



MINUTES

HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

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

November 5, 2025

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

II. **EXECUTIVE SESSION**

1. Resolution Entering into Executive Session.

The Board entered executive session at 5:01 p.m.

Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl

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

No: None **Abstain:** None **Absent:** Zach Rich

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 congratulated Sheriff Fred Brown, Commissioner Rich and Commissioner Director Lanza on their re-election yesterday evening. She shared it has been a privilege to serve with each of them and looks forward to continuing their shared efforts on behalf of the residents of Hunterdon County.

Commissioner Kuhl also congratulated Sheriff Fred Brown, Commissioner Rich and Commissioner Director Lanza on their re-elections. As co-liaison to Veterans Affairs, Commissioner Kuhl shared that the County will host its annual Veterans Medal Ceremony next week on Veterans Day. The event will be live-streamed from the Assembly Room at Building #1 at the Route 12 County Complex. Commissioner Kuhl added the Hunterdon County Veterans Recognition Medal was commissioned by the Board of County Commissioners in 2002, and this year, 32 Veterans are scheduled to receive this honor. The Board is proud to express their gratitude, not only on Veterans Day, but every day.

Deputy Director Van Doren extended his congratulations to Sheriff Brown, Director Lanza, and Commissioner Rich on their re-elections. As liaison to the Department of Human Services, Deputy Director Van Doren shared he and Director Lanza convened a task force to identify actions to assist county residents whose SNAP benefits have expired during the ongoing federal government shutdown. The County has planned a drive-through Point of Distribution (POD) for food, which will serve SNAP-eligible residents of Hunterdon County. The POD will be located at the Hazmat Building at the Route 12 County Complex, with the first distribution event taking place this Friday. He thanked the county staff for their quick and diligent efforts to support Hunterdon County residents.

Director Lanza congratulated Sheriff Brown on his reelection last night, along with his running mate and colleague, Commissioner Rich. He extended his appreciation to County Clerk Mary Melfi, Board of Elections Supervisor Beth Thompson, and their dedicated staff for ensuring another well-run election here in Hunterdon County. Director Lanza reported the total voter turnout exceeded 62% countywide. As liaison to the Hunterdon County Prosecutor's Office and the Sheriff's Office, I would also like to share that Hunterdon County Prosecutor Renée Robeson and Hunterdon County Sheriff Frederick Brown recently announced the results of a joint initiative known as National Take Back Day. Sponsored by the U.S. Drug Enforcement Administration (DEA), Take Back Day is a national event that provides a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the public about the potential for misuse and abuse of medications. Hunterdon County's Take Back Day is a collaborative effort involving the Prosecutor's Office, the Sheriff's Office, our local police departments, and the Safe Communities Coalition. The October 25th Take Back Day resulted in the collection of 375 pounds of unwanted prescription drugs from across Hunterdon County.

VII. PROCLAMATIONS/RECOGNITION

1. Recognizing the Honorable Peter G. Verniero On the Occasion of the Unveiling of His Portrait.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
2. Recognizing Brian Moore for his Record-Breaking Agricultural Achievement.
Mr. Brian Moore shared about the two seeds he cross-bred to cultivate the sunflower seed that was then grown out in Fort Wayne, Indiana. His sunflower seed grew to 35 feet and 9 inches tall, breaking the Guinness World Record, surpassing the previous record holder by 5 feet.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
3. Recognizing Karen Widico upon being recognized by SAFE in Hunterdon for her unwavering dedication to raising awareness about interpersonal violence.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich

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

IX. **GRANTS, Andrew Bernath, CFO**

1. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2025 County Budget, for the 2025-2026 Public Health Emergency Preparedness (LINCS) Grant Amendment in the amount of \$41,228.00.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
2. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2025 County Budget, for the FY 2026 MAT Grant in the amount of \$120,072.00.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
3. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2025 County Budget, for the 2025 Social Services for the Homeless (SSH) Grant Additional Funding in the amount of \$15,000.00.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
4. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2025 County Budget, for the SFY 26 County Reentry Coordinators (CRC) Grant in the amount of \$50,000.00.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich

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

1. Introduction of Bond Ordinance 2025-19; Providing supplemental funding for the Emergency Services Training Center, by and in the County of Hunterdon, State of New Jersey; appropriating \$4,900,000.00 therefor and authorizing the issuance of \$4,666,666.00 bonds or notes of the County to finance part of the costs thereof.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich

The public hearing and final adoption will be held on December 2nd, at 5:30 p.m. in the Commissioner Meeting Room.

2. Introduction of Capital Ordinance 2025-20; Providing for the Acquisition and the Payment of the Purchase Price of Real Property Commonly Known as 41 Bonetown Road, in the Township of Raritan; by and in the County of Hunterdon, State of New Jersey; and Appropriating \$900,000 from the Capital Improvement Fund to pay for the cost thereof.

Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren

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

No: None **Abstain:** None **Absent:** Zach Rich

The public hearing and final adoption will be held on December 2nd, at 5:30 p.m. in the Commissioner Meeting Room.

XI. HEALTH DEPARTMENT, Karen DeMarco, Director

1. Introduction of Amended Ordinance 2025-03; Establishing Standard Procedures and Provisions for the Recovery from the Responsible Party of Costs Associated with Responding to Hazardous Materials Emergency Response Incidents.

Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl

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

No: None **Abstain:** None **Absent:** Zach Rich

The public hearing and final adoption will be held on December 2nd, at 5:30 p.m. in the Commissioner Meeting Room.

2. Introduction of Ordinance 2025-21; Establishing Environmental Health Service Fees to be charged by the County of Hunterdon for services performed by the Department of Health as the Local Health Authority under and in accordance with the County Environmental Health Act.

Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren

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

No: None **Abstain:** None **Absent:** Zach Rich

The public hearing and final adoption will be held on December 2nd, at 5:30 p.m. in the Commissioner Meeting Room.

XII. PURCHASING, Ray Rule, QPA

1. Approving a contract award for County Bid 2025-20, with Model 1 Commercial Vehicles Inc., for Two Transit Vans for LINK services in an amount not to exceed \$196,142.00.

Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl

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

No: None **Abstain:** None **Absent:** Zach Rich

2. Approving a contract award for County Bid 2025-20, with Grade Construction, for the Reconstruction of County Culvert L-1 County Route 513 Over a Branch of the South Branch of the Raritan River in the Township of Lebanon, in an amount not to exceed \$1,905,426.98.

Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren

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

No: None **Abstain:** None **Absent:** Zach Rich

3. Approving a contract award for County RFP 0064-2025 with David Ciarrocca, C.P.A., LLC, for a Certified Public Accountant firm to serve as the Housing Division's Fee Accountant in an amount not to exceed \$19,000.00.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
4. Approving a contract award for County RFP 0065-2025 with Suplee, Clooney & Company for an Independent Public Accountant (IPA) firm to perform an audit of the Housing Services Division's programs for the fiscal year ending December 31, 2026, in an amount not to exceed \$10,000.00.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
5. Approving a contract for County RFP 0039-2025 with the Rabbinical College of America, for Educational Programming Aimed At Fostering Anti Bias Training and Education About Historical Genocides.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
6. Approving a professional services agreement with V-COMM LLC, for telecommunications tower consulting services, in an amount not to exceed \$18,000.00.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
7. Approving a professional services contract with Steven M. Diamond, D.O., for Medical Examiner Services in an amount not to exceed \$363,592.00/annually, \$90,898.00/quarterly.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
8. Approving Requisition #R25-6538, with Garden State Tree Management, for the Schick Reserve Tree Removal, in an amount not to exceed \$99,000.00.
Motion: By: Jeff Kuhl **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Susan Soloway
No: None **Abstain:** None **Absent:** Zach Rich
9. Approving Requisition #R25-5750 with New Jersey Fire Equipment Company, for Scott Air Packs in an amount not to exceed \$180,550.80.

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

XIII. **COUNTY ADMINISTRATOR, Brad Myhre**

1. Authorizing the Director of the Board of County Commissioners to sign a Mutual Benefit and Use Agreement with Asbritt, Inc. for disaster debris response and management services.

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

2. Authorizing actions necessary to support SNAP-eligible Hunterdon County residents during the Federal Government Shutdown.

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

XIV. **APPOINTMENTS**

1. Approving the appointment of Debbie Voria as a member to the County Human Services Advisory Council, term to be effective immediately through November 5, 2028.

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

XV. **CONSENT AGENDA**

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

1. Approving the Claims Register dated November 05, 2025.
2. Approving the executive session and regular meeting minutes from the October 21, 2025 meeting.
3. Acknowledging the action of the appointing authority, Brad Myhre to hire appoint Krishna Patel as a part-time Intern in the Hunterdon County Department of Finance.
4. Approving the hire and regular appointment of Heather Lynch as a Maintenance Worker 1 Grounds in the Hunterdon County Department of Administrative Services, Division of Parks and Recreation. (Filling a vacancy)

5. Approving the hire and regular appointment of Bradley Kaner as a Public Safety Telecommunicator in the Hunterdon County Department of Public Safety, Communications Division. (Filling a vacancy)
6. Approving the hire and regular appointment of Ashley Culberson as a Public Safety Telecommunicator in the Hunterdon County Department of Public Safety, Communications Division. (Filling a vacancy)
7. Approving the regular promotion of Jack Myhre to the title of Maintenance Repairer in the Department of Administrative Services, Division of Buildings and Maintenance.
8. Approving the provisional promotion of Daniel Smith to the title of Road Repairer 1 in the Department of Public Works, Road Division, provided per the CWA Local 1036, Rank and File collective bargaining agreement.
9. Acknowledging the action of Hunterdon County Prosecutor, Renée M. Robeson, to promote Amanda Kole to the title Assistant Prosecutor in the Hunterdon County Office of the Prosecutor.
10. Approving the promotion of Markus Jensen to the title of Assistant Supervising Mechanic in the Department of Administrative Services, Division of Vehicle Services.
11. Approving an Amendment to Resolution 2025-959; Agreement Between the County of Hunterdon and Readington Township for the Installation, Maintenance and Operation of Actuated LED Enhanced Pedestrian Crossing Signs Along County Route 523 (Main Street) and Bank Street near the NJ Transit Railroad in the Township of Readington.
12. Authorizing the Director of the Board of County Commissioners to sign the 2026 C.E.H.A. (County Environmental Health Act) Grant with the New Jersey State department of Environmental Protection, Compliance and Enforcement Division, in the amount of \$160,000.00 for the period July 1, 2025, to June 30, 2026.
13. Authorizing the County Purchasing Agent to solicit proposals for the following services: Advisory Compensation Study Services.
14. Approving the Assistant County Engineer's recommendation to rescind the H-15: 13 Tons, Type 3: 21 Tons, and Type 3S2: 34 Tons weight limit for County Bridge W-86, located on Lakeview Road, in the Township of West Amwell, Hunterdon County, and adopt an unrestricted weight limit, to be effective immediately.
15. Approving a request from the Community Employment Advocacy (CEA) and Johanna Foods to use Court Street Park on Thursday, November 27, 2025, for the 33rd Annual Turkey Trot.

16. Authorizing the Hunterdon County Division of Senior, Disabilities and Veterans Services to enter into a grant agreement with the State Department of Human Services, Division of Aging Services, for the 2026 Area Plan Contract Update, for the period of January 1, 2026 through December 31, 2026, in the amount of \$888,027.00 (State funding: \$300,604.00, Federal funding: \$587,423.00).
17. Authorizing the Director of the Board of County Commissioners to execute SH25010 Contract Modification #1 and revised Annex B-2 with the New Jersey Department of Human Services, Division of Family Development, for the period January 1, 2025, through December 31, 2025, revised from its original amount of \$192,280.00 to \$207,280.00, State funding, for the additional Code Blue sheltering award of \$15,000.00.
18. Approving a request from Whitehouse Wind Symphony to hold a free public concert in the Hunterdon County Historic Courthouse on Saturday, November 15, 2025, and waive the fees associated with this facility.
19. Authorizing the Director or Deputy Director to sign a Subcontract for the FY 2026 Subregional Transportation Planning Program for Hunterdon County, with the New Jersey Institute of Technology and the North Jersey Transportation Planning Authority, Inc., for the period July 1, 2025 – June 30, 2026, in the amount of \$103,762.50.

XVI. OPEN TO THE PUBLIC

No public comments.

XVII. ADDITIONAL COMMISSIONER COMMENTS

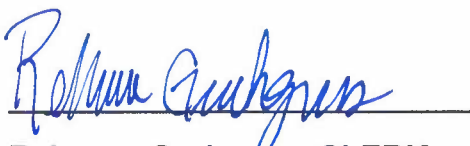
Commissioner Kuhl and the rest of the Board sent Commissioner Soloway their well wishes to feel better.

XVIII. EXECUTIVE SESSION (Reconvene if necessary)

XIX. ADJOURNMENT

The Board adjourned at 6:03 p.m. on a motion by Deputy Director Van Doren, seconded by Commissioner Kuhl, followed by a voice carry.

Respectfully submitted and transcribed by:



Rebecca Grohgans, CLERK