

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, January 18, 2018 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

"In accordance with Public Law Chapter 231, the open public meeting notice requirements have been satisfied whereby the starting time and place of this meeting have been filed with a county newspaper and the County Clerk and posted in a public information area in this office."

Interim President Crosby called the meeting to order.

**PRESENT**

Bill Crosby  
Helen Haines  
Jim Leonard  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

D.J. Hunsinger  
Doug Ludwig  
Kevin McCallen

Other staff members present were:

Raymond Brown, Director  
Janine Erickson, Executive Assistant  
Mike Adams, Special Projects Manager  
Adam Bloom, Parks Engineer  
Tom Boccino, Principal Planner/Land Acq.  
Bob Ransone, Director Golf Mgmt.  
Carrie Springer, Environ. Science Mgr.  
Pierce Frauenheim, Deputy Dir. Park Maint.

Dina Fornataro-Healey, Mgr. Recreation  
Dan Livak, Deputy Dir. Business Admin.  
Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR

Also in attendance: Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**ELECTION OF OFFICERS**

Interim President Crosby reported that the Nominating Committee met and their recommendation for Commission President is William Crosby, Vice President is Scott Ross, and Secretary is Ray Brown. **MOVED BY:** Commissioner Haines; seconded by: Commissioner Paluck. **YEAS:** Commissioners Haines, Leonard, Paluck, Ross, and Interim President Crosby. **NAYES:** None. **ABSENT:** Commissioners Hunsinger, Ludwig, and McCallen.

**APPROVAL OF THE MINUTES**

President Crosby called for the approval of the minutes of the Special meeting held January 8, 2018. **MOVED BY:** Commissioner Ross; seconded by: Commissioner Paluck. **YEAS:** Commissioners Haines, Leonard, Paluck, Ross, and President Crosby. **NAYES:** None. **ABSENT:** Commissioners Hunsinger, Ludwig, and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R18-017 – Confirming Orders**

Resolution authorizing payment of confirming orders totaling \$5,383.04.

### **Resolution R18-018 – Certification of Funds on Previously Awarded Contracts (Leisure Services)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-019 – Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-020 – Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-021 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-022 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts**

Resolution amends and cancels certification of funds.

### **Resolution R18-023 – Resolution Amending Resolution R17-211 Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution corrects resolution R17-211 which was adopted on December 29, 2017 to correct requisition number for Jack Jolly.

### **Resolution R18-023 – Resolution Amending Resolution R18-003 Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution corrects resolution R18-003 which was adopted on January 8, 2018 to correct requisition numbers for Finch Services, Johnny on the Spot, and Storr Tractor.

## **DIRECTOR'S REPORT**

No Director report was submitted.

## **COMMISSIONER CORRESPONDENCE**

1. Letter from Regional Center Partnership reminding the Park Commission of the appointments for 2018.

2. Thank you letter from the Adult Daycare Center of Somerset County for the donation of a foursome at each of the five Somerset County golf courses for their 19th Annual "Getting Better with Age" wine tasting event.
3. Letter of congratulations from Somerset County Cultural & Heritage Commission regarding award of NJSCA State/County Partnership Local Arts Program Grant in the amount of \$2,880.00 to Somerset County Park Commission.
4. Letter from Regional Center Partnership of Somerset County regarding the appointment of voting representative to Regional Center Partnership for 2018.
5. Letter from County of Somerset Department of Finance and Administrative Services regarding auction results from online sale of surplus and obsolete vehicles and equipment.
6. Letter from Amwell Valley Cricket Club seeking to establish a relationship with Somerset County Park Commission for the availability and development of a cricket field for recreational sports use.
7. Letter from New Jersey Water Supply Authority providing the schedule of 2018 meeting dates.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R18-025 – Designating Public Agency Compliance Officer (P.A.C.O.)**

Resolution designates Karen McGee, RPPO, QPA Purchasing Agent to be the Public Agency Compliance Officer.

#### **Resolution R18-026 – Award of First Year of a Two-Year Contract for Horse Bedding**

Resolution awards a contract for horse bedding to Bohonyi Corporation.

#### **Resolution R18-027 – Authorizing Contract from Cooperative Pricing Bid for Golf Course and Park Maintenance Materials**

Resolution awards a contract to Andre & Sons, Britton Industries, Central Irrigation Supply, CPS, Davisson Golf, Ferti-Soil Turf Supply, Fisher & Son Co., Grass Roots Turf Products, Harrells, LLC, Jersey Mulch Products, L.M.I., Levitt's LLC, Mitchell Products, Plant Food Co., Primos Products, Reed Perrine Sales, Seeton Turf Warehouse, SiteOne Landscape, Synatek, Tri-State Materials, Tuckahoe Sand & Gravel, Turf & Organics, and Viersma Sales & Service, LLC.

#### **Resolution R18-028 – Awarding First Year of Five-Year Contract for Golf Shop Resale Merchandise**

Resolution awards contracts to Range Servant American, Inc., Horungs Golf Products, Acushnet Co-Footjoy, Ping Inc., and Cutter & Buck.

**Resolution R18-029 – Award of Contract for Health Benefit Consulting Services**

Resolution awards contract for Health Benefit Consulting Services to Assured Partners / AJM Insurance.

**Resolution R18-030 – Authorizing the Use of State Contract for the Purchase of Industrial Supplies and Equipment**

Resolution authorizes the use of Grainger, Inc. for the purchase of industrial supplies and equipment.

**Resolution R18-031 – Authorizing the Use of State Contract for Elevator Maintenance**

Resolution authorizes the use of Schindler Elevator Corporation for elevator service.

**Resolution R18-032 – Authorizing the Use of State Contract for the Purchase of Walk-In Building Supplies**

Resolution authorizes the use of Lowe's Home Centers LLC for the purchase of walk-in building supplies.

**Resolution R18-033 – Authorizing the Use of State Contract for the Purchase of Facilities MRO, Lighting Products, Industrial Supplies, and Tools**

Resolution authorizes the use of MSC Industrial Supply Dept for the purchase of facilities MRO, lighting products, industrial supplies, and tools.

**Resolution R18-034 – Authoring the Use of County Contract for the Purchase of Recycling Services for Wood and Refuse**

Resolution authorizes the use of County Contract for the purchase of recycling services for wood and refuse from Britton Industries.

**Resolution R18-035 – Authorizing the Use of State Contract for the Purchase of Gas Propane**

Resolution authorizes the use of Suburban Propane for the purchase of gas propane.

**Resolution R18-036 – Authorizing the Use of State Contract for the Purchase of Walk-In Building Supplies**

Resolution authorizes the use of Home Depot for the purchase of walk-in building supplies.

**FINANCE/BUSINESS ADMINISTRATION**

President Crosby, Chair of the Committee, submitted a report for the month of December 2017.

Dan Livak, Deputy Director/Business Administrator reported that he has been working on the 2018 budget with Chris Hart in County Finance. Dan is awaiting a meeting with the County CFO to discuss the 2018 budget.

Ray Brown, Director, stated that there is still work to be done on the 2018 budget. He is awaiting the reorganization of the Somerset County Park Commission Finance Committee, which oversees the budget.

## **HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of December 2017.

## **LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of December 2017.

Cindie Sullivan, Deputy Director Leisure Services had no additional report.

## **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of December 2017.

Bob Ransone, Deputy Director Golf Management reported that there has been a slow start to golf registrations this year likely due to the cold weather and the snow. There were 642 registered golfers from January 1 – 17, 2017 as compared to 274 registered golfers during the same time period in 2018.

## **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of December 2017.

Alex Mathew, Manager of Information Management had no additional report.

## **VISITOR SERVICES**

President Crosby, Chair of the Committee, submitted a report for the month of December 2017.

Dan Livak reported that the deer management program is going well at Washington Valley Park.

## **PROPERTY MANAGEMENT**

President Crosby, Chair of the Committee, submitted a report for the month of December 2017.

Dan Livak, Deputy Director/Business Administrator had no additional report.

## **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of December 2017.

Tom Boccino, Principal Planner/Land Acquisition reported that work continues on the Master Plan Project. Consultants met with Somerset County Park Commission Management Staff on January 12<sup>th</sup>. The Master Plan Consultants will be hosting a Public Information Gathering Meeting on January 30, 2018 at Somerset County Administration Building at 7 p.m. to solicit public input on the Master Plan.

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of December 2017.

Adam Bloom, County Engineering had no further report.

**PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of December 2017.

Pierce Frauenheim, Deputy Director Maintenance had no further report.

**AUDIT COMMITTEE**

No report this month.

**FREEHOLDER'S REPORT**

Freeholder Caliguire reported that he is glad to be the Park Commission Liaison for 2018.

**OLD BUSINESS**

No old business to report.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:18 a.m. was made by Commissioner Paluck; seconded by Commissioner Haines. YEAS: Commissioners Haines, Leonard, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Hunsinger, Ludwig, and McCallen.

Respectfully submitted,



Raymond A. Brown  
Director



Janine Erickson  
Executive Assistant