

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held June 17, 2021 at 3:30 P.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by Commissioner Hunsinger.

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 December 26, 2020 and the Star Ledger on December 29, 2020. 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.

Pursuant to recently issued emergency regulations promulgated by the Director of the Division of Local Government Services (codified as N.J.A.C. 5:39-1.1 through 1.7) the Somerset County Park Commission is now advising that its specifically aforementioned meetings shall be held remotely and virtually via the Zoom video conferencing platform for Park Commissioners in conjunction with in-person meeting for members of the public. Adequate advance notice of a remote public meeting in conjunction with in-person meeting was advertised in The Courier News on October 9, 2020 and the Star Ledger on October 12, 2020. Notice was also posted on the main public entrance at Somerset County Park Commission Headquarters.

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

Commissioner Hunsinger called the meeting to order.

Roll Call:

PRESENT*

Mark Caliguire (via phone)
Bill Foelsch
Helen Haines
DJ Hunsinger
Joe Kempe
Kevin McCallen
Dot Paluck
Paul Drake
County Commissioner Liaison

ABSENT

Doug Ludwig
Ron Jordan

Other staff members present were:
Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Ken Fivek, Manager, Golf Ops.

Pierce Frauenheim, Dep. Dir., Park Ops.
Dina Trunzo, Admin, Leisure & Comm.
Svc
Donna Umgelter, Admin, HR

*Participated via video conference. In light of the current COVID-19 mandates, Commissioners, Counsel, and Senior Management staff were asked to participate in this meeting remotely.

Also in attendance via video conference: Eric Bernstein, Legal Counsel.

APPROVAL OF THE MINUTES

Commissioner Hunsinger called for the approval of the minutes of the regular meeting held on May 20, 2021. Moved by Commissioner McCallen; seconded by Commissioner Haines. YEAS: Commissioners Foelsch, Haines, Hunsinger, Kempe, McCallen, and President Caliguire. NAYES: None. ABSENT: Commissioners Jordan, Ludwig, and Paluck.

Commissioner Paluck joined the meeting at 3:37 P.M. after the call of the roll for the approval of the May 20, 2021 meeting minutes.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R21-106 – Transfer of Temporary Budget Appropriations

Resolution authorizes a transfer of temporary budget appropriations.

Resolution R21-107 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$2,638,272.99 comprised of Claims in the amount of \$1,934,958.65, Other Expenses in the amount of \$223,411.99, and Salaries and Wages in the amount of \$479,902.35 for the period of May 15, 2021 through June 11, 2021.

Resolution R21-108 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R21-109 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$1,954.02.

Resolution R21-110 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-111 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-112 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-113 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-114 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-115 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

Resolution cancels or amends certification of funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of June 2021 which provided an overview of the proposed 2021 Budget which was reviewed by the Finance Committee. Director Soriano stated that the Park Commission has a healthy surplus which will enable setting aside reserves for future retirement payouts and anticipated salary adjustments. Director Soriano gave kudos to Accounting Manager, Chris Hart and Park Commission Treasurer, Nick Trasente for their guidance and work on the budget. Director Soriano directed any questions be forwarded to his attention and he will seek a response from the appropriate party.

CORRESPONDENCE

An email was received from Somerville resident, Stephanie Hix thanking Dina Trunzo, Administrator, Leisure and Community Services for her assistance with her son's participation in the Premier German Soccer Clinic sponsored by the Somerville Recreation Department. Stephanie's son, Jackson has ADHD and Dina worked with Stephanie to develop a plan to encourage Jackson's participation and success in the soccer clinic.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R21-116 – Authorizing Revisions to Certain Human Resources Policies and Adopting Same

Resolution authorizes revisions to the following policies: Employee Performance Review; Employment of Relatives; Equipment, Tools and Parts (formerly “Equipment”); Holidays; Medical Examinations; and Salary.

Director Soriano explained that the Human Resources Committee previously reviewed the six policies in this resolution and that there was a need to expedite the adoption for the benefit of the Park Commission.

Resolution R21-117 – Approving Memorandum of Agreement between the Somerset County Park Commission and Somerset County Park Foundation regarding the Pro/Celebrity Golf Tournament

Resolution approves a Memorandum of Agreement with the Somerset County Park Foundation for the Pro/Celebrity Golf Tournament to be held at Neshanic Valley Golf Course on September 13, 2021.

Resolution R21-118 – Creating New Position of Manager of Golf Operations

Resolution appoints Ken Fivek in new position of Manager of Golf Operations.

Director Soriano stated that the Deputy Director position will not be refilled with the retirement of Robert Ransone on May 31st. The change in management structure was reviewed and approved by both the Human Resources and Golf Committees and will allow for a savings in salary. The Manager of Golf Operations will report directly to Director Soriano.

Resolution R21-119 – Authorizing use of County Contract for Purchase of Office Supplies, Furniture and Equipment, Printer Ink Cartridge & Toner

Resolution authorizes purchases from WB Mason.

Resolution R21-120 – Awarding Third Year of a Three-Year Contract for Irrigation Control System Services

Resolution awards contract to Storr Tractor with costs not to exceed \$11,625.00.

Resolution R21-121 – Authorizing use of County Contract for Purchase of Furnishing Recycling of Tree Brush, Stumps and Leaves, Wood Logs and Chips, and Wood Pallets

Resolution authorizes recycling services through Britton with costs not to exceed \$3,000.00.

Resolution R21-122 – Authorizing use of County Contract for Purchase of Unleaded Gasoline

Resolution authorizes purchases from National Fuel, Inc. and Griffith-Allied Oil, LLC.

Resolution R21-123 – Authorizing use of County Contract for Purchase of Maintenance and Repair of Heating, Ventilating and Air Conditioning (HVAC) Systems and Boilers

Resolution authorizes purchases from Millennium Mechanical (primary vendor) and Professional Climate Control (secondary vendor) with costs not to exceed \$11,676.00.

COMMITTEE REPORTS

CFO's Report

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of May 2021.

HUMAN RESOURCES

Commissioner Haines, Chair of the Committee, submitted a report for the month of May 2021.

LEISURE SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of May 2021.

Dina Trunzo, Administrator, Leisure and Community Services, reported that the Warrenbrook pool is open, and all is going well. The putting course and the paddle boats at Colonial Park are open with the duck boats being very popular, begging the need to acquire more in the future. Mechanical issues have delayed the opening of the spray park at Colonial Park, but work is being done to resolve the issue. The summer camps at the EEC are sold out and will begin in a few weeks.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of May 2021.

Ken Fivek, Manager, Golf Operations, reported that there continues to be a high number of golf rounds played and the courses are reaping the benefit of the renewed interest in golf. The Pitch and Putt course at Green Knoll Golf Course will open Saturday.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of May 2021.

Director Soriano reported that three servers are coming to their end of life. A proposal to address the issue of the expiring servers has been forwarded to Bob Klinge in County IT for review and comment. Director Soriano will review the proposal with the IT Committee once received back from the County.

VISITOR SERVICES

Commissioner Haines, Chair of the Committee, submitted a report for the month of May 2021.

Pierce Frauenheim, Deputy Director, Park Operations, reported that electric sign boards have been posted at key park locations to discourage unauthorized behavior. The signs have proven helpful thus far.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director, Park Operations, stated that the Park Commission has been receiving assistance from the tree vendor with the removal of trees damaged from the Emerald Ash Borer.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for May 2021.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for May 2021.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for May 2021.

Pierce Frauenheim, Deputy Director, Park Operations, commended the garden staff for the extensive work done to establish the Perennial Garden at Colonial Park. Park Maintenance staff is busy with 5K races, baseball, and various tournaments.

Pierce announced his retirement from the Park Commission effective August 1st and thanked Commissioners McCallen and Hunsinger for their years of support, guidance, and being a presence for his staff. Commissioner Hunsinger thanked Pierce for his years of service with the Park Commission and pointed out that his father was integral in Pierce's hiring. President Caliguire recalled Pierce giving him a tour of the various facilities when he was a Freeholder and how much it illustrated Pierce's passion for the parks. President Caliguire wished Pierce well.

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake wished Pierce well in his retirement. County Commissioner Drake reported that the County adopted its 2021 Budget at their meeting on Tuesday. County Commissioner Drake applauded County Administrator, Collen Mahr and County CFO and Park Commission Treasurer, Nick Trasente for their work on the budget.

County Commissioner Drake encouraged implementing enhancements identified in a recent energy audit performed on three Park Commission facilities that would result in a \$27,000 savings per year for the Park Commission.

In response to County Commissioner Drake's inquiry for an update on the Lord Stirling Stable, Director Soriano stated that the Advisory Group has been meeting regularly and making significant progress. Director Soriano stated that he anticipates a recommendation report being provided by the group in the coming weeks, which he will present to Commissioners and County Commissioner Liaisons to the Park Commission.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

After some discussion, Commissioners agreed to return to in-person attendance of monthly Park Commission meetings commencing with the August meeting which will be held August 19, 2021 at 3:30 P.M. at Park Commission Headquarters. If necessary, Commissioners may attend the meetings telephonically once in-person meetings resume.

A motion to resume in-person meetings in August was made by Commissioner Hunsinger; seconded by Commissioner Kempe. YEAS: Commissioners Foelsch, Haines, Hunsinger, Kempe, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Jordan and Ludwig. President Caliguire lost telephone connection prior to the call of the roll.

Seeing no further business, a motion to adjourn the meeting at 4:19 P.M. was moved by: Commissioner McCallen; seconded by: Commissioner Haines. YEAS: Commissioners Foelsch, Haines, Hunsinger, Kempe, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Jordan, Ludwig, and President Caliguire.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant