

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held February 18, 2021 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 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 were unlocked and “Building Closed” signs were removed from the entryway.

President Caliguire called the meeting to order.

Roll Call:

PRESENT\*

Mark Caliguire  
Helen Haines  
DJ Hunsinger – via phone  
Joe Kempe  
Kevin McCallen  
Paul Drake  
County Commissioner Liaison

ABSENT

Doug Ludwig  
Bill Foelsch  
Ron Jordan  
Dot Paluck

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant\*  
Pierce Frauenheim, Dep. Dir., Park Ops.

Ken Fivek, Supervisor, Golf Ops.\*  
Dina Trunzo, Admin, Leisure & Comm.  
Svc\*  
Donna Umgelster, Admin, HR\*

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

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

### **PRESENTATION OF SERVICE AWARDS**

Lesley Boyd earned a service award for 20 years of service.

The in-person presentation of service awards has been postponed at this time.

### **APPROVAL OF THE MINUTES**

President Caliguire called for the approval of the minutes of the regular meeting held on January 28, 2021. Moved by Commissioner McCallen; seconded by Commissioner Haines. YEAS: Commissioners Haines, Hunsinger, McCallen, and President Caliguire. ABSTAIN: Commissioner Kempe NAYES: None. ABSENT: Commissioners Foelsch, Jordan, Ludwig, and Paluck.

### **SWEARING IN OF COMMISSIONERS**

Park Commission Attorney, Eric Bernstein administered the oath of office to Joseph Kempe for his appointment as Park Commissioner.

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

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

### **Resolution R21-031 – Emergency Transfer of Appropriations**

Resolution authorizes an emergency transfer of temporary budget appropriations.

### **Resolution R21-032 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$1,838,072.12 comprised of Claims in the amount of \$1,134,022.71, Other Expenses in the amount of \$42,376.91, and Salaries and Wages in the amount of \$661,672.50 for the period of January 28, 2021 through February 17, 2021.

### **Resolution R21-033 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R21-034 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$20,395.26.

### **Resolution R21-035 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R21-036 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R21-037 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Requisition)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R21-038 – 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 February 2021.

Director Soriano reiterated information contained in his report regarding a recent meeting of the Leisure Services Committee and their decisions regarding the following programs, events, and facility openings:

The Committee decided that the Fourth of July Celebration would not be held this year. The option to hold the summer concert series remains open pending the easing of COVID-19 outdoor gathering restrictions. The Arbor Day Give-Away and the Rose Day Festival will not be held this year. The opening of the Warrenbrook pool is tabled pending receipt of further information. The Colonial Park Spray Park will be open, and participation will be limited and made through a reservation system. Park Commission Tennis Courts will be opened and staffed, and programming will be reinstated. Outdoor programming at the EEC will also be reinstated with limited participation as warranted.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R21-039 – Designating Custodian of Petty Cash Funds**

Resolution designates Darren Powell as custodian of petty cash for the Park Ranger department.

**Resolution R21-040 – Authorizing use of County Contract for Purchase of Parts and Repairs for: Commercial Lawn, Park and Golf Course Equipment**

Resolution authorizes purchases from Finch Services, Central Jersey Nurseries, Turf Equipment and Supply, and Cherry Valley Tractor Sales with costs not to exceed \$8,000.00.

**Resolution R21-041 – Awarding Contract for Purchase of Turfhound Tee Surface Mats**

Resolution authorizes purchase from TurfHound with cost not to exceed \$72,000.00.

**Resolution R21-042 – Awarding Contract for Purchase of Two (2) Tournament XL7000 Ultra-Wide Greensrollers**

Resolution authorizes purchase from MTE Turf Equipment with cost not to exceed \$39,012.80.

**COMMITTEE REPORTS**

**CFO's Report**

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

**HUMAN RESOURCES**

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

**LEISURE SERVICES**

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

**GOLF MANAGEMENT**

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

Ken Fivek, Supervisor, Golf Operations stated that first President's Day Golf Gift Card Sale event took place February 13<sup>th</sup> through February 15<sup>th</sup> and grossed more than \$500,000 in sales.

**INFORMATION MANAGEMENT**

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

Director Soriano explained that he is working with the County IT department to create an arrangement whereby the County would oversee the Park Commission Information Management (IM) department. Doing so, would eliminate the need for the Park Commission to replace the vacant IM Manager position.

**VISITOR SERVICES**

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

**PROPERTY MANAGEMENT**

There was no Property Management report.

### **PLANNING AND LAND ACQUISITION**

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

Director Soriano met with Park Commission senior management team to review preliminary 2021 requests for funding from the Open Space Trust fund and the Capital fund. Director Soriano will schedule a meeting with the subcommittee to review proposed requests.

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

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

### **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director, Park Operations, reported that staff has been clearing snow in priority areas around park facilities resulting from the recent snow storms.

### **AUDIT COMMITTEE**

There was no audit report.

### **COUNTY COMMISSIONER REPORT**

County Commissioner Drake reported that County Commissioners are working on a plan to identify county locations best suited for the installation of charging stations for electric cars. County Commissioner Drake stated that park/golf course locations will be included in the review of potential installation sites. The Agricultural Board is researching the notion of adding deer fencing or other props to open space parcels to decrease deer damage. Finally, County Commissioner Drake stated that programs may be coming available to provide capital improvement funding for trails and sidewalks; which would be of benefit to the Park Commission.

### **OLD BUSINESS**

There was no old business for discussion.

### **NEW BUSINESS**

Director Soriano presented Commissioners with a revised Facilities Use Policy which included suggested changes for the use of golf course facilities by seasonal staff. The offering of free golf to seasonal staff has been practice at the Park Commission but was suspended in 2020 and never rightfully enforced based on the previous policy. Director Soriano stated that such offering is beneficial for attracting seasonal staff, but the guidelines needed to be tightened and clarified. Director Soriano asked that Commissioners review the revised policy and if amenable, the policy will be added to the agenda for the March Park Commission Meeting. Commissioner Hunsinger stated he would like policy to include authority given to the Director to suspend said privileges as

needed. Park Commission Counsel, Eric Bernstein stated that verbiage should include that a seasonal employee playing golf for free should not take a tee time from a paying customer.

Dina Trunzo, Administrator, Leisure & Community Services, informed the Commissioners that the Park Foundation plans to hold the Pro/Celebrity Golf Outing on September 13, 2021.

Seeing no further business, a motion to adjourn the meeting at 4:14 P.M. was moved by: Commissioner Hunsinger; seconded by: Commissioner McCallen. YEAS: Commissioners Haines, Hunsinger, Kempe, McCallen, and President Caliguire. NAYES: None. ABSENT: Commissioner Foelsch, Jordan, Ludwig, and Paluck.

Respectfully Submitted,

Geoffrey D. Soriano  
Secretary-Director

Janine Erickson  
Executive Assistant