

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held October 17, 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  
Dot Paluck  
Brian Gallagher,  
Freeholder Liaison

ABSENT

Jim Leonard  
Doug Ludwig  
Kevin McCallen  
Scott Ross

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.  
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; and Chris Hart, Deputy Director of Fiscal Operations.

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

**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 September 19, 2019. Moved by Commissioner Crosby; seconded by Commissioner Haines. YEAS: Commissioners Crosby, Haines, Hunsinger, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners, Leonard, Ludwig, McCallen and Ross.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R19-231 – Payment of Claims**

Resolution authorizing payment of claims in the amount of \$1,765,327.38 comprised of Claims in the amount of \$707,133.33, Other Expenses in the amount of \$163,500.46 and Salaries and Wages in the amount of \$894,693.59 for the period of September 20, 2019 through October 17, 2019.

### **Resolution R19-232 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R19-233 – Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$10,887.76.

### **Resolution R19-234 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-235 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-236 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R19-237 – 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 September 2019.

## **COMMISSION CORRESPONDENCE**

1. Letter from Somerville Television Committee thanking the Park Commission staff for their strong support of their mission to bring cultural activities, such as the Summer Concert Series, to persons of disabilities.
2. Card sent by New Centre Dairy members thanking the Park Commission for their support of the 4H Fair.
3. Letter from Bedminster resident, Elizabeth Savage, thanking staff at Buck Garden, notably Kathleen Apt, for their exceptional assistance with the purchase and installation of a memorial bench in memory of her son, Kevin Savage.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R19-238 – Adopting Cash Advance for TR Recreation Overnight Adventure Trip #2**

Resolution adopts a cash advance of \$285.00 to cover the cost of meals and supplies for the trip.

#### **Resolution R19-239 – Adopting Cash Advance for Environmental Science Festival of Trees Event**

Resolution adopts a cash advance of \$200.00 to cover the cost of bulk food expenses for the opening reception and snowflake café, and miscellaneous decorative supplies.

#### **Resolution R19-240 – Adopting Cash Advance for Adult Day**

Resolution adopts a cash advance of \$225.00 to cover the cost of vehicle tolls, parking, and staff meals.

#### **Resolution R19-241 – Sale of Surplus**

Resolution authorizes the sale of surplus equipment.

#### **Resolution R19-242– Accepting the 2018 Audit Report**

Resolution accepts the 2018 Audit Report.

#### **Resolution R19-243 – Creating New Position of Fleet Supervisor at Neshanic Valley Golf Course**

Resolution creates a new position of Fleet Supervisor at Neshanic Valley Golf Course.

**Resolution R19-244 – Authorizing use of County Contract for Purchase of Drug and Alcohol Testing Program**

Resolution authorizes services from DSI Medical Services with cost not to exceed \$1,200.00.

**Resolution R19-245 – Authorizing use of State Contract for Purchase of Annual Maintenance Service Agreement for Cisco Firewall**

Resolution authorizes service from Verizon Network Integration Group with cost not to exceed \$1,640.55.

**Resolution R19-246 – Authorizing use of County Contract for Purchase of Snow Plow Parts**

Resolution authorizes purchases from Cliffside Body Corp. and A&K Equipment Co. with costs not to exceed \$2,000.00.

**Resolution R19-247 – Authorizing use of County Contract for Purchase of Equipment & Tool Rental**

Resolution authorizes purchases from Herc Rentals, Inc.

**Resolution R19-248 – Awarding Second Year of a Two-Year Contract for Tree Pruning & Removal Services**

Resolution awards contract to Predator Tree Service and Rich's Tree Service.

**Resolution R19-249 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (John Deere Gator)**

Resolution authorizes purchase from Deere & Company with cost not to exceed \$17,747.52.

**Resolution R19-250 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Club Car Carryall)**

Resolution authorizes purchase from KLBL, Inc dba Vic Gerard Golf Cars with cost not to exceed \$75,859.00.

**Resolution R19-251 – Authorizing use of State Co-op Contract for the Purchase of Trucks-Pickups, Vans, and Sports Utility Vehicles (Chrysler Pacifica)**

Resolution authorizes purchase from Beyer Ford with cost not to exceed \$29,560.93.

**Resolution R19-252 – Authorizing use of State Co-op Contract for the Purchase of Trucks-Pickups, Vans, and Sports Utility Vehicles (Ford Explorer)**

Resolution authorizes purchase from Beyer Ford with cost not to exceed \$30,452.63.

**Resolution R19-253 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Toro Z Master)**

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$13,950.30.

**Resolution R19-254 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Toro Groundmaster 5900-D)**

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$197,728.00.

**Resolution R19-255– Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Toro Workman)**

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$28,141.60.

**Resolution R19-256 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Toro Reelmaster)**

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$124,104.04.

**Resolution R19-257 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (John Deere 2500E)**

Resolution authorizes purchase from Deere & Company with cost not to exceed \$83,813.11.

**Resolution R19-258 – Authorizing use of State Co-op Contract for the Purchase of Grounds Equipment (Toro Groundmaster model 360)**

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$46,746.32.

**Resolution R19-259 – Authorizing Emergency Repair of Pump at Neshanic Valley Golf Course**

Resolution authorizes emergency repair services from Absolute Protective Services with cost not to exceed \$2,500.00.

**COMMITTEE REPORTS**

**CFO's Report**

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

Director Soriano stated that finance reports indicate that year-to-date revenue is \$13,086.00 short of meeting the anticipated revenue for the year.

**HUMAN RESOURCES**

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

Dina Fornataro-Healey, Manager, Recreation and Community Outreach, reported that Mischief Night Madness will be held at the Colonial Park miniature golf course on October 25, 2019 from 4pm to 8pm.

Carrie Springer, Manager, Environmental Science, reported that there were a number of Halloween themed events at the EEC that were well attended. One hundred people participated in the By the Light of the Moon night hikes and there were 200 people in attendance for the live animal demonstration. The NJ Lighthouse Challenge will take place this weekend and the Cape May Birding Trip will take place the following weekend, both with full enrollment. There will be a Stewardship Day on November 2nd at the Sourland Mountain Preserve. Rangers will be working with volunteers and sponsors to clean the trails and boulders. Carrie attended the HSMC Tri-county STEM Ecosystem Consortium meeting today to discuss ways to incorporate STEM learning opportunities in programs.

Cindie Sullivan, Assistant Director, thanked Dina Trunzo for her participation on the Somerset County's Diversity Day committee. Cindie stated it was a great event that showcased the County's diversity. The inaugural Diversity Day event took place in Somerville on Saturday, October 12<sup>th</sup>.

## **GOLF MANAGEMENT**

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

Darrell Marcinek, Director, Golf Maintenance, reported that the greens at Neshanic Valley Golf Course were aerated last week. The tees and fairways at the course will be aerated this week. Phase II of the meadow bunker project will begin on November 4<sup>th</sup>.

Bob Ransone, Deputy Director Golf Management, reported that 16,327 more rounds of golf have been played year to date as compared to 2018. Warrenbrook Golf Course will close for the season on October 28<sup>th</sup>, Green Knoll Golf Course will close at the end of November and Quailbrook Golf Course will close at the end of December. Neshanic Valley and Spooky Brook Golf Courses will remain open.

## **INFORMATION MANAGEMENT**

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

Cory Ivanko, Manager, Information Management, stated that he is in the process of distributing new phones to staff that were eligible for upgrades. Cory also reported that he received a WAN upgrade agreement.

## **VISITOR SERVICES**

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

Cindie Sullivan, Assistant Director, reported that interviews were conducted for a Ranger Manager replacement. Ranger staff has been providing assistance at 5K events and health fairs throughout the month. The Somerset County Business Partnership will host a Workplace Wellness Expo on October 29<sup>th</sup> from 11am to 2pm at the Imperia in Somerset. Dina Fornataro-Healey and Carrie Springer will staff a table at the expo that will showcase health and wellness activities available at Park Commission facilities.

## **PROPERTY MANAGEMENT**

Director Soriano stated that he is awaiting a decision from the County regarding the requirement of pollution liability insurance for farm parcels. There are currently 12 parcels ready for re-bid pending this decision.

## **PLANNING AND LAND ACQUISITION**

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

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

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

Adam stated that the Neshanic Valley Golf Course wash down system will go out for bid on October 31<sup>st</sup> with bids due November 14<sup>th</sup>. The Duke Island Park playground has been removed and the contractor is onsite preparing for the installation of the new playground equipment.

## **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director, Park Operations, stated that repairs to Field 1 at North Branch Park will be handled by Park Operations staff beginning next week. The Perennial Garden upgrade at Colonial Park is underway. Grass seed was spread at the Cricket Pitch at Mountain View Park. The Natirar Dam project is underway and should be completed by year-end.

## **AUDIT COMMITTEE**

The Audit Committee met to review the 2018 Audit report submitted by Suplee, Clooney & Company. The committee accepted the 2018 Audit report via resolution at today's meeting.

## **FREEHOLDERS REPORT**

Freeholder Gallagher attended the Ferrari Club event at Neshanic Valley Golf Course on September 25<sup>th</sup> and found it to be a fantastic event and creative use of the property.

Freeholder Gallagher attended the ribbon cutting ceremony for the extension of the greenway from the Nevius Street pedestrian bridge to Duke Farms.

A member of the Freeholder board had made a recommendation to eliminate single use plastic bags and straws from all county parks. Freeholder Gallagher is proposing to take a Best Practices approach instead to the initiative to educate park users on ways to be environmentally friendly while visiting the parks. Freeholder Gallagher is working with Director Soriano, Cindie Sullivan, and Carrie Springer to formulate a list of Best Practice Initiatives that can be posted at each park location.

### **OLD BUSINESS**

Director Soriano stated that correspondence was sent to Hollis Fitch, who requested the addition of a sculpture in Skillman Park in her husband's memory; and President of Music of Somerset Hills, who requested the addition of an amphitheater at Natirar Park; to inform them that the Park Commission cannot honor their requests.

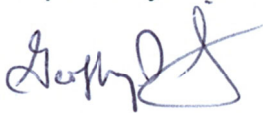
### **NEW BUSINESS**

Director Soriano shared with the Commissioners that a request was received from Peapack to formally name the road into Natirar Park as Natirar Drive in order to number facilities within the park to assist emergency personnel should there be an emergency. Director Soriano stated that the Master Plan map of the park already denotes the street as Natirar Drive. The Commissioners did not have issue granting this request.

A request was received from Dr. Alan Cooper to get permission to work with Dr. Richard Veit, an archeologist from Monmouth University, to catalogue artifacts found at a dig conducted by Dr. Cooper at Lord Stirling Park and Lenape Meadow ten years ago. These artifacts are currently in storage at the EEC. Once catalogued, the artifacts would be stored at Monmouth University and accessible by the Park Commission should future need arise. The Commissioners did not have issue granting this request.

Seeing no further business, a motion to adjourn the meeting at 4:05 P.M. was moved by: Commissioner Haines; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners, Leonard, Ludwig, McCallen and Ross.

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant