

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held April 16, 2020 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.

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 November 21, 2019 and the Star Ledger on November 22, 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. and Ch. 11, Public Laws of 2020.

Park Commission Counsel, Eric Bernstein added that in light of COVID-19 mandates, this meeting was made open to the public and social distancing measures were in place. Park Commission Headquarters were unlocked and “Building Closed” signs were removed from the entryway.

President Caliguire called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire*
Paul Drake*
Helen Haines*
DJ Hunsinger*
Kevin McCallen*
Jim Leonard*
Scott Ross*
Melonie Marano*
Freeholder Liaison

ABSENT

Doug Ludwig
Dot Paluck

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Pierce Frauenheim, Dep. Dir., Park Ops.
Marge Margentino*, Manager, LSS

Bob Ransone*, Dep. Dir., Golf Ops.
Cindie Sullivan*, Asst. Director
Dina Trunzo, Adm, Leisure & Comm
Services
Donna Umgelter, Administrator, HR

*Participated via telephone. In light of the current COVID-19 mandates, Commissioners, Counsel, Public Relations, and Senior Management staff were asked to participate in this meeting telephonically.

Also in attendance via telephone: Eric Bernstein, Legal Counsel and 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 March 19, 2020. Moved by Commissioner Haines; seconded by Commissioner Ross. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Paluck.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R20-093 – Emergency Temporary Appropriations

Resolution adopts a transfer of emergency temporary appropriations for 2020.

Resolution R20-094 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$1,057,957.47 comprised of Claims in the amount of \$940,552.43, Other Expenses in the amount of \$117,405.04, and Salaries and Wages in the amount of \$395,233.09 for the period of March 18, 2020 through April 15, 2020.

Resolution R20-095 – Refund of Recreation Fees

Resolution refunds recreation fees.

Resolution R20-096 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$8,646.67.

Resolution R20-097 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-098 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-099 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-100 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Requisitions)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-101 – 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 March 2020.

Director Soriano gave an update regarding the status of operations at the Park Commission in compliance with the Governor’s Executive Orders. Geoff stated that the Park Commission has implemented drastic measures to get through 2020. Departments are cutting both salary and operating budgets to help cover the anticipated \$2.1million shortfall. The Park Commission is currently operating in “Hibernation Mode,” whereby all programs have been suspended.

COMMISSION CORRESPONDENCE

There was no Commission Correspondence.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R20-102 – Creating a Human Resource Policy Concerning Incidents of Domestic Violence

Resolution establishes a policy regarding incidents of domestic violence.

Resolution R20-103 – Authorizing use of County Contract for Purchase of Parts and Repairs, Club Golf Cars and Turf Utility Vehicles

Resolution authorizes purchases through Central Jersey Equipment, LLC, Golf Cars, Inc., and Finch Services with expenses not to exceed \$24,000.00.

Resolution R20-104 – Awarding Second Year of a Two-Year Contract for Kentucky Bluegrass, Hard/Sheeps Fine Fescue, Turf-Type Tall Fescue, and L-93 Creeping Bentgrass Sod

Resolution awards second (2nd) year of the contract to Selody Sod Farm.

Resolution R20-105 - Awarding the Contract for the Purchase of Manitou All-Terrain Fork Lift (Model M30-4) or Equivalent

Resolution awards contract to C&C Truck Lift with expense not to exceed \$47,950.00.

COMMITTEE REPORTS

CFO's Report

Commissioner Ross, Chair of the Committee, submitted a report for the month of March 2020.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of March 2020.

LEISURE SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of March 2020.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of March 2020.

Bob Ransone, Deputy Director, Golf Management stated that spring aeration has been completed at all golf courses. The eighty eight (88) electric golf cars under the new EZGo contract were received at Neshanic Valley Golf Course. The remaining gas golf cars have not yet been delivered. Once golf courses are re-opened, credit card payments can be accepted through GolfNow to eliminate contact.

Director Soriano stated that the Sheriff's Department has offered patrol assistance at he parks and golf courses. There have been incidents of walkers and golfers on both the Warrenbrook and Green Knoll Golf Courses.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2020.

VISITOR SERVICES

Commissioner Ross, Chair of the Committee, submitted a report for the month of March 2020.

PROPERTY MANAGEMENT

There was no report for Property Management.

PLANNING AND LAND ACQUISITION

Tom Boccino, Parks Section Principal Planner, Land Acquisition, submitted a report for March 2020.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, submitted a report for March 2020.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for March 2020.

AUDIT COMMITTEE

There was no report for the Audit Committee

FREEHOLDERS REPORT

Freeholder Marano did not present a report.

OLD BUSINESS

Director Soriano revisited the alternating (8:00 a.m. and 3:30 p.m.) Park Commission meeting times stating that Freeholder Sooy is unable to attend the 3:30 p.m. meetings due to a conflict. Freeholder Sooy stated that she is able to attend the 8:00 a.m. meetings. If changing the Commission meeting time to a consistent 8:00 a.m. meeting is not amenable, Freeholder Sooy asked that she be informed of the proceedings at the 3:30 p.m. meetings.

NEW BUSINESS

President Caliguire requested that the May 21st Park Commission meeting be scheduled via Zoom video conferencing.

Commissioner McCallen requested that a committee explore acquiring PPE materials to properly protect staff. The Leisure Services committee will address this issue and develop a plan of action.

Seeing no further business, a motion to adjourn the meeting at 4:13 P.M. was moved by: Commissioner Hunsinger; seconded by: Commissioner McCallen. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Paluck.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant