

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held September 19, 2019 at 8:00 A.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
DJ Hunsinger
Kevin McCallen
Dot Paluck
Scott Ross

ABSENT

Helen Haines
Jim Leonard
Doug Ludwig
Brian Gallagher, Freeholder
Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Scott Fisher, Coordinator, Accounting
Ken Fivek, Supervisor, Golf Ops.
Dina Fornataro-Healey, Mgr, Recreation
& Comm Outreach
Pierce Frauenheim, Dep. Dir., Park Ops.
Cory Ivanko, Manager, IM

Darrell Marcinek, Director, Golf Maint.
Marge Margentino, Manager, LSS
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; and Chris Hart, Deputy Director of Fiscal Operations.

Also in attendance: Michelle Schott, Legal Counsel; Rich Reitman, Public Relations; and Branchburg resident, Michael Mercant.

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 August 15, 2019. Moved by Commissioner Crosby; seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Hunsinger, McCallen, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners Haines, Leonard, and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-213 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$2,136,278.48 comprised of Claims in the amount of \$912,141.09, Other Expenses in the amount of \$237,169.21 and Salaries and Wages in the amount of \$986,968.18 for the period of August 16, 2019 through September 19, 2019.

Resolution R19-214 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-215 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$2,612.55.

Resolution R19-216 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-217 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-218 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-219 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-220 – 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 August 2019.

COMMISSION CORRESPONDENCE

1. Email received from Branchburg resident, Mike Merchant, on behalf of a group that would like to volunteer to create a walking trail from Neshanic Station village to Blackpoint Road along the South Branch of the Raritan River.

Director Soriano introduced Branchburg resident, Michael Merchant, who was in attendance. Director Soriano explained that he met with Mr. Merchant to discuss his offer to blaze a trail from Blackpoint Road to Elm Street with the assistance of the Volunteer Park Patrol and other volunteer groups. Director Soriano stated that Branchburg Township's recent acquisition of the abandoned train bridge and an easement granted to the Park Commission will allow the trail to run beneath the bridge.

2. Letter received from Basking Ridge resident, Sharon Vopal, commending staff at Lord Stirling Stable for their inclusionary treatment of her daughter, who has Down syndrome, in their horse riding program.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-221 – Adopting Cash Advance for Cape May Birding Trip

Resolution adopts a cash advance of \$500.00 to cover the cost of vehicle tolls, parking, gas, and staff meals for the trip.

Resolution R19-222 - Approving Frontline Arts License Agreement for Ralph T. Reeves Cultural Center

Resolution approves two year license agreement with Frontline Arts for the period of November 1, 2019 through October 31, 2021.

Resolution R19-223 – Approving License Agreement for Archeological Study of the Middlebrook Encampment

Resolution approves license agreement with Bridgewater Township and Richard Veit Archaeologist, LLC for the period of September 2019 through December 2019.

Resolution R19-224 - Authorizing Application to NJDEP Forest Fire Service to Implement Prescribed Burns

Resolution authorizes the application for prescribed burns at Park Commission properties through the NJDEP Forest Fire Service.

Resolution R19-225 – Awarding the Second and Final Year of a Two-Year Contract for Animal Feed and Supplements

Resolution awards contract to Frank Carrajat dba Middle Valley Farms and Bohonyi Corporation dba Animals & Gardens Unlimited.

Resolution R19-226 – Awarding First Year of A Two-Year Contract for Septic Pumping, Removal And Disposal Services

Resolution awards contract to Kleiza Enterprises, Inc.

Resolution R19-227 – Authorizing use of County Contract for Janitorial Services

Resolution authorizes services from ACB Services.

Resolution R19-228 – Authorizing use of County Contract for Towing Services

Resolution authorizes services from Basking Ridge Towing, Mike's Towing & Recovery, and Somerset Hills Towing.

Resolution R19-229 – Authorizing use of State Contract for Replacement and Installation of Fencing

Resolution authorizes purchase and installation from Consolidated Steel and Aluminum.

Resolution R19-230 – Awarding First Year of One-Year Contract for Armored Car Services

Resolution awards a contract to Eastern Armored Services, Inc.

COMMITTEE REPORTS

CFO's Report

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

Director Soriano stated that August 2019 actual revenue was just shy of anticipated revenue.

HUMAN RESOURCES

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

Carrie Springer, Manager, Environmental Science, stated that a number of great events are scheduled for the fall. The annual 1770's Festival will be held on October 6th and a

variety of Halloween-type events are planned as well. Attendance is almost full for the 2020 Texas birding trip. Another section of footbridge at the EEC was replaced through funds received from the Whole Foods Grant and the assistance of volunteers.

Dina Trunzo, Administrator, Leisure and Community Services, spoke about the upcoming Diversity Festival that will be held in Somerville on October 12th. There are 10 participants in the new TR life-skills based day program for adults with developmental disabilities. The week long program was well received and Dina hopes to schedule additional programs in the future.

Dina Fornataro-Healey, Manager, Recreation and Community Outreach, thanked all who assisted with the successful opening of the spray park at Colonial Park. The spray park is currently open on weekends until the end of September. An Aqua Zumba class was offered this summer at Warrenbrook Pool through funds made available through a grant from Whole Foods. These funds will also be used to support various wellness programs scheduled through May 2020.

Marge Margentino, Manager, Lord Stirling Stable, reported that a variety of fall programs are underway. There will be a BBQ to celebrate the 50th Anniversary of Lord Stirling Stable this weekend. Marge has been working with an Eagle Scout who implemented two sensory trail stations at the Stable.

GOLF MANAGEMENT

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

Darrell Marcinek, Director, Golf Maintenance, stated that an Eagle Scout built 12 bluebird houses that will be installed around the various golf courses. Fall aeration is being done at Spooky Brook Golf Course on September 30th and Neshanic Valley Golf Course beginning on October 8th.

Bob Ransone, Deputy Director Golf Management, stated that August 2019 revenue was in excess of \$1million; the first time since 2015. Two recent club championships were held and a Demo Day at Spooky Brook Golf Course went well. There will be a Ferrari Fall Festival on the Driving Range at Neshanic Valley Golf Course on September 29th.

INFORMATION MANAGEMENT

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

Cory Ivanko, Manager, Information Management, stated that staff is currently being trained on the new MainTrac software by representatives from Vermont Systems.

VISITOR SERVICES

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

Cindie Sullivan, Assistant Director, reported that applications are being accepted for a new Ranger Manager. The Park Rangers will be participating in a drill with OEM on October 4th.

PROPERTY MANAGEMENT

2019 Hunting License payments are being collected on leased hunt parcels. The bidding on 12 farm parcels is currently on hold pending a decision regarding environmental liability insurance requirements.

PLANNING AND LAND ACQUISITION

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

Tom stated that the dedication of the Raritan River Greenway Bikeway-Duke Farms Connection will be held on October 7th. All Commissioners are invited to attend.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, conducted a meeting with Park Operations staff and Commissioner Hunsinger last week to review projects. Park Maintenance staff installed additional protective fencing for foul balls around ball fields at Mountain View Park. Pierce will be working with Branchburg resident, Mr. Merchant on the train project from Elm Street to Blackpoint Road. Pierce thanked IM Coordinator, Steven Crofts, and IM Manager, Cory Ivanko for coordinating staff training on the new MainTrac software.

AUDIT COMMITTEE

Commissioner Crosby stated that the 2018 Audit Report is complete and will be reviewed by the Park Commission Audit Committee.

FREEHOLDERS REPORT

There was no Freeholder Report.

OLD BUSINESS

Director Soriano stated that the fall tree planting contract will be going out to bid. In the event that Louis Barbato Landscaping should be the lowest bidder, steps will be taken to disqualify them.

The Leisure Services Committee met to review three requests and rendered decisions on said requests as follows:

Upon reviewing memoranda received by Park Commission Counsel regarding the request from Hollis Fitch to install donated artwork at Skillman Park in memory of her husband, the committee decided that accepting donated works of art is not in the interest of the Park Commission.

A request was received from the President of Music in the Somerset Hills to install an amphitheater "shed" at Natirar Park. Due to a variety of restrictions outlined in the Natirar Park Master Plan, the Leisure Services Committee has determined that a music shed is not a feasible addition to the park.


A request from Montgomery resident for a community garden at Skillman Park was reviewed by the Leisure Services Committee. The committee looked favorably upon this request pending review of costs associated with the project by County Engineering.

NEW BUSINESS

To incorporate the County's branding initiative, President Caliguire presented updated Park Commission letterhead which includes the Somerset County logo on the bottom left-hand corner.

Seeing no further business, a motion to adjourn the meeting at 8:40 A.M. was moved by: Commissioner Crosby; seconded by: Commissioner Ross. YEAS: Commissioners Crosby, Hunsinger, McCallen, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners Haines, Leonard, and Ludwig.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant