



MINUTES

HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS

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

December 16, 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: Susan Soloway **Seconded:** Jeff Kuhl

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

No: None **Abstain:** **Absent:** Zachary Rich

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

IV. **MOMENT OF SILENCE**

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

VI. **COMMISSIONER REPORTS**

As liaison to the Hunterdon County Library, Commissioner Rich provided updates on recent facility improvements, including new flooring in the Children's Area, Lower Level, and public restrooms at the Main Branch, and the ordering of new furniture for the North County Branch with installation planned for Q1 2026. The Library is sponsoring a Winter Reading Challenge for children and adults, running December 1, 2025, through February 1, 2026, featuring a bingo-style format with prizes and raffle entries. The Main Branch Makerspace continues to offer programs such as Intro to Sublimation – Cozy Socks and Intro to the Boss Laser Cutter & Inkscape, with the latter providing certification for laser cutter use. Additionally, as liaison to the Cultural and Heritage Division, Commissioner Rich reported that the Large Foundation has awarded a \$5,000 grant to support the annual Teen Arts Festival.

Commissioner Kuhl reported Staff participated in a November 1st walking audit in High Bridge with representatives from NJTPA's UpNext North Jersey as part of public outreach for the Hunterdon County Bicycle Plan, funded through the NJTPA Subregional

Studies Program. The audit, organized with Rutgers' Voorhees Transportation Center, assessed potential biking and walking improvements along a route spanning the train station, downtown destinations, redevelopment sites, and the Columbia Trail, with observations documented for review. NJTPA continues to recruit young adults ages 21–30 for UpNext North Jersey. Additionally, Commissioner Kuhl noted that Main Street in Flemington will host *Main Street After Dark* on Friday, December 19, with local businesses offering extended hours, special menu items, treats, music, and discounts to encourage community support of small businesses.

Commissioner Soloway reported that County Clerk, Mary Melfi and herself will attend the sold-out Senior Center Holiday Luncheon at Razberry's Banquet Hall, featuring entertainment by Nancy and Jaime DeJesus, and that later in the week she will visit Old Turnpike School to speak with middle-school students about the role of county government and leadership. Commissioner Soloway highlighted the importance of youth engagement in public service. As co-liaison for Economic Development and Tourism, she congratulated Bobolink Dairy and Bakehouse for earning a Super Gold award at the 2025 World Cheese Awards for their Drumm Cheese, selected from more than 5,400 entries, and proposed inviting the business to a future meeting with Economic Development Director Marc Saluk to further recognize this achievement.

As liaison to the Department of Human Services, Deputy Director Van Doren reported on upcoming Senior Center programs, including the return of Bingo on January 12 with lottery registration open December 29–January 6, a coyote education lecture with Chief Parks Naturalist Tom Sheppard on January 13 requiring pre-registration, and a New Year Karaoke event on January 23 with lottery registration open December 29–January 14. Deputy Director Van Doren also recapped participation in the Wreaths Across America ceremony at Fairmount Rural Cemetery, attended by nearly 100 residents, veterans, and volunteers, featuring wreath-laying, an honor guard, and a 21-gun salute, with long-standing sponsorship from local veterans' organizations and the Woman's Club of Tewksbury Township. A personal wreath was placed in honor of Deputy Director Van Doren's uncle, underscoring the community's shared commitment to remembering and honoring veterans.

Director Lanza shared a year-end report highlighting major 2025 accomplishments, including the fulfillment of the "New Era of Partnership" commitment through \$500,000 in Law Enforcement Grants to 22 municipalities, preservation of the 2024 tax rate cut and a further reduction to an 11-year low while maintaining the county's debt-free status, and continued investment in open space with \$1 million in 2025 Municipal Parks and Recreation Grants. The Board advanced shared services by establishing the Hunterdon County Improvement Authority to help municipalities reduce borrowing costs, with projected taxpayer savings beginning in 2026. Director Lanza shared additional updates including the Health Department assuming countywide food-truck inspections to streamline processes, ongoing renovations at the Arboretum to improve accessibility and services, federal approval to advance Phases 2 and 3 of the Emergency Services Training Center, and the opening of the county's first full-time vocational high school, the Hunterdon County Career & Technical Schools–North Campus. Director Lanza concluded with recognition of Sheriff Brown and Prosecutor Robeson for coordinating enhanced security efforts with community partners following recent national tragedies.

VII. PROCLAMATIONS/RECOGNITION

1. Recognizing Holland Free Public Library upon celebrating its 60th anniversary.
Laura thanked the Board for the recognition and shared a brief overview of Holland Free Public Library's accomplishments.
Motion: By: Susan Soloway **Seconded:** Zachary Rich
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:**
2. Recognizing Erin Grady upon earning her Silver Award.
Ms. Erin Grady shared details regarding her project at Wright & Ford Family Funeral Home.
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:**
3. Recognizing Bodhi Piroga, a dedicated member of Scouts BSA Troop 62, upon achieving the rank of Eagle Scout.
Mr. Bodhi Pirog shared details of his Eagle Scout project.
Motion: By: Jeff Kuhl **Seconded:** Zachary Rich
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:**
4. Recognizing Adaleigh Muzychko for her compassion and quick response assisting a fellow student during a medical issue.
Ms. Adaleigh Muzychko shared about how her experience with Raritan Township Police Department's Junior Police Academy helped her respond and assist a fellow student while experiencing a medical issue.
Motion: By: Zachary Rich **Seconded:** Shaun Van Doren
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:**
5. Recognizing Jane Ricketts upon her retirement from the Hunterdon County Library.
Motion: By: Susan Soloway **Seconded:** Zachary Rich
Yes: John Lanza, Shaun Van Doren, Jeff Kuhl, Zachary Rich, Susan Soloway
No: None **Abstain:** None **Absent:**

VIII. PUBLIC COMMENT, Limited to 2 minutes per person.

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

Michael Sazonov, a resident of Alexandria Township, and a community arts and well-being consultant and creative aging practitioner from Hunterdon County, shared on an emerging social prescribing initiative. He provided an overview of the approach, which connects residents with local non-clinical support to enhance well-being, improve quality of life, and reduce strain on existing services, and to highlight how the initiative complements current County programs.

IX. GRANTS, Michael Franchini, Deputy CFO

1. Requesting the insertion of an item of revenue and the like sum as an appropriation, in the 2025 County Budget, for the 2026 Early Voting Grant in the amount of \$350,000.00.

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:**

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

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

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

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

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

2. Authorizing the Transfer of Payment in lieu of Improvement Funds.

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:**

XI. **PLANNING & LAND USE**

1. Approving a Historic Preservation Grant to the Chamber Foundation, for the preservation of the Reading-Large House, located in Flemington Borough, in an amount not to exceed \$36,800.00.

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

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

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

2. Authorizing the Cultural & Heritage Commission to apply for a Discover New Jersey License Plate Grant, not to exceed \$7,500 to support the creation of a self-guided tour of the Historic Courthouse.

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

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

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

XII. **PURCHASING, Ray Rule, QPA**

1. Approving a contract award with Holman Frenia Allison, P.C., for County RFP 0080-2025 for advisory compensation study services, in an amount not to exceed \$25,000.00.

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

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

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

2. Approving requisition #R25-7410 with Flock Group Inc., for the purchase of automatic license plate readers in an amount not to exceed \$180,873.00.

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

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

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

3. Approving a contract award with Hunterdon Medical Center for County RFP 0067-2025, Corporate Health Services Including Occupational Health Services for Hunterdon County employees, in an amount not to exceed \$35,000.00.

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:**

XIII. COUNTY ADMINISTRATOR, Brad Myhre

1. Commemorating the 250th Anniversary of the Founding of the U.S.

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:**

2. Authorizing Emergency contract for operation of the Hunterdon County Solid Waste Transfer Station and Recycling Center.

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

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

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

XIV. APPOINTMENTS

1. Approving the re-appointment of Jean E. Allured to the Hunterdon County Library Commission, term to be effective immediately through December 31, 2030.

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

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

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

2. Approving the re-appointment of Andrew Borkin and Page Stiger as members to the Hunterdon County Planning Board, terms to be effective immediately through December 31, 2028.

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

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

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

3. Approving that Eric Johnson, Assistant County Engineer, be appointed as an alternate to the County Engineer on the Hunterdon County Planning Board.

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

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

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

4. Approving the re-appointments of Bill Bowlby, Alex Hammerstone, and Forest Locandro to the County Agriculture Development Board (CADB), terms to be effective January 1, 2026 through December 31, 2029.

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

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

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

5. Approving the appointment of Meredith Sonnen as an alternate member to the Shade Tree Commission, term to be effective January 1, 2026 through December 31, 2030.

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:**

XV. **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:**

1. Approving the Claims Register dated December 16, 2025.
2. Approving the executive session and regular meeting minutes from December 02, 2025 meeting.
3. Approving an amendment to Resolution 2025-1057, Acknowledging the one-time lump sum compensation adjustment for the Assistant Prosecutors in the Hunterdon County Office of the Prosecutor.
4. Acknowledging the action of the Hunterdon County Prosecutor, Renée M. Robeson, to adjust the salary and title for Kayla Morales to the title of County Investigator in the Hunterdon County Prosecutor's Office.
5. Approving the provisional promotion of Robert Bound to the title of Road Repairer 2 in the Department of Public Works, Roads Division.
6. Acknowledging the action of Hunterdon County Prosecutor Renée Robeson to promote Quayshaun Brooks, to the title Detective First Class in the Hunterdon County Office of the Prosecutor.
7. Acknowledging the action of Hunterdon County Prosecutor Renée M. Robeson to promote David Petelle to the title Lieutenant in the Hunterdon County Office of the Prosecutor.
8. Acknowledging the action of Hunterdon County Prosecutor Renée M. Robeson to promote William Svard to the title Sergeant, in the Hunterdon County Office of the Prosecutor.

9. Acknowledging the action of Hunterdon County Sheriff, Frederick Brown, to promote Sergeant David Bowlby to the title of Lieutenant in the Hunterdon County Sheriff's Office.
10. Approving the action to hereby grant Haley Sutphin a regular appointment as a full-time Program Development Specialist as of December 16, 2025, in the Hunterdon County Department of Human Services. (No change in salary)
11. Approving the action to hereby grant Kyle Bell a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works, Roads Division. (No change in salary)
12. Approving the action to hereby grant Jonathan Cerone a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works, Roads Division. (No change in salary)
13. Approving the action to hereby grant Shelby Pena a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works, Roads Division. (No change in salary)
14. Approving the action to hereby grant Jacob A. Moors a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works. (No change in salary)
15. Approving the action to hereby grant Kent E. Ridge a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works. (No change in salary)
16. Approving the action to hereby grant Liam T. Peralta a regular appointment as a full-time Road Repairer 1 as of December 16, 2025, in the Hunterdon County Department of Public Works. (No change in salary)
17. Acknowledging the action of the Hunterdon County Sheriff, Frederick Brown, to hire and appoint Nicky Castello as a Security Guard in the Hunterdon County Sheriff's Office.
18. Authorizing the Qualified County Purchasing Agent to initiate competitive contracting for Electric and Natural Gas Consultancy and Brokerage Services for the County of Hunterdon and Registered Cooperative Members #51-HCCPS, pursuant to N.J.S.A.40A:11-4.3(a).
19. Authorizing the Qualified County Purchasing Agent to initiate competitive contracting for Earned Value Construction and Project Management for the Hunterdon County

Emergency Services Training Center, Administration Building, and Vehicle Storage Building, pursuant to N.J.S.A.40A:11-4.3(a).

20. Approving an Interlocal Service Agreement between the County of Hunterdon and Township of East Amwell for the use of the County's salt storage facility located at the County's Mt. Airy Garage.
21. Approving the Assistant County Engineer's recommendation to rescind the 10 Ton weight limit for County Bridge D-383, located on Ferry Road, in the Township of Delaware, Hunterdon County, and adopt an unrestricted weight limit, to be effective immediately due to the completion of improvements.
22. Authorizing the Director or Deputy Director to sign on behalf of the County, Change Order #2 with Kalogridis Contracting LLC, for the Rehabilitation of the Echo Hill Park Dam, in an increase of \$6,700.00.
23. Authorizing the Commissioner Director or Deputy Director and the Clerk to the Board of County Commissioners to sign the discharge of mortgage for the property known as Block 13, Lot 2 in the Township of Raritan, Hunterdon County, State of New Jersey.
24. Authorizing the Director of the Board of County Commissioners to sign, on behalf of the County, an equipment Lease Agreement, for Vehicle 16-2174, with the New Jersey Transit Corporation for the purpose of assigning it to the County of Hunterdon for use in the Consolidated Transportation System, the LINK.
25. Authorizing the Director of the Board of County Commissioners to sign, on behalf of the County, an equipment Lease Agreement, for Vehicle 16-2175, with the New Jersey Transit Corporation for the purpose of assigning it to the County of Hunterdon for use in the Consolidated Transportation System, the LINK.
26. Confirming the action of the Commissioner Director to sign and approve a New Jersey Fish and Wildlife fish stocking permit application from South Branch Outfitters to use County property for access to the South Branch of the Raritan River for the release of rainbow and brown trout, beginning the week of December 15, 2025.
27. Authorizing the Director or Deputy Director to sign and accept an award contract with the New Jersey Department of Law and Public Safety, Office of the Attorney General, for the Hunterdon County Prosecutor's Office, State Fiscal Year (SFY) 2026 Operation Helping Hand Grant Program, for the period of September 1, 2025 to August 31, 2026, in the amount of \$110,526.31 (State Funds).
28. Approving a request from the Borough of Flemington to use the Hunterdon County Historic Courthouse for their annual Reorganization Meeting on Monday, January 5, 2026, and waive the fees associated.

29. Approving a Hardship Waiver for the road opening of Beaver Ave (CR626) in Clinton Township for the water main installation for NJDOT and Town of Clinton Water.
30. Approving a lease renewal between the County of Hunterdon and the Hunterdon County Chamber of Commerce Foundation for office space at 117-119 Main Street, Flemington, New Jersey.
31. Authorizing the Director or Deputy Director to sign on behalf of the County, Change Order #3 with Kalogridis Contracting LLC, for the Rehabilitation of the Echo Hill Park Dam, in an increase of \$20,770.00.
32. Confirming the Action of the Director of the Board of County Commissioners to send a letter Opposing Senate Bill No. 4736 to members of the 15th, 16th, and 23rd legislative delegations.

XVI. OPEN TO THE PUBLIC

Mr. Rikki Massand, a resident of Whitehouse Station thanked the Board for approving the Resolution Commemorating the 250th Anniversary of the Founding of the U.S. In closing, he congratulated the Board on another successful year.

XVII. ADDITIONAL COMMISSIONER COMMENTS

Commissioner Kuhl shared it was a pleasure

XVIII. EXECUTIVE SESSION (Reconvene if necessary)

XIX. ADJOURNMENT

The Board adjourned at 6:26 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

