

ORDINANCE NO: 664-2007
 DATE OF INTRO: 12/6/2007
 DATE OF ADOPTION: 12/20/2007

UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED "AN ORDINANCE ADOPTING A CODIFICATION OF THE LAW, ORDINANCES, POLICIES AND RESOLUTIONS OF UNION COUNTY, STATE OF NEW JERSEY; PROVIDING FOR THE MAINTENANCE OF SAID CODE; AND SAVING FROM REPEAL CERTAIN LEGISLATION NOT INCLUDED THEREIN", ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF UNION ON AUGUST 19, 1993

AN ORDINANCE TO AMEND THE "LAWS OF UNION COUNTY"

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



CONTINUED...

(See attached)

Note: All text that is underlined is inserted/new language.
 All text that is ~~struck through~~ is deleted language.

NO SUFFICIENCY OF FUNDS REQUIRED
[Signature]
 12-6-2007

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
HOLMES	X							HOLMES	X						
MAPP	X							MAPP	X						
MIRABELLA	X							MIRABELLA	X					X	
PROCTOR	X							PROCTOR	X						
SCANLON	X				X			SCANLON	X						X
SULLIVAN	X					X		SULLIVAN	X						
WARD	X							WARD	X						
ESTRADA VICE-CHAIRMAN	X							ESTRADA VICE-CHAIRMAN	X						
KOWALSKI CHAIRWOMAN	X							KOWALSKI CHAIRWOMAN	X				X		

APPROVED AS TO FORM  COUNTY ATTORNEY	I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Union on the date above mentioned.  CLERK
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SCHEDULE A

PART I - ADMINISTRATIVE CODE

Chapter 1 UNION COUNTY GOVERNMENT STRUCTURE

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

ARTICLE XIV, Departments; Divisions; Bureaus

§ 1-70. Department structure.

The administrative functions, powers and duties of Union County government shall be allocated and assigned among and within the departments established by this Code and as required by the Charter with respect to the County offices established under the Constitution of the State of New Jersey.

§ 1-71. Departments enumerated.

[Amended 7-7-1988 by Ord. No. 299; 7-18-1991 by Ord. No. 337; 6-20-02 by Ord. No. 553; 3-10-2005 by Ord. No. 611]

The following are hereby established as the departments of the government of the County of Union:

- A. Administrative Services.
- B. Finance.
- C. Runnells Specialized Hospital.
- D. Human Services.
- E. Public Safety.
- F. Engineering and Public Works. [Amended 6-20-2002 by Ord. No. 553]

G. Parks and Community Renewal

~~G. Economic Development. [Added 6-26-1997 by Ord. No. 452; amended 2-24-2000 by Ord. No. 511]~~

~~H. Parks, Recreation, and Facilities. [Added 2-24-2000 by Ord. No. 511; amended 3-10-2005 by Ord. No. 611]~~

§ 1-72. Department heads; powers and duties.

There shall be a Director of each department who, as the head of the department and its principal officer, shall be responsible to the County Manager for all its operations. Each Director, except the County Counsel as Director of the Department of Law, shall be appointed by the County Manager and shall serve at his pleasure, subject to applicable civil service provisions, rules and regulations and all applicable tenure rights; shall conduct the affairs of the department in accordance with the rules and regulations made by the County Manager; shall be subject to the direction, supervision and control of the County Manager in all matters; and shall be responsible for the conduct of the officers and employees in his department, the performance of its functions and the custody of all books, records, papers and property under its control. Each Director as department head, shall:

- A. Organize the work of his department.
- B. Direct and supervise the personnel of the department in such manner as to coordinate and control the work product of the department.
- C. Authorize or designate a responsible employee to authorize all purchase requisitions on behalf of the department.
- D. Report, in writing, to the County Manager on the work of the department, as requested.

§ 1-99.3. Division of Motor Vehicles.

[Added 3-10-2005 by Ord. No. 611]

- A. Under the direction and supervision of the Director of the Department of Administrative Services, the Division of Motor Vehicles' functions and responsibilities shall include the management, maintenance and repairs of all County-owned vehicles except the vehicles under the jurisdiction of the Department of Engineering and Public Works.
- B. Division head. The Director of the Division of Motor Vehicles shall be the head of the Division and shall be responsible to the Director of the Department Administrative Services for its operation.
- C. Division organization.
 - (1) Within the Division, there shall be the following bureaus:
 - (a) Bureau of Mailroom & Messenger Services.
 - (2) Bureau Chief. The Chief of each bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Motor Vehicles.
 - (3) The Division of Motor Vehicles' general functions shall include:
 - (a) Controlling the inventory and issuing of passenger motor vehicles for the County, as well as other transportation services, as required except the vehicles under the jurisdiction of the Department of Engineering and Public Works.
 - (b) Providing motor vehicles, storage and maintenance facilities and establishing and implementing procedures and uniform regulations relating to the motor pool facilities, equipment, safety, repairs and replacement of vehicles.
 - (c) Having responsibility for performing repairs, maintenance and all service necessary to keep the motor vehicles in safe and readily usable condition except the vehicles under the jurisdiction of the Department of Engineering and Public Works.
 - (d) Monitoring the usage of all vehicles and keeping records on all repairs, gas, oil, etc except the vehicles under the jurisdiction of the Department of Engineering and Public Works.
 - (4) The Bureau of Mailroom & Messenger Services functions shall include all County mailroom and messenger services.

ARTICLE XVIII, Department of Economic Development—Parks & Community Renewal

[Adopted 6-26-1997 by Ord. No. 452]

§ 1-100. Department established; purpose; organization.

[Amended 6-20-2002 by Ord. No. 553; 9-14-2006 by Ord. No. 636]

- ~~A. General purpose; Departmental organization. There shall be a Department of Economic Development for the purpose of promoting and developing the economic growth of the County of Union. The Director of Economic Development shall be the Head of the Department and shall be responsible to the County Manager for its operation. The Director~~

~~shall be fully responsible for the implementation and coordination of all economic development plans and programs including matters affecting workforce investment, community development, quality of housing and preservation of historic sites and programs. The office staff of the Director shall include, but not be limited to, the Office of Cultural & Heritage Affairs.~~

A. General Purpose; Departmental Organization. There shall be a Department of Parks and Community Renewal for the purpose of promoting and developing the planning, development and growth of the County of Union, coordinating all aspects of such through the efficient and effective use of financial, operational and administrative resources and to proactively address the needs of County residents. The Director shall be fully responsible for the Department's operation.

B. There may be a Deputy Director who shall be responsible to the Director of the Department of Parks and Community Renewal.

C. The Department shall have a Bureau of Governmental Relations and Community Outreach. The Bureau Chief shall report to the Director of Parks and Community Renewal. The function of the Bureau of Governmental Relations and Community Outreach is to develop and administer programs to facilitate the public use and enjoyment of County parks and recreational facilities in consolidation of County grant programs for maximum effectiveness. The Bureau shall include the Office of Cultural and Heritage Affairs.

~~B.~~ D. The Office of Cultural and Heritage Affairs functions and responsibilities shall include:

- (1) Create, support and encourage programs promoting public interest and participation in local arts, history and culture.
- (2) Maintain an annual preservation awards program commending noteworthy historic preservation.
- (3) Educate the public on local, state and municipal efforts to preserve historical sites.
- (4) Maintain an historic inventory as a resource for federal and state agencies and local planners.

[Amended 9-14-2006 by Ord. No. 636]

~~C.~~ E. The Department of ~~Economic Development~~ Parks & Community Renewal shall consist of the following Divisions:

- (1) Division of Planning and Community Development.
- (2) Division of Information Technologies. [Added 7-22-1999 by Ord. No. 503]

[Amended 9-14-2006 by Ord. No. 636]

- (3) Division of Park Maintenance and Administrative Support
- (4) Division of Golf Operations
- (5) Division of Parks Planning & Environmental Services

§ 1-101. Division of Planning and Community Development.

[Amended 6-20-2002 by Ord. No. 553]

A. Under the direction and supervision of the Director of ~~Economic Development~~ Parks & Community Renewal, the Division of Planning and Community Development's functions and responsibilities shall include:

- (1) Strengthening Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic growth and development in partnership with the Union County Alliance, the Union County Economic Development Corporation and all other public/private partnerships.

- (2) Implementing the Long Range Strategic Plan for Union County adopted in 1996.
 - (3) Establish 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.
 - (4) Maximize federal, state and foundation grant dollars and reduce 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.
- B. Division head. The Director of the Division of Planning and Community Development shall be the head of the Division and shall be responsible to the Director of the Department of ~~Economic Development~~ Parks & Community Renewal for its operation.
- C. Subdivisions. Within the Division of Planning and Community Development shall be the following subdivisions:
- (1) Bureau of Transportation Planning.
 - (2) Bureau of Land and Facilities Planning.
 - (3) Bureau of Community Development.
 - (4) Bureau of Housing.

§ 1-102. Bureau of Transportation Planning.

[Amended 6-20-2002 by Ord. No. 553]

- A. Under the direction and supervision of the Director of the Division of Planning and Community Development, the Bureau of Transportation Planning functions and responsibilities shall include:
- (1) Providing a balanced transportation system that most efficiently services the County.
 - (2) Planning a coordinated intermodal transportation system.
 - (3) Encouraging the improvement and extension of commuter rail and rapid transit into the County.
 - (4) Providing a highway system of adequate capacity to accommodate present and anticipated traffic Volumes safely and efficiently.
 - (5) Surveying and analyzing traffic conditions on County and local roads.
 - (6) Coordinating County, municipal, state and interstate facility planning.
 - (7) Rendering technical assistance and advice to public and private agencies involved in transportation planning.
- B. Bureau ~~Chief~~head. The ~~Chief Director~~ of the Bureau of Transportation Planning shall be the Head of the Bureau and shall be responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-103. Bureau of Land and Facilities Planning.

[Amended 6-20-2002 by Ord. No. 553]

- A. Under the direction and supervision of the Director of the Division of Planning and Community Development, the Bureau of Land and Facilities Planning functions and responsibilities shall include:
- (1) Preparing a Master Plan for the physical development of the County.
 - (2) Preparing an Official County Map.
 - (3) Coordinating, advising and consulting with municipal, state and regional planning agencies in regard to plans and programs affecting Union County.
 - (4) Assisting the County Manager in the preparation of County capital budget and capital improvement programs.

- (5) Advising the County Manager and Board on matters of planning and policy evaluation.
- (6) Pursuing special studies when requested.
- (7) Reviewing and approving, where appropriate, applications for land development within the County.
- (8) Assembling and distributing data on the County as part of the continuing planning process.
- (9) Being responsible for the development of data on the social planning needs and economic development of Union County.

B. Bureau ~~Chief~~head. The ~~Chief~~ Director of the Bureau of Land and Facilities Planning shall be the Head of the Bureau and responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-104. Bureau of Community Development.

[Amended 6-20-2002 by Ord. No. 553]

A. Under the direction and supervision of the Director of the Division of Planning and Community Development, the Bureau of Community Development functions and responsibilities shall include:

- (1) Preparing, facilitating, and disseminating all matters relating to the planning and development of the County, including but not limited to those matters pertaining to planning, development, and community development mandated by federal or state government.
- (2) Performing 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.
- (3) Providing technical assistance to the County Community Development Revenue Sharing Committee and other agencies and/or municipalities in preparing applications for the Housing and Community Development Program or other housing programs.
- (4) Conducting and annually updating a housing conditions analysis to determine Union County's housing needs as part of the required community development procedure.
- (5) Assisting Union County's municipalities, the Community Development Revenue Sharing Committee and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities.
- (6) Maintaining close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development.

B. Bureau head. The Director of the Bureau of Community Development shall be the Head of the Bureau and shall be responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-105. Bureau of Housing.

[Added 6-20-2002 by Ord. No. 553]

A. Under the direction and supervision of the Director of the Division of Planning and Community Development, the Bureau of Housing's functions and responsibilities shall include:

- (1) Preparing, facilitating and disseminating matters by federal and state government with reference to housing.
- (2) Performing all functions related to implementing a housing program, as required by the Housing and Community Development Act of 1974 and all amendments thereto.

- (3) Providing technical assistance to various agencies and municipalities in preparing applications for housing programs.
- (4) Conducting and annually updating housing conditions analysis to determine Union County's housing needs.
- (5) Maintaining close liaison with the New Jersey Department of Community Affairs (DCA) and the United States Department of Housing and Urban Development (HUD).

§ 1-106. Reserved

[Amended 6-20-2002 by Ord. No. 553; 9-14-2006 by Ord. No. 636]

§ 1-107. Division of Information Technologies.

[Added 7-22-1999 by Ord. No. 503; amended 6-20-2002 by Ord. No. 553; amended 3-10-2005 by Ord. No. 611]

- A. Under the direction and supervision of the Director of the Department of ~~Economic Development~~ Parks & Community Renewal, the Division of Information Technologies' functions and responsibilities shall include:
- (1) Operating and maintaining systems and equipment for computers.
 - (2) Providing technical support, including analysis, development, programming and training for end-users.
 - (3) Providing telecommunications services and support.
 - (4) Providing Geographic Information Systems (GIS) related services.
- B. Division head. The Director of the Division of Information Technologies shall be the head of the Division and shall be responsible to the Director of the Department of ~~Economic Development~~ Parks & Community Renewal for its operation.
- C. Division organization. Within the Division there shall be the following bureaus:
- (1) Bureau of Data Processing and Telecommunications.
 - (2) Bureau of Geographic Information Systems (GIS).
- D. Bureau Chief. The Chief of each bureau shall be ~~the head in charge~~ in charge of the ~~b~~ Bureau and shall be responsible to the Director of the Division of Information Technologies.
- E. Bureau of Data Processing and Telecommunications' functions shall include:
- (1) Operating and maintaining all computer equipment and supporting devices in the data center to ensure that the computer output is accurate and on a timely basis.
 - (2) Preparing and transcribing data to machine readable formats and verifying its accuracy.
 - (3) Maintaining computer software which supports the successful operation of the data processing center.
 - (4) Being responsible for the installation of all management information systems.
 - (5) Maintaining all management information system modules and providing application support to the user departments and agencies.
 - (6) Developing new management information system applications.
 - (7) Being responsible for proper configuration and performance of centralized operating systems and local and wide area networks,
 - (8) Being responsible for technical aspects of intersystem communication, including all levels of data processing protocols.
 - (9) Being responsible for the continued support of departmental computer applications.

- (3) Providing technical assistance to various agencies and municipalities in preparing applications for housing programs.
- (4) Conducting and annually updating housing conditions analysis to determine Union County's housing needs.
- (5) Maintaining close liaison with the New Jersey Department of Community Affairs (DCA) and the United States Department of Housing and Urban Development (HUD).

§ 1-106. Reserved

[Amended 6-20-2002 by Ord. No. 553; 9-14-2006 by Ord. No. 636]

§ 1-107. Division of Information Technologies.

[Added 7-22-1999 by Ord. No. 503; amended 6-20-2002 by Ord. No. 553; amended 3-10-2005 by Ord. No. 611]

- A. Under the direction and supervision of the Director of the Department of ~~Economic Development~~ Parks & Community Renewal, the Division of Information Technologies' functions and responsibilities shall include:
 - (1) Operating and maintaining systems and equipment for computers.
 - (2) Providing technical support, including analysis, development, programming and training for end-users.
 - (3) Providing telecommunications services and support.
 - (4) Providing Geographic Information Systems (GIS) related services.
- B. Division head. The Director of the Division of Information Technologies shall be the head of the Division and shall be responsible to the Director of the Department of ~~Economic Development~~ Parks & Community Renewal for its operation.
- C. Division organization. Within the Division there shall be the following bureaus:
 - (1) Bureau of Data Processing and Telecommunications.
 - (2) Bureau of Geographic Information Systems (GIS).
- D. Bureau Chief. The Chief of each bureau shall be ~~the head~~ in charge of the ~~b~~Bureau and shall be responsible to the Director of the Division of Information Technologies.
- E. Bureau of Data Processing and Telecommunications' functions shall include:
 - (1) Operating and maintaining all computer equipment and supporting devices in the data center to ensure that the computer output is accurate and on a timely basis.
 - (2) Preparing and transcribing data to machine readable formats and verifying its accuracy.
 - (3) Maintaining computer software which supports the successful operation of the data processing center.
 - (4) Being responsible for the installation of all management information systems.
 - (5) Maintaining all management information system modules and providing application support to the user departments and agencies.
 - (6) Developing new management information system applications.
 - (7) Being responsible for proper configuration and performance of centralized operating systems and local and wide area networks,
 - (8) Being responsible for technical aspects of intersystem communication, including all levels of data processing protocols.
 - (9) Being responsible for the continued support of departmental computer applications.

- (10) Being responsible for the implementation and maintenance of all departmental systems and procedures.
- (11) Handling all requests for telephone, radio, public address and intercommunications services made by officials of the County, planning service needs and ordering equipment.
- (12) Being responsible for the design and implementation of all new and changed radio, television and audio systems utilized by the County and handling all Federal Communications Commission and Federal Aviation related matters concerning the County's equipment.
- (13) Providing for the repair and preventive maintenance of all radio, public address and audio systems, intercommunication systems and other electronic equipment.
- (14) Operating all telephone switches and maintaining up-to-date information pertaining to telephone numbers of using employees and offices.
- (15) Operating, coordinating and scheduling the County television system.
- (16) Being responsible for the design and implementation of all new and changed reproducing equipment utilized by the County and handling planning and all related matters concerning the equipment.

F. The Bureau of Geographic Information Systems' functions shall include:

- (1) Preparing County maps, digitized photographs and creating specific information for County departments and municipalities to deal with issues of public safety, economic development, and transportation issues.

§§ 1-108 through 1-110. (Reserved)

§ 1-111. Division of Park Maintenance and Administrative Support.

A. Under the direction and supervision of the Director of the Department of Parks and Community Renewal, the Division of Park Maintenance and Administrative Support functions shall include preserving and improving all County park and recreational facilities; providing the necessary technical resources to assure a smooth operation of all County park and recreational facilities; and providing custodial and janitorial services for all park facilities, including providing for the care, cultivation, planting and replanting of all lawns, flowers and shrubs on County property. Further, shall be responsible for the supervising, coordinating and directing the provision of a variety of financial and administrative services that support the functions and objectives of the department.

B. Division head. The Director of the Division of Park Maintenance and Administrative Support shall be the head of the Division and shall be responsible to the Director of the Department of Parks and Community Renewal for its operation.

C. Division organization.

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

- (a) The Bureau of Construction and Trades.
- (b) The Bureau of Horticulture and Park Maintenance.
- (c) The Bureau of Recreation.

(2) Bureau Chief. The Chief of each Bureau shall be in charge of the Bureau and shall be responsible to the Director of the Division of Park Maintenance and Administrative Support.

(3) The Bureau of Construction and Trades functions shall include:

- (a) Preserving, caring for, laying out, constructing and improving park and recreational facilities, the Watchung Reservation and open spaces.

(b) Providing technical and mechanical services required for the safe and efficient operation of the heating, ventilating and air-conditioning systems within the County park system.

(4) The Bureau of Horticulture and Park Maintenance functions and responsibilities shall include:

(a) Providing custodial and janitorial services for all park facilities.

(b) Providing for the care, cultivation, planting and replanting of all lawns on County property.

(c) Providing for the care, cultivation, planting and replanting of flowers and shrubs on County property.

(d) Providing for the care, cultivation, planting and trimming of trees on all County parkland. [amended 2-5-2004 by Ord. No. 587].

(5) The Bureau of Recreation's functions shall include:

(a) Developing and administering programs to facilitate the public use and enjoyment of County parks, playgrounds, the Watchung Reservation, open spaces and places of recreation.

(b) Operating all County recreation facilities.

(c) Coordinating park and recreational facilities, programs and special events of the County with other public and private recreational facilities within the County.

§ 1-112. Division of Golf Operations.

A. Under the direction and supervision of the Director of the Department of Parks and Community Renewal, the Division of Golf Operations functions shall include the management and maintenance of all County golf facilities.

B. Division head. The Director of the Division of Golf Operations shall be in charge of the Division and shall be responsible to the Director of the Department of Parks and Community Renewal for its operation.

C. Division organization.

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

(a) The Bureau of Golf Services.

(b) The Bureau of Golf Maintenance.

(2) Bureau Chief. The Chief of each Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Golf Operations.

(3) The Bureau of Golf Services functions shall include the management and operation of all County golf facilities.

(4) The Bureau of Golf Maintenance functions shall include providing for the care and maintenance of all County golf facilities.

§ 1-113. Division of Parks Planning and Environmental Services.

A. Under the direction and supervision of the Director of the Department of Parks and Community Renewal, the Division of Parks Planning and Environmental Services shall be responsible for developing plans and coordinating the implementation of plans for renovating existing park facilities and constructing new facilities.

B. Division head. The Director of the Division of Park Planning and Environmental Services shall be the head of the Division and shall be responsible to the Director of the Department of Parks and Community Renewal for its operation.

C. Division organization.

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

(a) The Bureau Planning and Environmental Conservation.

(5) The Bureau of Planning and Environmental Conservation's functions and responsibilities shall include:

(a) Responsible for developing plans and coordinating the implementation of plans for renovating existing Park facilities, constructing new facilities, and environmental programs.

(b) Implementing and coordinating Household Special Waste, Computer and Electronics, and Battery/Motor Oil/Filters recycling events funded through the Solid Waste Services Tax.

(c) Implementing and coordinating the Scrap Tire Management Program to fund cleanup and disposal of scrap tires found on public lands.

(d) Providing administrative and coordination assistance to municipalities in implementing the Clean Communities Program.

(e) Performing such other duties as may be required by the Director of the Division of Park Planning and Maintenance.

(f) Preparing and Disseminating all mandated statistical programmatic reports to appropriate agencies and officials.

(g) The Bureau Chief of the Bureau of Planning and Environmental Conservation shall also serve as the District Recycling Coordinator.

ARTICLE XIX, Department of Engineering and Public Works

[Added 7-18-1991 by Ord. No. 337; amended 4-14-1994 by Ord. No. 390; 6-26-1997 by Ord. No. 452; 12-11-1997 by Ord. No. 458; 6-25-1998 by Ord. No. 478; 7-22-1999 by Ord. No. 503; 6-20-2002 by Ord. No. 553]

§ 1-111. General purpose; departmental organization.

- A. There shall be a Department of Engineering and Public Works for the purpose of planning, constructing, repairing and maintaining all property and infrastructure owned and operated by Union County.
- B. Department head. The Director of the Department of Engineering and Public Works shall be the head of the Department and shall be responsible to the County Manager for the Department's operation. The Director of the Department of Engineering and Public Works may also be the director of a division within the Department Engineering and Public Works.
- C. The Department of Engineering and Public Works shall include the following divisions:
 - (1) The Division of Public Works.
 - (2) The Division of Engineering.
 - (3) The Division of Facilities Management

§ 1-112. Division of Public Works.

- A. Under the direction and supervision of the Director of The Department of Engineering and Public Works, the Division of Public Works' functions and responsibilities shall include: road construction and maintenance, bridge maintenance and public works, shade tree and conservation and mosquito control.
- B. Division head. The Director of the Division of Public Works shall be the head of the Division and shall be responsible to the Director of the Department of Engineering and Public Works for its operation. The Director of the Division of Public Works may be the Director of the Department of Engineering and Public Works.
- C. Division organization.

- (1) Within the Division, there shall be the following bureaus:
 - (a) Bureau of Roads and Bridges.
 - (b) Bureau of Shade Tree and Conservation.
 - (c) Bureau of Mosquito Control.
 - (d) Bureau of Inspections.
- (2) Bureau Chief. The Chief of each bureau shall be ~~the head~~ in charge of the bureau and shall be responsible to the Director of the Division of Public Works.
- (3) The Bureau of Roads and Bridges' functions shall include:
 - (a) Maintaining and repairing County roads.
 - (b) Maintaining, installing and cleaning storm drainage facilities.
 - (c) Performing weed control and grass maintenance on all County rights-of-way.
 - (d) Maintaining County roads in a clean and safe condition for passage free of all obstructions and hazards and removing leaves, snow, ice and debris as required.
 - (e) Maintaining, installing and repairing road warning signs and traffic lane markings on all County roads and bridges.
 - (f) Maintaining and repairing County bridges and culverts.
 - (g) Maintaining County bridges free of obstructions and hazards.
 - (h) Performing stream clearance and desnagging under County bridges and culverts.
 - (i) Operating and maintaining movable County bridges.
- (4) The Bureau of Shade Tree and Conservation's functions and responsibilities shall include:
 - (a) Providing for the planting, replanting, trimming and care of trees within County road rights-of-way. [amended 2-5-2004 by Ord. No. 587].
 - (b) Operation of the County's compost facility and ancillary work.
- (5) The Bureau of Mosquito Control's functions shall include:
 - (a) Controlling and exterminating all species of mosquitoes within County limits.
 - (b) Coordinating all activities with adjacent counties to control the breeding of all species of mosquitoes within flight range of the County.
 - (c) Enforcing Title 25, Chapter 9, Article 2 of the Laws of the State of New Jersey.
- (6) The Bureau of Inspections' functions and responsibilities shall include:
 - (a) Issuing permits for County roads for curbing, driveway aprons, roadway openings and work on or in the vicinity of a bridge or culvert, maintaining records as necessary and inspecting the construction of these items.
 - (b) Cooperating with public service facilities and private contractors in placing County projects.
 - (c) Supervising material testing procedures relating to construction of County roads, bridges and curbing.
 - (d) Accepting applications, issuing permits and maintaining records for road openings, curbs, driveway aprons and connections to bridges, culverts and drainage systems within roadways maintained by the County.

A. Under the direction and supervision of the Director of The Department of Engineering and Public Works, the Division of Engineering's functions and responsibilities shall include:

- (1) Providing engineering advice and assistance to the Board of Chosen Freeholders, the County Manager and County departments/agencies; performing the engineering work and decisions involved with the design, maintenance and construction of roads, intersections, bridges, stormwater facilities, buildings, parks, and other projects and reviewing review and approving plans and specifications, tabulating bids and recommending award of contracts; administering and inspecting for contract performance, certifying satisfactory contract performance for final payment and acceptance of work for County operational services projects. [Amended 9-23-1999 by Ord. No. 507]
- (2) Providing technical information on traffic and transportation matters and maintaining markings and signs on County roads.
- (3) Performing its duties and responsibilities in conjunction and cooperation with the State Department of Transportation and municipalities of Union County, as necessary.
- (4) Providing technical assistance to the municipalities of Union County, as necessary.
- (5) Administering professional service contracts as necessary to implement and develop various County public works projects.
- (6) Capital projects. The Division of Engineering shall be responsible for the administration, supervision and oversight of all capital projects within the County of Union.

B. Director of the Division of Engineering.

- (4) Division head. The Director of the Division of Engineering shall be the head of the Division and shall be responsible to the Director of The Department of Engineering and Public Works for its operation. The Director of the Division of Engineering shall be a duly licensed professional engineer in the State of New Jersey. The Director of the Division of Engineering may be the County Engineer.
- (5) The Director of the Division of Engineering will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendation with respect to the conduct, functioning and work of the Division as may be required.

C. Division organization.

- (1) Within the Division, there shall be the following Bureaus:
 - (a) Bureau of Engineering Services.
 - (b) Bureau of Traffic Maintenance.
- (2) Bureau Chief. The Chief of each bureau shall be ~~the head in charge~~ of the bureau and shall be responsible to the Director of the Division of Engineering.
- (3) Engineering functions shall include:
 - (a) Conducting investigations, studies, planning and surveys necessary for the preparation of preliminary designs, plans and specifications and making estimates of costs for road, intersection, bridge, culvert, storm drainage and flood control facilities construction, reconstruction, major repair, replacement and improvements.
 - (b) Preparing final plans, specifications and proposals for advertising to receive bids upon approval of preliminary plans.
 - (c) On receipt of bids, preparing reports and recommendations for contract awards or rejection of bids.

- (d) Providing project construction administration and inspection for contract compliance to said plans, specifications and contracts.
- (e) Complying with state and/or federal requirements and performing liaison work where state and/or federal funds are involved and obtaining state and/or federal approvals where required.
- (f) Providing and maintaining surveys, maps, plans, specifications, operating records and files pertaining to County roads, bridges, sewers and storm drainage facilities; coordinating with the Division of Planning and Community Development, Bureau of GIS.
- (g) Maintaining County rain charts, stream gage records and geodetic monument records.
- (h) Providing surveyors, developers, municipalities and consultants with records and data maintained concerning the County's infrastructure, including roadways, bridges, stormwater management and flood control, etc.
- (i) Providing material testing procedures relating to construction of County infrastructure.
- (j) Preparing estimates for capital expenditure programs.
- (k) Cooperating with public and private utilities in developing and coordinating County projects.
- (l) Reviewing subdivision and development plans as to impacts on County roads, parks, bridges, stormwater facilities and flood control requirements.
- (m) Maintaining records of the work of the Division of Engineering.
- (n) Soliciting federal and state funding.

(4) Bureau of Traffic Maintenance's functions shall include:

- (a) Providing traffic engineering services as required, including the gathering of operational traffic count data, performing studies to determine capacities and identifying and recommending corrections to traffic problems.
- (b) Reviewing applications for land development within the County to determine traffic impact on County roads.
- (c) Soliciting federal and state grants for traffic programs.
- (d) Rendering technical assistance and advice to municipal engineers, police departments and the public concerning traffic/transportation.
- (e) Supervising the maintenance of County roadway markings and signs.
- (f) Maintaining records related to County roadways, markings, signs and traffic Volume data.
- (g) Providing a liaison with federal and state agencies involved in traffic engineering.
- (h) Providing engineering advice and design services to implement and maintain an intelligent transportation System (ITS) capability in Union County.

§ 1-114. (Reserved)

§ 1-115. Division of Facilities Mangement.

A. Under the direction and supervision of the Director of The Department of Engineering and Public Works, the Division of Facilities Management's functions and responsibilities shall include providing general building maintenance to all County buildings, with the exception of Runnells Specialized Hospital, including the functions of stationary engineers, custodial maintenance and general trades, construction management services, and printing and signange services.

B. Division head. The Director of the Division of Facilities Mangement shall be the head of the Division and shall be responsible to the Director of the Department of Engineering and Public Works for its operation.

C. Division Organization.

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

(a) Bureau of Custodial Maintenance.

(b) Bureau of General Trades.

(c) Bureau of Stationary Engineers.

(d) Bureau of Construction Management.

(e) Bureau of Administrative Support.

(2) Bureau Chief. The Chief of each Bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Facilities Management.

(3) Bureau of Custodial Maintenance's functions shall include providing custodial and janitorial services for all County buildings, with the exception of Runnells Specialized Hospital.

(4) Bureau of General Trades' functions shall include providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing and electrical systems of County buildings, with the exception of Runnells Specialized Hospital.

(5) Bureau of Stationary Engineers' functions shall include maintaining and operating the heating, ventilating and air-conditioning systems in all County buildings, with the exception of Runnells Specialized Hospital.

(6) The Bureau of Construction Management's functions and responsibilities shall include supervising construction projects on all County-owned facilities.

(7) The Bureau of Administrative Support's functions shall include operating, facilitating and supervising the County's printing & duplication services and signage services.

ARTICLE XXI, Department of Parks, Recreation, and Facilities

[Added 2-24-2000 by Ord. No. 511; amended 6-20-02 by Ord. No. 553; amended 3-10-2005 by Ord. No. 611]

§ 1-119. General purpose; departmental organization.

[amended 3-10-2005 by Ord. No. 611]

~~A. There shall be a Department of Parks, Recreation and Facilities for the purpose of acquiring and developing public parks, playgrounds, recreational places, the Watchung Reservation and open spaces within the County, and repairing and maintaining all property and facilities owned and operated by Union County.~~

~~B. Department head. The Director of the Department of Parks, Recreation, and Facilities shall be the head of the Department and shall be responsible to the County Manager for the Department's operation.~~

~~C. Department organization. Within the Department, there shall be the following divisions:~~

~~(1) The Division of Park Planning and Maintenance.~~

~~(2) The Division of Golf Operations.~~

~~(3) The Division of Recreation and Administrative Support.~~

~~(4) The Division of Facilities Management.~~

§ 1-120. Division of Park Planning and Maintenance.

[Amended 3-10-2005 by Ord. No. 611; 9-14-2006 by Ord. No. 636]

~~A. Under the direction and supervision of the Director of the Department of Parks, Recreation, and Facilities, the Division of Park Planning and Maintenance functions shall include preserving and improving all County park and recreational facilities; providing the necessary technical resources to assure a smooth operation of all County park and recreational facilities; and providing custodial and janitorial services for all park facilities, including providing for the care, cultivation, planting and replanting of all lawns, flowers and shrubs on County property. Further, the Division of Park Planning and Maintenance shall be responsible for developing plans and coordinating the implementation of plans for renovating existing park facilities and constructing new facilities.~~

~~B. Division head. The Director of the Division of Park Planning and Maintenance shall be the head of the Division and shall be responsible to the Director of the Department of Parks, Recreation, and Facilities for its operation.~~

~~C. Division organization.~~

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

~~(a) The Bureau of Construction and Trades.~~

~~(b) The Bureau of Horticulture and Park Maintenance.~~

~~(c) The Bureau of Planning and Environmental Conservation.~~
~~[Added 9-14-2006 by Ord. No. 636]~~

~~(2) Bureau Chief. The Chief of each Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Park Planning and Maintenance.~~

~~(3) The Bureau of Construction and Trades functions shall include:~~

~~(a) Preserving, caring for, laying out, constructing and improving park and recreational facilities, the Watchung Reservation and open spaces.~~

~~(b) Providing technical and mechanical services required for the safe and efficient operation of the heating, ventilating and air conditioning systems within the County park system.~~

~~(4) The Bureau of Horticulture and Park Maintenance functions and responsibilities shall include:~~

~~(a) Providing custodial and janitorial services for all park facilities.~~

~~(b) Providing for the care, cultivation, planting and replanting of all lawns on County property.~~

~~(c) Providing for the care, cultivation, planting and replanting of flowers and shrubs on County property.~~

~~(d) Providing for the care, cultivation, planting and trimming of trees on all County parkland. [amended 2-5-2004 by Ord. No. 587].~~

~~(5) The Bureau of Planning and Environmental Conservation's functions and responsibilities shall include:~~

~~(a) Responsible for developing plans and coordinating the implementation of plans for renovating existing Park facilities, constructing new facilities, and environmental programs.~~

~~(b) Implementing and coordinating Household Special Waste, Computer and Electronics, and Battery/Motor Oil/Filters recycling events funded through the Solid Waste Services Tax.~~

~~(c) Implementing and coordinating the Scrap Tire Management Program to fund cleanup and disposal of scrap tires found on public lands.~~

~~(d) Providing administrative and coordination assistance to municipalities in implementing the Clean Communities Program.~~

- ~~(e) Performing such other duties as may be required by the Director of the Division of Park Planning and Maintenance.~~
- ~~(f) Preparing and Disseminating all mandated statistical programmatic reports to appropriate agencies and officials.~~
- ~~(g) The Bureau Chief of the Bureau of Planning and Environmental Conservation shall also serve as the District Recycling Coordinator.~~

~~{Added 9-14-2006 by Ord. No. 636}~~

~~§ 1-121. Division of Golf Operations.~~

~~{amended 3-10-2005 by Ord. No. 611}~~

~~A. Under the direction and supervision of the Director of the Department of Parks, Recreation, and Facilities, the Division of Golf Operations functions shall include the management and maintenance of all County golf facilities.~~

~~B. Division head. The Director of the Division of Golf Operations shall be the head of the Division and shall be responsible to the Director of the Department of Parks, Recreation, and Facilities for its operation.~~

~~C. Division organization:~~

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

~~(a) The Bureau of Golf Services.~~

~~(b) The Bureau of Golf Maintenance.~~

~~(2) Bureau Chief. The Chief of each Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Golf Operations.~~

~~(3) The Bureau of Golf Services functions shall include the management and operation of all County golf facilities.~~

~~(4) The Bureau of Golf Maintenance functions shall include providing for the care and maintenance of all County golf facilities.~~

~~§ 1-122. Division of Recreation and Administrative Support.~~

~~{amended 3-10-2005 by Ord. No. 611}~~

~~A. Under the direction and supervision of the Director of the Department of Parks, Recreation, and Facilities, the Division of Recreation and Administrative Support functions shall include developing and administering programs to facilitate the public use and enjoyment of County parks and recreational facilities; and planning, supervising, coordinating and directing the provision of a variety of financial and administrative services that support the functions and objectives of the department.~~

~~B. Division head. The Director of the Division of Recreation and Administrative Support shall be the head of the Division and shall be responsible to the Director of the Department of Parks, Recreation, and Facilities for its operation.~~

~~C. Division organization:~~

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

~~(a) The Bureau of Recreation.~~

~~(2) Bureau Chief. The Chief of the Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Recreation and Administrative Support.~~

~~(3) The Bureau of Recreation's functions shall include:~~

~~(a) Developing and administering programs to facilitate the public use and enjoyment of County parks, playgrounds, the Watchung Reservation, open spaces and places of recreation.~~

(b) ~~Operating all County recreation facilities.~~

(c) ~~Coordinating park and recreational facilities, programs and special events of the County with other public and private recreational facilities within the County.~~

Chapter 26. BENEFITS

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 11-25-1986 as Res. No. 845-86]

ARTICLE V, Health Insurance - Retiree Health Insurance Benefits Package

[History: Adopted 11-25-1986 as Res. No. 845-86]

§ 26-8. Retiree subsidy.

A) Constitutional Officers, Department Directors and Division Heads

The County shall remove the existing cap on the retiree health benefit subsidy to provide health benefits consistent with the health benefits provided to state employees who have served twenty-five (25) years in the state pension system, excluding Medicare premiums, for all individuals holding the position of Constitutional Officer, Department Director or equivalent, or Division Head or equivalent at the time of retirement and who a) have retired on a disability pension, b) retire on or after January 1, 2008 who have twenty-five (25) years or more of service in the Public Employees Retirement System with a minimum period of five (5) years of service with the County of Union with no age limitation; or b) retire on or after January 1, 2008 who have reached the age of 62 years or older with at least 15 years of service with the County of Union.

If a Constitutional Officer's, Department Director's or equivalent or Division Head's or equivalent (hereafter employee) spouse is retired and has, in effect, benefits coverage for herself/himself and employee for life, the employee may opt to participate in the Voluntary Health Benefit Buyout Program and receive a payment of \$5,000.00 per annum, reduced to \$2,500.00 per annum upon employee reaching Medicare eligibility.

B) Exclusionary Employees

There shall be provided a subsidy toward health benefits insurance premiums for all retirees who are exclusionary employees and who have retired from and after January 1, 1986, said subsidy to be based upon the attached Schedule of Benefits which is consistent with the subsidy schedule negotiated with Retirees Council No. 8 and P.B.A. No. 108 through the collective bargaining procedure.

Schedule of Benefits

<u>Contract Type</u>	<u>County's Monthly Subsidy</u>	<u>Retiree's Monthly Premium</u>
Single under 65	57.18	38.12
Single over 65	14.30	33.57
HAW under 65	85.00	83.27
HAW, spouse over 65	85.00	83.27
P/C, retiree under 65	85.00	83.27
HAW over 65	28.49	66.46
HAW, retiree over 65	28.49	66.46
P/C, retiree over 65	28.49	66.46
Family under 65	85.00	105.22
Family, spouse over 65	85.00	105.22
Family over 65	39.43	91.99
Family, retiree over 65	39.43	91.99