

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held August 18, 2022 at 3:30 P.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President 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 July 14, 2022 and the Star Ledger on July 12, 2022. 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 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 does reserve the right to hold meetings remotely and virtually using a video conferencing platform. The Commission further reserves the right to conduct one or more executive sessions during any Commission meeting pursuant to the provisions of N.J.S.A. 10:4-6 et. seq. Formal action may be taken at the conclusion of any of these executive sessions.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT

Nancy D'Andrea  
Bill Foelsch  
Helen Haines\*  
DJ Hunsinger  
Joe Kempe\*  
Paul Drake, County Commission Liaison

ABSENT

Mark Caliguire  
Ron Jordan  
Doug Ludwig  
Kevin McCallen

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant  
Ken Fivek, Mgr, Golf Ops  
Darrell Marcinek, Director, Golf Maint.  
Shauna Moore, Manager, Horticulture  
Carrie Springer, Mgr, Enviro. Education

Dina Trunzo, Admin, Leisure & Comm. Svc  
Donna Umgelter, Admin, HR  
Maria Vasquez, Coordinator, HR  
Doug Vornlocker, Manager, Rangers and  
Property Management

Also in attendance: Eric Bernstein, Legal Counsel, and Robert Swisher, Suplee, Clooney, & Co. (via Zoom).

\*Participated via video conference.

## **OPEN MEETING FOR PUBLIC COMMENT**

There were no comments from the public.

## **SERVICE AWARD**

President Hunsinger presented the following service awards:

- ~ Amy Tranter, Horticulture – 5 Years
- ~ Yoon Kim, Golf Maintenance – 10 Years
- ~ Lillian Viscione, Golf Maintenance – 20 Years
- ~ Donna Umgelter, Human Resources – 25 Years
- ~ Surina Rashid, Horticulture – 35 Years
- ~ Kurt Bender, Environmental Science – 35 Years

## **APPROVAL OF THE MINUTES**

President Hunsinger called for the approval of the minutes of the regular meeting held on July 21, 2022. Moved by Vice President Foelsch; seconded by Commissioner D'Andrea. YEAS: Commissioners D'Andrea, Haines, Kempe, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None ABSENT: Commissioners Caliguire, Jordan, Ludwig, and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

The following resolutions were moved by Commissioner Kempe, seconded by Commissioner Haines. YEAS: Commissioners D'Andrea, Haines, Kempe, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None ABSENT: Commissioners Caliguire, Jordan, Ludwig, and McCallen.

### **Resolution R22-170 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$3,260,566.40 comprised of Claims in the amount of \$2,383,297.25, Other Expenses in the amount of \$128,568.33 and Salaries and Wages in the amount of \$748,700.82 for the period of July 16, 2022 through August 12, 2022.

### **Resolution R22-171 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$35,175.65.

### **Resolution R22-172 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R22-173 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R22-174 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-175 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-176 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-177 – 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 2022.

**COMMISSION CORRESPONDENCE**

Letter received from Katie and Natale Mazzaferno, patrons of Warrenbrook pool, commending the swimming lesson staff at the pool for their kindness and compassion in their lesson instruction.

**CONSENT AGENDA**

**RESOLUTIONS**

The following resolutions were moved by Vice President Foelsch, seconded by Commissioner D’Andrea. YEAS: Commissioners D’Andrea, Haines, Kempe, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None ABSENT: Commissioners Caliguire, Jordan, Ludwig, and McCallen.

**Resolution R22-178 – Canceling and Reappropriating Certain Open Space Trust Authorization Balances for Duke Island Park Pedestrian Bridges**

Resolution reappropriates unused capital funds toward repairs at two pedestrian bridges at Duke Island Park in the amount of \$436,000.00.

**Resolution R22-179 – Accepting Offer from Friends of Lord Stirling Stable to Donate Arts and Crafts Supplies for Use by Therapeutic Recreation Department**

Resolution accepts donation of arts and crafts supplies for use by the Therapeutic Recreation Department.

**Resolution R22-180 – Accepting Offer from Friends of Lord Stirling Stable to Donate Plastic Sheeting for Use at Lord Stirling Stable**

Resolution accepts donation of plastic sheeting for use at Lord Stirling Stable.

**Resolution R22-181 – Reaffirming Cash Change Funds and Designating Custodians of Cash Change Funds**

Resolution reaffirms cash change funds and designates Dina Trunzo as custodian of said funds for the Colonial Park Tennis, Putting Course and Paddleboats, Green Knoll Tennis Center, Warrenbrook Pool and Pool Concession.

**Resolution R22-182 – Approving Memorandum of Agreement with Raritan Headwaters Association Regarding Raritan Woods and Waterways Grant Program**

Resolution approves agreement for tree restoration along the North Branch of the Raritan River in portions of North Branch and Natirar Parks.

**Resolution R22-183 – Authorizing a License Agreement with The Rotary Club of Montgomery-Rocky Hill and the Montgomery Business Association for a 5K Run and Community FunFest at Skillman Park**

Resolution authorizes agreement with The Rotary Club of Montgomery-Rocky Hill and the Montgomery Business Association for a 5K Run and Community FunFest to be held at Skillman Park on October 2, 2022.

**Resolution R22-184 – Awarding a Five-Year Contract for Licensing of Hunting Rights to Four (4) Parcels**

Resolution awards five-year hunting license to Double “O” Rod and Gun Club for Carrier North Parcel in the amount of \$7,523.00/year; Sourland Sportsman Club for Carrier South parcel in the amount of \$12,600.00/year; Kodiak Rod & Gun Club, Inc. for Chubb/Brady parcel in the amount of \$8,077.99/year; and Olde Barn Gun Club, Inc. in the amount of \$11,100.00. Term of License is September 1, 2022 through August 31, 2027.

**Resolution R22-185 – Awarding the Fourth Year of a Five-Year Contract for Installation and Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity**

Resolution awards the fourth year to Verizon Business Network Services d/b/a Verizon Business Services for 19 park locations for a cost not to exceed \$95,000.00.

**Resolution R22-186 – Authorizing use of the Educational Services Commission of New Jersey for the Purchase of Water Bottle Filling Stations**

Resolution authorizes purchase from Ferguson Enterprises LLC with costs not to exceed \$1,391.05.

**Resolution R22-187 – Authorizing use of County Contract for the Purchase of Road Materials**

Resolution authorizes purchases from Trap Rock Industries LLC with costs not to exceed \$2,000.00.

**Resolution R22-188 – Authorizing use of County Contract for the Purchase of Landscape Chemical Application & Fertilization**

Resolution authorizes purchases from TruGreen with cost not to exceed \$3,281.00.

**Resolution R22-189 – Authorizing use of State Contract for the Purchase of Walk-in Building Supplies**

Resolution authorizes purchases from Lowe's with costs not to exceed \$1,000.00.

**Resolution R22-190 – Authorizing use of County Contract for Purchase of Automotive and Light Duty Truck Aftermarket Parts**

Resolution authorizes purchases from D&B Auto Supply; DFFLM, LLC; Eastern Warehouse Distributors, LLC; Garwood Auto Parts Inc.; Chatham Napa; One Source of NJ; PDQ Auto Supply of Manville; Roberts and Son; and Buy Wise Auto Parts with costs not to exceed \$34,000.00.

**Resolution R22-191 – Authorizing use of County Contract for Purchase of Roll Off Containers, Flatbed Dumpsters and Chipper Dumpster**

Resolution authorizes purchases from Wastequip Mfg Co, LLC.

**Resolution R22-192 – Accepting the 2021 Audit Report**

Resolution accepts the 2021 Audit Report as presented.

**COMMITTEE REPORTS**

**FINANCE**

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of July 2022.

Director Soriano added that the Park Commission has earned \$1.35million above anticipated revenue year-to-date.

**HUMAN RESOURCES**

Commissioner Jordan, Chair of the Committee, submitted a report for the month of July 2022.

**LEISURE SERVICES**

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of July 2022.

Dina Trunzo, Administrator, Leisure and Community Services, stated that the Summer Concert series ended this past Sunday and was a great success. Dina thanked the County Commissioners for their support of this program. The Therapeutic Recreation Department will partner with the ARC of Somerset County to conduct an eight-week Fine Arts Program in the fall for Therapeutic Recreation adult participants. The culmination of the program will be an exhibit of the artwork created during the program at the Manville Library. The Warrenbrook pool will close for the season on September 5<sup>th</sup>. Dina gave kudos to North County Maintenance Supervisor, Gary Freuler and staff for their work this season at the Colonial Park Spray Park. The inaugural YMCA Camp S.O.A.R held at Colonial Park has ended and was a successful endeavor.

Carrie Springer, Manager of Environmental Science reported that camp programs at the EEC will end tomorrow. Carrie and staff are looking forward to upcoming fall events and programs. The Annual 1770's Festival will take place at the EEC on October 2<sup>nd</sup>. The Harmful Algae Bloom (HAB) issue is being monitored at the EEC as well as Powder Mill and Spooky Brook Pond.

### **GOLF MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of July 2022.

Ken Fivek, Manager Golf Operations stated that golf play continues to exceed expectations.

### **INFORMATION MANAGEMENT**

Commissioner Kempe, Chair of the Committee, submitted a report for the month of July 2022.

### **VISITOR SERVICES**

Commissioner Kempe, Chair of the Committee, submitted a report for the month of July 2022.

### **PROPERTY MANAGEMENT**

Commissioner Haines, Chair of the Committee, submitted a report for July 2022.

Doug Vornlocker, Manager, Park Rangers and Property Management, stated that he was fortunate to have a summer intern who assisted him with various property management projects.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for July 2022.

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

Commissioner McCallen, Chair of the Committee, submitted a report for July 2022.

Director Soriano stated that Accounting Manager, Chris Hart is working on a Capital Needs/Priority List. Director Soriano will convene a meeting of the Capital Committee to readdress items on the list.

### **PARK MAINTENANCE & HORTICULTURE**

Vice President Foelsch, Chair of the Committee, submitted a report for July 2022.

### **AUDIT COMMITTEE**

Bob Swisher from Supplee, Clooney, and Co. appeared via Zoom to address any questions from the Commissioners regarding the 2021 Audit Report as well as to explain the allowance for Regulatory versus GAP accounting for the Park Commission.

## **COUNTY COMMISSIONER REPORT**

County Commissioner Drake thanked Park Commission staff for their great work with the summer events and keeping the parks and golf courses in great shape. Commissioner Drake appreciated the collaborative efforts of the Park Commission and the County to bring the YMCA Camp S.O.A.R. to fruition through prudent use of ARP funds. Commissioner Drake was happy to attend both the 4H Fair and the first summer concert at Duke Island Park and enjoyed seeing patrons enjoying both events. Commissioner Drake looks forward to attending ongoing events this fall.

## **OLD BUSINESS**

Commissioner Foelsch commended the participation of Horticulture Manager, Shauna Moore and Park Ranger and Property Manager, Doug Vornlocker on the NJRPA Task Force for Forestry Management.

## **NEW BUSINESS**

Director Soriano reported that the Leisure Services Committee met on August 10<sup>th</sup> to discuss four topics: a request for art in the park, an off-leash dog park at North Branch Park, use of drone at event to be held at Colonial Park, and the installation of, amongst other things, a skate park at North Branch Greenway Park. Updates were provided on said requests as follows:

The Park Commission will work with the Cultural and Heritage Commission to assess installation of temporary art displays at park locations on a case-by-case basis. The committee denied the request for a dog park at North Branch Park because of its location in a flood zone. The committee agreed to allow for drone usage at an event at Colonial Park and Director Soriano will revisit and revise the current Park Commission Unmanned Aircraft Policy. The request for a skate park will require further discussion.

Seeing no further business, a motion to adjourn the meeting at 4:49 P.M. was moved by: Commissioner Kempe; seconded by: Commissioner D'Andrea. YEAS: Commissioners D'Andrea, Haines, Kempe, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None ABSENT: Commissioners Caliguire, Jordan, Ludwig, and McCallen.

Respectfully submitted,

Geoffrey D. Soriano  
Secretary-Director

Janine Erickson  
Executive Assistant