

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held March 21, 2024 at 8:00 A.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President D’Andrea.

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 29, 2023 and the Star Ledger on November 30, 2023. 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 D’Andrea called the meeting to order.

Roll Call:

PRESENT

Nancy D’Andrea
Bill Foelsch
Mike Giordano
DJ Hunsinger
Randy Jones*
Joseph Kempe
Kevin McCallen

ABSENT

Mark Caliguire
Paul Drake

Other staff members present were:

Dan Hayes, Director
Geoffrey Soriano*, Secretary, Director of Ops
Janine Erickson, Admin., Exec. Services
Stephen Dahl, Mgr., Recreation & TR
Ken Fivek, Manager, Golf Operations
Darrell Marcinek, Dir., Golf Maint.*

Ryan Quick, Web, Design, and Digital
Media Coordinator
Carrie Springer, Admin., Leisure
Donna Umgelter, Admin., HR
Maria Vasquez, Coordinator, HR

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

*Participated via videoconference.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

President D'Andrea presented service awards to the following employees:

- ~ Frank Runiak, Golf Maintenance, 10 Years
- ~ Justin Eicher, Park Maintenance, 15 Years

The following employees were not present to receive their award:

- ~ Rebecca Vermeesch, Environmental Science, 5 Years
- ~ Frederick Glass, Golf Operations, 20 Years

APPROVAL OF THE MINUTES

President D'Andrea called for the approval of the minutes of the regular meeting held on February 15, 2024. Moved by Commissioner Foelsch; seconded by Commissioner Giordano. YEAS: Commissioners Foelsch, Giordano, Hunsinger, Jones, McCallen, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: Commissioner Caliguire. ABSENT: Commissioner Caliguire.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R24-03-050 – Adopt Emergency Temporary Appropriations

Resolution authorizes adoption of emergency temporary appropriations.

Resolution R24-03-051 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$3,363,866.23 comprised of Claims in the amount of \$2,057,506.92, Other Expenses in the amount of \$144,484.95, and Salaries and Wages in the amount of \$1,161,874.36 for the period of February 10, 2024 through March 15, 2024.

Resolution R24-03-052 – Confirming Orders Resolution authorizes payment of confirming orders totaling \$130,466.82.

Resolution R24-03-053 – Refund of Recreation Fees

Resolution authorizes the refund of unused recreation fees.

Resolution R24-03-054 – Amending and Canceling of Certification of Funds for Previously Awarded Contracts

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

Resolution R24-03-055 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-03-056 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-03-057 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-03-058 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-03-059 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)

Resolution authorizes additional funds for previously awarded contracts.

DIRECTOR’S REPORT

Director Hayes submitted a report for the month of February 2024.

COMMISSION CORRESPONDENCE

Director Hayes shared a letter received from golf patron and Somerset resident, James Farr who offered his commendation of Park Commission golf courses and golf staff.

CONSENT AGENDA

RESOLUTIONS

Resolutions R24-03-060 through R24-03-076 were moved by Commissioner Foelsch; seconded by Vice President Kempe. YEAS: Commissioners Foelsch, Giordano, Hunsinger, Jones, McCallen, Vice President Kempe, and President D’Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner Caliguire.

Resolution R24-03-060 – Accepting a Monetary Donation

Resolution accepts a donation in the amount of \$54.29 from Daniel Liebergall for use at the Environmental Education Center.

Resolution R24-03-061 – Authorizing Renewal and Extension Commodity Resale Agreement with the Borough of Far Hills

Resolution renews and extends agreement for the five-year period of June 28, 2024 through June 27, 2029.

Resolution R24-03-062 – Revising Unmanned Aircraft Policy

Resolution revises current Unmanned Aircraft Policy effective March 21, 2024.

Resolution R24-03-063 – Amending 2024 Fee Schedule

Resolution amends 2024 Fee Schedule to adjust certain fees pertaining to the Therapeutic Recreation Department.

Resolution R24-03-064 – Authorizing Participation in an Application for and Acceptance of Funding from a Local Recreation Improvement Grant from the Department of Community Affairs

Resolution authorizes SCPC participation in application for a grant from the Department of Community Affairs to support design and implementation of an inclusive playground at North Branch Park.

Resolution R24-03-065 – Approving a License Agreement with Al Falah Center for the Utilization of Duke Island Park for Eid Prayer Celebration

Resolution approves an agreement with Al Falah Center for the utilization of Duke Island Park for Eid prayer celebration on April 10, 2024.

Resolution R24-03-066 – Authorizing Sale of Surplus Personal Property

Resolution authorizes sale of surplus personal property.

Resolution R24-03-067 – Adopting a Public Arts Policy Developed Collaboratively with the Park Commission and the Somerset County Cultural and Heritage Commission for Art Projects to be Displayed in County-owned Open Space

Resolution adopts a public arts policy in collaboration with Somerset County Cultural and Heritage Commission.

Resolution R24-03-068 – Authorizing the Execution of a Facility Use Agreement with the Borough of Somerville for the Temporary Use of the Parking Area at the Torpey Athletic Complex

Resolution authorizes an agreement with Borough of Somerville for the temporary use of parking at Torpey Athletic Complex.

Resolution R24-03-069 – Awarding First Year of a Two-Year Contract for Irrigation Repair Parts for Irrigation Systems for Golf Courses

Resolution awards contract PCC-0016-24 to Storr Tractor Company with costs not to exceed \$25,000.00.

Resolution R24-03-070 – Awarding First Year of a Two-Year Contract for Golf Course Accessories

Resolution awards contract PCC-0012-24 to Grass Roots Inc. and Site One Landscape Supply with costs not to exceed \$24,000.00.

Resolution R24-03-071 – Awarding Contract for Entertainment Consulting Services and Sound Production for 2024 Summer Concerts at Duke Island Park

Resolution awards contract PC-XS-0005-24 to LGA Event Productions with costs not to exceed \$37,700.00.

Resolution R24-03-072 – Authorizing use of County Contract for Purchase of Flags, Grave Marker and Flagpole Repairs

Resolution authorizes use of County Contract CC-0049-24 for purchases from Conserv Flag Company.

Resolution R24-03-073 – Authorizing use County Contract for Purchase of Golf Course and Park Maintenance Materials

Resolution authorizes use of County Contract CC-0022-24R for purchases from Mitchell Products, LLC., Viersma Sales & Service, LLC., Harrell's LLC., Landscape Materials, Inc. with costs not to exceed \$37,360.00.

Resolution R24-03-074 – Authorizing use of ESCNJ Contract for Purchase of Classroom Supplies

Resolution authorizes use of ESCNJ contract 23/24-01 for purchases from School Specialty, LLC.

Resolution R24-03-075 – Authorizing use of ESCNJ Contract for Purchase of Grounds Equipment: Multi Pro 5800-G

Resolution authorizes use of ESCNJ contract 22/23-12 for purchase from Storr Tractor with costs not to exceed \$112,610.00.

Resolution R24-03-076 – Correcting Resolution R24-02-025 Amending and Canceling Certification of Funds for Previously Awarded Contracts

Resolution corrects resolution R24-02-025 to remove erroneous entries.

COMMITTEE REPORTS

FINANCE

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of February 2024.

HUMAN RESOURCES

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of February 2024.

LEISURE SERVICES

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2024.

Stephen Dahl, Manager of Recreation and Therapeutic Recreation, shared that the tennis centers at Colonial Park and Green Knoll will open on April 1st for daily use. The TR Scholarship Committee, which helps determine the amount of financial assistance applicants can receive for TR programs, met this week. Stephen gave thanks to the individuals who make up this committee for taking time to review applicants – Karen Kowalski, Lauren Frary & Chuck Rosen. Stephen also expressed his appreciation to the Somerset County Park Foundation for their financial support of scholarships for TR

participants. Stephen thanked Barbara Hirtes for her assistance with processing picnic permit applications.

Carrie Springer, Administrator of Leisure Services, stated that Maple Sugar season has come to a close, there was a prescribed burn held at the EEC this week, the Horticulture and Park Maintenance staff have been working to prepare the Rose Garden for the spring season, there was a successful Art Exhibit at Buck Garden, barn construction is underway at the Stable and camp registration opened on March 18th. Carrie invited the Commissioners to attend the upcoming Evening of Recognition on April 18th at Neshanic Valley Club House. The event recognizes individual volunteers who help support the Park Commission.

GOLF MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2024.

Manager of Golf Operations, Ken Fivek, said that golf revenue continues to exceed anticipated revenue and hiring of seasonal staff is underway. Ken reported that the Presidents' Day Golf Gift Card Sale event grossed \$2.5M with net of \$2.1M. The average gift card purchase was \$1,000. Commissioner Giordano thanked staff for the installation of the new tap and chip credit card readers at all golf pro shops.

INFORMATION MANAGEMENT

Commissioner Kempe, Chair of the Committee, submitted a report for the month of February 2024.

Janine Erickson, Administrator of Executive Services, shared that Dave Metch, Information Management Network Supervisor, assisted the team from Golf Now with the installation of the tap and chip credit card system at the golf courses. Steven Crofts, Information Management Systems Supervisor, procured the purchase of new microphones for the Commission room to facilitate Zoom conferencing. Ryan Quick, Web and Design Specialist, has been creating flyers promoting upcoming events and creating videos documenting or promoting various Park Commission events.

VISITOR SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of February 2024.

PROPERTY MANAGEMENT

Commissioner Caliguire, Chair of the Committee, submitted a report for February 2024.

PLANNING AND LAND ACQUISITION

Commissioner Kempe, Chair of the Committee, submitted a report for February 2024.

CAPITAL FACILITIES – CONSTRUCTION AND ENGINEERING

Commissioner Jones, Chair of the Committee, submitted a report for February 2024.

Adam Bloom, Park Commission Engineer, shared various engineering projects currently underway; the irrigation system at Warrenbrook Golf Course, replacement of cart bridges at Green Knoll Golf Course, and the replacement of the awning at Neshanic Valley Golf Course. Work will begin at Warrenbrook pool tomorrow or early next week, the installation of five Pickleball courts at North Branch Greenway Park will enter the design phase next week, and the contractor is preparing for the installation of footings for the new barn at the Stable. Adam shared that the maintenance contractor will be assessing the situation at the Spray Park and that the flow through system is currently on hold.

PARK MAINTENANCE

Commissioner Caliguire, Chair of the Committee, submitted a report for February 2024.

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

Commissioner Foelsch shared that there is legislation pending that would require the presence of an AED at all athletic events along with the presence of a certified user. Commissioner Foelsch stated that this legislation could impact the Park Commission depending on how the legislation is written.

Commissioner Foelsch also shared that there is a regulation from the Department of Health that would require the fingerprinting of any staff working youth camps. Secretary Soriano informed the Commissioners that the Park Commission already performs background checks and fingerprinting of any staff interacting with youth camp participants.

Seeing no further business, a motion to adjourn the meeting at 8:44 A.M. was moved by Commissioner Giordano; seconded by Vice President Kempe. YEAS: Commissioners Foelsch, Giordano, Hunsinger, Jones, McCallen, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner Caliguire.

Respectfully submitted,

Geoffrey D. Soriano
Secretary

Janine Erickson
Administrator, Executive Services