

AGENDA

HUNTERDON COUNTY BOARD OF CHOSEN FREEHOLDERS

Historic Court House, 2nd Floor, 71 Main Street
Flemington, New Jersey 08822

December 18, 2018

I. **4:30 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 December 07, 2018, to the Hunterdon County Democrat, Star Ledger, Trenton Times, Courier News, TAPinto (online) 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 legal issues.
02. To discuss personnel issues.
03. To discuss land issues.

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

IV. MOMENT OF SILENCE

V. FREEHOLDER REPORTS

VI. PROCLAMATION/RECOGNITION

01. PROCLAMATION - Recognizing David Andreas, Boy Scout Troop 288, on receiving the designation of Eagle Scout.

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

VIII. FARMLAND/OPEN SPACE PRESERVATION, Barbara Vogel

01. RESOLUTION - Authorizing acknowledgement of the receipt of the Strategic Park and Open Space Plan.
02. RESOLUTION - Approving a historic preservation grant with Holland Township, for window restoration for the Riegel Ridge Community Center, in the amount of \$75,000.

03. RESOLUTION - Approving a historic preservation grant with the Hunterdon County Chamber of Commerce, for interior and exterior rehabilitation and restoration for the Reading-Large House, in the amount of \$53,800.
04. RESOLUTION - Approving a historic preservation grant with East Amwell Township, for interior rehabilitation and restoration of the Clawson House, in the amount of \$47,200.
05. RESOLUTION - Approving a historic preservation grant with the Hunterdon Land Trust, for roof restoration and replacement at the bank Barn at the Dvoor Farm, in the amount of \$50,000.
06. RESOLUTION - Approving a Nonprofit Open Space grant with the Hunterdon Land Trust, for the Saums property, a 50 acre portion of Block 74, Lot 4 in Readington Township, in an amount not to exceed \$161,700.
07. RESOLUTION - Approving Nonprofit Open Space grants with the New Jersey Conservation Foundation for \$100,000.00 and Tewksbury Land Trust for \$100,000.00, upon the recommendation of the Parks and Open Space Advisory Committee, for the Turnquist property, Block 38, Lot 3.07, 68 acres in Tewksbury Township, in a total amount not to exceed \$200,000.

IX. PUBLIC HEARING – Open Space Annual Allocation

01. ADOPTION - Approving amendments to the annual Open Space Annual Allocation.

X. FINANCE, Janet R. Previte, CFO

01. RESOLUTION - Authorizing cancelling the balance of certain grant fund receivables and appropriated reserves balances.

XI. PURCHASING, Raymond E. Rule

01. RESOLUTION - Approving Requisition #R8-06664, using State Contract #A-89980, with Gold Type Business Systems, for a License Plate Reader, for the Prosecutor's Office, in the amount of \$60,441.61. (trust fund)
02. RESOLUTION - Approving a professional consulting services agreement, for conducting a Wastewater Flow Analysis for the Raritan Township Municipal Utilities Authority Service area, to Alaimo Group, through the County's Economic Development Grant program, in an amount not to exceed \$50,000.

03. RESOLUTION - Approving an agreement for a Medical Examiner, with Steven M. Diamond D.O., Hunterdon Medical Center, for a five year period through December 31, 2023, with a 2% increase per annum.
04. RESOLUTION - Approving a professional services agreement for Auditing and Accounting Services, to Wiss & Company, LLC, to prepare the County Audit and Assist in the preparation of the 2019 County Budget, in an amount not to exceed \$77,600.
05. RESOLUTION - Approving an Agreement with Queues Enforth Development, for the 2019 Software Maintenance for the County's 911 Dispatch, for the Division of Emergency Services, in an amount not to exceed \$60,648.

XII. PUBLIC WORKS, Tom Mathews

01. Update on various County road and bridge projects.

XIII. ADMINISTRATOR'S REPORT, Kevin Davis

01. RESOLUTION - Approving an increase in the County's Bid Threshold to \$40,000, in accordance with N.J.S.A. 40A:11-3A.

XIV. 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 December 18, 2018.
02. Motion to approve the regular and executive session minutes of December 04, 2018.
03. RESOLUTION - Rebecca Lunger appointed unclassified, full-time Division Head of Solid Waste, Public Safety and Health Services Department.
04. RESOLUTION - Mary Evers appointed unclassified, full time Confidential Assistant, Division of Economic Development, Administrative Services Department.
05. RESOLUTION - Amy Henriksen, full-time Family Service Supervisor, Social Services Division, Human Services Department, salary adjustment, in accordance with the CWA Supervisory Agreement.
06. RESOLUTION - Susan Nekola, full-time, Social Work Supervisor, Social Services Division, Human Services Department, salary adjustment, in accordance with the CWA Supervisory Agreement.

07. RESOLUTION - Remen Sedrak appointed full-time, Family Service Worker, Social Services Division, Human Services Department.
08. RESOLUTION - Charlene Weinstein appointed as a substitute Yoga Instructor, Division of Senior, Disabilities and Veterans Services, Human Services Department.
09. RESOLUTION - Imari Acevedo, unclassified, full time Victim Advocate, Prosecutor's Office, amend start date.
10. RESOLUTION - Approving an Inter-Division transfer of Timothy Rehl, from Bridges to the Road Division, Public Works Department.
11. RESOLUTION - Dawn Faltings, Principal Registered Environmental Health Specialist, Health Services Division, Department of Public Safety and Health Services, granted longevity in accordance with the CWA Rank and File contract.
12. RESOLUTION - Approving Change Order #2, Final, for County Bid #2017-16, for the 2017 Demolition of various Structures, with Messercola Excavating Co. Inc., decrease of \$9,700.75.
13. RESOLUTION - Approving Change Order #2, Final, for County Bid #2017-24, for the Resurfacing of County Route 512, in Tewksbury Township and County Route 513, in Franklin and Union Townships, with Top Line Construction Corp., decrease of \$12,296.16.
14. RESOLUTION - Approving final payment for County Bid #2017-24, for the Resurfacing of County Route 512, in Tewksbury Township and County Route 513, in Franklin and Union Townships, with Top Line Construction Corp., in the amount of \$60,248.10.
15. RESOLUTION - Approving Change Order #1, Final, for County Bid #2017-25, for Roadway Resurfacing of County Route 601, in West Amwell Townships, with Glen G. Hale, Inc., increase of \$2,208.60.
16. RESOLUTION - Approving final payment for County Bid #2017-25, for Roadway Resurfacing of County Route 601, in West Amwell Township, to Glen G. Hale, Inc., in the amount of \$16,198.17.
17. RESOLUTION - Approving an agreement with an agreement with GreenVest/Cranbury Limited Liability Company and Cranbury/Indian Run Limited Liability Company, for wetland mitigation credits, for the Replacement of Hunterdon County Bridge RT-16, on County Route 523, in Readington and Tewksbury Townships, for the amount of \$35,000.
18. RESOLUTION - Approving a Master Service Agreement - Addendum #5, for Facilities and Services No. H008B, Mailroom Services No. H002B and Vehicular Services H009B, with the State Judiciary, Administrative Office of the Courts, for Vicinage 13, for Mailroom, Facilities and Vehicular Services for the Superior Court at the Justice Center.

19. RESOLUTION - Authorizing the County Purchasing Agent to solicit proposals, for the Human Services Department, using competitive contracting for the Operation of the Hunterdon County Transportation System (LINK).
20. RESOLUTION - Authorizing the County Purchasing Agent to solicit bids for the Exterior Renovations at the existing Hunterdon County Justice Center, Phase II.
21. RESOLUTION - Approving a Discharge of Mortgage for Charles and Joyce Opdyke, as mortgage is paid in full.
22. RESOLUTION - Approving an agreement with St. Paul's Lutheran Church for use of their parking area through 2037.

Added Item:

23. RESOLUTION - Authorizing amending County Policy #2010-05, Drug and Alcohol Use.

XV. GRANTS

01. RESOLUTION - Approving a grant agreement, on behalf of the Hunterdon County Shade Tree Commission, with the State of New Jersey, Department of Environmental Protection, Division of Parks and Forestry, for a Stewardship – Resiliency Planning Grant, in the amount of \$10,000.
02. RESOLUTION - Approving a grant agreement with the New Jersey Office of the Attorney General, Office of Insurance Fraud, for 2019, in the amount of \$22,798.

XVI. FREEHOLDERS COMMENTS/REPORTS

XVII. OPEN TO THE PUBLIC

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

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

PROCLAMATION

WHEREAS, David Andreas, Boy Scouts of America, Troop 288, attained the designation of "**Eagle Scout**", Scouting's highest award; and

WHEREAS, David Andreas has been an active scout demonstrating outstanding leadership and has contributed many service hours during his years of scouting; and

WHEREAS, David's Eagle Scout project involved the planning, organization, solicitation of materials, donations and volunteers to help restore a sign, Howitzer and surrounding landscaping at the American Legion Post 284, located in Whitehouse, New Jersey. David replaced the broken sign with a metal faceplate with attached letters and numbers which he secured to the brick facade. The Howitzer was cleaned and sanded, than a primer and finishing coat were applied. In addition, the surrounding area received new landscaping, gravel and wood edging around the flagpole. David's project will benefit the members and visitors to American Legion Post 284 for many years to come.

NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Board of Chosen Freeholders extends to **David Andreas** individually, collectively, and with great pride, their sincere congratulations for achieving this highest of scouting awards which symbolizes the American Ideal of good citizenship; and

BE IT FURTHER RESOLVED, the Board wishes **David Andreas** much success in all his future endeavors.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

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 hereby approves, upon the conditional recommendation of the Hunterdon County Cultural and Heritage Commission and the Parks and Open Space Advisory Committee, the following Historic Preservation Grant Program project for an allocation and distribution of County Historic Trust Funds, once verified available by the county finance department from Account #8-32-00-0003-500, as follows:

Holland Township for the window rehabilitation and restoration in the Riegel Ridge Community Center, located at 910 Milford-Warren Glen Road, Milford, NJ – block 6, lot 2. The determined eligible and allowable Historic Trust allocation and amount is not to exceed **\$75,000.00**. The award of this grant is conditioned on the receipt of project authorization by the State Historic Preservation Office and associated detailed specifications for this project.

The Riegel Ridge Community Center is individually listed in the New Jersey and National Register of Historic Places.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise Doolan, CLERK

**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 conditional recommendation of the Hunterdon County Cultural and Heritage Commission and the Parks and Open Space Advisory Committee, the following Historic Preservation Grant Program project for an allocation and distribution of County Historic Trust Funds, once verified available by the county finance department from Account #8-32-00-0003-500, as follows:

Hunterdon County Chamber of Commerce Foundation for the rehabilitation and restoration of the Reading-Large House, located on Main Street, Flemington – block 21, lot 21. The determined eligible and allowable Historic Trust allocation and amount is not to exceed **\$53,800.00**; broken down for the following uses: \$12,000.00 for shutter restoration; \$13,800 for resetting historic slate sidewalks, and; \$28,000 for foundation repairs. The award of this grant is conditioned on the receipt of project authorization by the State Historic Preservation Office and associated detailed specifications for this project.

The Reading-Large House is included in the National Register of Historic Places.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise Doolan, CLERK

**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 Hunterdon County Cultural and Heritage Commission and the Parks and Open Space Advisory Committee, the following Historic Preservation Grant Program project for an allocation and distribution of County Historic Trust Funds, once verified available by the county finance department from Account #8-32-00-0003-500, as follows:

East Amwell Township for Phase 5 of the restoration and rehabilitation, including floor refinishing and interior painting of the Marion F. Clawson House, located at 1053 Old York Road, East Amwell – Block 14, Lot 15. The determined eligible and allowable Historic Trust allocation and amount is not to exceed **\$47,200.00**. The award of this grant is conditioned on the receipt of project authorization by the State Historic Preservation Office and associated detailed specifications for this project.

The Clawson House is included in the New Jersey and National Register of Historic Places.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

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 hereby approves, upon the recommendation of the Hunterdon County Cultural and Heritage Commission and the Parks and Open Space Advisory Committee, the following Historic Preservation Grant Program project for an allocation and distribution of County Historic Trust Funds, once verified available by the county finance department from Account #8-32-00-0003-500, as follows:

The Hunterdon Land Trust for slate roof replacement and insulation on the Bank Barn on the Case Dvoor Farmstead, located at 111 Mine Street, Flemington – block 49, lot 2. The determined eligible and allowable Historic Trust allocation and amount is not to exceed **\$50,000.00**. The award of this grant is conditioned on the receipt of project authorization by the State Historic Preservation Office and associated detailed specifications for this project.

The Case Dvoor Farmstead is included in the New Jersey and National Register of Historic Places.

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Parks & Open Space Advisory Committee was created and charged with the review of all applications for Open Space Trust funds per Hunterdon County Administrative Policy #2008-02, adopted on October 07, 2008, and revised on March 03, 2015; and

WHEREAS, after review and evaluation of all applications, the Parks & Open Space Advisory Committee provides recommendations for funding to the Hunterdon County Board of Chosen Freeholders; and

WHEREAS, Hunterdon Land Trust has submitted a Non-Profit Grant Application and request for funding for a 20% contribution of County funds based on the estimated purchase price of \$808,500.00 to acquire, in fee simple, a portion of Block 74, Lot 4, in the Township of Readington, estimated 50 acres, known as the **Saums Acquisition**; County contribution request of \$161,700.00; and

WHEREAS, on November 19, 2018, the Parks & Open Space Advisory Committee reviewed, evaluated, scored and ranked the application. The application was assigned a score of 96.6 points and the Committee recommends approval.

NOW THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon hereby approves, upon the recommendation of the Parks & Open Space Advisory Committee, the Hunterdon Land Trust application for the Non-Profit Open Space Grant Program, 20% of the purchase price, in an amount not to exceed \$161,700.00. The availability of funding is contingent on verification by the County finance department from the following funding source: 8-32-00-0004-001.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Parks & Open Space Advisory Committee was created and charged with the review of all applications for Open Space Trust funds per Hunterdon County Administrative Policy #2008-02, adopted on October 7, 2008, and revised on March 3, 2015; and

WHEREAS, after review and evaluation of all applications, the Parks & Open Space Advisory Committee provides recommendations for funding to the Hunterdon County Board of Chosen Freeholders; and

WHEREAS, the New Jersey Conservation Foundation and Tewksbury Land Trust have each submitted a Non-Profit Grant Application and request for funding for a 20% contribution of County funds based on the estimated purchase price of \$1,163,500.00 to acquire, in fee simple, Block 38, Lot 3.07, in the Township of Tewksbury, estimated 68 acres, known as the Turnquist Acquisition; a total County contribution request for both applications of \$465,400.00; and

WHEREAS, on November 19, 2018, the Parks & Open Space Advisory Committee reviewed, evaluated, scored and ranked the application. The application was assigned a score of 92.5 points; and

WHEREAS, the Parks & Open Space Advisory Committee recommendations to award each application \$100,000.00 each for a total County contribution of \$200,000.00 toward the acquisition;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon does hereby approve, upon the recommendation of the Parks & Open Space Advisory Committee, the New Jersey Conservation Foundation application for the Non-Profit Open Space Grant Program, an amount not to exceed \$100,000.00, and the Tewksbury Land Trust application for the Non-Profit Open Space Grant Program, an amount not to exceed \$100,000.00, for a County contribution total amount not to exceed \$200,000.00. The availability of funding is contingent on verification by the County finance department from the following funding source: 8-32-00-0004-001.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the residents of Hunterdon County have overwhelmingly approved three County Ballot Questions (November 1999, 2004 and 2008) authorizing the Board of Chosen Freeholders to implement and continue an Open Space, Recreation, Farmland and Historic Preservation Trust Fund; and

WHEREAS, the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan was adopted on March 15, 2016, to provide the Board of Chosen Freeholders with policy guidance, including administrative and cost-effective ways to advance Hunterdon County's open space, farmland and historic preservation goals and objectives; and

WHEREAS, the Board of Chosen Freeholders have authorized an annual levy not to exceed three cents (\$0.03) per one hundred dollars (\$100) of the total County equalized real property value for each County Question; and

WHEREAS, the Board of Chosen Freeholders have established grant programs to facilitate farmland, open space and historic preservation through our Municipal and Nonprofit partners who support and seek to further preservation objectives within Hunterdon County; and

WHEREAS, the Board of Chosen Freeholders sets the open space tax levy and amount to be raised each year and may, at their discretion, determine the appropriate amount or rate to be distributed and allocated for each purpose; and

NOW, THEREFORE, BE IT RESOLVED, that the Hunterdon County Board of Chosen Freeholders supports the preservation efforts of its municipal and nonprofit partners and hereby amends the open space funding allocation as follows:

- 30% Farmland Preservation
- 30% Open Space Acquisition Assistance Grant Program
- 25% County Open Space
- 10% Municipal Grant Program
- 5% County Historic Preservation and Historic Preservation Grant Program

Unspent, unallocated or unencumbered funds are made available to the Board of Chosen Freeholders, at their discretion, to be utilized for any of the approved uses authorized by the Ballot Questions; and

BE IT FURTHER RESOLVED, that initial rollover allocations be established in the amount of \$1,500,000.00 for the Farmland Preservation Program, \$1,500,000.00 for the Open Space Acquisition Assistance Grant Program, and \$200,000.00 for the Historic Preservation Grant Program to be added to the existing annual allocation starting in 2019. Future rollover allocations are to be addressed per Board of Chosen Freeholder Policy #2008-02; and

BE IT FURTHER RESOLVED, that an attested copy of this resolution, as adopted, shall be sent to all Municipal Mayors and Clerks of Hunterdon County, Nonprofit organizations involved in land preservation in Hunterdon County and the County Cultural and Heritage Commission; and

BE IT FURTHER RESOLVED, that this Open Space Funding Allocation Plan shall be effective immediately.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Local Public Contracts Law requires that purchases in excess of \$40,000.00 be approved by resolution of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon does hereby approve the purchase of commodity(s)/service(s), requisition(s), #R8-06664, using State Contract #A-89980, with Gold Type Business Systems, for a License Plate Reader, for the County Prosecutor’s Office, in the amount of \$60,441.61; and

BE IT FURTHER RESOLVED, the commodity(s)/service(s) will be purchased under Budget Account #T-14-00-0000-001 (Trust); and

BE IT FURTHER RESOLVED, that the Chief Financial Officer of the County of Hunterdon has certified the availability of funding in the County Budget.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

County Quote 0099-2018

WHEREAS, the County of Hunterdon has a need for professional consulting services in accordance with County RFP #0099-2018, for Conducting a Wastewater Flow Analysis for the Raritan Township Municipal Utilities Authority Service Area, for the County of Hunterdon; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)(i) requires that the resolution authorizing the award of contracts for professional services and the contract itself must be available for public inspection; and

WHEREAS, County Counsel has verified that this meets the statute and regulations governing the award of said contracts;

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

01. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms as specified in an agreement between the County and Alaimo Group, 200 High Street, Mount Holly, New Jersey 08060.
02. This contract is awarded as a professional services agreement in accordance with N.J.S.A. 40A:11-5(1)(a)(i), of the Local Public Contracts Law.
03. The County hereby accepts the fees for the basic services and specialized services described in the agreement, in an amount not to exceed \$50,000.00; using Acct. #8-01-21-0190-830.
04. The Director and the Clerk of the Hunterdon County Board of Chosen Freeholders are hereby authorized to execute this agreement on behalf of the County.
05. The Clerk is hereby authorized and directed to publish the Notice of Contract Awarded in the Hunterdon County Democrat.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Mathew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

NOTICE OF CONTRACT AWARDED

The Hunterdon County Board of Chosen Freeholders have awarded a contract for a professional service pursuant to N.J.S.A. 40A:11-5(1) (a)(ii), of the Local Public Contracts Law. This contract and the resolution authorizing it are available for public inspection in the office of the Clerk of the Hunterdon County Board of Chosen Freeholders.

AWARDED TO: Alaimo Group

SERVICES: To provide professional consulting services for Conducting a Wastewater Flow Analysis for the Raritan Township Municipal Utilities Authority Service Area, for the County of Hunterdon

TIME PERIOD: As specified in terms of Agreement

COST: Amount not to exceed \$50,000.00

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the County of Hunterdon has a need for medical examiner services in accordance with N.J.S.A. 9-46 and N.J.S.A. 26:6B-9, for the County of Hunterdon; and

WHEREAS, County Counsel has verified that this meets the statute and regulations governing the award of said contract;

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

01. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms as specified in an agreement between the County and Steven M. Diamond, D.O., Director of Pathology, Hunterdon Medical Center, 2100 Wescott Drive, Flemington, New Jersey 08822.

02. The County hereby accepts the fees for the basic services and specialized services described in the agreement for a five-year period, using Budget Account #9-01-25-0254-224, not to exceed:

January 1, 2019 – December 31, 2019, \$297,351.30/annually
 January 1, 2020 – December 31, 2020, \$303,298.33/annually
 January 1, 2021 – December 31, 2021, \$309,364.30/annually
 January 1, 2022 – December 31, 2022, \$315,551.59/annually
 January 1, 2023 – December 31, 2023, \$321,862.63/annually.

03. The Director and the Clerk of the Hunterdon County Board of Chosen Freeholders are hereby authorized to execute this agreement on behalf of the County.

04. The Clerk is hereby authorized and directed to publish the Notice of Contract Awarded in the Hunterdon County Democrat.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise Doolan, CLERK

NOTICE OF CONTRACT AWARDED

The Hunterdon County Board of Chosen Freeholders has awarded a contract for medical examiner services pursuant to N.J.S.A. 9-46 and N.J.S.A. 26:6B-9. This contract and the resolution authorizing it are available for public inspection in the Office of the Clerk of the Board of Chosen Freeholders.

AWARDED TO: Steven M. Diamond, D.O., Director of Pathology, Hunterdon Medical Center, Flemington, New Jersey 08822

SERVICES: To provide Medical Examiner Services

TIME PERIOD: As specified in terms of the Agreement.

COST: Not to exceed:
January 1, 2019 – December 31, 2019, \$297,351.30/annually
January 1, 2020 – December 31, 2020, \$303,298.33/annually
January 1, 2021 – December 31, 2021, \$309,364.30/annually
January 1, 2022 – December 31, 2022, \$315,551.59/annually
January 1, 2023 – December 31, 2023, \$321,862.63/annually

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, there exists a need for professional accounting services with respect to performing the annual Auditing and Accounting Services, to prepare the Hunterdon County Audit and assist in the preparation of the 2019 County Budget, as required in County Quote #0091-2018, for the County of Hunterdon; and

WHEREAS, the Local Public Contracts Law (N.J.S.A.. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, County Counsel has verified that this meets the statute and regulations governing the award of said contracts;

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

01. The Hunterdon County Board of Chosen Freeholders hereby accepts the terms as specified in an Agreement between the County of Hunterdon and Wiss & Company, LLP, 354 Eisenhower Parkway, Suite 1850, Livingston, New Jersey 07039.
02. This contract is awarded without competitive bidding as a Professional Service in accordance with 40A:11-5(1)(a) of the Local Public Contracts Law because the services are specialized and competitive bidding is not feasible under the circumstances.
03. The County hereby accepts the fees for the basic services and specialized services described in the Agreement; using Account #9-01-20-0135-205, in an amount not to exceed \$77,600.00
04. The Director and Clerk of the Board of Chosen Freeholders are hereby authorized to execute this agreement on behalf of the County.
05. The Clerk of the Board is hereby authorized and directed to publish the Notice of Contract Awarded in the Hunterdon County Democrat.

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

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

NOTICE OF CONTRACT AWARDED

The Hunterdon County Board of Chosen Freeholders has awarded a contract without competitive bidding as a professional service pursuant to N.J.S.A. 40A:11-5. This contract and the resolution authorizing it are available for public inspection in the Office of the Clerk of the Board of Chosen Freeholders.

AWARDED TO: Wiss & Company, LLP

SERVICES: Professional accounting services with respect to performing the annual Auditing and Accounting Services, to prepare the Hunterdon County Audit and assist in the preparation of the 2019 County Budget for the County of Hunterdon

TIME PERIOD: As specified in terms of the agreement

COST: Not to exceed \$77,600.00

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Local Public Contracts Law requires that purchases in excess of \$36,000.00 be approved by resolution of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon hereby approves the purchase of commodity(s)/service(s), pursuant to N.J.S.A.40A:11-5(1)DD, with Queues Enforth Development, for a software maintenance agreement for 911 Dispatch for the Division of Emergency Services, in the amount of \$60,648.00; and

BE IT FURTHER RESOLVED, the commodity(s)/service(s) will be purchased under budget account #9-01-25-0253-636 (Department Operating Budget); and

BE IT FURTHER RESOLVED, that the Treasurer of the County of Hunterdon has certified the availability of funding in the County Budget.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Governor has exercised his authority to adjust the bid threshold pursuant to N.J.S.A. 40A:11-3 (c). As July 1, 2015, the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$40,000.00; and

WHEREAS, N.J.S.A. 40A:11-3A, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed, as well as, granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, the County of Hunterdon desires to take advantage of the cost savings associated with the increased bid threshold; and

WHEREAS, the County of Hunterdon desires to take advantage of the increased bid threshold;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon, in the State of New Jersey, hereby approves the increase of the County's bid threshold to \$40,000.00; and

BE IT FURTHER RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon, in the State of New Jersey, desires that only those purchases as defined by N.J.S.A. 40A:11-3A requiring formal Board action be brought before the Hunterdon County Board of Chosen Freeholders.

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

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Rebecca Lunger be hereby appointed as a full-time, unclassified, Division Head of Solid Waste, in the Department of Public Safety and Health Services.

Salary: \$63,000 per annum
Effective: December 10, 2018
Hours per week: 35

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						x
<i>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Mary Evers be hereby appointed as an unclassified, full time Confidential Assistant, in the Economic Development Division, in the Office of Administrative Services, of the County of Hunterdon.

Salary: \$48,000.00
Hours: 40
Effective: December 31, 2018

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Amy Henriksen, full-time, Family Service Supervisor, in the Hunterdon County Division of Social Services receive a salary adjustment in accordance with the terms and conditions of the CWA Supervisory Agreement with the County of Hunterdon.

Effective Date	Salary
July 16, 2018	\$41,320.00
November 28, 2018	\$45,000.00

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Susan Nekola, full-time, Social Work Supervisor, in the Hunterdon County Division of Social Services receive a salary adjustment in accordance with the terms and conditions of the CWA Supervisory Agreement with the County of Hunterdon.

Effective Date	Salary
January 1, 2017	\$39,500.00
January 1, 2018	\$41,000.00

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Remen Sedrak be appointed as a full-time, Family Service Worker, in the Division of Social Services, of the Department of Human Services, in the County of Hunterdon.

Salary per annum: \$33,000.00
Effective: December 31, 2018
Hours Per Week: 35
Union: CWA Rank and File

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Charlene Weinstein is hereby appointed as a substitute, Yoga Instructor, in the Division of Senior, Disabilities and Veterans Services, of the Department of Human Services, of the County of Hunterdon.

Hourly Rate: \$25.00
Effective: January 2, 2019
Hours per week: As needed

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

(Amended starting date)

BE IT RESOLVED, that Board of Chosen Freeholders of the County of Hunterdon does hereby confirm the action of Hunterdon County Prosecutor Anthony P. Kearns, III, to appoint Imari Acevedo to the title of unclassified, full time Victim Advocate, in the Office of the Hunterdon County Prosecutor.

Effective Date: December 10, 2018
Salary: \$34,000
Hours Per Week: 35

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Mathew Holt, Director						
Suzanne Lagay, Deputy Director						
John E. Lanza, Freeholder						
John W. King, Freeholder						
Shaun Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that the Hunterdon County Board of Chosen Freeholders approves the interdivision transfer of Timothy Rehl from the Division of Bridges to the Division of Roads within the Department of Public Works.

Effective Date: November 19, 2018
Salary: To remain the same

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Mathew Holt, Director						
Suzanne Lagay, Deputy Director						
John E. Lanza, Freeholder						
John W. King, Freeholder						
Shaun Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, that Dawn Faltings, Principal Registered Environmental Health Specialist, in the Division of Health of the Department of Public Safety and Health Services be hereby granted longevity in accordance with Article 10, Paragraph I of the CWA Rank and File contract with the County of Hunterdon.

Effective Date:	Amount:
January 1, 2017	\$800.00
January 1, 2018	\$800.00

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

County Bid #2017-16

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, Change Order #2-Final, for the following:

CONTRACTOR: Messercola Excavating Co., Inc., 549 East 3rd Street, Plainfield, New Jersey 07060
CONTRACT: 2017 Demolition of various Structures.
CHANGES: As built quantities.
COST: Decrease of \$9,700.75

<u>ITEM NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
EXTRAS:				
10	Topsoiling (4"), Fertilizing, Seeding and Straw (If & Where Directed)	1,450.0	S.Y. \$ 6.00	\$ 8,700.00
TOTAL EXTRAS:				\$ 8,700.00
REDUCTIONS:				
02	Surety Bond	L.S.	\$ 550.00	\$ 550.00
09	Soil Aggregate, Designation I-5 (If & Where Directed)	1,190.05	Tons 15.00	17,850.75
TOTAL REDUCTIONS:				\$18,400.75

Amount of Original Contract	\$148,340.00
Amount of Previous Change Order (+)	5,913.85
Amount of this Change Order (-)	9,700.75
Adjusted Contract Amount Based Upon this Change Order	\$144,553.10

BE IT FURTHER RESOLVED, that a Certificate of Availability of Funds has been provided by the Hunterdon County Treasurer, certifying that funds are available.

<u>ROLL CALL</u>	<u>MOVED</u>	<u>SECONDED</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

County Bid #2017-24

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, Change Order #2-Final, for the following:

CONTRACTOR: Top Line Construction Corp., 22 Fifth Street, Somerville, New Jersey 08876
CONTRACT: Resurfacing of County Route 512 and 513, in Franklin, Tewksbury and Union Townships
CHANGES: As built quantities
COST: Decrease of \$12,296.16

<u>ITEM NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
SUPPLEMENTALS:				
S1	Reset Steel Beam Guide Rail w/new Posts	1,205.0	L.S. \$ 21.00	\$ 25,305.00
TOTAL SUPPLEMENTALS:				\$ 25,305.00
EXTRAS:				
04	Silt Fence	100.0	L.S. \$ 3.01	\$ 301.00
17	Traffic Directors (If & Where Directed)	1,366.0	H.R. 123.00	168,018.00
19	Asphalt Price Adjustment	.	L.S. 39,862.00	39,862.00
21	Roadway Excavation, unclassified	472.0	C.Y. 30.01	14,164.72
22	Soil Aggregate Designation I-5	169.13	Tons 101.09	17,573.63
23	Coarse Aggregate #2 Stone	805.36	Tons 95.08	76,573.63
25	HMA Milling, 3" or Less	1,095.0	S.Y. 1.00	1,095.00
35	Repair Inlet, using existing casting (various Types)	4.0	Units 593.12	2,373.63
37	Reconstructed Inlet, Type "B", using existing casting	20.0	Units 792.60	15,852.00
38	Reconstructed Inlet, Type "E" using existing casting	2.0	Units 792.60	1,585.20
40	Curb Piece, Type "N"	4.0	Units 329.58	1,318.32
43	8" x 8" HMA Curb	352.0	L.F. 35.26	12,411.52
45	Beam Guide Rail	124.5	L.F. 167.99	20,914.76
51	Beam Guide Rail Blockout	464.0	Units 12.60	5,846.40
55	Traffic Markings, Lines, 24" (If & Where Directed)	234.0	L.F. 3.15	737.10
57	RPM, Mono-Directional, White Lens	15.0	Units 29.40	441.00
58	RPM, Mono-Directional, Amber Lens	13.0	Units 29.40	382.20
63	Loop Detector	25.0	L.F. 26.25	656.25
64	Tree Removal, Under 12" Diameter	5.0	Units 629.94	3,149.70
65	Tree Removal, Over 12" – 24" Diameter	8.0	Units 1,259.89	10,079.12
66	Tree Removal, Over 24" – 36" Diameter	2.0	Units 1,994.82	3,989.64
68	Topsoiling, Fertilizing, Seeding & Straw Mulch (If & Where Directed)	3,837.0	S.Y.. 8.72	33,458.64
TOTAL EXTRAS:				\$ 430,306.03
REDUCTIONS:				
05	Hay Bales	8.0	Units. \$ 27.61	\$ 1220.88
06	Temporary Stone Inlet Protection	4.0	Units 34.01	136.04
15	Temporary Pavement Markers (If & Where Directed)	571.0	Units 0.87	496.77
16	Traffic Stripes, Latex, 4" (If & Where Directed)	13,586.0	L.F. 0.21	2,853.06
18	Fuel Price Adjustment	.	L.F. 68,711.76	68,711.76
24	Coarse Aggregate #57 Stone	9.53	Tons 13.75	131.04
26	Polymerized Joint Adhesive (If & Where Directed)	26,037.0	L.F. 0.01	260.37
27	Tack Coat (Emulsified Asphalt RS-1) (If & Where Directed)	6,432.0	Gals. 0.01	64.32
28	Roadway Repair, 4" or 6.5", HMA, 25M64, Base Coarse, (If & Where Directed)	1,698.86	Tons 90.83	154,307.45
29	HMA, 25M64, Base Course	52.60	Tons 151.96	7,993.10
30	HMA, 9.5M64, Surface Course	2,539.73	Tons 59.00	149,844.07
31	Subbase Outlet Drain (If & Where Directed)	250.0	L.F. 88.03	22,007.50
32	Underdrain, Type "F" (If & Where Directed)	50.0	L.F. 53.37	2,668.50
34	Reset Existing Casting	44.0	Units 267.63	11,775.72
39	Bicycle Safe Grates	8.0	Units 271.86	2,174.86
41	Curb Faceplate Cover	3.0	Units 261.61	784.83
42	9" x 18" Concrete Vertical Curb	55.0	L.F. 46.00	2,530.00
44	Granite Block Curb	5.0	L.F. 50.88	254.40

46	Flared Guide Rail Terminal	2.0	Units	2,099.81	4,199.62
47	Tangent Guide Rail Terminal	2.0	Units	2,099.81	4,199.62
48	Controlled Release Terminal	1.0	Unit	745.43	745.43
49	Controlled Release Terminal Anchorage	1.0	Unit	997.41	997.41
50	Beam Guide Rail Anchorage	2.0	Units	498.71	997.42
52	Reset Beam Guide Rail with existing Post	2,308.25	L.F.	10.50	24,236.63
53	Traffic Stripes, 4" (If & Where Directed)	7,077.0	L.F.	0.31	2,193.87
54	Traffic Stripes, 8" (If & Where Directed)	230.0	L.F.	0.58	133.40
56	Traffic Markings, Symbols (If & Where Directed)	34.0	S.F.	7.35	249.90
59	RPM, Bi-Directional, Amber Lens	31.0	Units	29.40	911.40
60	Maintenance Concrete	10.0	C.Y.	126.48	1,264.80
69	Topsoil Stabilization, Type 2 Mat	100.0	S.Y.	5.63	563.00
				TOTAL REDUCTIONS:	\$467,907.19

Amount of Original Contract	\$3,358,447.20
Amount of Change Order 1 (+)	\$ 32,308.50
Amount of this Change Order 2 (-)	\$ 12,296.16
Adjusted Contract Amount Based Upon Change Orders 1 & 2	\$3,378,459.54

BE IT FURTHER RESOLVED, that a Certificate of Availability of Funds is not necessary to be provided by the Hunterdon County Treasurer, certifying that funds are available, since this is a reduction in cost.

ROLL CALL	<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

County Bid # 2017-24

WHEREAS, on December 19, 2017 the County of Hunterdon awarded a contract to Top Line Construction Corp., 22 Fifth Street, Somerville, NJ 08876 for the Resurfacing of County Route 512, in the Township of Tewksbury and County Route 513, in the Townships of Union and Franklin, County of Hunterdon; 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 of Hunterdon 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, Resurfacing of County Route 512, in the Township of Tewksbury and County Route 513, in the Townships of Union and Franklin, County of Hunterdon; and
2. That this acceptance is in accordance with N.J.S.A. 2A:44-132; and
3. That final payment in the amount of \$60,248.10 be made to Top Line Construction Corp., 22 Fifth Street, Somerville, New Jersey 08876.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

County Bid #2017-25

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, Change Order #1-Final, for the following:

CONTRACTOR: Glen G. Hale, Inc., 165 River Road, Flemington, New Jersey 08822
CONTRACT: Roadway Resurfacing of County Route 601, in West Amwell Townships
CHANGES: As built quantities
COST: Increase of **\$2,208.60**

<u>ITEM NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
EXTRAS:				
15	Asphalt Price Adjustment	L.S.	\$ 17,307.25	\$ 17,307.25
17	Soil Aggregate Designation I-5 (if and where directed)	0.93 tons.	31.02	28.85
19	Polymerized Joint Adhesive (if and where directed)	1,095.0 L.F.	0.47	514.65
21	Roadway Repair, 4" or 6.5" HMA 25M64 Base Course (if and where directed)	207.87 tons	90.40	18,791.44
TOTAL EXTRAS:				\$ 36,642.19

REDUCTIONS:				
01	Surety Bond	L.S.	\$ 1.00	\$ 1.00
03	Drums	100.0 Units	0.01	1.00
04	Traffic Cones	200.0 Units	0.01	2.00
05	Construction Signs, 48" x 48" (W2-7)	2.0 Units	0.01	0.02
06	Construction Signs, Supplemental Plaque, 24" x 18" (W16-2P)	2.0 Units	0.01	0.02
07	Construction Signs, 48" x 48" (W20-1)	2.0 Units	0.01	0.02
08	Construction Signs, 48" x 48" (W20-4)	2.0 Units	0.01	0.02
09	Construction Signs, 36" x 18" (G20-2)	4.0 Units	0.01	0.04
10	Construction Signs, 60" x 36" (Custom)	2.0 Units	765.00	1,510.00
11	Temporary Pavement Markers (if and where directed)	400.0 Units	0.01	4.00
12	Traffic Stripes, Latex, 4" (If and where directed)	298.0 L.F.	0.25	74.50
13	Traffic Directors	960.0 Hrs.	0.01	9.60
14	Fuel Price Adjustment	L.S.	910.18	910.18
20	Tack Coat (Emulsified Asphalt, RS-1)	2,273.0 Gals.	0.01	22.73
22	HMA, 9.5M64, Surface Course	21.78 Tons	82.13	1,788.79
23	HMA, 19M64, Intermediate Course	148.89 Tons	75.90	11,312.66
24	HMA, 25M64, Base Course (if and where directed)	20.0 Tons	119.75	2,395.00
25	Subbase Outlet Drain (if and where directed)	23.0 L.F.	59.74	1,374.02
26	Underdrain, Type "F" (if and where directed)	190.0 L.F.	24.72	4,696.80
28	Reset Existing Casting (if and where directed)	1.0 Unit	150.00	150.00
29	Repair Inlet, Using Existing Casting (various types) (if and where directed)	1.0 Unit	396.00	396.00
31	Traffic Stripes, 4"	241.0 L.F.	0.34	81.94
32	Traffic Markings, Lines, 24"	39.0 L.F.	15.95	622.05
33	RPM Bi-Directional Amber Lens	2.0 Units	38.50	77.00
34	Maintenance Concrete	5.0 C.Y.	315.00	1,575.00
35	Topsoil, Fertilizing, Seeding & Straw Mulching	1,510.0 S.Y.	4.92	7,429.20
TOTAL REDUCTIONS:				\$34,433.59

Amount of Original Contract \$808,060.84
 Amount of this Change Order (+) \$ 2,208.60
 Adjusted Contract Amount Based
 Upon this Change Order \$810,269.44

BE IT FURTHER RESOLVED, that a Certificate of Availability of Funds is not necessary to be provided by the Hunterdon County Treasurer, certifying that funds are available, since this is a reduction in cost.

<u>ROLL CALL</u>	<u>MOVED</u>	<u>SECONDED</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

County Bid #2017-25

WHEREAS, on December 19, 2017 the County of Hunterdon awarded a contract to Glen G. Hale, Inc., 165 River Road, Flemington, NJ 08822 for the Roadway Resurfacing of County Route 601, in the Township of West Amwell, County of Hunterdon; 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 of Hunterdon 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 Roadway Resurfacing of County Route 601, in the Township of West Amwell, County of Hunterdon; and
2. That this acceptance is in accordance with N.J.S.A. 2A:44-132; and
3. That final payment in the amount of \$16,198.17 be made to Glen G. Hale, Inc., 165 River Road, Flemington, New Jersey 08822

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise 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, an agreement with GreenVest/Cranbury Limited Liability Company and Cranbury/Indian Run Limited Liability Company, for the purchase of wetland mitigation credits, for the Replacement of Hunterdon County Bridge RT-16, on County Route 523, in the Townships of Readington and Tewksbury, County of Hunterdon, for the amount of \$35,000.

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

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, a Master Service Agreement Addendum #5, for Facilities and Services No. H008B, Mailroom Services No. H002B and Vehicular Services H009B, with the State of New Jersey Judiciary, Administrative Office of the Courts, for the Vicinage of Somerset, Hunterdon and Warren Counties, with regard to the Hunterdon County Justice Center, for Mailroom Services, Facilities Services and Vehicular Services for the Superior Court of New Jersey.

Compensation period: July 01, 2018 through June 30, 2019.

<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>Suzanne Lagay, Deputy Director</i>						
<i>John E. Lanza, Freeholder</i>						
<i>John W. King, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, 40A:11-4.3 (a) requires that in order to initiate competitive contracting, the governing body shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in 40A:11-1 are desired to be contracted; and

WHEREAS, 40A:11-4.3(b) requires that the competitive contracting process shall be administered by a purchasing agent qualified pursuant to 40A:11-9, or, by legal counsel of the contracting unit, or by an administrator of the contracting unit;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon does hereby authorize Qualified County Purchasing Agent to initiate competitive contracting for the Operation of the Hunterdon County Transportation System, (known as the LINK), said project for the Division of Transportation, in the Department of Human Services.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the County has the need to procure equipment, goods or services, where the estimated cost of which exceeds the bid threshold.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Hunterdon does hereby authorize the County Purchasing Agent to solicit bids for the following project:

Exterior Renovations at the existing Hunterdon County Justice Center
Phase II

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

WHEREAS, the Hunterdon County Housing Corporation is the mortgagee in a certain mortgage executed by Charles and Joyce Opdyke on February 16, 2006 recorded on February 17, 2006 in Mortgage Book 2894, at Page 144 in the Office of the Hunterdon County Clerk. Said Mortgage was assigned to the County of Hunterdon, said Assignment of Mortgage being recorded on April 8, 2009 in Assignment Book 2026 at Page 729. The mortgage being a lien in the amount of \$15,075.00 on property known as Block 19, Lot 29 in the Township of Delaware, Hunterdon County, State of New Jersey.

The mortgage has been paid in full and may be discharged or canceled of record.

NOW, THEREFORE, BE IT RESOLVED, that the Director and Clerk of the Board of Chosen Freeholders of the County of Hunterdon are hereby authorized to execute, on behalf of the County, the Discharge of Mortgage so that said mortgage may be canceled of record.

<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>Suzanne Lagay, Deputy Director</i>						
<i>John W. King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

NOW, THEREFORE, 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, a Lease Agreement with St. Paul's Lutheran Church, to use their parking area for the Route 31 County Complex through the year 2037.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>Suzanne Lagay, Deputy Freeholder</i>						
<i>John Lanza, Freeholder</i>						
<i>Shaun Van Doren, Freeholder</i>						
<i>J. Matthew Holt, Director</i>						
<i>John W. King, Freeholder</i>						

Adopted December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
HUNTERDON COUNTY**

RESOLUTION

BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Hunterdon that the following Administrative Policy be approved:

County Policy #2010-05
Amended: December 18, 2018
Administrative Policy

**DRUG AND ALCOHOL POLICY FOR
SAFETY SENSITIVE EMPLOYEES
IN TRANSIT**

WHEREAS; on April 23, 1987, the board of Chosen Freeholders adopted Policy #87-3 concerning employment of users of controlled dangerous substances, or abuses of alcohol which was amended on August 13, 1991 with Policy #91-1 "Drug and Alcohol Use" to add certain provisions in accordance with the Drug Free Workplace act of 1988, which was amended on September 12, 1995 with Policy #95-1 to add certain provisions regarding a comprehensive program of alcohol and drug testing for employees with Commercial Driver's Licenses (CDL's) to be in compliance with the Federal Highway Administration Drug and Alcohol testing rules which were adopted by the Department of Transportation.

WHEREAS; it is necessary to further amend Policy #87-3 to include requirements for Safety Sensitive Employees of the FTA Substance Abuse Management Oversight Program.

NOW, THEREFORE, BE IT RESOLVED, by the Hunterdon County Board of Chosen Freeholders that Policy #87-3 be further amended to incorporate the terms of the Policy entitled "Hunterdon County Drug and Alcohol Policy for Safety Sensitive Employees In Transit" which will read as follows:

TABLE OF CONTENTS

Policy Statement	3
Purpose	3
Administration Responsibilities	4
Definition of Terms	4-8
Scope	
Covered Employees	9
Prohibited Drugs	9
Time of Testing While on Duty	10
Prescription Medication	10
Right to Inspect	10
Rehabilitation	11
Refusal to Submit to Testing for Drugs/Alcohol	12
Fail a Substance Abuse Test	13
Medical Review Officer (MRO) Responsibility	13
Substance Abuse Professional (SAP) Role	13
Pass/Fail an Alcohol Test	13-14
Disciplinary Action	14-15
Qualification for Employment and Prohibited Conduct	
Prohibited Conduct	16
Periods of Required Compliance	16
Test Required	
Testing for Presence of Alcohol	17
Use of Alcohol	17
Life Consequences of Alcohol Misuse	18
Employee Assistance Program (EAP)	18
Pre-Employment Testing	19
Post-Accident Testing	20
Random Testing	21
Reasonable Suspicion Testing	22
Return to Duty Testing	23
Follow-up Testing	24
Drug and Alcohol Testing Procedures	
Compliance with Testing Procedures	24
Breath Alcohol Technician	24-25
Substance Abuse Professional	25
Medical Review Officer	25

Collection Site	25
Testing Laboratory	25-26
Administration Requirements	
Employee Education and Training	26
Confidentiality and Retention of Records	26-27
Access to Facilities and Records	27
Appendix A	28

I. POLICY STATEMENT

The Hunterdon County Board of Chosen Freeholders does hereby endorse the Omnibus Transportation Employee Testing Act of 1991 and the rules mandated by the Department of Transportation (DOT), Federal Transit Administration (FTA). Hunterdon County employees who perform safety sensitive transportation functions, or supervise personnel in safety sensitive transportation functions shall be subject to policies and procedures in accordance with Department of Transportation, 49CFR Part 40 Procedures for FIND Alcohol Misuse and Prohibited Drug Use in Transit Operations.

In an effort to comply with laws, rules and regulations promulgated by Federal Agencies with the authority to do so, as well as to protect affected employees performing work in safety sensitive positions, the Freeholder Board for Hunterdon County hereby adopts the regulations on December 18, 2018, as set forth in the Hunterdon County Drug and Alcohol Policy thereby establishing programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or prohibited drugs used by safety-sensitive employees as defined in 49CFR Part 40 and Part 655.

II. PURPOSE

By virtue of its daily operations and in pursuit of its quality objectives, Hunterdon County recognizes the need to take steps necessary to provide a safe and efficient operating and working environment. Drug and alcohol use adversely impacts our goal of maintaining a safe and efficient operating and working environment, and greatly threatens quality, as abuse adversely affects productivity and impairs judgment. Unimpaired judgment is critical, since decisions affect not only our own business, but also the safety of our employees, customers, and third parties.

Hunterdon County's goal is to encourage employees to come forward with their drug and alcohol problems and seek rehabilitation through the company's Employee Assistance Program ("EAP").

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County the employees and agents of Hunterdon County are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale or use of a prohibited drugs in the workplace or while conducting Hunterdon County business off the company's premises. Likewise, abuse of legal substances such as alcohol and prescription drugs is also prohibited while at work.

Participation in the prohibited drug and alcohol -testing program is a requirement of each safety-sensitive employee and, therefore, is a condition of employment. Hunterdon County will strictly adhere to all standards of confidentiality and assures all employees that testing records and results will be released only to those authorized by FTA rules to receive such information.

All testing under the FTA requirements are conducted in accordance with 49 CFR Part 40: Procedures For Transportation Workplace Drug and Alcohol Testing Programs.

***A copy of the DOT rule 49CFR Part 40 is located at the Hunterdon County Human Resource Department.**

In adopting this policy, Hunterdon County does not otherwise waive its right to enforce already established rules, policies, programs, or the terms and provision of any applicable collective bargaining agreement governing drug and alcohol use possession that are consistent with this policy.

Accordingly, Hunterdon County has developed the following drug and alcohol policy.

III. ADMINISTRATION RESPONSIBILITIES

To address questions relevant to the anti-drug and alcohol misuse prevention program safety sensitive employees and supervisors shall contact program administrators as follows:

Third Party Administrator (“TPA”) on behalf of Hunterdon County

B. Hunterdon County Designated Employer Representative (“DER”).

Third Party Administrator (“TPA”) and Hunterdon County DER information is listed on Appendix “A” of this Document.

IV. DEFINITION OF TERMS

The terms listed are consistent with the requirements of 40 CFR Parts 40, 655 and have the following meaning:

Accident--an occurrence associated with the operation of a vehicle is as a result:

- 1) An individual dies; or
- 2) An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
- 3) with respect to an occurrence in which the public transportation vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
- 4) With respect to an occurrence in which the public transportation vehicle involved is a rail car, trolley car, trolley bus or vessel, the public transportation vehicle is removed from operation.

Adulterated Specimen--a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol--the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Use--the consumption of any beverage, mixture, food or preparation, including any medication containing alcohol.

Alcohol Concentration --expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Breath Alcohol Technician (BAT)--an individual who instructs and assists individuals in the alcohol testing process and operates an Evidential Breath Testing Device (EBT).

Canceled Test--is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A canceled test is neither positive nor negative.

Custody and Control Form --the procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is sent to the laboratory for testing thereby destroyed after results have been determined.

Collection Site--a place where safety sensitive employees present themselves for the purpose of providing a urine specimen for a drug test.

Covered Employee—a person, including an applicant or transferee who performs or will perform a safety-sensitive function for Hunterdon County is subject to this policy.

Designated Employer Representative (DER)--an in-house designated employee representative who coordinates the substance abuse process for Hunterdon County. The DER’s responsibility is to be familiar with all aspects of the Hunterdon Count’s

substance abuse policy. In addition, the DER is trained regarding policy, and in accordance with the provisions of 49 CFR Part 655.14., and employee authorized by

Hunterdon County to take immediate action(s) to remove employees from safety-sensitive duties or cause employees to be removed from these covered duties and to make required decisions in the testing and evaluation processes.

Department of Health and Humans Services (DHHS)— the Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Department of Transportation (DOT)—Department within the Federal Government that administers regulations requiring drug and alcohol testing which includes the Federal Transit Administration, Federal Railroad Administration, Federal Motor Carrier Safety Administration, Federal Aviation Administration, US Coast Guard, Pipeline and Hazardous Material Safety Administration.

Dilute specimen--a specimen with creatinine and specific gravity values that are lower than expected for human urine.

Employee--an individual who performs a safety sensitive function or holds a safety sensitive position.

Evidential Breath Testing Device (EBT)--an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 concentrations, and placed on NHTSA's "Conforming Products List (CPL) of Evidential Breath Measurement." **FTA**--Federal Transit Administration, an agency of the U.S. Department of Transportation responsible for the administration of transit related programs and funds.

Medical Review Officer (MRO)--a licensed physician responsible for receiving, interpreting, evaluation and reporting drug-testing results.

Negative Dilute--a drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative Test--a drug test with a result verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol test result with a concentration of less than 0.02 BAC is a negative test result.

Non-negative test result--a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Positive Drug Test--a drug test result with a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

PROHIBITED SUBSTANCES--the consumption of the following drugs and drug metabolites at all times: Marijuana, Cocaine, Opioids, Amphetamines and Phencyclidine (PCP) at levels above the minimum thresholds. The consumption of any alcoholic substance, beverage, or mixture, including any medication containing alcohol within four (4) hours prior to performing a safety-sensitive duty, while on-call to perform a safety-sensitive duty, while performing a safety sensitive duty or within eight (8) hours following an accident or until the employee undergoes a post-accident alcohol test, whichever occurs first. Alcohol testing for random and reasonable suspicion is only permissible just before and employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties.

Recipient means a person that receives Federal financial assistance under 49 U.S.C. 5307, 5309, or 5311 directly from the Federal Government.

Safety Sensitive Function -- means any of the following duties:

1) Operating a revenue service vehicle, including when not in revenue service;

- 2) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 3) Controlling dispatch or movement of a revenue service vehicle;
- 4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
- 5) Carrying a firearm for security purposes;
- 6) Examples of employees include: Bus Driver, Motorman, Yard Driver, Dispatcher, Starter, Mechanic, and Wheelchair lift repairman, Transit Police Officer, Security Personnel, Wrecker Operator, Snowplow Driver, and Drivers of vehicles carrying over 15 persons.

Split Specimen Bottle B--a part of the urine specimen that is sent to a first laboratory and retained un-opened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen.

Substance Abuse Professional (SAP)--a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, state-licensed family therapist credentialed suitable for becoming a SAP, social worker, employee assistance professional, marriage counselor or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by

the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen--A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Third Party Administrator (TPA)—a "Service Agent" that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. The TPA performs administrative tasks concerning the operation of the drug and alcohol testing program, adheres to generally accepted standards for administrative services, testing, training, medical review, confidentiality and business ethics and assures that programs are operated in compliance with DOT/FTA, any state or federal regulations, as well as company policies.

Validity testing--evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Vehicle--means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transportation vehicle is a vehicle used for public transportation or ancillary services.

Verified Negative Test--a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (DHHS).

Verified positive test--a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels.

Volunteer-A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

III **SCOPE**

A. **COVERED EMPLOYEES**

Covered Employees- This Policy is applicable to all Hunterdon County full and part-time safety-sensitive employees subject to Drug and Alcohol testing under this policy. Additionally, all full and part-time employees of any company or organization who

perform safety-sensitive functions on behalf of or under contract with Hunterdon County are subject to drug and alcohol testing under this policy. Currently the FTA has defined safety-sensitive job function to mean any of the following duties, when performed by employees of recipients, sub-recipients, operators, or contractors:

- 1) Operating a revenue service vehicle, including when not in revenue service;
- 2) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 3) Controlling dispatch or movement of a revenue service vehicle;
- 4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.
- 5) Carrying a firearm for security purposes.

Hunterdon County has reviewed all the actual duties performed by employees to determine who performs safety-sensitive functions, and has determined the below listed job titles as performing safety-sensitive duties:

1. Mechanic
2. Senior Mechanic
3. Assistant Supervising Mechanic
4. Supervising Mechanic
5. Supervisor of Garage Services

Supervisors are subject to the provisions of this policy only if they perform, or have the opportunity to perform a safety-sensitive function.

Hunterdon County does not utilize volunteers to provide Safety-Sensitive duties.

B. PROHIBITED DRUGS

Federal requirements provide authorization for testing only five drugs. Procedures used to test for the presence of drugs are in accordance with 49CFR Part 40 and Part 655, which requires testing of urine specimens for five types of drugs or their metabolites; marijuana, cocaine, opioids phencyclidine, and amphetamines.

Time of Testing While on Duty

Covered employees are subject to testing for five prohibited drugs at anytime while on duty.

C. PRESCRIPTION MEDICATION

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County if an employee is using any prescription drug which might impair the employee's ability to perform work, he/she must inform the DER about this possible effect. Before commencing work, the employee must also provide the DER with the name of the prescription and a doctor's authorization to work. All such information provided to Hunterdon County will remain confidential.

Consistent with federal law, use of another person's prescription medication shall be considered unauthorized use of medication. It is also considered a violation of this policy if there is clinical evidence that an employee is abusing a legitimately prescribed drug.

In addition, if a drug can only be obtained by prescription in the U.S., it is a violation of this policy for an employee to obtain that drug from a foreign county where no prescription is required and use it while working, unless there is a verifiable, legitimated medical explanation.

Failure or refusal by an employee to properly inform the DER or to produce acceptable medical documentation, upon request, may be subject to disciplinary action outlined in Section III, G. of this policy.

D. Right to Inspect

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County based upon reasonable suspicion that an employee is violating this policy, Hunterdon County has the right to require the employee to submit to a search of clothing, locker, lunch box, bag(s), purse, briefcase, desk, file cabinet(s) and/or vehicle. Hunterdon County reserves the right to inspect, investigate, and search

for drug and/or legal substances such as alcohol at any time, with or without prior notice, on or in any and all Hunterdon County premises.

Additionally, and separate from any DOT and FTA requirements, Hunterdon County Employees will be required to sign a consent form prior to the search, if an employee refuses to sign the consent form and refuses to submit to the search, he/she will be subject to disciplinary action up to and including termination.

E. Rehabilitation

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County the goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and alcohol/drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the improper consumption of alcohol or illegal use of drugs is incompatible with employment with Hunterdon County.

Therefore, if an employee has a problem with alcohol or drugs, he/she is strongly encouraged to come forward voluntarily to seek help. In this event, the matter will be kept confidential, and the employee will be referred to a rehabilitation center. Self identification must be made prior to being directed to take a screening test and may only be used once. However, self identification is NOT an option in the following situations: pre-employment, random, post-accident, reasonable suspicion, return to duty or follow-up testing.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of the Hunterdon County voluntary rehabilitation will normally only be available once, and only if the employee comes forward before the Hunterdon County has reasonable suspicion that the employee has violated company policy.

Rehabilitation will be at Hunterdon County expense to the extent that it is covered by Hunterdon County's policies of insured.

An unpaid leave of absence will be granted for a reasonable period for treatment. Hunterdon County will make every effort to hold the employee's position during the rehabilitation process. Hunterdon County will not take disciplinary action against an employee who voluntarily admits having an alcohol and/or drug problem unless that employee refuses to enroll in and complete a rehabilitation program. It is a condition of employment for employees to submit to Non-DOT alcohol and/or drug testing as part of a follow-up program for treatment for alcohol and/or drug abuse.

It is crucial to note that the accommodations in this section apply only when an employee voluntarily comes forward. If a alcohol and/or drug abuse problem is disclosed to Hunterdon County only after there has been (1) a random alcohol and/or drug selection, (2) a positive alcohol or drug test, (3) a violation of Hunterdon County policy, rule or standard, (4) a violation of law, or (5) a violation of this policy, Hunterdon County will not consider the employee to have voluntarily come forward.

G. REFUSAL TO SUBMIT TO TESTING FOR ALCOHOL AND/OR DRUG

In accordance with 40 CFR Part 655 the following are considered a refusal to test if the employee:

- 1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- 2) Fails to remain at the testing site until the testing process is complete;
- 3) Fails to provide a urine specimen or adequate amount of breath for any drug or alcohol test required by 49 CFR Part 40 or DOT agency regulations;
- 4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
- 5) For an observed collection fails to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be use to interfere with the collection process;
- 6) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- 7) Admitting to the collector or MRO that you adulterated or substituted the specimen;

- 8) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- 9) Fails or declines to take a second test the employer or collector has directed you to take;
- 10) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "Shy Bladder" or "Shy Lung" procedures;
- 11) Fails to sign the certification at Step 2 of the Alcohol Test Form;
- 12) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
- 13) If the MRO reports that you have a verified adulterated or substituted test result that test is considered a refusal to test.

Any covered employee who refuses to submit to a drug or alcohol test will be immediately removed from performing any safety-sensitive function and in accordance with 49 CFR, Part 40, and Subpart O are referred to Hunterdon County's SAP.

H. FAIL A SUBSTANCE ABUSE DRUG TEST (TEST POSITIVE)

If the confirmation test result shows positive evidence for the presence, under, 49 CFR Part 40 procedures, of a prohibited drug the employee shall be contacted by the MRO. Any covered employee who fails a drug test will be immediately removed from performing safety-sensitive function and in accordance with 49 CFR, Part 40, and Subpart O are referred to Hunterdon County's SAP.

Medical Review Officer (MRO) Responsibility

The designated MRO shall have no connection/conflict with the subcontractor performing the laboratory testing and analysis. The MRO shall be knowledgeable in controlled substance abuse, will have received qualification training in accordance with 49 CFR Part 40.121 and the MRO review process will be followed in accordance with 49 CFR Part 40.

If the MRO reports that an employee tested positive for prohibited drugs, that employee will be immediately removed from safety sensitive functions and in accordance with 49 CFR Part 40.121 and Subpart O are referred to Hunterdon County's SAP.

If the MRO reports that a negative drug test was diluted Hunterdon County will direct the employee to take another test immediately. Such recollections will not be collected under direct observation, unless there is another basis for use of direct observation.

Referral to a Substance Abuse Professional (SAP) Role

Covered Employees or applicants who have a verified positive drug test result, an alcohol concentration of 0.04 or greater, or who refuse to submit to a drug or alcohol test will in accordance with 49 CFR, Part 40, and Subpart O be referred to Hunterdon County's SAP.

I. PASS (TEST NEGATIVE)/FAIL (TEST POSITIVE) AN ALCOHOL TEST

In the event of a Breath Alcohol (BrAc) concentration result of 0.02 or greater the BAT will direct the employee to take a confirmation test. The BAT will ensure that the waiting period lasts at least 15 minutes, but not more than 30 minutes after the completion of the first screening test. If the alcohol confirmation test is lower than 0.02, nothing further is required of the employee. If the alcohol confirmation test result is above 0.02 and below 0.04 the employee will be removed from safety-sensitive functions and may not resume covered service until the employee's next regularly scheduled duty period, but not less than eight hours following the administration of the confirmation test.

If the alcohol confirmation test result is 0.04 or greater it is a positive test. The employee will be immediately removed from safety-sensitive function and will be referred to a SAP.

If the alcohol confirmation test result is 0.04 or greater it is a positive test. The employee will be immediately removed from safety-sensitive function and will be referred to a SAP.

J. DISCIPLINARY ACTION AS A RESULT OF A POSITIVE TEST

DISCIPLINARY PROCESS

Additionally, and separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, if the results of a alcohol and/or prohibited drug screen are positive, the employee will be subject to discipline, up to and including discharge: and/or requested to undergo rehabilitation until such time as he/she is declared fit to return to work by the rehabilitation center. The circumstances leading to the positive result will be taken into consideration in determining the disciplinary action. An employee who refuses to undergo rehabilitation or does not follow the recommendations of the rehabilitation program may be subject to discharge.

If returning to work, the employee will be subject to either DOT or Non-DOT follow-up testing, depending on the circumstance leading to the removal from service.

In the event of a positive alcohol test, regardless of alcohol level or refusal to test, the DER will transport the employee to his/her residence.

ALCOHOL PENALTIES--in accordance with the provisions under Hunterdon County's authority as employer the following penalties shall apply:

Positive Test at 0.040 or Greater. Violations of this policy are subject to disciplinary action up to and including discharge.

Refusal of Alcohol Testing--The penalty for refusing to submit to alcohol testing as required by this policy shall constitute a violation of the policy.

Violations of this policy are subject to disciplinary action up to and including discharge.

Prohibited Drug PENALTIES-- in accordance with the provisions under the FTA and as indicated under Hunterdon County's authority as employer the following penalties shall apply:

1) Individuals not yet employed—Safety-Sensitive applicants that have been extended a conditional offer of employment for a position with Hunterdon County will undergo testing for the presence of prohibited drugs as a condition of employment. Any Covered applicant with a confirmed positive test result will be denied employment.

2) Under Hunterdon County for Non-Safety-Sensitive Positions who have been extended a conditional offer of employment for a position with Hunterdon County will undergo testing for the presence of prohibited drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

3) Safety-Sensitive Individuals employed-- When Hunterdon County receives from the MRO a verified positive for drug use test result, the employee shall be immediately removed from safety sensitive functions and referred to Hunterdon County's SAP for evaluation. He/she must comply with the SAP's assessment and referred treatment recommendations and monitoring and meet the return-to-duty test requirements of 49 CFR Part 40, Subpart O before the employee may be considered for reinstatement.

4) If any safety-sensitive employee fails to return to work upon the prescribed time or refuses to comply with complete treatment, he/she shall be subject to disciplinary action.

4) The penalty for a covered employee refusing to submit to a prohibited drug test as required by this policy or who fails to comply with the recommended treatment plan shall be the same as a positive test result.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, the employee will be informed of resources available for counseling and treatment of persons with drug abuse problems.

If a safety-sensitive employee is returning to work it is a condition of employment for employees to submit to alcohol and/or drug testing as part of a return-to-duty or follow-up program.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, if a non-covered employee is returning to work it is a condition of employment for employees to submit to alcohol and/or drug testing as part of a return-to-duty or follow-up program.

K. PASS A SUBSTANCE ABUSE TEST (TEST NEGATIVE)

If the initial testing or confirmation testing, under 49 CFR Part 40 procedures, does not show evidence of the presence of a prohibited drug in the employee's or applicant's system, it will be classified as passing a drug abuse test or having tests rated as negative.

IV. QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT

A. PROHIBITED CONDUCT

Periods of Required Compliance

All employees who perform safety-sensitive functions for Hunterdon County either in a part time or full time capacity will be subject to the provisions of this policy for the entirety of their shift.

Alcohol Possession/Misuse--The following activities and/or actions are a violation of this policy:

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy for any covered employee to possess alcoholic beverages while on duty.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy for any employee to work under the influence of alcohol, including rest and meal periods.

Additionally, separate from any DOT and FTA requirements under Hunterdon County it is a violation of this policy for any covered employee to test positive for alcohol at or above a Breath Alcohol Level (BRAC) of 0.020L of breath.

It is a violation of this policy for any covered employee to consume alcohol for the four (4) hours before a scheduled work period. It is a violation of this policy for any covered employee to consume alcohol for the eight (8) hours after an accident until a Breath Alcohol Test has been administered. It is a violation of this policy for any covered employee to consume alcohol while on-call or stand by.

It is a violation of this policy for any employee to refuse to take any required alcohol test.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy for any covered employee to refuse to comply with any provision of this policy.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy if alcohol is found in through other legally sanctioned procedures (e.g., police department administered tests).

Prohibited Drug Possession--the following activities and/or actions are a violation of this policy:

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy for any employee either safety-sensitive or non-safety sensitive to possess, sell, trade, offer for sale or engage in illegal use of prohibited drugs or product containing an illegal controlled substances. Employees who are convicted of offenses involving prohibited drugs in the workplace must inform the DER within five days of their conviction or plea. Failure to give this notice can be grounds for disciplinary action outlined in Section III, I. of this policy.

It is a violation of this policy for any covered employee to work under the influence of prohibited drugs. Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, it is a violation of this policy for any covered employee to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications in employees name only).

It is a violation of this policy for any covered employee to test positive for prohibited drugs.

It is a violation of this policy for any covered employee to refuse to take any required drug test.

It is a violation of this policy for any covered employee to refuse to comply with any provision of this policy.

Additionally, separate from DOT and FTA it is a violation of this policy if a drug or metabolite of a drug is found in through other legally sanctioned procedures (e.g., police department administered test).

V. TEST REQUIRED

Testing For Presence of Alcohol

Breath alcohol testing will be conducted in accordance with the regulations specified in 49 CFR Part 40, Subparts J, K, L, M and N. Alcohol screening will be provided utilizing a National Highway Traffic Safety Association (NHTSA) conforming product list (CPL) Evidential Breath Testing (EBT) Device. The breath testing equipment will conform to 49 CFR § 40.229

Hunterdon County will test covered employees for alcohol just before, during, or, just after performing a safety sensitive function.

Use of Alcohol

The consumption of any alcoholic substance, beverage, or mixture, including any medication containing alcohol is prohibited within four (4) hours prior to performing a safety-sensitive duty, while on-call to perform a safety-sensitive duty, while performing a safety sensitive duty or within eight (8) hours following an accident or until the employee

undergoes a post-accident alcohol test, whichever occurs first. Alcohol testing for random and reasonable suspicion is only permissible just before and employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties.

Life Consequences of Alcohol Misuse

The chronic consumption of alcohol (average of three servings per day of beer, whiskey, or wine) over time may result in the following life consequences;

Health: decreased sexual functioning, dependency on alcohol, fatal liver disease, increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma, kidney disease, pancreatitis, spontaneous abortion and neonatal mortality, ulcers, and birth defects.

Work: the effects of alcohol misuse on an individual's work include impairment in coordination and judgment, and increased likelihood of having an accident than that of a sober person.

Personal Life: the effects of alcohol misuse on an individual's personal life include increased exposure to committing homicides, vehicle accidents, family problems including separation and divorce, increased likelihood of committing suicide, and greater exposure to other forms of accidents.

Signs and Symptoms: dulled mental processes, lack of coordination, odor of alcohol on breath, possible constricted pupils, sleepy or stuporous condition, slowed reaction rate, and slurred speech.

When an alcohol problem is suspected, the available methods of intervention include the availability of a crisis response/EAP offered by Hunterdon County that addresses family problems as well as substance abuse.

A. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, any employee may voluntarily make use of the current EAP provided through Hunterdon County, for assistance with any personal problems including self-referral for drug and alcohol treatment. This shall be the same program that will be used to assist those affected employees under the alcohol misuse and drug use program. All information will be kept in strict confidence and the appropriate referral will be made to assist the employee.

Hunterdon County does not make any representation as to insurance coverage for any treatment or rehabilitation program that may be recommended by the SAP or MRO.

Employees who enter rehabilitation voluntarily will be entitled to use their accumulated vacation-time and sick time balances if they so choose.

Hunterdon County's, **EAP provider information is listed on Appendix "A" of this Document.**

B. PRE-EMPLOYMENT TESTING

Hunterdon County will conduct pre-employment drug testing. In accordance with 49CFR Part 40 each safety sensitive function applicant must consent in writing for Hunterdon County to obtain the applicants drug and alcohol testing records from each previous DOT regulated employer of the applicant for a two year period preceding the date of application for employment with Hunterdon County. If an applicant or transfer employee fails to consent, that person will not be hired into a safety sensitive function position. Should a previous employer indicate the applicant or transfer failed or refused a drug and/or alcohol test he/she must provide Hunterdon County with proof of having successfully completed a referral, evaluation and treatment plan designed by a SAP.

All applicants for a safety-sensitive position will be notified at the time they complete a job application that they will be required to submit to a prohibited drug test if they are considered otherwise qualified for employment and that they must agree to abide to the terms and conditions of this policy if they are ultimately hire.

Prior to the first time that any potential employee performs a safety-sensitive function for Hunterdon County, he or she shall be subject to a Pre-employment drug test with a verified negative result.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, those persons who undergo a pre-employment drug test in which the verified test results indicate positive use shall not be hired.

2) Current employees transferring from one position to another with the former not including a safety-sensitive function shall undergo a pre-duty controlled substances test with a verified negative test result prior to beginning the safety sensitive function. If a positive result is reported he/she shall be subject to Section III J. of the policy.

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employers random selection pool during that time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result. Employees may not perform safety sensitive duties until the verified negative test result has been received by the employer.

An applicant, or transferred employee, who has not commenced, performing a safety sensitive function within 90 consecutive calendar days of the Hunterdon County's receipt of a negative test result for that individual, must successfully pass another pre-employment test before performing such safety sensitive function. Employees may not

perform safety sensitive duties until a Verified Negative Drug Test has been received by the employer.

C. Post-Accident Controlled Substances Testing

Accident threshold definition located on page 5 of this policy.

- 1) Fatal Accidents--For safety sensitive employees employed by Hunterdon County, as defined in Part 655.44 post accident drug and alcohol testing is mandatory following an accident involving the loss of human life on the surviving employees who were operating the public transportation vehicle, as well as any covered employee whose performance may have contributed to the accident, as determined by Hunterdon County using the best information available at the time of the decision.
- 2) Non-Fatal Accidents—For safety sensitive employees employed by Hunterdon County, as defined in Part 655.44 post accident drug and alcohol testing is mandatory of all covered employees who were operating the public transportation vehicle, as well as any covered employee whose performance may have contributed to the accident, unless the County determines their performance can be completely discounted as a contributing factor using the best information available at the time of the decision.

***Post accident testing that does not meet the FTA Post-accident threshold may take place. However, testing under this authority will be performed using a Non-DOT Custody and Custody form.**

- 3) In the event of an accident occurring as described above, the employee shall be required to remain at the scene or readily available to undergo drug and alcohol testing. Drug and alcohol testing shall not delay necessary medical attention for the injured following an accident or prohibit a covered employee from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- 4) Any employee subject to post-accident testing as required by this Section who leaves the scene of an accident before a drug and alcohol test is administered, or fails to remain readily available for testing for up to 32 hours, shall be deemed to have refused to submit to testing. Such a refusal shall be treated by Hunterdon County in the same manner as if the employee had a positive drug and alcohol test result.
- 5) All drug and alcohol testing required by this Section shall be performed by Hunterdon County's authorized agent within two (2) hours but no more than thirty-two (32) hours after the time of the accident. If an alcohol test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and maintain the record. Records shall be submitted to FTA upon request of the Administrator.
- 6) Additionally, if an alcohol test is not administered within two (2) hours following an accident Hunterdon County shall prepare and maintain on file a record stating why. If an alcohol test is not conducted within eight (8) hours Hunterdon County shall prepare and maintain on file a report explaining why a test was not conducted and shall cease attempts to administer an alcohol test. If a drug test is not administered within thirty-two (32) hours following an accident Hunterdon County shall prepare and maintain on file a record stating why. The time of the accident shall be determined by the hour utilized on the Police Accident Report.
- 7) Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, while awaiting the results of a post- accident screen the employee will be suspended with pay.

D. Random Controlled Substances Testing

Random drug and/or alcohol testing for covered employees will be conducted in accordance with the requirements of 49 CFR Part 655.45.

- 1) Random drug and/or alcohol testing shall be unannounced and unpredictable and spread reasonably throughout the calendar year, including holidays and days and hours during which safety-sensitive functions are performed.
- 2) Using a statistically valid method, a computer-based random number generator COSI, Hunterdon County's program administrator shall assure that a sufficient number of random drug and alcohol tests equal to the minimum percentage of the total number of covered employees is conducted each calendar year in accordance with 49 CFR Part 655.45. Each covered employee shall have an equal chance of being tested each time selections are made. These rates are subject to annual review and revision by the FTA Administrator. Hunterdon County shall be responsible for the security of all random lists generated.
- 3) Safety sensitive employees may be randomly tested for alcohol misuse while performing safety sensitive functions, just before performing safety sensitive functions or, just after performing safety sensitive functions. All safety sensitive employees may be randomly tested for drugs anytime while on duty. Testing will be performed during all hours safety sensitive duties are performed.

When notified of a random test the employee must proceed immediately to the collection site. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection.

E. REASONABLE SUSPICION TESTING

All employees who supervise safety sensitive personnel affected by this policy shall undergo reasonable suspicion training in accordance with Part 655.14 in the signs and symptoms that are associated with drug or alcohol use.

- 1) An employee is required to submit to an alcohol and or drug test when a trained supervisor or other trained company official has reasonable suspicion, based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, to believe that the employee has engaged in any of the behaviors prohibited by this policy concerning the use of alcohol and/ or drugs.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, prior to conducting reasonable suspicion drug and/or alcohol testing, the DER must meet with the employee. At least two management representatives should be present. A management representative must explain to the employee that Hunterdon County has determined that he or she is required to submit to reasonable suspicion drug and/or alcohol testing and share the completed Supervisor's Report of Reasonable Suspicion form with the employee. The purpose of the meeting is to provide the employee with an opportunity to provide an explanation for the behavior that provided Hunterdon County with reasonable suspicion. Hunterdon County's failure to conduct a meeting with the employee prior to mandating reasonable suspicion drug or alcohol testing, however, does not invalidate a positive test result.

- 3) Alcohol testing shall be conducted no more than two (2) hours and within (8) hours after the reasonable suspicion determination has been made by the supervisor. Drug testing shall be conducted within thirty-two (32) hours after the reasonable suspicion determination has been made by the trained supervisor or other trained company official. In the event that as required by this section an alcohol test is not administered within eight (8) hours and a drug test is not administered within thirty-two (32) hours following the determination, the DER and the Hunterdon County shall cease attempts to administer a test and document the reason why the test did not take place.

- 4) Safety sensitive employees are subjected to reasonable suspicion testing for alcohol misuse while performing safety sensitive functions, just before performing safety sensitive functions or just after performing safety sensitive functions. All safety sensitive employees are subjected to reasonable suspicion testing for prohibited drug use anytime while on duty.

- 3) Alcohol testing shall be conducted no more than two (2) hours and within (8) hours after the reasonable suspicion determination has been made by the supervisor. Drug testing shall be conducted within thirty-two (32) hours after the reasonable suspicion

determination has been made by the trained supervisor or other trained company official. In the event that as required by this section an alcohol test is not administered within eight (8) hours and a drug test is not administered within thirty-two (32) hours following the determination, the DER and Hunterdon County shall cease attempts to administer a test and document the reason why the test did not take place.

4) Safety sensitive employees are subjected to reasonable suspicion testing for alcohol misuse while performing safety sensitive functions, just before performing safety sensitive functions or just after performing safety sensitive functions. All safety sensitive employees are subjected to reasonable suspicion testing for prohibited drug use anytime while on duty.

It is the policy of Hunterdon County to have a supervisor transport the employee to the appropriate collection site facility and wait for the completion of the collection procedure. The supervisor will then transport the employee back to Hunterdon County property, where an individual of the employees' choice will be contacted to transport the employee to his/her residence. If the employee refuses to be transported and attempts to operate his/her personal vehicle Hunterdon County will make appropriated efforts to discourage the employee from doing so, up to and including contacting the Police Department. Any employee failing to cooperate with this procedure will be subject to disciplinary action up; to and including termination from the company.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, while awaiting the results of a reasonable suspicion screen the employee will be suspended with pay.

F. RETURN TO DUTY TESTING

Where as a safety sensitive employee refuses to submit to a test, has a verified positive drug test, and/or confirmed alcohol test result of 0.04 or greater, Hunterdon County before returning the employee to a safety sensitive position will follow the procedures outlined in 49 CFR Part 40.

1) Prior to returning to a safety sensitive function, any safety sensitive employee who was determined to have engaged in prohibited drug and/or alcohol misuse – in violations of the Federal Regulations shall undergo a return-to-duty controlled substance and/or alcohol test and will be allowed to return only with a verified negative test result.

All such drug tests will be conducted under directly observed circumstances.

G. FOLLOW-UP TESTING (AFTER RETURNING TO DUTY)

Hunterdon County will conduct follow-up testing of each employee who returns to duty, as specified in 49 CFR Part 40.

1) Any covered employee who has required a referral, evaluation, and/or treatment by a SAP for prohibited drug use and/or alcohol misuse shall be subject to unannounced follow-up testing plan as directed by the SAP.

2) Follow-up testing for alcohol as required by this Section shall be performed just before, during, or immediate after the employee is performing safety sensitive duties.

3) In no case shall said drug and/or alcohol testing occur less than six (6) times in the first 12 months following the covered employee's return to duty nor shall testing extend more than 5 years from the time he or she returned to duty.

All such drug tests will be conducted under directly observed circumstances.

H. Company-Mandated Testing Circumstances

* **Additionally, drug and alcohol testing may take place under the independent authorization of Hunterdon County and will be conducted in accordance with the applicable provisions of the County. However, testing under this Authority of Hunterdon County will be performed using Non-DOT Custody and Custody form**

VI. DRUG AND ALCOHOL TESTING PROCEDURES

A. COMPLIANCE WITH TESTING PROCEDURES

All drug and alcohol testing procedures in 49 CFR Part 40 applies to all safety sensitive employees of Hunterdon County engaged in the performance of safety-sensitive functions for the Hunterdon County. This document is available for review at:

Hunterdon County
71 Main Street, 3rd Floor, Flemington, NJ 08822
(908) 788-1106

B. BREATH ALCOHOL TECHNICIAN (BAT)

The BAT will perform the functions, and meet all the requirements outlined in 49 CFR Part 40. Hunterdon County has a formal agreement with an Occupational Health Center to perform BAT services listed on **Appendix "A"** of this document.

***BAT Collection Certification Documentation is maintained on file at the office of Hunterdon County's Third Party Administrator.**

C. SUBSTANCE ABUSE PROFESSIONAL (SAP)

The SAP will perform the functions and meet all the requirements outlined in 49 CFR Part 40. Hunterdon County has a formal agreement with the individual to perform SAP services listed on **Appendix "A"** of this document.

***SAP Certification Documentation is maintained on file at the office of Hunterdon County's Third Party Administrator.**

D. MEDICAL REVIEW OFFICER (MRO)

The MRO will perform the functions and meet all the requirements outlined in 49 CFR Part 40. 121 Hunterdon County has a formal agreement with the individual to perform MRO services listed on **Appendix "A"** of this document.

***MRO Certification Documentation is maintained on file at the office of Hunterdon County's Third Party Administrator.**

E. COLLECTION SITE

Hunterdon County has a formal agreement with an Occupational Health Center to perform collection services listed on Appendix "A" of this document to provide a clean and compliant location staffed with trained collection site personnel, for the collection of urine to be drug tested in accordance with 49 CFR Part 40.

1) All collections performed in accordance with 49 CFR Part 40 drug testing regulations will be split specimen collections.

***Urine Collection Certification Documentation is maintained on file at the office of Hunterdon County's Third Party Administrator.**

F. TESTING LABORATORY

In accordance with 49 CFR Part 40 all laboratories testing of urine specimens for prohibited drugs will be performed through a laboratory certified by the Department of Health and Human Services (DHHS). Hunterdon County has a formal agreement with a primary and secondary laboratory to perform drug screen analysis services as listed on **Appendix "A"** of this document.

VII. ADMINISTRATIVE REQUIREMENTS

All safety sensitive employees of Hunterdon County will receive a copy of this policy and shall be required to sign and date a receipt for it.

A. EMPLOYEE EDUCATION AND TRAINING

In accordance with 49 CFR Part 655 the Hunterdon County will conduct a comprehensive two part-training program for employees as described below:

1) The education component shall include display and distribution to every covered employee of: informational material and a community service hot-line telephone number for employee assistance.

2) Safety sensitive employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Additionally, periodically, employees receive information and training which explain the implications of workplace substance abuse and review Hunterdon County's policy regarding drugs and alcohol, including availability of counseling and the company EAP.

B. Supervisor Reasonable Suspicion Training

1) The DER, supervisors and other company officials authorized by Hunterdon County to make reasonable suspicion determinations shall receive a minimum of 60 minutes training on the physical, behavioral, and performance indicators of probable drug use and a minimum of 60 minutes training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

C. CONFIDENTIALTY AND RETENTION OF RECORDS

Hunterdon County will maintain all drug and alcohol testing records in accordance with 49 CFR Part 40, Subpart P.

Additionally, separate from any DOT and FTA requirements, under the independent authorization of Hunterdon County, wants to work with and not against employees with drug and/or alcohol problems. Providing confidentiality regarding the problem, any test results, and any disciplinary actions are important parts of company-provided support.

When the employee voluntarily seeks help, he/she can do so confidentially and without fear of reprisal by contacting DER resources, which will not disclose the employee's problem to anyone. The employee's supervisor will be told only that the employee is on medical leave of absence (without disclosing the problem being treated).

When test results are positive—all test results, positive or negative, will be held in strictest confidence. The TPA will communicate test results orally and in writing only to

the DER. The Human Resources manager, the DER, and Hunterdon County's legal counsel will be the only persons with access to test results.

If a test result is positive, the employee's manager will be informed only that the employee has violated a company policy, with resulting disciplinary consequences. In response to questions by third parties (including coworkers), management and DER's will state nothing other than that the employee has violated company policy, without mentioning the specific policy.

D. ACCESS TO FACILITIES AND RECORDS

Hunterdon County in accordance with 49 CFR Part 40 Subpart P, will provide limited access and release of drug and alcohol testing records. In accordance with 49 CFR Part 655.73 Hunterdon County grants access to facilities and records to the appropriate Transit representative for the purpose of determining compliance with FTA drug and alcohol testing regulations.

APPENDIX A

A. Third Party Administrator (TPA)
List Name Address Phone Number

B. Designated Employer Representative (DER)

Brad Myhre, 71 Main Street, PO Box 2900, Flemington, NJ 08822, 908-788-1106

C. Collection-sites

Ambassador Medical Services Onsite Mobile Unit
Address: 651 Route 73 North, Ste. 308, Marlton, NJ 08053

After Hours Location

List Name Address Phone Number

D. Breath Alcohol Technician (BAT)

Lucia Kirk, Occupational Health Services, 63 Church Street, Flemington, NJ 08822
Phone: 908-788-6146

E. DHHS approved laboratory

Lifeloc Technologies contracted through Hunterdon Healthcare Occupational Health Services

F. Medical Review Officer (MRO)

David Christiansen, M.D., 63 Church Street, Flemington, NJ 08822
Phone: 908-788-6146

G. Substance Abuse Professional (SAP)

List Name Address Phone Number

H. Employee Assistance Program (EAP)

Al Basetti, Hunterdon Healthcare Emergency Services/EAP, 2100 Wescott Drive, Flemington, NJ 08822
Phone: 908-788-6369

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
<i>J. Matthew Holt, Director</i>						
<i>Suzanne Lagay, Deputy Director</i>						
<i>John King, Freeholder</i>						
<i>John E. Lanza, Freeholder</i>						
<i>Shaun C. Van Doren, Freeholder</i>						

ADOPTED December 18, 2018

Denise B. Doolan, CLERK

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

Shade Tree Stewardship Grant

BE IT RESOLVED, the Board of Chosen Freeholders of the County of Hunterdon desires to further the public interest by obtaining a grant from the State of New Jersey, Department of Environmental Protection, Division of Parks and Forestry, in the amount of approximately \$10, 000.00 to fund the NJUCF Stewardship – Resiliency Planning Grant; and

BE IT FURTHER RESOLVED, that the Hunterdon County Board of Chosen Freeholders does hereby authorize the Public Works Director, to sign the grant agreement, on behalf of the Shade Tree Commission, with the State of New Jersey, Department of Environmental Protection, Division of Parks and Forestry, for the Stewardship – Resiliency Planning Grant, Grant Identifier: #FS19-030, for the period of August 03, 2018 through August 03, 2020.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

Adopted December 18, 2018

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 authorize the Freeholder Director, to sign on behalf of the County, the renewal of a grant agreement, with the New Jersey Office of the Insurance Fraud Prosecutor, for the County Prosecutor Insurance Fraud Reimbursement Program, for the period of January 01, 2019 through December 31, 2019, in the amount of \$22,798 (state funds).

No County Match.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
J. Matthew Holt, Director						
Suzanne Lagay, Deputy Director						
John W. King, Freeholder						
John E. Lanza, Freeholder						
Shaun C. Van Doren, Freeholder						

ADOPTED December 18, 2018

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, a Lease Agreement with St. Paul's Lutheran Church, to use their parking area for the Route 31 County Complex through the year 2037.

<i>ROLL CALL</i>	<i>MOVED</i>	<i>SECONDED</i>	<i>AYES</i>	<i>NAYS</i>	<i>ABSTAIN</i>	<i>ABSENT</i>

ADOPTED December 18, 2018

Denise B. Doolan, CLERK