

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held June 18, 2020 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 November 21, 2019 and the Star Ledger on November 22, 2019. 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. and Ch. 11, Public Laws of 2020.

Park Commission Counsel, Eric Bernstein added that in light of 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\*  
Paul Drake\*  
Helen Haines\*  
DJ Hunsinger\*  
Jim Leonard\*  
Kevin McCallen\*  
Dot Paluck\*

ABSENT

Doug Ludwig  
Scott Ross  
Sara Sooy  
Freeholder Liaison

Other staff members present were:

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

Bob Ransone, Dep. Dir., Golf Ops.  
Cindie Sullivan\*, Asst. Director  
Dina Trunzo\*, Adm, Leisure & Comm  
Services  
Donna Umgelster\*, Administrator, 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 and Rich Reitman, Public Relations.

Members from the public in attendance:

Jen Zervopoulos  
Mendham, NJ 07945

Mary Ann and Bridget Torcivia  
Basking Ridge, NJ 07920

Barbara Smith  
Basking Ridge, NJ 07920

Jean Stamey Whitmore  
Meyersville, NJ 07933

Ellyn Shain  
Bernardsville, NJ 07924

Artemisia Leo  
Bridgewater, NJ 08807

Ravenell Williams  
Hillsborough, NJ 08844

Phyllis Hestrik  
Greenbrook, NJ 08812

Sarah Sherman  
Pennsville, NJ 08070

Mike Merchant  
Neshanic Station, NJ 08853

Diedre Hollock  
Basking Ridge, NJ 7920

#### **OPEN MEETING FOR PUBLIC COMMENT**

Members from the public attended the meeting to discuss concerns over the future of Lord Stirling Stable. Requests were made by those who spoke to consider other means of programming including working with area schools to provide programming to students or expanding equestrian sport programs. Many speakers expressed a love for the Stable and how being a part of the environment working with horses either as a participant or an employee has been a positive experience in their lives. All of those present requested that the Stable be re-open in 2021.

#### **APPROVAL OF THE MINUTES**

President Caliguire called for the approval of the minutes of the Regular meeting held on May 21, 2020. Moved by Commissioner McCallen; seconded by Commissioner Hunsinger. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig, Paluck, and Ross.

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

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

#### **Resolution R20-117– Emergency Temporary Appropriations**

Resolution adopts a transfer of emergency temporary appropriations for 2020.

#### **Resolution R20-117A – Transfer of Open Space Appropriations**

Resolution reappropriates certain Open Space Trust balances for various Open Space projects.

**Resolution R20-118 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$1,569,958.58 comprised of Claims in the amount of \$763,381.97, Other Expenses in the amount of \$33,765.97, and Salaries and Wages in the amount of \$772,810.64 for the period of May 20, 2020 through June 17, 2020.

**Resolution R20-119 – Refund of Recreation Fees**

Resolution refunds recreation fees.

**Resolution R20-120 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$5,595.92.

**Resolution R20-121 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-122 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-123 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-124 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-125 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Requisitions)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-126 – 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 May 2020.

Director Soriano informed Commissioners that he suspended his Warrior Initiative in light of the lifting of the 50% parking capacity limitation. Director Soriano praised the

staff for their participation and enforcement of the various COVID-19 protocols as they referred to park patrons.

### **COMMISSION CORRESPONDENCE**

1. Letter received from Keith Smith, licensee of Speiden farm parcel requesting repairs to Speiden house and the consideration for the Park Commission to sell the house to his nonprofit.  
Director Soriano referred this request to the Property Management Committee for review.
2. Email received from Joseph Brandine requesting a Memorial trail be made for his friend and a huge trails advocate and runner, Tom O'Riley at the Sourland Mountain Preserve where Tom enjoyed running.  
Director Soriano referred this request to the Leisure Services Committee.
3. Letter received from Montgomery Township Open Space Coordinator, Lauren Wasilauski, notifying the Park Commission of the Townships intention to construct a pathway along Skillman Road and along Burnt Hill Road.
4. Letter received from Bridgewater Township Clerk, Linda Doyle, notifying the Park Commission that they are one of five polling locations for the July 7<sup>th</sup> Primary Election day.
5. Letter received from Lord Stirling Stable worker, Blake Cook, to thank the Park Commission for her continued employment during the pandemic and to advocate for the re-opening of Lord Stirling Stable in January 2021.
6. Letter received from Dominick Tierno, Esq. on behalf of his client Mi La Debut School of Music, who claims the music school has been pelted by golf balls from Warrenbrook Golf Course. Requesting SCPC erect a barrier.  
Director Soriano referred this issue to Robert Ransone, Deputy Director of Golf Operations and Eric Bernstein, Park Commission Counsel.

### **CONSENT AGENDA**

#### **RESOLUTIONS**

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

#### **Resolution R20-127 – Amending Designation of Custodians of Petty Cash Funds for Fiscal Year 2020**

Resolution designates Carrie Springer as custodian of petty cash funds for the EEC.

#### **Resolution R20-128 – Hold Harmless Agreement with the County of Somerset to Enable Use of Certain County-Owned Equipment And Machinery**

Resolution authorizes execution of hold harmless agreement for use of County-owned

equipment and machinery.

**Resolution R20-129 - Authorizing A Rental Credit to LMH Holdings, LLC d/b/a Crave Events, LLC**

Resolution authorizes a rental credit for the months of April and May 2020.

**Resolution R20-130– Appointing Park Ranger Manager as Special District Forest Firewarden**

Resolution appoints Ranger Manager Darren Powell as the Special District Forest Firewarden.

**Resolution R20-131 – Amending 2020 Fee Schedule**

Resolution amends pr program fees at the EEC and adds a fee for stall paddock turnout at Lord Stirling Stable.

**Resolution R20-132 – Authorizing use of County Contract for Audit and Accounting Services for 2020**

Resolution authorizes services from Suplee, Clooney & Company.

**Resolution R20-133 – Authorizing use of County Contract for the Purchase of Recycling of Tree Brush, Stumps and Leaves, Wood Logs and Chips and Wood Pallets**

Resolution authorizes services from Britton Industries.

**Resolution R20-134– Authorizing use of State Contract for Purchase of Propane Gas**

Resolution authorizes purchases from Suburban Propane.

**Resolution R20-135– Authorizing use of County Contract for Purchase of Office Supplies**

Resolution authorizes purchases from W.B. Mason.

**Resolution R20-136– Awarding Second Year of Three Year Contract for Irrigation Control System Support and Services**

Resolution awards second year of contract to Storr Tractor Company.

**Resolution R20-137 – Awarding Third Year of Three Year Contract for Maintenance and Repair of HVAC Systems and Boilers**

Resolution awards third year of contract to Millenium Mechanical, LLC.

**Resolution R20-138 – Authorizing use of County Contract for purchase of Unleaded Gasoline**

Resolution authorizes purchases from National Fuel and Allied Oil.

**Resolution R20-139 – Correcting Duplicate Resolution Numbers**

Resolution rennumbers resolutions passed at May 2020 Park Commission meeting that were erroneously duplicated from those passed at the April 2020 Park Commission meeting.

**Resolution R20-140 – Authorizing use of State Contract for purchase of Annual Maintenance Renewal of Forcepoint Email/Web Security Support**

Resolution authorizes service from SHI.

**Resolution R20-141 – Authorizing use of State Contract for an Annual Maintenance Agreement of Cisco Smartnet for All Routers, Switches and VoIP Server**

Resolution authorizes service from SHI.

**Resolution R20-142 – Awarding Fifth Year of a Five-Year Contract for Coin Operated Optical Viewers**

Resolution awards the fifth and final year of the contract to Tower Optical Company.

**COMMITTEE REPORTS**

**CFO's Report**

Commissioner Ross, Chair of the Committee, submitted a report for the month of May 2020.

Director Soriano stated that despite twosome play and 16 minute tee times, the golf revenue for May was unexpected and significant. Director Soriano reminded the Commissioners that it was initially anticipated that, at a minimum, there would be a loss of golf revenue for April, May and June.

**HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of May 2020.

**LEISURE SERVICES**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of May 2020.

Dina Trunzo, Administrator Leisure and Community Services, stated that both Therapeutic Recreation and Environmental Science will both be conducting summer camp programs virtually.

**GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of May 2020.

Bob Ransone, Deputy Director, Golf Management stated that golf tee times will decrease from 16 minutes to 12 minute intervals this weekend. As a result of the

increase to foursome play and the decreased tee time intervals, there may be a need for additional golf carts to accommodate individual use.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of May 2020.

### **VISITOR SERVICES**

Commissioner Ross, Chair of the Committee, submitted a report for the month of May 2020.

### **PROPERTY MANAGEMENT**

Director Soriano stated that staff is working with the ever-changing Executive Orders and how they impact park facilities.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of May 2020.

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

Commissioner McCallen, Chair of the Committee, submitted a report for the month of May 2020.

Director Soriano stated that senior management staff met in May to re-prioritize capital projects in light of anticipated cuts in capital funding.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of May 2020.

Pierce Frauenheim, Deputy Director Park Operations, stated that staff has been working together to handle the changing operational directives provided by the Governor. Parking lots will open to full capacity this weekend, playing fields will be opening soon, playgrounds remain closed, picnic areas are open and the Rose Garden at Colonial Park has opened to 25 patrons at a time. Park Maintenance has acquired sanitizer guns for use on sanitizing porta-johns and bathrooms when they are reopened. Director Soriano thanked County staff for sanitizing porta-johns at the various parks and golf courses. Director Soriano thanked the Sheriff's department for assisting with ensuring compliance with limited parking at the four busier parks.

### **AUDIT COMMITTEE**

There was no report for the Audit Committee

### **FREEHOLDERS REPORT**

There was no Freeholder report.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

Director Soriano would like to look at the viability of utilizing the vacant Mitchell House as a Park Ranger Station. Doing so would allow for a permanent Park Ranger presence near Mountain View Park where Rangers have been dealing with a variety of park patron issues.

Seeing no further business, a motion to adjourn the meeting at 4:28 P.M. was moved by: Commissioner Hunsinger; seconded by: Commissioner Drake. YEAS: Commissioners Drake, Haines, Hunsinger, McCallen, Leonard, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant