

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held November 21, 2023 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 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

Nancy D'Andrea*
Bill Foelsch*
Dan Hayes
DJ Hunsinger
Randy Jones*
Joseph Kempe
Kevin McCallen

ABSENT

Mark Caliguire
Paul Drake
County Commissioner Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Stephen Dahl, Mgr., Recreation & TR
Carrie Springer, Mgr., Enviro. Science

Donna Umgelter, Admin. HR
Maria Vasquez, Coordinator, HR
Ken Fivek, Manager, Golf Operations

Also in attendance: Eric Bernstein, Legal Counsel; Adam Bloom, Park Commission Engineer; Yvonne Childress, Park Commission Treasurer; 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 Hunsinger announced service awards to the following absent employees:

- ~Oscar Tirado, Golf Maintenance, 5 years
- ~ Katherine Barnish, Park Maintenance, 25 Years

APPROVAL OF THE MINUTES

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

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R23-11-226 – Transfer of Appropriations

Resolution authorizes transfer of appropriations totaling \$171,002.00.

Resolution R23-11-227 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$2,659,086.91 comprised of Claims in the amount of \$1,650,231.99, Other Expenses in the amount of \$103,094.43, and Salaries and Wages in the amount of \$905,760.49 for the period of October 14, 2023 through November 17, 2023.

Resolution R23-11-228 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$25,180.46.

Resolution R23-11-229 – Refund of Recreation Fees

Resolution authorizes the refund of unused recreation fees.

Resolution R23-11-230 – Amending and Canceling of Certification of Funds for Previously Awarded Contracts

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

Resolution R23-11-231 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-11-232 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-11-233 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-11-234 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R23-11-235 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)

Resolution authorizes additional funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of October 2023.

COMMISSION CORRESPONDENCE

1. An email was sent to the Secretary-Director regarding the donation of two Magnolia x brooklynensis 'Evamaria' trees by a former employee, Shauna Moore, and the Brooklyn Botanic Garden.
Secretary-Director Soriano mentioned that Shauna dropped them off on November 5th and he offered his thanks to Shauna and the Brooklyn Botanic Garden.
2. An email was sent to Barbara Smith, President of the Friends of Lord Stirling Stable, regarding a Basking Ridge resident who participated in the 5K Fun Run at Lord Stirling on November 5th.
Secretary-Director Soriano mentioned that pedestrians are enjoying the spectacular trails which were formerly used only as "horse trails". He also mentioned that new trails are in development to continue to expand their usage and connect the existing trails to other park properties.

CONSENT AGENDA**RESOLUTIONS**

Secretary-Director Soriano asked for Resolution R23-11-253 to be tabled until the December meeting and asked to table Resolution R23-11-252 due to incomplete paperwork submitted by the vendor. President Hunsinger asked to amend the motion to exclude Resolution R23-11-252 and Resolution R23-11-253. The following resolutions, excluding R23-11-252 and R23-11-253, were moved by Commissioner Foelsch; seconded by Commissioner Jones. YEAS: Commissioners D'Andrea, Hayes, McCallen, Vice President Kempe, and President Hunsinger. NAYES: None. ABSENT: Commissioner Caliguire.

Resolution R23-11-236 – Establishing 2024 Park Commission Meeting Dates and Times

Resolution establishes the proposed meeting dates for Park Commission meeting dates and times in 2024.

Resolution R23-11-237 – Accepting Donation of a Horse Named Queen Charlotte

Resolution approves the donation of a horse named Queen Charlotte.

Resolution R23-11-238 – Awarding Contract for Legal Services Contract PC-XS-0001-24

Resolution awards the contract for legal services to Eric M. Bernstein & Associates LLC for general counsel and Rainone Coughlin Minchello Attorneys at Law for Labor Counsel effective January 1, 2024.

Resolution R23-11-239 – Authorizing a One-Year Renewal of a Shared Services Agreement for Public Relations Services

Resolution authorizes a one (1) year renewal of a Shared Services Agreement with the County of Somerset for public relations services effective January 1, 2024.

Resolution R23-11-240 – Authorizing a One-Year Renewal of a Shared Services Agreement for Information Technology Services

Resolution authorizes a one (1) year renewal of a Shared Services Agreement with the County of Somerset for information technology services effective January 1, 2024.

Resolution R23-11-241 – Authorizing the Execution of a Professional Services Agreement for the Provision of Employment Background Checks by the Somerset County Sheriff's Office

Resolution authorizes a one (1) year renewal of a professional services agreement with the Somerset County Sheriff's Office for employment background checks effective January 1, 2024.

Resolution R23-11-242 – Approving Frontline Arts License Agreement for the Ralph T Reeve Cultural Center

Resolution approves a two (2) year license agreement with Frontline Arts for use of the Ralph T. Reeve Cultural Center.

Resolution R23-11-243 – Awarding Contract for Extraordinary Unspecifiable Services without Competitive Bids for Dental Insurance

Resolution awards a two (2) year contract for dental insurance to Delta Dental effective January 1, 2024.

Resolution R23-11-244 – Authorizing License Agreement with Raritan Headwaters Association for Monitoring Nesting Boxes to Study American Kestrels

Resolution authorizes a license agreement with the Raritan Headwaters Association for monitoring Kestrel nesting boxes effective January 1, 2024.

Resolution R23-11-245 – Authorizing Use of County Contract CY-COM-0033-20 for Administrative Services, Tax-preferred Employee Benefits Plan

Resolution authorizes use of Wex Health Inc. for flexible savings account benefits.

Resolution R23-11-246 – Awarding First Year of a Two-Year Contract for Testing and Monitoring of Fire Alarms and Security Systems Contract PCC-0021-23

Resolution awards a two (2) year contract for fire alarms and security systems to Haig's Service Corp.

Resolution R23-11-247 – Awarding a Five-Year Contract for Licensing of Farming Rights to Four (4) Parcels in Somerset County

Resolution awards a five (5) year contract for farming rights for the Mettler's North parcel, Milich North parcel, and Rezern parcel.

Resolution R23-11-248 – Authorizing Use of Somerset County Contract CC-0036-23 for Purchase of Red Dyed #2 Diesel Fuel and Winter Blend Diesel and Fuel Oil

Resolution authorizes purchases from National Fuel and Sunoco LLC, not to exceed \$30,000.

Resolution R23-11-249 – Authorizing Use of County Contract CC-0124-23 For Purchase of Bottled Water and Cooler Rental or Individual Bottled Water

Resolution authorizes purchases from W.B. Mason Co., not to exceed \$725.24.

Resolution R23-11-250 – Authorizing Use of County Contract CC-0028-22 For Purchase of Equipment and Tool Rental

Resolution authorizes purchases from Herc Rentals, Sunbelt Rentals, Jet Vac Equipment, Pumping Services Inc, and Pave-Rite Inc., not to exceed \$2,400.

Resolution R23-11-251 – Authorizing Use of County Contract CC-0043-22 For the Purchase of Snow Plot, Salt Spreaders, and Hydraulics and Controls

Resolution authorizes purchases from A&K Equipment Co. Inc, Chemung Supply Corp, Cliffside Body Corporation, Dejana Truck & Utility Equipment Co. LLC, H.A. Dehart & Son, Henderson MFG, Tony Sanchez Ltd., and Trius Inc., not to exceed \$2,000.

Resolution R23-11-252 – Awarding the First Year of a Five-Year Contract for Maintenance and Support for Webtrac and Rectrac Software Systems Contract PC-COM-0011-23 TABLED

Resolution R23-11-253 – Authorizing Use of County Contract for CC-0146-23 For Purchase of Paint and Wall Covering Services TABLED

Resolution R23-11-254 – Authorizing Use of MCCPC Contract #15-C for the Purchase of Utility Vehicles- 2024 Ford Bronco

Resolution authorizes purchases from Nielson Ford of Morristown, not to exceed \$169,910.

Resolution R23-11-255 – Authorizing Use of MCCPC Contract #15-C for the Purchase of Utility Vehicles- Additional 2024 Ford Bronco

Resolution authorizes purchases from Nielson Ford of Morristown, not to exceed \$32,355.45.

Resolution R23-11-256 – Authorizing Use of Educational Services Commission of New Jersey Contract #ESCNJ 22/23-12 for Purchase of Grounds Equipment- John Deere Tractor, John Deere Loader, and John Deere Mowers.

Resolution authorizes purchases from Deere & Company, not to exceed \$156,225.94.

Resolution R23-11-257 – Authorizing Use of Educational Services Commission of New Jersey Contract ESCNJ 22/23-12 for the Purchase of Grounds Equipment- John Deer Compact Track Loader

Resolution authorizes purchases from Jesco Inc, not to exceed \$113,232.93.

Resolution R23-11-258 – Authorizing Use of Educational Services Commission of New Jersey Contract ESCNJ 22/23-12 for the Purchase of Grounds Equipment- WG-Sweep Star

Resolution authorizes purchases from MTE Turf Equipment Solutions, not to exceed \$44,934.40.

Resolution R23-11-259 – Authorizing Use of Educational Services Commission of New Jersey Contract ESCNJ 23/24-04 for the Purchase of Trucks, Class 4-8

Resolution authorizes purchases from A&K Equipment Co. Inc, not to exceed \$22,747.35.

COMMITTEE REPORTS

FINANCE

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

HUMAN RESOURCES

Commissioner Hayes, Chair of the Committee, submitted a report for the month of October 2023 and requested to call a meeting for year-end matters.

Donna Umgelter mentioned that the annual Safety and Wellness fair will be held on December 6 at the Somerville Elk's Lodge and breakfast will be provided.

LEISURE SERVICES

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of October 2023. He also offered congratulations to Carrie Springer on her recent promotion and mentioned that Carrie recently completed a workshop at the NJLM conference on wildlife.

Stephen Dahl, Manager of Recreation and Therapeutic Recreation, shared that the annual Sensitive Santa event will be held on Saturday, December 2nd from 10am to 3pm. The event has been created to be friendly for individuals with special needs.

Carrie Springer, Manager of Environmental Sciences, shared that the Annual Festival of Trees will begin on December 1st. This year there will be over fifty trees which is the most trees since before COVID-19. She also offered her thanks for her promotion and to Commissioner McCallen for his donation of Queen Charlotte to Lord Stirling Stable.

GOLF MANAGEMENT

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

Ken Fivek, Manager of Golf Operations, shared that the 2024 budget for Golf has been developed and that the annual Thanksgiving "shotguns" event will be held on Thursday, November 23rd. He also mentioned that Warrenbrook is closed for the season and that irrigation work is underway at the course. The promo shop is also currently under repair due to damage from a fire. He also mentioned that the Green Knoll bridge project will be starting on November 27th and that the course will be closing on December 10th. He also mentioned that Quailbrook Golf Course will remain open all year.

INFORMATION MANAGEMENT

Commissioner Kempe, Chair of the Committee, submitted a report for the month of October 2023 and shared that the new website is phenomenal.

Secretary-Director Soriano noted that a budget meeting was held on Monday, November 20th and that the IT department was doing great with cost savings which decreased their budget for the upcoming year.

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

Secretary-Director Soriano mentioned that four contracts for farm parcels were awarded.

Tom Boccino, Park Commission Principal Planner, shared that the Old Stone Arch Bridge from the Battle of Bound Brook had been located under a driveway. We will be moving forward with purchasing the property, clearing the site, and doing some archaeological work at the site. He mentioned that the site is already generating a lot of interest and good press. He also hopes to utilize the site for a 250th Anniversary event in the future.

Tom also mentioned that there will be a photo op with the Commissioners for new signs for open space locations around the county and highlighted that there is currently about 15,000 acres of preserved open space.

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION AND ENGINEERING

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

Adam Bloom, Park Commission Engineer, provided an update on his engineering report and the status of several projects. The bid for the new horse barn will now be opened on November 30th and he will be asking for the assignment of a consulting engineer to design, simultaneously, the overhaul of all three outdoor riding rings at the Stable at Lord Stirling Park. The Green Knoll Golf Course reconstruction of the irrigation system is now in the design phase, there is a consultant for new chemical storage, and North Branch Park will also be getting a playground design. Adam also shared that shared services for paving has been awarded to Reivax.

PARK MAINTENANCE & HORTICULTURE

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

Regarding the donated magnolia tree, President DJ Hunsinger stated that it's a testament that our current and former employees love our parks.

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

There was no report from County Commissioner Drake.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Commissioners intend to hold a Golf Committee Meeting and a Human Resources Committee meeting. President Hunsinger wished everyone a Happy Thanksgiving.

Seeing no further business, a motion to adjourn the meeting at 8:30 A.M. was moved by Vice President Kempe; seconded by Commissioner McCallen. YEAS: Commissioners D'Andrea, Foelsch, Hayes, Jones, and President Hunsinger. NAYES: None. ABSTAIN: None. ABSENT: Commissioner Caliguire.

Respectfully submitted,


Geoffrey D. Soriano
Secretary-Director


Zinnia Cheetham
Executive Assistant