

UNION COUNTY IMPROVEMENT AUTHORITY

1499 US Highway One, North, 3rd Floor
 Rahway, New Jersey, 07065
www.ucimprovementauthority.org
 (732) 382-9400 (732) 382-5862 fax

Resolution No. 20-2016

Date: March 2, 2016

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY APPROVING THE PUBLIC SESSION MEETING MINUTES OF FEBRUARY 3, 2016 AND FEBRUARY 11, 2016

APPROVED AS TO FORM:
 Lisa M. da Silva, RMC
 Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS
 YES NO NONE REQUIRED
 UNION COUNTY IMPROVEMENT AUTHORITY

Lisa M. da Silva

M. L. W. B.

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Bornstad</i>	1		1				
<i>D'Elia</i>		1					
<i>Hockaday</i>	1		1				
<i>Salerno</i>	1		1				
<i>Tomko</i>	1		1			1	
<i>Vollero</i>		1					
<i>Rountree, Vice Chairwoman</i>	1		1				1
<i>Scutari, Chairman</i>	1		1				
<i>*Vacancy*</i>							

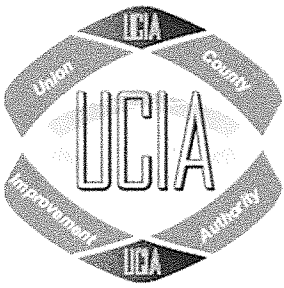
**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY
APPROVING THE PUBLIC SESSION MEETING MINUTES
OF FEBRUARY 3, 2016 AND FEBRUARY 11, 2016**

WHEREAS, the Union County Improvement Authority (the "Authority") has been duly created by an Ordinance of the Board of Chosen Freeholders of the County of Union, New Jersey), as a public body and corporate and politic of the State of New Jersey pursuant to and in accordance with the County Improvement Authorities Law, N.J.S.A. 40:37A-44, *et seq.*; and

WHEREAS, the Authority, pursuant to its By-Laws, shall prepare and retain minutes of its meetings, including its Regular Meetings, and also prepare and retain minutes of any Executive Sessions that occur during a meeting; and

WHEREAS, the Authority has prepared regular session minutes of its February 3, 2016 meeting and the special meeting minutes of February 11, 2016, and has presented the minutes to the Commissioners for review;

NOW, THEREFORE, BE IT RESOLVED by the Union County Improvement Authority that the public session minutes of February 3, 2016, and February 11, 2016 are hereby approved and released for publication in accordance with law.



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February 3, 2016 Regular Public Meeting

Lisa M. da Silva, Clerk of the Authority called the meeting to order at 5:05 pm in the meeting room of the Union County Improvement Authority, 1499 US Highway One, North, Rahway New Jersey.

Notice of Compliance of the Open Public Meetings Act was read by Clerk da Silva.

A roll call of Commissioners showed the following present: Commissioners Bornstad, D'Elia, Hockaday, Rountree, Scutari, Salerno and Tomko.

Commissioners absent: Commissioner Vollero.

Others present: Daniel P. Sullivan, Linda Stender, Mark Brink, and Monica Perkins of the Authority's staff; Jonathan Williams of DeCotiis Fitzpatrick & Cole; John Bartlett of Orlando Murphy; Freeholder Liaison Christopher Hudak; Clerk da Silva led the Pledge of Allegiance.

Communications

Mr. Sullivan notified the Commissioners that Commissioners Hines resigned as UCIA Commissioner effective January 29, 2016.

Public Comment:

There was no public comment.

Clerk da Silva called for nominations for the office of Chairman of the Authority, Commissioner Bornstad nominated Commissioner Scutari for Chairman. The nomination was seconded by Commissioner Rountree. No other nominations were made. Commissioner Hockaday moved to close nominations for the office of Chairman. The motion was seconded by Commissioner Scutari and was unanimously order approved by a roll call vote. Clerk da Silva called for the vote on the nomination of Commissioner Scutari. Commissioner Scutari was unanimously elected chairman by a roll call vote.

Chairman Scutari assumed the Chair. He thanked everyone for their support and stated he looked forward to continue working with the Commissioners and staff.

Chairman Scutari called for nominations for the office of Vice-Chairman of the Authority. Commissioner Salerno nominated Commissioner Rountree for Vice-Chairman. The nomination was seconded by Commissioner Hockaday. No other nominations were made. Commissioner Salerno moved to close nominations for the office of Vice-Chairman. The motion

was seconded by Commissioner Hockaday and was unanimously ordered approved by a roll call vote. Chairman Scutari called for the vote on the nomination of Commissioner Rountree as Vice-Chairman of the Authority. The motion was made by Commissioner Hockaday and seconded by Commissioner Salerno. Commissioner Rountree was unanimously elected Vice-Chairman by a roll call vote.

Chairman Scutari called for nominations for the office of Secretary of the Authority. Commissioner Tomko nominated Commissioner Salerno for Secretary. The nomination was seconded by Commissioner Bornstad. No other nominations were made. Commissioner Rountree moved to close nominations for the office of Secretary. The motion was seconded by Commissioner Tomko and was unanimously ordered approved by a roll call vote. Chairman Scutari called for the vote on the nomination of Commissioner Salerno as Secretary of the Authority. The motion was made by Commissioner Rountree and seconded by Commissioner Bornstad. Commissioner Salerno was unanimously elected Secretary by a roll call vote.

Chairman Scutari called for nominations for the office of Treasurer of the Authority. Commissioner Rountree nominated Commissioner Tomko. The nomination was seconded by Commissioner Bornstad. No other nominations were made. Commissioner Rountree moved to close nominations for the office of Secretary. The motion was seconded by Commissioner Scutari and was unanimously ordered approved by a voice call vote. Chairman Scutari called for the vote on the nomination of Commissioner Tomko as Treasurer of the Authority. Commissioner Rountree made the motion and seconded by Chairman Scutari. Commissioner Tomko was unanimously elected Treasurer by a roll call vote.

Chairman Scutari asked for a motion to approve Resolution 5-2016, approval of the minutes of January 6, 201. Commissioners Bornstad made a motion to approve resolution 5-2016, The motion was seconded by Commissioner Tomko and was approved by roll call vote with all voting in favor except Commissioners D'Elia and Salerno who abstained.

Vice Chairwoman Rountree moved resolution 6-2016, approval of bill and release of voucher for processing and payment, subject to the certification that sufficient funds are available. The motion was seconded by Commissioner D'Elia and approved with all voting in favor by roll call vote.

Mr. Sullivan explained resolution 7-2016, approving a list of firms qualified to perform various services for the Authority pursuant to a Request for Qualification process. Chairman Scutari asked for a motion to approve resolution 7-2016. The motion was made by Commissioner Salerno and seconded by Commissioner D'Elia. The resolution was approved unanimously by roll call vote.

Commissioner Bornstad made a motion to move resolution 8-2016, appointing certain professional and consultants to the Authority. The motion was seconded by Commissioner D'Elia and approved unanimously by roll call vote.

Chairman Scutari asked for a motion to approve resolution 9-2016, reappointing Jonathan Williams, Esq., of the firm DeCotiis Fitzpatrick and Cole, LLC as General Counsel to the

Authority. The motion was made by Vice Chairwoman Salerno and seconded by Commissioner D'Elia. The motion was approved unanimously by roll call vote. Mr. Williams thanked the Commissioners.

Chairman Scutari asked for a motion to approve resolution 10-2016, designating the Authority's official newspapers. The motion was made by Commissioner Bornstad and seconded by Commissioner D'Elia, with all voting in favor by roll call vote.

Chairman Scutari asked for a motion to approve resolution 11-2016, designating the financial institution as official depositories for the monies of the Authority. The motion was made by Commissioner Salerno and seconded by Commissioner D'Elia. The motion was approved unanimously by roll call vote.

Chairman Scutari asked for a motion to approve resolution 12-2016 establishing an annual meeting schedule for the period March 2016 through February 2017. The motion was made by Commissioner Bornstad and seconded by Commissioner D'Elia and unanimously approved by roll call vote.

Chairman Bornstad Asked for a motion to approve resolution 13-2016, readopting the bylaws of the Authority. The motion was made by Commissioner Rountree and seconded by Commissioner Hockaday with all voting in favor by roll call vote.

Mr. Sullivan spoke about resolution 14-2016, authorizing the adoption of an employee handbook. He introduced John Bartlett, Esq. of Murphy Orlando, LLC the Authority's Labor Counsel who worked to draft the handbook along Clerk da Silva. Mr. Bartlett explained the need for the Authority to have a formal policy and noted the policy is modeled after the County's Employee Handbook. The motion was made by Commissioner Bornstad and seconded by Commissioner D'Elia with all voting in favor by roll call vote.

Mr. Sullivan explained the details of resolution 15-2016, establishing an Imprest (petty cash) Fund and designating Lisa M. da Silva as custodian of the fund. Mr. Sullivan explained it would be helpful to have an Imprest Fund to pay for minor expenses. The motion was made by Commissioner Salerno and seconded by Commissioner Hockaday.

Mr. Sullivan explained the details of resolution 16-2016, accepting the conclusions and recommendations of the Evaluation memorandum dated January 29, 2016, prepared by the Evaluation Team formed for the Union County Improvement Authority's request for qualification for the Roselle Mind and Body Project. The motion was made by Commissioner Bornstad and seconded by Commissioner Hockaday with all voting in favor by roll call vote.

Commissioner Scutari asked for a motion to approve resolution 17-2016 commending the dedicated public service of Commissioner Linda Hines. The motion was made by Commissioner Tomko and seconded by Commissioner Salerno with all voting in favor by roll call vote.

Report of Committees, Staff and Counsel – Executive Session.

There was no executive session.

Unfinished Business

There was no unfinished business to discuss.

New Business

Mr. Sullivan informed the Commissioner of the need to hold a special meeting on Thursday February 11, 2016 to approve the Authority Budget as well as consider a contract award for the Fit out for the New Jersey Department of Labor Workers Compensation Court and the Union County Learning Link Department at Park Madison Office Building.

There being no further business to discuss, Commissioner Rountree made a motion to adjourn. The motion was seconded by Commission D'Elia and approved by voice vote.

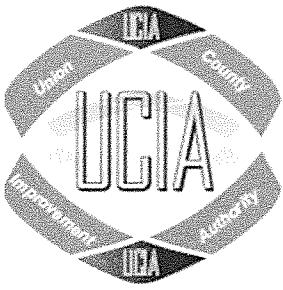
The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Lisa M. da Silva
Clerk of the Authority

Anthony Scutari
Chairman

John Salerno
Secretary



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February 11, 2016
Special Meeting 11:00 a.m.

Chairman Scutari called the meeting to order at 11:05 a.m. in the meeting room of the Union County Improvement Authority, 1499 US Highway One, North, Rahway New Jersey.

Notice of Compliance of the Open Public Meetings Act was read by Clerk da Silva.

A roll call of Commissioners showed the following present: Commissioners Bornstad, D'Elia (via teleconference) Hockaday (*via teleconference*), Salerno (via teleconference), Tomko (via teleconference), Vice-Chairwoman Rountree (via teleconference) and Chairman Scutari

Commissioners absent: Commissioners, and Vollero.

Others present: Executive Director Daniel P. Sullivan of the Authority's staff; John Palumbo, Esq., and of DeCotiis Fitzpatrick & Cole; Freeholder Christopher Hudak (via teleconference).

Chairman Scutari led the Pledge of Allegiance.

Communications: There were no communications.

Public Comment: There were no public comment.

Report of Executive Director, Committees, Staff and Counsel - Public Session I

Resolutions/Consent Agenda

Commissioner Bornstad moved resolution 18-2016, authorizing the approval of the annual budget for the fiscal year January 1, 2015 to December 31, 2016. The motion was made by Commissioner Bornstad and seconded by Commissioner Rountree with all members present voting in favor by roll call vote.

Mr. Sullivan spoke about resolution 19-2016, Rejecting all bids for the Fit Out of Space for New Jersey Department of Labor Workers' Compensation Court and Union County Learning Link Department at Park Madison Office Building, 200 West Second Street, Plainfield, New Jersey 07060. Mr. Sullivan explained all bids received were well over the anticipated amount. Two of the bids received were believed to be materially deficient. He stated the Authority was setting up a meeting with the NJ Division of Property and Management and Construction in an attempt to renegotiate the specifications for the fit out in addition to extending the timeline for the renovations to be made or have the State contribute to the cost of the fit out. Mr. Sullivan stated the Authority was neither prepared to award a contract nor reject all bids at this time and was recommending the Board Table the resolution at this time. Chairman Scutari asked for a motion to table resolution 19-2016. The

UCIA Special meeting
2/11/2016
Public Session

motion was made by Commissioner Bornstad and seconded by Commissioner Tomko with all members present voting in favor by roll call vote.

Report of Committees, Staff and Counsel – Executive Session.

There was no executive session

Report of Committees, Staff and Counsel- Public Session II

There being no further business to discuss, Commissioner Rountree made a motion to adjourn. The motion was seconded by Commissioner Tomko and approved all members present by voice vote.

The meeting was adjourned at 11:11 p.m.

Respectfully submitted,

Lisa M. da Silva
Clerk of the Authority

Anthony Scutari
Chairman

John Salerno
Secretary