,400.00
	OE	126,914.00	126,914.00	132,691.00
Union County Community College System	OE	15,895,930.00	16,060,930.00	16,053,315.00
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		22,329,771.00	22,552,271.00	22,577,227.00

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
UNCLASSIFIED:				
Prior Year Bills	OE	74,497.38	74,497.38	205,253.61
Salary Adjustment	SW	652,432.35	-	489,838.73
Accumulated Absences	SW	1,500,000.00	1,500,000.00	1,750,000.00
Utilities	OE	8,831,000.00	8,831,000.00	9,462,100.00
TOTAL UNCLASSIFIED		11,057,929.73	10,405,497.38	11,907,192.34
STATE AND FEDERAL PROGRAMS:				
State and Federal Grants	OE	19,635,023.37	163,290,298.92	21,227,884.27
Matching Funds	OE	1,300,000.00	1,300,000.00	1,250,000.00
TOTAL STATE AND FEDERAL PROGRAMS		20,935,023.37	164,590,298.92	22,477,884.27
TOTAL OPERATIONS		387,312,431.10	530,967,706.65	393,439,230.61
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	160,492,331.35	159,631,331.35	162,887,767.73
TOTAL OTHER EXPENSES INCLUDING CONTINGENT	OE	226,870,099.75	371,386,375.30	230,601,462.88
CAPITAL IMPROVEMENTS:				
Capital Improvement Fund	OE	3,300,000.00	3,300,000.00	3,300,000.00
Road Resurfacing	OE	2,750,000.00	2,750,000.00	2,750,000.00
TOTAL CAPITAL IMPROVEMENTS		6,050,000.00	6,050,000.00	6,050,000.00
DEBT SERVICE				
Bond Principal				
State Aid College Bonds	OE	2,683,000.00	2,683,000.00	3,275,000.00
Vocational School Bonds	OE	5,200,000.00	5,200,000.00	4,115,000.00
Other Bonds	OE	37,560,000.00	37,560,000.00	43,215,000.00
College Bonds	OE	3,065,000.00	3,065,000.00	3,475,000.00
Interest on Bonds				
State Aid College Bonds	OE	387,797.00	387,796.27	775,034.00
College Bonds	OE	333,689.00	333,687.50	599,610.00
Vocational School Bonds	OE	970,350.00	970,350.00	896,803.00
Other Bonds	OE	8,285,563.00	8,285,562.52	9,221,284.00
Interest on Notes	OE	820,000.00	799,999.92	1,586,250.00
Principal on Notes	OE	-	-	-
Lease Payments				
UCIA - Lease Payments	OE	11,491,061.00	9,042,860.16	10,895,372.00
UCIA - State Aid College Bonds	OE	812,494.00	812,494.00	813,294.00
Dam Restoration Loans				
Dam - Principal	OE	185,521.00	185,520.69	189,250.00
Dam- Interest	OE	24,020.00	24,019.64	20,291.00
License Agreements - Pace	OE	-	-	-
TOTAL COUNTY DEBT SERVICE		71,818,495.00	69,350,290.70	79,077,188.00

**2023 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2022 Adopted Budget	2022 Modified Budget	2023 Executive Budget
DEFERRED CHARGES:				
Deferred Charges to Future Taxation - Unfunded	OE	3,192.00	3,192.00	703.26
TOTAL DEFERRED CHARGES		3,192.00	3,192.00	703.26
STATUTORY EXPENDITURES:				
Public Employees Retirement System	OE	19,082,913.00	19,082,913.00	19,869,708.00
Police and Firemen's Retirement Fund	OE	18,107,071.02	18,107,071.02	17,047,393.00
Social Security System (OASI)	OE	11,000,000.00	11,000,000.00	11,000,000.00
Defined Contribution Retirement Fund	OE	140,000.00	140,000.00	100,000.00
Unemployment Compensation Insurance	OE	150,000.00	150,000.00	150,000.00
TOTAL STATUTORY EXPENDITURES		48,479,984.02	48,479,984.02	48,167,101.00
TOTAL GENERAL APPROPRIATIONS		513,714,102.12	654,901,173.37	526,784,222.87

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			\$3,192
	Less: Changes in Service Provider: Transfer of Service/ Function			\$0
	Net Prior Year Tax Levy for County Purpose Tax for Cap Calculation			\$367,292,107
	Plus 2% Cap increase			\$7,345,842
Adjusted Tax Levy				\$374,637,950
	Plus: Assumption of Service/ Function			\$0
Adjusted Tax Levy Prior to Exclusions				\$374,637,950
	Exclusions:			
	Allowable Shared Service Agreements Increase			\$0
	Allowable Health care costs increase			\$0
	Allowable Pension increases			\$601,388
	Allowable Capital Improvements Increase			\$0
	Allowable Debt Service and Capital Lease Increases			\$9,055,179
	Current Year Deferred Charges: Emergencies			\$0
	Deferred Charges to Future Taxation Unfunded			\$703
	Add Total Exclusions			\$9,657,270
	Less Cancelled or Unexpended Exclusions			\$2,468,204
Adjusted Tax Levy After Exclusions				\$381,827,015
	Additions:			
	New Ratables - Increase in Apportionment Valuation of New Construction and Additions			\$467,651,777
	Prior Year's County Purpose Tax Rate (per \$100)			\$0.439
	New Ratable Adjustment to Levy			\$2,053,013
	Amounts approved by Referendum			\$0
Maximum Allowable Amount to be Raised by Taxation - County Purpose Tax				\$383,880,028
	Plus: 2020 Cap Bank Utilized in 2023*			\$0
	Plus: 2021 Cap Bank Utilized in 2023*			\$0
	Plus: 2022 Cap Bank Utilized in 2023*			\$0
Maximum Allowable Amount to be Raised by Taxation - CPT After All Exclusions				\$383,880,028
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>				

2022

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			64,286,983.68
Deferred Charges			3,192.00
Emergency Appropriations			0.00
Capital Improvements			6,050,000.00
Matching Funds			1,300,000.00
Authority - Share of Costs MUA			0.00
County Welfare Board			22,402,336.00
Special Services School District			0.00
Vocational School			5,498,949.00
Out of County Vocational School			0.00
County College (Current Year)		15,895,930.00	
Less County College (1992 Base)		8,995,000.00	
Net County College			6,900,930.00
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			601,708.75
TOTAL EXCEPTIONS			107,044,099.43
Amount on which 2.50% Cap is applied			260,251,200.00
2.50% Cap Amount			6,506,280.00
Allowable County Tax Before Additional Exceptions per (N.J.S. 40A:4-45.4)			266,757,480.00

2023 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)			266,757,480.00
Add:			
New Construction			2,053,012.92
Debt Service and Capital Leases		79,077,188.00	
Less Debt Service & Capital Lease Revenues Offset by Approps		8,172,923.17	
Net Debt Service and Capital Lease Obligations			70,904,264.83
Deferred Charges to Future Taxation - Unfunded			703.26
Emergency Authorizations			
Capital Improvements			6,050,000.00
Matching Funds			1,250,000.00
County Welfare Board		67,097,800.00	
Less Welfare Revenue Offset by Appropriation		41,555,268.00	
Net County Welfare Board			25,542,532.00
Special School Districts			
Vocational School			5,553,384.00
Out of County Vocational School			
County College		16,053,315.00	
Less County College 1992 Base		8,995,000.00	
Net County College			7,058,315.00
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			385,169,692.01
2021 Cap Bank Utilized*			
2022 Cap Bank Utilized*			
COLA Increase Available/Utilized*		2,602,512.00	
"1977 Cap" Maximum County Purpose Tax After All Exceptions			385,169,692.01
"2010 Cap" Maximum Allowable Amount to be Raised by Taxation After all Exceptions			383,880,027.94
(From the Summary Levy Cap Worksheet)			
Amount to be Raised by Taxation - County Purpose Tax			367,295,299.43
			Use 2010 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

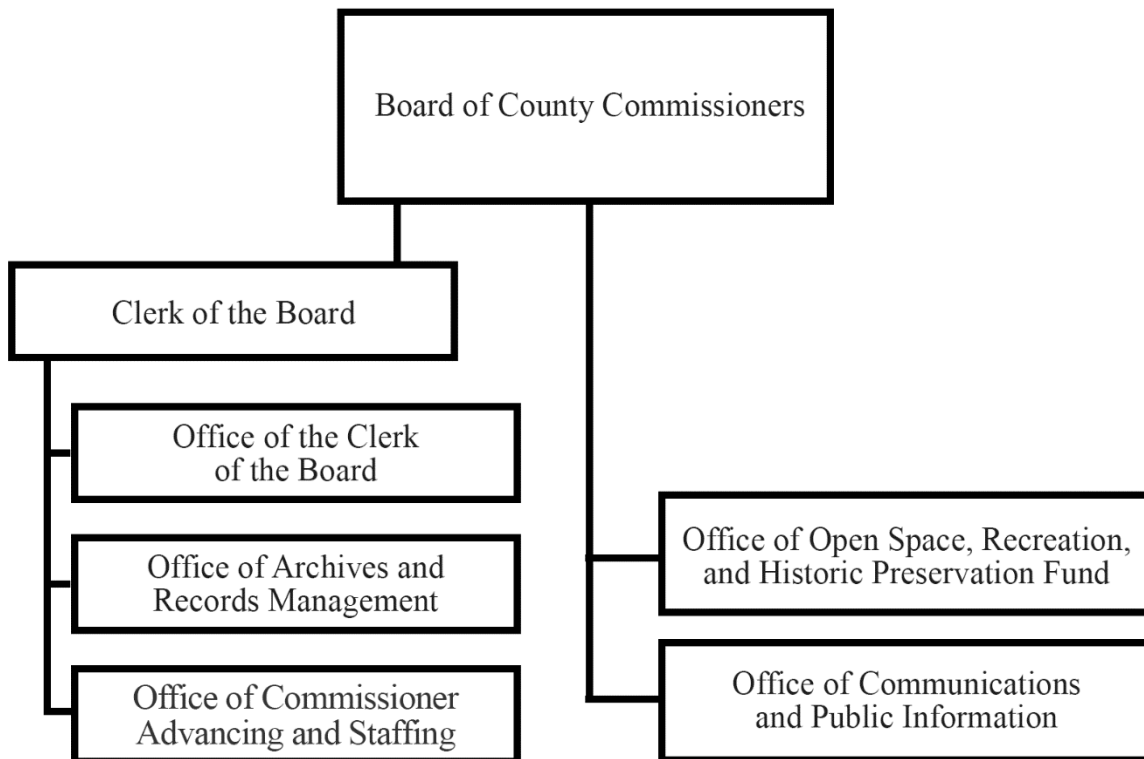
Office of Clerk of the Board

**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 Communications and Public Information Office of Open Space, Recreation And Historic Preservation Trust Fund



CLERK OF THE BOARD

Mission

To prepare for and coordinate the activities of Union County Board of County Commissioners 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

Commissioner Meetings: Coordination of Commissioner 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 County Commissioners. 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. Maintain a system of receiving and processing all departmental requests for archived government documents.

2022 Accomplishments

On January 6, 2022, the Office successfully coordinated the annual Installation Ceremony and Reorganizational Meeting of the Union County Board of County Commissioners; with the Installation Ceremony closed to the public but live-streamed to the County's official website, and the Reorganizational Meeting held in-person with Covid-19 guidelines. Following the Reorganizational Meeting the Office coordinated eighteen (19) double meetings (meetings where both the Agenda Setting Session and the Regular Meeting were held on the same night), totaling 38 meetings, held in-person at the County Administration Building in

Elizabeth, New Jersey. The Office coordinated two (2) Budget Meetings of the Fiscal Committee.

The Office continued its implementation of the electronic (and paperless) agenda process. The agenda, packet including all the back-up, is created electronically and emailed to the Commissioner Board, eliminating the need for duplication at the print shop and reducing labor hours of the messengers to deliver the packets to the Commissioners 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 2022, the office prepared approximately 200 Commissioner Sponsored resolutions; many of which required the drafting of multiple resolutions tailored to specific to multiple 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 County Commissioners was considered a double meeting, 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 typically posted to the website no later than the Tuesday prior to the ensuing Thursday meeting.

Ordinances approved by the Board of County Commissioners 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 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 continues to maintain 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. In 2022, there were 1,237 OPRA submissions, yielding requests for an amount upwards of 8,600 documents. The

increase from 2021 was partly attributable to a number of atypical, extensive OPRA requests submitted over the course of 2022.

The system by which responses are tracked benefits both the County and the requestor, allowing the OPRA office to track progress and maintain open lines of communication with the public. Requestors are advised in writing throughout the request process: acknowledgment citing the receipt date, response deadline and OPRA guidelines; updates as applicable; and notification the request has been completed. This system helps ensure the County complies with the OPRA statute 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 of Archives and Records Management (OARM) provides essential services as they relate to records storage, archival preservation and document imaging.

The Office of Archives and Records Management continued to assist County departments in storage and records disposal. Although the County signed a 5-year contract with Cityside Archives in December of 2021, in October of 2022 Cityside Archives was purchased by another company, VRC (Vital Records Controls).

The Records Manager has met with the Vice President of Operations for that company and steps have been taken to ease transition and ensure our record storage needs are being met as expected by the new company. Various training sessions were conducted in December and will continue to take place, as needed, in the coming months to ensure user literacy. The OARM will continue to conduct one-on-one trainings for those who either missed the training or are newly assigned to said task. To date, over a dozen County employees have received training relative to the new system through the new vendor, with several employees receiving additional training and guidance through the OARM. The OARM will continue to be the point-of-contact between VRC and the various County departments to ensure that record storage/ management needs are being met as expected.

The OARM has assisted the Division of Social Services in Plainfield in a large storage project comprising over 400 boxes. The staff was apprised of the Records Management guidelines for boxing documents and keeping track of the contents and they have developed a system for this project satisfying these requirements. The OARM has assisted by processing their requests for boxes and labels and getting the boxes transported to archives.

The OARM participated in a conference call with Naviant, Inc., software vendor for the OnBase Electronic Document Management System. To discuss the possibility of Cloud Hosting for the OnBase database, through the auspices of Naviant. The Office will continue to discuss this concept, and any other concepts that will increase efficiency.

In addition to the monthly imaging of Resolutions, Ordinances and Minutes of the Union County Board of Commissioners, the OARM continued imaging the back file of the County Adjuster into the OnBase document imaging database. The County Adjuster's records are required to be retained for 70 years by the New Jersey State Department of Archives and Records. In 2022, OARM scanned 803 County Adjuster's documents for a total of 26,357 pages, compared to 1360 documents for a total of 69,114 pages in 2021. The lower document count for 2022 was due largely to the Records Manager assuming much of the Open Public Records Act duties between March and the first half of June, 2022.

Office of the Commissioners/Office of Commissioner Advancing and Staffing:
The Office of the Clerk of the Board administrated and implemented the Commissioners Office's 2022 Budget.

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 County Commissioners. While the lingering effects of the Covid-19 pandemic still existed, the responsibilities increased as the County adapted to returning from the pandemic limitations. These responsibilities included, but were not limited to, managing each Commissioner's independent schedules; coordinating and confirming the Commissioners' attendance to various events - often involving the coordinating of Commissioner Talking Points, photography, and Resolution or Certificate Presentations; advancing the Commissioners at various events and relaying the logistics of said event prior to a Commissioner'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 County Commissioners.

The Office coordinated the implementation of the Commissioner Sponsorship program, working alongside the Department of Parks, to ensure County equipment was made available and delivered to approved County sponsored community events.

2023 Initiatives

Office of the Clerk of the Board: In 2023, 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. In addition to the Agenda Setting Sessions, Regular Meetings and any Special Meeting of the Board, the Clerk of the Board's Office will coordinate each of the Fiscal Committee's public hearings on the budget and all other Subcommittee Meetings of the Board.

The Office will coordinate a 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. The Office will continue to explore ways to use the website to provide easier access and transparency, and continue to maintain a monthly updated record of advisory boards and any agendas and/or minutes of said advisory boards. The Office will continue to coordinate full use of the audio/video recording system, and continue to research ways to enhance the quality and capabilities of the video production for the Office. The Office will create a complete ledger of all Advisory Boards highlighting purpose, membership, meeting minutes and recommendations to the Commissioner Board. The Office will continue to research and revise previous initiatives proposed, and implement amended initiatives accordingly. The Office will continue to assist in the coordination of the Chairman's initiatives and all initiatives of the Board of County Commissioners.

Open Public Records Act Compliance:

The OPRA staff will continue to respond to OPRA requests in an expeditious manner.

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 work with the Office of County Counsel to obtain legal guidance as necessary and review documents for legally required redactions. The Office will monitor and consider available technologies that may allow for greater transparency and efficiencies within the OPRA office in an effort to modernize the OPRA process. The Office will continue to provide continuing-education opportunities for OPRA staff to ensure their knowledge of the OPRA law is current

and anticipatory of potential changes. The Office will assist the County of Union in providing training to County employees as they relate to record retentions and fulfilling OPRA requests made by the public.

Office of Archives and Records Management: The Office will continue to prioritize ensure a smooth transition with VRC (Vital Records Controls) for the proper processes relative to the storage and retrieval of its documents; addressing any and all issues identified at the onset of this transition.

The Office will also continue to pursue training and or written instruction relative to State regulations regarding retention periods and disposal methods for emails and other electronic documents. As the dependency on digital exchanges and documentation increases, as highlighted by the COVID-19 pandemic, the Office is committed to taking the necessary steps to educate ourselves on the regulations and procedures that govern electronic files to ensure an easy transition.

To that end, the Office will continue to 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. In view of the fact that there is a new vendor for OnBase services, the OARM will explore alternatives to the current maintenance and IT service contract with that vendor.

The Office will look to expand its OnBase records management document inventory and will incorporate new document types, including Oath of Offices, to promote convenience and mitigate document retrieval time within the Countywide OnBase system. Further exploration of State regulations regarding retention periods and disposal methods for emails and electronic documents will be pursued, and training and/or written instruction will be provided, as needed.

The Office 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 implement a twice-a-year review of expired records in storage and destruction, and in compliance with the Bureau of Recycling & Planning Guidelines on shredding documents.

The Office will continue the purging of expired records from VRC; and seek to exponentially increase the number of purged documents through a "Scan and

Shred” program for documents that have not met their retention date, but can be archived digitally in accordance with DARM guidelines, in its attempt to reduce the number of physical documents archived at an off-site location.

The Office will continue to work with the various departments with the retention of their documents and review unidentified boxes inventoried in the offsite document archive storage facility for destruction and retention schedules. OARM will continue to coordinate training for all Departmental Records Management personnel to minimize the on-site paper and file storage in County facilities and offices. As stated previously (OPRA), the office will coordinate a training seminar for all employees of Union County to understand the retention schedules of various documents, both paper and electronic to assist them in their obligations relative to proper retentions and fulfilling OPRA requests made by the public.

OARM will continue to 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.

Office of the Commissioners/Office of Commissioner Advancing and Staffing:
The Clerk of the Board’s Office will continue to administer and implement the budget of the Union County Board of County Commissioners’ Office. The Office will continue to supervise the advance and staffing for the nine (9) elected County Commissioners; and furthermore, supervise the responsibilities of the the Commissioner Aides as they relate to providing the day-to-day support to members of the County Commissioners. The Office will continue to coordinate the implementation of the Commissioner Sponsorship process. The Office will look to research and effectuate the most practicable and cost-effective method to provide informational outreach opportunities at community events.

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 Commissioner Board and implemented by Union County Government, and for the Constitutional Offices on request. This is accomplished through media relations that have evolved from traditional print, television and radio outlets to include a wide range of online publications as well as the County's social media channels and website, along with an increased focus on graphics, videos and livestreaming. The Office also connects with members of the public on a daily basis to provide information and service referrals, as well as through staffing the toll-free Public InfoLine and Public Info email contact.

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 Chair's Re-Organization speech outlining County initiatives for the coming year, writes talking points for Commissioner meetings, answers inquiries from the public through the Public Info phone line and email, compiles and distributes daily news clips 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 Cooperative 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, 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.

2022 Accomplishments

COVID-19 Response

On March 9, 2020, New Jersey Governor Phil Murphy declared a State of Emergency due to the COVID-19 outbreak. Among other emergency actions, the Office of Communication and Public Information produced hundreds of additional press releases and thousands of social media updates throughout 2020 and 2021 for a wide variety of new programs including COVID-19 testing and vaccination, and Federal CARES Act grant programs and food distribution events, in addition to informing the public on practices and procedures for accessing essential services.

In 2022, OPI continued to produce additional COVID-19 press releases, including new bivalent booster shot availability and the continuation of emergency food distributions, while managing the flow of information related to the resumption of in-person County programs, activities and services.

Special projects for 2022 included how-to videos and an ad campaign with New Jersey Transit for the Emergency Rental Assistance Program.

Other Highlights: In addition to COVID-19 response, other highlights for 2022 included additional press releases, social media and website updates for:

- Monkeypox vaccine rollout
- Emergency Rental Assistance Program
- 2022 midterm Primary and General Elections
- New countywide plastic film recycling program

2023 Initiatives

Special projects for 2023 include the following:

1. Work with the Office for Persons with Disabilities and Special Needs on ADA outreach and education, including transitioning creative content to ADA-compliant text, flyers, online images, videos, and other material.
2. Provide additional publicity, including a video as well as press releases and social media, for the Emergency Rental Assistance Program, which has received \$10 million in funding.
3. Focus more resources on visual communication, including but not limited to:
 - Create an introductory video for each department, explaining their programs and services.
 - Work with Commissioner Aides to incorporate more videos and photography into Commissioner activities.
4. Coordinate information needed to generate a Union County app.

The Office of Communication and Public Information will also continue to be the principal point of contact for communication to the Union County Board of Commissioners, County Officials, and external participants such as residents, media, businesses, municipalities and partners, as well as employees. OPI will continue to coordinate any crisis communications and duties as needed for the County Commissioners.

OPI will continue to maintain the County website and social media accounts (Facebook, Twitter, Instagram) with the most up-to-date information pertaining to the County of Union.

OPI will be working closely with the American Job Center on expanding their advertising and job fair initiatives to gain more attention and interest from the public.

OPI will continue to be responsible for driving public and employee awareness to events, news, policies and initiatives for the County of Union, while upholding our reputation in developing and maintaining strong relationships with local, regional and national press outlets.

OFFICE OF THE 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.

2022 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 2021, the residents of Union County benefit each day from the increased quality of life those acquisitions bring.

In 2022, the Open Space, Recreation and Historic Preservation Trust Fund acquired 1.5+ acres in Berkeley Heights. This property is surrounded on two sides by County-owned parkland, and a third side by the Passaic River. This acquisition will provide a valuable connection to the Passaic River, and will be developed to provide access to walking trails along the Passaic River, along with river access for non-motorized boating.

This and other 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 2022 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 \$19,000,000.00 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 2022 Greening Union County grant program. First offered in 2004, this grant program has provided over \$1,600,000.00 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 Freeholder Board's efforts. Each year, the Trust Fund has applied for funding in the areas of acquisition and park development, and is proud to accept \$1,500,000 in 2022. Since the inception of the Trust Fund, the Union County Board of County Commissioners has generated over \$22,500,000 in grant awards from the Department of Environmental Protection, Green Acres Program.

2023 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.

We anticipate work that will add two new parks to the County of Union's roster of parkland. The aforementioned park on the recently acquired parcel of land in Berkeley Heights will allow for access to the Passaic River both by foot and boat. The development of an already owned but fallow piece of land in Scotch Plains will allow for a trailhead park, providing access to the existing trail system in the Watchung Reservation while also creating additional smaller trail loops for families and individuals.

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 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

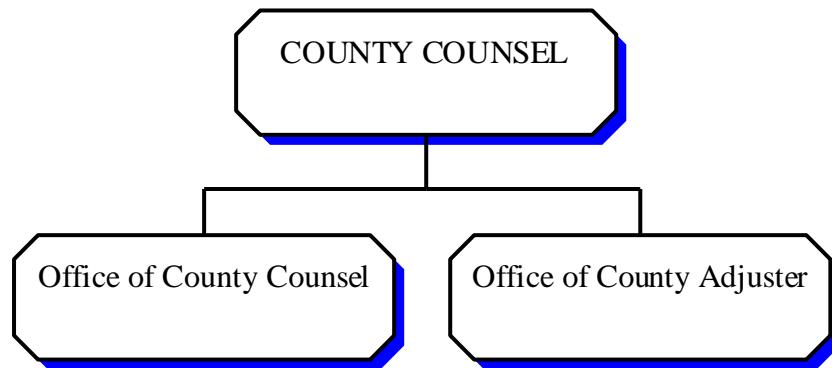
Office of County Counsel

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.

2022 Accomplishments

Case Management

- Handled over 200 new Tort Claims filed against the County.
- Handled approximately 90 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 expeditiously terminate unnecessary litigation.

- Where appropriate, filed motions for Summary Judgment to end litigation prior to trial.
- Investigated over 24 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

- Continued to update the County Administrative Code.
- 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 75 such requests during the year.

2023 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.
- Present recommendations to the County Commissioner Policy Committee, 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 work with the Affirmative Action Officer to update our Affirmation Action/Equal Employment Opportunity Manual to ensure compliance with federal and State laws.

COUNTY ADJUSTER

Mission

County Adjuster 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. Handle all mental health searches for gun permits and remit forms to municipal and state police.

2022 Accomplishments

- Approximately 1684 initial hearings and 741 review hearings were heard at various hospitals for Union County. During this year, the Office worked with the Courts, Public Defender and Hospitals to effectuate remote hearings for the safety of all participants.
- A total of 4658 hearings were scheduled.
- Over 234 cases were investigated and 195 cases court ordered.
- Over 1225 consents for mental health reports were processed relative to firearm applications.

2023 Initiatives

- Continue input of current data into the State issued Civil Commitment Automated Tracking System (C-CATS). A new system will be implemented for paper jackets to be added to C-CATS system in order to access medical records.
- 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.
- Continue to retrieve files from archives and prepare for scanning for immediate departmental access.
- Continue to handle all gun permits and check mental health records.
- Returning to inpatients hearings in person at hospitals for initials beginning March 1, 2023 as well as conducting in person reviews as per Judge's orders.

Department of Administrative Services

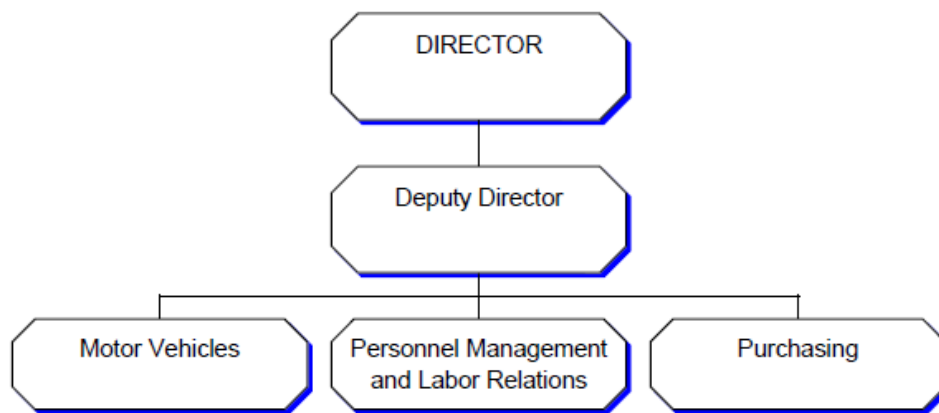
Motor Vehicles

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, general liability insurance, 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.

2022 Accomplishments

Administrative Services

Insurance: The department oversaw the addition of Union County Vocation Schools and Union College of Union County to the medical and prescription self-insured insurance groups of the County by way of shared-services agreements. The plan members of the 2 organizations are enrolled in plans that are self-insured by the County and the organizations provide payment to the County for the cost of the

coverage. These relationships are set to provide approximately \$2.2M in revenue to the County through December, 2024.

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 accurate adjustments to the policy.

Division of Motor Vehicles

The Division's repair facilities consist of two service garages located at the Quarry in Springfield and Scotch Plains DPW. The DMV 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 2073 work orders as of November 30, 2022 for preventative and unscheduled repair and maintenance. The hours attributable to these work orders totaled 5941.3 hrs.

2022 (11/30) Repair orders: DMV Shop – 1273; Turf Shop (Public Works & Parks equipment) - 226; Paratransit - 466; Scotch Plains (Heavy Equipment Shop) - 108.

The Division operates 9 fueling sites across the county that has 479272.0 gallons of gasoline and 121,091.5 gallons of diesel fuel, for a total of 600,363.5 as of November 30, 2022. These sites also provide fuel for various municipalities and authorities throughout the County, which are billed at a per-gallon charge. A total of 95,769.8 gallons were dispensed to Garwood, Springfield, Kenilworth, 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. The messengers have completed 16,982 deliveries as of October 31, 2022.

Mailroom: Processed 361028 pieces of mail as of October 31, 2022, 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 as

of November 30, 2022, approximately 671 repairs 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, auto and workers compensation claims with our Third-Party Administrators.

Staff Training and Development

Supervisor and Employee Training--Preventing Workplace Harassment and Discrimination: 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 to provide health coaching, smoking cessation, stress management and health challenges are offered one-on-one in person.

Flu Shot Clinic:

The Division coordinated a Flu Shot Clinic for County employees. A Wellness Coach was also provided onsite to consult, educate, support and promote healthy choices to employees to cultivate a healthy work environment. In total, over 125 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

In response to the Pandemic, the Division of Personnel continued to update and adhere to the following Policies and Procedures throughout the year:

- 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.
- Continue to promote safety measures against COVID-19.

Performance Evaluation Process: Enhanced the performance evaluations in our HR system to ensure employees are evaluated equally, fairly and consistently as well as creating an easier way to enter and track evaluations online. In 2022, a supervisor evaluation was implemented to review applicable employees on the leadership abilities expected in a supervisory position.

Disciplinary and other General Matters: Managed approximately 50 matters with the assistance of personnel attorney in regards to major disciplines.

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 308 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, 2023.

For year 2022, 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 – 2022: 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, 22 employees are enrolled in this program, one in the Doctorate program, 15 in the Master's Degree category, one in the Bachelor's Degree category, and one is pursuing an Associate's Degree in Psychology. Congratulations, to six of our employees who graduated this year. Three employees will be graduating with an MA degree in, 2023. Offering tuition reimbursement to our employees shows that we value their dedication to the County and their willingness to improve their skill sets. In addition, we anticipate more employees will join the program and the benefits it has to offer.

Human Resources Management System, Salary Admin and Labor Analysis

- Four (4) employee groups entered into bargaining agreements that include the freezing of health benefit contributions.
- Nine (9) employee groups changed health and prescription contributions to 1.5% of salary for either 2021 or 2022.
- Processing of 550 cost-of-living increases for Non-Contractual employees effective January 1, 2022.
- Approximately 995 merit increases for Contractual employees throughout the year as required per collective bargaining agreements
- 65 Personnel Agendas consisting of 788 personnel change actions (transfers, new hires, promotions, job changes, etc.)
- Retroactive salaries and/or Health Benefit contribution refunds for 10 Bargaining Units:

Bargaining Unit	Time Period due Retro	Employees Impacted
County Police Superior Officers	Health Benefits: 1/1/21 – 12/31/21 Salary: N/A	16
Sheriff's Superior Officers	Health Benefits: 1/1/22 – 5/14/22 Salary: 1/1/21 – 5/14/22	43
Public Safety Telecom Supervisors	Health Benefits & Salary 1/1/21 – 5/14/22	5
Operating Engineers L68	Health Benefits & Salary 1/1/22 – 5/31/22	16
Sheriff's Officers Rank & File	Health Benefits: 1/1/22 – 5/31/22 Salary: 1/1/21 – 5/14/22	164
Corrections Superior Officers	Health Benefits & Salary 1/1/22 – 5/31/22	13
Corrections Officers Rank & File	Health Benefits: 1/1/22 – 6/30/22 Salary: N/A	31
CWA	Health Benefits & Salary 7/1/20 – 9/30/22	432
UC Supervisors Association	Health Benefits: 1/1/22 – 10/14/22 Salary: 1/1/21 – 10/14/22	33
Teamsters Primary Supervisors	Health Benefits & Salary 1/1/21 – 12/31/21	56
		809

- Completed first full year of operations in new HR System with Primepoint.
- Continued meeting with Primepoint on a weekly basis to optimize usage of new HR System.
- Continued training on new system usage for departmental personnel liaisons.
- Created and updated reports accessible in Primepoint HR System.

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 2021, the program included eleven (7) employees.

Health Insurance Plans: Seven years ago, the County introduced two new cost-effective medical plan options for all employees: Horizon Exclusive Provider Organization and Horizon Health Savings Account. 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 2022, participation in the two plans increased to a combined total 385 enrolled employees.

Vision Plan: An enhanced vision plan was secured effective January, 2022, which includes upgraded eyewear coverage and more flexibility in using vision benefits. The plan has been positively received and has 118 members as of December 2022. Employee interest in the plan has caused an increase in enrollments for 2023.

Dental Benefits: In conjunction with the County’s health insurance broker, BGIA, and the County was able to secure a new 1-year contract with Delta Dental for 2023 with a 0% increase in rates.

Labor Relations

Employee/Labor Relations: Finalized negotiations with 8 bargaining units.

Non-Law Enforcement Settlements:

Bargaining Unit	Contract Duration	Salary Increase
Teamsters Local 469 Primary Supervisors	1/1/2021- 12/31/2025	2021-2% across the board 2022-2% across the board 2023-2% across the board 2024-2% across the board 2025-2% across the board
Supervisor’s Association	1/1/2021-12/31/2022	2021-2% across the board 2022-2% across the board
International Assoc. of EMTS and PARAMEDICS Local R2-119	10/19/2018-12/31/2023	2019-2% across the board 2020-2% across the board 2021-2% across the board 2022-2% across the board 2023-2% across the board

CWA Local 1080	7/1/2020-12/31/2024	7/1/2020-2% across the board 7/1/2021-2% across the board 7/1/2022-2% across the board 7/1/2023-2% across the board 7/1/2024- 12/31/2024 1% across the board
Local 68 – Operating Engineers	1/1/2022-12/31/2025	2022- 2% across the board 2023- 2% across the board 2024- 2% across the board 2025- 2% across the board
<i>Law Enforcement Settlements:</i>		
PBA 199A Superior Correction Officers	1/1/2022 – 12/31/2026	2022- 2% across the board 2023- 2% across the board 2024- 2% across the board 2025- 2% across the board 2026- 2% across the board
PBA Local 199 Correction Officers	1/1/2023 -12/31/2023	2023- 2% across the board
PBA Local 73A – County Police Supervisors	1/1/2022- 12/31/2024	2022- 2% across the board 2023- 2% across the board 2024- 2% across the board
PBA Local 108A – Sheriff Superior Officers	1/1/2021- 12/31/2022	2021- 2% across the board
PBA Local 108 – Sheriff Officers	1/1/2021- 12/31/2021	2021- 2% across the board 2022- 2% across the board

Collective Bargaining: Efforts continue on reaching settlements with three non-law enforcement units whose contracts expired in 2020 and 2021: Union County No.8 NJCSA/IFPTE; Union County Teamsters 469 Secondary Supervisors; and HPAE Local 5112, which cumulatively covers 371 employees. Similarly, the negotiation process continues with PBA Local 250, PBA Local 250A, PBA Local 203, Assistant Prosecutor Assoc., FMBA, and PBA 73. As most settlements expired on 12/31/2020 and 12/31/2021, bargaining units are expected to commence negotiations meetings in 2022.

Division of Purchasing

- Use of Edmunds computerized requisition system to vet, amend and approve over 10,000 requisitions for goods and services in 2022. Staff proofs each requisition for legal requirements.
- Advertised and processed about 46 public bids and 8 competitive contracts for County entities and cooperatives.

- Met with departments throughout the County to educate, reiterate and train employees on purchasing policies and the local public contracts law.
- Facilitated American Rescue Plan Act federal funding procurements.

2023 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).

Division of Motor Vehicles: The division continues to operate at the Quarry Service Yard vehicle maintenance facility and offers the repair and preventive maintenance services for the counties fleet that it has throughout the years. We will continue update our facilities for the technicians with the latest diagnostic equipment through vendor partnerships and training. Motor Vehicles will continue completing the upgrade to various County operated fueling sites in the upcoming year and hopes to complete the planned updates to the fueling sites located at the Echo Lake and Quarry Service Yards.

Mail Room: Has moved 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 18,905 deliveries total in 2021 and 16,982 as of October 31, 2022)

Telecommunications: Phone Room and Technicians will continue to assist Constituents and County employees, and complete work orders. 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, and worker's compensation.
- Continue to arrange Personnel staff meetings, broadcast monthly emails and Wellness Seminars on current health topics, and coordinate 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 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 including all insurances and employee training documentation.

Risk Management and Loss Prevention: Last year Union County trained over 600 employees in PEOSH Job related Health and Safety courses, General Safety and Building Evacuation Safety Drills. These courses in 2022 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 (DDC) 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.

- Training of Supervisors on Reasonable Suspicion.
- Conducting fire drills in all County buildings, leased and owned.

Employee Benefits

- Assist in County compliance with Federal Affordable Care Act mandates and 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 where 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.
- Financial administration of insurance plans and incurred claims.

Salary Administration & Labor Analysis

- Continue working with Primepoint on customization and optimization of new HR System, including moving toward additional electronic personnel action processing.
- Continue training on new system usage for departmental personnel and attendance liaisons.

Division of 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 2023 include:

- Hold 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.

Continue to meet with each department throughout the County to educate, reiterate and train new employees on purchasing policies and the local public contracts law.

Department of Economic Development

Strategic Planning

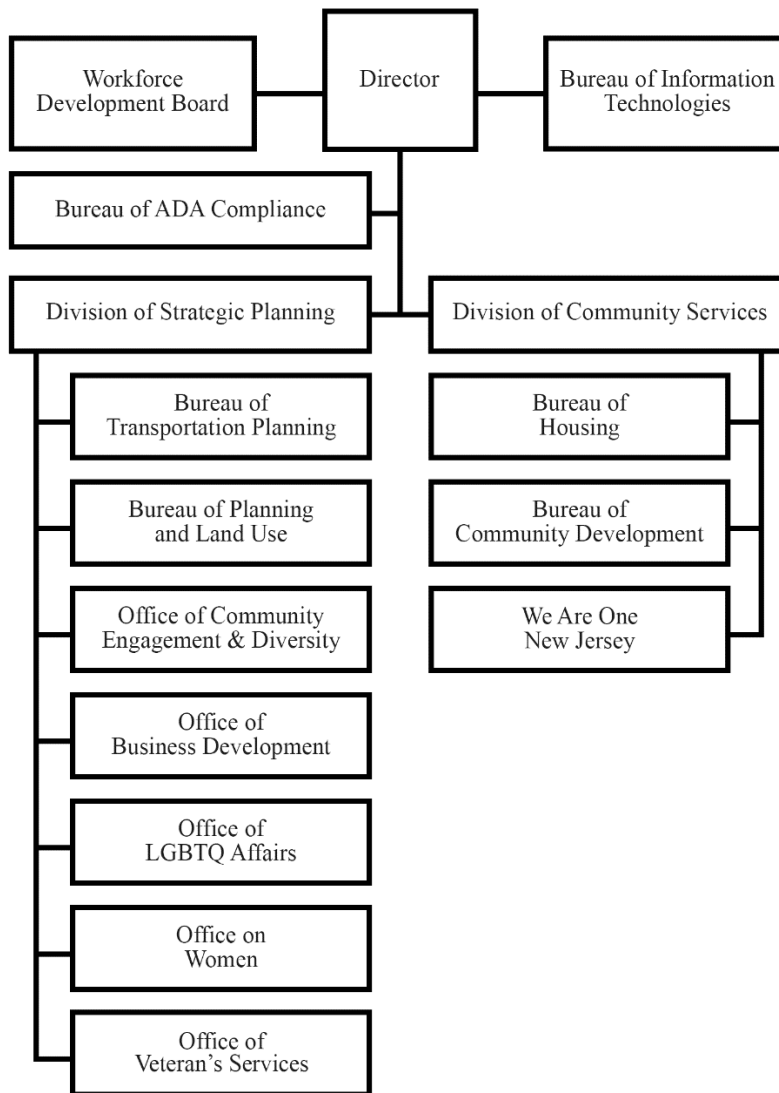
Community Services

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 of planning and growth in the County of Union, through the implementation and coordination of all economic development plans and programs including matters affecting workforce development and the quality of community services.

Programs & Services

Workforce Development Board: Responsible for all strategic planning efforts under the Workforce Innovation and Opportunity Act (WIOA), including the oversight of the American Job Center.

Bureau of ADA Compliance: Ensures compliance with federal and state disability rights laws by the County and will assist municipalities and school districts within the County with training and guidance concerning same.

Division of Community Services: Partners with communities and non-profit agencies to reduce the causes of poverty, increase job opportunities, expand 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; and is responsible for all aspects of Veteran Services.

Bureau of Housing: Improves 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, 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 Union County Department of Human Services.

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

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

Strengthen the County's economy and positioning it to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic development in partnership with the Union County Economic Development Corporation and other public/private partnerships.

The establishment of 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.

Maximize federal, state and foundation grant dollars and reduce the property tax burden by increasing revenues into the county to fund existing and/or new programs and services as consistent with the needs of the county.

Develop and administer 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. The Bureau 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.

The Bureau provides the administrative support for the Union County Transportation Advisory Board which meets six times a year. The Bureau arranges presentations on timely issues for 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 regarding planning information, municipal redevelopment efforts 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.

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 strategies for business attraction and retention. In partnership with the Union County Economic Development Corporation and Chamber of Commerce stakeholders, the Office integrates strategic activities to attract and retain 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: Assesses the needs of LGBTQ residents to plan for and facilitate access to resources, increase understanding of civil rights and promote

unity. The Office provides information and referrals to resources and services that improve the quality of life for LGBTQ residents of the county, educates individuals and organizations on rights and advocacy support, and develops outreach activities to promote community diversity and unity.

Office on Women: Provides information and referral to resources to improve the quality of life for women, and serves as an advocate to coordinate programming with other offices to promote community diversity and unity.

Office of Veteran Services: Provides information and advocacy for veterans and their families including burial and memorial benefits, education and training programs availability, and coordination of flag placement on all veterans' graves.

Bureau of Information Technologies: Responsible for the County's data center, wide-area high-speed network, and office technology. Plans, develops and manages software applications to improve workflow processes in County offices.

2022 Accomplishments

Workforce Development Board

1. Funded Workforce Innovation Business Center at Union County College to serve adults and dislocated workers in the amount of \$650,000.
2. Funded the Plainfield Public Library in the amount of \$60,000 to provide Union County residents with Internet Computing Core (IC3) Computing and Microsoft Office Certifications.
3. Extended the previously awarded contract to the American Job Center of Union County, within the Department of Human Services, which ended on June 30, 2022 to June 30, 2023, by providing additional funding in the amount \$2,000,000.
4. Allocated \$3,073,000 in funding to the American Job Center of Union County, within the Department of Human Services, to provide Workforce Innovation and Opportunity Act program participants with comprehensive Career Services.
5. Adopted Program Year 2022 Workforce Development Area Budget of WIOA Adult of \$1,260,961; WIOA Dislocated Worker of \$1,461,731; WIOA Youth of \$1,224,800; WorkFirst New Jersey —Temporary Assistance to Needy Families to provide Work Activities and Case Management of \$1,478,827; General Assistance and Supplemental Nutritional Assistance Program to

provide Work Activities and Case Management of \$929,609; and Workforce Learning Link of \$84,000.

6. Awarded Workforce Advantage a contract not to exceed \$620,000 to provide training services to Union County residents receiving assistance.
7. Awarded Union College a contract in an amount not to exceed \$500,000 to provide training services to Union County residents receiving assistance.
8. Awarded Union County Vocational Technical Schools a contract not to exceed \$333,0000 for the provision of career services to out-of-school youth through the Simon Youth Academy.

Bureau of ADA Compliance: In the first year of its creation, the Bureau assisted county employees with accommodations including accessible phones, temporary parking, and improving accessible routes to the workplace. The Bureau also:

- Assisted the Parks Department with evaluating and suggesting ways to remove barriers to the public in county parks such as Madison Avenue Park in Rahway, Temike Park in Plainfield and Mohawk Park in Cranford.
- Attended ADA Conferences throughout the year to remain current with all the Federal and State regulations and ADA Certification credits.
- Linked constituents to the appropriate resources in relation to their concerns.
- Was introduced to the Departments of Administrative Services, Economic Development, Engineering, Public Works, and Facilities Management, Human Services, Parks and Recreation, Public Safety, and the Sheriff.
- Developed a Transition Plan to remove physical barriers in County buildings and parking lots.

Division of Strategic Planning

- Applied for NJDEP *It Pay\$ to Plug In*: NJ's Electric Vehicle Charging Grant Program for DC Fast Chargers at three County locations.
- Applied for and received BPU EV Tourism Grant for two County locations.
- Applied for USDOT Safe Streets and Roads for All Program Action Plan Grant as a joint applicant with the City of Elizabeth to study the County road network.
- Applied for a NJDOT Transportation Alternatives Set Aside Program Grant to convert the abandoned Rahway Valley Railroad Line section from Roselle Park to Kenilworth into a Rails-to-Trails connection to the East Coast Greenway.
- Awarded a Local Efficiency Achievement Program Challenge Grant of \$150,000 for laptops and portable radios for four municipalities to transition to the Union County Regional Emergency Services Dispatch Center.
- Hired Coordinator for the Office of Business Development.

- Applied with Essex County for Local Efficiency Achievement Program Implementation Grant and received \$125,000 for a body imaging scanner.
- Applied for a LEAP County Coordinator Fellowship Grant for 2022.
- Hired a LEAP County Shared Services Fellowship Coordinator.
- Sent welcome letters to approximately 1,700 new businesses from the Chair.
- The Director of the Department of Economic Development, the Director of the Division of Strategic Planning and the Shared Services Fellowship Coordinator, met with 10 municipalities to discuss shared services opportunities.
- The Shared Services Fellowship Coordinator compiled an inventory of shared services agreements of both County and municipal shared services agreements.
- The Fellowship Coordinator revised the Union County Shared Services booklet.

Office of Business Development

- Union County Means Business Networking Breakfast featured speaker Kean University President Lamont Repollet ED. D. in June.
- Union County Means Business Lunch and Learn, *Strategic Resilience Panel on Adapting Business in the Event of an Economic Emergency* was held October 4, 2022 at Kean University with moderator Mr. Rafael Mata, Regional Director, Small Business Development Center at Kean University.
- Sent out Office of Business Development Newsletter to Union County Means Business email database.
- Updated the Office of Business Development Webpage. A web portal was created specifically to attract and retain businesses that offer links to valuable resources for our business community.
- Sent welcome letters from the Commissioner Chair to approximately 1,300 new businesses.

Office of Community Engagement & Diversity

- Revised Office of Community Engagement & Diversity Webpage.
- Partnered with non-profit organizations via Community Partner Registration Form to post descriptions, areas of volunteerism and volunteer opportunities.
- Created online volunteer registration portal for both individuals and groups.
- Flag Raising - Black History Month, Juneteenth and Hispanic Heritage Month.
- School Supply Drive for Rahway, Plainfield, and Elizabeth.
- Comfort & Care Pillow Project for young children in foster care.

Bureau of Transportation Planning:

- Applied for \$172,277 in annual funding through the North Jersey Transportation Planning Authority Subregional Transportation Planning Program and managed

the program. The goal is a safe, balanced transportation system that meets the needs of people and goods. The Bureau also applied for and received an extra \$15,000 through the Subregional Support Program.

- Advertised the RFP for the new two-year transportation planning project which a budget of \$220,000 through the NJTPA Subregional Studies Program. The County and the consultant team launched the *Electric Vehicles Infrastructure Study* in May. Work on the Study is underway. The project website ucnj.org/ev-study recently a survey and mapping tool, the first project newsletter was created and the first of two Technical Advisory Committee meetings was held.

UC Transportation Advisory Board: Managed the Transportation Advisory Board which met several times in 2022. Presentations included: the 9/11 National Memorial Trail; Elizabeth Fast Ferry; NJTPA Regional Active Transportation Plan; and, the Electric Vehicles Infrastructure Study.

Raritan Valley Rail Coalition: Provided staff to the Raritan Valley Rail Coalition which advocates for the one-seat ride on the Raritan Valley Rail Line and other service improvements. The Bureau arranged a meeting with NJ Transit staff, supported the Coalition website and furthered the goals of the Coalition with supporting letters for funding applications to upgrade infrastructure.

UC Paratransit System: 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 Shuttle.

Bureau of Planning and Land Use

Planning Board: From January to mid-November 2022, the County received 148 land development applications with 140 found to be complete, and the planning office reviewed 132 development applications. The number of complete applications compared to last year represents a 27.3% increase in the number of complete applications compared to 2021. Of the 132 applications, 65.9% were approved, 26.5% withheld and 7.6% were conditionally approved. In 2022, the amount of development application fees collected to this date (January to mid-November) was \$87,194.31. This represents a 21.9% increase to the amount of land development fees collected at this time last year.

Constituents Served: From January to early November, the Bureau received 210 municipal notices representing an average of nine towns per month. The Bureau also

received 453 data requests, a total of 57 municipal ordinances/updated master plans or redevelopment plans, 92 environmental notices, and 528 OPRA requests.

Office of LGBTQ Affairs

LGBTQ Ad Hoc Steering Committee: The Office held Pride events throughout the year, especially during the month of June for Pride Month, and offered a series “Queer Empowerment Hour” a virtual hour-long conversation with some of New Jersey’s dedicated LGBTQ+ advocates, community leaders, and allies.

Office on Women

- Wear it Pink Day – created graphics and banner to show solidarity with survivors of and those currently battling breast cancer. Coordinated “Pink Out Union County” and worked with UCC/Student Services to create a PINK OUT UCC package to help bring awareness to all municipalities.
- Commission on the Status of Women – County Commissioner Advisory Board -- Served as the Executive Secretary to the Commission. Reworked webpage. Assisted with outreach for Women of Excellence nominations, an award program that celebrates and honors women’s achievements in work, community life and volunteer activities. Helped with Moms Helping Moms program that provided diapers and other needed feminine products.
- "Workshop for Families with Special Needs Individuals” - Moms (and Dads) of special needs people were invited to a very special presentation in financial awareness for people of special needs.
- Read Across America: Organized and created several interviews for the female Commissioners to talk to Librarians around Union County about their suggestions for “Read Across America” trying to focus books with strong female characters.
- Union County Women Mean Business Summit, October 25th. Business networking event with keynote speaker Judith Persichilli, Commissioner of Health, State of New Jersey. Over 200 women attended the event.
- Media campaign about Fragile X Syndrome. We were noted in a worldwide effort on social media page about Fragile X – Light the Night.

Office of Veterans Services

- Distributed approximately 28,000 American flags for placement on graves of veterans in observance of Memorial Day.
- “First Swing Golf Clinic” - a joint venture with the Office for Persons with Disabilities and Special Needs.

- Staff completed NACVSO training. One staff member was certified as a VSO. One staff member's VSO credentials were renewed.
- Offered an inaugural six-week equine therapy class, with the assistance of the Department of Parks and Recreation and Watchung Stables.
- Coordinated second annual six-week "PGA Hope Veterans Golf Clinic" was held at Galloping Hill Golf Course."
- The Office of Veterans Services Board met twice this year. Two new members were added to the board.
- Flag raising ceremony on the steps of the Court House for POW/MIA Remembrance Day.
- Increased Veteran parking spots around the County by seven spots; five in Rahway and two in New Providence.
- Published veterans' newsletter, The Veterans Bulletin, in September; the next edition will be published in December.
- Participated in Operation Green Light by decorating the atrium of the County Administration Building with six banners representing each branch of service and green lights.
- Community Outreach:
 - VFW 2348, "Veterans Making a Difference in our Community," Union
 - VFW 337, "Commanders Homecoming," Cranford
 - Salute to our Veterans 5K Run, Liberty State Park, Jersey City
 - Tools and Resources for Combating Arthritis, Somerset
 - Attended Man O' War Project Veterans Day Showcase, Leonia
- Joined forces with New Jersey SOS Veterans Stakeholders. Attended stakeholders meeting in Bayonne, NJ. Office of Veteran's Services held its first stakeholder meeting in December at the Kenilworth Veterans Center.
- Hosted Annual UC Veteran Employee Breakfast at Warinanco Park.

Division of Community Services

Community Development Block Grant Program 2022

Facilities Improvements: A total of \$520,000 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 \$18,000 to refurbish their bathrooms.
- Cerebral Palsy League was funded \$25,000 to replace their restroom.

- Rahway Housing Clifford Case Apartment was funded \$44,000 to upgrade existing elevators.
- Rahway JFK Community Center was funded \$60,000 for community center improvements.
- Kenilworth Borough Hall was funded \$18,000 for ADA door upgrades.
- Plainfield Neighborhood House was funded \$16,000 to purchase a new commercial washer.
- Plainfield Second Street Youth Center was funded \$38,000 to purchase an air disinfection system.
- Summit Housing Authority was funded \$50,000 for senior housing elevator refurbishment.
- Westfield YMCA was funded \$10,000 to install 12 individualized handicapped accessible locker spaces.

Public Improvements: A total of \$1,570,000 was allocated for Public Improvement projects. Some of the accomplishments are as follows:

- Clark, Cranford, Fanwood and Kenilworth utilized \$25,000 each for curb cuts and ramps at various locations within each municipality for the purpose of complying with ADA codes.
- Linden utilized \$269,000 of CDBG funding for streets, curbs and sidewalks.
- Hillside utilized \$130,000 of CDBG funding for resurfacing various streets.
- Plainfield utilized a total of \$409,000 CDBG funding for two (2) projects covering street rehabilitation and playground improvements.
- Rahway utilized \$278,000 of CDBG funds for street rehabilitation.
- Roselle utilized \$140,000 of CDBG funds for street rehabilitation.
- Roselle Park utilized \$159,000 of CDBG funds for street rehabilitation.
- Springfield utilized \$110,000 of CDBG funds for street rehabilitation.

Housing: A total of \$80,000 was allocated to Counseling Agencies. The County of Union has utilized the services of a HUD certified Housing Counseling Agency – Urban League have expanded their services beyond regular counseling services to include foreclosure, rental and mortgage issues.

Public Services

Child Care Services: Over 1,100 children Countywide from low to moderate income families were provided with daycare, afterschool and/or summer programs.

Emergency Shelter Services: To address homelessness in the County, 330 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 5,500 people with essential food and health care products. This population consists of low-income and no income residents of Union County.

Handicapped Services: Approximately 900 Handicapped individuals were served in the County of Union with rehabilitation services promoting physical, emotional and cognitive development and assuring safety and wellbeing including 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. These programs provided services to low- and moderate-income families who would not be able to afford these programs.

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 10,000 seniors received cultural, educational, nutritional, medical, health related and recreational programs, and the following benefits: health education (including presentations on nutrition and exercise), health aide services, health assessments including weight and vital signs, cardiovascular, diabetic, urinary, mental health, and much more.

The County of Union and United Way of Greater Union County partnered to administer the “Family Strengthening Program” with \$146,000 in Community Development funding provided to United Way, to support vulnerable and at-risk populations in Union County through quality child care, services for abused children, disabled services, homeless prevention, youth services, domestic violence programs, and mental health/counseling services.

Recreational benefits included Arts & Crafts workshops, Line Dancing, Bingo, Tai Chi, Yoga and Zumba and special events.

Transportation benefits included pick up and drop off service to various senior programs as well as weekly trips to food markets, doctor appointments, post office, hair appointments and many more events.

We Are One - NJ

- Processed for Citizenship: 458 applicants were accepted and enrolled in classes.
- Provided Citizenship training: 5,237 (168 classes).
- Provided training on Basic English as a second language were 47 classes, 3,237 students with an average class size of 55 people.
- Provided assistance to legal permanent residents on renewal of green cards: 81
- Citizenship and Basic English Classes provided: 168
- Legal Permanent Residents – Renewal of their green card were - 84
- Certificate of Naturalization Processed - 12
- Translations – 1,561; Notarizations – 1,704

Section 8

- Successfully managed over 360 vouchers.
- Added our Mainstream vouchers.
- Updated our Section 8 websites to provide better resources.
- Cleared over 3,000 names from waiting list.

HOME

- Successfully committed over \$2,000,000 toward affordable units.
- Monitored all current projects for compliance.
- Began process to submit HOME-ARP proposal to HUD for over \$4 million.

Bureau of Information Technologies

- Between January and December of 2022, the IT Bureau responded to 6,865 Help Desk calls for support from all County facilities.
- Bureau of Information Technologies accomplishments in 2022 include:
- Setup and configuration of server for Division of Social Services for their file transmission to the state.
- Replaced outdated network switches for faster connectivity.
- Upgraded data speed for faster connection at the various sites.
- Routine replacement of outdated PCs, printers, and servers as well as monitoring and maintenance on all servers and firewalls.
- Relocated PC's for Human Services/Social Services- personnel from 342 Westminster to Parker Rd for social distancing during Covid-19.
- Relocated PC's from DSS- Law in Bank of America to 342 Westminster.

- Assisted in installing and configuring Wi-Fi for the County Clerk, Surrogate office and Facilities Management.
- Upgraded all off-site locations with higher data speed at a lower cost.

2023 Initiatives

Union County Workforce Development Board

Community Centers for Career Services: The objective is to provide grant funding to Union County originations, i.e. libraries, to offer basic career services to residents during non-traditional workdays and hours.

Skill-Up Union County: The Commissioner Board in partnership with the New Jersey Department of Labor, the Union County Workforce Development Board, and the Union County American Job Center will provide access to free online self-paced training portals for nationally-recognized industry credentials and certifications including more than 6,000 free courses, 10 career pathways and 200 in-demand occupations, and a game-based learning mobile application.

Supportive Services Grants to Aid Job Seekers: The objective is to provide grant funding to Union County Community-Based Organizations (CBOs) to provide supportive services to eligible participants in coordination with the Union County American Job Center.

Simon Youth Academy-Union College Co-Enrollment: The objective is to formally adopt an agreement between Union County Vocational-Technical Schools and Union College to enable students from the Simon Youth Academy to co-enroll in Union College and establish a career pathway, with grant funding to be provided through WIOA Adult, Pell grants, and the Community College Opportunity Grants.

Bureau of ADA Compliance

- Implement an ADA Access & Inclusion Solutions Process for county employees and Union County residents.
- Implement and monitor the ADA transition plan into a database to monitor the improvements in our Union County Parks.
- Assist the Office of Public Information on website and documentation accessibility.
- Continue to assist employees with any reasonable accommodation requests.
- Educate all employees, especially supervisors.

- Assist the Engineering Department with evaluating any new building or roadway structure to ensure ADA compliance.

Division of Strategic Planning

- Continue to support shared services of the Emergency Services Regional Dispatch Center through the successful award of LEAP Grants,
- Assess current and potential shared services opportunities and create shared services agreements when appropriate.
- Maintain data that demonstrates cost savings and efficiencies of shared services.
- Continue to prepare CoStar reports for real estate inquiries.
- Continue outreach to new businesses.
- Continue to explore grant opportunities.
- Continue to administer LEAP Grants.

Office of Business Development

- Online workshops centered on helping small businesses (Business Certifications, Business Protection workshops, bookkeeping, etc.).
- Union County Oktober Fest – There are presently 7 Microbreweries in Union County. Opportunity to showcase food and beverage businesses in the County.
- Continue UC Means Business Events: Breakfast Series, Lunch and Learn Series, Business Expo
- Continue outreach to new businesses.

Office of Community Engagement & Diversity

- Continue to: Expand the Union County volunteer directory, compile a list of volunteer opportunities, and organize cultural events.
- *Fiscal Literacy Workshops in Partnership with Union County Saving Bank* - Age appropriate fiscal literacy workshops and activities.
- *Children's Storytime Under the Stars* - An evening tented event for Union County youth in homeless shelters and/or foster care, scheduled during National Read Across America, National Read a Book Month/Week.
- *Black History Month: The History of Cornrows* - Three workshops for children ages 5 and up including a creative cornrow competition.
- *World AIDS Day Commemorative Tree Lighting and Celebration of Life*: To be held in December at the Plainfield Inclusive Park.

Bureau of Transportation Planning

- The Bureau will continue to participate in the Union County Paratransit System's Senior Citizen Disabled Resident Transportation Advisory Board and work to improve awareness of the Route 22 Safety Shuttle.

- Manage the \$172,277 in grant funds through the North Jersey Transportation Planning Authority Subregional Transportation Planning Program and the extra \$15,000 granted through the Subregional Support Program, for computer equipment, a part-time intern, and more.
- Advance the *Electric Vehicles Infrastructure Study*, to be concluded by June 30.
- Continue to manage the Union County Transportation Advisory Board, and support the Raritan Valley Rail Coalition.

Bureau of Planning and Land Use

- Planning Board – Continue to provide coordination of materials, development reviews, and associated reporting to the Planning Board.
- Planning, Environmental & Economic Development – Continue researching and reviewing legislature and programs to assist to in County Planning.
- Land Development Standards – Continue reviewing potential improvements to the County Land Development Standards with a focus on updating design standards where possible and needed.

Office on Women

- Continue to coordinate Union County Women Mean Business Summit.
- Lunch and Learn with UC Means Business Partners and Office of Business Development.
- Moms Helping Moms MLK Day of Service: Diaper Drive - Thru the Commission on the Status of Women – (January).
- Trivia Night (February/March) – African American Women/Ashbrook inclusive in Women's History Trivia Night.
- Mural at the Mills at Jersey Gardens (Working Women).
- Start a new Shero's program.
- Continue to coordinate Women of Excellence Dinner.
- Women's Health Fair: In conjunction with Atlantic Health Union, NJ.
- Explore grant opportunities.

Office of Veterans Services

- PGA Hope Golf Clinics: Women's Spring 2023 and Men's Fall 2023.
- Equine Therapy: Spring 2023 & Fall 2023 (Introduction to Horsemanship & Introduction to Riding). Upon completion of introduction class, participants may move up to a riding class.
- Women Veteran's and Health: Office of Veterans Services/Office on Women, March 2023. A joint venture, with projected attendance of 50–75 women Veterans at a lunch and learn event.

- Continue quarterly newsletter.

Division of Community Services

CDBG: Continue to respond proactively to COVID-19 and the needs of the county, by funding and allocating over 7,000,000 to providing suitable living environments and expanding economic opportunities for low- and moderate-income persons.

HOME: Continue to expand affordable housing opportunities, assist in the rehabilitation of Oakwood Park, and develop and submit ARP funds plan to HUD.

Section 8: Open waiting list for the first time in over 8 years, fill all mainstream vouchers and look for additional vouchers, add new landlords, and streamline housing resources

We Are One NJ: Continue to provide: 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. Goals for 2023 include:

- Citizenship Applications: 475
- Citizenship training: 475
- English as a second language training: 375
- Additional services as translations and notarizations as the community needs.
- Citizenship and Basic English Classes provided: 175
- Legal Permanent Residents – Renewal of their green card - 90
- Certificate of Naturalization Processed - 15
- Translations – 1,600; Notarizations – 2,000

Bureau of Information Technologies

- Finish installation of Sentry 911-Baum Act.
- Install MFA.
- Provide Cybersecurity Awareness Training to county employees.
- Install network backup to the cloud.
- Refresh County data network infrastructure.
- Upgrade and improve Cyber Security.
- Increase storage capacity for County data.
- Upgrade Microsoft Exchange-Email.

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

Engineering

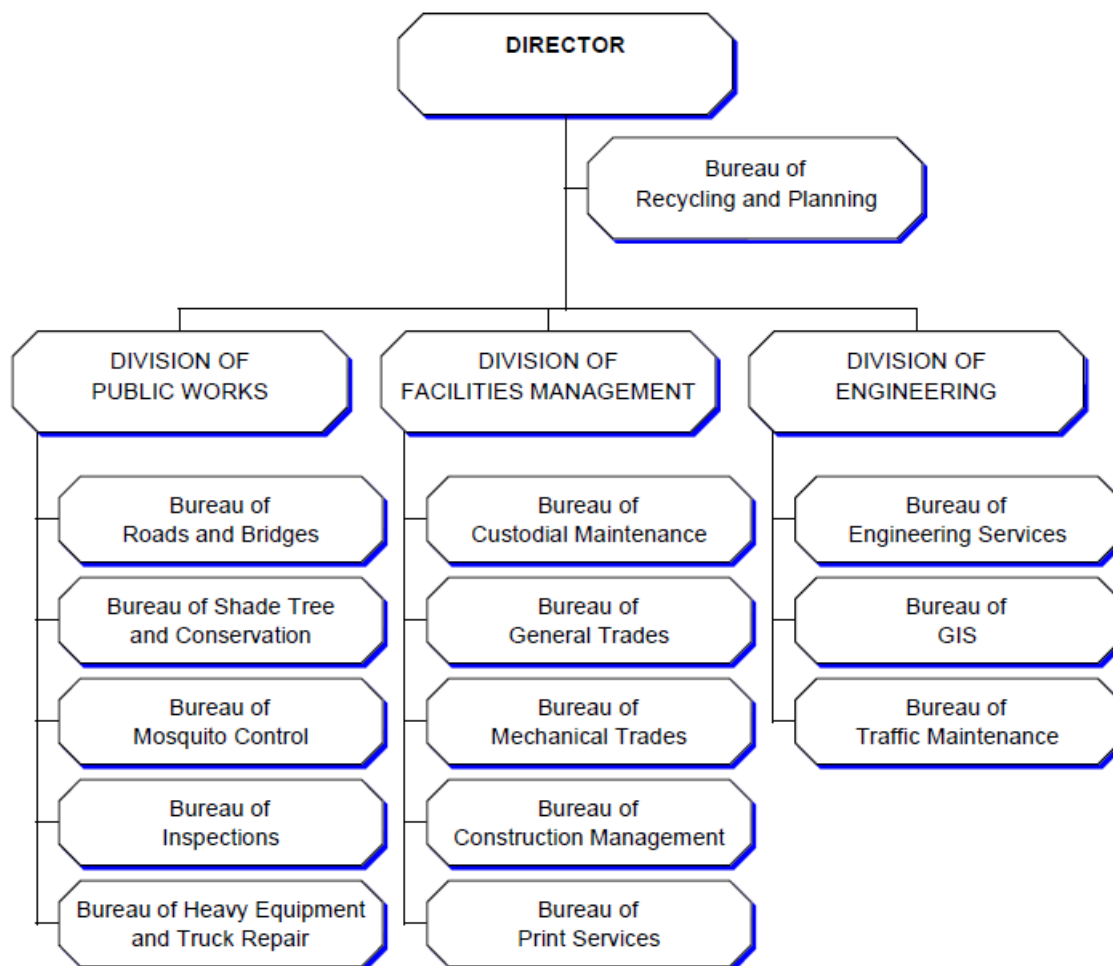
Public Works

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 a safe surface on 340 lane miles of County roadways, 413 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 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 schedule in compliance with the Clean Water Act and requirements of Union County Highway Agency Storm Water General Permit NJ0141887 of 2005, as required by the State of New Jersey.

The Bureau is responsible for snow and ice removal on all county roads and bridges, and assists with snow removal for other County agencies. Snow accumulation totals, cost of material, labor, and duration of storms are recorded as required.

The 141 major 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 blockages are 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. The intent of this survey is 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 a mutual aid/shared services agreement with other county agencies and municipalities, providing 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 at various locations are dropped off, picked up, and emptied and returned upon request. The roll-off trucks and personnel also 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 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 is on call and available 24 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 the mosquito population in Union County. The Bureau inspects, constructs and maintains drainage ditches to eliminate standing water where mosquitoes breed. Applications of pesticide are kept to a minimum; however, Union County 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. Mosquito samples are gathered for identifying species and to track the number of mosquitoes through the use of New Jersey light traps. Other main activities include:

- Public education and outreach to eliminate potential breeding sites.

- Individual inspections at homes and businesses when complaints are received by the Bureau, which provides identification of breeding sites and remediates any standing water when practical.
- Working with local Boards of Health to inspect and remediate breeding sites at abandoned properties (requires annual recertification of staff).

After the monitoring and treatment season ends on November 1 each year, the Bureau assists in Union County's annual Leaf Collection Program, and covers snow plow routes as needed. 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: Maintains approximately 15,000 trees along County roads. To maintain and improve the shade canopy on County roads, the Bureau exceeds the requirements of Resolution 493-2000, which calls for at least one tree to be planted for every tree removed. The Bureau also maintains thousands of trees throughout the County parks system.

The Bureau oversees the County leaf compost facility at Houdaille Quarry. The facility receives 150,000 cubic yards of leaves each fall, with 19 of the County's 21 towns participating in the compost program for a fee of \$4.00 per cubic yard for loose leaves and \$6.00 for compacted leaves.

Bureau of Inspections: 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: Repairs all heavy equipment including trucks in the Divisions of Public Works and Park Maintenance including hydraulic and diesel mechanics. All mechanics have CDL permits with Hazmat and tanker endorsement; this enables the shop to provide delivery of fuel to various departments throughout the County. The shop also has two 4X4 Road Service vehicles for all-year service including winter storms.

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, plastic film, mobile paper shredding events.
- Coordinates Household Hazardous Waste Disposal days for disposing non-latex paints, pesticides, fertilizers, solvents, pool chemicals, used motor oil and more as well as tires, which are recycled through our tire vendor, Casings.

- Sponsors regular meetings for municipal recycling coordinators and provides assistance to the municipalities to obtain annual state recycling grants.
- Disseminates environmental education and recycling information.
- Implements Union County Clean Communities Program.
- Provides recycling compliance assistance and support to municipalities through the efforts of the Bureau's Recycling Program Aide.
- Supports municipal and County recycling efforts by distributing flyers, labels, and other items to help instruct residents, businesses, and government entities on proper recycling techniques.

Division of Engineering: The Division of Engineering consists of Engineering Services, the Bureau of Geographic Information Services and the Bureau Traffic Safety and Maintenance. 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, and automate file storage and retrieval of engineering drawings, maps, projects and a complete electronic inventory of the County's infrastructure.

Engineering Bureau

- Responsible for the inspection, design, rehabilitation, and replacement for 141 major bridges and 272 culverts for a total of 413; and 13 dams.
- Coordinate and manage the annual resurfacing program for 174 miles of County roadways, averaging about 17.4 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 countywide systems: GIS system with over 200 GIS layers, 5 GIS websites and 5

users in various Departments, five GIS 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.
- Creates and supports hundreds of GIS layers including two dozen layers for the Prosecutor's office for their 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. We update and reprint no loitering zone maps, official 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 21 municipalities by providing data which reduces their cost.
- Maintains and updates certified digital drug free zone maps, distributed by the Bureau through a secured website to the local law enforcement entities.
- Implements Cartegraph work and asset management systems for the County.
- Prepares approximately 40-50 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 and connects to Cartegraph for cost tracking purposes.
- Moved Cartegrapg system to the cloud hosted by Cartegraph
- Created and automated new monthly park inspection system for Park employees
- Designed and implemented new "paper vision" document management system
- Collects drone data for areas of the county that are related to county projects
- Created several asset layers in Cartegraph
- Created and published several GIS layers in the system
- Created a duplicate Hydro layer that is showing the erosion for the past 20 years

- Update 160,000 parcels with owner information and new subdivisions
- Actively updating 2022 road resurfacing map while creating new map for 2023
- Build a GIS layer showing the East Cost Greenway throughout county
- Created 10-foot county contour lines using points
- Continue to update Watchung Trail map
- Updated NHS layer

Bureau of Traffic Safety & Maintenance: Maintains Union County's traffic signs and roadway striping along its 174 miles of roadway. The Bureau also approves, designs and implements temporary 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 Engineering Division responsibilities such as inspections. Each task is vital in protecting the county by limiting its liability in traffic tort claim cases, saving the county large sums of money in any given year. The Bureau also interfaces with the County's twenty-one municipalities through co-op purchasing, shared services, and mutual aid services as well as providing technical guidance on various traffic issues.

The functional attributes of the Bureau are: Sign Design and Fabrication, Sign Installations, GIS Asset Management, Line Striping, Data Collection, Traffic Studies and Investigations, and Traffic Control. Additionally, the Bureau:

- Maintains over 9,000 roadside signs and over 500 miles of linear roadway striping that is managed through the GIS Asset Management System.
- Conducts traffic studies for volume, speed, and classifications of vehicles on County and Municipal roads, vehicle turning movements, and pedestrian crossing movements. Also conducts investigations in order to determine unsafe conditions and their causes, and make recommendations to the County Engineer.
- Supports the 21 municipalities through mutual aid and the Municipal Striping and Signs Programs, assists with traffic control for local events and emergencies, and supports communities by providing traffic data and studies when requested.
- Reviews detour and work zone traffic control plans for private and public construction and maintenance projects, in concurrence with the Departments of Engineering & Public Works. The Bureau also 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 with the fabrication and installation of outdoor metal signs, fabrication and installation of vehicle graphics, and the application of pavement markings.

- The Bureau provides the County Counsel's Office with information and professional consultation related to depositions, and interrogatories, and testimony in regard to tort claims and law suits.
- Assists municipalities and other County agencies with traffic related issues, and works with community and professional organizations to further traffic safety.

Division of Facilities Management: Services, maintains and repairs State Court System facilities, and property and facilities owned and operated by Union County, including but 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.

The Division also 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 New Jersey State Contracts, Middlesex Regional Education Commission and Somerset Cooperative.

The Division consists of five Bureaus:

Bureau of Construction Management/ Bureau of Trades: Maintains approximately 60 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 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, setting up or modifying cubicles provided by staffed furniture installers. Cost effective carpentry cabinet work and furniture is done in-house instead of buying same from outside vendors at higher cost.
- 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 4,000 work orders annually from a computerized system that records the job type, the shop, and the man-hours to complete the job.

Bureau of Custodial Maintenance (Night Shift): Works with day shift maintaining approximately 22 Union County buildings with 21 employees under direct supervision. Primary responsibility is an effective work schedule for cleaning, garbage removal, recycling, stripping and waxing of floors and carpet shampooing.

- 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 public.
- Training of new employees, consisting of building familiarity, uniforms, safety equipment, emergency situations, cleaning techniques and products, 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: Strictly coordinates and monitors four mechanical trade units in the Division of Facilities Management -- 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: Provides 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 of vinyl, plastic, foam board, aluminum, paper etc. Printing includes 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 Shop including Print Services Xerox contract.
- Provide print and sign services to several municipalities, government agencies, local non-profits and the Union County Courts through shared services.
- 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 spreadsheets (printed and digital) for tracking, monitoring and logging.
- Offers guidance on design, layout/paper, software usage and troubleshooting.
- Utilizes a variety of software such as Adobe Photoshop, Illustrator, In-Design, Acrobat, MS Word, Excel, Power Point, Gerber Omega, Onyx Production-House, Fiery RIP, Ustore, Uproduce and FFCore.
- Operates equipment such as Gerber thermal printers, various Gerber plotters, HP Latex 360 printer/ HP Latex 365, HP Scitex FB550B Printer and Summa F1612. 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 the Oriscello Correctional Facility and the former Juvenile Detention Center. Primary responsibility is to develop an effective work schedule with staff (responsible for direct supervision of 6 employees), including 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 with 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.

2022 Accomplishments

Division of Public Works

Bureau of Roads & Bridges: In 2022 the Bureau filled and repaired in 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. There were approximately 500 tasks completed related to snow and ice removal during this time frame.

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 Welding Shop performed fabrication projects included 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 assisted the Bureau of Shade Tree & Conservation with personnel and equipment for the Leaf Compost Facility in Springfield, including receiving leaves and related materials for composting, forming windrows, and turning as required.

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 of the Bureau.

The Bureau completed over 2,500 work requests in 2022 including services and mutual aid to all Divisions, Agencies and Municipalities. Approximately 2,000 tons of asphalt were used for Roads & Bridge Maintenance and Repairs and Mutual Aid requests. The Bureau also provided personnel and equipment to multiple pandemic related projects including COVID-19 test sites and vaccination call centers, as well as Food Drives.

Bureau of Inspections: In 2022 the Bureau issued 552 roads and curb permits, collected \$168,051.90 in permit fees and \$202,400.75 in refundable bond fees, for a total of \$370,452.65. The Bureau also provided continuous monitoring of curb

installations, and roadway and right-of-way excavations to ensure restoration and compliance with county specifications, and provided personnel for snow removal.

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. We now do tool box talk monthly.

Examples of in house training included: chainsaw, forklift, backhoe and bucket truck operations, fire extinguisher, ladder usage, and proper flagging techniques. Reporting and recording of employee injuries and motor vehicle accidents also fall under this Bureau. Other safety training added in 2018 included slip and fall precautions, lifting techniques, PPE and defensive training.

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

To date the Shade Tree Bureau has completed most of the work orders from last year and is focused on outstanding complaints. We are focused on removing all dead and dying trees along County roads and in the parks, including approximately 300 trees in the parks. There have been more than 700 trees removed due to safety and over 1,000 trees have been trimmed, 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 also continues to work with PSEG and Jersey Central Power & Light electric companies on tree removal. This year a few hundred trees were lost due to the Asian Longhorn Beetle.

The Shade Tree Bureau also provided aide to Summit, Mountainside, Roselle, Berkeley Heights, New Providence and Roselle in removing large trees and hanging branches. The Bureau also loaned equipment to assist municipalities.

The Bureau also completed work in several parks as requested by Park supervisors, including Cedar Brook, Echo Lake and Rahway River.

Bureau of Mosquito Control: Mosquito Control completed 70 tasks related to ditch maintenance and 106 tasks for Drainage maintenance prior to the start of our surveillance and treating season. The mosquito surveillance season began March 1.

To date, we had 3 human cases of West Nile Virus reported in Union County and 2 Dengue Fever cases (travel history). EEE was not detected in any samples submitted by Union County to the NJ State PHEL labs for virus testing. Our Bureau submitted 16 different weekly portable trappings at locations in our data base, collected 12,830 mosquitoes, identified and encapsulated 220 pools for testing. Those pools were tested for 5 different viruses carried by mosquitos. (WNV, EEE, SLE, JCV & Dengue Fever) and we had 41 positive pools of mosquitos for W.N.V. This season was monitored by twenty three semi-permanent New Jersey light traps for tends and populations. Our Inspectors also were active with our WNV surveillance. They performed 15 Gravid trap runs. All 21 municipalities in Union County had at least one portable trap sent for virus testing with all having at least one positive WNV pool. The Inspectors performed 931 NJ light trap runs during the 2022 season. U.C. Bureau of Mosquito Control currently has over 959 identified and cataloged sites registered with the NJ PHEL Labs in Ewing Township, NJ.

This Bureau handled 225 complaints for 2022. There were 457 spray locations during 44 adulticiding operations during evening hours to control adult populations of mosquitoes. There were 2,247 tasks completed for 2022. 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 has offered “Barrier” treatment for problem yards of individual home sites, using 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, but due to staffing levels, we had to reduce our Barrier treatment program for 2022 season.

Our office staff attended outreach venues in order to educate the public to the health risks and public nuisance of mosquitoes and how to prevent breeding of them.

Union County Mosquito Control continues to successfully employ the use of I-Pads in all of our work orders on Cartegraph. Our IT also includes NJSURV, a mosquito software system for entering all of the submissions for virus testing and includes all of the data for New Jeersy. The PHEL labs use this system.

Bureau of Heavy Equipment & Truck Repair: There were 792 repair Work Orders including repair of in-house work. The Bureau has also made repairs to equipment for towns within Union County. This year two mechanics attend vehicle scanner training provided by Snap-on Tools and two mechanics attended sweeper training provided by Timmerman Equipment. Our Department will expand our ability diagnose and repair our current fleet of vehicles and equipment. The staff of

technicians will be updated by means of either classroom or online training in order to keep up with current and future vehicle technology.

Bureau of Recycling and Planning: In 2022 the Bureau launched the first countywide film recycling program in the State of New Jersey, in which plastic film is collected from various municipalities, consolidated at the County Public Works facility in Scotch Plains, and taken to the Newark firm Direct Waste for baling (Elizabeth uses its own roll-off container), and prepared the material to be sent to the Virginia firm Trex, a leading producer of decking and other outdoor items from recycled plastic film.

The Bureau also conducted outreach, information gathering and site visits to all 21 municipalities, in preparation of a new Recycling Directory that will provide residents and businesses with easy access to information on recycling markets, recycling how-to's, and environmental solutions, with the goal of improving municipal recycling rates.

In 2022 the pumpkin recycling program was extended to November 28, to maximize the number of pumpkins diverted from the UCUA incinerator. With publicity through The Star-Ledger/nj.com, TapInto, RecycleCoach and other channels, 6.94 tons were recycled in 2022, an increase of 1.69 tons from 2021.

The Clean Communities Program was reinvigorated with the hiring of an Environmental Specialist 1. Through October 31, 2022, the Program assisted with 27 cleanups involving participants who worked a total of 74.5 hours, and collected 500.75 bags of litter and 59 bags of recyclables. A total of 236.53 acres and 10.602 road miles were cleaned.

Recycling in Union County Parks: In collaboration with Parks staff and the Rutgers Cooperative Extension Environmental Stewards Program, the Bureau is creating and distributing recycling brochures and posters in English and Spanish to all park kiosks and installing uniform, easily identifiable recycling bins at all 36 parks. Plans include purchasing a pickup truck dump body liner for easier collection. The Bureau will support these efforts with funds from the Recycling Enhancement Act (REA).

Compliance: The Recycling Program Aide performed inspections for businesses, schools, and other entities. A new vehicle was also purchased with REA funds.

Styrofoam Recycling: Nine towns continue to participate, with equipment provided by the County in 2019. The County maintains a relationship with Foam Pack Industries, which recycles the foam collected by the County's municipal partners.

Recycle Coach: Union County continues to support all 21 municipalities and their residents for use of the Recycle Coach app, including meeting with local recycling coordinators and Recycle Coach representatives.

Communication with Municipalities: The Bureau has focused on communications with the Municipal Recycling Coordinators, including multiple meetings with presentations, multiple emails weekly.

The New Jersey “Bag Ban”: The Bureau supported awareness campaigns, including the distribution of 7,925 reusable shopping bags (from 6/8/21 through 11/2/22) and educational materials at county and municipal events, purchased with Clean Communities funds.

Countywide Recycling Collection Event Tonnage for 2022:

- **Mobile Paper Shredding** – Union County sponsored 13 shredding events in 2022 with 7,211 residents participating and bringing 238,825 pounds of confidential documents for shredding. Union County’s local government document destruction program also assisted six County offices and eight non-County government entities in shredding their confidential documents. We also began a new contract with a new vendor, IDS AutoShred. REA grant funds were used to cover all costs for both the resident and office shredding programs.
- **Household Hazardous Waste** – Union County sponsored five household waste events in 2022 with 3,449 participants disposing of 190,585 pounds of hazardous wastes and universal wastes. REA grant funds covered all costs. The vendor for the events is Radiac Environmental, Inc.
- **Mercury Thermostat and Smoke Detector Collection** – Radiac took over thermostat and smoke detector collection at the household hazardous waste events, improving the flow of traffic for participants.
- **Fluorescent Bulbs** – To date in 2022, 23,400 feet of straight fluorescent bulbs were collected and recycled at nine municipal drop-off sites, along with 549 u-shaped and compact bulbs totaling 4.58 tons. Bulbs are sent to AERC/ Clean Venture for recycling. The costs are paid through REA grants. Bulbs were also collected at the County’s five Household Hazardous Waste events.
- **Tires and Propane Tanks** – A total of 483 tires and 235 propane tanks were collected at the Household Hazardous Waste events in 2022.
- **Scrap Metal** –The bi-monthly scrap metal collection program collected 97,300 pounds of scrap metal to date.

- **Motor Oil/Filters:** As of October 31, Union County recycled 11,270 gallons of motor oil and 3,600 pounds of spent oil filters (to date) at 15 municipal drop off locations. Motor oil was also accepted at the Household Hazardous Waste events.
- **Electronics Recycling** – Union County continues to provide free electronics drop-off at 17 municipal locations for e-waste covered by state regulations. The amount collected through October 31, 2022 was 491,559 pounds. Our vendor, MRM, notes that devices are evolving to become lighter, meaning that the weight collected in future years may hold steady or become lower, even as more devices are brought for recycling.

Division of Engineering

Bureau of Engineering: Projects in 2022 including the 2022 Road Resurfacing program of approximately 18.5 miles in 14 municipalities. Work also continued on the traffic signal project at the intersection of Lambert's Mill Road and Rahway Avenue in Westfield, and was completed at the intersection of River Road, Chatham Road and Miele Place in Summit. Bridge projects were completed at Short Hills Culvert in Springfield and East Hazelwood Bridge in Rahway. The Gordon Street Bridge was demolished in Roselle/Roselle Park and the new bridge esd started.

Facilities Projects included the start of the new Public Safety Dispatch Center and the completion of the stairway tower project in the County Court House building.

Park Projects included the Stream Bank Stabilization Project at Route 22 Park in Scotch Plains, the paving of paths at Rahway River Park in Rahway and the preliminary engineering kick off to 15 new parks projects throughout the County ranging from small improvements to major turf field renovations.

Bureau of Geographic Information Systems: The Bureau maintained, managed and supported the county-wide asset management system which includes over 20,000 assets and over 100 users. Maintained, managed and supported School Crisis Mitigation system with 230 schools and over 400 law enforcements users a key infrastructure piece that assists our municipal partners in keeping schools safe. Maintained, managed and supported the County's GIS public website with 4,000 local certified tax map sheet, sex offender database and supported several staff members within the Prosecutor's office who require access to our data. Created GIS maps and supported GIS operations for 21 municipal partners and kept the parcel layer with 160,000 parcels up to date. Supported and maintained Board of Election maps, road resurfacing maps, road sign database with 20,000 signs, county road video logs and county park asset. Supported and managed over 150 computers

within the PW Department, including upgrade and troubleshooting. Finally, the Bureau launched a new feature to its wide array of services to include an electronic drone to capture of any necessary sites, surveys or specific locations requested.

Bureau of Traffic Safety and Maintenance: Conducted traffic control design and implementation for over 20 miles of road during 2022 Annual Resurfacing operations. Conducted numerous Traffic Count Studies for the County and its municipal partners. Upgraded numerous Pedestrian Crosswalks signs and over 300 other warning and streets signs improving pedestrian safety and driver awareness. Assisted our municipal partners via our Mutual Aide/Shared Services Program with over \$11,000.00 of pavement markings, signage and vehicle graphics. Supported County Parks Department with numerous sign installations, pavement marking upgrades, event banner installations, Deer Management sign installations and land encroachment signs. Supported County Police with signs, pavement markings and vehicle graphics. Supported annual Infrastructure Municipal Aid Grant program with sign installations at specific locations. Provided consultations and general information or responses to County Counsel Office related to depositions, interrogatories regarding tort claims or law suits related to traffic incidents. The Bureau also continued updating sign inventory within the County GIS system.

Division of Facilities Management

- **UC Courthouse Tower– Fire Code Violation, Interior Stairwell Project:** Project commenced in January 2020. Erection of the new Interior Stairwell and Fire Sprinkler System has been installed. Project has been completed.
- **UC Courthouse Tower:** Converted the 9th through 15th Floors into useable Office space for the State and Credit Union.
- **Police Academy:** Renovated a large section of the 2nd Floor into a Training Center and new Conference Room.
- **Echo Lake Park:** Reconstructed a sagging barrier wall at the 911 Memorial.
- **Wheeler Spray Park:** Installed Split HVAC System in the Pump Room.
- **Walter Ulrich Pool – Rahway River Park:** Replaced many Concrete Slabs around Pool and installed over 150' of Concrete Walkways.
- **Madison Ave. Park:** Installed Black/Red Concrete Slabs at Obstacle Course.

Bureau of Print Services

- Processed 2,079 print/sign/paper requests from Nov. 3, 2021 – Nov. 3, 2022 for Union County and 28 Municipalities & non-profit agencies.
- Printed over 3,563,269 impressions from Nov. 3, 2021 – Nov. 3, 2022.
- Printed and assembled 204+ Banners from Nov. 3, 2021 – Nov. 3, 2022.

- Invoiced \$32,861.65 from Nov. 3, 2021 – Nov. 3, 2022 to various Townships, non-profits and government agencies. Continued to research and utilize efficient and productive equipment including the recent implementation of an automated grommet machine and banding machine. Researching new vendors and cost effective materials for signs, banners and printing in spite of the ongoing supply chain issues. Successfully coordinated equipment move to the new layout at the Fire Academy Building in Linden (2021). Assisted in negotiating the cost of this move for an estimated savings of \$60K+.
- Upgrading design and production software to keep an efficient workflow.
- Secured and implementing the new digital print submission system.

2023 Initiatives

Division of Public Works

Bureau of Roads & Bridges: The goals for the Bureau is to have employees attend driver and operator safety courses specific to equipment used and tasks performed within the department as well as obtaining additional training specific to asphalt projects.

The Bureau is also seeking approval from the Department of Environmental Protection for a potential milling and paving project within Meisel Park.

The Bureau's in-house paving program will provide Mutual-Aid Milling and Resurfacing services to various Municipalities, Departments and County facilities prioritized as requested through County departments. Requests submitted to the Bureau will commence on or about May 1, 2023.

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 is looking into the Sponsor A Tree commemorative tree planting program. We hope to partner with five planting programs that work with Sponsor A Tree.

The Bureau is also looking to purchase new equipment to maximize our performance and productivity in getting work orders completed earlier and looking for a new

system using iPad to put locations and conditions of trees. This new system would allow us to upload on site into a GPS system, to increase productivity, identify dead trees and classify work orders. We are looking to replace more trees going forward due to global warming, and increase education for the public.

The Bureau would like to change over from gas power to electric all saws, blowers and trucks. Employees of the Bureau will attend more safety classes which would include bucket safety, stump grinder, crane operations and chainsaw training.

Bureau of Mosquito Control: Mosquito control is an evolving science that requires this bureau to stay current with up to date science and technology, including qualified staff. Some vendors are changing their product line, so we will be seeking to keep an array of products that both continue effectiveness and avoid the possibility of resistance occurring in the insect population.

Bureau of Heavy Equipment & Truck Repair: The Bureau will focus on refurbishment and refreshing our fleet of older trucks and off road machinery, and extend the fleet lifespan with more comprehensive servicing, general repair, and maintenance, including improved corrosion protection.

Bureau of Recycling and Planning: Plans for 2023 include:

- Revitalize fishing line recycling with 12 recycling stations, in conjunction with a Boys Scouts of America Eagle Scout candidate and the Department of Parks and Recreation.
- Expand the Trex film recycling program to average more than 0.5 tons monthly.
- Increase educational and training presentations on recycling, composting and waste reduction, including a training program for municipal public works employees.
- Explore starting an Adopt-a-Storm Drain program.
- Expanded locations of recycling events to include Berkeley Heights and Hillside.
- Complete the new recycling directory in conjunction with the Office of Communication & Public Information.

- Conduct a compost education campaign and hold a compost bin sale at a discounted rate through REA funds.
- With the Parks Department, install seven bottle-filling stations in highly-trafficked locations in our parks, purchased through Clean Communities funds.
- Pilot a reusable grocery bag distribution program in partnership with the Township of Westfield and the organization GOATOTE.
- Convert more of materials into bilingual or multi-lingual formats.

Division of Engineering

Bureau of Engineering: The Bureau anticipates the 2023 road resurfacing program to include 12 miles of roadway repaving in 10 Municipalities; Traffic Signal Projects at three intersections on W. Seventh Street in Plainfield; the completion of the Gordon Street Bridge Project in Roselle/ Roselle Park, the start of the Irving Street Bridge Project in Rahway, Lower Road Minor Bridge in Linden, Central Avenue Bridge in Rahway and Randolph Road Bridge in Plainfield. Parks and Recreation and Facilities projects will also be executed.

The Bureau will also seek to improve the project specifications for the annual paving program to make the program more efficient and timely along with seeking potential traffic safety improvements with our 21 municipal partners via various traffic studies and a potential Safe Streets and Roads for All grant, if awarded.

Bureau of Geographic Information Systems: The Bureau will continue to maintain, manage and support the county wide asset management system while adding additional vital assets and increasing its usage by promoting additional users to the system. The Bureau will continue to manage the School Crisis Mitigation system which include over 400 law enforcement users. The GIS public website will continue to house over 4000 certified tax maps, drug free zone maps and sex offender database information for the UC Prosecutors Office all of which need to be maintained constantly. We will continue to support several staff members of the Prosecutors office on using the system and data, to create GIS maps and support GIS operations. The Bureau will continue to assist our 21 municipal partners and keep the parcel layer which includes over 160,000 properties up to date. Support and maintain Board of Election maps, road resurfacing maps, Road Sign database which includes over 20,000 signs, County roadway video logs and County park assets. Support and manage over 150 computers within the Engineering, Public Works &

Facilities Management Department including upgrades and daily troubleshooting. We will actively capture more drone footage to help with various county projects. In addition, we will capture video footage of the county roads showing current conditions using the ‘Go Pro’ camera. Uploading pending drawings to the new Paper Vision system and train all employees in the system.

Bureau of Traffic Safety and Maintenance: The Bureau anticipates applying approximately 45 linear miles of needed roadway line striping and continually maintaining the line striping machine. We plan to upgrade County route markers and pedestrian crosswalk signs to enhance public safety, as well as continuing to: maintain, replace or upgrade County roadway signs; acquire yearly traffic data for County roadways; provide mutual aid to our municipal partners; and assist all County Departments on their sign and graphics needs.

Division of Facilities Management

New Annex Courthouse: Replacement of the entire Roof; Asbestos Abatement and Installation of Fire Sprinkler System on the 2nd Floor; Modernization of the existing three (3) Elevators.

Administration Building: Replacement of the existing aging and outdated Main Entrance/Exit Doors will commence.

UC Courthouse: Replacement of the Entrance/Exit Doors at rear (Atrium) entrance will commence.

UC Parking Garage: Existing Parking Garage will be demolished and replaced with a new Parking Deck.

Parks Restrooms: Renovation of Public and Employee restrooms will continue.

Bureau of Administrative Support: Continue the implementation of the XMPie ordering system. Plans to integrate sign shop work orders into XMPie. Open the storefront to three departments as a test run before full implementation. Purchase a new high speed digital envelope printer. Modernize our business card capabilities with new equipment. Acquire a wide format scanner for large sign requests.

Various County Locations: Modernization of Fire Alarm Panels, Smoke Detection and Fire Sprinkler Systems will continue.

Department of Finance

Comptroller

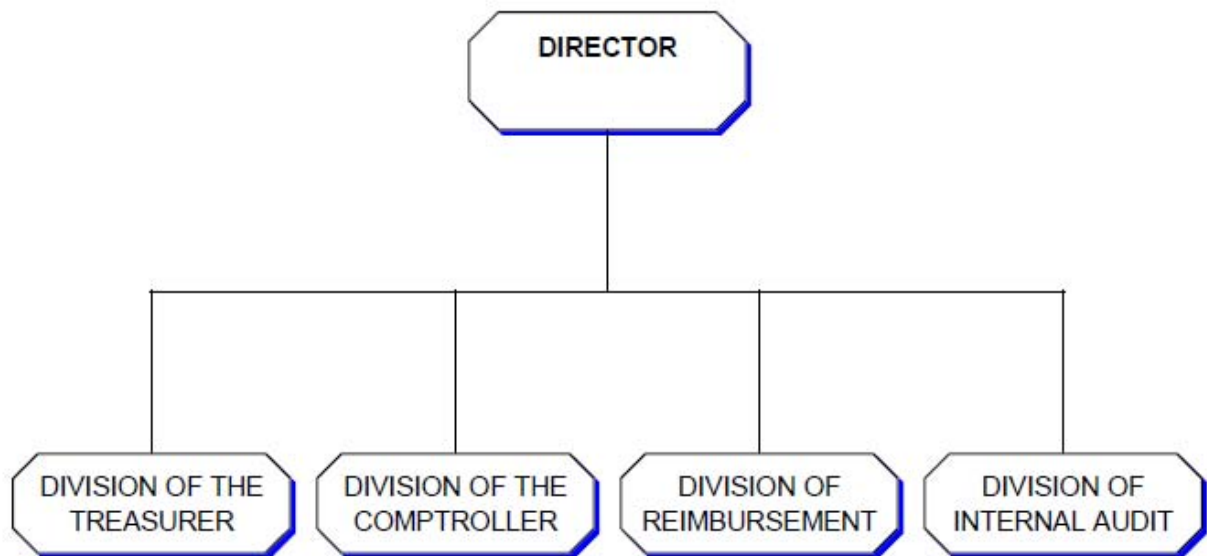
Internal Audit

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

Performs the routine work involved in auditing and keeping extensive financial records and reports. Prepares reports, examinations and audits of books and financial records. Insures regulations and accounting procedures are properly observed and compiles financial and other statements and reports using data.

2022 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, 2021.

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 \$47,680,000 General Improvement Bonds, \$1,790,000 Vocational-Technical School Bonds, \$10,650,000 College chapter 12 (State Aid) Series A Bonds and \$7,585,000 County College Series B Bonds for a total sale of \$67,705,000

Sale of Bond Anticipation Notes:

Issued bond anticipation notes of \$45,000,000 to fund capital projects such as road and bridge improvements, traffic signals and improvements to buildings and parks

Revenue Enhancements:

Continued upgrades for various on line banking platforms.

Investments:

Utilized surplus funds (sale of assets) by investing in a CD. Also opened up additional investment accounts related to surplus funds.

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 2021 issues.

Bond Rating:

AAA rating by Moody's Investor Services for Bonds and Notes issued during 2022

Miscellaneous:

Seamlessly transitioned the County's payroll accounts to Santander Bank which provides more enhanced online banking products (i.e. reporting features for account reconciliations) on their business online platform.

Reimbursement Division

The Division of Reimbursement was tasked to oversee the Cares Act Assistance for State and Local Governments grant – the Coronavirus State and Local Fiscal Recovery Funds. Some of the current projects the Division managed funded by this grant are:

1. To continue to provide onsite COVID testing at Kean University, Warinanco Park and mobile testing throughout Union County.
2. To continue to provide COVID 19 vaccinations at Kean University, Warinanco Park and throughout Union County.

3. Community Infrastructure Projects – the county is reviewing and determining infrastructure deficiencies within the County’s neighborhoods.
4. To continue to provide the Food Distribution Program at Kean University and various other sites throughout Union County.
5. County Wide Fiber Ring Project to upgrade the County’s fiber optic network to establish a secure county-wide speed network that would enable reliable communication between the County and local government units. Fast reliable communication is crucial to the efforts to combat the COVID-19 public health emergency and its residual effects. An improved network would benefit all public agencies, particularly those responsible for combatting COVID-19, including first responders and public health workers.
6. The County is investing in the upgrades and repairs to parks, public plazas and other public outdoor recreation spaces responding to the needs of disproportionately impacted communities by promoting healthier environments and outdoor recreation and socialization to mitigate the spread of COVID-19.
7. The county is responding to the increase in violent crimes including gun violence in the county as a result of the COVID-19 pandemic, the county is sustaining the Body Worn Camera Program initiated by the Prosecutor’s Office to address the rise in crime, prevent further violence and recognize mental illness in perpetrators for treatment.

Internal Audit Division

In 2022 the Division of Internal Audit ensured that proper accounting procedures and regulations were being followed where necessary.

Ensured all Retroactive Payments in regards to settled Labor Contracts were completed accurately and in a timely manner for those received in 2022.

Maintained appropriate requested position movements based on Internal Controls and Labor Contracts.

Completed all necessary reports for the State and Auditors in regards to the Financial Management of Cornerstone Behavioral Health Hospital of Union County.

2023 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 2023 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 increase interest rates as the Federal Reserve is expected to continue raising rates into early 2023.

2023 Bond Anticipation Notes Sale:

Rollover of \$45,000,000 bond anticipation notes and issue approximately \$20,000,000-\$30,000,000 new bond anticipation notes for the funding of capital improvement projects.

2023 Bond Sale:

Will issue County College Series chapter 12 (State Aid) bonds based on 2023 approval and allocation from the State of New Jersey.

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

Improving the development of an automated time keeping program for employees' activity on federal, state and local grants.

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 and state grant awards.

Improvement with the UC Grant Program as a centralized information system for all grants awarded to the county.

Improvement with the development of monitoring procedures for federal and state grants awarded to the County of Union.

Internal Audit Division

The Division of Internal Audit will continue to verify and retain financial records, as well as ensure that proper accounting procedures and regulations are being followed.

Ensure all documentation required for upcoming audits will be provided in a timely manner.

Will continue to complete all necessary reports for the State and Auditors in regards to the Financial Management of Cornerstone Behavioral Health Hospital of Union County.

Department of Human Services

Aging

American Jobs Center

Cornerstone Behavioral Health Hospital

Outreach and Advocacy

Paratransit

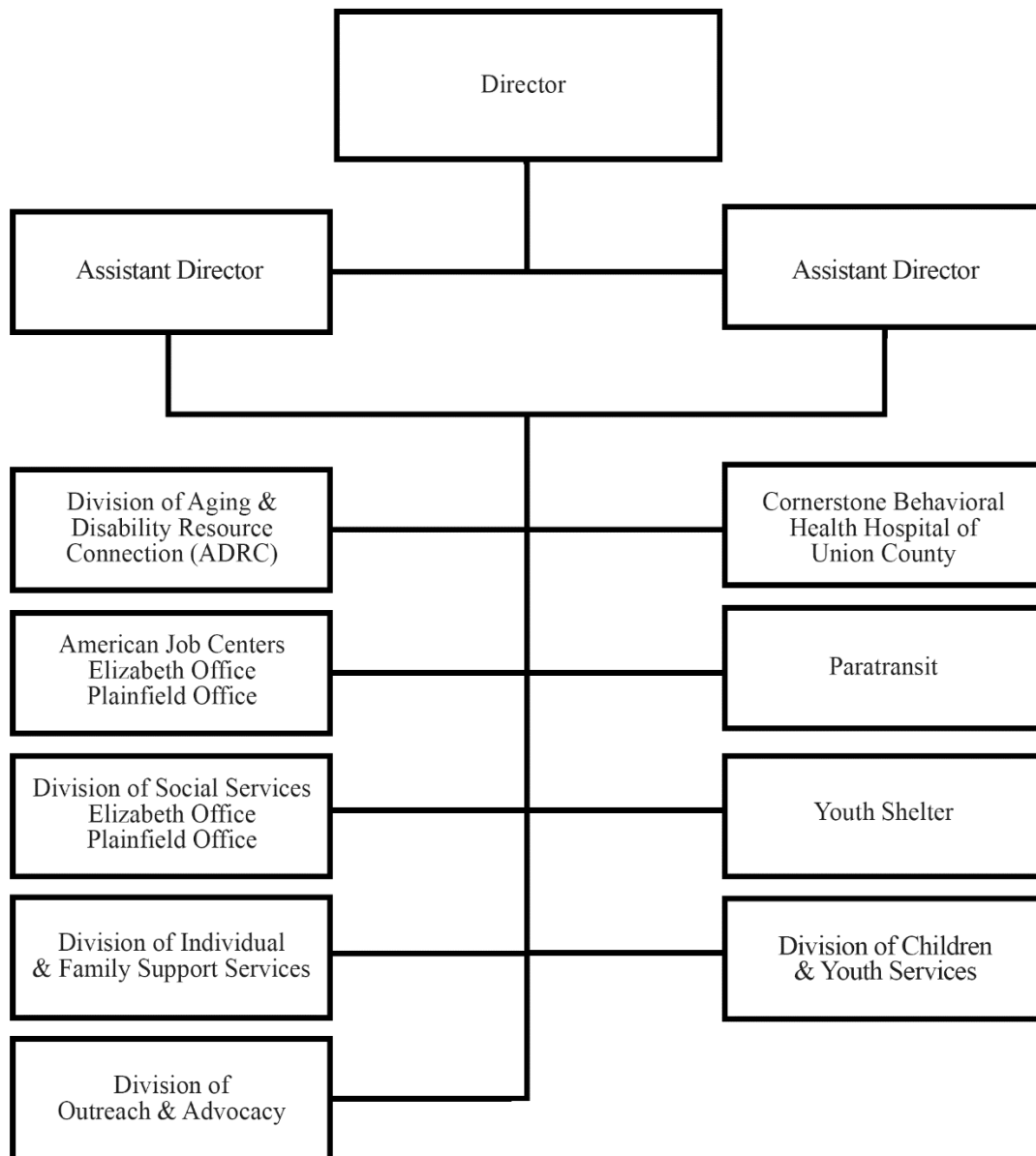
Planning

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 318,047 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.

Union County American Job Center: The local workforce delivery system entrusted to assist individuals with barriers to employment, access to and opportunities for employment, education and training and support services they need to succeed in the labor market. It seeks to improve the quality of workforce

investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages.

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 residents' unmet human service's 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. Provides data analytics, research, and evaluation to assess our social service programs to improve the quality of client servicing.

Division of Individual and Family Support Services: Provides an array of county-wide human services programming through the most cost-effective use of funding from County, State and Federal resources. This is accomplished either by direct delivery of services or by funding community-based organizations to deliver services. By working together with other government agencies, nonprofits and private sector supporters, the Division helps residents with program areas of Alcoholism & Drug Abuse, Mental Health Services, Intoxicated Driver Resource Center, Rape Crisis Center, Homeless Assistance/Support Services, and Persons with Disabilities & Special Needs.

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. The Division also provides administration for the federal nutrition programs (SNAP/Food Stamps) and medical assistance programs (Medicaid/Family Care), financial assistance programs (TANF/GA), shelter services for the homeless, child support services, and other supportive services.

Division of Youth Services: Provides oversight and planning for county-wide programs and supportive services for children and youth ages 0-24 in health, safety, mental health, education, family crisis, career development, juvenile justice, and other areas of youth development. This ensures that every youth has a fair and equal

opportunity to reach their full potential and to prevent and reduce the likelihood of delinquency or other at-risk behaviors. The Division advocates for youth empowerment opportunities, strives to increase public awareness of youth issues and supports youth community-based resources and services through inter-agency collaborations.

2022 Accomplishments

Division of Aging and Disability Resource Connection (ADRC): The aftermath of Tropical Storm Ida provided challenges in service delivery by destroying the Meals on Wheels (MOW) kitchen in September 2021. The Division successfully helped facilitate the use of the Union County Jail kitchen to ensure meal delivery service was not disrupted to our seniors by managing all logistics, MOWs staff clearance, equipment needs, and food preparation. ADRC also held a “Brunch and Boost” event with over 190 seniors in attendance that resulted in 63 seniors receiving a COVID-19 vaccine/booster. ADRC also distributed 100% of seasonal Farmer’s Market vouchers worth \$30 to 2,150 seniors, totaling 10,750 vouchers.

American Job Center (AJC): The American Job Center successfully provided 1,247 orientations, coordinated 3 in-person hiring events with 70 registered employers and approx. 880 jobseekers registered. The AJC program video orientation was successfully launched in English and Spanish on the County website and accessible by QR code.

Division of Outreach and Advocacy: In continuation and collaboration with the Division of Individual and Family Support Services and the Office of the Director, the Division oversaw the Union County Food Distributions serving a total of 14,347 families with a total of 58,047 individuals for the 2022 year providing fresh and shelf stable food boxes to the community. The Division also ran the operations of the FRESH START program serving over 30 individuals in need throughout Union County and providing them access to a mobile trailer with clean showers, laundry services, bathroom facilities, & necessary resources.

Division of Individual and Family Support Services (DIFSS): In 2022, DIFSS continued to provide essential and emergency support services for Union County residents. In Honor of National Disability Employment Awareness Month, DIFSS/OPDSN held the first Inclusive Hiring Event in Union County Office for Persons with Disabilities & Special Needs (OPDSN). OPDSN provided an array of events, including but not limited to webinars to educate employers on Disability

Etiquette and Inclusion in the Workplace, a resume workshop and an interview workshop for job seekers and the actual Inclusive Hiring Event.

Division of Youth Services (DYS): The Division of Youth Services (DYS) services highlights the successful Youth Forward implementation of *Empowering our Youth – Summer Youth Employment Program*. As the county's most extensive youth job readiness and employment program, the program was tasked with connecting Union County in school/out of school youth between the ages of 16 and 24 with career exploration opportunities and summer work experience. DYS partnered with over 20+ job sites in the county and provided 86 participants the opportunity to discover their career interest, develop workplace skills and engage in learning experiences that help build their social, civic, and leadership skills.

2023 Initiatives

Division on Aging and Disability Resource Connection (ADRC): To officially implement Social 60+ as a Congregate Nutrition program option and expand to include various restaurants throughout the County. To outfit all congregate nutrition sites (located in senior/community centers and senior housing buildings) with technology to capture attendance electronically via tablets that interface with our current state database, streamlining process and managing/monitoring data accurately and in real-time.

American Job Center (AJC): The American Job Center will be establishing a Financial Opportunity Center in Elizabeth in collaboration with the Urban League of Union County to provide 1-on-1 coaching services to residents for financial health, stabilization of household needs, and career retention and advancement.

Division of Outreach & Advocacy: To implement the Union County Housing Initiative program to assist with enhanced coordination during the housing shortage crisis. The program will work to increase the number of available units by recruiting landlords in the private market to rent to DHS assisted residents and improve resident access to housing programs through enhanced coordination via the UC Action Line.

Division of Individual and Family Support Services (DIFSS): In 2023, we are looking to expand our Mental Health First Aid trainings that offer additional suicide prevention training to at least **50** front-line county staff. To reduce stigma and facilitate access to care, the Office on Behavioral Health and Substance Abuse

(OBHSA) will also develop an outreach program designed to connect individuals living with a substance use disorder to treatment and recovery. This program, known as the Connections Van Initiative (CVI), will utilize a van to meet individuals where they are, and provide a comfortable, outdoor, stigma free setting where a person may be linked to recovery, while also serving as a community resource for concerned friends or family who want to learn more about mental and substance use disorder support services. The County will seek to expand and diversify services for individuals living with a substance use disorder to offer treatment and recovery through funding made possible through the Opioid Settlement.

Division of Social Services: DSS will continue to build upon improved customer service through the implementation of a new consumer check in system that will allow for more privacy and communication of wait time. Through this system we will be able to implement a scheduling system that will allow clients to schedule time in the office with the goal of alleviating long wait times. In 2023, DSS will also be implementing County issued *Identification Cards* to persons whose lack of accepted identification presents barriers to accessing services or employment. The UC Division of Social Services would offer ID cards to persons who are new Americans, homeless or living a transient lifestyle, with no permanent address. The Division of Social Services will work with County Counsel to identify points of establishing identification similar to what is used by the Motor Vehicle agency, but with additional flexibility. The program cost would include identifying a clerical staff person; purchase of card stock and equipment.

Division of Children and Youth Services (DCYS) : In 2023, the Division of Youth Services will transition into to the new Division of Children and Youth Services to expand prevention programming from ages 0-24. The needs of youth in mental health crises far outweigh the available services in Union County. DCYS seeks to mitigate that need for our youth residents in and out of school by providing innovative and inter-agency collaborative programming and services that promote positive mental health and youth development by strengthening social, emotional, and behavioral skills. Moreover, DCYS seeks to create such programming under the advisement and direction of students, school personnel, youth caregivers, county or local social service agencies, and other community organizations as applicable.

Department of Parks and Recreation

Recreational Facilities and Events

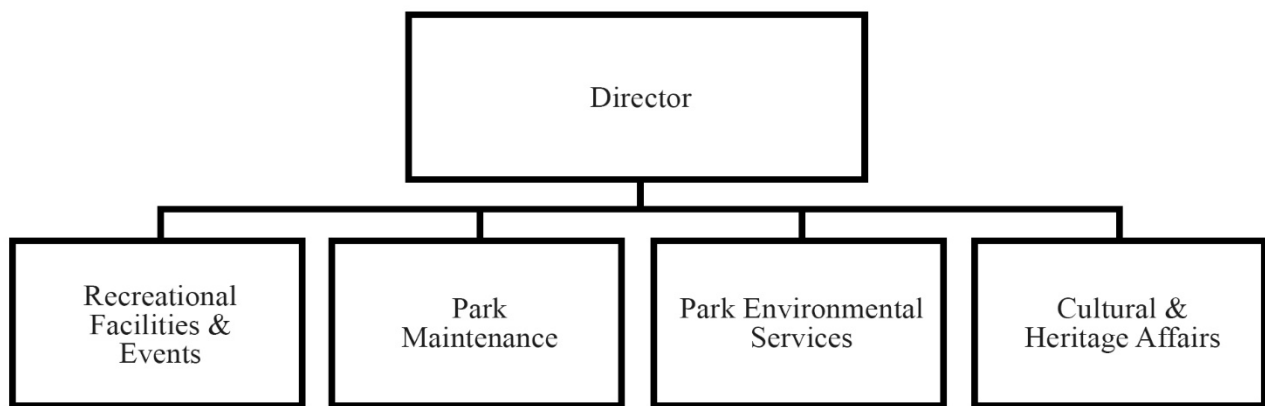
Park Maintenance-Park Grounds

Park Environmental Services

Cultural and Heritage Affairs

Organizational Chart

Department of Parks and Recreation



DEPARTMENT OF PARKS AND RECREATION

Mission

The Union County Department of Parks and Recreation's mission is to develop and maintain Union County parks, playgrounds, recreational facilities, and open space while providing recreational programming and entertainment for County residents.

Programs & Services

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

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 Galloping Hill and Ash Brook Golf Courses, Warinanco Sports Center, Wheeler Spray Park, Walter E. Ulrich Pool, Watchung Stable, Trailside Nature & Science Center.

Division of Park Maintenance/Bureau of Park Grounds: Preserves, maintains, and improves County parks and facilities. Staff provides operational support to all recreational programs and events. Day-to-day tasks include grass cutting, athletic field maintenance, tree pruning/removal/planting, leaf pick-up, plowing, janitorial services, event set-up/break-down, 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, works with Park Maintenance, volunteer groups, and operation of the Deserted Village of Feltville.

Office of Cultural and Heritage Affairs: Designated as the County's official cultural agency with a focus on promoting public interest in arts, history & local heritage. 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 Board of County Commissioners' 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.

Athletic Fields, Picnic Areas, Archery Range, and Public Special Events:

Union County's 36 parks host passive and active recreation including playgrounds, walking, running/biking paths, lakes, fishing, boating, basketball, pickleball, volleyball, ultimate frisbee, disc golf, rugby, model airplane flying and more.

2022 Accomplishments

Special Events: The Union County Department of Parks and Recreation event team is committed to delivering quality programs to the public, which are often unique to Union County and fill a void that the municipalities or the private sector cannot provide. Special events in 2022 included:

- **Take Your Children to Work Day:** Oak Ridge Park, Clark – included exercises at the track and a trip to the archery range.
- **Touch-A-Truck:** Watchung Reservation, Mountainside – held in conjunction with Wild Earth Fest. Included 20 vehicles from County Police and Public Works departments. The Mountainside Fire Department and EMS also participated.
- **Rhythm and Blues by the Brook:** Cedar Brook Park, Plainfield – a full afternoon of music with a petting zoo and pony rides, a car show, a health fair sponsored by Zeta Phi Beta Sorority, a food court, and a marketplace.
- **Union County Car, Truck, and Bike Show:** Oak Ridge Park, Clark -- dozens of cars, trucks, and bikes on site, from exotic to classic to antique. A DJ and food vendors helped to round out this daylong event.
- **Summer Arts Festival:** Eight free Summer Arts Festival Concerts were held in three parks, including a Juneteenth celebration in Cedar Brook Park. Seven concerts included free hour-long yoga sessions run by a local yoga studio.
- **Family Fun and Flix:** Free family movies at Warinanco Park in July and August, plus two movies during Hispanic Heritage Month, at Warinanco Park and Plainfield High School. Free popcorn and a pre-show dance party are included
- **Fall Concert at Oak Ridge Park:** Approximately 1,500 attendees enjoyed Ray Anderson, The Smithereens, and Max Weinberg's Jukebox.
- **Hayrides and Campfires:** Three events took place at Trailside Nature and Science Center, and one in Warinanco Park. Events included free hot chocolate, marshmallow-roasting, and live music.
- **The Great Pumpkin Sail:** On the day after Halloween, hundreds of people come to Echo Lake Park to watch their jack-o-lanterns float on the lake. Event includes photo opportunities, hot chocolate, and a cookie.

- **Shakespeare in the Park:** A free screening of the film "The Tragedy of Macbeth" at the Plainfield Performing Arts Center took place in mid-November.
- **Celebrate the Season:** Warinanco Sports Center. This popular event sold out 750 tickets in 12 hours. Event includes skate with Santa, visit with the elves, skate rental, a two-hour skate session, hot chocolate, cookies, and live singing.
- **UC PRIDE:** Along with the ribbon cutting for the new Tëmike Park at Cedar Brook Park, this event included activities, visiting advocacy groups, food and entertainment. This was the first UC PRIDE event in Plainfield, in concert with the Department of Economic Development and its Office of LGBTQ+ Affairs.
- **Rolling Thunder:** Each year this POW/MIA motorcycle ride stages in Warinanco Park. Participants ride motorcycles to the Vietnam Memorial in Holmdel. This year over 800 motorcycles participated.
- **Hispanic Heritage Month:** Union County ran a series of six Hispanic Heritage Month events including four hosted by Parks: a Cultural Day at Warinanco Park, Family Fun Day at Rahway River Park, and the movie *Encanto* at Warinanco Park and Plainfield High School. Hundreds of people enjoyed these events, which were held with the Department of Economic Development.

2022 Programs	Attendance Totals
Bring Your Children to Work	32 children
Touch-a-Truck	2613 people
Rhythm and Blues by the Brook	3000
Family Fun and Flix	
FF&F – “Encanto”	250 people
FF&F – “Space Jam: A New Legacy”	350 people
FF&F – “Soul”	500 people
FF&F – “Sing 2”	400 people
FF&F – “Encanto” (Hispanic Heritage Month)	300 people
Summer Arts Festival	
Juneteenth Concert – <i>Purple Madness</i>	175 people
SAF Concert – <i>Pure McCartney</i>	500 people
SAF Concert – <i>Rhyme & Reason</i>	350 people
SAF Concert – <i>Rob Paparozzi’s Juke Joint</i>	300 people
SAF Concert – <i>Black Dog</i>	500 people
SAF Concert – <i>We May Be Right</i>	600 people
SAF Concert – <i>Dead On Live</i>	600 people
SAF Concert – <i>Pink Floyd USA Experience</i>	750 people

Fall Concert - Max Weinberg's Jukebox / The Smithereens	1500
UC Car, Truck and Bike Show	900 people
Union County PRIDE	300 people
Shakespeare 2022	Scheduled for November 19 th
Rolling Thunder	Approximately 850 Bikes
Hayrides and Campfires	
H&C – October 3 rd	Rained Out. Held November 6 th
H&C – October 7 th	300 tix sold
H&C – October 9 th	302 tix sold
H&C – October 14 th	300 tix sold
H&C – October 28 th	300 tix sold
H&C – November 6 th (Rain Date)	278 tix sold
The Great Pumpkin Sail	375 tickets sold
Celebrate the Season	750 tickets sold

Reservations: Reserved picnic areas increased to accommodate the growing demand for permits and the convenient online reservation system. Six new picnic areas can accommodate the growing number of picnic users, and 15 turf fields have become more sustainable and usable year-round.

Maskers Barn (Deserted Village of Feltville, Berkeley Heights) continued to be is a popular choice for weddings, bridal/baby showers, fundraisers, art shows, bar/bat mitzvahs, County events and programs, and more.

Archery: Due to the overwhelming demand for archery lessons, the number of scheduled classes increased, and two new instructors were hired. Requests for Archery photo IDs, which allow for full use of the archery range, also increased. The range also hosts Lightning Wheels, the 4-H club, and NJ Navigators, along with crossbow certification for deer management, special events and open houses.

2022 Event Totals	Number of Permits Issued
Walk-a-thons/Runs	53
Boy Scout Bookings	157
School Trips	28
Photo Shoots-Video	18
Fishing Derbies	5
Day Camps	9

Picnics	3,183
Athletic Fields	13,580
Other Events	98
Fireworks	5
Sport Tournaments	25
Archery Group Lessons	358
Archery Small Group Lessons	33
Archery ID's	432
General Fitness Class	126

Galloping Hill Golf Course (Kenilworth): Is projected to hit 70,000 rounds for 2022 and will beat budgeted revenue by roughly \$100,000 for a total of \$3,100,000. Outings revenue increased year over year by 10% and accounted for \$50,000 more revenue compared to the prior year. The facility continued its focus on player development, hosting three PGA junior golf league teams. The Hill Tavern hosted over 80,000 covers in its first year of operation. Galloping Hill Banquets returned to pre-pandemic form and will host over 360 events.

The Learning Center at Galloping Hill will surpass \$1,000,000 in total revenue for the second consecutive year. The Learning Center celebrated its 10th anniversary with the First Tee of Raritan Valley with a golf clinic and family outings. Leading to sellouts of all seven weeks of junior summer camps and hosting of the state Drive, Chip and Putt competition. The Learning Center also hosts Wounded Warrior golf education and special programming for special needs highlighted by the First Swing program in partnership with the County Commissioners.

Ash Brook Golf Course (Scotch Plains) plans to achieve budgeted rounds of 44,591 and will reach \$1,600,000 in total revenue in 2022. The Tavern at Ashbrook continues to be a local favorite for intimate gatherings and will host over 75 events in 2022 with over 65,000 guests. Summer junior camps ran for seven weeks and had nearly 100 participants.

The Shady Rest Golf Course is owned by the Township of Scotch Plains and managed under a shared service agreement with the County. For the 2022 season, Shady Rest is trending to surpass budgeted rounds by 15% and budgeted revenue by 3%. The property will exceed \$400,000 in revenue for the second straight year. Third party reservation sites booked over 550 rounds.

Warinanco Sports Center (Roselle) The Warinanco Sports Center opened fully for the first time since 2019 in the 2022 season. In the fall of 2022, open skate sessions were again available to the public. In the summer of 2022, the facility hosted seven camp sessions, hosting over 200 participants. In addition to camps, the facility hosted creative events such as pro wrestling. WSC is projecting to achieve the budgeted NOI by 10%. In the fall of 2022, Warinanco Sports Center was approved to have the ice rink fully enclosed for all-year-round ice use in the future. Construction will look to begin soon.

Trailside Nature & Science Center (Mountainside): Trailside welcomed approximately 30,696 casual visitors in 2022. Educational programs were fully booked and and waitlisted. Trailside also provided offsite educational programs to schools and organizations unable to secure funding for travel to the center.

Educational Programs Conducted by Staff - # of Programs # of Participants

Schools	51	1,595
Group Programs	43	942
Outreach	17	1,691
Children/Family Workshops	77	953
Senior Nature Walks	34	487
Camps – Spring Break, Summer & Family evenings	36	434
Events – Feb. Fest. /Journey through Solar System	18	529
Totals:	284	6,631

Trailside initiatives in 2022 also included:

- New Solar System Walk and associated programming with audio guides.
- Exhibit improvements including 12 museum-quality replica birds, reptiles, and mammals, created by the staff artist, replacing worn taxidermy specimens.
- Re-opening of Children's Discovery Room with fresh paint, floors waxed, rugs replaced, new furniture, a new sensory wall board, a wooden frog life-cycle puzzle and "Riddler" paper wasp quiz along with new interactive, nature-themed activity materials, and books.
- Union County Falcon Cam: Trailside assumed responsibility for Union County's peregrine falcon webcam, the only installation of its kind in New Jersey. In addition to ongoing Falcon Cam activities, Trailside offered new falcon programs, the staff artist created a diorama of the nest for the Trailside lobby, worked with the web manager to upgrade the falcon web pages with new material, photos, activities, and educator resources among other features.

- Educational Videos: Developed two new natural history videos in Union County Parks to inform the public about the trees/plants found in the parks and the wildlife living in Union County. Additionally, Trailside hosted News 12 for their "Road Trip Close to Home" series featuring Trailside.
- Spotted Lanternfly: Trailside staff provided information to the public including special programs, participated in SLF Task Force meetings, and created SLF life cycle window exhibit for Visitor Center.
- Linden Public Schools visit: Trailside hosted 458 fifth graders for eight two-hour "Living Systems" program sessions, and provided a new curriculum.
- Partnered with Conserve Wildlife Foundation to upgrade Backyard Habitat, remove invasive plants, install deer fencing and native plants, and develop pollinator gardens.
- Three floors of exhibits were professionally cleaned, dusted, and wiped down, as well as pipes in the lobby and blinds in classrooms, the library, and the staff area.

2022 Events Held at Trailside Nature & Science Center

Dec. 8 – Feb. 4	Civil Service Training Sessions	Social Services
Jan - June & Sept - Dec	30 Yoga programs	Office of Persons w/ Disabilities & Special Needs
Feb.19 & 21	February Festivities	Trailside / Parks & Recreation
March 6-12	Wilderness Disaster Training	University of Pennsylvania
March 25	Tom Malinowski Town Meeting	Office of Tom Malinowski
Apr.28-May 11	Senior Arts Exhibit /Awards	Cultural & Heritage Affairs
May 1	Wild Earth Fest	Trailside / Parks & Recreation
May 19 & 20	Teen Arts Event	Cultural & Heritage Affairs
July 21	Youthchella Event	Youth Services
August 12	Refugee Youth Summer Academy	Kean University
August 22-26	Sensory Friendly Summer Camps	Office of Persons w/ Disabilities & Special Needs
November 5&6	Mineral, Gem & Jewelry Show	Trailside / Parks & Recreation
December 6	Staff Retreat	Division of Aging

2022 Events Attended by Trailside Nature & Science Center

Staff brought van / educational materials / park information / giveaways

May 7	Mother's Day / Elizabeth Groundwork	Phil Rizzuto Park
June 18	Carnival for People with Disabilities	Oak Ridge Park

June 25	Rahway River Fest / Watershed Assoc.	Rahway River Park
August 13	Hillside Outdoor Music Festival	Conant Park
September 17	Hispanic Heritage Festival	Warinanco Park
October 15	Hispanic Heritage Family Fun Day	Rahway River Park

Watchung Stable (Mountainside): Resumed all normal pre-COVID activities including winter classes, regular troops, horse shows, trail rides and summer camp. Additionally, added two new shores shows in June and November, piloted a 6-week program for Veterans in October, and acquired six new school horses to replace those aging out.

Division of Park Maintenance/Bureau of Park Grounds

- **Park Safety:** Groomed artificial turf fields every quarter as needed; performed playground safety audits and addressed deficiencies through the Playground Replacement Parts account; continued playground inspections by our Certified Playground Safety Inspector; contracted for an annual Crane Operation Inspection; implemented monthly Park Inspection process through Cart-e-Graph.
- **Accessible Playground:** Completed Madison Avenue Challenge Course and Cedar Brook Extension playground.
- **Ponds:** An engineer was hired for hydro-raking material from Bryant Park Pond.
- **Wheeler Spray Park (Linden)** This state-of-the-art facility welcomed 48,295 visitors over the summer and was upgraded with new spray features, a new playground, new synthetic turf, fresh paint, new bathrooms, and improvements to the pump room.
- **Ulrich Pool (Rahway)** This Olympic-size pool has a zero-entry walk-in with a spray area plus a spray pad and playground. Ulrich pool had 45,888 visitors coming in to cool off this summer, boasting 19 days of 98-plus-degree weather.
- **Playground Replacement:** New unit in the Wheeler Park Spray Park area.
- **Playground Maintenance:** Monitored, inspected and assessed playgrounds for replacement parts and repairs as required.
- **Path Maintenance:** Overlaid the asphalt path at Rahway River Park in Rahway.
- **Routine Maintenance:** Included treating lakes, ponds, and waterways for invasive species, overgrowth, and water quality; cutting, lining and dragging athletic fields; servicing bathrooms daily; setting up/breaking down special events; replacing/repairing fences and playground equipment as needed; tree trimming/removal for safety.

Division of Park Environmental Services

Wildlife Management:

- USDA Wildlife Services staff surveyed Canada goose populations in Union County parks, with 1,778 geese sighted and not harassed from parks.
- Harassment methods were used on 786 occasions to disperse 74,370 Canada geese and avert the dropping of 37 tons of feces on County property.
- USDA-WS staff searched 34 sites for goose nests and eggs, located 34 nests, and treated 167 eggs to inhibit reproduction in 12 Union County parks.
- Because of the success of the nest and egg treatments, zero geese were found that could be 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, and Suburban Golf Course with goose management.
- Raritan Valley Community College again conducted an aerial survey of deer in the Watchung Reservation from an infrared camera-equipped drone.

Habitat Management:

- The Watchung Reservation Invasive Plant Strike Team volunteers continued to work bi-monthly, identifying, reporting, and eradicating thousands of invasive plants in several areas of the park. The team recruited a few new members, and Rutgers Cooperative Extension assisted in developing a recruitment brochure.
- Eradication efforts at the Watchung Reservation Butterfly Meadow continued throughout 2022, focusing on removing or treating invasive wisteria, aralia, Chinese lespedeza, and mugwort.
- Division staff facilitated two surveys of native bees in the Watchung Reservation by the Rutgers University School of Environmental and Biological Sciences. These bees pollinate crops like blueberries and strawberries. The results of this research could guide management decisions that would benefit gardeners and farmers, as well as forest health in Watchung and elsewhere.
- The New Jersey Department of Agriculture awarded the County a grant to help fight the spread of the Spotted Lanternfly. Work is under way to determine locations with high densities of the invasive pest to be ready for a large-scale pesticide-spraying program in the spring. NJDA staff provided training for County staff who are licensed pesticide applicators.
- The Division Director was invited to join a 120-member New Jersey Forest Health Task Force, which looks at the significant issues affecting the health of New Jersey's woodlands and proposes legislation to protect or improve them.

Volunteer Programs:

- The Adopt-A-Park Program was twice as busy in 2022 as in the year before. At least 1,148 volunteers spent 2,634 hours on 53 Adopt-A-Park projects throughout the Union County Park System. Volunteers collected 543 bags of litter and 59 bags of recyclables, and other trash/debris. They also weeded and mulched gardens, pruned and planted bushes, and erected fencing. Adopt-a-Park collaborated with Bureau of Recycling staff, who now coordinate litter cleanups in our parks under the New Jersey Clean Communities program.
- An annual cleanup of the Rahway River organized by a volunteer had 132 people working a total of 429 person-hours removing 80 bags of litter, trash, and debris from the river banks in Rahway, Clark, Winfield, and Cranford.
- Adopt-A-Trail stewards continued to work individually, maintaining trail beds, controlling erosion, picking up litter and branches, and clearing drainage structures in the Watchung Reservation and other parks.
- More than 111 volunteers contributed 333 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 repaired challenging sections of trail damaged by Tropical Storm Ida.
- The Adopt-A-Trail Chainsaw Crew removed over 70 trees that fell across trails in the Watchung Reservation and Passaic River Parkway.
- Five Eagle Scout Service Projects were completed: improvements to the Rhododendron Garden in Watchung, construction of 25 bluebird and songbird houses in Passaic River Parkway and Lenape Park, installation of aluminum bed edging in the Henry S. Chatfield Memorial Garden in Warinanco Park, construction of four Little Free Libraries at facilities in the Watchung Reservation, and construction of steps along the popular Watchung History Trail.

Trail Maintenance: The two-person Trails Crew continued mapping the alignment of 100 miles of trails throughout the Watchung Reservation, using a GPS unit to note the location and condition of stormwater culverts, stream crossings and other features. The Trails Crew also restored bridle trails, hiking trails, and stream crossings in heavily damaged and critical use areas impacted by Hurricane Ida, including a Colonial-era road that crosses Blue Brook on a stone and brick bridge.

Environmental Programming: Assisted by volunteers and Parks staff, the Division again conducted a drive-through Plant Swap & Shop. Ninety-five people registered for the Plant Swap, and several others came to shop for native plants from a vendor.

Deserted Village of Feltville:

- Maskers Barn continues to be a popular choice for events, programs and meetings. In 2022, Maskers Barn was in use for 133 days, hosting 101 events attended by nearly 10,000 people. The facility collected \$32,000 in revenue.

- Over 1,700 visitors participated in the Four Centuries in a Weekend event October, coming from as far away as New Hampshire, Texas and Sweden. Historian Priscilla Hayes announced the launch of FeltvilleFeatures.com in collaboration with Parks Department staff.
- Haunted Hayrides returned to the Deserted Village of Feltville in October. This popular program provides a historical interpretation of the site organized by a cast and crew of 80, more than half of whom are volunteers. All 900 available tickets sold in less than two weeks.

Horticulture: Flower beds in the Henry S. Chatfield Memorial Garden in Warinanco Park were enhanced with additional plantings. A landscaping consultant supervised volunteers who planted, weeded, mulched, and straightened flower beds. An Eagle Scout candidate installed 1,700 feet of edging around the flower beds.

Office of Cultural and Heritage Affairs

- The office was restored in-person programs like the Teen Arts Festival, which took place outdoors at Trailside. The two-day event drew over 1,000 students each day. For many students, it was their first time at Watchung.
- Funding increased from the New Jersey State Council on the Arts, enabling the office to re-grant \$200,000. Through NJSCA funding, we also offered a Mural Grant Program to the municipalities. Grants of \$5,000 were awarded to 12 towns.
- Funding support from the New Jersey Historical Commission increased, and through the re-grant program, \$55,500 was provided to 16 organizations for general operating support and history projects.
- "Four Centuries in a Weekend" was back with over 35 participating sites.
- The office received a 2022 NACo Achievement Award for its Pop-Up Parks Exhibit: 100 Years of Union County Parks.
- Renewed funding from the UC Division on Aging enabled the continuation of the Care for Caregiver Respite Art Program.
- Participation in the Union County Senior Citizen Art Show was excellent. The venue was changed to Trailside and the Sensory Trail.
- The office managed the Commissioners' Initiative, the HEART Grant (History, Education, Arts Reaching Thousands) program.
- Attendance at technical assistance workshops has improved since going virtual. "Successful Grant-Seeking" attracted over 150 participants.
- For Black History Month, we offered a virtual event with a free lecture by Professor Keith E. Walcott of Union County College on "African American Survival: from Jim Crow to Civil Rights and Beyond."

- OCHA offered a virtual Women's History program entitled: "Caring Cures: The Importance of women's nursing work from the flu pandemic through COVID."
- Office presented a lecture/workshop on the preparation for gathering Oral History. Dr. Abigail Perkiss, an Assistant Professor of History at Kean University, is the Managing Editor of the Oral History Review and Vice President of Oral History in the Mid-Atlantic Region.
- In honor of National Poetry Month, the office was fortunate to have Dr. Mary Balkan, a Professor of English from Seton Hall University. Her presentation, "Women Poets of the Revolution: Phillis Wheatley and Annis Boudinot Stockton," focused on the two early American Women poets.
- The office celebrated Hispanic Heritage Month with a Cultural Day at Warinanco Park, a Family Fun Day at Rahway River Park, and the "Union County's Media Connection" program at Kean University with panelists from Telemundo 47.
- The office applied for and was approved to receive \$191,000 from the New Jersey Historic Trust to continue work on House 4 at Deserted Village. All exterior work on House 7 is complete.

2023 Initiatives

Special events for 2023 will include: Touch a Truck/Wild Earth Fest, Rhythm & Blues by the Brook, the Summer Arts Festival, in the Family Fun and Flix outdoor movie series, National Night Out including a Family Fun and Flix presentation, Shakespeare in the Park potentially featuring the re-opened Shakespeare Company of New Jersey, UC Pride in the Park at Rahway River Park, the Rockin' the Reservation fall music festival, Hayrides & Campfires, Haunted Hayrides, Great Pumpkin Sail, and the Celebrate the Season ice skating event among others.

Galloping Hill Golf Course: In 2023, Galloping Hill golf course will once again host the IMG and Hurricane junior golf tournaments and continue to participate in Folds of Honor, raising educational funds for wounded and deceased veterans' families. The property is expected to host 66,000 rounds of golf in 2023.

The Learning Center at Galloping Hill: Along with junior camps and clinics to have a continued focus for the Learning Center, we are exploring the addition of Top Tracer technology for both the avid and recreational golfers. Visitors will also be able to order food from the Hill Tavern with their mobile devices.

Ash Brook Golf Course: While an engineering firm analyzes drainage issues at Ash Brook, we will execute repairs to extend the lifespan of the current system. To combat the invasive Spotted Lantern Fly, naturally, Ash Brook will be introducing more significant numbers of Praying Mantis, a natural predator. A large quantity of

Milkweed will also be introduced, as it is poisonous to the Lantern Fly but beneficial to native species including the Monarch butterfly. Ash Brook also plans to relaunch the Tavern once repairs are complete.

Shady Rest Golf Course: New programs will be introduced to drive traffic, including mini-golf birthday packages and three internal golf tournaments.

Warinanco Sports Center: The focus will be to partner with local coaches and teams while providing an approachable price point to the local community for turf rental. Baseball, soccer, and lacrosse will be the leading sports.

Watchung Stable: Plans include the renovation of an employee bathroom and the exploration of hiring a grounds maintenance contractor. Depending on the availability of funding, future plans also include the renovation of the fourth riding ring, the creation of a therapeutic riding arena, the addition of another turnout paddock, and improvements to the manure shed. Equine health and care plans include increasing the purchase of quality horses for our fully operational program. We also plan to have the boarder end full by the summer of 2023.

Plans include adding more trail rides in response to demand, integrating the Veterans program with spring and fall class routines, and launching a program for people with disabilities. This program received a \$30,000 donation toward the purchase of horses and equipment, and two employees have been certified.

Trailside Nature & Science Center

- Purchase a remotely-updatable outdoor monitor for the Trailside entrance, to promote events and display information and videos.
- Install new outdoor pathway lighting to replace lighting installed in 2006.
- Repave the driveway from the parking lot to the Visitor Center
- Install a new van wrap on the Trailside Outreach Sprinter Van. Work with public information to create an informative video to get the word out about the new interpretive signs and audio guides in the Watchung Reservation.
- Sensory Trail erosion repairs are ongoing, and we are researching more permanent solutions including boardwalks or rubberized surfaces.
- Work with in-house web master to redesign the website to create a user-friendly site that the public can easily navigate.

Division of Park Maintenance/Bureau of Park Grounds

Park Safety:

- G-Max testing for artificial-turf hardness compliance. De-compact and groom as recommended by results.

- Provide a safety audit on all playgrounds. Address deficiencies as noted.
- Continue our playground inspections by our Certified Playground Safety Inspector (CPSI). Encourage additional staff to get certified as well.
- Contract for an annual Crane Operation and Inspection
- Implement a formal Park Inspection process through Cart-e-Graph.

Accessible Playground: Addition of inclusive units at Madison Avenue Challenge Course and Cedar Brook Extension playground.

Playground Replacement: Rutgers Avenue Park, Hillside, upgrade including safety surfacing.

New Playgrounds: Bramhill Road property, Rahway, and Oak Ridge Park, Clark.

Division of Park Environmental Services

Wildlife Management: Raritan Valley Community College aerial infrared drone survey of deer in the Watchung Reservation program will be expanded to other areas including Ash Brook Reservation, Elizabeth River Park, and the Cushing Road area.

Habitat Management: Split-rail fencing will be installed around a new wildflower meadow in Elizabeth River Park in Hillside at the Rutgers Avenue section.

The invasive Spotted Lanternfly will be the focus of a multi-pronged eradication effort in 2023, with support from the New Jersey Department of Agriculture. County staff will spray ailanthus trees with a systemic poison that will kill the insects as they suck sap from the tree in the spring and summer. Staff and volunteers will remove smaller ailanthus trees from County parks and roads, leaving the larger trees, for now, to attract the insects to this preferred host tree, where they can be targeted with the systemic pesticide.

Volunteer Programs:

The Adopt-A-Trail Program will be reorganized, including provision of tools and a campaign to retain former Trail Stewards and attract new Stewards for 100 miles of hiking/bridle trails in Watchung, Lenape, Passaic River, and Ash Brook. Trail

At least 13 Eagle Scout or Gold Award Service Projects are planned for implementation or construction in 2023.

The Volunteer Recognition Event will be brought back after a two-year hiatus. This event honors volunteers in the Adopt-A-Park, Adopt-A-Trail, Watchung Reservation Invasive Plants Strike Team, and Eagle Scout and Gold Awards

Programs. In light of the large increase in the number of such volunteers, the event will be a reception rather than a dinner.

Trail Maintenance: Additional motorized equipment will be purchased to expand the capabilities of the trail maintenance crew, and the The Trails Crew will complete the reconstruction of the Orange Trail in Watchung.

Environmental Programming: The popular Woodcock Talk and Walk will return. Participants will learn about and then watch for this peculiar bird.

Deserted Village of Feltville:

- As recommended in the Strategic Plan, plans will be advanced for improving or constructing parking areas to serve the more than 100,000 people who visit annually, including a parking area specifically for Masker's Barn, which hosts more than 100 events yearly.
- The cedar shake roofs on several Deserted Village cottages will be replaced.
- Planning will begin for the fabrication and installation of professional-grade exhibits in the Deserted Village Visitor Center in the Church/Store Building, using photographs, maps, artifacts, and videos.
- The 140-year-old wood flooring in Masker's Barn is deteriorating. Plans will be drawn in 2023 to replace the flooring and address the need for fans to make the rental hall more comfortable for guests in warmer weather.

Horticulture: The expansion and improvement of the Rhododendron Garden in the Loop Area of Watchung will continue, using donations from the memorial kiosks at the Loop and at the Henry S. Chatfield Memorial Garden in Warinanco Park.

Office of Cultural and Heritage Affairs

- Expand the Four Centuries in a Weekend Program and meet with participating sites to brainstorm on promotion, volunteers, and site plans.
- Continue with Strategic Plan recommendations for Deserted Village.
- Apply again to the NJ Historic Trust for Capital Grants to continue the rehabilitation of Deserted Village.
- Cedar shake roofs will be replaced on several Deserted Village cottages to protect the historic buildings.
- With increased funding from the NJ State Council on the Arts for 2022, the office plans to re-grant additional funds to arts organizations.
- 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.

Department of Public Safety

Emergency Management

Medical Examiner

Police

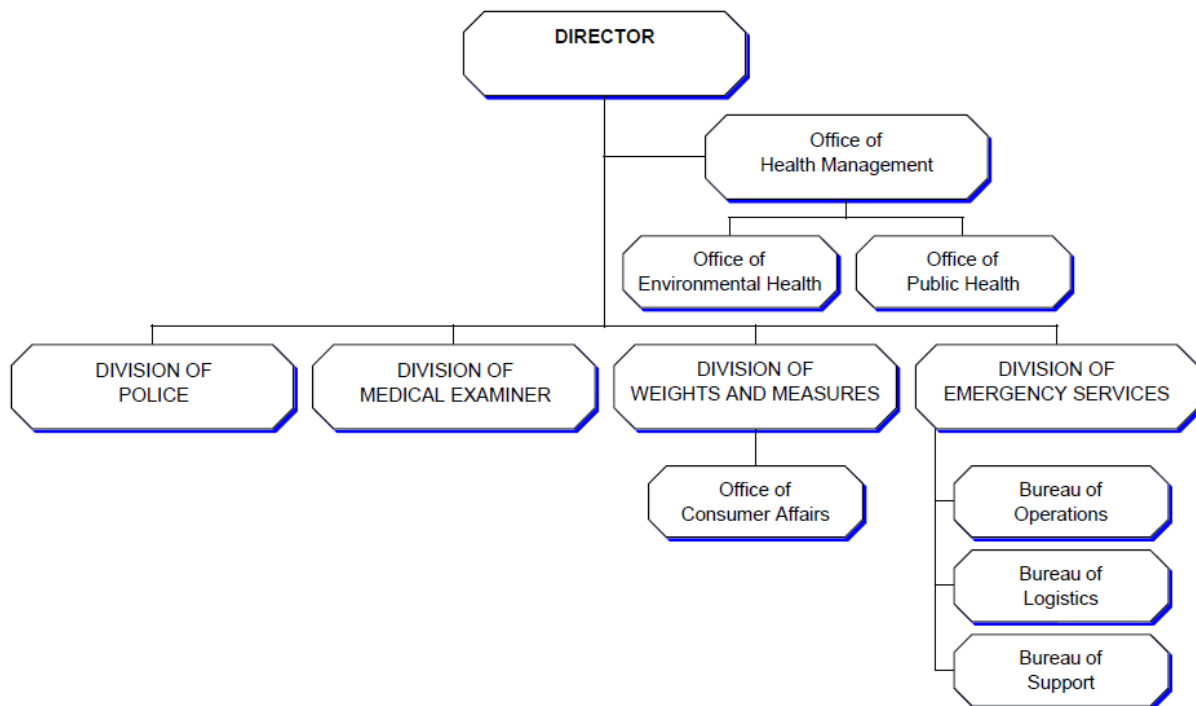
Weights and Measures

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 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. LINCS 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: This office conducts death investigations and scene visitations. A major responsibility of the Medical Examiner Office is to perform 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. The Medical Examiner investigates all deaths reported under the County's jurisdiction as mandated by New Jersey State statute. It also 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 all County-owned 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 awareness, information and education 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.

2022 Accomplishments

Consumer Affairs: Received and responded to 269 complaints filed, both electronically and telephonically, saving consumers \$92,471 in cash refunds and \$83,293 in additional value; Continued to monitor businesses for price gouging to make sure they were in compliance with State laws. Generated \$82,800 in fines against car dealerships.

Emergency Services: Continued to provide countywide EMS mutual aid coverage throughout Union County. Completed Phase 1 of the upgrade to the current PSIC radio system to expand coverage into the western portion of Union County. Prepared to increase the capacity of the PSIC radio system to support additional users. Created a new in-service training program at the Union County Fire/EMS Academy. Continued to support the recovery process from Tropical Storm Ida through FEMA coordination and planning. Continued to support our Fire Mutual Aid program and work with all 21 fire departments to ensure firefighter safety. Managed improvements to the new Fire/EMS Academy to support additional training needs for fire and EMS providers. Continued to maintain a stockpile of PPE to support COVID operations. Upgraded the resources of the Union County Hazardous Materials Unit by enhancing technology and detection capabilities.

Health Management/Public Health: Continued to provide local health services as per shared service agreements with Berkeley Heights, Hillside, Roselle, and Scotch Plains. Coordinated a Monkeypox mass vaccination campaign with New Jersey Department of Health and New Jersey State Police. Continue to provide Monkeypox vaccinations at Warinanco Skate Park. Total Monkeypox Vaccination doses administered 1/1/2022-12/7/2022: 154.

UCOHM/LINCS: Continued to 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, and more. Continued to offer COVID-19 Vaccinations and Testing at Warinanco Skate Park, Plainfield High School, and Mobile Clinics throughout Union County. Total COVID-19 tests performed 1/1/2022-12/7/2022: 24,953, total COVID-19 doses administered 1/1/2022-12/7/2022: 8,590.

UCOHM/CEHA: Enforced 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. Conducted compliance and enforcement investigations and inspections including: Air Pollution Program; Solid Waste Program; Pesticides Program; Noise Program; DEP Right to Know Program; and the Water 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 provide improved service to the citizens of Union County and New Jersey.

Dr. Shaikh attended the annual 2022 National Association of Medical Examiners meeting in Dallas, Texas on October 14th through October 18, 2022. During this course, a broad range of topics including toxicology with special emphasis on

emerging designer drugs and the opioid crisis, the National Missing and Unidentified Persons System (NamUs) technology to better serve the death investigation community, 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, which included the interaction of opioid with COVID-19, suicide trends during the pandemic, 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.

Dr. Shaikh has been assigned the responsibilities as the County Medical Director to authorize Covid-19 testing and approve CDC Covid-19 Standing Orders for administration of vaccines.

The UCMEO Standard Operating Procedures has been updated and is available for review.

A presentation regarding the Medical Examiner's role in death investigation and the interaction of law enforcement was discussed with police recruits at the Stamler Police Academy.

This office has fully investigated 1330 deaths and performed 336 autopsies and 69 external examinations from January 1st through December 31, 2022. The UCMEO has investigated and autopsied 9 homicides.

County Police: Entered into agreements with local law enforcement agencies to provide additional assistance with specialized training in handling an active shooter situation, suspicious package recognition and assisting with using less lethal devices when confronting Emotionally Disturbed Persons. The office is upgrading its IT infrastructure to protect against specialized threats, and to aid in the enhancement of protections and efficiency for expanding the Regional Dispatch Center.

Weights & Measures: Continued to monitor commercial businesses and tested 10,250 devices for accuracy. During this testing we inspected 1,331 businesses, also performed 26,978 scanner and commodity audits to ensure compliance with state and federal regulations, and generated \$95,550.00 in revenue with the completion of daily inspections and collecting fines.

2023 Initiatives

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, especially those using unfair business practices.

Emergency Services: Work with the City of Plainfield to support their EMS needs. Increase the staffing of our EMS unit to satisfy the growing needs of pre-hospital care throughout Union County. Finalize the upgrade of the Public Safety Radio System to increase coverage and capacity. Pursue capital improvements to both the Main Campus and Drill Grounds including, but not, limited to the remodeling and expansion of existing outdated bathroom and locker room facilities for students and staff, and the construction of one or two larger classrooms/lecture halls needed to accommodate 50 or more students at one time. Implementation of a Basic EMT training program at the academy. Continue to manage approximately \$7,000,000 in Homeland Security grant funds to secure equipment and training for first responders. Develop a flood mitigation strategy for the Ralph Froehlich Public Safety Building.

Health Management: Continue to provide local health services to Roselle, Hillside, Scotch Plains and Berkeley Heights. Provide well child physical examinations for uninsured or underinsured infants and pre-school aged children as part of local health services agreements. Continue to work with the NJDOH on Emergency Support Function #8 for Union County on emergency public health matters. 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. Continue to work with the eight local health departments (representing all 21 Union County municipalities) to identify health areas of improvement and assist their capacity to respond. Continue to provide monthly blood pressure screening clinics in Roselle and Scotch Plains, and as requested in the community. Continue to assist local health departments in contact tracing/disease investigation, testing and vaccination to control the spread of COVID-19.

Continue to 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. Continue to conduct inspections of retail food establishments

located within county owned facilities, including temporary ones at events. Continue to expand the Union County Health Alert Network (HAN) to provide rapid distribution of public health information. This network is continuously maintained and updated to provide accurate information to appropriate recipients.

Medical Examiner: Continue process of obtaining provisional accreditation with the International Association of Coroners and Medical Examiners; continue to maintain the nationwide average of true turnaround time, which for most forensic cases, is within three months; continue mass disaster training exercises and drills for investigators provided by the state; continue to provide bereaved families appropriate interaction and assistance towards achieving closure; continue to provide the public with a rapid COVID response in compliance with CDC guidelines and the State Medical Examiner protocol. In the pursuit of providing high quality medicolegal death investigations and fully complying with NJ State requirements, the UCMEO has hired two new MLDIs that are actively pursuing certification with the American Board of Medicolegal Death Investigators.

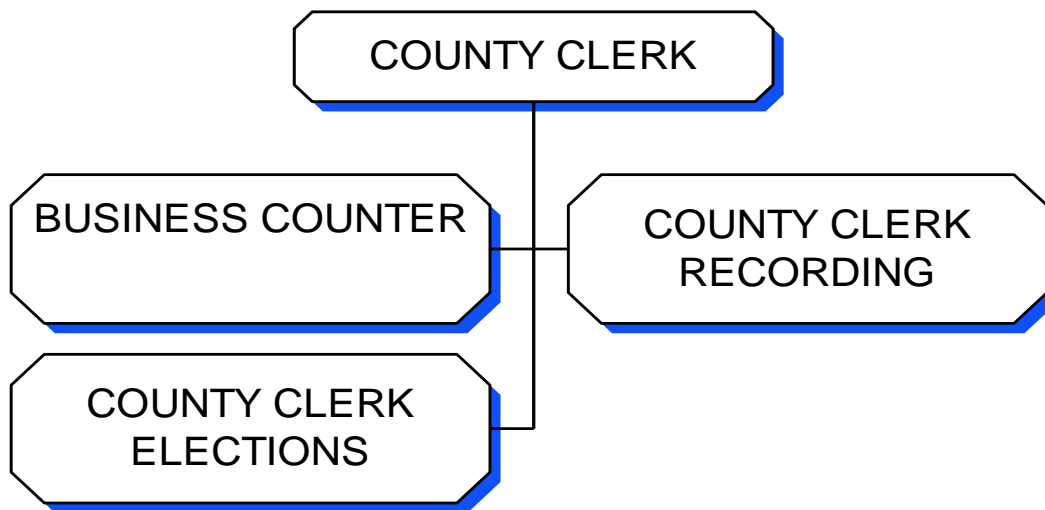
County Police: Complete the expansion project for the Regional Dispatch System and create a secure Public Safety Network to minimize cyber-attacks and sustain 24/7 operability; continue to share services with local and regional law enforcement agencies to assist in policing, traffic enforcement, and specialized investigations, including additional training programs protecting officers responding to the mentally ill and combative individuals.

Weights & Measures: Continue to conduct inspections on commercial businesses to ensure accuracy of the devices. Will conduct scanner and commodity audits to make certain consumers are being treated fairly, businesses are compliant with state and federal regulations, and all required protocols are being met. The Division will pay the Weights and Measures Apprentice Salary to help offset the County Budget.

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.

2022 Accomplishments

Recording Division: Despite the continuation of the pandemic the Recording Division maintained its operation on a daily basis, ensuring 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.

Currently, deeds, mortgages, releases, postponements, Notices of Settlement, UCC's discharge and assignment documents are received through e-filing. The system eliminates paper, saves staff time and adds to the greening of the county.

The client base for e-filed submissions in 2022 was approximately 50,000, a slight decrease from 2021. All recording staff are trained on e-filing and are able to handle the influx of documents, completing their input in one day.

The increase in mortgage interest rates has somewhat dampened the real estate market although deed and mortgage filing stayed robust. The county property revenue portion is estimated to remain stable at \$67 million, which like 2021 is an all-time high revenue for the office.

The preservation effort for older books continued in 2022 to re-canvass 20 book binders in the Record Room while new recordings continued to be digitized and uploaded to the property website.

A major construction and renovation project began early in 2021 designed in five phases. Phase 1 including a men and women's room with disabled accessibility in the Recording Section was completed. Phase 2, a new Map Room adjacent to the Public Record Room, providing greater accessibility to records, was completed.

Business Division: The on-line appointment system continued in 2022 with great success in Elizabeth and Westfield. Services including customer visits for passport processing notaries, business names and related services increased significantly as more people traveled as the pandemic waned. Revenue for the office is estimated at \$680,000, an increase of nearly \$100,000 and the highest in three years.

A Notary Seminar was hosted by the Clerk in October with 50 people attending. The seminar was well received especially in light of new mandates for notaries regarding education and the absence of education by the state.

Election Division: A staffed voting office continued in Westfield for the Primary, General and School Board Elections one month prior to each election to assist voters with applications and ballots. The main office in Elizabeth continued to assist voters with extended hours of business.

A Primary, General and Kenilworth Special School Election were held during the year along with one petition challenge. The challenge went to Superior Court where it was dismissed. The updated, customized yellow Vote-by-Mail ballot envelopes were used for all elections and decreased the need for two voter labels, improving the ability and time needed to scan and validate voter information, therefore making the process more efficient and facilitated tracking.

New legislation was passed in 2022 mandating tallies by district starting in the General Election. A new software program was used to accomplish this. The Clerk initiated a new Primary Ballot to include County Committee elections.

Early Voting, initiated last year, continued in the Primary and General Election. The Clerk also produced an informational step-by-step video in English and Spanish on how to vote using a Vote-by-Mail ballot. At the Westfield office both the Primary and General elections assisted voters with Ballots on Demand, thus eliminating the need for 864 different paper ballots for the Primary and 432 paper ballots for the General. Additionally, the Clerk spoke to community, senior and church groups on Vote-by-Mail voting. An ad campaign for the free Union County votes App was also conducted.

The Primary and General Election Ballots were collated in-house by staff, a massive labor-intensive process, necessitated by security and concern for accuracy. A 2022 Election Calendar celebrating Union County Olympians was published including election dates and deadlines. The Annual Election Date Brochure was also published and distributed widely.

2023 Initiatives

Recording Division: Continue a major construction and renovation project begun early in 2022, designed in five phases.

The client base for e-filed submissions in 2022 was approximately 50,000, a slight decrease from 2021. All recording staff are trained on e-filing and are able to handle the influx of documents, completing their input in one day. The book preservation project will continue in 2023, re-canvassing 30 book binders.

Business Division: Major renovation of the Business/Passport Office will be completed providing greater space for customers, security and access to accompany the demand for services. A recent Notary Law requires the state to provide education

opportunities; in its absence the Clerk will continue to offer free Notary Seminars and plans on two during the year.

Election Division: A renovated and enlarged Election Office will be completed by April allowing a larger service area for customers and voters.

The 2023 Election Calendar honoring Union County Inventors was distributed and provided a Vote-by-Mail application form as well as information and deadline dates all elections. The 2023 Election Dates Brochure also will be distributed. The Westfield School Board has changed their elections to April beginning this year.

A new collating area for ballots will be established in the Union County Jail which offers greater security, storage area and collating areas. The area will be used starting in the 2023 Primary.

Office of the Prosecutor

Major Crimes Division

Investigative Division

Trial Division

Pre-Indictment Division

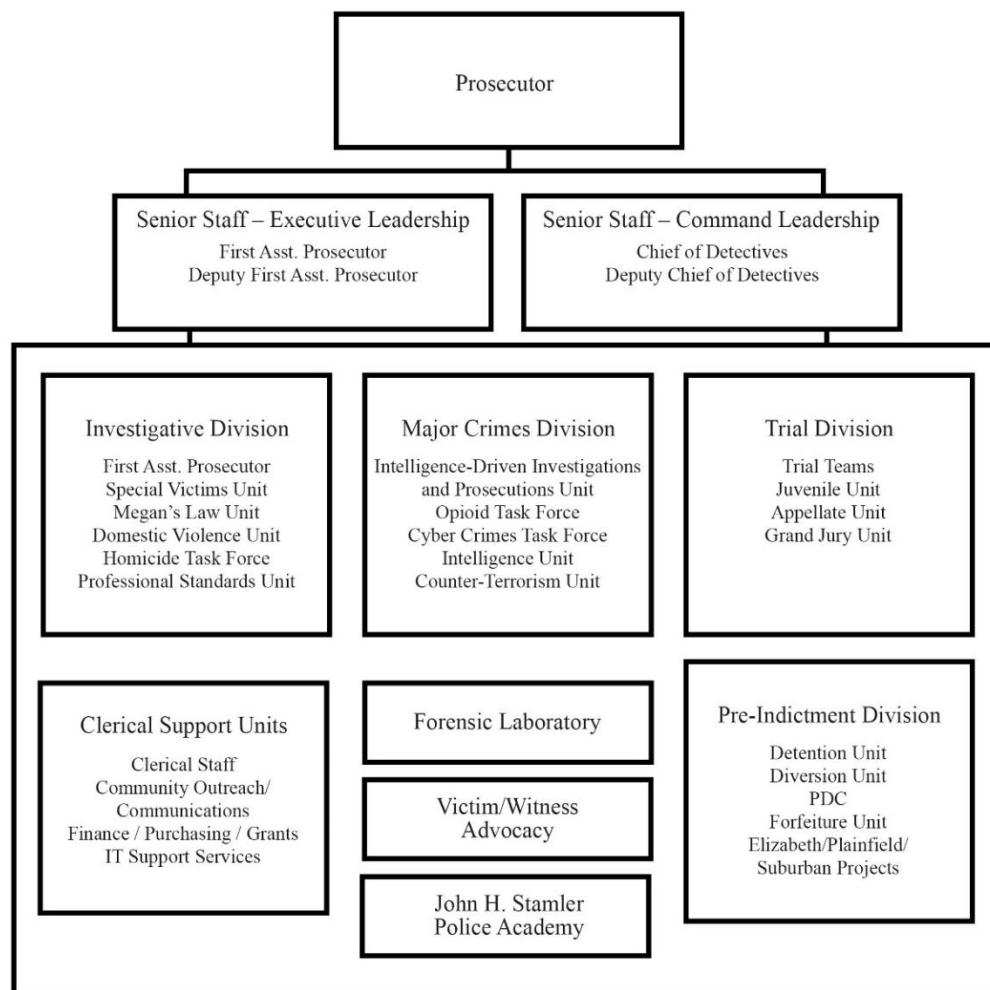
John H. Stamler Police Academy

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 their lives will be diminished by the acts of individuals 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 would cause harm to our people, our families, and our communities.

Programs & Services

Intelligence and Narcotics Division: The Intelligence and Narcotics Division focuses on using modern investigative and intelligence-driven techniques to both investigate and prevent the most serious crimes plaguing our communities. The Division is comprised of the Intelligence Unit, which uses specialized intelligence gathering and sharing to investigate illegal gang activity, criminal enterprises, violent crime, and pattern crimes; the Narcotics Task Force, which investigates individuals involved in the illegal distribution of narcotics; the Cyber Crime Task Force, which focuses on the intersection of crime and modern technology and provides computer forensic services to police departments countywide; and the Counter-Terrorism Unit, which is the county's primary investigating unit in terrorism related matters.

Investigative Division: The Investigative Division comprises several units made up of assistant prosecutors and detectives who work together 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 complex crimes requiring lengthy investigations; the Special Victims Unit, which investigates and prosecutes 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.

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.

2022 Accomplishments

Public Safety: In partnership with the Union County Sheriff's Department and the Union County Board of Commissioners, Prosecutor Daniel announced implementation of the "SAFE PLACE" Initiative, a program first instituted in Seattle, WA. The Union County Safe Place Program is designed to assist all victims of hate, bullying, and bias offenses that include, but are not limited to, race, color, religion, gender, disability, sexual orientation, gender expression or identity, national origin, or ethnicity. Any individual who sees a Safe Place logo will know that the establishment displaying the decal will provide a 'safe place' where victims of these offenses can seek refuge while the police are notified and arrive to assist them. The Office is proud to announce that this initiative has been approved for implementation by all 21 municipalities in Union County, the Union County Police Department and Kean University. Participation and cooperation by these agencies makes Union County, New Jersey, the first in the nation to have all law enforcement agencies qualified to adopt the program. This Office has been selected a recipient of the New Jersey Attorney General's 2022 Excellence in Policing Award for making the Safe Place program a reality in Union County.

Following the success of the October 2021 multi-agency gun buyback events hosted and coordinated by the Union County Prosecutor's Office (during which 520 weapons were collected), the Office conducted a Union County gun turn-in event in April of 2022. Made possible through collaboration with the Union County Board of Commissioners and the Springfield Police Department, the event yielded the surrender of 94 firearms, including 51 rifles (one assault rifle) and 43 handguns, by persons who voluntarily relinquished the weapons without compensation. The operation further yielded the surrender of 550 lbs. of ammunition and 40 lbs. of prescription pills. The safe collection and removal of firearms from the streets of this County continues the Office's commitment to the reduction gun of violence, as well as, accidental and mental health related tragedies.

To encourage interest in law enforcement careers, ensure ample continued police presence throughout our communities, and to recruit more diverse candidates, the Office, with the support of the Union County Board of Commissioners and Kean University, co-hosted a Law Enforcement Jobs Fair at Kean University in February of 2022. More than 40 different federal, state, County, and local law enforcement agencies, together with numerous diverse community organizations, actively participated in this event.

On October 24, 2022, the Union County Prosecutor's Office and the Middlesex County Prosecutor's Office co-sponsored a training course titled "Lessons Learned – Case Study of the Marjorie Stoneman Douglas School Shooting". Over 450 first responders and school officials from throughout the state attended this event. Captain Scott Myers and Sergeant Giovanni Vullo of the Coral Springs Police Department gave a four-hour presentation on the overall response to the mass school shooting at the Marjorie Stoneman Douglas School in Parkland, Florida. Their first-hand experience provided attendees with a unique and invaluable perspective on the law enforcement response of that day. While New Jersey has not experienced such an event within our schools, the value of learning from past events ensures that we are better prepared and equipped on how to best handle a similar mass tragedy incident should it arise. As a result of this presentation, the Union County Prosecutor's Office has met with all law enforcement partners from across Union County to design an all-hazards training and directive, which will begin in January 2023. This is being done to provide clarity and consistency throughout a crisis.

In continuing to combat the narcotics trade and gun violence, this Office's Narcotics Task Force and Intelligence Unit initiated 15 investigations, executed 21 search warrants, made 74 arrests and seized over 3,000 grams of heroin, 5,225 individual folds of heroin, 204 grams of fentanyl, 327 grams of cocaine, 1,777 grams of crack/cocaine, 300 pills, \$75,310 in cash, and 48 firearms. Many other investigations conducted in partnership with federal, state and local agencies resulted in the seizure of additional illegal narcotics and firearms.

To further address public safety, the Office's Counter Terrorism Unit conducted 32 security assessments and 15 site visits at houses of worship, schools, hospitals and other critical infrastructure sites throughout the County. The unit also investigated 142 Suspicious Activity Reports (SARs) in partnership with the New Jersey Department of Homeland Security and Preparedness and Counter-Terrorism Watch.

In an effort to further investigations and assist our local partners in combatting crimes of violence, our highly-trained Cyber-Crimes Task Force personnel conducted 245 forensic exams of digital evidence and collected video evidence from 163 locations. The unit also installed 17 covert cameras and six GPS trackers for investigations conducted by the UCPO Intelligence Unit and Narcotics Strike Force.

The UCPO Task Force Officer assigned to the FBI assisted our federal and local partners with the investigation and take-down of a large multi-County catalytic converter theft ring.

Increased Resources for Crime Victims and Victims of Addiction: Finalized a Non-Fatal Domestic Violence Strangulation, Smothering and Suffocation Program whereby forensic nurse examiners will respond 24/7 to incidents of non-fatal strangulation, suffocation and smothering to better serve the victims and prosecute these acts of domestic violence and to address the lethality of intimate partner strangulation. Forensic nurses will meet victims of non-fatal strangulation/suffocation/smothering at participating medical facilities to conduct forensic examinations and provide referral services. To that end, a Directive has been prepared with input from our local law enforcement and medical provider partners; pamphlets and educational materials have been provided to local police departments for officer use upon encountering victims of such assaults; training videos have been shared; memoranda of agreements have been secured from all participating medical facilities within the County and forensic nurses have been appropriately trained. Full program implementation is scheduled for January 2023.

In partnership with recovery specialists, the Office continued the Operation Helping Hand 24-7-365 Program, which made Union County the first county in New Jersey 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. Throughout the year the Office also incorporated pop-up tent events, where individuals suffering from addiction could seek recovery services from our on-site recovery specialist partners at Prevention Links. Through these efforts, a total of 66 people were offered rehabilitative services this year.

Continued efforts to enhance police training, resiliency, and transparency: Due to positive feedback and in continuing this Office's efforts to ensure transparency and accountability, the Office continued the 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 by the expert review of footage recorded on body-worn camera devices during daily patrols.

The Office's Domestic Violence Unit continued web-based training and roll-call videos to more efficiently train law enforcement officers County-wide on emergent domestic violence needs. This training included restraining order application procedures during the pandemic, ensuring that domestic violence victims had access to essential court services, and provided medical and forensic training for thorough investigations of non-fatal strangulation, suffocation and smothering cases.

Continued CIT (Crisis Intervention Team) trainings to pre-pandemic frequency and expanded classes to ensure that any law enforcement, mental health and first responder candidates who did not receive training due to the pandemic were added to class rosters. CIT training is an invaluable training which provides law enforcement and their mental health partners the de-escalation tools necessary when interacting with persons undergoing a mental health crisis.

Community Relations: To support a strong relationship between the community and members of law enforcement, the Office participated in numerous in-person and virtual events throughout Union County, including:

The Office continued its ongoing efforts to combat the opioid epidemic. By way of example, the Office hosted two drug take back days in collaboration with the DEA, resulting in community members dropping off unwanted prescription drugs for destruction at the Office's Elizabeth headquarters. The 2022 event resulted in the turn in and destruction of 135 lbs. of prescription pills. To further efforts to combat drug use, the Office joined recovery support organization Prevention Links at their annual Overdose Awareness Day event, where members of the Office helped educate attendees on County-wide recovery opportunities.

To continue to address the potential for increased domestic violence during the pandemic and beyond, the Prosecutor's Office jointly hosted a Domestic Violence Symposium with the YWCA of Union County. The symposium brought together local experts to discuss the impact COVID-19 had on domestic violence, and highlighted how service providers can best support survivors of domestic violence during the ongoing public health crisis. The symposium further addressed the rising trends in non-fatal strangulation, suffocation and smothering cases as well as the use of firearms in partner abuse.

The Office participated in several community-based events to engage with the citizens of Union County to further community-relationship building, such as, a National Night Out event hosted throughout the municipalities of Union County, and joined community partners in food distribution efforts to Union County families in need.

Several members of the UCPO legal and investigative staff participated in community outreach events and local school presentations on topics, including: the "Kids Spreading Kindness" campaign, law enforcement and legal career opportunities, marijuana decriminalization and the criminal justice system. UCPO detectives participated in the "Walk the Beat" production at Elizabeth High School,

a program designed to foster mutual respect and trust between law enforcement and our youth.

Juvenile Justice Reform: In continuing to implement the Attorney General’s 2021 Directive on Juvenile Justice Reform, the Office trained law enforcement officers on new juvenile initiatives, expanded its Stationhouse Adjustment Program to divert low level juvenile offenders from the criminal justice system, and partnered with the Division of Youth Services to enhance juvenile rehabilitative efforts.

2023 Initiatives

Initiatives the Union County Prosecutor’s Office will be pursuing throughout 2023 include:

- Plan and collaborate with law enforcement and other partners to conduct additional gun buy back and turn-in events throughout the County in an effort to remove firearms that could potentially be used in the commission of violent crimes within Union County or result in accidental and mental health related tragedies.
- Work towards establishing a County-wide Autism Registry to create a centralized database to assist in the location of, response to and assistance with Autistic individuals and those with developmental disabilities. This undertaking will require collaboration with the Department of Public Safety, OEM, Union County Sheriff’s Office, Fire/Rescue/EMS and partners at Children’s Specialized Hospital. As part of this effort, updated guidance and education on law enforcement interactions with persons with autism will be pursued. Additionally, community outreach and law enforcement trainings will be pursued to address the prevalence of wandering and drowning within the developmentally-disabled and special needs community.
- Continue to provide legal guidance and support to existing and expanded “Arrive Together” mental health diversion pilot programs throughout the County. Utilizing the nationally-recognized LEAD (Law Enforcement Assisted Diversion) model, the program consists of a partnership with Trinitas Regional Medical Center, RWJBH, the Department of Public Safety, the Department of Human Services, and local law enforcement departments designed to partner certified mental health screeners with CIT-trained law enforcement officers to respond together to mental health crisis calls, when safe to do so, in order to de-escalate and provide mental health treatment service referrals. The mental health screeners

will also conduct follow-up and assist with community case management plans for individuals recently released from Trinitas Regional Medical Center's Psychiatric Emergency Room. In 2022, pilot programs, providing for two-day a week "arrive together" shifts were commenced with the Elizabeth Police Department and Linden Police Department. Before the end of 2022, three additional police departments, Rahway, Roselle and Roselle Park will commence their pilot programs. The intention is to continue to legally support existing programs and assist in coordinating further expansion to better serve the County.

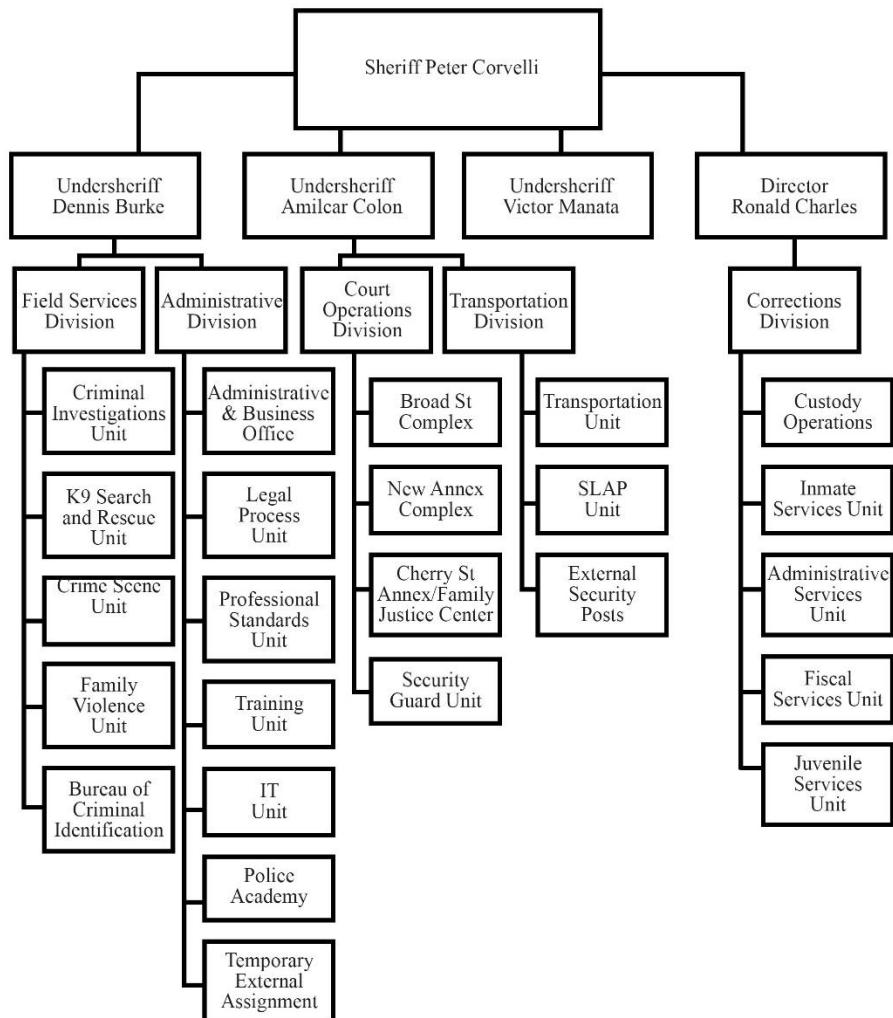
- Expand the CIT (Crisis Intervention Team) training of local police officers, mental health workers and first responders by adding advanced and refresher courses and a training specifically designed to address the rising trend in law enforcement interaction with juveniles/minors presenting with mental health crises.
- Continue to expand our efforts to address the unlawful drugs/opioid epidemic by focusing enforcement efforts on those profiting from this criminal activity, while making significant efforts to assist those suffering from addiction in getting the help they need through continued expansion of the Operation Helping Hand Program.
- Continue efforts to collaborate with community mental health, addiction and law enforcement partners to develop, pilot and implement a Mental Health Program using the existing Operation Helping Hand Program model. The goal is to have a centralized method to connect law enforcement with trained mental health professionals and evaluators 24/7 as a referral and treatment linkage option to assist members of the public when needed.
- Develop an Automated License Plate Reader (ALPR) program, which will build a network of ALPR's to be strategically installed throughout the County. This initiative will assist local law enforcement by building an ALPR network that uses overt cameras as a public safety tool, which mirror those routinely being installed in numerous towns, cities, counties, and states throughout the country. These cameras have the capability of capturing video images of activity occurring in the area of public safety hazards as well as public streets and highways. The expected outcome is to provide public safety, and further safeguard local communities from violence, as well as enhance the quality of life for those individuals who reside in or visit those areas.

- Continue to coordinate with our law enforcement and education partners throughout the County to provide mass casualty incident and all-hazards response coordination and enhanced protocols for the safety of our children and communities. These planning meetings, table-top exercises, simulations and trainings shall be ongoing and address both prevention and strategic response.
- Continue the expansion of the Collaborative Response Graphics program to more schools and critical infrastructure locations throughout the County to improve response in emergency or mass casualty incidents. The Office will implement a comprehensive Behavioral Threat Analysis Program in pilot school districts within Union County. Such an integrated, multi-disciplinary approach combining law enforcement, educators, administrators, and medical professionals in an effort to prevent school violence.
- Continue community outreach efforts by having Office representatives 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.
- Develop and pursue a gun safety awareness campaign geared towards keeping firearms out of the hands of children and those with emotional/behavioral challenges.
- Continue to improve de-escalation training and techniques County-wide to promote officer safety and reduce use-of-force incidents.

Office of the Sheriff

Organizational Chart

Office of the Sheriff



OFFICE OF THE SHERIFF

Mission

The Office of the Sheriff is established by the State Constitution. The Sheriffs 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. The absorption of the Corrections Division and Juvenile Detention functions have added the responsibility of over sight of the corrections regionalization with Essex and Hudson Counties to the Sheriff's Office.

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. (Sheriffs 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.

2022 Accomplishments

UCSO:

- Implemented agency-wide and trained personnel on the new Enforsys report writing and records management program;
- Continued successful rollout of Body worn camera program to comport with AG Guidelines;
- Conducted thorough agency policy/ procedure review. Updated/corrected current policies to comport with AG Guidelines;
- Continued increase in physical and operational security enhancements at courthouse complex and satellite posts;
- Continued successful partnership with Essex and Hudson counties to provide for secure confinement and intensive drug & alcohol rehabilitation for in-custody union county offenders;
- Launched successful office-wide “New Jersey Resiliency Program for Law Enforcement” (NJRP-LE) training program.

Corrections:

- Earned a 100% compliance rating on the NJ State Audit. 8th year in a row;
- Maintained National Accreditation on Medical Services with the National Commission on Correctional Health Care (NCCHC);
- Earned 100% compliance on the US Department of Justice PREA Standards;
- Expanded the Drug and Alcohol Rehabilitation programs;
- Installation of Body Scanner to reduce possibility of contraband into the facility;
- Repurposed kitchen for Union County Division of Aging, Meals on Wheels program.

Juvenile Detention:

- Maintained regionalization of juvenile operations with Essex County savings Union County taxpayers;
- Operated the Alternative to Incarceration program with Electronic Monitoring (GPS) without incident.

2023 Initiatives

UCSO:

- Bolster relationships and trust within the community through positive interaction and office outreach;
- Work with Local, State, and Federal agencies to assist with providing necessary public safety services and address problems of crime and disorder;
- Maintain consistent review of office policy and procedure to ensure comportment with AG Guidelines and directives;
- Maintain a safe and secure environment at the Courthouse complex as well as satellite offices located throughout the county.

Corrections:

- Increase opportunities for offenders to engage in intensive drug and alcohol rehabilitation programs;
- Expand the Medical Assistance Treatment (MAT) program;
- Expand our Re-Entry program services;
- Maintain over sight of the regionalization with Essex & Hudson County;
- Expand Video Conferencing capability for Court;
- Continue to provide gold standard correctional services at a cost savings to Union County residents.

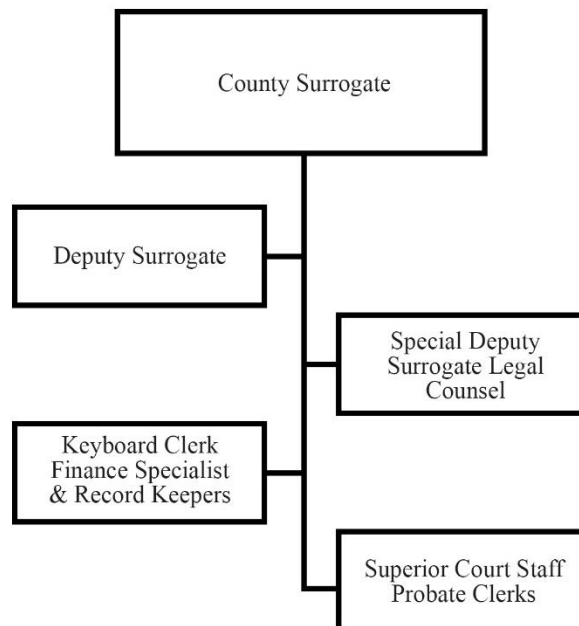
Juvenile Detention:

- Continued safe care and confinement of juvenile offenders in Union County through agreements with Essex, Bergen, and Morris Counties;
- Increase offender participation in the Juvenile Detention Alternatives Initiative to provide non-custodial supervision while awaiting Court disposition.

Office of the Surrogate

ORGANIZATIONAL CHART

UNION COUNTY 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

- ❖ Administration: appoint administrators, issue Letters of Administration and permanent depository for related documents.
- ❖ Adoptions: responsible for all necessary procedural supporting paperwork pursuant to New Jersey Statutes and court rules, as well as the filing, review, and scheduling of all Superior Court Hearings in regard to adoption matters.
- ❖ 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.
- ❖ Wills: Probate, issue Letters Testamentary, issue Letters Trusteeship, permanent depository for Probate related documents.

2022 Accomplishments

The Office of the Surrogate addressed staffing challenges in 2022 and provided a valuable and impactful service to our constituents, while navigating the new COVID-19 workplace. Many cases were generated and processed with the help of email, fax, and the postal service, as well as the return of in-person appointments during day-to-day operation

The Surrogate's office served more than approximately 10,000 residents and non-residents in regard to certified documentation and probate matters, including:

- Adoptions – 94
- Certificates – 13,622
- Court Appearances – 130+
- Guardianships – 147
- Incapacities – 197
- Minor Accounts Est. – 148
- Probate Matters – 5,719
- Release of Funds – 80
- Searches – 644
- Withdrawal of Funds – 398

Adoption day – November 10, 2022: This year's event saw seven children adopted in Union County, with Judge Mega presiding. The Surrogate's Office hosted the annual breakfast for participating families and provided adoption resource information.

D.A.R.M. Participation: Each year the state of New Jersey requires reporting in regard to document imaging and archiving.

Record Digitization: In an attempt to modernize record keeping, the office has been dedicating in-house resources to convert decades old microfiche into digitized records to help with research and preservation.

Surrogate's Intermingled Trust Fund: The Surrogate's Court currently holds over \$22 million in the fund. All withdrawals from the fund must be accompanied by a court order. In December 2022, the office sent out proposals, through state guidance, requesting future interest rates from the state list of banking institutions. Due to unprecedentedly high interest rates the Surrogate's office opted to award the agreements to five institutions with roots in Union County. The banks handle funds

from \$250,000.00 to \$500,000.00 for minors under a court order and in accordance with the FDIC insurance limit.

2023 Initiatives

Constituent Services/Outreach: In the past the office was able to conduct numerous appointments to probate for clients in host communities at the request of an individual or attorney filing with the courts. The goal is to return to a shared services model in order to serve constituents who may need in-person assistance and are unable to reach the main office during regular business hours.

Previously the Surrogate also hosted evening hours in four Union County towns. This administration intends to seek out partnerships with municipalities throughout the County monthly or quarterly to better serve each community.

Record Digitization: The office has been converting and archiving microfiche records dating back to approximately 1971. With hopes to complete the archiving project in 2023 to further contribute to the accessibility of records and the modernization of information.

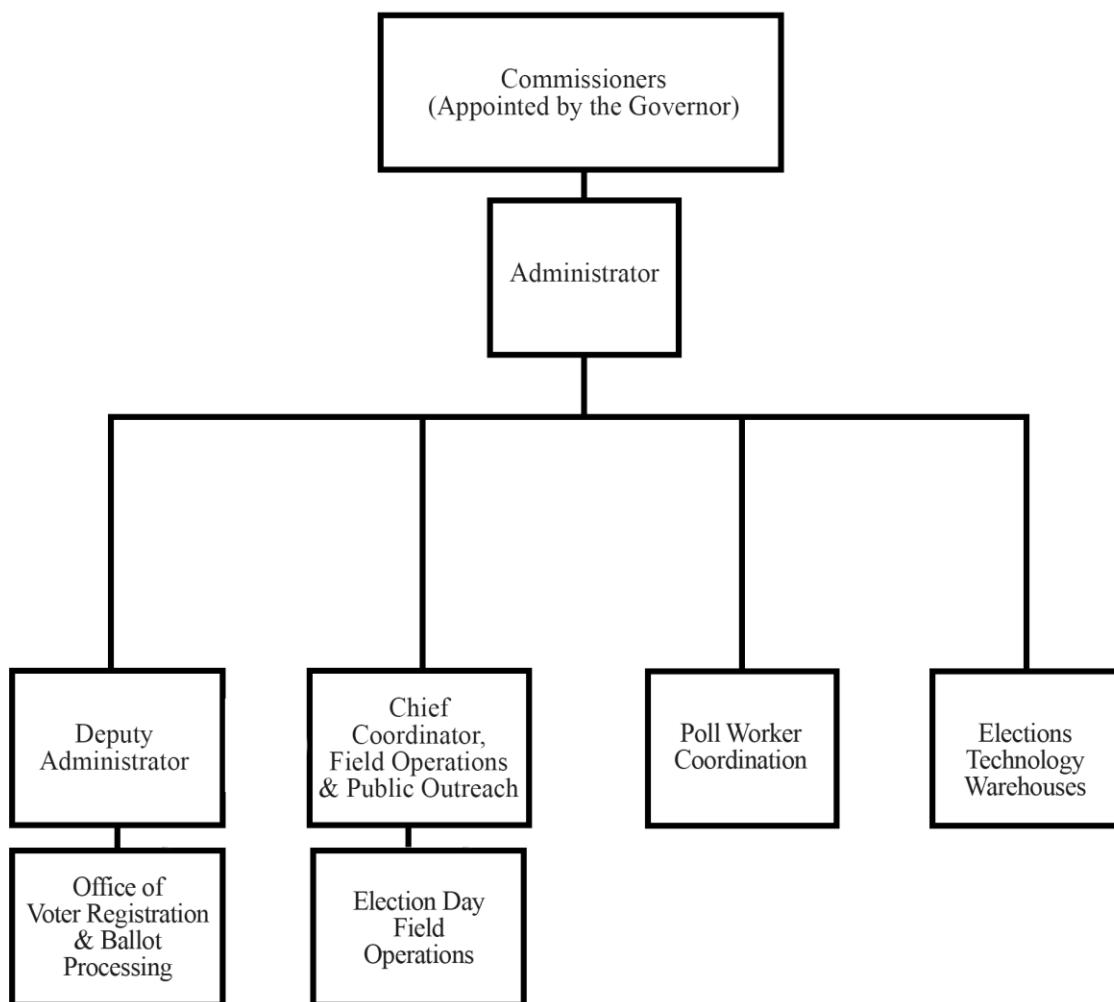
Satellite Office: In accompaniment to our future shared-service initiative the office has also identified usable office space in the Frazier Building in hopes to operate on an appointment basis one or more days a week from this satellite location.

Technological Advancements: The office is making advancements to modernize the exchange of information. Often clients enter the office without proper documentation and need to make a return visit. In order to provide more convenience to our customers and cut down on unnecessary traffic, the office seeks to install an appointment system, allowing information be submitted ahead of time for review. A probate clerk can then reach out and provide notes on any further required documentation and schedule an appointment at a convenient time.

Board of Elections

Organizational Chart

Union County Board of Elections



BOARD OF ELECTIONS

Mission

The Union County Board of Elections (UCBOE) is comprised of six members appointed 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:

- Election Administration
 - Administers fair and transparent Primary and General Elections, including effectuating early voting for each
 - Performs post-election audits as required by law
 - Conducts recounts and local elections as required
- Voter Registration
 - Processes new registrations
 - Processes registration transfers both in and out of Union County
 - Maintains a digitized signature verification system for poll book creation, petition challenges and mail-in-ballot verification
 - Maintains a computerized system of all active and inactive voters in Union County
- Poll Worker Management
 - Hires, assigns, trains and pays approximately 1,800 district board workers for each election
 - Hires, assigns, trains and pay more than 50 election deputies to assist this office on Election Day
- Public Outreach: Provides, upon request, mock elections and demonstrations of the ExpressVote XL Voting Machines for students, civic groups, or any group requesting the same.
- Election Technology Management
 - Maintains a fleet of 574 voting machines, 3 central vote tabulators and 1,034 electronic poll books

- Programs each election profile for both electronic voting machines and electronic poll books

Election Technology Maintenance: The Board maintains, services, prepares, programs and coordinates the transportation of over 574 voting machines and 1,034 electronic poll books for each municipal, primary, general, special school elections and run-off elections conducted within Union County, which includes early voting for both the Primary Election and General Election.

Americans with Disabilities Act (ADA) Compliance: The Board cooperates with local, state, and federal agencies to ensure that the 161 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.

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 election maps for each municipality in Union County resulting from any district adjustments.

2022 Accomplishments

ADA Compliance: The Board continues to work with the U.S. Department of Justice to ensure Americans with Disabilities Act 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 temporary 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 state, the county's public information office, and municipal clerks to ensure voters of Union County were aware of changes affecting the 2022 elections specifically as it relates to rewording following the 2020 census and drop box changes as applicable.

The UCBOE embarked on a vigorous campaign to recruit to poll workers for both the Primary and General Elections.

The UCBOE announced Early Voting ahead of the primary and general elections.

The UCBOE staffed many local events where residents are encouraged to register to vote, apply to become a poll worker and familiarize themselves with the new voting technology including the voting machines and electronic poll books. The UCBOE participated in: Latin Festival; Hillside Health Fair; Union College at Union County Health Fairs at the Cranford, Elizabeth and Plainfield campuses; National Voter Registration Day Events; UC Concert in the Park in Clark; Cultural Day; Linden September to Remember; Puerto Rican Day Parade; Baptist Church Voter Outreach, Linden; Family Fun & Flix, Warinanco; and Girl Scouts of America, Springfield.

Following the U.S. Census, voters whose election district was affected following the rewording process were notified of their new district and polling location.

Voters whose polling locations were changed were notified of same.

Public Outreach to the Schools: In-person public outreach to schools amid the COVID-19 pandemic continue to be suspended by the schools' choice. The administrator participated in virtual conversations relative to the early voting at the invitation of a Union College of Union County civic engagement liaison.

Public Outreach to Nursing Homes, Rehabilitation Centers and Assistive Living Facilities: The UCBOE recommenced visits to nursing homes, rehabilitation centers and assistive living facilities to educate social workers and voters on the proper way to complete their vote by mail ballot to ensure voters are not disenfranchised due to errors made by those assisting them. Further, the UCBOE was invited to assist with voter registration at several assistive living facilities.

Grant Awards: The Union County Board of Elections was awarded over \$1.4 million dollars in grant funds to administer early voting, fund the drop box program, enhance physical security of the Election Board facilities and improve ADA compliance at polling locations.

IT Infrastructure Upgrades: The UCBOE installed surveillance cameras in the interior of the voting machine warehouse to further ensure elections security. The UCBOE contracted with a company which provides poll worker management software, enabling the office to more efficiently hire, assign and communicate with over 1,800 early voting and election day poll workers.

New Jersey Association of Election Officials: The Union County Election Board continues to maintain its membership with the New Jersey Association of Election Officials (NJAEIO). NJAEIO is a professional organization representing Election Boards and Superintendents of Election statewide. The advice from this organization is sought by legislators when drafting legislation and the Division of Elections when promulgating regulations. Additionally, this group is a resource for its members statewide to efficiently and effectively administer election laws.

In 2022, the Election Board Administrator, Nicole DiRado, was elected to the Executive Board of the NJAEIO, serving as the Recording Secretary. The Elections Technology Supervisor, Phil Powers, was elected to serve as a Regional Vice President representing Middlesex, Somerset & Union Counties in the organization. Representation from Union County is important in this organization as we help shape policy and regulations as they are being developed.

Registration, Elections and Audits

Voter Registration: The UCBOE maintains an active list of 373,707 registered voters, including 17,866 new registrants in 2022. 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, political party affiliation changes, deletions due to deaths, inactive confirmations, signature updates and disenfranchisements. Voter update statistics represent the number of times current voter registration profiles 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.

Online Voter Registration is extremely popular and we continue to see a rise of registrations coming in online versus paper registrations.

Union County Elections: The UCBOE successfully administered the 2022 Primary Election, 2022 General Election, the Annual School Board Elections as well as a Special School Election in Kenilworth.

Early voting in a primary took place for the first time in New Jersey this year. The turnout for the Congressional Primary Election was 12.4% or 43,817 of eligible registered voters. The Congressional General and School Board Elections experienced a turnout of 38.79% or 144,433 of the county's registered voters, voting in November 8th election.

The volume of vote by mail ballots this office processes continues to increase. In the 2022 Primary Election, 14,486 vote by mail ballots were returned and processed. In 2022 General Election, 29,595 vote by mail ballots were received and processed.

Notwithstanding the 2020 all mail-in elections, 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. Prior to 2018, the UCBOE processed the following number of vote by mail ballots: 2016 Presidential Election (16,641); 2017 Gubernatorial Election (9,759); 2018 (19,569) and 2019 (12,520).

Early voting turnout in the General Election increased over 2021, with 12,705 voters voting early. There were 1,093 voters who voted early in the 2022 Primary Election.

Following 2020 Executive Orders providing for an extended time frame for which ballots received through the mail can be counted, the legislature adopted laws which codified the time frame. Specifically, ballots received through the mail within 48 hours without a post mark may be counted and any ballots postmarked on or before Election Day and received within 6 days can be counted.

The county's 432 election districts were housed in 161 polling locations, employing over 1,800 poll workers. Additionally, the UCBOE operated 7 early voting sites county-wide over the course of 3 days in the Primary Election and 9 days in the General Election. Each early voting poll worker is required to attend training and as such, over 300 early voting poll workers were trained in-person this year.

Union County Early Voting: For the first time in the 2021 General Election, early voting was offered to voters in an effort to expand voting rights and accessibility to the ballot box in New Jersey.

In accordance with the statute, the UCBOE hosted 7 early voting sites countywide in the Primary Election (June 3 – 5) and the General Election (October 29 – November 5). The sites were located in Cranford, Elizabeth, New Providence,

Plainfield, Rahway, Roselle, and Union. The administrator developed policies and procedures, crafted the security plan, purchased equipment and supplies, leased warehouse space and awarded service contracts in order to effectuate early voting in Union County. Fourteen super poll workers and over 300 poll workers were hired, assigned, trained and paid specifically for early voting.

Early voting in Union County was a tremendous success. While turnout was low, the policies and procedures designed to facilitate voting in a safe and secure environment proved to be successful.

Secure Ballot Drop Boxes: The Executive Order issued for the 2020 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 2020 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.

The Union County ballot drop boxes opened on April 22, 2022 for the 2022 Primary Election. The drop boxes opened again on August 22, 2022 for the Kenilworth Special School Election, and the boxes remained open straight through the General Election, November 8, 2022. In total, the drop boxes were open and available to voters for 123 days for the Primary Election, Kenilworth Special School Election, and the 2022 General Election.

In the Primary Election, voters deposited over 4,187 ballots in the drop boxes. In the General Election, over 11,293 ballots were deposited into the drop boxes. The drop boxes continue to be a popular, secure means by which voters return their vote by mail ballots to our office, as these numbers represent an increase over 2021.

Every day, for the entire duration the drop boxes are open, seven days per week, two teams of UCBOE employees, escorted by the Union County Police Department, start at 8:30am 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 ballot drop boxes provided a safe and direct alternative to the postal system.

Union County Board of Elections Tallying Center: The UCBOE continued to maintain its tally center at the main office in Elizabeth. In the interest of continued transparency, a livestream feed which was started in 2020, was installed in Elizabeth.

Post-Election Audits: The Union County Election Board conducted its post-election audit pursuant to N.J.S.A. 19:61-9 and guidelines 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 with vote-by-mail ballots, provisional ballots and voting machines which generate a voter verified paper audit trail. The guidelines required a hand-eye audit of 2% of the batch units created for each congressional district. The contests audited include the House of Representatives, one countywide contest (Union County Surrogate), and either mayor or town council / township committee. The hand-eye audit was 100% consistent with the results tallied by the vote tabulators and voting machines thereby confirming the statistical accuracy of the election outcomes.

Surveillance of the Secure Ballot Drop Boxes: Each box is required to be under 24/7 camera surveillance once they are opened and ready to accept ballots through the recount deadline. 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 Vote by Mail Processing System: UCBOE vote by mail ballot processing system has become more efficient with the redesign of the outer vote by mail envelope. The outer envelope of the vote by mail ballot has been redesigned to include a window envelope which allows the voter's identification number and bar code to be visible. The UCBOE purchased a camera and inventory system which attaches to the mail processing machine and captures each voter's bar code. All files and ballots are reconciled, then the file is uploaded into the SVRS. This process allows voters to see immediately on the Track by Ballot website, that their ballot has been received by our office.

Additional staff were trained on the equipment and ballot reconciliation process.

Polling Locations: The Union County Election Board continues to seek suitable polling locations which are accessible to voters, ADA compliant and can accommodate all the new voting equipment. Additionally, it is a priority of this Board to reduce the need to use schools as polling locations, and to urge school districts to close on Election Day, which is really the preferable solution.

In 2022, the Election Board was able to relocate poll locations from 6 schools in Rahway and Roselle and limit voter presence in one school in Berkeley Heights.

Poll Workers & Training: Following the difficulties in hiring poll workers experienced in 2021, the legislature and governor approved an increase in poll worker pay bringing the daily rate to \$300; the first rate increase in over 20 years. This was a tremendous win for Election Boards statewide who have been struggling in recent years to retain seasoned poll workers and recruit new poll workers. We conducted an outreach campaign to seek poll workers including reaching out to the political parties, Union College of Union County, Kean University, and distributing posters to local churches, supermarkets and UC Parks facilities. Hundreds of new poll workers were hired in 2022, all of whom needed to be trained in-person; as in-person training is required for first timers.

In an effort to facilitate the training process in a continued pandemic, the UCBOE hired a firm to develop an online poll worker training platform in the spring of 2021. The platform allows poll workers to take the training at their convenience and is available 24/7. The platform features “how to” videos for use of the voting machines and provisional ballots. The training platform was revamped in the spring of 2022 with the help of a professional camera team sent by the vendor. The videos capture the new Electronic Poll Books, the Voting Machine and the processes for each facet of administering Election Day.

The Union County Election Board conducted 31 poll worker training classes including classes for first time poll workers, early voting poll workers, early voting super poll workers and Election Day master poll workers. Finally, the Board hosted 21 equipment open houses allowing poll workers to better familiarize themselves with the voting machines and electronic poll books without having to attend a formal training session. The open houses are very popular and well attended.

Rewarding following the 2020 United States Census: Every 10 years following the United States Census, the Board of Elections is charged by federal statute with reviewing ward populations and determining if a change in ward boundary lines is required to ensure equal representation based on population.

Ten towns in Union County have wards; seven of which required ward boundary adjustments. The Election Board worked diligently with the 10 Ward Commissions, professional engineering consultants and the State to ensure the wards met statutory requirements and were applied properly in the State Voter Registration System.

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 remain 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. All drop boxes countywide must be open for singular municipal elections.

Signature Cure Law: For the first time in 2021, 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 new law requires Board Members to meet regularly starting three weeks before Election Day. 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.

2023 Initiatives

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

Early Voting: The UCBOE will continue to work with state and local partners to administer successful Early Voting periods in the primary and general elections. The UCBOE will open 7 early voting sites throughout the county.

Elections: The Board is prepared to execute the 2023 Primary, General and School Board Elections the Westfield School Board Election and any other special elections.

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

The Board will also continue its outreach to rehabilitation centers, nursing homes and assistive living facilities in efforts to ensure residents are not disenfranchised.

Outreach to schools will continue as an important lesson in government and civic participation.

The Election Board will send notice to all Union County voters affected by the changes in legislative district lines following the 2020 Census.

Grant Awards: The Board will continue to seek grant awards to enhance elections security and ensure ADA compliance at our polling locations, in addition to awards to fund early voting in order to offset the county's financial obligation.

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 and Electronic Poll Books: Assuming the environment is ripe 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 and Electronic Poll Books. 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 & Training: 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 operating the new voting equipment. The UCBOE will continue to revise and improve the online training platform as well as offer in-person instruction to new poll workers.

Finally, the voting equipment open houses are very successful. It is anticipated that many open house opportunities will be available for the 2023 election cycles.

Rutgers Cooperative Research and Extension of Union County

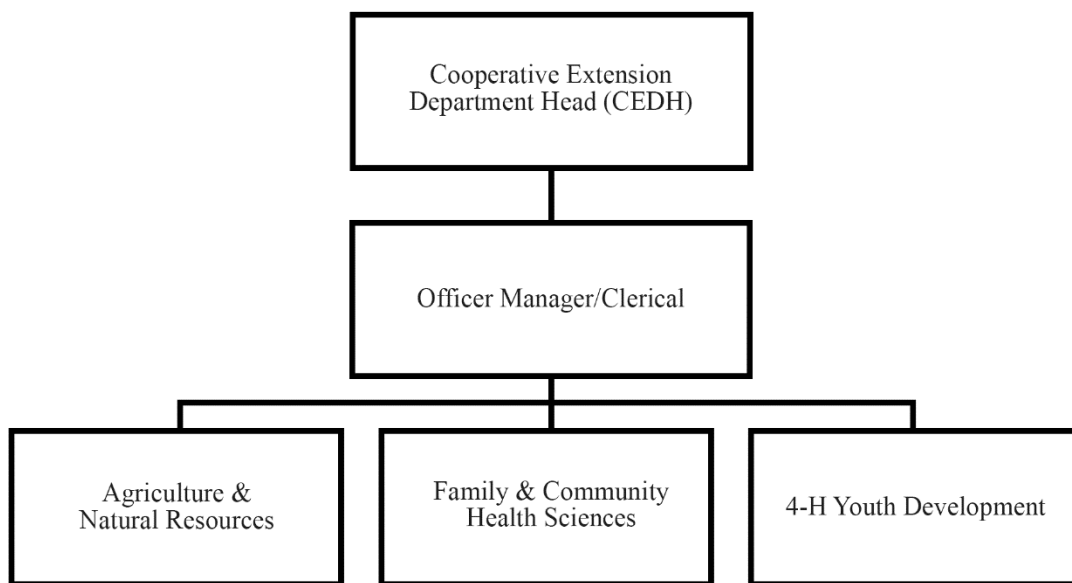
Agriculture and Natural Resources

Family and Community Health Sciences (FCHS)

4-H Youth Development

Organizational Chart

Rutgers Cooperative Extension of Union County



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, nutrition and health by disseminating science-based knowledge through outreach programs.

Programs & Services

Agricultural & Natural Resources Department

- Volunteer Master Gardeners and Environmental Stewards, trained by Rutgers Cooperative Extension (RCE), provide educational programs and services to residents of Union County.
- Earth Day, Every Day Webinar Series continues to offer this free, public series in March, 2023. Recordings are now available online.
- Invasive Species and Habitat Restoration initiative working with County Parks & Recreation to train volunteers to eradicate invasive plants as part of the WRIP Strike Force for the Watchung Reservation.
- RCE welcomes a new NJDEP AmeriCorps Watershed Ambassador who will plan and implement projects focused on educating the public on protecting water quality and local natural resources.

Programs for 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 professionals' careers by offering licensing recertification opportunities.
- *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: Health Equity, Diversity and Well-Being are the focus of the Family & Community Health Sciences (FCHS) Department. FCHS provides on-line and in-person workshops, publications, and learning opportunities combining research and practical advice including healthy meals to reduce the risk of chronic disease, improved awareness of environmental health issues and food waste, food safety, health literacy, health finance, and the importance of lifestyle changes for optimum wellness.

- 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 *Wellness Wednesday* 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*TM 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 county-wide committees to address important issues of obesity and chronic disease prevention in Union County and New Jersey.

4-H Youth Development Department: 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.

2022 Accomplishments

Agriculture and Natural Resources

Emerald Ash Borer Biological Control in the Watchung Reservation

- Emerald Ash Borer (EAB) is an invasive insect that has destroyed millions of Ash trees in the mid-western states and Canada. The presence of EAB in Union County was confirmed 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 public use areas in Watchung Reservation, summers of 2018 and 2019.
- Based on these survey results, the Deserted Village in the Watchung Reservation was selected by the US Department of Agriculture as a biological control release site for the summer of 2021 and 2022.
- Beneficial wasps reared in a USDA lab in Michigan, were shipped to the NJ Department of Agriculture Beneficial Insects Lab in Trenton. RCE Agents released wasps in the Deserted Village four times over the summer. The wasp releases will keep Emerald Ash borer populations in check to protect Ash trees in the future.

RCE North Jersey Ornamental Horticulture Conference - 60th Anniversary: Turf and landscape professionals, including Union County Parks and Public Works employees, joined Bergen, Essex, Passaic, and Morris counties to participate in a virtual conference with Rutgers Specialists and industry professionals. Participants received DEP pesticide applicator license re-certification credits. Tree care professionals also received re-certification credits towards their arborist credentials.

School IPM Coordinator Training: This program is offered free to all school districts in New Jersey. Administrators, facility and grounds managers and staff from Elizabeth, Plainfield, Summit, Union and Linden were among the 735 school professionals attending.

Annie's Project NJ: 10 Years of Empowering New Jersey Farmers: A national Cooperative Extension program for women farmers to provide training on the business and production aspects of farming. A six-month follow-up survey showed that farmers adopted strategies recommended in the program.

Rutgers Master Gardener Program: The Master Gardener volunteer training program was held virtually January – May 2022 with 32 Union County residents participating in the on-line program. Eleven (11) Master Gardeners earned the status Certified Master Gardener status by volunteering for 60 hours on various projects.

Rutgers Master Gardener Service Projects in 2022: Fifty-eight (58) Master Gardeners reported 4,029 hours of volunteer service in 2022, averaging 69 hours per volunteer reporting. Projects including updating the mastergardeners-uc.org Website, the annual Spring Garden Fair (over 1,000 visitors attending), publication of the Master Gardener Newsletter, and re-opening of the Garden Helpline.

Trailside Greenhouse and Demonstration Garden: The “Sharing Garden” committee donated over 2,000 pounds of fresh vegetables, small fruits and herbs to

local food pantries; Master Gardeners attended in-service training demonstrations on soil amendments, pruning, plant identification and dividing perennial flowers; the new Master Gardener Docents offered their first tours of the demonstration garden during Wild Earth Fest and to the Westfield Garden Club. Community organizations are welcome to request guided tours of the demonstration gardens.

Watchung Reservation Invasive Species Strike Force: RCE continued to coordinate with Union County Parks on invasive species management in the Watchung Reservation. In 2022, 10 volunteers spent a total of 360 hours removing invasive exotic plants in the Reservation that are outcompeting native plants, including invasive shrubs, trees, and vines such as Japanese Barberry, Winged Burning Bush, Chinese Angelica tree, and Oriental Bittersweet.

Rutgers Environmental Stewards Volunteer Program: The program was delivered online in 2022, with certification projects including the Union County Rain Garden Project. Experienced, part-time staff was added to help coordinate the administrative aspects of the program.

Rutgers Earth Day Every Day Webinar Series: This popular webinar series continued in 2022. The spring and fall series spanned 16 weeks, reaching more than 1,000 people. Participants responded by starting home composting, plastic recycling, and pollinator gardens among other initiatives. The sessions were recorded and are online at envirostewards.rutgers.edu/Earth-Day.html.

Rain Gardens of Union County and i-Naturalist: RCE, the NJ Watershed Ambassador and an Environmental Steward volunteer piloted the new “Rain Gardens of Union County Project” highlighting the 30+ rain gardens across the county. The project enables residents to help document the plants and animals that visit, live, and grow in local rain gardens. Since inception in May, eleven (11) people have participated in the project.

NJDEP AmeriCorps Watershed Ambassador: The new NJDEP AmeriCorps Watershed Ambassador for watershed management area #7 is working to complete 1700 hours of service. Among other duties the Ambassador hosted a clean-up of the Elizabeth River with 12 Kean University student volunteers, presented EnviroScience programs to local schools in Union County, and completed eight assessments of streams that lead to the Arthur Kill.

Family & Community Health Sciences (FCHS) Department

Senior Meals Program

- The FCHS Educator continued to work with the Director of the Division on Aging to provide a dietitian to direct the Senior Meals program. A grant of \$150,365 per year provided funding for the position and allows for continued support at 24 senior cafes in thirteen municipalities throughout Union County.
- The Senior Program Coordinator/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 during the pandemic, and supervised over 20 staff at 24 congregate sites feeding 750 + seniors their noon meal each week.
- Due to the pandemic, seniors were moved from Congregate to Home Delivered meals assisting Meals on Wheels. As congregate sites were slowly opened, seniors once again received their lunch at the congregate sites.
- Over 1,000 limited resource Union County seniors received vouchers for Farmer's Market produce worth \$30,000 distributed at 4 Senior Centers in Union County. This program is sponsored through the federally funded USDA Women, Infants and Child (WIC) program.
- Wellness on Wednesdays with FCHS webinars offered Zoom and Webex programs through the Cooperative Extension within the Rutgers School of Environmental and Biological Sciences. Programs focus on a variety of topics related to food, nutrition, and healthy lifestyles. These programs free to the public at 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 health and finance messages that are updated monthly on the county website. In 2022, posters were presented at one state and one national online professional meetings. The Small Steps program was cited by USDA-NIFA as "a nationwide Extension Program with impact."

Family Meals: Family and Community Health Sciences continued to offer easy, fast meal ideas, recipes, Facebook live food videos, food safety, conversation starters, and more through its website, njaes.rutgers.edu/family-meals.

Get Moving, Get Healthy NJ with FCHS: The FCHS Educator provided zoom classes for Jewish Family Services, Provident Bank, Union and Westfield libraries and several Elizabeth agencies. Newsletters included reliable websites on health-related topics including chronic disease and obesity prevention topics.

Other activities in 2022 included:

- The RCE Department Head taught 48 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 4.4 – 4.8 out of a 5.0 scale. This course continues to be taught twice a year and is part of the FCHS Department, 18 credit Community Health Outreach certificate program for undergraduate students at Rutgers. Membership on Local Boards
- The 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. She is also an active member of the Union County Chronic Disease Committee of the North Jersey Health Collaborative. Meetings since the beginning of 2022 have been on either Zoom or in person. A full-day sponsored conference October 12, 2022 was offered on Breaking Down Barriers and Building Bridges: Putting Equity at the Center of Health with Ensle presenting a session on “Good Nutrition for Best Health Outcomes” to a national and state audience of 140 medical and allied health practitioners and the public.

4-H Youth Development

4-H Science Ambassador Program:

- 4-H offered science programming at the Union, Elizabeth, Plainfield, and Westfield libraries. Topics presented were robotics, engineering, and the scientific method. Well over 150 students participated.
- Assisting with the library programs were five 4-H Science Ambassadors teenage volunteers from Springfield, Scotch Plains and Westfield.
- The ambassadors spent the week of July 11-15 at Rutgers University. They were trained to assist with outreach programs and explored current research.

4-H from Home – This program is offered through nj4h.rutgers.edu/4h-from-home/virtual-step-club.html and provides a variety of learning activities for youth.

4-H Clubs:

- 75 Union County youth from grades 1 through 12 participated in 12 4-H clubs. Most clubs meet at the Colleen Fraser Building in Westfield. Three clubs met elsewhere: the Archery Range at Oak Ridge Park, the Watchung Reservation and the Demonstration Garden. 4-H Club members developed leadership and communication skills through participation in activities, community service, and serving as club officers.

- 4-H Service activities for the year included: tree plantings at Oak Ridge Park, sandwich making for St. Josephs' Social Service Center in Elizabeth, grocery sorting at the NJ Foodbank in Hillside, and assisting with 4-H Public Presentation Night and 4-H Project Night.
- 4-H Adult Volunteer Leaders are screened and trained by the 4-H Agent to facilitate the clubs. There are currently 20 active Volunteer 4-H Club leaders.

4-H Public Presentation Night 2022: This program was held at the Union County Magnet School on May 20. Thirty 4-H members participated and gained confidence in public speaking. Ten volunteer judges provided feedback.

Union County 4-H Camp Programs: Thirty-five Union County youth participated in programs held at the Lindley G. Cook 4-H Camp in Branchville.

Environmental Awareness and Protection: Twenty adult Tree Steward volunteers taught over 1,800 children how to plant and take care of trees, following 20 hours of training provided by 4-H. They also judged poems that in the Union County Commissioners' Arbor Day Poetry Contest and helped to train students in tree planting and care as part of the Commissioners Arbor Day Tree Program.

The Tree Stewards visited classrooms in 19 municipalities and taught children about trees. 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 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, 83% said they will tell someone what they learned.

Union County Commissioners' Arbor Day Tree Program: 4-H volunteers and the Union County Shade Tree Advisory Board implemented the Union County Commissioners' Arbor Day Tree Program, distributing 100 American Dogwood trees. Fifteen schools also attended a training session on tree care planting.

Agriculture in the Classroom: 4-H provided tomato plants and strawberry plants, along with instruction, to 25 4th grade and 20 9th grade students in Winfield Public Schools and Union County Vocational and Technical Schools. 4-H also provided materials and instruction for 4-H youth to grow potatoes in a plastic container.

4-H Summer Science Program: In 2021 and 2022, this program trained volunteer teen 4-H Science Ambassadors to run a virtual summer science program at the Rahway, Scotch Plains and Elizabeth Public Libraries.

4-H Science Kits for at Home Learning: 4-H provided the Elizabeth Library and the Rahway Library with science kits to distribute to kids. The kits contained materials to make Lava Lamps, Balloon Rockets and homemade bread.

Union County 4-H Camp Programs: Twenty youth from Union County attended 4-H Summer Camp in Branchville, including six on Union County Disc Golf Association scholarships.

Environmental Awareness and Protection: Twenty Master Tree Steward volunteers conducted virtual learning sessions on tree preservation in Union County for more than 1,200 children.

2023 Initiatives

Agriculture and Natural Resource Management

Spotted Lanternfly: RCE will assist the County Parks Department with Spotted Lanternfly management efforts.

Community Gardening: RCE will continue working with schools and community organizations by providing information on establishing and maintaining community gardens. The Community Gardening curriculum will continue to be offered as on-line classes via the Rutgers NJAES website, njaes.rutgers.edu.

Greenhouse Facility at Trailside Nature and Science Center: The greenhouse will be used as a classroom for Master Gardener students, people with disabilities and the general public. Plans are underway in cooperation with the County Engineering and Parks Department to improve the site for accessibility.

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, emphasizing the reduction of pesticides. The North Jersey Ornamental Horticulture Conference will be at the County College of Morris.

Annie Goes Online: Risk Management at the Kitchen Table: The USDA Risk Management Agency is funding a 6-week RCE online training program for urban and traditional farmers. The program runs from January to March 1.

Rutgers Master Gardener Program

- The Master Gardener Class of 2023 will begin virtually in mid-January as an online class with outdoor workshops in the Demonstration Garden in the spring.

- Master Gardener “Helpliners” will answer an average of 1,324 inquiries annually on the County’s Garden Helpline.
- The volunteer Master Gardener program will offer educational services, such as gardening programs for people with disabilities and children’s programs in cooperation with the Union County Parks Department.
- Gardening lectures will be held at the demonstration gardens and greenhouse facility for the general public.
- “Docent Tours” of the demonstration garden will be offered to community organizations. Tours of the gardens will be led by trained Master Gardeners.
- Rutgers Environmental Stewards program will again be offered online, in the evenings to attract more participation starting in late January.
- Earth Day, Every Day Webinar Series continue to offer this free, public series in March, 2023. Recordings are now available online.
- Invasive Species and Habitat Restoration initiative- continue to work with County Parks & Recreation to train volunteers to eradicate invasive plants.
- NJDEP AmeriCorps Watershed Ambassador will plan and implement projects focused on educating the public on protecting water quality and natural resources.
- Continue to manage the native plant nursery and donate plants to local organizations for habitat conservation projects.

Family & Community Health Sciences (FCHS)

Nutrition Education & Services for Seniors: The FCHS Educator will continue the grant collaboration 2022 – 2024 with the Union County Division on Aging to provide a full-time Director of the Senior Nutrition Program and support nutrition education through collaboration with Rutgers, Montclair State Dietetic Internships, College of St. Elizabeth, Aramark, and Rutgers nutritional sciences students.

Get Moving, Get Healthy NJ with FCHS Initiative -- *Health Equity, Diversity, and Well-Being in New Jersey*: Continue to offer on-line Zoom or Webex workshops such as the Blue Zone Diets, Mediterranean Diet, DASH Diet, Small Steps to Eating Well and Moving More, Improving Family Meals, NEW Dietary Guidelines for Americans, Physical Activity for Mature Adults, 10 Tips for Healthy Eating at Home, Functional Foods for Life and chronic disease prevention classes along with on-line Worksite Wellness e-mail newsletter programs.

NJ Empower to Prevent Diabetes Prevention Program: A free, yearlong RCE FCHS diabetes prevention program is being offered through Zoom. Trained CDC Lifestyle Coaches will help participants adapt and maintain healthy eating, physical activity and coping to prevent the risk of developing Type 2 diabetes, with 16 weeks

of classes and 10 bi-weekly monthly maintenance sessions.

Balancing Health, Budget, and Lifestyle Education Programs: Provide programs for consumers 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; provide food and nutrition for better health programs with emphasis on reducing food waste, food insecurity along with programs on mindful eating to build healthy habits and reduce stress.

Functional Foods for Life Educational Series: Provide programs that emphasize the health benefits of consuming foods and beverages high in phytochemicals such as tea, chocolate, mushrooms, coffee, berries and fruits/vegetables.

Health Equity and Well-Being: 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 developing wellness policies/programs for diverse groups that promote healthier food intake, physical activity and healthy lifestyles; decrease healthcare costs, and support food security through an emphasis on equity and building new partnerships; continue to build diverse partnerships in the community to help encourage culture of health.

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.
- 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 participation will increase by 5%.
- At least 45 Union County youth will attend 4-H Summer Camp.
- Continue regional teen conference for youth.
- Recruit 10 new Master Tree Steward volunteers.
- Involve 1,000 youth in tree planting.
- Provide assistance with 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 Commissioners.
- Continue to search for an indoor location for the Union County 4-H Archery Club.

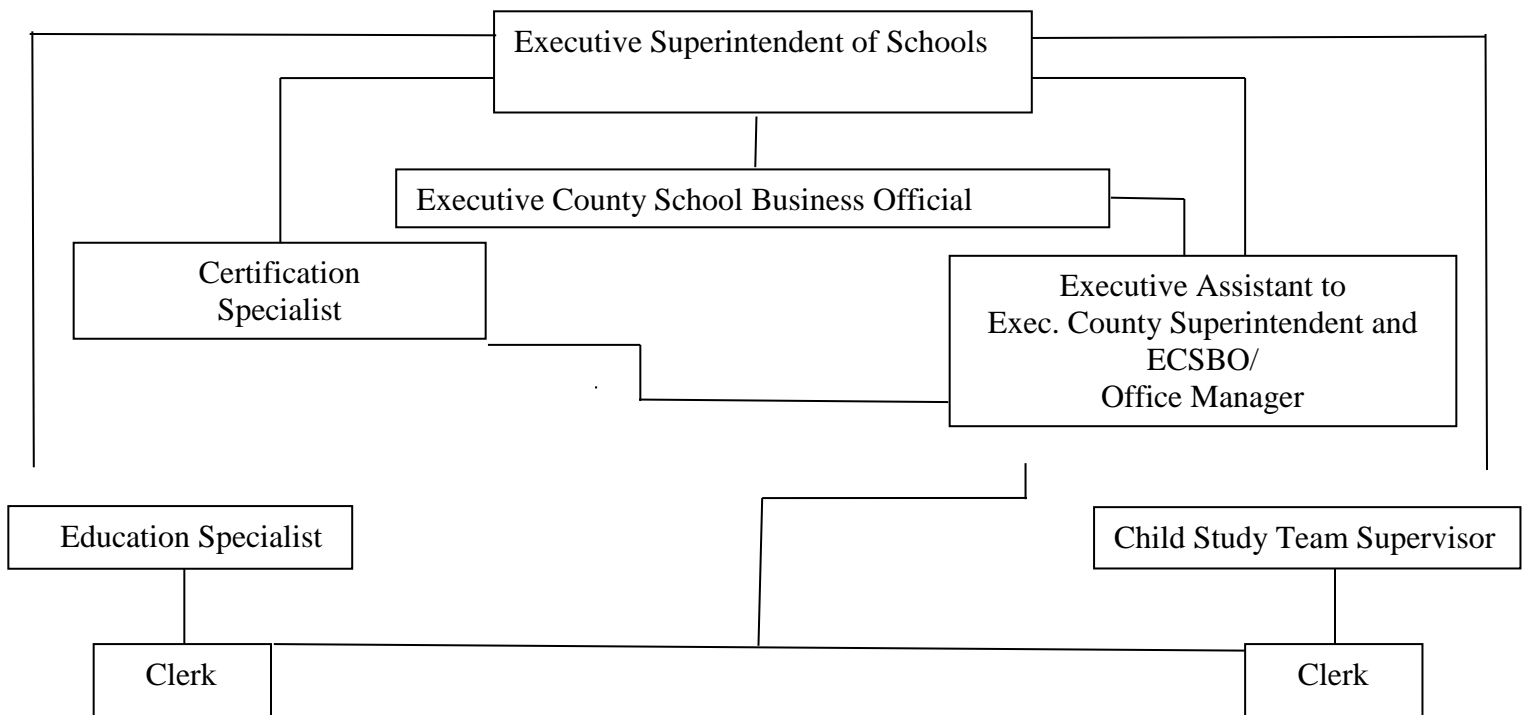
Superintendent of Schools

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 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.

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.

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. 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;

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. Visit and examine all of the Union County schools, from time to time, under his general supervision and exercise general supervision over them in accordance with the rules prescribed from time to time by the State board;
- 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 Union County Board of County Commissioners shall fix and determine the amounts necessary to be appropriated for such purposes and shall appropriate the same accordingly.

The commissioners 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.

2022 Accomplishments

Our goal is to ensure every child succeeds in and out of school, we 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.

2023 Initiatives

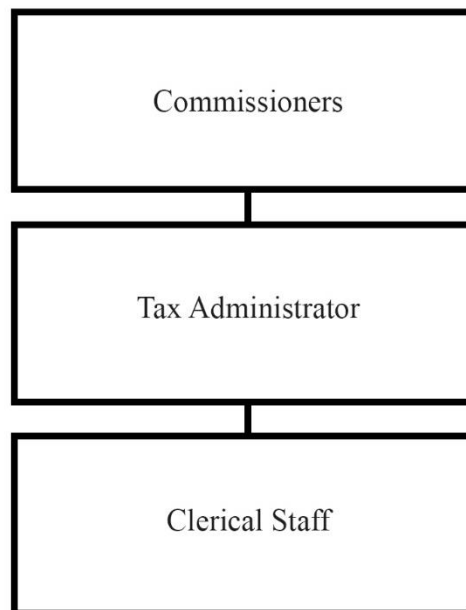
The Union County Office of Education, along with the New Jersey Department of Education, works together to support our schools, educators and districts to ensure our students have equitable access to high quality education and achieve academic excellence.

There are many successful changes to the New Jersey Department of Education; they are proven to be a successful part of the Education system. 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.

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 then-Freeholder Resolution in 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, and various other lists or reports as required.

2022 Accomplishments

In 2022 the Union County Board of Taxation received 1,200 tax appeals. This was a decrease of 423 appeals from 2021. The number of appeals decreased in 2022 as a result of an increasing real estate market. The number of appeals filed electronically continues to consistently hover around 70%. The Board also received

30 added assessment appeals which it heard and adjudicated. Once again, the Tax Board was able to successfully conduct all of its tax appeal hearings virtually for our 21 municipalities. Providing a safe and convenient way for tax payers to be heard.

In 2022 the Townships of Clark and Springfield implemented their first revaluation in decades. Additionally, the City of Elizabeth currently under a revaluation order from the State of New Jersey Division of Taxation began conducting property inspections. It is anticipated inspections will be completed towards the end of 2023 with implementation of new assessed values for 2024.

Lastly, the Tax Board processed 12,056 deeds in 2022. This eclipsed the record from 2021 for the most deeds processed.

2023 Initiatives

In 2023, the Union County Board of Taxation assumed all print responsibilities from the IT department for all mandated lists and reports published by the Board.

The Tax Board also continues to monitor the revaluation for the City of Elizabeth which is scheduled to be completed effective for 2024. The Board will continue to review all relevant assessment data to determine which municipalities if any in Union County are in need of a revaluation moving forward.

Spurn out of the COVID-19 pandemic the Tax Board has successfully continued conducting tax appeal hearings virtually. This process has allowed a safe and convenient way for tax payers to be heard. While still providing a thorough and complete review of assessments.

In 2023 the Tax Board will also be updating its webpage to better serve the residents of Union County. Changes to several forms as well as the implementation of Daniels Law should and will be conveniently displayed and easily accessible.

The Tax Board will also be rolling out a signature initiative of Chairman Granados in an effort to help reduce the tax burden for seniors and veterans.

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.