

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held August 15, 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
Kevin McCallen
Dot Paluck (phone*)
Brian Gallagher, Freeholder
Liaison

*in attendance after voting.

ABSENT

Jim Leonard
Doug Ludwig
Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Scott Fisher, Coordinator, Accounting
Ken Fivek, Supervisor, Golf Ops.
Pierce Frauenheim, Dep. Dir., Park Ops.
Cory Ivanko, Manager, IM
Darrell Marcinek, Director, Golf Maint.

Marge Margentino, Manager, LSS
Frank Masini, Manager, Rangers
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: Nick Trasente, CFO; Adam Bloom, Engineering; Tom Boccino, Principal Planner/Land Acquisition; Yvonne Childress, Director of Fiscal Operations; and Chris Hart, Deputy Director of Fiscal Operations.

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

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

President Caliguire presented a 15-Year Service Award to Carrie Springer.

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the regular meeting held on July 18, 2019. Moved by Commissioner Crosby; seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, and President Caliguire. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, McCallen, and Paluck.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-194 – Adopting the 2019 Open Space Appropriation

Resolution adopts 2019 Open Space appropriation.

Resolution R19-195 – Adopting the 2019 Capital Fund Appropriation

Resolution adopts 2019 Capital Fund appropriation.

Resolution R19-196– Payment of Claims

Resolution authorizing payment of claims in the amount of \$2,246,236.51 comprised of Claims in the amount of \$1,392,245.18, Other Expenses in the amount of \$216,388.04 and Salaries and Wages in the amount of \$637,603.29 for the period of July 18, 2019 through August 15, 2019.

Resolution R19-197 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-198 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$14,571.18.

Resolution R19-199 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-200 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-201 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-202 – 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 July 2019.

COMMISSION CORRESPONDENCE

1. Letters received from T&M Associates to notify the Park Commissions that Loss Control/Loss Prevention Safety Compliance Audits performed at various Park Commission facilities revealed no new concerns and all past concerns have been addressed.
2. Letter received from Township of Montgomery requesting consideration by the Park Commission of the addition of a community garden at Skillman Park.

Director Soriano will forward this request to the Leisure Services Committee for comment and consideration.

3. Letter and handbook received from Priscilla Estes, Author, *AMC’s Best Day Hikes in New Jersey*, illustrating Sourland Mountain Preserve’s entry as one of the 50 best trails to hike in the Garden State.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-203– Adopting Cash Advance for TR Recreation Overnight Adventure Trip

Resolution adopts a cash advance of \$260.00 to cover the cost of meals and supplies for the trip.

Resolution R19-204 – Adopting Cash Advance for NJ Lighthouse Challenge Trip

Resolution adopts a cash advance of \$400.00 to cover the cost of tolls, gas, Naturalist meals, and admission fees.

Resolution R19-205– Adopting Cash Advance for Adult Day Trips

Resolution adopts a cash advance of \$825.00 to cover the cost of vehicle tolls, parking, admission fees, and staff meals.

Resolution R19-206 – Adopting Cash Advance for Garden Discovery Trips

Resolution adopts a cash advance of \$900.00 for cost of vehicle tolls, parking, admission fees, and staff meals.

Resolution R19-207– Authorizing use of Morris County Contract for Purchase of Fire Equipment Services

Resolution authorizes purchases from City Fire Equipment Company, Inc. with initial purchase not to exceed \$500.00.

Resolution R19-208 – Authorizing use of County Contract for Purchase of Automotive and Light Duty Truck Aftermarket Parts

Resolution authorizes purchases from PDQ Auto Supply of Manville and D&B Auto Supply with the initial purchase not to exceed \$23,500.00.

Resolution R19-209– Authorizing use of County Contract for Purchase of Landscape Chemical Treatment and Fertilization

Resolution authorizes purchase from TruGreen.

Resolution R19-210 – Authorizing use of County Contract for Purchase of Traffic Control Signs

Resolution authorizes purchase from Garden State Highway Products with initial purchase not to exceed \$1,862.00.

Resolution R19-211 – Authorizing use of County Contract for Purchase of Road Material

Resolution authorizes purchase from Stavola with the initial purchase not to exceed \$479.00.

Resolution R19-212 – Awarding First Year of a Five-Year Contract for Installation and Maintenance for Enhanced Interfacility Wide Area Network Ethernet Connectivity

Resolution awards the first year of a five-year contract to Verizon Business Network Services.

COMMITTEE REPORTS

CFO's Report

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

Nick Trasente, Park Commission CFO, explained that the revenue report is being adjusted to accurately capture certain revenues that were previously misstated due to

the timing that the MSI system would close down each month. MSI is now being kept open to accurately capture these revenues for the month in which they are earned to better match County MSI figures.

HUMAN RESOURCES

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

Donna Umgelter, Administrator, Human Resources, had no further report.

LEISURE SERVICES

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

Cindie Sullivan, Assistant Director, stated that the Summer Concert Series at Duke Island Park has been well attended. One concert was cancelled due to excessive heat and has been rescheduled for September 8th. Cindie thanked Park Maintenance and Ranger Staff for all their assistance and hard work before, during, and after the 4H Fair.

Carrie Springer, Manager, Environmental Science, stated that camps will be ending this week. Registration for the County Caper event is now open. Registration for fall programs will begin on September 11th.

Marge Margentino, Manager, Lord Stirling Stable, reported that camps are ending this week. Ponies JJ and Ebony gave pony rides to children at the Bernards Township National Night Out event last week. The Stable will be losing workers from the Veterans Program. Marge attended the statewide meeting of the NJ Association of Equine Practitioners where Lord Stirling Stable was mentioned as a stellar facility. Marge distributed invites to a BBQ at the Stable that will be held in celebration of its 50th Anniversary on September 22nd.

GOLF MANAGEMENT

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

Darrell Marcinek, Director, Golf Maintenance, stated that in an effort to conserve expenses, aeration of Neshanic Valley Golf Course that was scheduled for this month is being delayed until October. Warrenbrook Golf Course Supervisor, Tammy Stevens, received a prestigious invite to the Inaugural Women in Golf two-day event being held September 18-20th in Cary, NC. Bob Ransone, Deputy Director Golf Management, commended Tammy for the outstanding job she has done in her position and stated that she was deserving of this recognition.

Bob Ransone, Deputy Director Golf Management, stated that the County Championships will be held in September. A Ferrari Event will be held on the driving

range of Neshanic Valley Golf Course on September 29th. Overall, golf rounds are up 6.4% year-to-date as compared to 2018.

INFORMATION MANAGEMENT

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

Cindie Sullivan introduced newly hired Manager of Information Management, Cory Ivanko to the Commission.

VISITOR SERVICES

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

Frank Masini, Manager, Park Rangers, reported that the Park Rangers along with assistance from Park Maintenance and Horticulture staff, worked diligently to remove downed trees at Washington Valley Park after a recent storm. High Tech Landscaping, Inc. and the NJ Forest Fire Service have offered to assist with further tree removal.

PROPERTY MANAGEMENT

2019 Hunting License payments are being collected on leased hunt parcels.

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, praised Park Maintenance staff for their hard work and dedication at the 4H Fair. Work will begin next week on the cricket pitch at Mountain View Park. Park Maintenance staff with the assistance of Park Rangers cleared more than 200 downed trees after a recent storm. Ranger Manager, Frank Masini explained that the Blue, White and Red trails at Washington Valley Park are still closed due to continued tree hazards that exist on those trails.

AUDIT COMMITTEE

Commissioner Crosby stated that work continues to finalize the 2018 Audit.

FREEHOLDERS REPORT

Freeholder Gallagher reported that the Freeholder's approved the second phase of the bunker repairs at Neshanic Valley Golf Course. Freeholder Gallagher attended all three nights of the 4H Fair and commended Park Staff for the phenomenal work done at the

fair. Director Soriano thanked Freeholder Gallagher for the Freeholder's approval of the funding for the Duke Island Park playground renovation.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

In light of failed water test results, Director Soriano regretfully stated that the ribbon cutting ceremony for the new spray park at Colonial Park scheduled for Friday, August 15th is being postponed.

Seeing no further business, a motion to adjourn the meeting at 4:03 P.M. was moved by: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, and Ross.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant