



MINUTES

HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

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

December 2, 2025

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

II. **EXECUTIVE SESSION**

1. Resolution Entering into Executive Session.

The Board entered executive session at 5:02 p.m.

Motion: By: Zachary Rich **Seconded:** Jeff Kuhl

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

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 Rich reported Hunterdon County Polytech will host Open Houses on Thursday, December 4th, from 6:00–8:00 p.m. at both the new North Polytech Campus and the Hunterdon Central campus. At the North Campus, Polytech will highlight its full-time programs, including the new Diesel Technology program, which provides hands-on training in diesel engine systems and allows students to earn industry-recognized credentials such as ASE Diesel, Automotive Lift Institute, and OSHA 10. This program is one of several new offerings made possible through the Board's investment in establishing the county's first full-time vocational high school. The Hunterdon Central campus Open House will feature programs such as Principles of Teaching, which offers students 20 high school credits annually, progress toward the CDA credential, Pediatric First Aid/CPR certification, dual enrollment options with RVCC and Rider University, and participation in FCCLA competitive events. Commissioner Rich emphasized the value of vocational education in providing meaningful career pathways without significant student loan debt.

Commissioner Kuhl reported that the City of Lambertville was officially certified as "NJ Film Ready" in November, joining Hunterdon County and the Town of Clinton. The Department of Economic Development and Tourism is assisting Frenchtown and Flemington in pursuing the same designation by year's end, with additional municipalities expected to qualify in 2026. The NJ Film Ready Program helps communities meet standards that attract film productions, providing local liaisons and streamlined support for filmmakers. The impact is already evident: two films that reached #1 on major streaming platforms—*Echo Valley* on Apple TV and *Happy Gilmore 2* on Netflix—were filmed entirely or partly in Hunterdon County. Commissioner Kuhl highlighted that these achievements demonstrate meaningful economic benefits and increased visibility for local communities through proactive engagement with the film industry.

Commissioner Soloway shared residents are encouraged to visit the "Holly Jolly Hunterdon" page on ExploreHunterdonNJ.com for seasonal guides highlighting Christmas tree farms, holiday markets, community events, main street shopping, and

local farm products. The Department of Economic Development and Tourism exhibited at the New Jersey League of Municipalities Conference, which drew nearly 16,000 attendees. The Hunterdon Beer Trail and the 579 Trail received significant interest from conference participants. Commissioner Soloway added that NJ.com identified three Hunterdon County restaurants among the “99 Greatest Restaurants in New Jersey”: The Sergeantsville Inn (#2), D’florete (#6), and the Stockton Inn (#22). She extended congratulations to these establishments for their recognition. In closing, Commissioner Soloway shared she attended the Hunterdon County 4-H & Agricultural Fair Annual Banquet alongside Sheriff Brown, Deputy Director Van Doren, and Commissioner Kuhl. The event celebrated the 4-H community, local businesses, and agricultural supporters.

Deputy Director Van Doren reported that the Tri-County Continuum of Care (Hunterdon, Warren, and Sussex Counties) has issued a Request for Letters of Intent following HUD’s November 13, 2025 Notice of Funding Opportunity. LOIs are being accepted for renewal and new projects, including Transitional Housing, Services-Only programs (Coordinated Entry, Street Outreach, Standalone Services), and multiple Permanent Housing options such as Permanent Supportive Housing, Rapid Rehousing, and Transitional Housing/Rapid Rehousing. Submissions are due December 15, 2025, and a virtual technical assistance session will be held on December 5. Full details and materials are available on the County’s Human Services webpage. As liaison to the Health Department, Deputy Director Van Doren reported that the November 22 Household Hazardous Waste Day at the Route 12 County Complex saw record participation with approximately 1,400 vehicles and 36 tons of waste collected. The event is free, requires no pre-registration, and is fully grant-funded. Due to growing demand, the County is exploring expanding the number of events in 2026 to improve service and reduce wait times.

Director Lanza shared later on tonight's agenda, the Board will review five proposed appointments to the newly established Hunterdon County Improvement Authority, created to advance shared services and reduce municipal borrowing and debt management costs by leveraging the County’s strong financial position and Triple-A bond rating. The initiative stems from recommendations generated during this year’s Shared Services Forums and is intended to help municipalities finance capital projects—such as road improvements, police vehicles, heavy equipment, and park and open space enhancements—at lower interest rates. The launch of the Improvement Authority marks a continued commitment to strengthening municipal partnerships and advancing shared services initiatives—thanks in large part to Deputy Director Van Doren’s leadership in encouraging the Commissioner Board to host and organize shared services collaborations with local leaders throughout the year.

VII. **HUNTERDON COUNTY SHADE TREE COMMISSION UPDATE, Dan Bush**

Mr. Dan Bush, Department of Public Works Director and Secretary of the Shade Tree Commission shared a brief PowerPoint presentation. Mr. Bush reflected on Arbor Day, Hunterdon County 4-H Fair, the Route 12 Complex Dog Park, South County Tree Planting, and other accomplishments of the Shade Tree Commission.

VIII. **PROCLAMATIONS/RECOGNITION**

1. Recognizing Jonathan Houghton upon earning the title of New Jersey’s State Tree Climbing Champion, qualifying for the 2025 International Tree Climbing Championship and placing 6th in the Ascent Event.

Mr. Jonathan Houghton shared his experience at the International Tree Climbing Championship. He thanked the Board for recognizing him.

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

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

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

2. Commemorating the Grand Opening and Ribbon Cutting of Franklin Township's New Municipal Building.

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

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

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

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

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

1. Public Hearing for Hunterdon County Ordinance 2025-19.

Motion: To open the public hearing.

By: Zachary Rich **Seconded:** Jeff Kuhl

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

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

No public comments.

Motion: To close the public hearing.

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

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

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

2. Adoption 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:** Susan Soloway

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

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

3. Public Hearing for Hunterdon County Ordinance 2025-20.

Motion: To open the public hearing.

By: Jeff Kuhl **Seconded:** Zachary Rich

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

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

No public comments.

Motion: To close the public hearing.

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

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

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

4. Adoption 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:** Zachary Rich

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

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

5. Authorizing the 2025 Budget Transfers as recommended by the Hunterdon County Chief Financial Officer.

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

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

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

XI. **HEALTH DEPARTMENT, Andrew Camp, Deputy Emergency Management Coordinator**

1. Public Hearing for Amended Hunterdon County Ordinance 2025-03.

Motion: To open the public hearing.

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

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

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

No public comments.

Motion: To close the public hearing.

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

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

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

2. Adoption 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:** Susan Soloway **Seconded:** Shaun Van Doren

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

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

3. Public Hearing for Hunterdon County Ordinance 2025-21.

Motion: To open the public hearing.

By: Zachary Rich **Seconded:** Jeff Kuhl

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

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

Administrator Brad Myhre thanked Ms. Karen DeMarco, Health Department Director, for her work updating the Inspection Fee Schedule Ordinance. He added this would streamline and make it a more efficient process for vendors and municipalities.

Commissioner Soloway also shared she is looking forward to a streamlined process after having vendors express their frustration with her.

Motion: To close the public hearing.

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

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

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

4. Adoption 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:** Shaun Van Doren **Seconded:** Susan Soloway

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

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

XII. PLANNING & LAND USE

1. Approving a Municipal Grant to Lebanon Borough, improvements to Holjes Sheppard Memorial Park, in an amount not to exceed \$86,685.31, on the recommendation of the Parks & Open Space Advisory Committee.
2. Approving a Municipal Grant to Raritan Township for the historic preservation and restoration of the bank barn at the Dvoor Farm owned by Hunterdon Land Trust, in an amount not to exceed \$100,000.00, on the recommendation of the Parks & Open Space Advisory Committee.
3. Approving a Municipal Grant to Readington Township for the acquisition of the Stavola Property in Readington Township, in an amount not to exceed \$354,000.00, on the recommendation of the Parks & Open Space Advisory Committee.

Motion: To approve Resolutions 1 - 3

By: Jeff Kuhl **Seconded:** Zachary Rich

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

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

4. Approving an Open Space Acquisition Assistance Grant to Tewksbury Land Trust, for the acquisition of the 100 Acre Wood property, estimated 12 acres in Tewksbury Township, in an amount not to exceed \$186,000.00, upon the recommendation of the Parks & Open Space Advisory Committee.

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

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

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

5. Approving a Historic Preservation Grant to the Tewksbury Land Trust, for the preservation of the Hollow Brook Stone Arch Bridge, located in Tewksbury Township, in an amount not to exceed \$140,000.00.
6. Approving a Historic Preservation Grant to the Hunterdon Land Trust, located in Raritan Township, in an amount not to exceed \$220,000.00 for the restoration and rehabilitation of the bank barn and farmhouse at the Dvoor Farm.
7. Approving a Historic Preservation Grant to the Tewksbury Township Public Library Association, for the preservation of the Tewksbury Township Public Library building, located in Tewksbury Township, in an amount not to exceed \$90,000.00.

Motion: To approved Resolutions 5 - 7

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

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

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

Ms. Kelly Brakewood, President of Tewksbury Library Board of Trustees thanked the Commissioner Board for the grant and shared what the grant would be used for. Ms. Brakewood shared that most improvements will be done directly to the building since it was built in 1807.

XIII. **PURCHASING, Ray Rule, QPA**

1. Approving requisition #R25-7295 with Reed Systems LTD, for the purchase of snowplows in an amount not to exceed \$119,382.06.

Motion: By: Zachary Rich **Seconded:** Jeff Kuhl

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

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

2. Approving Requisition #R25-7439 with Computer Square Inc., for Live Scan data transfer services in an amount not to exceed \$65,000.00.

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

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

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

3. Approving Requisition #R25-7450 with Media Technologies NJ LLC, for the North Branch County Library furniture, in an amount not to exceed \$103,854.12.

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

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

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

4. Approving #R25-6719 with All Hands Fire Equipment, for firefighting foam, in an amount not to exceed \$126,207.50.

Motion: By: Jeff Kuhl **Seconded:** Zachary Rich

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

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

XIV. **COUNTY ADMINISTRATOR, Brad Myhre**

1. Approving the appointment of Andrew K. Bernath as Hunterdon County Chief Financial Officer, under N.J.S.A. 40A:9-28.4, for a three-year term commencing January 1, 2026 through December 31, 2028.

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

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

2. Approving appointments to the Hunterdon County Improvement Authority.
Motion: By: Jeff Kuhl **Seconded:** Zachary Rich
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:** None
3. Opposing A-919/S-1518, which would Establish certain Procedures and Standards Concerning Public Services Privatization Contracts.
Motion: By: Shaun Van Doren **Seconded:** Susan Soloway
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:** None

XV. APPOINTMENTS

1. Approving the appointment of Lynn E. Hamilton to the Hunterdon County Senior, Disabilities and Veterans Advisory Council, term to be effective immediately through December 02, 2028.
Motion: By: Shaun Van Doren **Seconded:** Jeff Kuhl
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:** None
2. Approving the appointment of Alexandra Wendel to the Hunterdon County Senior, Disabilities and Veterans Advisory Council, term to be effective immediately through December 02, 2028.
Motion: By: Shaun Van Doren **Seconded:** Susan Soloway
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:** None

XVI. CONSENT AGENDA

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

1. Approving the Claims Register dated December 02, 2025.
2. Approving the executive session and regular meeting minutes from the November 18, 2025 meeting.
3. Approving the hire and regular appointment of Fikirte Peterson as a part-time Library Assistant in the Hunterdon County Library. (Filling a vacancy)
4. Approving the hire and regular appointment of Nikolaos Alektoridis as a part-time Library Associate in the Hunterdon County Library. (Filling a vacancy)
5. Approving the hire and regular appointment of Isabella Macor as a Keyboarding Clerk 1 in the Hunterdon County Department of Human Services, Division of Social Services. (Filling a vacancy)
6. Acknowledging the action of Hunterdon County Sheriff, Frederick Brown, to hire and provisionally appoint Ryan J. Scholl as a County Corrections Officer. (Filling a vacancy)
7. Approving the hire and regular appointment of Courtney Cihanowyz as a Keyboarding Clerk 1 in the Hunterdon County Department of Human Services, Division of Social Services. (Filling a vacancy)
8. Approving the hire and seasonal appointment of Veronica Peterson as a Seasonal Intern in the Department of Administrative Services, Division of Buildings and Maintenance.

9. Approving the regular promotion and reclassification of Elizabeth Schwartz to the title of Emergency Response Specialist in the Department of Health, Preparedness Division.
10. Approving the provisional promotion of Danielle McGann to the title of Analyst Trainee in the Department of Human Services, Division of Social Services. (Filling a vacancy)
11. Acknowledging the action of Hunterdon County Prosecutor Renee Robeson, to increase the salary for Joseph Paravecchia, First Assistant Prosecutor, in the Hunterdon County Prosecutor's Office.
12. Acknowledging the action of Hunterdon County Prosecutor Renée Robeson, to increase the salary for Timothy Drew, Chief of Detectives, in the Hunterdon County Prosecutor's Office.
13. Acknowledging the one-time compensation adjustment for the Unclassified Assistant Prosecutors in the Hunterdon County Prosecutor's Office.
14. Approving William Weinreich, full-time Road Repairer 3 in the Hunterdon County Department of Public Works, Roads Division, be granted a temporary/interim retroactive salary adjustment in accordance with the collective bargaining agreement with CWA Local 1036 for temporarily filling the role of Road Repairer Supervisor.
15. Authorizing the Director or Deputy Director to sign a Memorandum of Understanding with South Hunterdon Regional High School Board of Education, to use the South County Park for reunification during the event of an emergency at any of the schools for a one-year term.
16. Amending Resolution 2025-1014; Authorizing the Director or Deputy Director to sign an Agreement with Frenchtown Borough for the purchase and installation of two actuated LED enhanced pedestrian crossing signs at the intersection of County Road 610 and Creek Road.
17. Authorizing the Director or Deputy Director to sign on behalf of the County, Change Order #1 with Kalogridis Contracting LLC, for Rehabilitation of the Echo Hill Park Dam; in an increase of \$3,990.00.
18. Confirming the action of the Commissioner Director to approve a request from Pattenburg Volunteer Fire Company to host a coin toss on Friday, November 28, 2025, from 8:00 a.m. until 2:00 p.m. at the following locations: Intersection of County Route 635 and Frontage Road in the Township of Union.
19. Authorizing the Director or Deputy Director to sign County Innovation Contract #26-675-ADA-1 with Prevention Resources, Inc. for the provision of community-based services known as the Hope One and Peer Specialist Program, for the period of October 1, 2025, through September 30, 2026, in the amount of \$42,850.00 (State funds).
20. Approving a request from the New Jersey Fish and Wildlife to perform a preseason duck banding program in the Assicong Marsh in Hunterdon County Parks.
21. Authorizing the Division Head of Parks and Recreation, Ryan Preston, to sign the 2026 River Crossing YMCA camp agreement and any other related documents for the half-day nature-based programming, beginning Monday, June 29, 2026 through Friday, August 14, 2026.

22. Approving a request from the Hunterdon Art Museum to hang a temporary banner on Bridge N-1 in the Township of Clinton from June 14, 2026, to August 31, 2026 in recognition of the nation's 250th anniversary.
23. Canceling the balance of certain Grant Fund Receivables and Appropriated Reserve Balances.
24. Authorizing the County Counsel to sign a Side Letter of Agreement (SLA) with CWA to amend Section 8A "Holidays" for 911 Public Safety Telecommunicators with an effective date of November 26, 2025.

XVII. OPEN TO THE PUBLIC

Catherine Suttle, Executive Director of Hunterdon Land Trust thanked the Commissioner Board for approving the municipal grant to Raritan Township for the historic preservation and restoration of the bank barn at the Dvoor Farm.

Mr. Adam Liebttag, President of CWA thanked the Board for passing resolution 24 under the consent agenda. Mr. Liebttag shared he was in attendance this evening to provide a report on the progress that has been made regarding health care coverage. Mr. Liebttag added that no progress has been made due to the County's external representatives. He added a month has passed with no progress, which frustrates him and the CWA Union members. The CWA receives inquiries daily regarding 2026 health care coverage. Mr. Liebttag stated this problem needs to be resolved and the current situation is unacceptable.

Director Lanza shared he is just as frustrated as the CWA. He added Health Benefits is the second-largest line item in the County Budget, and statewide individuals are facing 20-40% increases in premiums. He added the Board is pushing hard to move ahead and get a resolution.

Commissioner Kuhl added it is frustrating and the Board is working towards a resolution.

XVIII. ADDITIONAL COMMISSIONER COMMENTS

Deputy Director Van Doren asked Director Lanza and the rest of the Commissioner Board to pass a resolution at their December 16th meeting opposing Senate Bill 4736 which enhances the ability of religious and nonprofit organizations to convert certain property to inclusionary developments with affordable housing. He asked Administrator Myhre to draft a resolution.

Commissioner Kuhl agreed with Deputy Director Van Doren. Administrator Myhre stated he would research the legislature and prepare a resolution for consideration at the Board's next meeting.

XIX. EXECUTIVE SESSION (Reconvene if necessary)

XX. ADJOURNMENT

The Board adjourned at 6:28 p.m. on a motion by Deputy Director Van Doren, seconded by Commissioner Rich, followed by a voice carry.

Respectfully submitted and transcribed by:



Rebecca Grohgans, CLERK