

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held February 16, 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
Nancy D'Andrea*
Bill Foelsch*
Dan Hayes
Randy Jones
DJ Hunsinger
Joe Kempe*
Kevin McCallen*
Paul Drake
County Commissioner Liaison

ABSENT

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Admin, Exec. Services
Stephen Dahl, Mgr, Recreation & TR Rec.
Ken Fivek, Mgr, Golf Ops

Shauna Moore, Mgr, Horticulture
Carrie Springer, Mgr, Enviro. Science
Donna Umgelter, Admin, HR
Maria Vasquez, Coordinator, HR

Also in attendance: Eric Bernstein, Legal Counsel and Adam Bloom, Park Commission Engineer.

*Participated via video conference.

OPEN MEETING FOR PUBLIC COMMENT

There was no comment from the public.

SERVICE AWARDS

President Hunsinger presented service awards to the following:

- ~ Joseph Phillips, Fleet & North County Maintenance, 10 Years of Service
- ~ Nicholas DeFino, Stable, 20 Years of Service
- ~ Michael Guire, Golf Maintenance, 35 Years of Service

APPROVAL OF THE MINUTES

President Hunsinger called for the approval of the minutes of the special meeting held on January 19, 2023. Moved by Commissioner Jones; seconded by Commissioner Caliguire. YEAS: Commissioners Caliguire, D'Andrea, Foelsch, Hayes, Jones, McCallen, Vice President Kempe, and President Hunsinger. NAYES: None. ABSENT: None.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R23-02-029 – Transfer of Emergency Temporary Appropriations

Resolution adopts emergency Temporary Budget appropriations.

Resolution R23-02-030 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$7,407,666.93 comprised of Claims in the amount of \$1,535,116.14, Other Expenses in the amount of \$5,096,039.61, and Salaries and Wages in the amount of \$776,511.18 for the period of January 11, 2023 through February 10, 2023.

Resolution R23-02-031 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$1,530.00.

Resolution R23-02-032 – Refund of Recreation Fees

Resolution authorizes the refund of unused recreation fees.

Resolution R23-02-033 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-02-034 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-02-035 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-02-036 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-02-037 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-02-038 – Amending and Canceling 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 February 2023.

Director Soriano's report highlighted the success of the Park Commission's two Job Fairs held this month.

COMMISSION CORRESPONDENCE

There was no Commission correspondence.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R23-02-039 – Amending the 2023 Fee Schedule

Resolution amends the 2023 Fee Schedule to include a permit fee for food truck vendors.

Resolution R23-02-040 – Approving a Memorandum of Agreement between the Somerset County Park Commission and Raritan Headwaters Association regarding Raritan Woods & Waterways Grant Program

Resolution approves an agreement with Raritan Headwaters Association to allow for tree planting activities with the Raritan Woods and Waterways Grant Program.

Resolution R23-02-041 – Approving a Memorandum of Agreement between the Somerset County Park Commission and Somerset County Park Foundation Regarding a Golf Tournament

Resolution approves an agreement for the Somerset County Park Foundation to hold a golf outing at Neshanic Valley Golf Course.

Resolution R23-02-042 – Authorizing use of County Contract for Audit and Accounting Services for 2022

Resolution authorizes audit services from Suplee, Clooney, and Co. with costs not to exceed \$34,750.00.

Resolution R23-02-043 – Awarding Contract for Entertainment Consulting Services and Sound Production for 2023 Summer Concerts at Duke Island Park

Resolution awards a contract to LaGuardia Entertainment & Productions with costs not to exceed \$37,700.00.

Resolution R23-02-044 – Authorizing use of County Contract for Purchase of Parts and Repairs for Commercial Lawn, Park, and Golf Course Equipment

Resolution authorizes purchases from Cherry Valley Tractor, Finch Turf, Turf Equipment & Supply Co., and Lawn & Golf Supply Company with costs not to exceed \$5,000.00.

Resolution R23-02-045 – Authorizing use of Educational Services Commission of New Jersey for the Purchase of Grounds Equipment

Resolution authorizes purchases from Jesco, Power Place, Inc.; Storr Tractor Company, MTE Equipment Solutions, Inc.; Central Jersey Equipment, LLC; Cherry Valley Tractor Sales; Foley Inc.; Equiptech, LLC dba Bobcat of Central Jersey; Lawn & Golf Supply Co. Inc.; Turf Equipment and Supply Co. Inc. with costs not to exceed \$16,500.00.

Resolution R23-02-046 – Awarding a One-Year Contract for Animal Feed and Supplements

Resolution awards contract for Option B: Grain and Feed and Option C: Supplements to Bohonyi Corporation T/A Animals and Gardens Unlimited with costs not to exceed \$5,000.00.

Resolution R23-02-047 – Amending Resolution R22-278 to Remove Non-Responsive Vendors and Add a Vendor from/to the Award for Golf Shop Resale Merchandise

Resolution amends resolution R22-278 to remove Tharanco Lifestyles LLC and Acushnet Company and awards contract to Ping, Inc.

COMMITTEE REPORTS

FINANCE

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

HUMAN RESOURCES

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

Donna Umgelter, Administrator of Human Resources, reported that the Park Commission held two successful Job Fairs on February 8th and February 11th. Donna thanked all who attended and assisted with the two events.

LEISURE SERVICES

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

Carrie Springer, Manager of Environmental Science, reported that Maple Sugaring is taking place at the Environmental Education Center every Saturday and Sunday during the month of February. The Park Commission will hold a Volunteer Recognition Dinner on April 13th at Neshanic Valley Golf Course.

Stephen Dahl, Manager of Recreation and Therapeutic Recreation, thanked Ranger and Park Maintenance Staff for their assistance with the first special event of the season.

Director Soriano stated, on behalf of Stable Manager, Toni Sauer, that Stable Staff have been conducting trail rides and that there will be a Trail Ride Ribbon Cutting Ceremony on February 23rd at 3:00 P.M. at the Stable.

GOLF MANAGEMENT

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

Ken Fivek, Manager of Golf Operations, reported that the first day of the Annual Gift Card Sales grossed \$867,000.00. Neshanic Valley, Spooky Brook, Quail Brook Golf Courses are currently open for play. Green Knoll Golf Course will re-open on March 6th and Warrenbrook Golf Course will re-open on March 15th.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

Commissioner D'Andrea added that she appreciated the recent opportunity to meet with Tom Boccino, Park Commission Planner, and Doug Vornlocker, Ranger and Property Manager, and hear of their future vision for the Park Commission.

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION AND ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

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

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake commended the Park Commission staff for coordinating the recent Job Fairs. Commissioner Drake is looking forward to the opening of the Stable and trail rides. Commissioner Drake shared that he mentioned the current Golf Gift Card Sale at the last County Commissioner Meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Director Soriano shared with the Commission that Horticulture Manager, Shauna Moore, has accepted a job as Director of Horticulture at the Brooklyn Botanic Garden and will be leaving the Park Commission mid-March.

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

Respectfully submitted,


Geoffrey D. Soriano
Secretary-Director


Janine Erickson
Administrator, Executive Services