

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Friday November 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 (via phone)  
D.J. Hunsinger  
Jim Leonard (via phone)  
Kevin McCallen  
Dot Paluck  
Scott Ross (via phone)

**ABSENT**

Doug Ludwig  
Mark Caliguire

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Frank Masini, Manager, Park Rangers
Janine Erickson, Executive Assistant	Alex Mathew, Manager, IM
Ken Fivek, Supervisor, Golf Ops.	Robert Ransone, Dep. Dir. Golf
Dina Fornataro-Healey, Manager, Rec	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Pierce Frauenheim, Dep. Dir. Park Ops.	Donna Umgelter, Manager, HR
Darrell Marcinek, Director Golf Maint.	
Marge Margentino, Manager, LSS	

In attendance from the County: Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; Yvonne Childress, Director of Fiscal Operations (via phone).

Also in attendance: Michelle Schott, Legal Counsel (via phone) 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 October 18, 2018. Moved by Commissioner Hunsinger; seconded by Commissioner McCallen. 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 Hunsinger; seconded by Commissioner Haines. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

### **Resolution R18-249 – Refund of Recreation Fees**

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

### **Resolution R18-250 - Payment of Claims**

Resolution authorizing payment of bills for \$1,128,670.45 comprised of check numbers 14040-14123, 14149-14204, 14218-14260, and 14264-14328, 14253, 14254, and 14255.

### **Resolution R18-251 – Payment of Confirming Orders**

Resolution authorizes payment of confirming orders totaling \$2,306.98.

### **Resolution R18-252 – Authorizing Additional Funds for Previously Awarded Contracts**

Resolution authorizes additional funding for previously awarded contracts.

### **Resolution R18-253 – Cancelling and Amending of Certification of Funds for Previously Awarded Contracts**

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

### **Resolution R18-254– Correcting Confirming Resolution R18-210**

Resolution corrects incorrect dollar amount listed for Callaway Golf on Confirming Resolution R18-210 approved on September 20, 2018.

## **DIRECTOR’S REPORT**

Interim Director Soriano submitted a report for the month of October 2018.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

### **Resolution R18-255 – Setting the 2019 Park Commission Meeting Dates**

Resolution establishes the 2019 Park Commission meeting dates.

### **Resolution R18-256 – Transfer of Appropriations (“33” Accounts)**

Resolution authorizes transfer of 2018 revenue to operating accounts.

**Resolution R18-257 – Transfer of Appropriations**

Resolution authorizes the transfer of appropriations for Operating Expenses

**Resolution R18-258– Authorizing use of County Contract for Purchase of Bottled Water, Water Cooler Rental**

Resolution authorizes purchases from WB Mason.

**Resolution R18-259 – Authorizing Use of County Contract for Purchase of Paper and Envelopes**

Resolution authorizes purchases from Paterson Papers, Paper Mart, and WB Mason.

**Resolution R18-260 – Awarding One Year Extension for Testing and Monitoring of Fire Alarms and Security Systems**

Resolution awards a one year extension of contract to Fire Control Electrical Systems, LLC.

**Resolution R18-261 – Authorizing Use of State Contract for Purchase of Snow Plow Parts, Grader and Loader Blades**

Resolution authorizes purchases from A&K Equipment Co., LLC.

**Resolution R18-262 – Authorizing Use of County Contract for Purchase of Traffic Control Signs, Supports, Hardware & Safety Devices**

Resolution authorizes purchases from Chemung Supply Corp.

**Resolution R18-263 – Authorizing use of County Contract for Purchase of Automotive Lubricants**

Resolution authorizes purchases from David Weber Oil Co. and DFFLM LLC fbo Motor Right Auto Parts.

**Resolution R18-264 – Authorizing use of State Contract for Purchase of AED Pads**

Resolution authorizes purchases from Lifesavers, Inc.

**Resolution R18-265 – Lease Agreement for Neshanic Valley Golf Course Club House and Grill Room**

Resolution authorizes a lease agreement between County of Somerset, Somerset County Improvement Authority, Somerset County Park Commission and LMH Holdings, LLC d/b/a Crave Events, LLC.

**Resolution R18-266 – Authorizing Preparation of Specification to Purchase “Proprietary” Goods or Services for Vermont Systems RecTrac and MainTrac Software**

Resolution authorizes the QPA to prepare a specification to purchase “proprietary” goods or services for the upgrade, maintenance, and support of Vermont Systems RecTrac and MainTrac software.

## **Resolution R18-267 – Authorizing use of State Contract for Renewal of the Citrix Annual Maintenance Support**

Resolution authorizes the renewal of support through SHI.

### **COMMITTEE REPORTS**

#### **CFO's Report**

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

In CFO Nick Trasente's absence, Interim Director Soriano stated that the Park Commission is currently in a \$650,000.00 revenue deficit and is working with the County to transfer appropriations from various Park Commission departments to cover shortfalls. For the remainder of the year, spending will be on an emergency basis.

#### **HUMAN RESOURCES**

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

Donna Umgelter, Manager Human Resources, stated that the Annual Employee Health and Safety Fair, held on Wednesday, October 24<sup>th</sup> at the Bridgewater Elks, was a successful event. The Partnership Health Center provided various medical screenings and administered flu shots. Employees won various door prizes that were purchased with \$1,000.00 received from SCJIF for SCPC's safety compliance.

#### **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director Leisure Services, stated that several staff members attended a Senior Officials Workshop on all hazards preparedness. The workshop was conducted by two representatives from Texas A&M and was made possible through a grant from FEMA. Cindie stated that the workshop was helpful in providing things to consider in the event of an emergency and will be useful when preparing for large events within SCPC.

#### **GOLF MANAGEMENT**

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

Darrell Marcinek, Director Golf Maintenance, reported that the Bunker project is on schedule with 11 bunkers completed and liners installed in six bunkers. There are 31 bunkers in total. Golf Maintenance staff is in the process of winterizing the irrigation systems at the golf courses.

Bob Ransone, Deputy Director Golf Management, stated that Quail Brook Golf Course will close on December 2<sup>nd</sup> and Green Knoll Golf Course will close on December 31<sup>st</sup>. These courses can be reopened during the winter in the event of good weather. There will be a Turkey Shoot Event on November 22<sup>nd</sup> at Quail Brook, Spooky Brook and Green Knoll Golf Courses. The Black Friday Gift Card Sales Event will take place November 19-25, 2018. Shoppers will receive a 20% bonus added to any gift card amount purchased. Bob has set a goal of \$1million in gift card sales. Neshanic Valley Golf Course was the host site for the annual meeting of golf administration and staff from six NJ counties. All counties have experienced an 8-12% decline in 2018 revenue year-to-date as compared to 2017.

### **INFORMATION MANAGEMENT**

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

Alex Mathew, Manager Information Management, had nothing further to report.

### **VISITOR SERVICES**

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

Frank Masini, Manager, Park Rangers stated that he just completed his first month of employment and is still getting acclimated. Park Rangers assisted with a volunteer project at Sourland Mountain Preserve where volunteers worked to clear trail heads and improve trail markings. Park Rangers participated at the Somerset County Business Partnership Wellness Expo.

### **PROPERTY MANAGEMENT**

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

### **PLANNING AND LAND ACQUISITION**

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

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

Adam Bloom, County Park Engineer, presented a report for the month of October 2018.

### **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director Park Operations, reported that the NJAISA Work Day will be held at Colonial Park on December 1<sup>st</sup> starting at 8am. Work will be performed at Colonial Park, Spooky Brook Golf Course, and the Rose Garden. Interim Director Soriano invited the Commissioners to partake in the NJAISA Work Day photo

op that will take place around 8:30am at Colonial Park. Geoff also thanked the Park Foundation for sponsoring the event.

**AUDIT COMMITTEE**

No report.

**FREEHOLDERS REPORT**

No report.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

No new business.

A motion to adjourn the meeting at 8:23 a.m. was moved by: Commissioner Hunsinger; seconded by: Commissioner McCallen. 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 C. Erickson  
Executive Assistant