

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held September 17, 2020 at 8:00 A.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.

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

Scott Ross

Melonie Marano

Freeholder Liaison - alt

ABSENT

Doug Ludwig

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

Donna Umgelter, Administrator, HR

\*Participated via video conference. In light of the current COVI-19 mandates, Commissioners, Counsel, Public Relations, and Senior Management staff were asked to participate in this meeting remotely.

Also in attendance via video conference: Adam Bloom, Park Commission Engineer; Tom Boccino, Principal Planner Land Acquisition; Eric Bernstein, Legal Counsel and Rich Reitman, Public Relations.

Members from the public in attendance:

Terry Heide, Gillette, NJ

Bonnie Deo, Warren, NJ

Claudia Mott, Millington, NJ

Robin Gehringer, Basking Ridge, NJ

Jean Stamey Whitmore, Meyersville, NJ

### **PRESENTATION OF SERVICE AWARDS**

Rebecca VanDeursen earned a service award for 5 years of service. Formal presentation of service awards has been postponed at this time.

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

Members from the public spoke in support of keeping Lord Stirling Stable open in 2021 and under Park Commission management.

### **APPROVAL OF THE MINUTES**

President Caliguire called for the approval of the minutes of the regular meeting held on August 20, 2020. Moved by Commissioner Hunsinger; seconded by Commissioner Haines. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

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

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

### **Resolution R20-178 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$1,399,309.39 comprised of Claims in the amount of \$855,697.94, Other Expenses in the amount of \$95,435.44, and Salaries and Wages in the amount of \$448,176.01 for the period of August 19, 2020 through September 16, 2020.

### **Resolution R20-179 – Refund of Recreation Fees**

Resolution refunds recreation fees.

### **Resolution R20-180 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$16,950.56.

### **Resolution R20-181 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-182 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-183 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-184 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-185 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R20-186 – 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 August 2020.

**COMMISSION CORRESPONDENCE**

1. Various correspondence received regarding Washington Valley Park.
2. Various correspondence received regarding Lord Stirling Stable.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R20-187 – Creating the Position of Purchasing Agent and Designating Melissa Kosensky as Qualified Purchasing Agent**

Resolution designates Melissa Kosensky as Qualified Purchasing Agent for the Park Commission.

**Resolution R20-188 – Authorizing an Increase of the Bid Threshold to \$44,000.00**

Resolution authorizes an increase of the bid threshold from \$40,000.00 to \$44,000.00.

**Resolution R20-189 – Approving a Memorandum of Understanding between the Somerset County Park Commission and Jersey Off Road Bicycling Association**

Resolution approves a Memorandum of Understanding with Jersey Off Road Bicycling Association (JORBA) at Washington Valley Park.

Director Soriano explained that JORBA is a Statewide biking group that has helped to maintain our trails and that this MOU is a formalization of an existing relationship.

**Resolution R20-190 – Authorizing the Implementation of the Washington Valley Par Park Watch Program**

Resolution authorizes the implementation of a Park Watch Program at Washington Valley Park.

Director Soriano stated that the Park Watch Program developed from the desire of committed and dedicated patrons of Washington Valley Park to assist the Park Commission and local law enforcement with remediating undesirable behavior exhibited by park patrons.

**Resolution R20-191 – Authorizing Sale of Surplus**

Resolution authorizes sale of surplus inventory.

**Resolution R20-192 – Authorizing use of County Contract for the Purchase of a Drug and Alcohol Testing Program**

Resolution authorizes purchases from DSI Medical Services with expenses not to exceed \$500.00.

**Resolution R20-193 – Awarding the One Year Extension of a One-Year Contract with Possible One (1) One-Year Extension for Armored Car Service**

Resolution awards the one (1) one-year extension for armored car service to Eastern Armored Services with total annual costs not to exceed \$29,994.00 for the period of October 1, 2020 through September 30, 2021.

**Resolution R20-194 – Authorizing the use of County Contract for Various Professional Engineering and Related Services**

Resolution authorizes services from Carlin Appraisal Services for the appraisal of five properties with cost not to exceed \$2,750.00.

**Resolution R20-195 – Awarding Contract for the Purchase of Two (2) Lastec Pull Behind Mowers (Model XR700) or Equivalent with Option D: High Lift Blade**

Resolution authorizes purchase from Finch Services, Inc. with cost not to exceed \$45,280.00.

**Resolution R20-196 – Authorizing use of County Contract for Purchase of Towing Services**

Resolution authorizes services from Mike's Towing and Recovery with costs not to exceed \$500.00.

**Resolution R20-197 – Awarding the Second Year of a Two-Year Contract for Septic Pumping, Removal & Disposal Services**

Resolution awards contract to Kleiza Enterprises.

**Resolution R20-198 – Authorizing the use of County Contract for the Purchase of Janitorial/Cleaning Services**

Resolution authorizes services from ACB Services.

**Resolution R20-199 – Authorizing the use of State Contract to Enter into the First Year of a Three-Year Contract for the Purchase of Microsoft Office 365 Subscription Licenses and Office 365 Migration with PST Ingestion for Employee Work Stations for the Park Commission Network**

Resolution authorizes purchase from SHI International Corp.

**COMMITTEE REPORTS**

**CFO's Report**

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

Director Soriano stated that with three months remaining in 2020, the Park Commission needs to generate approximately \$2.1million revenue to balance the budget. Park Commission Treasurer, Nick Trasente, anticipates that revenue generated for the next three months will meet this target.

**HUMAN RESOURCES**

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

Donna Umgelter, Administrator, Human Resources, stated that the Park Commission received \$1,000.00 as First Place recipient of the JIF Safety Award.

**LEISURE SERVICES**

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

**GOLF MANAGEMENT**

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

Bob Ransone, Deputy Director, Golf Management reported that there was an unprecedented average 1,000 rounds of golf played per day for the month of August and to date for the month of September.

## **INFORMATION MANAGEMENT**

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

Cindie Sullivan, Assistant Director, stated that the IM department will be moving forward with the transition to Microsoft Office 365 via the approval of resolution R20-199. It is anticipated that the process will commence in October and take approximately one month to complete.

## **VISITOR SERVICES**

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

## **PROPERTY MANAGEMENT**

There was no report for August 2020.

## **PLANNING AND LAND ACQUISITION**

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

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

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

## **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director, Park Operations, reported that the Rudolf van der Goot Rose Garden at Colonial Park received the Jersey Best Award as one of the six Best Gardens in the state. Bathrooms will be opened at Duke Island Park and Colonial Park. Pierce thanked the Freeholders for the use of Capital for rolling stock purchases.

## **AUDIT COMMITTEE**

The 2019 Audit has not yet been received.

## **FREEHOLDERS REPORT**

Freeholder Marano did not have anything to report.

## **OLD BUSINESS**

Director Soriano will be convening a meeting with the Leisure Services Committee to review three previously received project requests.

## **NEW BUSINESS**

Director Soriano stated that he received prior communication from Gregg Wilke, owner of APEX Sports Complex in Hillsborough that Mr. Wilke received a Cease and Desist Order for the name of his facility. As such, Mr. Wilke was looking to change the name of his facility, which neighbors Mountain View Park, to Mountain View Sports Complex.

Director Soriano reported that Mr. Wilke has since notified him that he no longer wishes to pursue the use of Mountain View in the renaming of his facility.

Seeing no further business, a motion to adjourn the meeting at 8:37 A.M. was moved by: Commissioner Hunsinger; seconded by: Commissioner Leonard. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, Ross and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant