

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, April 19, 2018 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

"In accordance with Public Law Chapter 231, the open public meeting notice requirements have been satisfied whereby the starting time and place of this meeting have been filed with a county newspaper and the County Clerk and posted in a public information area in this office."

President Crosby called the meeting to order.

**PRESENT**

Bill Crosby  
Helen Haines  
D.J. Hunsinger  
Jim Leonard  
Doug Ludwig (not present for voting)  
Kevin McCallen  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

Other staff members present were:

Raymond Brown, Director	Bob Ransone, Deputy Dir. Golf Mgmt.
Janine Erickson, Executive Assistant	Greg Skinner, Manager, Park Rangers
Dina Fornataro-Healey, Manager Rec	Geoff Soriano, Interim Secy-Director
Pierce Frauenheim, Dep. Dir. Park Ops.	Carrie Springer, Manager Env. Science
Dan Livak, Deputy Dir. Bus. Admin.	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Darrell Marcinek, Director Golf Maint.	Dina Trunzo, Manager TR
Marge Margentino, Manager, Stable	Donna Umgelter, Manager HR
Alex Mathew, Manager Info. Mgmt.	

In attendance from the County: Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; Yvonne Childress, Finance; and Chris Hart, Finance.

Also in attendance: Betsy Flanagan, Legal Counsel and Rich Reitman, Public Relations

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**IT MASTER PLAN PRESENTATION**

A presentation of the IT Master Plan was made by Chad Snow, Principal and Team Leader from BerryDunn.

### **APPROVAL OF THE MINUTES**

President Crosby called for the approval of the minutes of the last regular meeting held March 15, 2018. MOVED BY: Commissioner McCallen; seconded by: Commissioner Ross. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

### **APPROVAL OF BILLS FOR PAYMENT**

The following resolutions were MOVED BY: Commissioner Leonard; seconded by: Commissioner Hunsinger. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

### **Resolution R18-089 – Emergency Temporary Budget**

Resolution adopts the Temporary Budget until the 2018 Budget is adopted in June.

### **Resolution R18-090 – Payment of Claims**

Resolution authorizing payment of bills for \$1,277,135.11 comprising of check numbers 11900-11948, 11953-11992, 11993-12012, 12024-12077, 12078-12112, 12113-12182.

### **Resolution R18-091 – Payment of Confirming Orders**

Resolution authorizes payment of confirming orders totaling \$17,794.89.

### **Resolution R18-092 – Certification of Funds for Previously Awarded Contracts (Leisure Services)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-093 – Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-094 – Certification of Funds for Previously Awarded Contracts (Golf – Pending)**

Resolution certifies funds for previously awarded contracts. Requisition information was pending the passing of the Temporary Budget.

### **Resolution R18-095 – Certification of Funds for Previously Awarded Contracts (Fleet)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-096 – Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-097 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution certifies funds for previously awarded contracts.

**Resolution R18-098 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts**

Resolution amends and cancels certification of funds for previously awarded contracts.

**DIRECTOR'S REPORT**

Director Brown submitted a report for the month of March 2018.

**COMMISSION CORRESPONDENCE**

Notice of Public Hearing from the Township of Bernards regarding the filing of an application with their Board of Adjustment for variance approval, exceptions and waivers for property located at 16 Lord Stirling Road to demolish the existing home and to construct a new single family home.

**CONSENT AGENDA**

**RESOLUTIONS**

The following resolutions were MOVED BY: Commissioner Leonard; seconded by: Commissioner Hunsinger. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

**Resolution R18-099 – Sale of Surplus**

Resolution authorizes the sale of surplus.

**Resolution R18-100 – Designating Custodians of Petty Cash**

Resolution establishes custodians of petty cash for 2018.

**Resolution R18-101 – Designating Bank Depositories**

Resolution establishes Interim Secretary-Director, Geoffrey Soriano as an authorized signer for check disbursements effective May 1, 2018.

**Resolution R18-102 – Appointment to the Somerset County Open Space Advisory Committee for 2018**

Resolution appoints Interim Secretary-Director, Geoffrey Soriano as a staff liaison to the Open Space Advisory Committee effective May 1, 2018.

**Resolution R18-103 – Appointing Fund Commissioner for the Somerset County Joint Insurance Fund**

Resolution appoints Interim Secretary-Director, Geoffrey Soriano as representative to the Somerset County Joint Insurance Fund serving as a voting Commissioner effective May 1, 2018.

**Resolution R18-104 – Designating Representative to the Regional Center Partnership**

Resolution appoints Interim Secretary-Director, Geoffrey Soriano as voting representative to the Regional Center Partnership effective May 1, 2018.

**Resolution R18-105 – Adopting Cash Advance for AWESIM Kids**

Resolution adopts a cash advance in the amount of \$670.00 for AWESIM Kids summer program to cover cost of vehicle tolls, entrance fees, and field trip purchases.

**Resolution R18-106 – Adopting Cash Advance for Environmental Science Eco Explorers Program**

Resolution adopts a cash advance in the amount of \$170.00 for the Eco Explorers summer program to cover cost of park entrance fees and field trip purchases.

**Resolution R18-107 – Adopting Cash Advance for Environmental Science Xtreme Adventrue Program**

Resolution adopts a cash advance in the amount of \$130.00 for the Xtreme Adventure program to cover cost of vehicle tolls, entrance fees, and tips for professional guide services.

**Resolution R18-108 – Rejecting Bid for Colonial Park Putting Course Carpet Replacement**

Resolution rejects bid for Colonial Park putting course carpet replacement, and authorizes Purchasing to go back out to bid.

**Resolution R18-109 – Awarding Contract to Furnish and Deliver A Fourth of July Pyrotechnic Display**

Resolution awards contract to Schaefer Pyrotechnics, Inc in the amount of \$19,000.00.

**Resolution R18-110 – Awarding Contract to Purchase Rubber Duck Paddle Boats**

Resolution awards contract to Z-Tech Contracting in the amount of \$27,419.85 for the purchase of four (4) Rubber Duck paddle boats.

Commissioner Leonard questioned the cost of buying versus leasing these paddle boats. Dina Fornataro-Healey stated that she was not aware of the ability to lease commercial paddle boats. Dina explained that these are commercial paddle boats and should last through eight rental seasons whereas the current residential paddle boats, which cost approximately \$800 each, only last through two rental seasons.

**Resolution R18-111 – Authorizing Use of County Contract for the Purchase of Split Rail Fence and Gates with Installation**

Resolution authorizes purchase from York Fence Construction Company not to exceed \$16,735.00.

**Resolution R18-112 – Authorizing Use of County Contract for the Purchase of Flags and Grave Markers**

Resolution authorizes purchase from Conserv Flag Co. and Metro Flag Co.

**Resolution R18-113 – Awarding Second Year of Two-Year Contract for Kentucky Bluegrass, Hard/Sheeps Fine Fescue, Turf-type Tall Fescue and L93 Creeping Bentgrass Sod**

Resolution awards second year of Two-Year contract to Selody Sod Farm, Fertl Soil Turf Supply, and Barbato Nursery Corp.

**Resolution R18-114 – Awarding Third Year of Three-Year Contract with Two One-Year Extensions for Lease, Delivery, and Maintenance of Electric and Gasoline Powered Golf Cars**

Resolution awards contract to E-Z-Go Division of Textron with total annual cost not to exceed \$232,255.44.

**Resolution R18-115 – Authorizing Use of State Contract for the Purchase of Overhead/Rolling Doors & Operators, Repair/Replace**

Resolution authorizes the use of State Contract to make purchase from Merchantville Overhead Door Co.

**Resolution R18-116 – Authorizing Use of State Contract for the Purchase of Park and Playground Equipment**

Resolution authorizes the use of State Contract to make purchases from Ben Shaffer with total not to exceed \$14,915.75.

**Resolution R18-117 – Awarding the Fifth and Final Year of a Five-Year Contract to Provide Installation and Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity**

Resolution awards fifth and final year of contract to Verizon New Jersey.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

President Crosby submitted a report for the month of March 2018.

Dan Livak, Deputy Director/Business Administration, reported that another temporary budget allocation was approved at this meeting, and the final 2018 budget will be adopted at the Somerset County Park Commission monthly meeting in June.

**HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of March 2018.

Donna Umgelter, Human Resources Manager, stated that Union negotiations were held last week and more information regarding negotiations will be available after the adopting of the 2018 budget. Donna also thanked Ray for his years of service and wished him well in his retirement.

**LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of March 2018.

On behalf of the Leisure Services Division, Cindie Sullivan thanked Ray for his leadership and gave numerous examples of how he has impacted the park system's development.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of March 2018.

Robert Ransone, Deputy Director of Golf Management, reported that a record \$94,000 was earned from the over 1,400 golfers that enjoyed the one warm day in April on the County golf courses. On behalf of the Golf Division, Bob expressed his appreciation for all of Ray's support through the years. Bob stated that being selected to host the USGA Women's Amateur Public Links Championship at Neshanic Valley Golf Course within 5 years of its opening is an accomplishment of which Ray should be very proud.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2018.

Commissioner McCallen stated that he was pleased with the guidance and work that BerryDunn provided in developing a comprehensive IT Master Plan for Somerset County Park Commission and looks forward to seeing the implementation of proposed projects.

### **VISITOR SERVICES**

President Crosby, Chair of the Committee, submitted a report for the month of March 2018.

President Crosby formally introduced the new Park Ranger Manager, Greg Skinner.

### **PROPERTY MANAGEMENT**

President Crosby, Chair of the Committee, submitted a report for the month of March 2018.

Dan Livak, Deputy Director of Business Administration, reported that four hunting licenses/parcels went out for bid in April.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of March 2018.

Tom Boccino, Parks Section Principal Planner, Land Acquisition, had no additional report.

## **CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2018.

Adam Bloom, County Engineering, had no additional report.

## **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of March 2018.

Pierce Frauenheim, Deputy Director Park Operations, stated that he conducted tours of park facilities with Interim Director, Geoff Soriano. Pierce appreciated all that Tom Boccino, County Land Acquisition, and Adam Bloom, County Engineering, did to continue the expansion of the Raritan River Greenway from Somerville to Raritan. Staff will be expanding the parking lot at the Sourland Mountain Preserve next week.

## **AUDIT COMMITTEE**

No report this month.

## **FREEHOLDER'S REPORT**

No report this month.

## **OLD BUSINESS**

Being his last Somerset County Park Commission monthly meeting prior to his retirement on May 1, 2018, Ray Brown expressed his gratitude, appreciation, love, and respect for all that has happened here and everyone that he has worked with over the past 25 years. Ray stated that it has been his pleasure to work with such an amazing group of professionals.

## **NEW BUSINESS**

President Crosby was pleased to announce the completion of the repair and replacement of over 900 feet of boondocks at the Great Swamp that were destroyed during Hurricane Sandy. There will be a ribbon cutting ceremony at the Boondocks on April 26, 2018 at 10:30 a.m.

President Crosby asked for a motion to approve Resolution R18-118. MOVED BY: Commissioner Leonard; seconded by: Commissioner Hunsinger. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

## **Resolution R18-118 – Recognizing Raymond A. Brown**

Resolution recognizes the 25 years of service given by Raymond A. Brown to the Somerset County Park Commission along with all of his accomplishments and achievements.

Collectively, staff, County employees, and the Commissioners each expressed their sincere gratitude for all the times shared together and all that has been accomplished at the Somerset County Park Commission throughout Ray's 25-year tenure. All

thanked Ray for his years of service and dedication to his vision of making Somerset County Parks the best in the state. Ray was wished well for his retirement.

A motion to adjourn the meeting at 9:12 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Haines. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,

Geoffrey D. Soriano  
Interim Secretary-Director

Janine Erickson  
Executive Assistant