

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, August 16, 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
Kevin McCallen
Dot Paluck
Mark Caliguire, Freeholder Liaison

ABSENT

Doug Ludwig
Scott Ross

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Alex Mathew, Manager, IM
Janine Erickson, Executive Assist.	Robert Ransone, Dep. Dir. Golf
Ken Fivek, Supervisor, Golf Ops.	Carrie Springer, Manager, Env. Science
Dina Fornataro-Healey, Manager, Rec	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Pierce Frauenheim, Dep. Dir. Park Ops.	Dina Trunzo, Manager, TR
Darrell Marcinek, Director Golf Maint.	Donna Umgelter, Manager, HR

In attendance from the County: Nick Trasente, CFO; Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; Yvonne Childress, Director of Fiscal Operations; Chris Hart, Assistant Director of Fiscal Operations; and Melissa Kosensky, Assistant Purchasing Agent.

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

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

AUDIT REPORT PRESENTATION

Wayne Miller, Manager of SCPC audit team, from Suplee, Clooney and Company reported that it was a clean audit and there were no comments or recommendations.

Commissioner Hunsinger stated that he appreciated the opportunity to review the audit report prior to the meeting.

SERVICE AWARDS

President Crosby presented a 15-year service award to Alvin Freehauf.

APPROVAL OF THE MINUTES

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

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-186 – Refund of Recreation Fees

Resolution authorizing the refund of recreation fees for various recreation programs.

Resolution R18-187 - Payment of Claims

Resolution authorizing payment of bills for \$765,396.21 comprising of check numbers 13149-13219, 13241-13327, 13328, 13346-13396, 13397-13445.

Resolution R18-188 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$8,505.30.

Resolution R18-189 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-190 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-191 – Authorizing Additional Funds for Previously Awarded Contracts (Administration)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-192 – Authorizing Additional Funds for Previously Awarded Contracts (Park Maintenance)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-193 – Cancelling and Amending of Certification of Funds for Previously Awarded Contracts

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

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of July 2018.

COMMISSION CORRESPONDENCE

1. Letter from Borough of Somerville thanking Interim Director and the Somerset County Park Commission for its recent endorsement of the application to the National Park Service's Rivers, Trails and Conservation Assistance Program.
2. Letter received from Mayor of Bernards Township requesting use of Somerset County property within Bernards Township for the Township's community-based deer management program for the 2018-2019 season.
3. Letter of gratitude to Interim Director Soriano and Deputy Director Frauenheim from Bridgewater Township resident Beth Powers thanking them for completing a SCPC project adjacent to her property, which in turn alleviated drainage and water ponding issues in her yard.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-194 – Accepting Audit Report

Resolution accepts the 2017 Audit Report prepared and submitted by Suplee, Clooney and Company.

Resolution R18-195 – Adopting the Internet Use Policy

Resolution adopts an Internet Use Policy.

Resolution R18-196 – Appointing Fund Commissioners for the Somerset County Joint Insurance Fund

Resolution removes Daniel Livak and designates Donna Umgelter as alternate Fund Commissioner to SCJIF.

Resolution R18-197 – Reaffirming Cash Change Funds and Designating Custodians of Cash Change Funds

Resolution reaffirms custodians and dollar amounts for cash change funds.

Resolution R18-198 – Adopting Cash Advance for Cape May Birding Trip Program

Resolution adopts a cash advance for Cape May Birding Trip on September 14-16, 2018 and provides \$335.00 to cover the cost of vehicle tolls, parking, gas, and staff meals.

Resolution R18-199 – Adopting Cash Advance for New Jersey Lighthouse Challenge Weekend Trip Program

Resolution adopts a cash advance for New Jersey Lighthouse Challenge Weekend Trip on October 20-21, 2018 and provides \$280.00 to cover the cost of admission, vehicle tolls, parking, gas, and staff meals.

Resolution R18-200 – Adopting Cash Advance for Therapeutic Recreation Hershey Weekend Getaway Trip

Resolution adopts a cash advance for Therapeutic Recreation Hershey Weekend Getaway Trip on September 28-30, 2018 and provides \$350.00 to cover the cost of vehicle tolls, parking fees, gas, and staff meals.

Resolution R18-201 – Colonial Park Putting Course Carpet Replacement

Resolution awards contract to Commercial Interiors Direct, Inc. Cost is not to exceed \$49,750.00.

Resolution R18-202 – Authorizing Purchase of Lesson Horses for Lord Stirling Stable

Resolution authorizes purchases from reputable equine sources with amount not to exceed \$38,125.00.

Resolution R18-203 – Authorizing Use of Morris County Contract for Purchase of Lumber, Insulation, Hardware, Paint and Paint Supplies

Resolution authorizes use of Morris County Contract for purchases from Riccardi Brothers and Sherwin-Williams Company.

Resolution R18-204 – Authorizing Use of County Contract for Automotive and Light Duty Truck Aftermarket Parts

Resolution authorizes use of County Contract for purchases from PDQ Auto Supply and D&B Auto Supply.

Resolution R18-205 – Awarding Second and Final Year of a Two-Year Contract for Armored Car Service

Resolution awards contract to Eastern Armored Services, Inc.

Resolution R18-206 – Authorizes Use of County Contract for Landscape Chemical Treatment and Fertilization

Resolution authorizes use of County Contract for purchases from TruGreen.

Resolution R18-207 – Authorizing Use of County Contract for Pavement Marking and Striping Various Roads

Resolution authorizes use of County Contract for service from Denville Line Painting Inc.

COMMITTEE REPORTS

CFO's Report

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

Nick Trasente, County CFO, reported that new budget reports are being submitted for this meeting. The first report, entitled "Monthly Revenue Report," compares anticipated revenue to actual revenue year to date. Anticipated revenue is what was realized last year. Comparison in this manner highlights where there are differences in revenue. The second report, entitled "Monthly Revenue Report," is a detail of the current month and the revenue total year to date. Nick reported that attention will be on expenses for the next month to evaluate the need for any budget adjustments in September. County Finance staff will be working with SCPC staff to analyze costs so that any necessary budget adjustments can be made in a timely manner.

Commissioner Leonard stated that he appreciated the new report format as it clearly illustrates the financial position of the Park Commission and shows where attention is needed going forward.

Freeholder Caliguire questioned whether the 7% year-to-date loss of revenue for Golf as compared to the same time 2017 could be recovered given the finite number of tee times available for the remainder of the season. Nick stated that his team will be using weather as a factor for evaluating revenue status. Freeholder Caliguire stated that focus should also be on a robust marketing plan to attract visitors. Commissioner Leonard stated that attention should also be on opportunities to maximize revenue from each golfer.

HUMAN RESOURCES

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

Donna Umgelter, Manager Human Resources, has no further report.

LEISURE SERVICES

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

Dina Trunzo, Manager Therapeutic Recreation, stated that summer camp has ended. She received numerous compliments from families that appreciated the services that were offered. One family made a \$200 donation to the Park Foundation to be earmarked for Camp Okee Sunokee as a gesture of their appreciation.

Dina Fornataro-Healey, Manager Recreation, stated that the Summer Concert Series has come to a close. Four of the five scheduled concerts were held; one was cancelled due to inclement weather. There were more than 7,000 people in attendance at the last concert, which was a combined concert and food truck event, on August 5th causing the Bridgewater Police officer on duty and the Park Rangers to close Duke Island Park to more cars entering.

Carrie Springer, Manager Environmental Science, stated that summer camps have ended and clean up has begun. The County Caper and County Caper Accelerated

events will take place this weekend at various Park Commission locations around the County. There will be an art exhibit entitled "Jersey Wild" by Tyler Christensen at the EEC that will run from September 1 through October 8, 2018.

Cindie Sullivan, Deputy Director Leisure Services, stated that there will be a Whiskey and Cigar Fundraiser event for the Somerset County Park Foundation at Raritan Valley County Club on August 28th at 6p.m. to 8p.m. The cost to participate is \$100.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management, stated that Neshanic Valley Golf Course was featured on the Golf Channel's "Morning Drive" program on Tuesday. The 9th hole on the Meadow Course was featured in The Met Golfer magazine's article "The Public Dream 18" which highlighted the best holes from eighteen public golf courses throughout the Met Area.

Commissioner Leonard stated that Park Commission should be capitalizing on these two recognitions to promote itself. Bob stated that Frank Petry, Coordinator Computer Application Services, has posted these two recognitions on the Park Commission social media sites.

Darrell Marcinek, Director Golf Maintenance, reported that aeration of the greens on the Championship course at Neshanic Valley Golf Course is currently taking place. There was 39.4" of rain this year presenting significant issues for greens maintenance at the courses.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager Information Management, stated that the live migration for the new RecTrac will take place in November.

VISITOR SERVICES

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

Cindie Sullivan, Deputy Director Leisure Services reported that she has been conducting weekly meetings with the Park Ranger staff. At these meetings, focus has been placed on team building and goal setting to facilitate a cohesive Park Ranger staff. Training needs are also being evaluated. Cindie and Geoff met with Dr. Richard Celeste about conducting various tactical training classes with the Park Rangers. The vacant Ranger Manager position has been posted.

PROPERTY MANAGEMENT

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

Pierce Frauenheim, Deputy Director Park Operations, stated that he has met with Geoff to review hunting and farming parcels and licenses.

PLANNING AND LAND ACQUISITION

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

Adam Bloom, County Park Engineer, had no additional report.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director Park Operations, reported that despite the rain, the various summer events at the parks were a success. Preparations are underway to prepare the North Branch fields for the upcoming Dog Show.

Pierce stated that he has appreciated working with Nick Trasente and his staff on budget issues.

AUDIT COMMITTEE

No report.

FREEHOLDER'S REPORT

No report.

OLD BUSINESS

No old business.

NEW BUSINESS

Geoff stated that Jim Avens, Manager Horticulture, made an application to the NJIASA and was granted a work day at Colonial Park. This grant offers a tremendous cost savings opportunity for the Park Commission. Through a \$17,000.00 donation to NJIASA, the Park Commission will receive tree pruning and tree care at Colonial Park from a large network of arborists that would otherwise be valued in excess of \$100,000.00. Colonial Park will be closed to the public on Saturday, December 1, 2018 for this undertaking.

Geoff explained to the Park Commissioners that the Neshanic Valley Golf Course Concessionaire expires on December 31, 2018. There were two RFPs received that were not viable, leaving the Park Commission with the potential void of concession services. The issue at hand is the Park Commission is limited to five year concessionaire agreements which have posed issues for potential operators. A proposal has been made to lease those portions of the Neshanic Valley clubhouse which comprise the banquet facility and grill room to the Somerset County Improvement Authority. This arrangement would enable the Improvement Authority to offer an agreement of longer duration to an operator. Geoff sought the approval of the Park Commissioners to move forward with meeting with County Counsel to formalize an agreement for this arrangement, which would be presented as a resolution at the September Park Commission meeting. Commissioners present unanimously agreed to allow Geoff to move forward with pursuing this option with County Counsel.

President Crosby asked that copies of any draft agreements be distributed to Park Commissioners prior to the September monthly meeting.

A motion to adjourn the meeting at 8:50 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Leonard. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, and President Crosby. NAYES: None ABSENT: Commissioners Ludwig and Ross.

Respectfully submitted,



Geoffrey D. Soriano
Interim Secretary-Director



Janine Erickson
Executive Assistant