

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held November 18, 2022 at 3:30 P.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 July 14, 2022 and the Star Ledger on July 12, 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.

Pursuant to 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 does reserve the right to hold meetings remotely and virtually using a video conferencing platform. The Commission further reserves the right to conduct one or more executive sessions during any Commission meeting pursuant to the provisions of N.J.S.A. 10:4-6 et. seq. Formal action may be taken at the conclusion of any of these executive sessions.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire
Nancy D'Andrea*
Bill Foelsch
Helen Haines*
DJ Hunsinger
Kevin McCallen*
Paul Drake, County Commission Liaison

ABSENT

Ron Jordan
Joe Kempe
Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Stephen Dahl, Mgr, Recreation
Ken Fivek, Mgr, Golf Ops

Shauna Moore, Mgr, Horticulture
Dina Trunzo, Admin, Leisure & Comm. Svc
Donna Umgelter, Admin, HR
Maria Luisa Vazquez, Coordinator, HR

Also in attendance: Eric Bernstein, Legal Counsel.

*Participated via video conference.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

APPROVAL OF THE MINUTES

President Hunsinger called for the approval of the minutes of the regular meeting held on October 20, 2022. Moved by Commissioner Caliguire; seconded by Vice President Foelsch. YEAS: Commissioners Caliguire, D'Andrea, Haines, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Jordan, Kempe, and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R22-236 – Transfer of Budget Appropriations

Resolution authorizes transfer of certain budget appropriations in the amount of \$303,000.00.

Resolution R22-237 – Adopting the 2022 Open Space Budget

Resolution adopts the 2022 Open Space Budget in the amount of \$5,000,000.00.

Resolution R22-238 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$1,634,611.04 comprised of Claims in the amount of \$1,035,169.61, Other Expenses in the amount of \$112,623.69 and Salaries and Wages in the amount of \$486,817.74 for the period of October 10, 2022 through November 9, 2022.

Resolution R22-239 - Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$9,231.67.

Resolution R22-240 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R22- 241 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-242 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-243 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-244 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-245 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Resolutions)

Resolution authorizes additional funds for previously awarded contracts with pending requisitions.

Resolution R22-246 – 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 November 2022.

COMMISSION CORRESPONDENCE

1. Email received from David Weiniger thanking the Park Commission, Golf Operations, and Golf Maintenance staff for another successful tournament season.
2. Email received from Brian Ricks of Country Hills Volunteer Fire Co. regarding the grass cutting on the property located on Milltown Rd. and seeking the Park Commission continue to cut the grass despite the property being owned by the Fire Company.
Request will be forwarded to the Property Management Committee for review.
3. Letter from Bedminster Township Mayor, Lawrence Jacobs commending Mike Ballow, Manager of Fleet and Property Management for his assistance with this year’s Bedminster Township Fall Fest Community Day held on October 22nd.
4. Email forwarded by Tom Boccino, County Principal Planner from Somerset County Historical Society requesting permission to all bee farming at Howe Farm.
Request will be forwarded to the Property Management Committee for review.
5. Email from Gary Freuler, Foreman East County, informing the Director that he will be leaving his county residence on December 1st and thanks the Director, Park Commissioners and County Commissioners for the opportunity to reside at 96 Lord Stirling Rd. for 20 years.

CONSENT AGENDA

RESOLUTIONS

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

*Commissioner Caliguire abstained from voting on resolution R22-250.

**Vice President Foelsch abstained from voting on resolutions R22-247 through R22-249, and resolutions R22-251 through R22-265.

Resolution R22-247 – Establishing the 2023 Public Meeting Dates and Times

Resolution establishes the 2023 Public Meeting Dates and Times.

Resolution R22-248 – Authorizing NJDEP Forest Fire Service for Forest Fire Service Implemented Prescribed Burns

Resolution authorizes applications to be made as needed to the Forest Fire Service for Prescribed burns on county-owned properties which it stewards.

Resolution R22-249 – Awarding a Five-Year Contract for Licensing of Farming Rights to Seven (7) Parcels in Somerset County

Resolution awards a five-year lease for Burjan parcel and Stahl parcel to Steve Zamek; Carrier parcel, Thompson (Hillsborough) parcel and Van Cleef South parcel to Beekman Homestead Farm, Inc.; and Van Cleef North parcel to Robert J Staudt and Jon Higgins for the period of January 1, 2023 to December 31, 2027.

Resolution R22-250 – Resolution to Join the Southern Skyland Regional Health Insurance Fund

Resolution authorizes joining the Southern Skyland Regional Health Insurance Fund for a three-year period of January 1, 2023 through December 31, 2025.

Resolution R22-251 – 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 professional services agreement for the period of January 1, 2023 through December 31, 2023.

Resolution R22-252 – Authorizing a One (1) Year Renewal of a Shared Services Agreement with the County for Public Relations Services

Resolution authorizes one year extension for public relations services for the period of January 1, 2023 through December 31, 2023.

Resolution R22-253 – Authorizing a One (1) Year Renewal of a Shared Services Agreement with the County for Information Technology Services

Resolution authorizes one year extension for information technology services for the period of January 1, 2023 through December 31, 2023.

Resolution R22-254 – Approving Extension of License Agreement with CACI Inc. – Federal for the Utilization of A Portion of Boudinot Southard Ross Farmstead – TABLED

Resolution R22-255 – Approving License Agreement with Raritan Headwaters Association for Monitoring Nesting Boxes to Study American Kestrels

Resolution approves license agreement for monitoring nesting boxes to study American Kestrels.

Resolution R22-256 – Authorizing use of County Contract for Purchase of Bottled Water and Cooler Rental or Individual Bottled Water

Resolution authorizes purchases from WB Mason.

Resolution R22-257 – Awarding Third Year of a Three-Year Contract for Testing and Monitoring of Fire Alarms & Security Systems

Resolution awards contract to Vanwell Electronics with annual cost of \$6,000.00.

Resolution R22-258 – Authorizing use of County Contract for Purchase of Equipment and Tool Rental

Resolution authorizes purchases from Herc Rentals, Sunbelt Rentals Inc., Jet Bac Equipment, Pumping Services, Inc., and Pave-Rite, Inc.

Resolution R22-259 – Authorizing use of County Contract for Purchase of Snow Plow, Salt Spreaders and Hydraulics and Controls

Resolution authorizes purchases from A&K Equipment Co., Cliffside Body Corporation, Chemung Supply Corp., Dejana Truck & Utility Equipment Co. LLC, H.A. Dehart & Son, Tony Sanchez Ltd, and Trius Inc.

Resolution R22-260 – Authorizing use of County Contract for Purchase of Winter Blend Diesel and Fuel Oil

Resolution authorizes purchases from National Fuel and J. Swanton Fuel Oil with costs not to exceed \$25,000.00.

Resolution R22-261 – Awarding First Year of a Two-Year Contract for Animal Feed and Supplements (Option A)

Resolution awards contract to Frank Carrajat dba Middle Valley Farms.

Resolution R22-262 – Rescinding a Contract for All in One Golf Management System to foreUP

Resolution rescinds contract to foreUP due to a misunderstanding in its response to the Request for Proposal.

Resolution R22-263 – Authorizing the Creation of a New Position of Administrator of Executive Services

Resolution authorizes the creation of a new position of Administrator of Executive Services.

Resolution R22-264 – Authorizing the Creation of a New Position of Park Operations Coordinator

Resolution authorizes the creation of a new position of Park Operations Coordinator.

Resolution R22-265 - Awarding Second of Two Possible One-Year Extensions for The Proprietary Upgrade and Maintenance/Support For Golfnow

Resolution awards contract to GolfNow.

COMMITTEE REPORTS

FINANCE

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

Director Soriano added that preliminary 2023 budget planning meetings have been held with the Accounting Manager and all departments, with the exception of Administration and the Stable.

HUMAN RESOURCES

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

LEISURE SERVICES

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

Carrie Springer, Environmental Education Manager stated that the Annual Festival of Trees will be held daily at the EEC December 2nd through December 29th. The festival will be closed December 23rd through December 26th. Dina Trunzo, Leisure and Community Services Administrator added that Toys for Tots collection sites will again be available at various park locations. The Stable at Lord Stirling Park will be hosting a toy collection event on Saturday, December 3rd from 10:00 A.M. to 11:30 A.M. Children will enjoy a pony ride with any toy donation during the event. Dina stated that artwork created by TR participants in an art program at the Somerset ARC and part of an art show is now on display in the TR wing. Lastly, Dina announced that she will be retiring from the Park Commission on December 31st after 34 years of service.

GOLF MANAGEMENT

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

INFORMATION MANAGEMENT

Dina Trunzo informed the Commissioners that the newly updated Park Commission website would be live on November 30th.

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

Vice President Foelsch, Chair of the Committee, submitted a report for October 2022.

AUDIT COMMITTEE

There was no report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake attended a workshop at Duke Farm on Deer Management. Staff from Duke Farm informed attendees of the various methods that are being utilized to manage the deer population at the farm, including the use of deer fencing. Managing the deer population has enabled staff to work on other projects that would otherwise be damaged by deer. Duke Farm is also working on management of invasive plant species on the property. Commissioner Drake expressed how fortunate it is to have Duke Farm in Somerset County.

OLD BUSINESS

CACI-Inc is interested in continuing its ability to do radio testing at Ross Farm. The Commissioners recommended that this request be forwarded to the Property Management Committee for consideration and the possible need for a permit.

Jenny Chipparullo who runs Lionheart Farm Project is seeking use of County-owned land as a location for a farm project. The purpose of the project is to teach farming skills to individuals with intellectual and developmental disabilities. The Commissioners recommended that this request be forwarded to the Property Management Committee for consideration.

Director Soriano informed the Commissioners that he granted permission in accordance with the Park Commission's UAF (Drone) Policy to Gene Huntington from Steward Green,

LLC. Mr. Huntington sought permission to fly a drone over Colonial Park to collect data in connection with a Rutgers University deer density study. The Commissioners supported the Director's decision.

Director Soriano referred back to the house at Lord Stirling that will be vacated by Gary Freuler at the end of the month and the need to confer with Principal Planner, Tom Boccino, on whether it has any historical value requiring its preservation. The Commission will need to decide a course of action for the property.

NEW BUSINESS

County Commissioner Drake stated that Jennifer Loughran of Bridgewater Skateboarding made a presentation to the County Commissioners at the last meeting expressing the need for a location for its skateboard program and seeking the use of the Greenway Park. Commissioner Drake believes that the Greenway Park could be an ideal location for the installation of a temporary skate park with the potential for a more permanent facility and requests the Commission's consideration of same. The Commission believes this request requires further discussion with the Leisure Services Committee followed by the Property Management Committee.

Seeing no further business, a motion to adjourn the meeting at 4:30 P.M. was moved by: Commissioner Caliguire; seconded by: Vice President Foelsch. YEAS: Commissioners Caliguire, D'Andrea, Haines, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Jordan, Kempe and Ludwig.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant