

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, June 21, 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
Helen Haines
D.J. Hunsinger
Jim Leonard
Doug Ludwig
Kevin McCallen
Dot Paluck
Mark Caliguire, Freeholder Liaison

ABSENT

Scott Ross

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Marge Margentino, Manager, Stable
Janine Erickson, Executive Assistant	Alex Mathew, Manager, IM
Mike Ballow, Manager, Fleet Maint	Greg Skinner, Manager, Park Rangers
Ken Fivek, Supervisor, Golf Ops.	Carrie Springer, Manager Env. Science
Dina Fornataro-Healey, Manager Rec	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Pierce Frauenheim, Dep. Dir. Park Ops.	Donna Umgelter, Manager HR
Dan Livak, Deputy Dir. Bus. Admin.	
Darrell Marcinek, Director Golf Maint.	

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

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

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 May 17, 2018. MOVED BY: Commissioner Leonard; seconded by: Commissioner Paluck. YEAS: Commissioners Haines, Hunsinger, Leonard, Ludwig,

McCallen, Paluck, and President Crosby. NAYES: None. ABSENT: Commissioner Ross.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-138 – 2018 Operating Budget

Resolution to adopt the 2018 Operating Budget.

Resolution R18-139 – Refund of Recreation Fees

Resolution authorizing the refund of recreation fees for various recreation programs.

Resolution R18-140 - Payment of Claims

Resolution authorizing payment of bills for \$2,195,163.79 comprising of check numbers 12483-12511, 12512-12568, 12585, 12569-12603, 12608-12666, 12667-12707,12708-12779.

Resolution R18-141 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$21,568.49.

Resolution R18-142 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-143 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-144 – Authorizing Additional Funds for Previously Awarded Contracts (Administration)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-145 – Authorizing Additional Funds for Previously Awarded Contracts (Park Maintenance)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-146 – Authorizing Additional Funds for Previously Awarded Contracts (Pending)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-147 – Cancelling of Certification of Funds for Previously Awarded Contracts

Resolution cancels certification of funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of May 2018.

COMMISSION CORRESPONDENCE

1. Letter received from Franklin Township requesting use of Somerset county parkland identified as the "South Mettlers" property for the Township's Deer Management Program.
2. Notice of Public Hearing received from Attorney's for Ridge Oak, Inc. (a senior housing facility) advising of application for Preliminary and Final Site Plan Approval relative to its property located at 150 Manchester Drive, Basking Ridge, NJ.
3. Letter received from Belle Mead resident, Jessie Havens requesting certain maintenance improvements to water runoffs at the Sourland Mountain Preserve.
4. Notification from Audubon International regarding the recertification of Neshanic Valley Golf Course as a designated "Certified Audubon Cooperative Sanctuary" through the Audubon Cooperative Sanctuary Program for Golf Courses.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-149 – Change Fund

Resolution establishes custodians of cash change funds for 2018.

Resolution R18-150 – Awarding First Year of a Five-Year Contract for Ice Cream/Soft Ice Concession Services

Resolution awards contract to Josefa, LLC.

Resolution R18-151 – Cash Advance for TR Travelers Program

Resolution awards cash advance for TR Travelers Program in the amount of \$175.00 to cover the cost of vehicles tolls, parking fees, and staff meals.

Resolution R18-152 – Awarding Third Year of Five-Year Contract for Optical Viewers

Resolution awards contract to Tower Optical Company, Inc.

Resolution R18-153 – Awarding a Five-Year Contract for Licensing of Hunting Rights to Three (3) Parcels in Somerset County, NJ

Resolution awards licensing of hunting rights to Double O Rod and Gun Club for hunting on Mac Arthur Parcel, and to L and L Hunting Club for hunting on Wnek/Grosso/Thompson Parcel and Stavola/Trap Rock Parcel. The contract is for September 1, 2018 to August 31, 2023.

Resolution R18-154 – Authorizing the use of County Contract for Office Supplies, Furniture & Equipment, Printer Ink Cartridge and Toner

Resolution authorizes use of County Contract for purchases from WB Mason and The Office Concepts Group.

Resolution R18-155 – Authorizing the use of County Contract for Maintenance and Repair of Heating, Ventilating and Air Conditioning Systems and Boilers

Resolution authorizes use of County Contract for maintenance and repair service from Millennium Mechanical Contractors, LLC. Cost is not to exceed \$25,000.00

Resolution R18-156 – Authorizing the use of County Contract for Purchase of Unleaded Gasoline

Resolution authorizes use of County Contract for purchase from Riggins Inc.

Resolution R18-157 – Authorizing the use of State Contract for Pest Control Services

Resolution authorizes the use of State Contract for services from Tri-County Pest Control, Inc. Costs are not to exceed \$6,800.00.

Resolution R18-158 – Authorizing the use of County Contract for Refuse Disposal Services

Resolution authorizes use of County Contract for services from Dave's Suburban Disposal, Premier Disposal, Kohler Waste Services, Inc., Republic Services.

Resolution R18-159 – Authorizing the use of County Contract for Furnishing Recycling of Tree Brush, Stumps and Leaves, Wood Logs and Chips, and Wood Pallets

Resolution authorizes use of County Contract for recycling services from Britton Industries Inc.

Commissioner Haines inquired where the refuse is being disposed and if there are any concerns with contaminated recycling materials causing the spread of disease. Pierce Frauenheim, Deputy Director Park Operations, stated that he was not aware of any contaminated material being recycled.

Resolution R18-160 – Authorizing the use of County Co-op for Preventative Maintenance/Repair of Emergency Generators

Resolution authorizes use of Morris County Cooperative Pricing for preventative maintenance/repair services from Atlantic Switch & Generator, LLC.

Resolution R18-161 – Authorizing the use of County Contract for Equipment and Tool Rental

Resolution authorizes use of County Contract for purchases from Herc Rentals, Inc.

Resolution R18-162 – Authorizing the use of State Contract for the Purchase of Computer Equipment and Peripherals

Resolution authorizes the use of State Contract for purchase from HP Inc.

Resolution R18-163 – Authorizing the use of State Contract for the Renewal of The Forcepoint Annual Maintenance Support

Resolution authorizes the use of State Contract for purchase from SHI.

Commissioner Hunsinger questioned the renewal of this contract in light of some IT enhancements being discussed with the ITAG Committee. Resolution R18-163 was passed with the stipulation that spending would be adjusted subject to ITAG Committee approval. Commissioner Hunsinger wants to avoid spending money on support services that may not be warranted.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

Dan Livak, Deputy Director/Business Administrator, reported that the final 2018 Operating Budget was adopted at today's Monthly Park Commission Meeting.

HUMAN RESOURCES

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

Donna Umgelter, Manager Human Resources, stated that the health center and the pharmacy at the Somerset County Partnership Health Center are now open. There was a ribbon cutting ceremony at the Health Center on June 12, 2018. The Somerset County Park Commission received a \$750 award from Somerset County Joint Insurance Fund for complying with the SCJIF Safety Program.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director Leisure Services, reported that Senator Bateman will be the honoree at this year's Annual Somerset County Park Foundation Breakfast on July 22, 2018.

Carrie Springer, Manager of the Environmental Science Center, reported that the Arizona Birding Trip took place over Memorial Day weekend. This trip was the first out-of-state, weeklong trip in a number of years. Participants had the unique

opportunity to have their lodging at a research station that was part of the Smithsonian Institute. The Awesome Kids camp begins this week and all seasonal employees have been hired and are in place.

Carrie will be working with Dina Fornataro-Healey, Manager Recreation, on utilizing the grant money that was received from Whole Foods Market toward trail improvements and the development of wellness programs.

Dina Fornataro-Healey, Manager Recreation, stated that camps are underway and the Warrenbrook Pool is now open. The Bocce League, which consisted of 19 teams with participants ranging in age from 50 to 90 years old, finished its season last Tuesday, June 19th. Dina was part of a team of representatives that made a presentation to the Talent Acquisition team at Sanofi regarding the various services available and benefits to living in Somerset County to assist the team with recruiting higher talent to their North American Headquarters located in Bridgewater, NJ. Dina spoke of the many offerings of the Park Commission available to Bridgewater and Somerset County residents. Representatives from Ride Wise, Somerset County Business Partnership, RVCC participated in the presentation. The Vice President of RVCC was impressed by the amount of information Dina shared about the Park Commission and asked her to make the same presentation to RVCC staff.

Marge Margentino, Manager Stable, stated that lessons are underway and summer camp will start next week. The new mascot horse, named Jessie James, will be presented at a Pony Tea Party in August. Marge stated that there is more than 14,000 linear feet of fencing that will be going out to bid at the Stable.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management, stated that golf rounds and revenue are up for the month of June as compared to June 2017. The upcoming, local Drive, Pitch and Putt; sponsored by USGA, PGA, and the Masters, was held at Neshanic Valley Golf Course on June 14th. The boys and girls NJ State Golf Association Junior Championships will be held at Neshanic Valley Golf Course on June 27th and 28th.

Darrell Marcinek, Director Golf Maintenance, reported that Neshanic Valley Golf Course received a three year re-certification from Audubon International. Darrell thanked the Golf Maintenance staff for all their efforts that lead to the re-certification. Fifteen 30 yard dumpsters were used to haul away debris that had been stock-piled at Spooky Brook Golf Course. The County Public Works has assisted with this undertaking and will assist with supplying additional dumpsters.

INFORMATION MANAGEMENT

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

Dan Livak, Deputy Director Business Administration, reported that there will be a meeting of the ITAG Committee following this meeting to further discuss priorities identified in the initial meeting in May.

VISITOR SERVICES

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

Greg Skinner, Manager Park Rangers, stated that he received two email commendations. The first email commended Ranger Austin-Dominguez for her help at the Annual Rose Day Festival at Colonial Park. The second email thanked Ranger Kruegel for his ongoing assistance at the Park Commission.

Preparations for the Fourth of July Fireworks Event at Headquarters are underway. SCPC will partner with Somerset County Office of Emergency Management to ensure a safe event.

PROPERTY MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator stated that hunting licenses are being awarded for three land parcels. There were no bids received for the fourth land parcel. There will be a 7% increase in revenue for the Park Commission as compared to last year as a result of the rebid of these parcels. Licensing fees from all hunting parcels generates \$155,000 for the Park Commission.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition, reported that the second public meeting for the County Preservation Plan was held last night, June 20, 2018. There was a lot of interest in the Historic Preservation Plan. Consultants will be compiling information gathered at the public meetings into the plan to present to the steering committee. A subsequent public meeting is tentatively planned for November 2018.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Pierce Frauenheim, Deputy Director Park Operations, wanted to recognize the Park Rangers for their assistance at the Annual Rose Day Event at Colonial Park. Pierce went on to thank the County Public Works for their assistance with filling pot holes at Duke Island Park. Preparations for the Fourth of July Event at Headquarters are underway with temporary bridges and fencing being erected. Finally, Pierce recognized the great job Carrie Springer, Manager of Environmental Science, did with the leadership project held at the EEC for seventh grade students from the Pingry School.

AUDIT COMMITTEE

Dan Livak, Deputy Director Business Administrator, stated that the final audit report will be available at the end of July.

FREEHOLDER'S REPORT

Freeholder Caliguire stated that Somerset County Partnership Health Center Ribbon Cutting Ceremony was held last week and was well attended. Freeholder Caliguire encouraged eligible staff to utilize the health center where they will receive care; including lab work, physical therapy and medications without the cost of copays. President Crosby stated that the facility is convenient and has ample parking.

OLD BUSINESS

To follow up on the request from Hollis Fitch regarding placing a sculpture in her husband's honor at Skillman Park, Director Soriano stated that he sent an email to Mrs. Fitch stating that the Commission has taken her request under advisement. Director Soriano stated that he has not received any further correspondence from Mrs. Fitch. Freeholder Caliguire stated that he has not received any further follow-up on the subject as well.

NEW BUSINESS

No new business.

A motion to adjourn the meeting at 8:34 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Leonard. YEAS: Commissioners Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President Crosby. NAYES: None. ABSENT: Commissioner Ross.

Respectfully submitted,


Geoffrey D. Soriano
Interim Secretary-Director


Janine C. Erickson
Executive Assistant