



MINUTES

HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

Commissioner Meeting Room
71 Main Street, Building 1, Second Floor
Flemington, New Jersey 08822
January 20, 2026

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

No: None **Abstain:** **Absent:** Zach Rich, Susan Soloway

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, liaison and member of the North Jersey Transportation Planning Authority (NJTPA) reported she attended the January 12 NJTPA Board meeting, where key discussions included infrastructure funding project prioritization and the selection of officers for 2026; notably, Middlesex County Commissioner Charles Kenny was elected Chair of the NJTPA Board of Trustees, which oversees regional transportation planning and more than \$3 billion in annual investments across 13 counties. Additionally, as liaison to the National Association of Counties (NACo), Commissioner Soloway reported that a bipartisan, multi-year Surface Transportation Reauthorization remains a top national priority as the Infrastructure Investment and Jobs Act nears expiration, with NACo advocating for increased local access to funds, strengthened planning and project delivery (especially for rural counties), enhanced grant opportunities, and streamlined permitting. Lastly, as co-liaison for Veterans Affairs, Commissioner Soloway announced that Hunterdon County will again sponsor veteran headstone cleaning events in 2026, with dates and locations forthcoming, continuing a

well-received program that honors veterans through strong volunteer participation.

Commissioner Van Doren provided updates as liaison to the Department of Human Services. The Community Assistance Resource Event (CARE) is scheduled for February 2, 2026, at the Salvation Army, offering countywide residents access to information, registration, and referrals related to housing and food insecurity. The Senior Center also announced a new monthly Open Line Dancing class beginning January 30, 2026, with beginner instruction and open to all skill levels. As liaison to the Health Department, Commissioner Van Doren reported that influenza activity in New Jersey is currently very high, with the Health Department working alongside community partners to limit spread and encouraging residents to follow recommended prevention measures, including vaccination. Lastly, as a co-member of the Budget Committee, Commissioner Van Doren noted that work on the annual county budget is commencing, with the first meeting scheduled for January 29, and a commitment to work toward maintaining last year's tax rate reduction.

Deputy Director Kuhl shared that the Hunterdon Beer Trail Passport After Party has been rescheduled to February 1st at Descendants Brewery in Milford. As liaison to the Department of Public Safety, Deputy Director Kuhl provided updates on recent and ongoing emergency preparedness efforts, including a December 16 tabletop exercise focused on a high-consequence infectious disease in preparation for the 2026 World Cup, a December 17 functional active shooter exercise at Hunterdon Medical Center, and a January 20 municipal tabletop exercise in the Town of Clinton addressing a hazardous materials release on Interstate 78 with participation from multiple local, county, and state agencies. Additionally, Deputy Director Kuhl announced that Hunterdon County has been awarded \$654,052 through the State's FY26 Public Safety Answering Point (PSAP) Grant Program for network security enhancements, bringing total funding received since FY23 to nearly \$2 million, reflecting continued advocacy to ensure 911-dedicated funds are returned to local governments for emergency communications needs.

Director Lanza recognized County Purchasing Agent Ray Rule in advance of his 40th anniversary of service to Hunterdon County, with appreciation expressed for his longstanding dedication. As liaison to the Sheriff and County Clerk, Director Lanza announced that four Ident-A-Shred events will again be hosted this year at the Route 12 County Complex in Raritan Township on April 18, May 30, September 19, and October 17, from 8:00 a.m. to 11:30 a.m., providing residents with an important identity theft prevention service. Additionally, Director Lanza advised that the Division Head of Parks and Recreation would present an updated Parks and Recreation logo for approval, reflecting recent and ongoing improvements to the County's parks system, including facility upgrades, new trails and programming, environmental stewardship initiatives, and the maintenance of more than 9,000 acres of preserved land for public recreation and conservation.

VII. PROCLAMATIONS/RECOGNITION

1. Honoring Raymond Rule In Recognition of 40 Years of Dedicated Service to Hunterdon County.

Motion: By: Susan Soloway **Seconded:** Jeff Kuhl

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

VIII. **HONOR AND REMEMBER PRESENTATION, Larry Coyne & Rich Myers**

Dick Myers, JP Levin, and Larry Coyne presented the information about the Honor and Remember Flag. Dick Myers shared that the Honor and Remember NJ chapter is dedicated to honoring the sacrifices of U.S. military service members who have lost their lives. The organization recognizes fallen service members from every war and conflict, ensuring that their sacrifices are remembered and honored. The Honor and Remember Flag serves as a continuous reminder of these losses, flown year-round to acknowledge the bravery and dedication of those who served. The NJ chapter actively engages in events and presentations to promote awareness of this important cause and to support families affected by military loss.

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

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

Mr. Doug Walker, a resident of Alexandria Township, shared he appreciates the Board's service and added he has been active in Scouting for 15 years and has been serving on the Alexandria Township Board of Education for 8 years. Mr. Walker requested the Commissioner Board to review the County's services for the unhoused individuals in our area. He requested the Board revisit the overnight Code Blue Warming Center that used to be in place. In closing, Mr. Walker shared he is happy to help with this initiative.

Ms. Suzanne Shust, a resident of Clinton Township, asked the Commissioner Board to address issues regarding the new Hunterdon County Polytech building. Ms. Shust stated the first issue is the flag that is being flown on the school campus is too big for a residential area. Ms. Shust advised the flag is loud when it snaps in the wind, and bangs against the flag pole. She suggested purchasing a smaller flag. Ms. Shust shared she also has concerns regarding sidewalk safety issues. Administrator Myhre asked Ms. Shust to provide her contact information and that he would speak with Superintendent, Dr. Todd Bonsall regarding her issues and concerns.

X. **PARKS & RECREATION UPDATE, Ryan Preston, Division Head**

1. Approving the new Hunterdon County Division of Parks and Recreation logo.

Mr. Ryan Preston, Division Head of Parks and Recreation

Motion: By: Susan Soloway **Seconded:** Jeff Kuhl

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

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

2. Introduction of Hunterdon County Ordinance 2026-01; Heron Glen Golf Rates for 2026.

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

XI. **PLANNING & LAND USE**

1. Authorizing the Executive Director of the Cultural & Heritage Commission to sign, on behalf of the County, a Grant Agreement with the New Jersey Historical Commission

for the Hunterdon County Cultural & Heritage Commission for the period of January 1, 2026, through December 31, 2026, in the amount of \$52,500.00.

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

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

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

2. Authorizing the Executive Director of the Cultural & Heritage Commission to sign, on behalf of the County, a Grant Agreement with the New Jersey State Council on the Arts for the Hunterdon County Cultural & Heritage Commission for the period of January 1, 2026 through December 31, 2026 in the amount of \$200,000.00

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

XII. PURCHASING, Ray Rule, QPA

1. Approving requisition #R25-7594 with Gabrielli Kenworth of NJ for the purchase of a heavy service truck with a crane for Vehicle Services, in an amount not to exceed \$324,529.25.

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. Approving a contract award for County RFP 0051-2025, with Marsh & McLennan Agency LLC for Risk Manager/Insurance Broker Services-Property and Casualty.

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

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 0093-2025, with NewTech Recycling, Inc for the Electronics Recycling Program.

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

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

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

4. Approving a contract award for County Bid 2025-22, with Republic Services of New Jersey LLC for refuse disposal services and recycling services for the various County facilities, in an amount not to exceed \$297,120.00.

Motion: By: Susan Soloway **Seconded:** Jeff Kuhl

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

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

XIII. APPOINTMENTS

1. Approving re-appointments to the Hunterdon County Parks & Open Space Advisory Committee (POSAC).

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. Approving the appointment of James Hager Jr. to the Hunterdon County Transportation Advisory Committee (TAC), term to be effective immediately through January 31, 2030.

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

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

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

3. Approving the reappointment of Roger Locandro and Howard J. Opdyke III (Jack Opdyke) to the Raritan Valley Community College Board of Trustees, term effective January 01, 2026 through December 31, 2026.

Motion: By: Jeff Kuhl **Seconded:** Susan Soloway

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

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

XIV. **CONSENT AGENDA**

Motion: By: Susan Soloway **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 January 20, 2026.
2. Approving the executive session and regular meeting minutes from the December 16, 2025, December 30, 2025, and January 06, 2026 meetings.
3. Confirming the action of the Appointing Authority, Brad Myhre, to hire Katie Van Houten to the title of Clerk to the County Administrator, in the Department of Administration.
4. Approving the hire and regular appointment of Brandon DeVito as a Laborer 1 in the Hunterdon County Department of Public Works, Roads Division. (Filling a vacancy)
5. Acknowledging the action of Hunterdon County Prosecutor Renée Robeson to hire and appoint Jamie Villas as an Assistant Prosecutor in the Hunterdon County Office of the Prosecutor. (Filling a vacancy)
6. Acknowledging the action of the Appointing Authority, Brad Myhre, to hire and appoint Ethan Coss as a Laborer 1 in the Hunterdon County Department of Public Works, Bridge Division. (Filling a vacancy)
7. Acknowledging the action of the Appointing Authority, Brad Myhre, to hire and appoint Justin Prandi as a Laborer 1 in the Hunterdon County Department of Public Works, Bridge Division. (Filling a vacancy)

8. Acknowledging the action of the Appointing Authority, Brad Myhre to hire and seasonally appoint Xavier Arteaga as a Laborer 1 in the Hunterdon County Department of Administrative Services, Division of Buildings and Grounds.
9. Approving a salary adjustment and title change for Ryan Clancy, Level 1 Fire Instructor, in the Department of Public Safety as he has obtained his Level 2 Fire Instructor certification.
10. Approving an amendment to Resolution 2025-1058, interim appointment of William Weinreich, to reflect the correct salary.
11. Approving the action to hereby grant Carissa A. Dave a regular appointment as a full-time Coordinator of Nurse Examiners Victims of Sexual Assault Program as of January 20, 2026, in the Hunterdon County Office of the Prosecutor. (No change in salary)
12. Approving the action to hereby grant Shu-Chen Chiang a regular appointment as a full time Director of Nursing as of January 20, 2026, in the Hunterdon County Department of Health, Public Health Nursing Division. (No change in salary)
13. Approving the action to hereby grant Emily A. Stiff a regular appointment as a full time Supervising Public Safety Telecommunicator as of January 20, 2026, in the Hunterdon County Department of Public Safety. (No change in salary)
14. Approving the action to hereby grant Jigishaben Y. Patel a regular appointment as a full time Human Services Specialist as of January 20, 2026, in the Hunterdon County Department of Human Services, Division of Social Services.(No change in salary)
15. Approving the action to hereby grant Victor A. Perez a regular appointment as a full time Human Services Specialist 1 as of January 20, 2026, in the Hunterdon County Department of Human Services, Division of Social Services. (No change in salary)
16. Approving the action to hereby grant Hannah L. Trinity a regular appointment as a full time Human Services Specialist 1 as of January 20, 2026, in the Hunterdon County Department of Human Services, Division of Social Services. (No change in salary)
17. Acknowledging the salary for Hunterdon County Prosecutor, Renée M. Robeson, as required by New Jersey P.L. 2018, c.14.
18. Approving the salaries for employees in the County of Hunterdon, Bargaining Agreement between PBA 188 Investigators, PBA 188 Sergeants and PBA 188 Lieutenants in the Hunterdon County Prosecutor's Office effective January 1, 2026.
19. Authorizing County Counsel to sign a Side Letter of Agreement with the County Clerk's Office CWA Local 1036 for Summer Compressed Schedule.

20. Authorizing County Counsel to sign a Side Letter of Agreement with the County Clerk's Office CWA Local 1036 for Election Day.
21. Authorizing the County Purchasing Agent to solicit bids for the following project: Furnish Automated Data Processing Services for the Board of Taxation.
22. Authorizing the County Purchasing Agent to solicit bids for the following commodities: Furnish and Deliver Maintenance and Repair Materials for Roads and Bridges.
23. Authorizing the County Purchasing Agent to solicit proposals for the following services: Employee Assistance Program Services.
24. Authorizing the County Administrator to sign a Right of Way Use Agreement with Pilot Fiber NJ, LLC which grants non-exclusive use of the Public Right-of-Way within the County.
25. Authorizing the Director or Deputy Director and Clerk to the Board of County Commissioners sign an Interlocal Public Health Services Agreement with the Borough of Hampton.
26. Approving a request from Lebanon Township Volunteer Fire Department to host a coin toss on Saturday March 21, 2026 from 8:00 a.m. until 4:00 p.m. at the intersection of County Route 513 and Bunnvale Road in the Township of Lebanon.
27. Authorizing the Hunterdon County Department of Health to apply for the New Jersey Department of Health Rural Health Transformation Program Grant.
28. Authorizing the Department of Health to apply for and accept funding from the Delta Dental of New Jersey Foundation for the S.M.I.L.E. Grant and S.M.I.L.E. Mini-Grant programs.
29. Establishing the 2026 meeting dates and times for the Solid Waste Advisory Council.
30. Authorizing the Director or Deputy Director to execute a Contract Modification with Prevention Resources, Inc. for the Prevention Education program reflecting an increase in funding of \$4,285.00 for the period of January 1, 2024, through December 31, 2026, with the not-to-exceed figure revised from its original amount of \$75,000.00 to reflect the new sum of \$79,285.00 for the period of January 1, 2024, through December 31, 2026.
31. Authorizing the Director or Deputy Director to execute a Contract Modification with Prevention Resources, Inc. for the Recovery Center program reflecting an increase in funding of \$8,625.00 for the period of January 1, 2024, through December 31, 2026, with the not-to-exceed figure revised from its original amount of \$103,500.00 to reflect

the new sum of \$112,125.00 for the period of January 1, 2024, through December 31, 2026.

32. Approving a request from the Marshall's Band to host a concert at the Hunterdon County Historic Courthouse on Friday, February 6, 2026, and waive the fees associated with this facility.
33. Approving a request from the Friends of the Locktown Stone Church to borrow two assisted listening devices from the Hunterdon County Cultural & Heritage Commission for the period of May 1, 2026 through October 31, 2026.
34. Approving a request from Hunterdon Musical Arts to hold a rehearsal and concert in the Hunterdon County Historic Courthouse on Friday, February 20, 2026 and Saturday, February 21, 2026 respectively, with a snow date for the concert on Sunday, February 22, 2026, and waive the fees associated with this facility.
35. Authorizing Hunterdon County Parks to permit the USDA-APHIS (United States Department of Agriculture/Animal and Plant Health Inspection Service) Wildlife Services to release raptors from sensitive areas in several Hunterdon County Parks.
36. Authorizing the Division of Parks and Recreation to grant a courtesy permit to the New Jersey Fish and Wildlife (NJFW) for their continued monitoring program of the American Kestrel in various County Parks throughout 2026.

XV. OPEN TO THE PUBLIC

No public comments.

XVI. ADDITIONAL COMMISSIONER COMMENTS

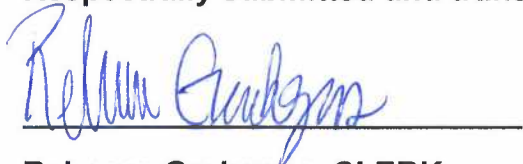
No additional Commissioner comments.

XVII. EXECUTIVE SESSION (Reconvene if necessary)

XVIII. ADJOURNMENT

The Board adjourned at 6:13 p.m. on a motion by Commissioner Van Doren, seconded by Commissioner Soloway, followed by a voice carry.

Respectfully submitted and transcribed by:



Rebecca Grohgans, CLERK