

## AGENDA

### HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS

71 Main Street, Freeholder's Meeting Room, 2<sup>nd</sup> Floor

Flemington, New Jersey 08822

**March 04, 2014**

I. **4:00 p.m. CONVENE:** "This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been given by posting throughout the year a copy of the notice on Bulletin Boards on the First and Second Floor of the Main Street County Complex, Building #1, Flemington, New Jersey, a public place reserved for such announcements. A copy was mailed on or before January 02, 2014, to the Hunterdon County Democrat, Star Ledger, Trenton Times, Courier News and the Express Times, newspapers designated to receive such notices and by filing a copy with the Hunterdon County Clerk."

#### II. EXECUTIVE SESSION

01. To discuss personnel issues.
02. To discuss legal issues.

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

- IV. **PUBLIC COMMENT**, Limited to 2 minutes per person.  
(Comments exceeding 2 minutes will be entertained later in the agenda).

#### ~~V. YMCA, Bruce Black~~

- ~~01. Appeal process for Human Services allocations.~~

#### VI. UNITED STATES NAVAL SEA CADETS CORP

#### VII. PUBLIC SAFETY AND HEALTH SERVICES

01. Health Services presentation and introduction to the County's Health Officer.

#### ~~VIII. FOR DISCUSSION~~

- ~~01. One room school house at Wescott Preserve.~~

#### IX. FINANCE, Lou Garbaccio, Treasurer

01. Motion to acknowledge receipt of the County Audit for 2012.

## **X. LAND USE AND FACILITIES MANAGEMENT, Frank J. Bell, AIA**

01. Update of various County facilities.

## **XI. PURCHASING, John Davenport III**

01. RESOLUTION - Approving a modification to the agreement with Keller and Kirkpatrick Consulting Engineers (County Quote #0111-2007), for additional services in connection with the reconstruction of Inter-County Bridge T-36-S and approach roadway, in Lamington and Bedminster Townships, increase of \$8,000.
02. RESOLUTION - Approving a modification to the agreement with Maser Consulting Inc., (County Quote #0034-2013), for additional services in connection with the installation of a sewer grinder and associated work, for the Corrections Division of the Department of Public Safety and Health Services, increase of \$600.

## **XII. CONSENT AGENDA**

“All matters listed under the Consent Agenda are considered to be routine by the Board of Chosen Freeholders of the County of Hunterdon and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item will be removed from the Consent Agenda and will be considered separately.”

01. Motion to approve the claims in accordance with the Claims Register dated March 04, 2014.
02. Motion to approve the regular session minutes of December 03, 2013 and December 17, 2013.
03. RESOLUTION - Kenneth Borngesser appointed full time, unclassified Confidential Aide, Department of Finance.
04. RESOLUTION - Approving a 2014 salary increase in accordance with the contract with Lodge #94, Sheriff's Superior Officers.
05. RESOLUTION - Robert Hanley appointed part time, as needed Fire School Instructor (Level 2), in the Emergency Services Division of the Public Safety and Health Services Department.
06. RESOLUTION - Approving an Adopt-A-Trail program and a Safety and Maintenance Manual for the program, as recommended by the Division of Parks and Recreation.
07. RESOLUTION - Approving, upon the recommendation of the Cultural and Heritage Commission and the County's 300<sup>th</sup> Committee, the Special Project Grants for 2014, in the amount of \$22,500.

08. RESOLUTION - Authorizing final payment for County Bid #2012-17, for the reconstruction of Inter-County Bridge E-140-M on County Route 518, over the Stony Brook, in the Townships of East Amwell and Hopewell, with Interstate Contracting & Excavating, LLC., in the amount of \$27,807.73.

### **XIII. GRANTS**

01. RESOLUTION - Approving a Section 5310 grant application with NJ Transit for two (2) Minibus vehicles designed to carry up to sixteen (16) ambulatory and/or two (2) forward facing mobility devices and one modified Van designed to carry up to four (4) ambulatory and/or two (2) wheelchairs. (Federal Transit contributes 80%; the State; NJ Transit contributes the required 20% match).
02. RESOLUTION - Approving a grant application with NJ DOT for the Resurfacing, Reconstruction and Storm Water improvements project for County Route 513, in Alexandria Township and Frenchtown Borough.
03. RESOLUTION - Approving a grant application with NJDOT for the Remediation of various Scour Critical Hunterdon County Bridges, in various Municipalities.
04. RESOLUTION - Approving a CEHA grant application with the State Department of Environmental Protection, for the purpose of supporting public non-community well salaries, in the amount of \$26,000.

### **XIV. PROCLAMATIONS/RECOGNITION**

01. PROCLAMATION - Recognizing Charles Rebick for having served on the Hunterdon County Human Services Advisory Committee.
02. PROCLAMATION - Recognizing March as Brain Injury Month in the County.

**Added Item:**

03. PROCLAMATION - Declaring March 2014 as American Red Cross month in the County of Hunterdon.

### **XV. CORRESPONDENCE**

01. Lucy Bush, requesting permission to use the historic Court House steps on Thursday, May 01, 2014, for the 63th Annual National Day of Prayer, between the hours of 5:00 p.m. until 7:00 p.m.
02. East Amwell Historical Society, requesting permission to use County roads, during the 5K/1 Mile Walk, on Saturday, May 10, 2014, at 7:30 a.m.

03. Team Somerset, requesting permission to use County roads in Readington Township to conduct individual time trials for a bicycle event, on Saturday, May 03, 2014, starting at 7:30 a.m. until around 9:30 a.m.
04. Kingwood Township Volunteer Fire Company, requesting permission to hold a Coin Toss, on Saturday, April 26, 2014 and on Sunday, April 27, 2014, from 8:30 a.m. until 3:00 p.m., at the intersection of County Route 519 and State Route 12.
05. High Bridge Fire Department, requesting permission to hold a Coin Toss on Saturday, April 05, 2014 (April 12, 2014 Rain Date), and on Saturday, November 29, 2014, from 8:00 a.m. until 3:00 p.m., on County Route 513 between Grayrock Road and Arch Street.
06. Whitehouse Rescue Squad, asking permission to hold a Coin Toss on Friday, April 04, 2014 and Saturday, April 05, 2014 (Rain dates: April 11 & 12, 2014), and on Friday, September 05, 2014 and Saturday, September 06, 2014 (Rain dates: September 12 & 13, 2014). Time on Friday would be 1:00 p.m. until 7:00 p.m. and on Saturday at 8:00 a.m. until 7:00 p.m.

**Added Item:**

07. Friendly Sons of St. Patrick of Hunterdon County, requesting permission to use the North County Library parking area during a parade on Sunday, March 16, 2014, from approximately 1:00 p.m. until 4:30 p.m., in order to off-load and re-load participants in the parade.

**XVI. FREEHOLDERS COMMENTS/REPORTS**

**XVII. OPEN TO THE PUBLIC**

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

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

Contract Modification  
County Quote #0111-2007

**WHEREAS**, there exists a need for a contract modification to the professional services agreement with Keller and Kirkpatrick Consulting Engineers, for additional consulting services in connection with the reconstruction of Inter-County Bridge T-36-S and approach roadway of the Black River Road, over the Lamington River, in Tewksbury Township and Bedminster Township for post design services for the construction phase of the project, for the Department of Public Works, of the County of Hunterdon; and

**WHEREAS**, the County of Hunterdon has requested the engineer to provide an additional Scope of Work for this project; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Hunterdon as follows:

01. The Board of Chosen Freeholders hereby authorizes and directs Keller and Kirkpatrick Consulting Engineers, 301 Gibraltar Drive, Suite 2A, Morris Plains, New Jersey 07950-3409, to provide the additional services outlined in the Scope of Work.
02. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms and conditions as specified in the Scope of Work, in an additional amount not to exceed \$8,000.00.
03. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms and conditions as outlined in the Scope of Work, on behalf of the County of Hunterdon.
04. The Treasurer of the County of Hunterdon has issued a Certificate of Availability of funds for the purposes set forth in this resolution, and such funds are provided for in the duly adopted budget of the County of Hunterdon.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**Adopted** March 04, 2014

**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

Contract Modification  
County Quote #0034-2013

**WHEREAS**, there exists a need for a contract modification to the professional services agreement with Maser Consulting, P.A., for consulting services in connection with the installation of a sewer grinder and associated work, for the Division of Corrections, Department of Public Safety and Health Services, of the County of Hunterdon; and

**WHEREAS**, the County of Hunterdon has requested Maser Consulting, P.A., provide an additional Scope of Work for this project; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Hunterdon as follows:

01. The Board of Chosen Freeholders hereby authorizes and directs Maser Consulting, P.A., 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701, to provide the additional services outlined in the Scope of Work.
02. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms and conditions as specified in the Scope of Work, in an additional amount not to exceed \$600.00.
03. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms and conditions as outlined in the Scope of Work, on behalf of the County of Hunterdon.
04. The Treasurer of the County of Hunterdon has issued a Certificate of Availability of funds for the purposes set forth in this resolution, and such funds are provided for in the duly adopted budget of the County of Hunterdon.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

Adopted March 04, 2014

**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that Kenneth Borngesser be hereby appointed full time unclassified 40 hours per week, Confidential Aide in the Treasurer/Finance Division of the Department of Finance/Administrative Services of the County of Hunterdon.

Salary per annum: \$45,000.00  
Effective: March 4, 2014

<b>ROLL CALL</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that the salary for the following FOP Lodge #94 Sheriff's Superior Officer shall be adjusted with a 2% salary increase as per the negotiated union agreement effective January 1, 2014:

<u>Employee</u>	<u>Current Salary</u>	<u>2014 2% Increase</u>	<u>2014 Adj.Salary</u>
Pete Hollender	\$74,222	\$1,484	\$75,706

<b>ROLL CALL</b>	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**



**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that Robert Hanley be hereby appointed as a Fire School Instructor (Level 2) scheduled as needed in the Division of Emergency Services in the Department of Public Safety of the County of Hunterdon.

Effective date: February 17, 2014

Salary: \$25.00

<b>ROLL CALL</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Hunterdon does hereby approve, at the recommendation of the Hunterdon County Parks Advisory Board, an Adopt-a-Trail Program at the Hunterdon County Parks and Recreation Division, of the Department of Land Use and Facilities Management; and

**BE IT FURTHER RESOLVED**, that the County of Hunterdon, Board of Chosen Freeholders does hereby approve a Safety and Maintenance Manual for the Adopt-a-Trail Program.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lenza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** March 04, 2014

**Denise B. Doolan, CLERK**

## Denise Doolan

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**From:** Carol Bodder  
**Sent:** Wednesday, February 19, 2014 2:18 PM  
**To:** Denise Doolan  
**Cc:** Frank Bell; Patrick Eckard  
**Subject:** FW: Adopt-A-Trail  
**Attachments:** Manual.DOC; new letter.DOC; sign.pub

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Denise  
Attached, please find the Adopt A Trail information that we would like to have on the March 4th Freeholder Agenda. This program has the support of the Advisory Committee and needs Freeholder concurrence. Frank Bell will be attending the meeting should there be any questions.  
Thanks so much for your assistance.  
Carol

**HUNTERDON COUNTY DIVISION OF PARKS & RECREATION**

**DEPARTMENT OF LAND USE AND FACILITIES MANAGEMENT**

**PO Box 2900, Flemington, NJ 08822-2900**

**Office Location: 1020 State Highway 31, Lebanon, NJ**

**Telephone (908) 782-1158 • Fax (908) 806-4057**

**E-mail: [parks@co.hunterdon.nj.us](mailto:parks@co.hunterdon.nj.us)**



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# **Adopt-A-Trail**

## **Safety And Maintenance Manual**

# Safety and Maintenance Manual

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## INTRODUCTION

This handbook provides guidelines for the maintenance, design, and construction of trails for participants in Hunterdon County Division of Parks & Recreation Adopt-A-Trail (AAT) program. Guidelines can be directly applied in the field. However, trail maintainers should realize that much of the material may require some adaptation to fit certain specific situation.

Although many participants in this program will only be interested in basic trail maintenance, it is helpful for all participants to become familiar with other facets of trail development so that they are knowledgeable enough to be aware of and report various conditions to the Parks. A small collection of resources is available for your use at the Arboretum if you would like to do some further research on related topics.

Any questions or problems you may encounter should be directed to the Trails Coordinator of the AAT program. You and the Trails Coordinator will jointly designate your trail or trail segment. The Trails Coordinator and staff from Hunterdon County Division of Parks & Recreation will help with basic skills.

If for any reason you find that you cannot continue proper maintenance of your trail, please notify the Trails Coordinator so that we can open the trail up to another adopter. We understand if it is not possible for you to continue maintaining your trail, and we appreciate your effort.

Trails are not simply an avenue to get from one place to another. People use trails for a number of reasons: to view beautiful scenery, to challenge themselves to a rugged workout, to escape the confines of a predominantly indoor environment, to socialize with other trail users, etc. An appropriate trail should satisfy one or more of these pursuits.

Protecting the environment in a quality recreational facility is a huge challenge to the trail maintainer and designer. Many variables must be taken into account when planning and maintaining a trail. Although technical knowledge is needed to care for and develop a trail, “feel” is just as important. One must anticipate the needs of the trail users, and have a “feeling” for how a specific trail will be utilized and enjoyed.

Some of you will have well established trails that have been around for years. Others will have paved pathways. In its most rudimentary sense, no matter what type of pathway, your principal objective is to see that your trail is kept free of hazardous obstructions, remains clearly delineated on the ground, is brushed back and is free of erosion. These objectives take on added meaning when you realize you are helping to preserve these trails for future generations.

Maintaining a trail is a “hands-on”, labor intensive proposition. Maintain your trail with an eye towards the future. For example, when possible, pull plants out by the roots that

are encroaching on the treadway as opposed to cutting them back for a permanent solution.

Trails are as varied as the terrain through which they pass. Each has its own individual strengths and idiosyncrasies. In order to preserve and protect your trail, you must get to know it. Learn how it responds to different stimuli. Along these lines, I strongly recommend each of you inspect your trail during a persistent rain shower. It is only then that you can establish an understanding for the fragile nature of a trail and appreciate the importance of protecting it from runoff. As experience will dictate, water is a trails worst natural enemy. Its erosive powers can reduce a pristine pathway to a gnarly abomination if proper erosion control structures are not in place and maintained. ALWAYS attempt to keep a trail as dry as possible and direct water away from it as soon as possible.

Ideally through the AAP program you will develop a “special feeling” for your trail; and a special closeness to nature.

And please be conscientious about reporting in.

Thank You  
Patrick Eckard  
Recreation Leader

## Chapter 1 Safety

A main objective of the Hunterdon County Division of Parks & Recreation Adopt-A-Trail (AAP) Program is to teach and practice safety in all areas of trail work. Safety is everyone's responsibility!

Know emergency procedures such as the location of the nearest emergency facility, the closest phone and how to quickly summon the Ranger, Police, or other emergency services. Know where you are on the trail to best help direct people to you.

Emergency numbers 911

Non-emergency numbers Parks office 908-782-1158 after hours Ranger number 908-507-5236

When speaking to the 911 dispatcher the caller should:

- Indicate the type of emergency
- Identify yourself
- Identify the park
- Identify the trail or site if possible
- Identify the best access or entry point

It is a good idea to have these numbers handy in your AAT diary or memo book.

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Begin by dressing properly. Your clothing is your most basic form of protection against injury and annoying pests. You should wear hiking boots or heavy work boots. Long-sleeved shirts and long comfortable trousers tucked into socks will help protect you from abrasions and keep pests from your skin. Light-colored clothes make it easier to spot insects and tend to keep you cooler in warm weather. Heavy, leather-palmed gloves provide hand protection. Insect/tick repellent and a hat help provide additional protection.

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Trail work involves physical labor often with tools and equipment. With "tools and equipment" there are a number of general safety rules. Here's a top ten list:

1. Always work at a comfortable pace. Fatigue and wandering attention can result in an accident.
2. Use the right tool for the job.
3. Inspect all tools before use.
4. Keep cutting tools sharp.



5. While working with a tool, always stand in a balanced position. If the woods are wet, be especially careful of your footing.
6. When cutting vegetation, be aware of your surroundings and those of other workers.
7. When passing a tool to another, always pass the handle first, releasing it only when the recipient has a firm grip.
8. Never participate in trail work while under the influence of drugs or alcohol.
9. Be aware of other trail users and their equipment.
10. Report any problems or safety concerns immediately to Hunterdon County Division of Parks & Recreation.

Avoid over exertion and heat problems by drinking water and taking breaks.

Pay special attention to the handling of broken glass. Pick up glass and rough objects when wearing gloves.

It is possible that you may find hazardous materials such as car batteries, hypodermic needles, or chemical 55 gal drums, etc. while working on trails. **Do not handle hazardous materials.** These materials often have special disposal requirements. Notify the Hunterdon County Division of Parks & Recreation office.

## **Chapter 2**

### **Trail Basics**

A trail should blend into the landscape and have regularity as well as continuity. A long straight path is boring for trail users while sudden sharp turns and excessive meandering makes a user feel as if he is making little progress. Trail width should remain the same; a narrow footpath should not suddenly turn into a wide, multi-use trail. Elevation should remain consistent in trail design. Trails should not meander up then down on a path that is intended to go up a mountain. It is discouraging to hikers to lose elevation unnecessarily through poor trail design.

#### Anatomy of a trail

All trails have termini. They include the Trailhead which is the start of a trail and the destination. Trailheads are generally located near a roadway or parking area while destinations lead to scenic vistas or significant sights. In a system of trails, a terminus may be located at the junction of another trail.

A trail has many components which make up the entire environment that the user experiences. The trail tread or treadway is the surface where the user makes contact with the soil or asphalt etc. The treadway is extremely prone to erosion and other damaging effects. It is the most important part of the path and reconstruction or rehabilitation of the tread may be necessary for good trail maintenance.

The right-of-way is the area around the treadway that is cleared for the trail user. This provides the hikers with head and shoulder room. Depending on a trail's intended use, the right-of-way can be anywhere from four to ten feet wide and eight to ten feet high.

The buffer or protection zone is all the land on either side of the right-of-way. The buffer insulates the trail user from things such as noise pollution or eyesores. The buffer may also protect a fragile environment from the damage trail users can inflict.

A trail corridor includes the buffer zones, treadway and the right-of-way. All the land that the trail user can see, smell, hear, and touch makes up the trail corridor.

When possible, a trail should meander through a diverse offering of topographical, climatic and biological settings. Trails can offer intimate explorations of landscapes in way that are impossible in other modes of transportation. Memorable trails include sights such as rock outcrops, meadows, dense forests and streams, lakes or rivers. Trails may also include significant historical, cultural or scenic features such as dams, vistas, old historic homesteads, etc. It is not advisable to avoid them with the intention of protecting them. Curious trail users will leave the trail to find them anyway, causing greater damage

to the area than if the fragile features are included in the path originally. The philosophy here is that it is better to contain the traffic on a well planned route.

Another example in the management of a fragile environment is that the trail should not run directly along the perimeter of that fragile environment. This can cause a great deal of damage. A good trail design will have a substantial buffer zone between the trail and the fragile environment. A side-path from the main trail can intersect so that it hits the lake, dam, etc. or the fragile environment, at one point. This reduces the negative impact as much as possible.

### **Trail Formats**

There are two major formats in trail design: the loop and the line or linear trail. The loop is a very easy and practical trail. Trail users do not have to retrace their steps and it enables easy access to parking and other facilities. The trailhead and destination are located in the same spot.

The line or linear trail is the most common and simple trail format to plan. It is commonly used to lead the trail user to a vista or significant sight. Long distance trails are usually in a line format.

A trail system uses a combination of trail formats. A trail system can satisfy many recreational needs using different type trails. Ideally bicyclists, hikers, and equestrians can enjoy the same trail system if it has been well planned.

### **Multiple Uses**

Please note that the Hunterdon County Division of Parks & Recreation has many multiple use trails within its trail system.

Trail right-of-way goes first to the equestrians and then to the hikers and then the bicyclists.

In all instances common courtesy and awareness of others is important.

### **Vegetation**

Vegetation is important for all trail design and management. It also makes a trail more aesthetically pleasing. Vegetation can be used to help channel and contain hiker traffic, help stall the erosion process through the stabilization properties of roots, protect the trail user and the trail from the weather, screen the hiker from eyesores and noise pollution, and can provide material for construction and maintenance of trails. Vegetation is further discussed in Chapter 4 on trail clearing standards and in the appendix on exotic plants.

## **Chapter 3**

### **Clothing, Tools, Equipment**

For your own safety and protection, always wear gloves, loose fitting long-sleeved shirts, long pants, and leather work or hiking boots. Green spaces throughout New Jersey can be liberally blessed with all sorts of biologic nastiness. These include: deer ticks (conveyors of lymes disease), poison ivy, thorns of vegetation, and harassment and bites of insects.

Liberally applying tick spray to your clothing, tucking your pants into your socks, and washing exposed skin thoroughly when through will further help protect you.

Experience and familiarity with your trail and the type of maintenance or construction needed will dictate which equipment/tools to use.

You may make a checklist and attain a box or backpack suitable for transporting necessary tools. The Trails Coordinator can help you select the best equipment for the trail.

Each task requires different tools and equipment. Two basic categories for trail maintenance are clearing and trail blazing.

For clearing, the following tools are most helpful:

1. Long-handled lopping shears: pruning shears for limbs over ¼ inch diameter. 24 inch handles are lighter and suitable for most tasks. 30 inch handles provide more leverage and require less bending.
2. Bow saw: for large branches and blow downs; 24 to 36 inch blades will suffice for most tasks.
3. Pruning saw: 10 inch for most pruning work. Folding style is very handy.
4. Weed whip: long-handled, scythe-like tool with 12 inch serrated blades, to be swung through vegetation at ground level. Before using, replace nuts with lock-nuts. Keep two hands on the handle at all times. Do not use near other people.
5. Hand pruning shears: Keep handy for thin branches, stalks and vines.
6. Plastic bags: for litter, heavy duty is best.

Trail blazing is the actual marking or painting of trails. If this is warranted, please contact the Trails Coordinator and extra supervision and supplies will be discussed.

## Chapter 4 Trail Clearing Standards and Methods

A trail should only be cleared enough to facilitate construction and make the route appropriate for its intended use.

For example, for the hiker's trail, a width of 4 feet and a height of 8 feet allows the hiker to walk without touching surrounding growth. For Multi use (bikes and horse), the width of the trail is 6 feet and the height is 12 feet. This also allows side growth of approximately 1 foot before needing re-cutting.

Where a trail receives little use these measurements may be adjusted downwards.

If you are working alone, you will find that it is difficult to lop, clear blow downs, blaze, and pick up litter all on one trip. Gradually you will develop a method that suits you. For a start, carry your lopper, saw and litter bag on every trip. Keep the loppers handy for frequent use and keep the other tools in a back pack.

**Vegetation:** Cut all branches as close as possible to the trunk and all trunks as close to the ground as possible. Stems sticking out pose a hazard to trail users as well as creating a future maintenance problem, as they tend to sprout side branches or suckers. If a small sapling is growing at the immediate edge of the trail, less than 2" in diameter at chest height, cut it off at ground level so that no stub protrudes. If a branch originates from a tree a step or two off the trail, step off the trail and cut the branch off next to the tree trunk, you may even need to walk a few feet from the trail to properly cut a protruding branch at its base.

At first it takes some steeling of the will to cut laurel, rhododendron, hemlock, vines, some exotic plants and other live growth; but if the trail is to exist, the clearing must be done. Throw or drag all clipping and cutting off the trail with the cut ends away from the trail, and out of sight if possible.

Blow downs, (fallen trees,) should all be removed. If the fallen tree (or any obstruction/blow down) is not manageable or is a hanger (on other tree across the trail) report its location to the Trail Coordinator ASAP and Maintenance staff will remove it. **Do not remove hangers yourself.**

A 24 inch bow saw can handle most blow downs. First, determine if the longest branch/trunk is under compression. You may have to prune smaller branches to relieve tension so that your saw will not bind. Second, check to see if the blow down is resting on a smaller tree, which could snap back dangerously when the larger one is cut. It may be best and safest, although time consuming, to cut a tree into many manageable pieces

and roll or carry it off the trail. Scatter debris outside the passageway so that it is not visible to the trail user and is as inconspicuous as possible. Drag all large branches butt first until the foliage end is completely off the trail and blending into the surrounding.

Litter can be the bane of the trail maintainer in some areas. Pick up litter, using heavy-work gloves, and carry it out in heavy gauge plastic bags. If you have a large amount of trash please call the Trails Coordinator so we can arrange pick up. Plastic bags are available by calling the Trails Coordinator.

With manmade construction along your trail, for example steps, benches, and bridges, etc. always check for signs of deterioration or damage. Repair what you can, report any work done or work you feel should be done to the Trails Coordinator.

Sign Maintenance includes checking trail marking posts and trail head signs to make sure they are in good condition. Report any damage or missing signs to the Trails Coordinator.

Fortunately there are very few incidents of graffiti in the Hunterdon County Division of Parks & Recreation. If you notice any, please report it to the Trails Coordinator, and/or the Park Ranger.

## **Chapter 5**

### **Trail Layout and Constructions**

As an Adopt-A-Trail participant, you will primarily be involved in the Trail Maintenance Standards and methods as outline in the previous chapters.

For reporting trail conditions, it is useful for all trail maintainers to have a basic understanding of trial layout and construction. Advanced and challenged trail maintainers may assist with trail layout and construction under supervision of the Trails Coordinator.

First, environmental factors are taken into consideration. Soil with good drainage ability is ideal. Topographical variations in the land make for a much more enjoyable trail.

If a new trail, or new stretch of a current trail, is to be established it is advisable to use surveyor's tape to "mark" the new section to make certain it is correct. The late fall or early spring is the best time to do this when there are no leaves on the trees and the ground is free of ice and snow. Mark your trial at close intervals so there is no mistake about where the trail is supposed to go. If possible, the flagged trail location should be checked at different times during the year to make sure all factors have been considered. The layout process is one of trial and error. As it proceeds, you will constantly be backtracking and reflagging the route until it satisfies all the requirements.

When laying out a trail or section of a trail, take into account that vegetation must be cleared during construction. Try to avoid the removal of any large, old trees. It takes hundreds of years to grow, but only a few moments to bypass.

If your trail is directed up a steep incline, switchbacks may be used to minimize erosion, Switchbacks are design techniques in which a trail zigzags up a slop rather than going directly up to gain elevation in mountainous areas. On a well-designed trail, one switchback is not visible from another. Long stretches between switchbacks, if possible, are desirable.

Trails which cut into a hillside, present innumerable construction challenges, and expert advice should be sought. Not only do you have to make a cut in the grade to build a trail which leads up and across a hill or mountain, but drainage and erosion problems are heightened on the completed path. It is important for the trail maintainer to know the pathway and keep it clear, as it was originally intended. Even the most frequent trail can become impassable from undergrowth in a few short years of neglect. You may leave rocks and roots that are imbedded in the treadway in place, but loose rocks and roots should "all" be removed from the right-of-way and signs and blazes cleared to foliage.

Providing adequate drainage and erosion control is imperative to good trail design and maintenance. When the vegetation cover is disturbed and/or destroyed in trail construction, the land becomes vulnerable to server erosion, especially on slopes.

There are many techniques available to combat the problems associated with standing and flowing water. Waterbars are frequently built for erosion control.

Waterbars are logs or rocks placed diagonally across a sloping trail to control erosion from water. Clear them of debris on each trip, especially after the leaves have fallen. When needed, you should scrape the uphill side to restore the original trench depth. The discharge end must also be kept clean to ensure a free-flowing runoff.

Waterbars are set at an angle to direct water off the trail. They should be long enough so diverted water cannot find its way back onto the trail and people cannot walk around them. Bars should be at a 30 to 40 degree angle toward the trail. A lesser angle would promote water to drop sediment, clogging the waterbar, while a steeper angle would cause acceleration of runoff, intensifying erosion.

Any strong, rot-resistant wood can be used to construct waterbars. Bark should be peeled from the log to help prevent decomposition and insects. It should be at least six to eight inches in diameter. The actual number and placement of waterbars depends on the slope and the amount of water to be diverted. As a general rule, waterbars are placed near the top of the grade to catch water before it gains momentum and others at necessary intervals down the rest of the slope. An ideal place for a waterbar is at a turn where water flow would not be substantially slowed and where debris is less likely to clog the waterbar.

Rocks and other natural debris should be placed on the down-side of the trail to slow the flow of diverted water to prevent erosion of the surrounding land.

Once a site has been chosen for a waterbar, a trench is dug deep enough to hold the log so that it is flush with the ground on the down-hill side. The ditch should be a bit longer than the log on the lower end to insure that water continues to flow away from the trail. Keep this part of the ditch clear so that sediments which would refill the ditch disperses. After the trench has been dug and the log placed into it, stake the waterbar firmly in place. The soil should be packed against the downhill side about a foot wide and a bit higher than the top of the waterbar.

Waterbars made entirely of rock can also be constructed. They tend to be more durable than wood if they are made properly. Dig a shallow trench the same way you would to build a wood waterbar and place large, heavy rocks in the trench in such a way that they are either closely touching or overlapping. Gaps between rocks defeat the purpose of the waterbar because they allow water to pass through.

On particularly steep slopes where switchbacks are used, proper drainage is very important and can be achieved in one of two ways. The first method used a waterbar on the upper part of the switchback to divert the water away from the trail and into a ditch



which carries it away from the lower part of the switchback. The lower part of the switchback is protected and needs no extra care, aside from the normal measures. The second method uses two waterbars. One on the upper part of the switchback diverts water into a trench, across another waterbar on the lower part and off the trail. This method may encourage hikers to use the waterbar and trench as a shortcut so brush and rocks should be used to divert them.

Steps used in conjunction with waterbars are extremely effective in preventing erosion and help keep waterbars from clogging with sediment.

On excessively steep slopes where waterbar construction is impossible, steps provide soil retention.

Steps can be made of peeled, treated wood or rocks and should be measured so that the riser/tread ratio is comfortable for the hiker. The average person's pace is approximately 2.5 feet, so the tread lengths between risers should be in multiples of 2.5 feet if the hiker is expected to take one or more paces between the steps. Steps should stretch across the entire width of the tread since trail users generally try to go around them, defeating their purpose.

The most difficult part of constructing steps made of rock is finding suitable rocks. Rocks should be relatively flat, wide enough to stretch across the entire width of the trail, and heavy enough to support themselves and remain stable.

Once the necessary equipment is assembled, construction always begins at the bottom of the slope and work upwards. First, dig a hole in the trail where the bottom step is to be placed. Place the rock so that the flattest surface is facing up: it should be relatively smooth and level and deep enough so that the hiker can place his entire foot on it. Continue placing the steps into the trail. The top step should be flush with the normal tread. Your steps should not shift when tested. Do not use smaller stones for fill since they tend to work loose, compounding the problem. Overlapping steps work best, since the weight of the upper steps holds the lower ones in place.

Although rock steps are the most aesthetically pleasing and durable, wooden steps can be substituted when native rocks are not readily available. The construction of wooden steps is similar to the construction of waterbars. Logs should be peeled of bark and treated to prevent rot. They should be a bit larger in diameter than the finished rise and should be long enough to extend past the edges of the tread.

Trail maintainers should clean debris from waterbars so that they continue to work properly. This task should be a routine part of maintenance, if on your adopted trail, you have waterbars. And always keep on the lookout for places where new waterbars and steps need to be constructed.

Sometimes standing water cannot be avoided on a trail. There are various techniques that can be applied to stabilize the area and minimize the problem. One easy method is

imbedding gravel-sized particles in the soil matrix to help hold the erosion prone. The sand, silt and clay particles with the gravel improve drainage.

Other methods to avoid standing water on a trail range from adding stepping stones, rock treadways and bog bridges; or you may be able to reroute the path so that it avoids the wet area altogether. Whatever the solution, it is important to rectify the situation promptly since hikers will walk around the water, trying to keep their feet dry which widens the trail and damages the surrounding vegetation.

Stepping stones are simply rocks placed through the mud and water so that a dry treadway is formed. Any rock can be used so long as it is stable and facilitates walking. Rock treadways are merely a more intensive use of step stones. Many rocks are set side by side and close together, forming a cobblestone-type surface.

Bog bridges form a steady, dry tread which is also fairly simple to construct. They can be used to cross everything from small muddy areas to small streams and gullies.

**Before any waterbars, steps, bog bridges, or any other major construction is done you must contact the Trail Coordinator for permission.**

## **Epilogue**

### **Educating Hikers**

Although your primary function is to maintain trails, you will be representing the Hunterdon County Division of Parks & Recreation, and you can further aid this program by encouraging the people you meet on the trails to also care for our precious natural environment.

People will be naturally curious if they see you with your tools and gear. If they ask you questions, inform them in a friendly manner about the Adopt- A-Trail Program, and how users may be of help by staying on the trail in fragile areas, packing out what they pack in, and so on.

Carry along some Adopt-A-Trial brochures to hand out. Suggest that they get involved in the work of the Hunterdon County Division of Parks & Recreation.

You are leaders of the highest quality. You lead by example – by keeping your trail in superb condition, and by setting a high standard for the trail users.

**THANK YOU FOR YOUR SPECIAL PARTICIPATION!**

## Appendix A Poison Plants

There are two well know poisonous plants in the Hunterdon County Division of Parks & Recreation parks; both pose aggravation to many trail users and maintainers. They are Poison Ivy and Poison Oak.

Every portion of both these plants is poisonous. Care should be taken to avoid all contact. Below are picture to help you identify poison ivy and poison oak. Protective clothing should be worn in areas where either may exist.



Poison Ivy has running rootstocks extending up to 12 feet from the parent plant. This woody plant can grow as a shrub or as a climbing or creeping vine.

Leaves bear three leaflets on long, oppositely placed petioles. The leaves can be glossy or dull green, hairy, smooth, evenly marginated, slightly toothed, or lobed.

Tiny yellow-green flowers grow in panicles. The fruit is a dry, grayish-white. Blooms late may to July.

Poison ivy likes good light, rich soil, and rail fences, but will grow in dense clay or sand, heavy shade, or up an old creosote telephone pole.



Poison Oak plants grow up to 6 ½ feet tall. Stems are slender and woody. Unlike poison ivy, poison oak does not grow aerial roots, nor does it climb supports.

Leaves grow on long petioles with soft hairs and are divided into tree leaflets. Leaflets are also hairy and are variously shaped. They often have deep teeth or lobes and can resemble a maple or oak leaf shape.

Flowers grow in clusters and are small and whitish with five petals. Green to light tan berries form in the fall. Blooms May to June.

Immediately after working in areas or with poison ivy or oak wash all exposed body parts. Clothing should be washed separately from other laundry.

If you can not or do not want to work with poison ivy or oak please contact the Trail Coordinator so we can send out staff to handle it.

## **Appendix B Tick Identification**

Everyone should carefully examine his or her body for ticks after working on or walking along any woodland trail.

There are 2 basic types of ticks:

The Deer Tick which is the carrier of Lyme Disease.  
The Wood (American Dog) Tick which is a carrier of Rocky Mountain Spotted fever in New Jersey; and rarely Lyme.

Early removal is important because many disease organisms are not transferred until tick has fed for two or more hours. Careful remove is important.

The risk of being bitten by the deer tick is greatest in the summer months (especially in June and July) when the nymph stage is active; but in New Jersey be aware that they active 12 months if the year!

Make a habit of thoroughly checking yourself and others for the tiny nymph following outdoor activities.

Proper clothing, frequent checks and a tick repellent can help prevent tick bites. Tick repellent comes in two types; one for clothing only and a second type for skin or clothing.

Know the early sign of Lyme Disease:

- Rash starts as a small red area at the site of the bite; may appear a few days or few weeks after the bite.
- Rash often has a deep red bulls eye
- Fair skin: The center may be lighter in color and the outer edge are read raised (bull's eye appearance only 40% of the time).
- Dark skin: The area may look black and blue.
- Fever, headache, weakness.
- Flu-like joint and muscle pain (and may have swelling in joints).

Lyme Disease symptoms mimic many other diseases. About 80% of Lyme Disease victims will develop a rash within 2 days to 4 weeks. If untreated, more severe symptoms may develop – sometimes months to years later.

**IF YOU SUSPECT LYME DISEASE, CONSULT A PHYSICAIN IMMEDIATELY.**

If found, a tick should be removed immediately. For feeding ticks use tweezers ONLY. Grasp the head of the with tweezers as to the skin as possible. Pull it up and out slowly and firmly. Disinfect the bite afterwards with antiseptic.

### **Appendix C Exotic Plants**

Certain exotic plants are very aggressive and take over entire areas.

Mention of the following vegetation should be included in trail reports. Removal should be discussed with the Trail Coordinator.

Some undesirable shrubs are:

1. **Japanese barberry**, (*Berberis thunbergii*) – has a spine or thorn where leaves grow out. Wildlife does not eat the plant because of spines or thorns. Has red berries.
2. **Multi-Flora Rosa**, (*Rosa multiflora*) – the leaves have a serrated edge. It grows in clumps and is very hard to cut down once it becomes established. In May and June this shrub is covered with tiny white flowers.
3. **Siebold Viburnum**, (*Viburnum sieboldii*) – leaves grow on the opposite side of the branch. They have two leaves per node. In the Spring, the flowers are white. In late summer, red berries form on branches. In the fall the berries turn purple and fall off. The leaves have a rough texture and well defined veins.

These following vines are very aggressive and can take over large areas and choke out the surrounding vegetation.

1. **Oriental Bittersweet**, (*Celastrus orbiculatus*), can grow 10-15 feet in a single year. It will reach to the top of the tree canopy and jump from one tree to another. In late summer green berries grow. In fall they turn orange/orangish red and are considered to be very pretty.
2. **Japanese Honeysuckle**, (*Lonicera japonica*) is from East Asia. It is a very aggressive twining vine, with green leaves that persist until late in the year. Its flowers are very fragrant.

In addition to the shrubs and vines one particular grass is causing much damage. This grass is:

**Japanese Stilt Grass**, (*Microstigium*) also nicknamed “basket grass”. The stilt grass is a very rich green in color and grows to about knee height. The issue is that this grass grows so thick on the forest floor that no other vegetation can be establish on the forest floor.

There is also one tree that is undesirable. It is:

**Tree of Heaven**, (*Ailanthus altissima*). The tree leaves are similar to the Black Walnut's leaves. If you crunch the leaves many think it smells like peanut butter. The tree bark is smooth.

These exotic plants “out competes” with the native vegetation. They choke and kill the native vegetation and form a mono-cultural stand. They have no natural control and therefore they can spread aggressively through an area .

Removing the undesirable plants at an early stage, is most beneficial. It will be most helpful if participants can train their eyes to identify these plants, report and help remove the above vegetation.



*Sample*

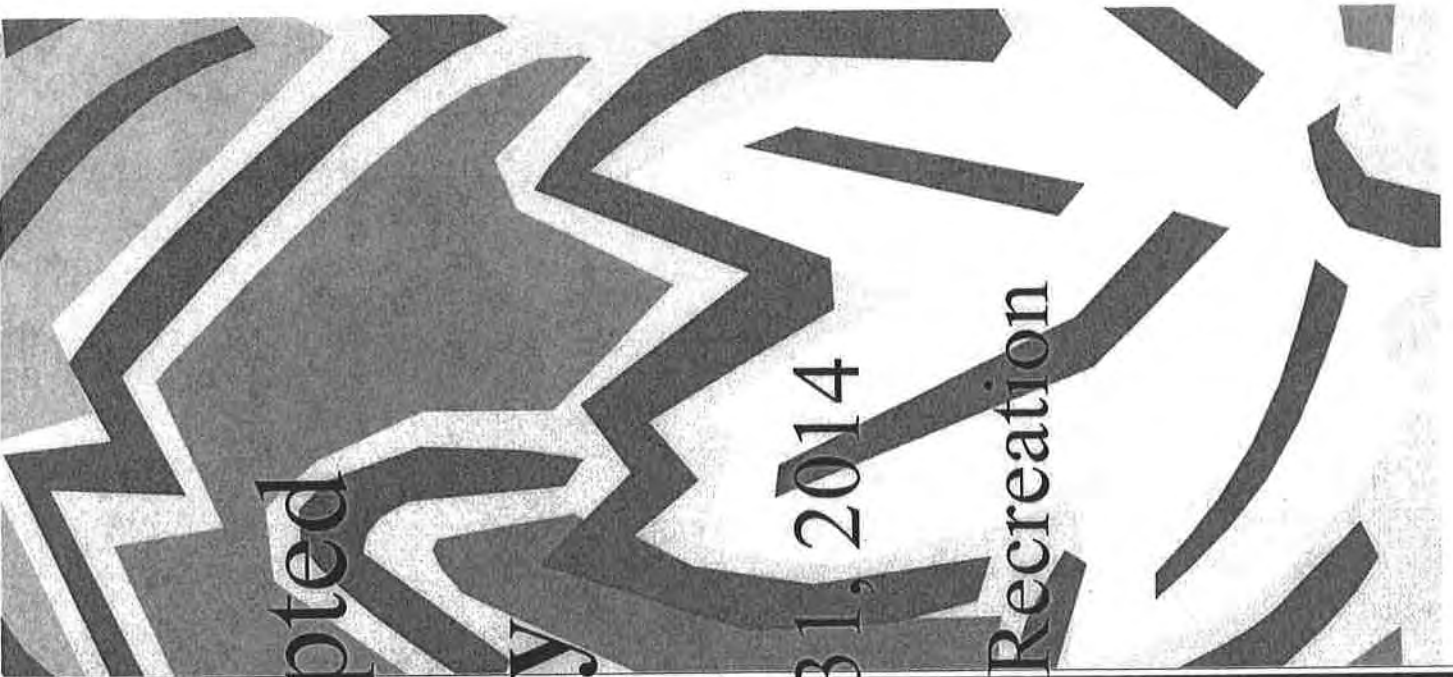
This Trail Has Been Adopted

By **The Eckard Family**

Of Lambertville, NJ

January 01, 2014 to December 31, 2014

ardon County Division Of Parks & Recreation  
Adopt-A-Trail Program



**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Hunterdon hereby approves, upon the recommendation of the Cultural and Heritage Commission and supported by the Hunterdon County 300<sup>th</sup> Committee, the administration of the Special Projects Grant Awards for 2014, to:

<b>Arts:</b>	Roxey Ballet Company, Inc.	\$ 1,500.00
	In-Zane Productions, Inc.	1,000.00
	Hunterdon Watercolor Society	1,000.00
	Raritan River Music	2,000.00
	Hunterdon Musical Arts	3,000.00
	Flemington Raritan Parks and Recreation	<u>2,500.00</u>
	<b>Total Arts:</b>	<b>\$ 11,000.00</b>
<b>History:</b>	Hunterdon County 4-H Agricultural Fair	\$ 500.00
	Milford Historical Society	500.00
	1759 Vought House	1,400.00
	Samuel Fleming House	<u>1,300.00</u>
	<b>Total History</b>	<b>\$ 3,700.00</b>
<b>Mini Grant:</b>	East Amwel Historical Society	\$ 200.00
	Raritan River Music	200.00
	Courthouse Quilters	200.00
	Kissimmee River Pottery	200.00
	Inzane Productions	<u>200.00</u>
	<b>Total Mini-Grants:</b>	<b>\$ 1,000.00</b>
	County Tricentennial Committee	\$ 6,800.00
	<b>Total 300<sup>th</sup> Committee</b>	<b>\$ 6,800.00</b>
	<b>TOTAL:</b>	<b>\$22,500.00</b>

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** March 04, 2014

**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

*Bid: 2012-17*

**WHEREAS** on February 19, 2013 the County of Hunterdon awarded a contract to Interstate Contracting & Excavating, LLC, 225 Parkhurst Street, Newark, NJ 07114 for the Reconstruction of Inter-County Bridge E-140-M, on County Route 518 over the Stony Brook, in the Township of East Amwell, County of Hunterdon and the Township of Hopewell, County of Mercer and

**WHEREAS** the Contractor has completed its work in full as outlined in their contract. The County Engineer has issued his certificate that the work is completed and that the Contractor is entitled to final payment; and

**WHEREAS** the County Administrator has determined that all administrative and statutory conditions for final payment have been complied with. Records in connection with this determination are on file in the office of the Clerk of the Board of Chosen Freeholders of the County of Hunterdon.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of Hunterdon County that:

1. The Hunterdon County Board of Chosen Freeholders hereby accepts the project known as for the Reconstruction of Inter-County Bridge E-140-M, on County Route 518 over the Stony Brook, in the Township of East Amwell, County of Hunterdon and the Township of Hopewell, County of Mercer
2. That this acceptance is in accordance with N.J.S.A. 2A:44-132.
3. That final payment in the amount of \$27,807.73 be made to Interstate Contracting & Excavating, LLC, 225 Parkhurst Street, Newark, NJ 07114

<b>ROLL CALL</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that the Director of the Board of Chosen Freeholders of the County of Hunterdon is hereby authorized to sign, on behalf of the County, the FY 2012, FTA Section 5310 Grant Application with New Jersey Transit for the purchase of two (2) Minibus vehicles designed to carry up to sixteen (16) ambulatory and/or two (2) forward facing mobility devices and one modified Van designed to carry up to four (4) ambulatory and/or two (2) wheelchairs. The Federal Transit Administration contributes 80% of the purchased cost, the State; New Jersey Transit contributed the required 20% match.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** March 04, 2014

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**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

Approval to submit a grant application to the New Jersey Department of Transportation for the Resurfacing, Reconstruction and Stormwater Improvements Project for County Route 513 in the Township of Alexandria and Borough of Frenchtown, County of Hunterdon.

**NOW, THEREFORE, BE IT RESOLVED** that Hunterdon County Board of Chosen Freeholders formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Freeholder Director and Clerk are hereby authorized to submit an electronic grant application identified CA-2014-Hunterdon County-00024, Resurfacing, Reconstruction and Stormwater Improvements Project for County Route 513 in the Township of Alexandria and Borough of Frenchtown, County of Hunterdon.

**BE IT FURTHER RESOLVED** that Freeholder Director and Clerk are hereby authorized to sign the grant application on behalf of Hunterdon County.

<b>ROLL CALL</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

Approval to submit a grant application to the New Jersey Department of Transportation for the Remediation of various Scour Critical Hunterdon County Bridges, located in various Townships, County of Hunterdon.

**NOW, THEREFORE, BE IT RESOLVED** that Hunterdon County Board of Chosen Freeholders formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Freeholder Director and Clerk are hereby authorized to submit an electronic grant application identified LBFN-2014-Remediation of Various Scour Critical Bridges-00036, Remediation of various Scour Critical Hunterdon County Bridges, located in various Townships, County of Hunterdon

**BE IT FURTHER RESOLVED** that Freeholder Director and Clerk are hereby authorized to sign the grant application on behalf of Hunterdon County.

<b>ROLL CALL</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
J. Matthew Holt, Director						
John W. King, Deputy Director						
Suzanne Lagay, Freeholder						
John E. Lanza, Freeholder						
Robert G. Walton, Freeholder						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**DENISE B. DOOLAN, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Hunterdon be hereby approves, on behalf of the County, the 2014 C.E.H.A. Grant Application with the New Jersey State Department of Environmental Protection, for the purpose of supporting public non-community well salaries, in the amount of \$26,000.

County Match not yet determined.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** March 04, 2014

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**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**RESOLUTION**

**WHEREAS**, since 1714 there has always been a need for citizens to aid the cause of Hunterdon County Government; and

**WHEREAS**, a great deal of time and effort has been expended by volunteers throughout the history of Hunterdon County by its citizens who serve on various Boards, Committees, Commissions, and Councils; and

**WHEREAS**, these volunteer citizens give their time unselfishly by sharing their expertise in all areas in which County Government must necessarily function;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Chosen Freeholders hereby extends its thanks and appreciation to **Charles Rebick** who has been serving in the capacity of member, on the Hunterdon County Human Services Advisory Committee; and

**BE IT FURTHER RESOLVED**, that the Board of Chosen Freeholders hereby extends its sincere appreciation to **Charles Rebick** for having served the residents of Hunterdon County in this capacity; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Board is hereby directed to cause this Resolution to be spread upon the official minutes of the County of Hunterdon.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**Denise B. Doolan, CLERK**



**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**PROCLAMATION**

**WHEREAS**, 1.7 million Americans sustain a traumatic brain injury (TBI) each year; and

**WHEREAS**, a traumatic brain injury is a contributing factor to a third of all injury-related deaths in the United States; and

**WHEREAS**, these injuries are largely the result of motor vehicle crashes, falls, assaults, sporting-related injuries or occupational injuries; and

**WHEREAS**, traumatic brain injury is the signature injury of the war in Iraq and Afghanistan, presenting new challenges for members of the military and their families; and

**WHEREAS**, an injury that happens in an instant can bring a lifetime of physical, cognitive and behavior challenges; and

**WHEREAS**, early, equal and adequate access to care will greatly increase overall quality of life and will enable individuals to return to home, school, work and community; and

**WHEREAS**, family members, friends and members of this community can play a central role in enhancing the lives of our citizens with traumatic brain injury; and

**WHEREAS**, the Brain Injury Association of America offers education and support to families and individuals with traumatic brain injury with community integration and to live as independently as possible; and

**WHEREAS**, March has been designated as Brain Injury Awareness Month to promote public awareness on the extent, causes, consequences, treatment and prevention of traumatic brain injury.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Board of Chosen Freeholders of the County of Hunterdon hereby recognizes **March 2014**, as **Brain Injury Awareness Month** and call upon all citizens to observe the month by offering special recognition to the Brain Injury Association of America for its invaluable contributions to assist families and individuals with traumatic brain injury.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** March 04, 2014

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**Denise B. Doolan, CLERK**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**PROCLAMATION**

**WHEREAS**, March is American Red Cross Month - a special time to recognize and thank our Everyday Heroes – those who reach out to help their neighbors when they are in need; and

**WHEREAS**, the American Red Cross heroes are on the front lines every day volunteering their time, giving blood, taking life-saving courses or providing financial donations to help those in need; and

**WHEREAS**, the Board of Chosen Freeholders would like to remember our heroes here in Hunterdon County who give to help people in need and work tirelessly to help in time of disaster, when someone needs life-saving blood, or the comfort of a helping hand and provide round-the-clock support to members of the military, veterans and their families, and teach lifesaving classes in CPR, aquatics safety and first aid; and

**WHEREAS**, across the country and around the world, the American Red Cross responds to hurricanes, tornadoes, floods and wildfires, the tragedy at the Boston Marathon, and typhoon Haiyan in the Philippines; and

**WHEREAS**, when an injured service member ends up in a hospital far from home, the American Red Cross offers comfort; when a hospital patient needs blood, the American Red Cross blood donors are there and when a lifeguard jumps in to save a drowning child or someone steps up to help a heart attack victim, the American Red Cross is there; and

**WHEREAS**, the County of Hunterdon supports the mission of the American Red Cross to prevent and alleviate human suffering in the face of emergencies, as our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Hunterdon does hereby proclaim the month of **March 2014** as American Red Cross Month and urges all residents to support this organization and its noble humanitarian mission.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Deputy Director</i>						
<i>Suzanne Lagay, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Robert G. Walton, Freeholder</i>						

**ADOPTED** \_\_\_\_\_

\_\_\_\_\_  
**Denise B. Doolan, CLERK**

SUMMARY OF SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

Summary of synopsis of 2012 audit report of the County of Hunterdon  
as required by N.J.S. 40A:5-7

Current Fund Statements of Operations and Changes in Fund Balance

<u>Revenues and Other Income</u>	Year Ended <u>2012</u>	Year Ended <u>2011</u>
Fund Balance Utilized	\$ 12,500,000.00	\$ 13,000,000.00
Miscellaneous Revenue Anticipated	14,371,163.88	13,675,419.51
Receipts From Current Taxes	64,155,000.00	66,126,000.00
Non-Budget Revenue	2,155,713.58	3,184,195.70
Unexpended Balance of Appropriation Reserves	4,638,115.76	7,669,556.74
Receivables Refunded	<u>1,375.40</u>	
 Total Revenues and Other Income	 <u>97,821,368.62</u>	 <u>103,655,171.95</u>
 <u>Expenditures</u>		
Budget and Emergency Appropriations		
Operations:		
Salaries and Wages	23,358,149.97	23,715,216.00
Other Expenses	44,726,756.08	45,122,126.54
Capital Improvements	1,200,000.00	900,000.00
Debt Service	5,226,233.91	5,411,795.37
Deferred Charges and Statutory Expenditures	<u>15,199,737.00</u>	<u>16,463,315.00</u>
Sub-Total	89,710,876.96	91,612,452.91
 Receivable Advances		 <u>98.15</u>
 Total Expenditures	 <u>89,710,876.96</u>	 <u>91,612,551.06</u>
 Statutory Excess to Fund Balance	 8,110,491.66	 12,042,620.89
 Fund Balance, January 1	 <u>25,608,562.89</u>	 <u>26,565,942.00</u>
	33,719,054.55	38,608,562.89
Decreased By:		
Fund Balance Utilized as Budget Revenue	<u>12,500,000.00</u>	<u>13,000,000.00</u>
 Fund Balance, December 31	 <u>\$ 21,219,054.55</u>	 <u>\$ 25,608,562.89</u>