

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held December 14, 2023 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 November 25, 2022 and the Star Ledger on November 29, 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.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire  
Bill Foelsch  
Dan Hayes  
DJ Hunsinger  
Randy Jones\*  
Joseph Kempe\*  
Kevin McCallen

ABSENT

Nancy D'Andrea  
Paul Drake  
County Commissioner Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Admin., Exec. Services  
Maria Vasquez, Coordinator, HR  
Stephen Dahl, Mgr., Recreation & TR  
Doug Vornlocker, Manager, Rangers

Ken Fivek, Manager, Golf Operations  
Darrel Marcinek, Director, Golf Maint.  
Carrie Springer, Admin., Leisure &  
Community Services

Also in attendance: Eric Bernstein, Legal Counsel, Adam Bloom, Park Commission Engineer, Yvonne Childress, Park Commission Treasurer, Tom Boccino\*, Park Commission Principal Planner/Land Acquisition.

\*Participated via videoconference.

**OPEN MEETING FOR PUBLIC COMMENT**

There were no comments from the public.

### **APPROVAL OF THE MINUTES**

President Hunsinger called for the approval of the minutes of the regular meeting held on November 21, 2023. Moved by Commissioner McCallen; seconded by Commissioner Hayes. YEAS: Commissioners Foelsch, Hayes, Jones, McCallen, Vice President Kempe, and President Hunsinger. NAYES: None. ABSTAIN: Commissioner Caliguire. ABSENT: Commissioner D'Andrea.

### **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R23-12-260 – Cancellation of Unexpended Current Fund Appropriation Budget Balances**

Resolution authorizes the cancellation of unexpended current fund appropriation budget balances.

### **Resolution R23-12-261 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$1,941,010.04 comprised of Claims in the amount of \$1,411,383.95, Other Expenses in the amount of \$115,924.75, and Salaries and Wages in the amount of \$413,701.34 for the period of November 17, 2023 through December 7, 2023.

**Resolution R23-12-262 – Confirming Orders** Resolution authorizes payment of confirming orders totaling \$1,684.42.

### **Resolution R23-12-263 – Refund of Recreation Fees**

Resolution authorizes the refund of unused recreation fees.

### **Resolution R23-12-264 – Amending and Canceling of Certification of Funds for Previously Awarded Contracts**

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

### **Resolution R23-12-265 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R23-12-266 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R23-12-267 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.



## **DIRECTOR'S REPORT**

Secretary-Director Soriano submitted a report for the month of November 2023.

## **COMMISSION CORRESPONDENCE**

There was no correspondence.

## **CONSENT AGENDA**

### **RESOLUTIONS**

Resolutions R23-12-268 through R23-12-287 were moved by Commissioner Foelsch; seconded by Commissioner McCallen. YEAS: Commissioners Caliguire, Foelsch, Hayes, Jones, McCallen, Vice President Kempe, and President Hunsinger. NAYES: None. ABSTAIN: None. ABSENT: Commissioner D'Andrea.

#### **Resolution R23-12-268 – Adopting Seasonal and Part-Time Hourly Wages for 2024**

Resolution adopts the Seasonal and Part-Time Hourly Rate Schedule for 2024.

#### **Resolution R23-12-269 – Authorizing Revisions to Holidays Policy and Adopting Same**

Resolution authorizes the elimination of General Election Day from the 2024 Holidays Policy.

#### **Resolution R23-12-270 – Accepting a Monetary Donation**

Resolution accepts a monetary donation of \$500.00 for Environmental Education from Isobel Wayrick.

#### **Resolution R23-12-271 – Awarding the First Year of a Five-Year Contract for Maintenance & Support for Webtrac and Rectrac Software Systems Contract PC-COM-0011-23**

Resolution awards the contract to Vermont Systems with costs not to exceed \$11,219.08.

#### **Resolution R23-12-272 – Awarding the First of Four (4) Possible One-Year Extensions for Golf Shop Resale Merchandise Contract PC-COM-0004-23 through PC-COM-0004-23S4**

Resolutions awards a contract extension to Jack Jolly & Son, Topgolf Callaway Brands Corp, Ping Inc., Acushnet Company, Tharanco Lifestyles LLC, Town Talk, Hornung's Golf Products, Supreme International LLC, Cleveland Golf Co. for golf shop resale merchandise.

#### **Resolution R23-12-273 – Authorizing the Use of Somerset County Contract CC-0112-22 for Purchase of Lumber & Supplies**

Resolution authorizes purchases from Continental Hardware.



**Resolution R23-12-274 – Authorizing the Use of Somerset County Contract CC-0146-23 for Purchase of Paint and Wall Covering Services**

Resolution authorizes purchases from Grafas Painting Contractors, not to exceed \$19,030.65.

**Resolution R23-12-275 – Awarding the First of Two One-Year (1) Options to Extend for Well Maintenance and Repair Services Contract PCC-0019-22**

Resolution awards contract to Stryker, not to exceed \$2,000.00.

**Resolution R23-12-276 – Awarding First Year of a Two-Year (2) Contract with One (1) One-Year Option to Extend for Preventative Maintenance & Emergency Repairs Gasboy Island Fuel Management System Contract PCC-0035-24**

Resolution awards the contract to Gasboy Island Fuel Management System.

**Resolution R23-12-277 – Authorizing the use of Somerset County Contract CC-0066-22 for Purchase of Split Rail Fence and Gates Option A with Installation or Option B Without Installation**

Resolution authorizes purchases from South State Inc. and WBE Fence Company Inc.

**Resolution R23-12-278 – Authorizing the Use of Somerset County Contract CC-0091-22 for Purchase of Commercial Toro Parts & Equipment Repairs**

Resolution authorizes purchases from Storr Tractor Co., not to exceed \$4,086.92.

**Resolution R23-12-279 – Awarding the Second Year of a Three-Year (3) Contract for Equine Services- Option A: Farrier, Option B: Equine Dentist and Option C: Veterinarian Contract PC-COM-0008-23**

Resolution awards the contract for Option A: Farrier to Wayne Smith, Option B: Equine Dentist to James L. Smith DVM, and Option C: Veterinarian to Running S Equine Veterinary Services.

**Resolution R23-12-280 – Authorizing the Use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 23/24-04 For the Purchase of Trucks, Class 4-8, Ampliroll Hook Lift**

Resolution authorizes purchases from Tony Sanchez Ltd, not to exceed \$49,806.93.

**Resolution R23-12-281 – Authorizing the Use of Bergen County Cooperative Purchasing Alliance Contract #22-09 for the Purchase of Grounds Maintenance Equipment, Club Car Carryall**

Resolution authorizes purchases from Vic Gerard Golf Cars, not to exceed \$76,758.00.

**Resolution R23-12-282 – Authorizing the Use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 22/23-12 for the Purchase of Grounds Equipment, John Deere Tractor**

Resolution authorizes purchases from Deere & Company, not to exceed \$5,432.98.

**Resolution R23-12-283 – Authorizing the Use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 22/23-12 for the Purchase of Grounds Equipment, John Deere Gator**

Resolution authorizes purchases from Deere & Company not to exceed \$27,970.78.

**Resolution R23-12-284 – Authorizing the Use of Morris County Cooperative Pricing Council (6MOCCP) MCCPC Contract #15-C for the Purchase of Utility Vehicles, Ford Bronco Sport**

Resolution authorizes purchases from Neilson Ford of Morristown, not to exceed \$189,197.10.

**Resolution R23-12-285 – Authorizing the Use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 23/24-04 for the Purchase of Trucks, Class 4-8, 108SD Conventional Chassis**

Resolution authorizes purchases from North Jersey Truck Center Inc., not to exceed \$113,342.02.

**Resolution R23-12-286 – Authorizing the Use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 23/24-04 for the Purchase of Trucks, Class 4-8, Fisher Plow**

Resolution authorizes purchases from A&K Equipment Co. Inc., not to exceed \$22,747.35.

**Resolution R23-12-287 – Rejecting the Bid to Lease Electric and Gasoline powered Golf Cars Contract PCC-0024-24**

Resolution rejects the bid to lease electric and gasoline powered golf cars on the basis that the bid response substantially exceeds the Park Commission's appropriation for the goods in question.

**COMMITTEE REPORTS**

**FINANCE**

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of November 2023.

**HUMAN RESOURCES**

Commissioner Hayes, Chair of the Committee, submitted a report for the month of November 2023.



## **LEISURE SERVICES**

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of November 2023.

Stephen Dahl, Manager of Recreation and Therapeutic Recreation, shared that the TR department hosted their Sensitive Santa event for families with special needs family members and 28 families participated out of a possible 33 families. He also wanted to thank the Somerset County Park Foundation for a donation of \$1,900 for photography services and a train at the Sensitive Santa event. He also mentioned that a Hand Chimes Choir will be playing at the Festival of Trees at the Environmental Education Center this Saturday, December 16, 2023.

Carrie Springer, Administrator of Leisure and Community Services, reported that visitation at Buck Garden increased by 70% over the prior year mainly attributed to a viral social media video that sparked interest from the public earlier this year. Colonial Park Horticulture hosted a successful "Kissing Ball" event at Headquarters last weekend. The Stables at Lord Stirling Park had a successful Toys for Tots drive with Santa pictures despite the bad weather. This Saturday and Sunday, the Stables will be hosting "S'mores with Santa" events. The Environmental Education Center will be holding its annual Festival of Trees event until December 28<sup>th</sup>. Carrie also offered her thanks to Doug Vornlocker for helping to conduct a deer density survey at Lord Stirling Park which will provide good information for their deer management program.

Commissioner Foelsch added that the staff trees at the Environmental Education Center are creative and that he recommends a visit to see the trees on display.

## **GOLF MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of November 2023.

Manager of Golf Operations, Ken Fivek, said that this Sunday will be the last day that Green Knoll Golf Course will be open for the season. The three remaining courses, Neshanic Valley, Spooky Brook, and Quail Brook, will remain open year-round. He shared that 246,000 rounds were played as of the end of November 2023, and that is 15,000 more than rounds played in 2022. The amount of rounds played in 2022 had also been a new record.

Darrell Marcinek, Director of Golf Maintenance, provided an update that the irrigation replacement project at Warrenbrook Golf Course is underway, that the work on the replacement of three bridges at Green Knoll Golf Course was underway, and that some paving has recently been done at the golf courses. He offered his thanks to the engineering department for leading these projects.

## **INFORMATION MANAGEMENT**

Commissioner Kempe, Chair of the Committee, submitted a report for the month of November 2023.



### **VISITOR SERVICES**

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of November 2023.

### **PROPERTY MANAGEMENT**

Commissioner D'Andrea, Chair of the Committee, submitted a report for November 2023.

Doug Vornlocker, Manager of Park Rangers and Property Management shared that the riparian buffer project funded by a \$10,000 grant from New Jersey American Water was completed and the project received some positive news coverage with WPIX Channel 11 which included coverage related to the girl scouts troop who helped with the tree planting.

Doug also shared that 2023 was a record-breaking year for Park Ranger Volunteer Programs. There was an increase from 250 to 332 total volunteers and 1,015 volunteer hours were recorded. 14 corporate workdays were also conducted with 12 organizations as well. Community workdays were attended by a total of 111 individuals, an increase of about 40 people for 2023. The Volunteer Stewardship program is expected to expand in 2024 with an increase in the ways that rangers can utilize volunteers and more flexibility for volunteers to work outside of scheduled workdays.

### **PLANNING AND LAND ACQUISITION**

Commissioner Jones, Chair of the Committee, submitted a report for November 2023.

Tom Boccino, Park Commission Principal Planner/Land Acquisition, said that a photo op and press release are out for the first, newly designed Open Space signs. These new signs are designed to help raise awareness of acquired open space throughout Somerset County.

### **CAPITAL FACILITIES – CONSTRUCTION AND ENGINEERING**

Commissioner McCallen, Chair of the Committee, submitted a report for November 2023.

Adam Bloom, Park Commission Engineer, provided an update on his engineering report. The horse barn at Lord Stirling Park received lots of bids and he expects that project to be awarded in January 2024. He expects the bid for the pickleball courts at North Branch Park to be opened on February 8<sup>th</sup>.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Kempe, Chair of the Committee, submitted a report for November 2023.

### **AUDIT COMMITTEE**

There was no audit report.

### **COUNTY COMMISSIONER REPORT**

There was no county commissioner report.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Secretary-Director Soriano mentioned that a nominating committee will need to be selected at the December 28<sup>th</sup> Closeout meeting.

Seeing no further business, a motion to adjourn the meeting at 4:00 P.M. was moved by Commissioner Foelsch; seconded by Commissioner McCallen. YEAS: Commissioners Caliguire, Hayes, Foelsch Jones, McCallen, Vice President Kempe, and President Hunsinger. NAYES: None. ABSTAIN: None. ABSENT: Commissioner D'Andrea.

Respectfully submitted,

  
Geoffrey D. Soriano  
Secretary-Director

  
Zinnia Cheetham  
Executive Assistant