

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held May 19, 2022 at 8:00 A.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 26, 2021 and the Star Ledger on November 30, 2021. 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. 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.

Park Commission Counsel, Eric Bernstein added the Commission is conducting a hybrid meeting whereby Commissioners can participate in-person or via Zoom video conference.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire\*  
Nancy D'Andrea\*  
Bill Foelsch  
Helen Haines\*  
DJ Hunsinger  
Joe Kempe  
Kevin McCallen

ABSENT

Ron Jordan  
Doug Ludwig  
Paul Drake, County Commission Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant  
Darrell Marcinek, Director, Golf Maint.

Dina Trunzo, Admin, Leisure & Comm. Svc  
Donna Umgelter, Admin, HR

\*Participated via video conference.

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

**OPEN MEETING FOR PUBLIC COMMENT**

There were no comments from the public.

## **SERVICE AWARDS**

President Hunsinger presented service awards for the month of May to the following employees:

- ~ Scott Brogan, Golf Maintenance – 5 Years
- ~ Andrew Hojnowski, Golf Maintenance – 15 Years

Kathleen Apt was recognized for her Five-Year Service Award that was earned but not presented in November 2021. Kathleen was not in attendance to accept her award.

## **APPROVAL OF THE MINUTES**

President Hunsinger called for the approval of the minutes of the regular meeting held on April 19, 2022. Moved by Commissioner McCallen; seconded by Vice President Foelsch. YEAS: Commissioners D'Andrea, Haines, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: Commissioner Kempe ABSENT: Commissioners Caliguire Jordan, and Ludwig.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R22-105 – Transfer of Emergency Temporary Appropriations**

Resolution adopts emergency Temporary Budget appropriations.

### **Resolution R22-106 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$1,284,282.46 comprised of Claims in the amount of \$412,7107.39, Other Expenses in the amount of \$110,194.92 and Salaries and Wages in the amount of \$761,380.15 for the period of April 14, 2022 through May 13, 2022.

### **Resolution R22-107 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$16,629.87.

### **Resolution R22-108 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R22-109 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

### **Resolution R22-110 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-111 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-112 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-113 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)**

Resolution authorizes additional funds for previously awarded contracts pending a budget allocation or cancelation of previously encumbered funds.

**Resolution R22-114 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts**

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

**Resolution R22-115 – Amending Additional Funding (Park Maintenance)**  
**Resolution R22-084**

Resolution corrects an incorrect account string referenced on resolution R22-084 approved at the April 21, 2022 Park Commission meeting.

**DIRECTOR’S REPORT**

Director Soriano submitted a report for the month of May 2022.

**COMMISSION CORRESPONDENCE**

1. Email received from Hillsborough resident, Sally Treonze requesting gates to close off entrances at Sourland Mountain Preserve in light of the recent missing person/suicide.

*President Hunsinger stated that he personally spoke with Ms. Treonze and explained the difficulties associated with her request. President Hunsinger believes that Ms. Treonze was accepting of this information and there was no need to review her request any further.*

2. Letter of accommodation from Hillsborough Township Police Chief, Mike McMahon for the assistance provided by Park Commission Park Rangers in the search for a missing person at Sourland Mountain Preserve.
3. Letter from Township of Montgomery Environmental Commission Chair, Mary Reece, thanking the Park Commission for their generous support of this year’s Earth Day Fair.
4. Letter from Frontline Arts thanking the Park Commission and Park Foundation for purchasing an ad in their annual benefit program.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

**Resolution R22-116 – Authorizing Revisions to the Commission’s Employment Grade Structure and Salary Ranges - VOIDED**

### **Resolution R22-117 – Amending Seasonal and Part-Time Rates**

Resolution eliminates Class 1 employees and designates those positions as Class 2 with established pay rates.

### **Resolution R22-118 – Adopting Revisions to the Definitions Section of the Park Commission Human Resources Manual**

Resolution modifies language regarding “Seasonal Employee” to include distinction “also known as Casual or Temporary Employee.”

### **Resolution R22-119 – Authorizing License Agreement Extension for Rutgers Cooperative Extension Master Gardeners**

Resolution authorizes a five-year extension for the period of June 1, 2022 – May 31, 2027.

### **Resolution R22-120 – Awarding Second Year of a Five-Year Contract for Coin Operated Optical Viewers**

Resolution awards second year of contract to The Tower Optical Company, Inc. for a concession fee of \$1,100.00 for 2022.

### **Resolution R22-121 – Authorizing use of ESCNJ Contract for the Purchase of Athletic Equipment and Supplies**

Resolution authorizes purchases from Ben Shaffer.

### **Resolution R22-122 – Awarding the Third Year of a Four-Year Contract with One (1) One-Year Option to Extend for Golf Car Rentals**

Resolution awards third year of contract to EZ Go effective June 1, 2022 with annual cost of \$215,550.00.

### **Resolution R22-123 – Authorizing the Use of State Contract for the Purchase of Data Communications Products and Services (SHI)**

Resolution authorizes services from SHI with costs not to exceed \$4,016.14.

**Resolution R22-124 – Authorizing the Use of State Contract for the Purchase of Data Communications Products and Services (Eplus)**

Resolution authorizes purchases from Eplus with costs not to exceed \$2,500.00.

**COMMITTEE REPORTS**

**FINANCE**

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of April 2022.

**HUMAN RESOURCES**

Commissioner Jordan, Chair of the Committee, submitted a report for the month of April 2022.

**LEISURE SERVICES**

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of April 2022.

Dina Trunzo, Administrator, Leisure and Community Services, thanked County Commissioner Drake for his participation in the Swamp Search at the EEC. The Recreation department is busy preparing for the opening of Warrenbrook pool. The Colonial Park Putting Course and Paddle Boats are open on weekends at this time and the Green Knoll and Colonial Park Tennis Courts are open and busy.

**GOLF MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of April 2022.

**INFORMATION MANAGEMENT**

Dina Trunzo, Administrator, Leisure & Community Services, stated that members from the Information Management team met with representatives from CivicPlus yesterday to begin discussion about the new Park Commission website. CivicPlus anticipates going live with the new website mid-July.

**VISITOR SERVICES**

Commissioner Kempe, Chair of the Committee, submitted a report for the month of April 2022.

**PROPERTY MANAGEMENT**

Commissioner Haines, Chair of the Committee, submitted a report for April 2022.

Director Soriano stated that he will be scheduling a meeting of the Property Management Committee in the upcoming weeks to include representatives from the SCJIF.

## **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for April 2022.

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

Commissioner McCallen, Chair of the Committee, submitted a report for April 2022.

## **PARK MAINTENANCE & HORTICULTURE**

Commissioner Foelsch, Chair of the Committee, submitted a report for April 2022.

## **AUDIT COMMITTEE**

There was no audit report.

## **COUNTY COMMISSIONER REPORT**

There was no County Commissioner report.

## **OLD BUSINESS**

Director Soriano gave kudos to staff involved in the recent canal breach at the Raritan power canal. As a reminder, Park Maintenance and roving crew staff were able to repair the breach in-house forgoing the estimated \$195,000 repair cost.

## **NEW BUSINESS**

Director Soriano reported that Frontline Arts received notice that they were awarded a grant to be used to install a vertical mobility lift to make the second floor of the Ralph T. Reeve building ADA accessible. The director of Frontline Arts will coordinate the implementation of the project with Park Commission Engineer, Adam Bloom and Principal Planner, Tom Boccino.

## **EXECUTIVE SESSION**

There is a call to move to Executive Session to discuss a matter concerning Collective Bargaining contract negotiations regarding Teamsters Local Union No. 469 an Affiliate of the International Brotherhood of Teamsters Blue Collar Workers, Teamsters Local Union No. 469 an Affiliate of the International Brotherhood of Teamsters Foremen and Assistant Foremen, and Teamsters Local Union No. 469 an Affiliate of the International Brotherhood of Teamsters Park Rangers.

At 8:26 A.M. there was a motion made by Commissioner McCallen; seconded by Vice President Foelsch to move into Executive Session. YEAS: Commissioners D'Andrea, Haines, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioners Caliguire, Jordan, and Ludwig.

At 8:41 A.M. a motion was made to end Executive Session by Commissioner McCallen; seconded by Vice President Foelsch. YEAS: Commissioners D'Andrea, Haines, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioners Caliguire, Jordan, and Ludwig.

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

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant