

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held June 20, 2019 at 3:30 P.M. at 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
DJ Hunsinger (phone)
Jim Leonard
Dot Paluck (phone)
Scott Ross (phone)

ABSENT

Doug Ludwig
Kevin McCallen
Brian Gallagher, Freeholder
Liaison

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
Cindie Sullivan, Asst. Director
Dina Trunzo, Adm, Leisure & Comm
Services
Donna Umgelter, Adm, HR

In attendance from the County: Adam Bloom, Engineering; 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: Betsy Flanagan, Legal Counsel; and Rich Reitman, Public Relations.

OPEN MEETING FOR PUBLIC COMMENT

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the regular meeting held on May 16, 2019. Moved by Commissioner Crosby; seconded by Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners McCallen and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-151 – Adopting 2019 Budget

Resolution adopts the 2019 Operating Budget.

Resolution R19-152 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$2,909,521.94 comprised of Claims in the amount of \$1,477,570.09, Other Expenses in the amount of \$101,436.54 and Salaries and Wages in the amount of \$1,330,515.31 for the period of May 16, 2019 through June 19, 2019.

Resolution R19-153 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-154 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$119,899.13.

Resolution R19-155 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-156 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-157 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-158 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-159 – Amending and Cancelling 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 May 2019.

COMMISSION CORRESPONDENCE

1. Letter received from Temple Har Shalom containing a \$109.00 donation to the Park Commission. Funds were collected by students throughout the year.
2. Email from Director Soriano to Park Commission President and Freeholder Liaison Gallagher referencing an email sent to members of the Park Commission’s Finance and Budget concerning the 2019 Park Commission Budget.
3. Email from Chris Porter, President of Hillsborough Baseball League, commending Foreman Rick DeLeon and his staff for the excellent condition of the ball fields at Mountain View Park throughout their tournament over Memorial Day weekend.
4. Letter from Manda Gorseger, Development Director of Frontline Arts, providing notification of the appointment of Rachel Heberling as Executive Director.
5. Email from Hillsborough resident, Steve Vennemeyer, as follow-up to Director Soriano’s response to Mr. Vennemeyer’s request for a remote control car track at Mountain View Park.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-160– Authorizing Sale of Surplus

Resolution authorizes the sale of surplus equipment.

Resolution R19-161– Adopting Cash Advance for TR Travelers Program

Resolution adopts a cash advance of \$250.00 needed to cover the cost of vehicle tolls, parking fees, and staff meals.

Resolution R19-162 – Amending 2019 Fee Schedule

Resolution amends 2019 Fee Schedule for horse lessons at Lord Stirling Stable.

Resolution R19-163 – Authorizing Termination of Three Farm License Agreements

Resolution authorizes the termination of farm license agreement for Daniels, Thompson-Montgomery, and South Branch Reserve parcels.

Resolution R19-164 – Awarding License Agreement for Shared Service for Gasoline

Resolution renews Commodity Resale Agreement with Far Hills Borough for the purchase of gasoline.

Resolution R19-165 – Awarding First Year of Three-Year Contract for Irrigation Control System Support and Services

Resolution awards contract to Storr Tractor with initial purchase not to exceed \$39,838.80.

Resolution R19-166– Authorizing use of County Contract for Purchase of Unleaded Gasoline

Resolution authorizes purchases from Riggins, Inc. with initial purchase not to exceed \$20,000.00.

Resolution R19-167 – Awarding Second Year of Three-Year Contract for Maintenance and Repair of HVAC Systems and Boilers

Resolution awards contract to Millennium Mechanical Contractors with the initial purchase not to exceed \$11,454.34.

Resolution R19-168 – Authorizing use of County Contract for Wood Refuse Recycling

Resolution authorizes services from Britton Industries.

Resolution R19-169 – Authorizing use of State Contract for Purchase of Park and Playground Equipment

Resolution authorizes purchases from BCI Burke with initial purchase not to exceed \$1,051.15.

Resolution R19-170 – Awarding Fourth Year of a Five-Year Contract for Optical Viewers

Resolution awards contract to Tower Optical.

Resolution R19-171 – Authorizing use of State Contract for Cisco Smartnet Extended Service Agreement

Resolution authorizes service from ePlus with initial expense not to exceed \$19,820.18.

Resolution R19-172– Authorizing use of State Contract for Renewal of Forcepoint Security Annual Maintenance Support

Resolution authorizes service from SHI with cost not to exceed \$5,147.30.

Resolution R19-173- Authorizing use of County Contract for Purchase of Office Supplies

Resolution authorizes purchases from WB Mason and Office Concepts.

Resolution R19-174 – Authorizing Dedication of Duke Island Park Playground in Honor of Raymond Willis Brown

Resolution authorizes the dedication of Duke Island Park playground in honor of Raymond Willis Brown.

COMMITTEE REPORTS

CFO's Report

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

In the absence of the Park Commission Treasurer, Director Soriano reported that revenue is \$40,000.00 less for the month of May 2019 as compared to May 2018 and \$98,000 less year to date as compared to 2018. Director Soriano stated that revenue received in June 2019 should eliminate these deficits.

HUMAN RESOURCES

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

Donna Umgelter, Administrator, Human Resources, reported that the Park Commission received First Place award and \$1,000.00 at the JIF Safety Breakfast for compliance with the Safety Incentive Program.

LEISURE SERVICES

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

Dina Trunzo, Administrator, Leisure and Community Services, stated that the first week of TR Camp Okee Sunokee will begin on June 24th, and the second week, which is a traveling camp, will begin on July 8th. The TR Department received the Community Partner of the Year award from the ARC of Somerset County.

Carrie Springer, Manager, Environmental Science, reported that the second Arizona Birding Trip that took place over Memorial Day weekend was a success and netted more than \$10,000 in revenue. Commissioner Leonard mentioned the upcoming County Caper that takes place in August stating that it is a great educational opportunity to learn about the park in a fun and unique way. Carrie added that registration is now open for the adult event that takes place on Saturday and the family event that takes place on Sunday.

Dina Healey-Fornataro, Manager, Recreation and Community Outreach, stated that the Warrenbrook Pool is open and all is going well. The new rubber duck paddle boats at Colonial Park are very popular, garnering 1½ hour wait times. Parking passes for the July 4th Celebration were distributed to Commissioners at the meeting and Dina

encouraged their attendance at the event. The Duke Island Park Concert Series will begin on July 7th.

Marge Margentino, Manager, Lord Stirling Stable, shared that D1 and D2 camps are full. The removal of hedges in front of the Stable entrance has proven helpful in attracting patrons by making the facility more visible from the road. Stable mascot JJ the Pony and pony Ebony recently visited the Somerset County Adult Day Center for their Strawberry Festival.

GOLF MANAGEMENT

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

Darrell Marcinek, Director, Golf Maintenance, stated that Golf Maintenance staff continues to battle rainy conditions which required filling three bunkers at Warrenbrook. Darrell complimented Golf Maintenance staff for their assistance with two golf tournaments last month.

Bob Ransone, Deputy Director Golf Management, announced that Neshanic Valley Golf Course will hold a Media Day event on Thursday June 27 at 4:30pm as a preview of its hosting the 2019 NJSGA Amateur Championship. As part of the event there will be a ribbon cutting ceremony by the new caterers CRAVE, followed by a social gathering put together by the Business Partnership. In spite of heavy rain on the proceeding evening, Quail Brook golf course hosted a qualifier for the NJSGA Amateur to rave reviews. The following week Neshanic Valley hosted a rain shorten Metropolitan Golf Association's Public Links Championship. Again, the maintenance staff went above and beyond to get the course in great playing condition.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager, Information Management, had no further report.

VISITOR SERVICES

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

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

Cindie Sullivan announced that Frank recently received his Certification as a Certified Playground Safety Inspector (CPSI). Frank is the first CPSI at the Park Commission. Commissioner Leonard inquired if Frank could avail himself to municipalities that do not have a CPSI on staff. Frank will explore Commissioner Leonard's inquiry.

PROPERTY MANAGEMENT

Director Soriano stated that resolution R19-163 releases two farmers from their farm license agreements. Director Soriano stated that each parcel will be inspected prior to finalizing the license termination. Consideration will be given to placing these parcels out to bid for hunting in the future. Director Soriano met with Adam Bloom, Tom Boccino, Pierce Frauenheim and Greg Bonin (Branchburg Administrator) regarding recently acquired parking lot by the old flea market in Neshanic. Decision was made to keep the location as a trail head without amenities.

PLANNING AND LAND ACQUISITION

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

Tom stated that the next public meeting for the Preservation Plan will be held on June 26th at 6 p.m. in the Freeholder Meeting Room.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Adam updated his report stating that the bid for the second phase of the Billy Bunker project at Neshanic Valley Golf Course is being rejected next Tuesday and will be re-bid on Thursday, June 27th.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, stated that Park Maintenance staff is dealing with the weather issues. The Duke Island Park playground renovation is underway, and Pierce anticipates a late fall/early spring completion. Planning and preparations are underway for the upcoming July 4th Celebration and 4H Fair. Pierce thanked the Horticulture staff and the Park Rangers for their assistance with making the Rose Day Festival at Colonial Park a huge success.

AUDIT COMMITTEE

Commissioner Crosby stated that the Audit Committee is continues its work with the auditors.

FREEHOLDERS REPORT

There was no Freeholder report.

OLD BUSINESS

Director Soriano received comment from Counsel Betsy Flanagan regarding Hollis Fitch's request to place a memorial sculpture at Skillman Park. Mrs. Fitch's request will be revisited taking into account Mrs. Flanagan's comments.

NEW BUSINESS

President Caliguire presented Resolution R19-175 to Alex Mathew in recognition of his 33 years of service to the Park Commission. President Caliguire thanked Alex for his many years of service and stated that the people of Somerset County will never know how he has improved their lives.

A motion to accept Resolution R19-175 was moved by: Commissioner Crosby, seconded by: Commissioner Haines. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners McCallen and Ludwig.

Seeing no further business, a motion to adjourn the meeting at 4:10 p.m. was moved by: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners McCallen and Ludwig.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant