

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held April 18, 2019 at 3:30 PM Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Caliguire.

President Caliguire stated that this is a Regular Meeting of the Somerset County Park Commission, and adequate advance notice of this meeting has been provided by publication in The Courier News on January 29, 2019 and The Star Ledger on January 30, 2019. Notice was also posted on the bulletin board at the entrance in the Somerset County Park Commission Headquarters and filed with the Somerset County Clerk, in compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

President Caliguire called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire  
Bill Crosby  
Helen Haines  
D.J. Hunsinger (phone)  
Jim Leonard (phone)  
Kevin McCallen  
Dot Paluck  
Brian Gallagher, Freeholder Liaison

ABSENT

Doug Ludwig  
Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant  
Scott Fisher, Coordinator, Accounting  
Dina Fornataro-Healey, Mgr., Rec &  
Comm Outreach  
Pierce Frauenheim, Dep. Dir., Park Ops.  
Darrell Marcinek, Director, Golf Maint.  
Marge Margentino, Manager, LSS

Frank Masini, Manager, Rangers  
Alex Mathew, Manager, IM  
Bob Ransone, Dep. Dir., Golf Ops.  
Carrie Springer, Mgr, Enviro. Science  
Dina Trunzo, Adm, Leisure & Comm  
Services  
Donna Umgelter, Adm, HR

In attendance from the County: Tom Boccino, Principal Planner/Land Acquisition; Yvonne Childress, Director of Fiscal Operations; Chris Hart, Deputy Director of Fiscal Operations; and Melissa Kosensky, Assistant Purchasing Agent.

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

**OPEN MEETING FOR PUBLIC COMMENT**

There were no comments from the public.

### **APPROVAL OF THE MINUTES**

President Caliguire called for the approval of the minutes of the regular meeting held on March 21, 2019. Moved by Commissioner Crosby; seconded by Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

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

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

### **Resolution R19-113 – Emergency Temporary Appropriations**

Resolution authorizes emergency temporary appropriations.

### **Resolution R19-114 – Payment of Claims**

Resolution authorizing payment of claims in the amount of \$2,666,805.29 comprised of Claims in the amount of \$1,731,563.98, Other Expenses in the amount of \$148,243.02 and Salaries and Wages in the amount of \$786,998.29 for the period of March 21, 2019 through April 17, 2019.

### **Resolution R19-115 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R19-116 – Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$4,006.04.

### **Resolution R19-117 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-118 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-119 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-120 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R19-121 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts**

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

**Resolution R19-122 – Amending Resolution R19-092 for Incorrect Dollar Amount**

Resolution amends the dollar amount for Certification of Funds for Previously Awarded Contracts from \$2,500.00 to \$250.00.

**Resolution R19-123 – Amending Resolution R19-111 to Amend Name of Vendor**

Resolution amends the name of the vendor from Finch Services to John Deere and Co.

**DIRECTOR’S REPORT**

Director Soriano submitted a report for the month of March 2019.

**COMMISSION CORRESPONDENCE**

A letter was sent to Mike Ballow, Fleet and Property Manager, from Roger Venner, Owner of Predator Tree Service. The letter commended Park Maintenance roving crew members, Chris Meyers, Jordan Turiano, and Josh Bernero for the assistance they provided with tree removal in the Raritan Canal.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R19-124 – Approving the Friends of Boudinot-Southard-Ross License Agreement**

Resolution approves a license agreement with Friends of Boudinot-Southard-Ross for the period of May 1, 2019 to April 30, 2021.

**Resolution R19-125 – Approving a Memorandum of Understanding between the Somerset County Park Commission and Park Rx America**

Resolution approves a Memorandum of Understanding with Park Rx America for the period of May 1, 2019 through April 30, 2022.

Dina Trunzo explained that SCPC’s participation in Park Rx will allow participating doctors to prescribe visits to our parks to their patients for their wellness routine.

**Resolution R19-126 – Adopting Revised Seasonal and Part-Time Hourly Wages**

Resolution adopts revised job classifications and seasonal and part-time hourly wages for 2019.

This resolution addresses the five year progression to \$15 minimum wage. The Class 1 pay scale was eliminated. Jobs in the Class 1 category were moved to the Class 2 category pay scale.

**Resolution R19-127 – Authorizing Sale of Surplus**

Resolution authorizes sale of surplus property.

**Resolution R19-128 – Adopting Cash Advance for Adult Day Trips**

Resolution adopts a cash advance in the amount of \$125.00 to cover the cost of vehicle tolls and admission fees to Greenwood on April 30, 2019.

**Resolution R19-129 – Rejecting Bids to Lease Electric and Gasoline Powered Golf Cars**

Resolution rejects three bids received as the specifications require revision.

**Resolution R19-130 – Awarding Contract for a One-Year Extension for the Lease, Delivery, and Maintenance of Electric and Gasoline Powered Golf Cars**

Resolution awards extension of contract to E-Z-GO Division of Textron for a total annual price of \$232,255.44.

**Resolution R19-131 – Authorizing use of State Contract for Purchase of Tires, Tubes, and Service**

Resolution authorizes purchases from Custom Bandag not to exceed \$7,000.00.

**Resolution R19-132 – Authorizing use of State Contract for the Purchase of Copiers, Maintenance, and Supplies**

Resolution authorizes purchase from RICOH not to exceed \$2,886.81.

**Resolution R19-133 – Awarding the First Year of a Two-Year Contract for Grasses and Sod**

Resolution awards contract to Selody Sod Farm not to exceed \$2,500.00.

**COMMITTEE REPORTS**

**CFO's Report**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2019.

In the absence of the Park Commission Treasurer, Director Soriano stated that as work continues to finalize the 2019 budget, he is not ready to present the Park Commission budget until the adoption of the County's budget. Once the County budget is adopted, Director Soriano will present the Park Commission budget to the Budget Committee.

**HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of March 2019.

Donna Umgelter, Administrator, Human Resources, is in the process of hiring seasonal employees.

### **LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of March 2019.

Dina Trunzo, Administrator, Leisure and Community Services, stated that the Park Foundation Pro-Celebrity Golf Outing is sold out at this time. Shauna Moore, Horticulture Supervisor, conducted a floral arrangement class for TR participants. The Annual Volunteer Dinner will be held at Neshanic Valley Golf Course on April 25<sup>th</sup>. Dina invited the Commissioners to attend the dinner.

Carrie Springer, Manager, Environmental Education, stated that the EEC will be hosting a Swamp Search Scavenger Event on April 28<sup>th</sup> at noon to 4:30pm. The "Butterfly Guy" will make a presentation at 3:45pm during the event.

Marge Margentino, Manager, Lord Stirling Stable, distributed "JJ the Pony" trading cards to all of the Commissioners. The trading cards will be distributed to children at various marketing events. Various cards will have a special golden horseshoe that will award the recipient with a free pony ride. Lord Stirling Stable recently received two horses donated from New York City that will be used for trail rides.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of March 2019.

Darrell Marcinek, Director, Golf Maintenance, stated that spring aeration at Quail Brook Golf Course will be complete on Monday. The addition of a forward tee at the 6<sup>th</sup> hole at Warrenbrook Golf Course will be complete by Memorial Day.

Bob Ransone, Deputy Director, Golf Operations, stated that March was a good month for golf revenue. April golf revenue is up \$100,000.00 as compared to April 2018. The NJSGA will be hosting the Amateur Championship at Neshanic Valley Golf Course on July 9-11<sup>th</sup>. Neshanic Valley Golf Course is the first public course to host this event since 1990. The Amateur Championship is the oldest major championship in the state of NJ. The MGA will host the Public Links Championship with players from NY, NJ and Connecticut at Neshanic Valley Golf Course on June 13<sup>th</sup>.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2019.

Alex Mathew, Manager, Information Management, stated that RecTrac migration began on April 15, 2019 and will go live tomorrow. 71 new desktop computers have been installed and the new laptops are being configured for upcoming installation.

## **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2019.

Frank Masini, Manager, Park Rangers, had no further report.

## **PROPERTY MANAGEMENT**

Commissioner Leonard stated that he participated in the County's Walk, Bike, Hike plan which is in its final stages. Commissioner Leonard encouraged the Park Commission to consider municipal partnerships in our plans. He thanked Walter Lane, County Planning Board Director and Tom Boccino, Principal Planner/Land Acquisition, for developing this concept and bringing it to stakeholders.

## **PLANNING AND LAND ACQUISITION**

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for March 2019.

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

Adam Bloom, County Park Engineer, submitted a report for March 2019.

## **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for March 2019.

Pierce Frauenheim, Deputy Director, Park Operations, echoed the sentiments of the letter sent by Predator Tree Service and praised the park maintenance staff for all the difficult jobs they perform on a daily basis. Pierce has been visiting the park facilities and meeting with staff. The Manville Youth Athletic League posted a banner at the renovated Gerber Field to thank the Park Commission for the work that was done on the field in preparation for baseball season. Pierce thanked Duke Island Park staff for quickly removing a tree that fell just prior to the start of a 5K race that was taking place at the park. Staff prepared the seven baseball fields at Mountain View Park for hosting a one day baseball tournament with 107 baseball teams that will take place this weekend. Patrons are enjoying Colonial Park and the opening of the new third trail at Natirar. Special Projects staff installed a new wall and door at Spooky Brook Pro Shop.

The Annual Plant Sale will take place at Buck Gardens on April 26-27<sup>th</sup>.

## **AUDIT COMMITTEE**

Commissioner Crosby stated that the Audit Committee is providing information as necessary to the auditors.

## **FREEHOLDERS REPORT**

Freeholder Brian Gallagher stated that there was a public meeting for the County's Walk, Bike, Hike Plan last week, which was well attended. Freeholder Gallagher

commended the Park Commission for quickly addressing a resident's complaint regarding silt on the greenway trail below the Route 206 bridge.

The County will introduce the 2019 Budget at the April 17<sup>th</sup> Freeholder Meeting and anticipates adoption of the budget at the May 14<sup>th</sup> Freeholder Meeting.

**OLD BUSINESS**

Director Soriano stated that he has received additional communication from Hollis Fitch regarding the installation of a memorial sculpture in her husband's memory at Skillman Park. The Commissioners will seek input from Counsel on how to proceed with Mrs. Fitch's request.

**NEW BUSINESS**

There was no new business to report.

A motion to adjourn the meeting at 4:15 p.m. was moved by: Commissioner Crosby; seconded by: Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant