

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, July 19, 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
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Doug Ludwig
Kevin McCallen

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Alex Mathew, Manager, IM
Ken Fivek, Supervisor, Golf Ops.	Robert Ransone, Dep. Dir. Golf
Dina Fornataro-Healey, Manager, Rec	Carrie Springer, Manager, Env. Science
Pierce Frauenheim, Dep. Dir. Park Ops.	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Darrell Marcinek, Director Golf Maint.	Dina Trunzo, Manager, TR
Marge Margentino, Manager, Stable	Donna Umgelter, Manager, HR

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: Bob Tosti, 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 June 21, 2018. **MOVED BY:** Commissioner Hunsinger; seconded by: Commissioner Leonard. **YEAS:** Commissioners Haines, Hunsinger, Leonard, Paluck, Ross, and President Crosby. **NAYES:** None **ABSENT:** Commissioners Ludwig and McCallen.

ACKNOWLEDGEMENT OF SERVICE

Resolution R18-184– Recognizing Daniel J. Livak

Resolution recognizes and thanks Daniel J. Livak for his service to the Park Commission. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Haines, Hunsinger, Leonard, Paluck, Ross, and President Crosby. NAYES: None ABSENT: Commissioners Ludwig and McCallen.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-164 – Refund of Recreation Fees

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

Resolution R18-165 - Payment of Claims

Resolution authorizing payment of bills for \$727,927.00 comprising of check numbers 12825-12889, 12890, 12891-12954, 12985-13054, 13055-13116, 12897, 13030.

Resolution R18-166 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$12,236.10.

Resolution R18-167 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-168 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-169 – Authorizing Additional Funds for Previously Awarded Contracts (Administration)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-170 – Authorizing Additional Funds for Previously Awarded Contracts (Park Maintenance)

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-171 – Cancelling of Certification of Funds for Previously Awarded Contracts

Resolution cancels certification of funds for previously awarded contracts.

Resolution R18-172 – Correcting Resolution R18-159

Resolution corrects resolution R18-159 for incorrect use of capital budget account string and dollar amount.

DIRECTOR'S REPORT

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

COMMISSION CORRESPONDENCE

Letter received from LV Hidden Valley Gun Club President, Robert Lloyd commending Mike Ballow, Fleet and Property Manager, and his crew for the outstanding job they did maintaining the property on Rattlesnake Bridge Road in Bedminster, NJ that his Gun Club leases from Somerset County Park Commission.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-173 – Amending 2018 Fee Schedule

Resolution amends the 2018 Fee Schedule to revise the Golf Fee Schedule.

Resolution R18-174 – Designating Custodians for Petty Cash Funds

Resolution removes Daniel Livak as custodian and designates individual department members as custodians of petty cash and adds Michael Ballow as custodian for Fleet Maintenance petty cash.

Resolution R18-175 – Designating Signers for Bank Deposits

Resolution removes Daniel Livak and designates Cindie Sullivan as a signer for bank deposits.

Resolution R18-176 – Adopting Cash Advance

Resolution awards a cash advance of \$250.00 for Sedge Island Getaway Weekend Trip to cover costs of vehicle tolls and staff lunch.

Resolution R18-177 – Authorizing Use of County Contract for Purchase of Uniforms

Resolution authorizes use of County Contract for purchases from Atlantic Tactical, Bob's Uniform Shop, Flemington Department Store, Keyport Army Navy, The Olympic Glove and Safety, Some's Uniform, Universal Uniform Sales, Bob Barker Company, DOT Designing, The Glove and Safety People, Metuchen Center/Garden State Apparel, Robbi Promotional, and Specialty Graphics.

Resolution R18-178 – Authorizing Use of County Contract for Purchase of John Deere Golf and Turf Equipment

Resolution authorizes use of County Contract for purchase from Power Place and Fitch Services.

Resolution R18-179– Authorizing Use of Morris County Contract for Landscape Materials & Supplies

Resolution authorizes use of Morris County Contract for purchases from Aquarius Supply, Inc., Fisher & Son Company, SiteOne Landscape, The Terre Company of NJ, The Fibar Group, Grass Roots Turf Products, Levitt's, Tomco Construction, and Birds Bees & Trees.

Resolution R18-180 – Authorizing Use of State Contract for Purchase of Playground Equipment

Resolution authorizes use of State Contract for purchase from BCI Burke Co.

Resolution R18-181 – Authorizing Use of County Contract for Medical and Psychological Services

Resolution authorizes use of County Contract for services from Princeton HealthCare System, US Healthworks, Institute for Forensic Psychology, Kinematic Consultants, and RWJ Physician Enterprise, Urgent Med.

Resolution R18-182 – Approving Lease Extension Agreement for Somerset County Office on Aging at Quail Brook Clubhouse

Resolution approves a five (5) year lease extension for Somerset County Office on Aging at Quail Brook Clubhouse for the period of September 1, 2018 through August 31, 2023.

Resolution R18-183 – Rejecting the Response for Restaurant and Catering Concession Services for Neshanic Valley Golf Course Clubhouse

Resolution rejects bid received due to non-response from bidder.

Resolution R18-185 – Authorizing Use of State Contract for Service Agreement for all Routers and Switches

Resolution authorizes use of State Contract to purchase from SHI.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

Interim Secretary-Director Geoff Soriano reported that although the Park Commission has had good recent golf revenue, overall revenue is still behind by approximately 8% when compared to 2017. With better weather, future figures may look more optimistic.

HUMAN RESOURCES

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

Donna Umgelter, Manager Human Resources, stated that those employees who have used the Partnership Health Center have reported positive feedback.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director Leisure Services commended five Park Rangers for an incident that occurred on the 4th of July whereby a canoe overturned in the Raritan River across from Duke Island Park and CPR and rescue services were required. She stated that Sarah Weber, Dave Lussier, Walter Kruegel, Deb Armeno, and Chris Silcox performed heroic efforts alongside EMS and rescue personnel. Cindie also thanked Chris Hart and Adam Bloom for assistance with consolidating capital funds.

Dina Fornataro-Healey, Recreation Manager, reported that the July 4th fireworks celebration was successful. She thanked Park Maintenance and the Park Rangers for making the event run so smoothly. Dina also reported that the first two concerts of the season have been well attended, with positive feedback from the crowds of people who attended both of them. Lastly, Dina mentioned that the Warrenbrook Pool has had a high volume of attendance due to the hot weather, and swim lessons are going well. The tennis lessons at Green Knoll are very well attended and most of the classes are sold out.

Stable Manager Marge Margentino reported that two capital projects are underway at the Stable. A new roof is being installed on the main barn and Stable office. Construction on the new hay/shavings barn has begun.

Dina Trunzo, Therapeutic Recreation Manager reported that the campers at Camp Okee Sunokee have been having a blast. Last Friday was wet and wild waterslide day, a perfect ending to a hot week. Yesterday was the annual fishing derby sponsored by the Somerset County Association of Chiefs of Police. Besides a great barbecue lunch, campers were treated to a demonstration by one of the K9 dogs and learned about the role of the State Police helicopter after watching it land. The day was complete when the ice cream truck arrived! Dina also reported that John Marshall from CBS News will be conducting a weather program today for camp participants.

Carrie Springer, Environmental Science Manager, thanked all departments for their assistance in committing to oversee the SCPC tent at this year's 4H Fair. As usual, the tent will highlight park activities available to the public. Posters of each park map were re-printed this year to reflect the most up-to-date properties. This year's tent will also feature a special guest, the Stable's new pony, Jessie James (a/ka/a "JJ"). In addition, the EEC has been working to improve access for our paddlers. Volunteer Bill Bollwage, from Commissioner Crosby's Handyman and the Boondocks Project, assisted EEC Maintenance in building a new kayak dock to improve access to Branta Pond for our beginner kayakers. An Eagle Scout also completed his project to widen the trail from Fisherman's Parking Lot to the Passaic River, added benches along the river, and mulched an area for a picnic table all in an effort to enhance and improve the canoe and kayak launch area for our programs and the general public.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management, stated that June revenue for 2018 is slightly better than June revenue from 2017. The Commission hosted the following golf events: Demo Days; Drive, Pitch and Putt local qualifier; NJSGA Boys and Girls Championship; Veterans and Active Duty Clinic; a "Play Nine" event; and club championships. Junior Golf Camp started at the end of June.

Darrell Marcinek, Director Golf Maintenance, reported that the main focus has been getting the greens through the heat of the summer. He stated that all five courses are in good shape.

INFORMATION MANAGEMENT

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

Interim Secretary-Director Geoff Soriano reported that there will be an ITAG (Information Technology Advisory Group) meeting directly after this Commission meeting. He stated that two subcommittees have been created and meetings were held. The email improvement subcommittee attended a presentation about Office 365 last month and the golf subcommittee GolfNow met for a presentation to review GolfNow's most updated support services. Geoff thanked Melissa Kosensky, Yvonne Childress, Karen McGee, and Nick Trasente for assistance with the organization of bids and licenses.

VISITOR SERVICES

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

Cindie Sullivan, Deputy Director Leisure Services reported that an incident action plan was created for the 4th of July which will also be used at the 4H Fair. She thanked OEM staff for their assistance. Cindie will assume the duties of Division Head for the Park Ranger Department. She will be working with the Park Ranger Department, as former manager Greg Skinner has resigned.

PROPERTY MANAGEMENT

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

Interim Secretary-Director Geoff Soriano reported that Pierce Frauenheim will assume the property management duties. Geoff thanked Melissa Kosensky for her assistance with the bids and licenses.

PLANNING AND LAND ACQUISITION

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

Pierce Frauenheim, Deputy Director Park Operations, reported that staff is preparing for the annual 4H Fair which will be held at North Branch Park starting August 8th. Pierce also commented that the South Branch trail restoration is going well and folks in that area are happy with renovation and repairs to parking lot and trails.

AUDIT COMMITTEE

Geoff Soriano, Interim Deputy Director reported that there is a meeting scheduled with the auditor on July 20th.

FREEHOLDER'S REPORT

No report.

OLD BUSINESS

Interim Secretary-Director Geoff Soriano reported that the potential request to place a statue in Skillman Park is still on hold. Freeholder Caliguire indicated that representatives from the Grounds for Sculpture are speaking with officials in Montgomery about placing some artwork in a park in Montgomery other than Skillman Park.

NEW BUSINESS

No new business.

A motion to adjourn the meeting at 8:40 a.m. was made by Commissioner Paluck and seconded by Commissioner Ross. YEAS: Commissioners Haines, Hunsinger, Leonard, Paluck, Ross, and President Crosby. NAYES: None ABSENT: Commissioners Ludwig and McCallen.

Respectfully submitted,

Geoffrey D. Soriano
Interim Secretary-Director

Donna Umgelter
Manager, Human Resources