

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, October 18, 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
D.J. Hunsinger by phone
Jim Leonard
Doug Ludwig by phone
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Helen Haines
Kevin McCallen

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Frank Masini, Manager, Park Rangers
Ken Fivek, Supervisor, Golf Ops.	Alex Mathew, Manager, IM
Dina Fornataro-Healey, Manager, Rec	Robert Ransone, Dep. Dir. Golf
Pierce Frauenheim, Dep. Dir. Park Ops.	Carrie Springer, Manager, Env. Science
Darrell Marcinek, Director Golf Maint.	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Marge Margentino, Manager, LSS	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, 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.

APPROVAL OF THE MINUTES

President Crosby called for the approval of the minutes of the last regular meeting held September 20, 2018. Moved by Commissioner Ross; seconded by Commissioner Leonard. YEAS: Commissioners Hunsinger, Leonard, Ludwig, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Haines and McCallen.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-223 – Refund of Recreation Fees

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

Resolution R18-224 - Payment of Claims

Resolution authorizing payment of bills for \$332,063.39 comprised of check numbers 13793-13864, 13907-13943, 13956-13986, and 13987-14035.

Resolution R18-225 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$47,399.96.

Resolution R18-226 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-227 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-228 – Authorizing Additional Funds for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-229 – Cancelling and Amending of Certification of Funds for Previously Awarded Contracts

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

Resolution R18-230 – Correcting Confirming Resolution R18-210

Resolution corrects incorrect dollar amount listed on Confirming Resolution R18-210 for Callaway Golf.

DIRECTOR'S REPORT

Interim Director Soriano submitted a report for the month of September 2018. Interim Director Soriano stated that the staff has been creating an inventory of Commission-owned structures and their values and stated that this project will assist the Commission in the future with planning and budgeting. Copies will be available when completed. Interim Director Soriano emphasized that the Somerset County Park Commission is an extremely vast system with many components, and the maintenance responsibility, at times, is arduous.

COMMISSION CORRESPONDENCE

1. New Jersey Water supply notice of proposed rate adjustments for the sale of water for 2019.
2. Letter from Somerville Television Committee thanking the Park Commission staff for its support of the mission to bring cultural activities, such as the Summer Concert Series to persons with disabilities.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-231 – Adopting a Cash Advance for Garden Discovery Program Series

Resolution provides \$75.00 for trip on December 6, 2018 to cover the cost of vehicle tolls and expenses.

Resolution R18-232 – Adopting a Cash Advance for the Environmental Science Festival of Trees Event

Resolution provides \$200.00 to cover the cost of bulk food expenses.

Resolution R18-233 – Award of One Year Contract for Fall Tree Planting

Resolution awards a contract to Louis Barbato Landscaping, Inc.

Resolution R18-234 – Authorizing Use of County Contract for Purchase of Snow Plow Parts

Resolution authorizes purchases from A&K Equipment Co., Inc., Dejana Truck & Utility Equipment Co. LLC, Cliffside Body Corporation, Chemung Supply Corp., Henderson Products, Inc., and Tony Sanchez Ltd.

Resolution R18-235 - Authorizing Use of State Contract to Provide Overhead/Rolling Doors & Operators

Resolution authorizes purchase from Louis A Jammer Co., Inc.

Resolution R18-236 – Authorizing Use of State Contract for Purchase of Industrial Supplies/Tools

Resolution authorizes purchases from Grainger, Inc.

Resolution R18-237 – Authorizing Use of State Contract for Purchase of Industrial Supplies/Tools

Resolution authorizes purchases from Fastenal Company.

Resolution R18-238 – Authorizing Use of County Contract for Purchase of Equipment and Tool Rental

Resolution authorizes purchases from Herc Rentals, Inc.

Resolution R18-239 – Authorizing Use of County Contract for Purchase of Road Materials

Resolution authorizes purchases from Stavola.

Resolution R18-240 – Awards First Year of Two-Year contract for Tree Pruning and Removal Services

Resolution awards contract to Predator Tree Service and Rich's Tree Service.

Resolution R18-241 – Awarding a One-Year Contract with a Possible One-Year Extension for Hay, Animal Feed, and Supplements

Resolution awards a contract to Frank Carrajat dba Middle Valley Farms and Bohonyi Corporation dba Animals and Gardens Unlimited with a possible one year extension.

Resolution R18-242– Authorization to Purchase Lesson Horses

Resolution authorizes purchases of horses as identified to meet program goals.

Resolution R18-243 – Authorizing Use of State Contract for Purchase of Cisco Fire Wall Protection Services

Resolution authorizes purchase of services from Verizon Network Integration Group.

Resolution R18-244 – Awarding Contract for Golf Resale Merchandise

Resolution authorizes purchases from Gear for Sports, Inc.

Resolution R18-245 – Authorizing Use of County Contract for a Drug and Alcohol Testing Program

Resolution authorizes purchase of services from DSI Medical Services.

Resolution R18-246 – Awarding Contract for Extraordinary Unspecifiable Services without Competitive Bids for Dental Insurance

Resolution awards contract to Delta Dental, LLC.

Resolution R18-247 – Accepting the Memorandum of Agreement with the Teamsters Local Union No. 469, Blue Collar Workers, Foreman/Assistant Foremen, and Park Ranger Units

Resolution authorizes contract with the Teamsters Local Union 469 for the period of January 1, 2018 through December 31, 2020 representing the Blue Collar Unit, Park Ranger Unit, and Foremen/Assistant Foremen Unit.

Resolution R18-248 – Awarding an Application for Concert Grant Funding

Resolution authorizes staff to prepare and submit an application for grant funding, as required by the New Jersey State Council on the Arts, as administered through the Somerset County Cultural Heritage Committee.

COMMITTEE REPORTS

CFO's Report

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

In CFO Nick Trasente's absence, Interim Director Soriano stated that the Deputy Directors and Managers have been meeting frequently in an effort to determine what funding the Commission will need from October through the end of December. He stated that the Commission is approximately \$630,000 short of its annual anticipated revenue as of September 30th and although the shortfall has been mitigated through salary and wage savings, the Commission will still need to find an additional \$70,000 or so by year end to meet budget requirements. Interim Director Soriano stated that the Commission has not filled several fulltime vacancies to save money and has relied more on part-time employees. In addition, the Deputy Directors and Interim Director Soriano met to discuss capital projects and they are scheduled to meet with CFO Nick Trasente and the County Engineering staff on October 25th.

HUMAN RESOURCES

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

Donna Umgelter, Manager Human Resources, stated that the Annual Employee Health and Safety Fair will be Wednesday, October 24th at the Bridgewater Elk's from 8am to 11am. The Partnership Health Center will be providing various medical screenings and flu shots.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director Leisure Services, introduced the new Park Ranger Manager, Frank Masini. Interim Director Soriano reported that Dr. Rick Celeste provided self-defense training to the Park Ranger staff and stated that future trainings are scheduled.

Dina Trunzo, Manager Therapeutic Recreation, stated that the highlight of the month was the Therapeutic Recreation trip to Hershey, PA. Dina stated that she is trying to decrease the program's waiting list and that the program participants were posting positive feedback about the trip on social media.

Dina Fornataro-Healey, Manager Recreation, stated that Annual Mischief Night Madness will be held on October 30th. Dina reported that the installation of the replacement carpet at the putting course has been completed.

Marge Margentino, Manager Lord Stirling Stable, stated that Annual Fall Festival for children will be held on Saturday, October 27th.

Carrie Springer, Manager Environmental Science, reported that 700 people attended the 1770s Festival which was good visitation for a holiday weekend and a rainy start to the day. The EEC's Halloween weekend included night hikes with a Naturalist and a live animal presentation by Rizzo's Reptiles; 250 people attended between the two events. A lady named Grace was the presenter for Rizzo's and did a great job captivating the audience. After speaking to Grace after the program, Carrie stated that they learned that Grace was a long time participant in the County Caper event. She was inspired to do animal presentations by the EEC Naturalists who always walked around educating the public with Cornelius the snake. Thursday, October 25th is the kick-off for the Whole Foods wellness series program. Author, Linda Akerson Mcgurk will present about nature play.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management, stated that golf revenue is less than projected again related to weather. Club Championship Tournaments were still conducted and the winners were Bob DeCarlo and Kevin Clark.

Darrell Marcinek, Director Golf Maintenance, reported that the Bunker project has begun on Neshanic Valley Ridge nine holes as of yesterday. Darrell stated that local Boy Scout, Brandon Mark built four butterfly hibernation boxes for the golf courses for his scout project.

INFORMATION MANAGEMENT

Alex Mathew, Manager Information Management, stated that The Information Management Advisory Group is going to meet following the Commission meeting to discuss Migration to Office 365 and Development of a Plan and create and implement a hardware upgrade replacement plan.

VISITOR SERVICES

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

Frank Masini, Manager, Park Rangers reported that he has been getting to know the staff and the various parks and facilities.

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for the month of September 2018.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, presented a report for the month of September 2018 and stated two projects have gone out to bid; the EEC Greenhouse and the fence project at the Stable.

PARK MAINTENANCE & HORTICULTURE

Pierce Frauenheim, Deputy Director Park Operations, reported that there have been a number of 5K races and cross-country races in the parks. Staff is in the process of winterization. Arborist Day is December 1st. Horticulture Manager Jim Avens informed Pierce that the Spotted Lantern Fly has been found in our parks.

AUDIT COMMITTEE

No report.

FREEHOLDERS REPORT

Freeholder Liaison Mark Caliguire thanked the Park Rangers for their assistance with a domestic dispute on Franklin Day, which he attended. He asked for email addresses of the two Rangers who assisted him so he could personally thank them.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

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

Respectfully submitted,



Geoffrey D. Soriano
Interim Secretary-Director



Donna M. Umgelter
HR Manager