



## MINUTES

### HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

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

**July 2, 2024**

I. **5:00 p.m. CONVENE:**

II. **EXECUTIVE SESSION**

1. Resolution entering into executive session.

**Motion:** By: John Lanza **Seconded:** Susan Soloway

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

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

III. **5:30 p.m. PLEDGE OF ALLEGIANCE**

IV. **MOMENT OF SILENCE**

V. **REPORT FROM COUNTY COUNSEL ON EXECUTIVE SESSION**

VI. **COMMISSIONER REPORTS**

Commissioner Van Doren reported the recent Electronics Recycling event was very successful. The next electronics recycling event will be held on Saturday, October 5, 2024. Commissioner Van Doren announced the Public Health Nursing Division in conjunction with the Senior Center staff, will be hosting an open house and ribbon-cutting event for their new office space on Friday, July 19th at noon. This new space will greatly enhance the ability of our Public Health Nursing staff to meet the growing needs of our residents, including our seniors. The new space boasts a multi-purpose programming room, conference space for public health lectures and educational forums, and an expanded clinical space to support direct community-based medical services to the public.

Commissioner Rich reported as liaison to Hunterdon County Polytech, that Director Kuhl, Commissioner Lanza, and himself recently participated in a *Topping Off* beam signing ceremony on June 21st at the construction site at North Hunterdon High

School. Hunterdon County's new 36,000-square-foot career and technical school building will expand offerings for students in technology, trades, and mechanical education. The new facility, on property located next to the North Hunterdon Regional High School, will boast 6 programs of study and will offer expanded career and technical training in high-skill, high-wage, and high-demand careers, including Culinary Arts & Hospitality; Welding Technology; Advanced Manufacturing & Aeronautical Sciences; Electrical Technology; HVAC/Plumbing Technology, and Diesel Technology.

Commissioner Lanza recognized Sheriff Brown who will be providing an update later in tonight's agenda. Commissioner Lanza shared information regarding the upcoming Annual School and General Election that will be held on Tuesday, November 5, 2024. The annual school election will appear on the November general ballot. Early Voting for the November General Election begins on Saturday, October 26, 2024, and runs through Sunday, November 3, 2024. Additionally, the County Clerk's Office will be hosting two special dates with extended hours for passport filers, on July 25, and August 22, 2024, from 7 a.m. until 7 p.m. The US Department of State announced that processing time for a U.S. Passport can take up to 8 weeks, not including mailing time. Commissioner Lanza thanked Clerk Melfi and her staff for being as accommodating as possible to the public.

Deputy Director Soloway thanked everyone who joined her at the veteran headstone cleaning event at Spruce Run Cemetery in partnership with Glen Gardner VFW. Deputy Director Soloway added last Friday she visited the Senior Center's Disco Divas and Dandies prom event as well as Jaime Myers' *Quarter Mile - In Love and Song* event. In closing, Deputy Director Soloway added she attended the Musconetcong Watershed Association's Annual Meeting a few weeks ago. The Musconetcong Watershed Association and the County of Hunterdon have long enjoyed a strong working relationship, and she anticipates that the relationship will only grow as we continue to partner on numerous projects and planning efforts.

Director Kuhl reported he recently received a copy of the Hunterdon County Library's 2023 Annual Report from Library Director, James Keebler. Director Kuhl stated one cannot help but be proud of all that our library continues to accomplish on behalf of our residents. He shared several highlights from the 2023 Annual Report. For 2024, the library is embarking upon its new strategic plan which includes developing a new Teen Space at the North County Branch and reviewing opportunities to increase services at the South County Branch. Lastly, Director Kuhl reminded everyone in attendance that the Commissioner Board is hosting a ribbon-cutting event and celebration for the completion of the renovations at the Historic Hunterdon County Courthouse beginning at 7:00 p.m.

**VII. HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT SCHOLARSHIP AWARD PRESENTATION, New Jersey Association of Counties Executive Director, John Donnadio**

New Jersey Association of Counties' Executive Director, John Donnadio, presented Joel Anderson with the NJAC Foundation 2024 AT&T Scholarship award. Mr. Anderson is a graduate of Hunterdon County Vocational School District and will be majoring in Computer Science at Rutgers University in the fall.

VIII. **GREATER RARITAN WORKFORCE DEVELOPMENT BOARD UPDATE, Paul Grzella**

Mr. Paul Grzella presented a brief PowerPoint presentation to the Commissioner Board regarding the Greater Raritan Workforce Development Board's Grant Funding. Mr. Grzella stated the N.J. Department of Labor and Workforce Development and the Department of Human Services had competitive funding available to create innovative approaches to support and increase unsubsidized employment and retention for Work First NJ/Temporary Assistance for Needy Families (WNFJ/TANF) customers. The GRWDB received \$440,000.00 for programs that will run through June 30, 2025. He added the Summer Youth Work Experience Program has expanded and will run through October 2024. Lastly, Mr. Grzella summarized the FY2025 budget and stated there was a 12% reduction from last year's budget.

IX. **HUNTERDON COUNTY SHERIFF UPDATE, Sheriff Frederick Brown**

Sheriff Fred Brown provided an update on two scams that Hunterdon County residents are facing. Sheriff Brown reminded everyone not to provide any personal information over the phone.

X. **PUBLIC COMMENT, Limited to 2 minutes per person.**

**(Comments exceeding 2 minutes will be entertained later in the agenda)**

No public comment.

XI. **ECONOMIC DEVELOPMENT & TOURISM UPDATE, Director Marc Saluk**

Economic Development & Tourism Director, Marc Saluk, briefed the Board regarding the proposed Film Code of Conduct to be adopted.

1. Approving adoption of the Hunterdon County Film Code of Conduct.

**Motion: By:** Susan Soloway **Seconded:** John Lanza

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

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

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

1. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2024 County Budget, for the Local Recreation Improvement Grant in the amount of \$68,000.00.

**Motion: By:** Zachary Rich **Seconded:** John Lanza

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

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

XIII. **FINANCE, Andrew Bernath, CFO**

1. Bond Ordinance 2024-11.

**Motion:** To open the public hearing

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

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

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

The public hearing opened.

There were no public comments.

**Motion:** To close the public hearing

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

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

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

The public hearing closed.

2. Adoption of Bond Ordinance 2024-11, Providing for the construction of a new building for the Hunterdon County Vocational School District located within the County of Hunterdon, State of New Jersey; appropriating \$1,250,000 therefor and authorizing the issuance of \$1,250,000 bonds or notes to finance part of the cost thereof.

**Motion: By:** John Lanza **Seconded:** Zachary Rich

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

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

3. Approving the updated Cash Management Plan for 2024.

**Motion: By:** Shaun Van Doren **Seconded:** Zachary Rich

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

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

#### XIV. **PURCHASING, Ray Rule, QPA**

1. Approving a contract award with Creter Vault Corporation, for County Bid 2023-13 for year two for the furnishing and delivering of transit concrete, in an amount not to exceed \$168,075.00.

**Motion: By:** John Lanza **Seconded:** Susan Soloway

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

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

2. Approving a contract award with United Painters, Inc. for County Bid 2024-10, Painting of Various Bridges, in an amount not to exceed \$308,000.00.

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

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

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

3. Approving a contract award for County Bid 2024-12, with Topline Construction Corporation, for Surface Treatment, Resurfacing and Safety Improvements of County Routes 519, 614 and 643 in Various Townships and Boroughs, in an amount not to exceed \$1,588,465.12.

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

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

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

4. Approving requisition #R24-4332, with Atmax Equipment Company, for Hydrostatic Boom Mowers, in an amount not to exceed \$501,039.00.

5. Approving Requisition #R24-4462, with Murray Contracting, for the Demolition of County Complex Route 12 Building 7A, in an amount not to exceed \$77,245.36.
6. Approving requisition #R24-4529 with Jesco Inc., for the purchase of an excavator, in an amount not to exceed \$150,030.80.
7. Approving Requisition #R24-4743 with Computer Square Inc., for Infoshare Court Orders Module, in an amount not to exceed \$70,000.00.
8. Approving requisition #R24-4661 with Mohawk Lifts LLC, for the purchase of a tire machine, tire balancer and alignment rack, in an amount not to exceed \$85,250.59.
9. Approving requisition #R24-4725 with Dell Marketing L.P., for VxRail Critical Repair in an amount not to exceed \$74,708.80.
10. Approving Requisition #R24-4709 with Electronic Service Solutions, for the Solebury tower microwave replacement, in an amount not to exceed \$89,684.50.
11. Approving requisition #R24-4583, with Paramus Ford Inc., for the purchase of a super cab pickup truck, in an amount not to exceed \$51,782.40.
12. Approving requisition #R24-4585 with Paramus Ford Inc., for the purchase of a super cab pickup truck, in an amount not to exceed \$55,361.20.
13. Approving requisition #R24-4777 with Paramus Ford Inc., for the purchase of a super cab pickup truck, in an amount not to exceed \$53,965.07.

**Motion:** To Approve Purchasing Resolutions #4 – 13.

**By:** John Lanza **Seconded:** Zachary Rich

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

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

#### XV. **COUNTY ADMINISTRATOR, Brad Myhre**

1. Update on Hunterdon County Municipal Infrastructure Grant Program.  
Administrator Myhre reported the Municipal Infra-structure Grant Program was an overwhelming success with all 26 submitting applications. In total, of the 26 municipalities that applied, the county has received a request for \$2,473,288.00 with project applications ranging from \$50,000 to \$100,000. Projects range from tree removal and canopy restoration to storm water management projects, roadway resurfacing, installation of rain garden, HVAC upgrades, and enhancements to community centers. Administrator Myhre stated a recommendation of funding should be provided at the August 6th Board meeting.

2. Approving a contract agreement with T&M Associates to Provide Oversight and Review Services Related to the Hunterdon County Municipal Parks and Recreation Grant Program in an amount not to exceed \$15,600.  
**Motion: By:** John Lanza **Seconded:** Zachary Rich  
**Yes:** Jeff Kuhl, Susan Soloway, John Lanza, Zachary Rich, Shaun Van Doren  
**No:** None **Abstain:** None **Absent:**

## XVI. APPOINTMENTS

1. Approving the appointment of Susan Nekola as a member of the Greater Raritan Workforce Development Board, term to be effective immediately through June 30, 2027.  
**Motion: By:** Susan Soloway **Seconded:** John Lanza  
**Yes:** Jeff Kuhl, Susan Soloway, John Lanza, Zachary Rich, Shaun Van Doren  
**No:** None **Abstain:** None **Absent:**

## XVII. CONSENT AGENDA

- Motion: By:** Shaun Van Doren **Seconded:** Susan Soloway  
**Yes:** Jeff Kuhl, Susan Soloway, John Lanza, Zachary Rich, Shaun Van Doren  
**No:** None **Abstain:** None **Absent:**
1. Approving the Claims Register dated July 02, 2024.
  2. Approving the executive session and regular meeting minutes from June 18, 2024.
  3. Approving the hire and seasonal appointment of Claire Downey as a Seasonal Fair Intern in the Department of Planning and Land Use pending the successful outcome of post screening and medical evaluation.
  4. Approving the hire and provisional appointment of Alexandria Crans as an Inspector, Mosquito Extermination in the Hunterdon County Department of Health, Mosquito and Vector Control Division, contingent upon the successful outcome of a post offer medical evaluation. (Filling a vacancy)
  5. Approving the hire and regular appointment of Jason Sumowski as a County Park Ranger in the Hunterdon County Department of Administrative Services, Division of Parks and Recreation, contingent upon the successful outcome of a post offer medical evaluation. (Filling a vacancy)
  6. Approving the amendment to resolution 2024-562 for the provisional promotion of Hemi Chakrabarty to the title Senior Public Health Investigator in the Department of Health, Environmental Health Division.
  7. Approving an amendment to resolution 2024-558, Grant Obitz, Heating and Air Conditioning Mechanic Low Pressure in the Department of Administrative Services, Buildings and Maintenance Division.

8. Approving the action to hereby grant Kaitlyn Paulmeno a promotional appointment as a full time Social Work Supervisor as of July 2, 2024, in the Hunterdon County Department of Human Services, Division of Social Work Services.
9. Approving the action to hereby grant Frances J. McAllister a promotional appointment as a full-time Keyboarding Clerk 4 as of July 2, 2024, in the Hunterdon County Clerk's Office.
10. Approving the action to hereby grant Sarah Pike a promotional appointment as a full-time Librarian 2 as of July 2, 2024, in the Hunterdon County Library.
11. Approving the action to hereby grant Rebecca L. Lunger a promotional appointment as a full time Principal Registered Environmental Health Specialist Public Health as of July 2, 2024, in the Hunterdon County Department of Health.
12. Approving the action to hereby grant Faison Peters a regular appointment as a full time Social Worker as of July 2, 2024, in the Hunterdon County Department of Human Services, Division of Housing.
13. Approving the action to hereby grant Sarah E. Zengel a regular appointment as a full time Family Service Worker as of July 2, 2024, in the Hunterdon County Department of Human Services, Division of Social Services.
14. Approving the title change of Judith Buday to the title Social Worker Aging- Bilingual in Spanish and English, in the Department of Human Services Division of Social Work Services.
15. Approving the status change of Kayleen Vegh, not to exceed 19 hours per week in the Hunterdon County Library.
16. Approving the status change for Erica Rega to full-time Public Safety Telecommunicator as requested by the employee and reviewed in consultation with CWA Local 1036 in the Hunterdon County Department of Public Safety, Communications Division.
17. Authorizing the Hunterdon County Qualified Purchasing Agent to solicit bids for the project known as: Removal of High Risk Trees on County Route 625 situated in the Townships of Alexandria and Union, County of Hunterdon.
18. Authorizing the Hunterdon County Department of Health to apply for and accept the New Jersey Association of County and City Health Officials (NJACCHO) Sustaining Local Public Health Infrastructure Grant Award in the amount of \$168,049.00 for the period of July 01, 2024, through March 31, 2026.

19. Approving a request from Appendix Cancer PMP Research Foundation to light the Hunterdon County Courthouse Amber beginning August 1, 2024, in awareness of Appendix Cancer.
20. Authorizing the Director or Deputy Director, to sign on behalf of the County, a Letter of Agreement with the Governor's Council on Substance Use Disorder, for the period July 1, 2024, to June 30, 2025, for the receipt of State funding in the amount of \$103,198.00 for the purpose of Substance Abuse Prevention and Education programming through the County's Municipal Alliance Programs.
21. Authorizing Commissioner John E. Lanza to electronically sign on behalf of the Director of the Hunterdon County Board of County Commissioners a Grant Agreement with New Jersey Department of Community Affairs and the County of Hunterdon.
22. Acknowledging the Hunterdon County Office of Emergency Management's application and acceptance for the State Homeland Security Grant Program Subaward awarded the #FFY24-EMPG-EMAA award from the New Jersey State Police Office of Emergency Management.

**XVIII. OPEN TO THE PUBLIC**

No public comments.

**XIX. ADDITIONAL COMMISSIONER COMMENTS**

Commissioner Van Doren advised he will be unable to attend the August 6, 2024 Commissioner Board meeting.

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

**XXI. ADJOURNMENT**

The board adjourned at 6:15 p.m. on a motion by Commissioner Lanza, seconded by Commissioner Van Doren, followed by a voice carry.