

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, September 20, 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  
Dot Paluck  
Scott Ross

**ABSENT**

Doug Ludwig  
Jim Leonard  
Kevin McCallen  
Mark Caliguire,  
Freeholder Liaison

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Alex Mathew, Manager, IM
Janine Erickson, Executive Assist.	Robert Ransone, Dep. Dir. Golf
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.	Dina Trunzo, Manager, TR
Darrell Marcinek, Director Golf Maint.	Donna Umgelter, Manager, HR
Marge Margentino, Manager, LSS	

In attendance from the County: Nick Trasente, CFO; Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; 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.

**SERVICE AWARDS**

President Crosby presented service awards to the following employees:

Dina Trunzo for 30 years of service  
William Heerema for 15 years of service

**APPROVAL OF THE MINUTES**

President Crosby called for the approval of the minutes of the last regular meeting held August 16, 2018. **MOVED BY:** Commissioner Paluck; **seconded by:** Commissioner Hunsinger. **YEAS:** Commissioners Haines, Hunsinger, Paluck, Ross, and President Crosby. **NAYES:** None. **ABSENT:** Commissioners Leonard, Ludwig, and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R18-208 – Refund of Recreation Fees**

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

### **Resolution R18-209 - Payment of Claims**

Resolution authorizing payment of bills for \$1,269,372.72 comprised of check numbers 13450-13516, 13547-13591, 13612-13676, 13681-13701, 13712-13745, 13746-13788 and cancelled checks 13492, 13686, and 12844.

### **Resolution R18-210 – Payment of Confirming Orders**

Resolution authorizes payment of confirming orders totaling \$155,726.58.

### **Resolution R18-211 – Authorizing Additional Funds for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funding for previously awarded contracts.

### **Resolution R18-212 – Authorizing Additional Funds for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funding for previously awarded contracts.

### **Resolution R18-213 – Authorizing Additional Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution authorizes additional funding for previously awarded contracts.

### **Resolution R18-214 – Cancelling and Amending of Certification of Funds for Previously Awarded Contracts**

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

## **DIRECTOR'S REPORT**

Interim Director Soriano submitted a report for the month of August 2018.

## **COMMISSION CORRESPONDENCE**

1. Letter of gratitude from Michael McAneny from NJSGA for Somerset County Park Commission and Neshanic Valley Golf Course for hosting the 64<sup>th</sup> Junior Girls' and 48<sup>th</sup> Boys Championships this past June.
2. Letter of appreciation from Freeholder Scaglione to thank Geoff and Park Commission Staff for hard work and dedication to making 2018 4-H Fair a success.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R18-215 - Sale of Surplus**

Resolution authorizes the sale of surplus.

#### **Resolution R18-216 – Amending Custodians of Petty Cash Funds**

Resolution removes Jane Bodnar as custodian of EEC petty cash due to retirement and names Carrie Springer as custodian.

#### **Resolution R18-217 – Authorizing use of County Contract for Janitorial/Cleaning Services**

Resolution authorizes purchase of services through ACB Services.

#### **Resolution R18-218 – Authorizing use of State Contract to Provide Locksmith Services and Associated Parts**

Resolution authorizes purchase of services from Hogan Security Group.

#### **Resolution R18-219 – Awarding Second and Final Year of Two-Year Contract for Septic Pumping, Removal and Disposal Services**

Resolution awards second and final year contract to Kleiza.

#### **Resolution R18-220 – Authorizing use of County Contract for the Purchase of Towing Services**

Resolution authorizes purchase of towing services through Basking Ridge Towing, Mike's Towing and Somerset Hills Towing.

#### **Resolution R18-221 – Authorizing use of State Contract for Purchase of Computer Equipment and Peripherals**

Resolution authorizes purchases from CDW-G Inc.

#### **Resolution R18-222 – Authorizing the QPA to Prepare a Specification to Purchase “Proprietary” Goods and Services for the Upgrade, Maintenance, and Support of GolfNow, LLC**

Resolution authorizes the Purchasing Agent (QPA) to utilize provisions in the Local Public Contracts Law and Rules to prepare a specification to purchase “proprietary” goods or services for the upgrade, maintenance and support of GolfNow, LLC

## **COMMITTEE REPORTS**

### **CFO's Report**

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

Nick Trasente, County CFO, stated that year to date there is a \$213,000 shortfall in anticipated revenue. Nick will be meeting with the Deputy Directors and Geoff Soriano to find opportunities to reduce appropriations to minimize the current revenue shortage. The goal will be to find money that doesn't impact operating budgets. Nick invited the Deputy Directors and Geoff to attend the October 9, 2018 County Division Head Meeting to see how the County budget process works. Nick intends to have SCPC move to the same budget process to be consistent with the County.

### **HUMAN RESOURCES**

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

Donna Umgelter, Manager Human Resources, stated that the Annual Safety Fair will be held on October 24, 2018 from 8 a.m. to 11 a.m. Representatives from the Partnership Health Center will be in attendance to offer flu shots and blood pressure and glucose screenings.

President Crosby reminded staff to utilize the Partnership Health Center for their healthcare needs.

### **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director Leisure Services, stated that the 2017 Annual Report was recently released. This year's report highlights several new facilities, ribbon cutting ceremonies and various improvements. Cindie thanked Tom Boccino, Park Section Principal Planner, Land Acquisition; and Adam Bloom, County Engineer; for their assistance with East County Park design, construction, and improvements. Cindie invited the Commissioners to attend the tentative ribbon cutting ceremony for East County Park on October 11, 2018 at 10 a.m. Invitations will be sent out shortly with the confirmed date.

Dina Trunzo, Manager Therapeutic Recreation, stated that registration for Fall Programs took place last week. Participant enrollment was high with a number of new families joining the programs, as well as participants who have not participated in many years.

Dina Fornataro-Healey, Manager Recreation, stated that she has been working with Carrie Springer, Manager Environmental Science to create wellness programs that utilize the grant received from Whole Foods. These programs will be rolled out in October and will run through January 2019. Additional Wellness Programs will be created to run from February through October 2019.

Marge Margentino, Manager Lord Stirling Stable, stated that Fall Lesson sessions have begun. Construction of the new hay and shavings barn is almost complete. The 4H Trail Ride and Hunter Pace Fundraiser for the 4H and SCPC will take place at LSS on

October 21, 2018. The 3<sup>rd</sup> Annual Fall Festival will take place at LSS on October 27, 2018. The family-friendly festival will offer themed hayrides, pony rides and other child friendly activities.

Carrie Springer, Manager Environmental Science, is preparing for the upcoming Lord Stirling 1770's Festival that will be held at the EEC on October 7, 2018. The festival celebrates the life of Lord Stirling with exhibitors and militias recreating colonial life on the site of Lord Stirling's Manor. Last year more than 1,000 people attended the festival.

The Naturalists will be hosting an event, "By the Light of the Moon," which will take participants on a trail walk at night to explore the Great Swamp.

There were twelve participants in last week's birding trip to Cape May. The remnants of the hurricane off the coast provided the participants a unique opportunity to see different bird species that were redirected to the area by the hurricane.

### **GOLF MANAGEMENT**

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

Bob Ransone, Deputy Director Golf Management, stated that Darrell Marcinek and the Golf Maintenance staff have been doing a great job keeping the golf courses open in light of all the wet weather. Bob stated that many local golf courses have been closed to protect their courses from further damage. Bob stated that bad weather impacted 40% of all weekends from May through August. In contrast, there were 2,000 rounds of golf played over this past weekend due to the good weather. The focus going forward will be to maximize revenue opportunities for the remainder of the year.

Commissioner Paluck concurred with Bob's praise of the golf maintenance staff stating that Warrenbrook Golf Course looked great for the Women's Course Rating last weekend.

Darrell Marcinek, Director Golf Maintenance, reported that Golf Maintenance staff is over seeding the golf courses in an effort to recover from the damage made by the wet weather before the first frost sets in. They've altered their aeration schedule because of conditions.

### **INFORMATION MANAGEMENT**

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

Alex Mathew, Manager Information Management, stated that ITAG will meet today to review feedback on user testing of the Office 365 cloud based system and to review hardware requirements.

### **VISITOR SERVICES**

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

Cindie Sullivan, Deputy Director Leisure Services, reported that she has been conducting weekly meetings with the Park Ranger staff and commented on their dedication to their job and the work that they do. The Park Rangers recently worked together to revise their Mission Statement. President Crosby inquired on the status of a replacement for the Park Ranger Manager. Cindie stated that interviews have been conducted and a new hire announcement will be made at the next SCPC meeting.

### **PROPERTY MANAGEMENT**

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

Pierce Frauenheim, Deputy Director Park Operations, had no further report.

### **PLANNING AND LAND ACQUISITION**

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition, stated that an update to the Historic Preservation Master Plan and will be forthcoming and another public meeting will be scheduled for the beginning of 2019.

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

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

Adam Bloom, County Park Engineer, stated that all three East County Park projects have been completed.

### **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director Park Operations, reported that the Park Operations staff has been working together with County Finance on budget issues. Meetings have been productive. Pierce has been working with Tom Boccino, Park Section Principal Planner, Land Acquisition; and Adam Bloom, County Park Engineer; on a variety of projects and thanked them both for their assistance. These projects included completing the trail system at Duke Island Park with the installation of new black top pavement and the completion of a walkway from Montgomery High School to Skillman Park. Park Operations staff is currently preparing for Franklin Day, which will take place this Saturday at Colonial Park. It is anticipated that more than 10,000 people will attend the event. Pierce thanked Cindie Sullivan, the Park Rangers and Karen Behr for all their assistance with coordinating Franklin Day.

Commissioner Paluck also commended the staff at Natirar on how beautifully they maintain the park.

President Crosby commended Park Maintenance staff on the great job they did with both the 4H Fair and the Dog Show at North Branch Park.

**AUDIT COMMITTEE**

No report.

**FREEHOLDER'S REPORT**

No report.

**OLD BUSINESS**

Geoff stated that he is working with County Counsel to finalize an agreement with the Somerset County Improvement Authority to assume responsibility of the banquet facilities and the grill room at Neshanic Valley Golf Course. Geoff anticipates presenting a resolution at the October SCPC Meeting. The contract with the new concessionaire will begin on January 1, 2019. President Crosby asked if people can begin booking events with the new concessionaire. Geoff anticipates that the new contract will be signed shortly and that events can be booked once it is signed.

**NEW BUSINESS**

There is a tentative date of October 11, 2018 for a ribbon cutting ceremony at East County Park. There will be a ribbon cutting ceremony upcoming for the installation of a new plaque at Mountain View Park. Invitations with confirmed dates will be forthcoming shortly.

A motion to adjourn the meeting at 8:37 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Ross. YEAS: Commissioners Haines, Hunsinger, Paluck, Ross and President Crosby. NAYES: None. ABSENT: Commissioners Ludwig, Leonard, and McCallen.

Respectfully submitted,

  
Geoffrey D. Soriano  
Interim Secretary-Director

  
Janine C. Erickson  
Executive Assistant