

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, March 15, 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."

President Crosby called the meeting to order.

**PRESENT**

Bill Crosby  
D.J. Hunsinger  
Jim Leonard  
Kevin McCallen  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Doug Ludwig  
Helen Haines

Other staff members present were:

Raymond Brown, Director  
Janine Erickson, Executive Assistant  
Alex Mathew, Manager Info. Mgmt.  
Carrie Springer, Manager Env. Science  
Darrell Marcinek, Director Golf Maint.  
Dina Fornataro-Healey, Manager Rec  
Pierce Frauenheim, Deputy Dir. Park Ops.

Dan Livak, Deputy Dir. Bus. Admin.  
Mike Ballow, Manager Park Maint.  
Bob Ransone, Deputy Dir. Golf Mgmt.  
Ed Highland, Fleet Manager  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

In attendance from the County: Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; Melissa Kosensky, Purchasing; Yvonne Childress, Finance; and Chris Hart, Finance.

Also in attendance: Rich Reitman, Public Relations and Betsy Flanagan, Legal Counsel

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**APPROVAL OF THE MINUTES**

President Crosby called for the approval of the minutes of the last regular meeting held February 15, 2018. **MOVED BY:** Commissioner Hunsinger; seconded by: Commissioner Ross. **YEAS:** Commissioners Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. **NAYES:** None. **ABSENT:** Commissioners Haines and Ludwig.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R18-064 – Payment of Claims**

Resolution authorizing payment of bills for \$1,108,882.05 comprising of check numbers 11716-11758, 11759-11829, 11839-11856, 11857-11877, 11878-11899.

### **Resolution R18-065 – Payment of Confirming Orders**

Resolution authorizes payment of confirming orders totaling \$6,746.99.

### **Resolution R18-066 – Certification of Funds for Previously Awarded Contracts (Leisure Services)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-067 – Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-068 – Certification of Funds for Previously Awarded Contracts (Fleet)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-069 – Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-070 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R18-071 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts**

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

### **Resolution R18-072 – Correcting Resolution R18-028 for Incorrect Account String**

Resolution corrects the account string from 33-260-56-470-201-660 to 33-300-56-470-201-660 for Golf Resale Merchandise on Resolution R18-028 dated January 18, 2018.

**Resolution R18-073 – Correcting Resolution R18-063 for Incorrect Account String**

Resolution corrects the account string from 33-260-56-470-201-660 to 33-300-56-470-201-660 for Golf Resale Merchandise on Resolution R18-063 dated February 15, 2018.

**Resolution R18-074 – Establishing a Change Fund for Warrenbrook Pool**

Establishing a change fund in the amount of \$100 for Warrenbrook Pool concession register.

**DIRECTOR'S REPORT**

Director Brown submitted a report for the month of February 2018.

**COMMISSIONER CORRESPONDENCE**

1. Letter from Somerset County Engineering Division announcing a public hearing to be held on March 15, 2018 at 7pm to obtain comments regarding its application to the NJDEP Green Acres Program for the proposed major diversion of parkland owned by the County of Somerset.
2. Letter to Somerset County Planning Board from Bisogno, Loeffler and Selley, LLC, Attorneys at Law representing Thomas and Maria Kavouras who are seeking to purchase additional land from Somerset County and Somerset County Park Commission to make their property conforming.
3. Letter from Kathy Ormosi, President of Friends of Abraham Staats House regarding disrepair of the Howe Homestead and Fleishmann Building within Colonial Park and the request for their restoration.
4. Letter from State of New Jersey Department of Health stating that the 2017 Right to Know Survey is available for completion online. The survey must be submitted no later than July 15, 2018.
5. Letter from Mayor of Hillsborough, Gloria McCauley, regarding a letter received from a Hillsborough student suggesting the creation of a hockey rink at Mountain View Park.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R18-075 – Award of Contract for Printing and Distributing Park Guide**

Awarding printing and distributing of Park Guide to Gannett NJ with cost not to exceed \$3,638.00 per guide.

Dina Trunzo, Therapeutic Recreation Manager, stated that the cost of the Park Guide is \$1,100 less per guide this year as a result of digital distribution. Leisure Services was pleased with the services Gannett NJ has provided in the past and happy to work with them again.

**Resolution R18-076 – Award of the First Year of Two-Year Contract for Golf**

Resolution awards contract to Grass Roots, Inc., Fertl Soil Turf Supply Inc., SiteOne Landscape Supply.

**Resolution R18-077 – Awarding Contract for Golf Shop Resale Merchandise**

Resolution awards contract to Supreme International LLC as additional vendor for golf shop resale merchandise.

**Resolution R18-078 – Authorizing use of County Contract for Parts, Repairs of Commercial Lawn Park/Golf Course Equipment**

Resolution authorizes purchases from Wilfred MacDonald, Inc. and Cammps Hardware and Lawn Products.

**Resolution R18-079 – Awarding First Year of a Two-Year Contract for Furnishing and Delivery of Irrigation Repair Parts for Irrigation Systems for Golf Courses**

Resolution awards contract to Storr Tractor Company, Aquarius Supply Inc., and SiteOne Landscape Supply.

**Resolution R18-080 – Awarding Second Year of a Three-Year Contract for Electrical and Plumbing Services for all Park Locations**

Resolution awards contract to A&S Service Co (Primary)/Oxford Electrical (Secondary) for electrical and Robert Griggs Plumbing (Primary)/Stryker Heating and Cooling (Secondary) for heating.

**Resolution R18-081 – Authorizing use of State Contract for Purchase of Electrical Equipment and Supplies: North, Central and South Regions**

Resolution authorizes purchases from Franklin-Griffith Supply, Inc.

**Resolution R18-082 – Authorizing use of State Contract for Purchase of Plumbing and Heating Supplies/Equipment - Statewide**

Resolution authorizes purchases from Madison Plumbing Supply Co.

**Resolution R18-083 – Awarding Contract for Purchase of GENIE Boom**

Resolution awards contract to United Rentals (North America) for purchase of GENIE self-propelled articulating boom. Cost not to exceed \$59,259.98.

**Resolution R18-084 – Awarding Contract for Purchase of Bear CAT Chipper**

Resolution awards contract for purchase of 2017 or newer Bear CAT Chipper or Equivalent with Options to R.J. Shermann & Assoc., Inc. dba Vermer North Atlantic Sales & Service. Cost not to exceed \$23,761.92.

**Resolution R18-085 – Awarding Contract for Purchase of One Lastec Pull Behind Mower and Two Lastec Pull Behind Mowers with Options**

Resolution awards purchase of one (1) Lastec pull behind mower and two (2) Lastec pull behind mowers with options to Finch Services. Cost not to exceed \$62,880.00.

**Resolution R18-086 – Authorizing use of Morris County Coop for Purchase of One Frontier Wood Chipper**

Resolution authorizes purchase of one (1) Frontier wood chipper from Cammps Hardware & Lawn Products. Cost not to exceed \$3,506.44.

**Resolution R18-087 – Authorizing use of Morris County Coop for Purchase of One Toro Groundmaster and One Toro Mower Deck Side Discharge**

Resolution authorizes purchase of one (1) Toro Groundmaster and one (1) Toro mower deck side discharge from Storr Tractor Company. Cost not to exceed \$25,784.00.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

President Crosby submitted a report for the month of February 2018.

Dan Livak, Deputy Director/Business Administration, reported that each division met with the County CFO to review the 2018 Operating Budget and he is anticipating receiving information on the final budget shortly.

**HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of February 2018.

Donna Umgelter, Human Resources Manager, stated that a Park Ranger Manager has been hired and will be starting Monday, March 19, 2018 and an Assistant Foreman has been hired for Skillman Park. Seasonal positions for summer hire are listed in the monthly Human Resources Report.

**LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of February 2018.

Dina Fornataro-Healey, Recreation Manager, reported that this year's Volunteer Dinner will be Wednesday, April 18, 2018 at Neshanic Valley Golf Course at 6:30pm.

Dina worked with Carrie Springer, Environmental Science Manager, to apply to Whole Foods' Grant Program. Dina and Carrie were excited to announce that the Somerset County Park Foundation has been awarded 5% of sales from Whole Foods' opening day on March 21, 2018. It is estimated that the Foundation can receive an average of \$10,000 from the day's proceeds. These funds will be used to benefit trails at the Environmental Education Center and programs for the Recreation Department. Representatives from the Leisure Services Department will have a table

in front of Whole Foods on their opening day to distribute information about programs within the Somerset County Park Commission and the Somerset County Park Foundation. Ray congratulated Dina and Carrie for working together and being awarded this grant opportunity.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of February 2018.

Darrell Marcinek, Director of Golf Maintenance, reported that Spooky Brook and the Academy and Lake Courses at Neshanic Valley Golf Course are open. Warrenbrook, Quail Brook, and Green Knoll Golf Courses remain closed.

Robert Ransone, Deputy Director of Golf Management, reported that despite the fact that the weather for this March has been bad, Golf revenue is ahead of last year's year-to-date revenue as a result of indoor golf, which has doubled as compared to the same time last year. The Maintenance Building and Senior Clubhouse at Warrenbrook Golf Course remain without power since the snow storm on March 2, 2018.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2018.

Dan Livak, Deputy Director of Business Administration, reported that the presentation by BerryDunn regarding the IT Master Plan has been postponed until the April meeting. Due to the snow storm that hit Maine yesterday, the consultants were unable to secure flights to NJ.

### **VISITOR SERVICES**

President Crosby, Chair of the Committee, submitted a report for the month of February 2018.

Dan Livak, Deputy Director of Business Administration, stated that Greg Skinner has been hired for the position of Park Ranger Manager. Dan stated that Greg's experience and his familiarity with the Park Rangers make him a good fit for the Park Ranger Manager position.

### **PROPERTY MANAGEMENT**

President Crosby, Chair of the Committee, submitted a report for the month of February 2018.

Dan Livak, Deputy Director of Business Administration, reported that four hunting licenses/parcels will be out for bid in April and four to five farm parcels will be out for bid in August. Trap Rock will be a new hunting parcel.

## **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of February 2018.

Tom Boccino, Parks Section Principal Planner, Land Acquisition, had no additional report.

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

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2018.

Adam Bloom, County Engineering, had no additional report.

## **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of February 2018.

Pierce Frauenheim, Deputy Director of Park Operations, stated that there was some damage from the two recent snow storms but Park Maintenance is moving forward with spring preparations for use of the parks. Freeholder Caliguire asked if scheduling was on track at Mountain View Park. Both Pierce and Commissioner Ross assured Freeholder Caliguire that scheduling was going smoothly and was on track. Pierce stated that renovations are on schedule at the Pro Shop at Green Knoll Golf Course.

## **AUDIT COMMITTEE**

No report this month.

## **FREEHOLDER'S REPORT**

No report this month.

## **OLD BUSINESS**

No old business to report.

## **NEW BUSINESS**

No new business to report.

## **Resolution R18-088 – Closed Session**

Resolution adjourning into closed session at 8:22 a.m. in accordance with the Sunshine Law, Chapter 321, P.L. 1975 (N.J.S.A. 10:4-6, et seq.) to discuss personnel issues. MOVED BY: Commissioner Hunsinger; seconded by: Commissioner Leonard. YEAS: Commissioners Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Haines and Ludwig.

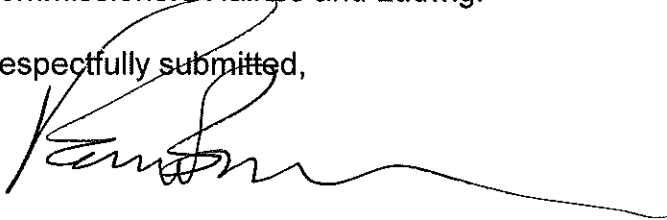
Upon the completion of the Closed Session, President Crosby announced that the Commissioners were recommending the appointment of Geoffrey Soriano as interim Secretary-Director effective April 1, 2018 in preparation for the retirement of Director Brown on May 1, 2018. Commissioner Leonard stated that it is important to the daily

operations of the Somerset County Park Commission to have an interim Secretary-Director. Freeholder Caliguire stated that he has worked with Geoffrey Soriano in the past and praised his great organizational skills and work ethic. Freeholder Caliguire stated that Geoff enjoys the outdoors and will be a great fit for the Somerset County Park Commission.

A motion was made to accept the appointment of Geoffrey Soriano as interim Secretary-Director effective April 1, 2018. MOVED BY: President Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Hunsinger, Leonard, McCallen, Paluck, Ross and President Crosby. NAYES: None. ABSENT: Commissioners Haines and Ludwig.

A motion to adjourn the meeting at 8:38 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Ross. YEAS: Commissioners Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Haines and Ludwig.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Raymond A. Brown', with a long horizontal flourish extending to the right.

Raymond A. Brown  
Secretary-Director

A handwritten signature in black ink, appearing to read 'Janine Erickson', written in a cursive style.

Janine Erickson  
Executive Assistant