



MINUTES

HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

Commissioner Meeting Room
71 Main Street, Building 1, Second Floor
Flemington, New Jersey 08822

November 21, 2023

- I. **5:00 p.m. CONVENE:**
- II. **EXECUTIVE SESSION**
- III. **5:30 p.m. PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **REPORT FROM COUNTY COUNSEL ON EXECUTIVE SESSION**
- VI. **COMMISSIONER REPORTS**

Commissioner Soloway provided several veteran related updates. Forty Hunterdon County Veterans were recognized and awarded Veteran Recognition Medals during the annual Hunterdon County Veterans Day Ceremony on November 11, 2023. Commissioner Soloway was joined by Surrogate Hoffman, Sheriff Brown, Prosecutor Robeson, Commissioner Director Rich, Deputy Director Kuhl, Commissioner Van Doren as well as State officials including Senator Steinhardt, Assembly Minority Leader John DiMaio and Assembly member Erik Peterson. Veterans interested in applying for the award should contact Hunterdon County Veterans Service Officer, Rich Booth, at booth@co.hunterdon.nj.us or by calling 908-788-1361.

Commissioner Van Doren reported the Health Department is providing free rapid covid test kits for residents. Free covid tests can also be obtained through the federal government program by visiting www.covid.gov or by calling 1-800-232-0233. As liaison to the Department of Public works, Commissioner Van Doren reported the milling and paving work on County Route 579 in Bloomsbury and extending into Alexandria and Bethlehem has been completed. The office of the County Engineer continues to be in contact with NJDOT regarding the needed repairs to the steel bridge over the Norfolk and Southern railroad in Bloomsbury Borough.

Commissioner Lanza reported the Office of Emergency Management participated in a full-scale exercise at Hunterdon Medical Center. The exercise was designed to test the coordination between local, county, and state agencies, and the interface with Hunterdon Health to accomplish the evacuation and relocation of patients. Commissioner Lanza thanked the five local EMS agencies that make up the Hunterdon County Ambulance Strike Team.

Deputy Director Kuhl announced huntART.org is now live on the Explore Hunterdon page. Natalie Zaman, the County's Executive Director of Cultural & Heritage Commission, will be attending the December 5th Commissioner Board meeting to showcase the new website. Deputy Director Kuhl reported the Senior Center is hosting "Pickets and Persistence" with Carol Simon Levin on December 4th, interested seniors can call 908-788-1359. Deputy Director Kuhl complimented the Friends of Hunterdon County Library for a successful sold out tricky tray fundraiser.

Commissioner Director Rich reiterated what a tremendous success the Hunterdon County Veterans Ceremony was. He added on Tuesday, November 14th, Hunterdon County recognized 17 employees for completion of the Thomas Edison State University Leadership Academy. Hunterdon County is the first county in the state to implement this advanced leadership program, which launched in 2022. Commissioner Director Rich congratulated each of the graduates.

VII. **PROCLAMATIONS/RECOGNITION**

VIII. **PUBLIC COMMENT, Limited to 2 minutes per person.**
(Comments exceeding 2 minutes will be entertained later in the agenda
No public comment.

IX. **GRANTS, Michael Franchini, Deputy CFO**

1. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2023 County Budget, for the 2024 Childhood Lead Grant in the amount of \$65,050.00.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
2. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2023 County Budget, for the FY 2024 Highlands Plan Conformance Economic Sustainability Planning Grant in the amount of \$150,000.00.
Motion: By: Susan Soloway **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
3. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2023 County Budget, for the Bipartisan Safer Communities Act Disaster Response Crisis Counseling County Grant in the amount of \$30,000.00.
Motion: By: Zachary Rich **Seconded:** John Lanza

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

4. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2023 County Budget, for the FFY 2023 Emergency Management Agency Assistance (EMAA) Grant in the amount of \$55,000.00.

Motion: By: Jeff Kuhl **Seconded:** John Lanza

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

X. **FINANCE, Andrew Bernath, CFO**

1. Authorizing the 2023 Budget Transfers as recommended by the Hunterdon County CFO.

Motion: By: Zachary Rich **Seconded:** Susan Soloway

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

2. Introduction and first reading of Ordinance #2023-17 Land Records System Upgrade.

Motion: By: Jeff Kuhl **Seconded:** John Lanza

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

3. Adoption of Bond Ordinance 2023-12, Roadway Improvements to County Route 601. Motion to Open the Public Hearing on the Adoption of Bond Ordinance 2023-12.

Motion: By: John Lanza **Seconded:** Shaun Van Doren

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

Public hearing opened. No comments.

Motion to close the public hearing on the Adoption of Bond Ordinance 2023-12.

Motion: By: Shaun Van Doren **Seconded:** Susan Soloway

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

Public hearing closed.

Final Adoption of Bond Ordinance 2023-12.

Motion: By: Shaun Van Doren **Seconded:** Susan Soloway

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

4. Adoption of Bond Ordinance 2023-13, Supplemental Funding for Roadway Improvements to County Route 579, in Raritan and Delaware Townships. Motion to open Public Hearing for the Adoption of Bond Ordinance 2023-13.

Motion: By: John Lanza **Seconded:** Shaun Van Doren
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

Public hearing opened. No comments.

Motion to close Public Hearing for the Adoption of Bond Ordinance 2023-13.

Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

Public hearing closed.

Final Adoption of Bond Ordinance 2023-13.

Motion: By: Shaun Van Doren **Seconded:** John Lanza
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

5. Adoption of Bond Ordinance 2023-14, Supplemental Funding for various County-wide Roadway Improvements.

Motion to open Public Hearing for the Adoption of Bond Ordinance 2023-14.

Motion: By: John Lanza **Seconded:** Shaun Van Doren
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

Public hearing opened. No comments.

Motion to close Public Hearing for the Adoption of Bond Ordinance 2023-14.

Motion: By: Shaun Van Doren **Seconded:** John Lanza
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

Final Adoption of Bond Ordinance 2023-14.

Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

XI. **PURCHASING, Ray Rule, QPA**

1. Approving Contract Amendment #1 for County Bid 2023-15, Operation of the Hunterdon County Solid Waste Transfer Station and Recycling Center for the extension of the original term of agreement for a period of six (6) months from December 13, 2023 through June 13, 2024.

Motion: By: Susan Soloway **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

2. Approving a Contract Award for County Bid 2023-20, with Downes Tree Service, for the Removal of High Risk Trees on County Route 651 in the Township of Kingwood.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
3. Authorizing Contract Amendment #4, with Jacobs Engineering Group, Inc. for professional engineering and design services for the scoping and development for Hunterdon County Route 513/Interstate Route 78/Interchange #15 in an amount not to exceed \$131,261.52.
Motion: By: Shaun Van Doren **Seconded:** Zachary Rich
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
4. Approving a Contract Award for County RFP 0070-2023, with David Ciarrocca, C.P.A., LLC, for Fee Accountant Services for the Division of Housing for the year ending December 31, 2024.
Motion: By: Jeff Kuhl **Seconded:** Zachary Rich
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
5. Approving a contract award for County RFP 0071-2023, with with Suplee, Clooney & Company, to perform an audit of the Division of Housing's Service programs for the fiscal year ending December 31, 2024.
Motion: By: Shaun Van Doren **Seconded:** John Lanza
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
6. Approving Contract Amendment #1 for County RFP 0090-2021, with Heyer, Gruel & Associates for Professional Consulting Services for the Development of a Growth Management Plan.
Motion: By: Zachary Rich **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

XII. APPOINTMENTS

1. Approving the Re-Appointment of Scott Cohen to the Human Services Advisory Council (HSAC) term to be effective January 1, 2024 through December 31, 2026.
Motion: By: Susan Soloway **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

XIII. CONSENT AGENDA

Commissioner Lanza advised Resolution #2 under consent agenda will need to be removed and voted on separately.

1. Approving the Claims Register dated November 21, 2023.
Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
2. Approving the executive session and regular meeting minutes from November 8, 2023.
Motion: By: Susan Soloway **Seconded:** Shaun Van Doren
Yes: Zachary Rich, Jeff Kuhl, Susan Soloway, Shaun Van Doren
No: None **Abstain:** John Lanza **Absent:**
3. Approving the hire and regular appointment of Adebayo Ayinde as a Weights and Measures Apprentice in the Hunterdon County Department of Health, Division of Weights and Measures contingent upon the successful outcome of post-offer medical evaluations. Filling a vacancy.
Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
4. Approving the hire and regular appointment of Matthew Cortina as a part-time Library Assistant in the Hunterdon County Library contingent upon the successful outcome of post-offer medical evaluations. Filling a vacancy.
Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
5. Approving the hire and regular appointment of Cathie Giambalvo as a part-time Library Associate in the Hunterdon County Library contingent upon the successful outcome of post-offer medical evaluations. Filling a vacancy.
Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
6. Approving the action of Appointing Authority Brad Myhre to hereby grant Paula Delia a regular appointment as a full-time Supervisor of Accounts as of November 21, 2023, in the Hunterdon County Finance Department.
Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**
7. Approving the action of Appointing Authority Brad Myhre to hereby grant Kevin Dunn a regular appointment as a full-time Keyboarding Clerk 2 as of November 21, 2023, in the Hunterdon County Department of Planning and Land Use, Rutgers Cooperative Extension.
Motion: By: John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

8. Approving the action to hereby grant Alexander Harris a regular appointment as a full-time County Park Ranger as of November 21, 2023, in the Hunterdon County Department of Administrative Services, Division of Parks and Recreation.

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

9. Supporting the Use of State and Federal Funds to Support the New Jersey Emergency Medical Service Task Force to replace aging Emergency Response Vehicles and Equipment and for an Annual State Appropriation.

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

10. Approving a contractual agreement with WDVR for Public Information Radio messaging.

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

11. Authorizing the adoption of various Personnel Policy Amendments to the County Employee Manual as recommended by the County's Insurance Company.

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

12. Authorizing the Director or Deputy Director of the Board of County Commissioners, the County Chief Fiscal Officer, and the Director of the Department of Health, to accept on behalf of the County, the 2022 Recycling Enhancement Act (REA) Grant from the New Jersey Department of Environmental Protection, in the amount of \$162,000.00 (\$162,000.00 Federal Funds; \$0.00 Local Match).

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

13. Authorizing the use of Competitive Contracting for the 2024 Explore Hunterdon Comprehensive Tourism Marketing Campaign.

Motion: **By:** John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

14. Authorizing the acceptance of \$150,000.00 from the Highlands Council's Economic Sustainability Grant for the purposes of tourism marketing in 2024.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

15. Approving the Specifications for the Rehabilitation of Deer Path Park Dam and Sediment Removal of Deer Path Park Pond situated in Readington Township in the County of Hunterdon and authorizing the County Purchasing Agent to advertise for bids for this project.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

16. Authorizing the Director or Deputy Director of the Board of County Commissioners and the Clerk of the Board to sign, on behalf of the County, a grant application to the New Jersey Department of Transportation for the Resurfacing of County Route 611 in the Township of Raritan and Borough of Flemington, and the Resurfacing of County Route 618 in the Township of Clinton, County of Hunterdon.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

17. Authorizing the Director or Deputy Director of the Board of County Commissioners and the Clerk of the Board to sign, on behalf of the County, a grant application to the New Jersey Department of Transportation for the Resurfacing of County Route 650 in the Township of Raritan, County of Hunterdon.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

18. Authorizing the Director or Deputy Director of the Board of County Commissioners and the Clerk of the Board to sign, on behalf of the County, a grant application to the New Jersey Department of Transportation for the Resurfacing of County Route 579 in the Township of Franklin, County of Hunterdon.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

19. Approving a request from Pattenburg Volunteer Fire Company, Inc. to host a coin toss on November 24, 2023 from 8:00 a.m. until 2:00 p.m. at the following locations: Traffic light of Frontage Road and CR-625, the traffic light of CR-614 and Frontage Road, and the traffic light of Highway 173 and Charlestown Road.

Motion: By: John Lanza **Seconded:** Jeff Kuhl
Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren
No: None **Abstain:** None **Absent:**

20. Approving a request from Delaware Township for a road closure on December 2, 2023 from 4:00 p.m. until 8:00 p.m. at the following location: County Route 604 from the intersection of County Route 604 and Rittenhouse Road to the intersection of County Route 604 and County Route 523. With a rain date of December 3, 2023.

Motion: By: John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

21. Approving a hardship request for Water Main Replacement on West Main Street and Hart Street and West Main Street and Union Avenue, in the Borough of High Bridge.

Motion: By: John Lanza **Seconded:** Jeff Kuhl

Yes: Zachary Rich, Jeff Kuhl, John Lanza, Susan Soloway, Shaun Van Doren

No: None **Abstain:** None **Absent:**

XIV. **OPEN TO THE PUBLIC**

No public comment.

XV. **ADDITIONAL COMMISSIONER COMMENTS**

Commissioner Van Doren asked if correspondence was shared with the board regarding the public comment from the November 8th meeting regarding the Highlands in Hunterdon County. Ms. Viersma advised that she shared the correspondence with the board via email.

XVI. **EXECUTIVE SESSION (Reconvene if necessary)**

XVII. **ADJOURNMENT**

The Board adjourned at 5:59 p.m. on a motion by Commissioner Lanza and seconded by Commissioner Van Doren, followed by a voice carry.