

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, May 17, 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
Jim Leonard
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

D.J. Hunsinger
Doug Ludwig
Kevin McCallen

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director
Janine Erickson, Executive Assistant
Mike Ballow, Manager, Fleet Maint.
Dina Fornataro-Healey, Manager Rec
Pierce Frauenheim, Dep. Dir. Park Ops.
Dan Livak, Deputy Dir. Bus. Admin.
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager, Stable

Bob Ransone, Deputy Dir. Golf Mgmt.
Greg Skinner, Manager, Park Rangers
Carrie Springer, Manager Env. Science
Cindie Sullivan, Dep. Dir. Leisure Svcs.
Dina Trunzo, Manager TR
Donna Umgelter, Manager HR

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.

PRESENTATION OF IT ADVISORY GROUP CHARTER

Geoff Soriano presented the proposed charter for the guidance of the Information Technology Advisory Group (ITAG). ITAG is currently comprised of 16 representatives of the various departments and divisions of SCPC to address IT initiatives outlined in the proposal presented by IT Master Plan Consultants, BerryDunn. The ITAG appointed Kevin McCallen as Chairman and DJ Hunsinger as Vice Chairman of ITAG.

President Crosby requested a motion to accept the ITAG Charter. MOVED BY: Commissioner Haines; seconded by: Commissioner Ross. YEAS: Commissioners Haines, Leonard, Ross, Paluck, and President Crosby. NAYES: None. ABSENT: Commissioners Hunsinger, Ludwig, and McCallen.

APPROVAL OF THE MINUTES

President Crosby called for the approval of the minutes of the last regular meeting held April 19, 2018. MOVED BY: Commissioner Leonard; seconded by: Commissioner Haines. YEAS: Commissioners Haines, Leonard, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Hunsinger, Ludwig, and McCallen.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-119 – Payment of Claims

Resolution authorizing payment of bills for \$918,407.25 comprising of check numbers 12206-12270, 12272-12337, 12357-12406, and 12407-12478.

Resolution R18-120 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$6,232.57.

Resolution R18-121 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-122 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-123 – Authorizing Additional Funds for Previously Awarded Contracts (Park Maintenance)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-124 – 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 Soriano submitted a report for the month of April 2018.

COMMISSION CORRESPONDENCE

1. Notice of Public Hearing from the New Jersey Water Supply Authority regarding the filing of an application for renewal of uninterrupted water supply from the Raritan Basin System by the NJ Department of Corrections, Edna Mahan Correctional Facility for Women.
2. Letter received from Hollis Fitch Kessler requesting permission to place a memorial sculpture dedicated to her husband, Irv Kessler, in Skillman Park.

Freeholder Caliguire requested that the Commission seek input from Bruce Daniels, who was involved in Grounds for Sculpture. President Crosby stated that the Commission will need to do further research and will take this request under advisement.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-125– Designating Custodians of Petty Cash

Resolution establishes Amy Stabile as custodian of Park Maintenance petty cash for 2018.

Resolution R18-126 – Awarding First Year of Three-Year Contract for Golf Resale Merchandise

Resolution awards contract for golf resale merchandise to Taylor Made Golf Company, Inc.

Resolution R18-127 – Awarding Third Year of Three-Year Contract to Furnish Irrigation Control System Support and Services

Resolution awards contract to Storr Tractor Company for support services at Green Knoll, Warrenbrook, Spooky Brook, Quail Brook and Neshanic Valley Golf Courses.

Resolution R18-128 – Authorizing Use of County Contract for Tire Mounting and Dismounting

Resolution authorizes the use of County Contract for service from Custom Bandag; Richie's Tire Service, Inc.; and Steve's Tire Service.

Resolution R18-129 – Authorizing Use of County Contract for the Purchase of Parts and Repairs, Club Car Golf and Turf Utility Vehicles

Resolution authorizes the use of County Contract for purchases from Cammps Hardware and Lawn Products, Golf Cars Inc., and Finch Services.

Resolution R18-130 – Authorizing Use of County Contract for Purchase of Parts and Repairs for Commercial Lawn, Park, and Golf Course Equipment

Resolution authorizes the use of County Contract for purchases from E-Z Go.

Resolution R18-131 – Rejecting the Response for Restaurant and Catering Concession Services for Neshanic Valley Golf Course Clubhouse

Resolution rejects the response received from Merri Makers. The procurement will be re-solicited.

Resolution R18-132 – Rejecting the Bids for Licensing of Hunting Rights to (Four) 4 Parcels in Somerset

Resolution rejects (four) 4 bids received as the specifications need to be revised. This project will be re-bid.

Resolution R18-133 – Authorizing Use of County Contract for Purchase of Traffic Control Signs, Supports, Hardware, and Safety

Resolution authorizes the use of County Contract for purchases from Garden State Highway Products Inc.

Resolution R18-134 – Awarding Second and Final Year for Fabricated and Prefabricated Structures: Portable Sanitation Units

Resolution awards contract Johnny on the Spot.

Resolution R18-135 – Authorizing Use of County Co-op Pricing for Purchase of Original Equipment Manufactured Vehicle Parts and Repairs, First Year of Two-Year Contract

Resolution authorizes use of County Co-op pricing for purchases from Ditschman Flemington Ford, Lincoln, and Mercury; Nielson Dodge; and Engine Land, Inc.

Resolution R18-136 – Authorizing Use of State Contract for Purchase of Computer Equipment and Peripherals

Resolution authorizes use of State Contract for purchase from CDW Government Inc.

Resolution R18-137 – Authorizing Use of State Contract for Purchase of One (1) Toro Groundmaster 3500-D with Options

Resolution authorizes use of State Contract for purchase from Storr Tractor.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

Dan Livak, Deputy Director/Business Administration, reported that the Finance Committee will meet today and the final 2018 Operating Budget will be adopted at the Monthly Park Commission Meeting in June 2018.

HUMAN RESOURCES

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

Donna Umgelter, Manager Human Resources, stated that the Somerset County Partnership Health Center opened Monday, May 14th. Any employee that participates in the Park Commission health insurance plan is eligible to utilize the facility.

LEISURE SERVICES

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

Dina Trunzo, Manager Therapeutic Recreation, thanked everyone that helped to make this year's Park Foundation Pro/Celebrity Golf Fundraiser a huge success. At this point in time, it appears that this year's event generated \$139,000.00 in gross revenue.

Carrie Springer, Manager of the Environmental Science Center, stated that Village Elementary School, which is on site at Skillman Park, received a grant for programming. The school worked with the EEC to hold an environmental program on site at Skillman Park. The program was a success and the students enjoyed the chance to tour the park and learn about it. Carrie thanked the park maintenance staff who helped to prepare the park for the day.

There was a ribbon cutting ceremony on April 26th for the newly renovated 955' of Boondocks Boardwalk at the EEC. Representatives from Investors Bank, along with volunteers, patrons, and SCPC staff and Commissioners were in attendance for the event.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management, stated that all golf courses are open. The first 11 days of May have been good and revenue was in excess of \$100,000.00 as compared to last year's figures but the last six days of rain have eliminated that surplus. Neshanic Valley Golf Course was the host site for the Somerset County High School Golf Championships. A ladies' clinic will be held at Neshanic Valley Golf Course on May 19th. Frank Petry, Coordinator Computer Application Services, has been actively promoting golf events on social media which has resulted in 200 participants registering for this event as compared to 30-40 participants in prior years.

INFORMATION MANAGEMENT

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

No further report.

VISITOR SERVICES

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

Greg Skinner, Manager Park Rangers, congratulated Park Ranger Sarah Weber for receiving the Citizen Award from the town of Peapack-Gladstone for her assistance with a car accident that took place at Natirar Park in 2016. Greg stated that a hiker was reported lost at Sourland Mountain Preserve on May 14th but with the assistance of Hillsborough Police Department, the hiker was safely located.

PROPERTY MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator stated that the bid for four hunting parcels was rejected. The parcels will be re-bid.

Commissioner Leonard questioned knowledge of a property for sale located near the eighth hole at Neshanic Valley Golf Course. Commissioner Haines believes that Tom Boccino in County Land Acquisition is aware of the property.

PLANNING AND LAND ACQUISITION

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

No additional report.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Pierce Frauenheim, Deputy Director Park Operations, wanted to recognize the great work the Park Commission staff is doing working with the local schools that utilize the parks for High School Championship events.

AUDIT COMMITTEE

Dan Livak, Deputy Director Business Administrator, stated that he has been working to fulfill requests received by the auditors and is awaiting their visit for an in-person review of documents.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

A motion to adjourn the meeting at 8:33 a.m. was made by Commissioner Haines and seconded by Commissioner Ross. YEAS: Commissioners Haines, Leonard, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Hunsinger, Ludwig, and McCallen.

Respectfully submitted,



Geoffrey D. Soriano
Interim Secretary-Director



Janine Erickson
Executive Assistant