

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held December 13, 2018 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Crosby.

President Crosby stated that this is a Regular Meeting of the Somerset County Park Commission, and adequate advance notice of this meeting has been provided by publication in The Courier News. Notice was also posted on the bulletin board at the entrance in the Somerset County Park Commission Headquarters and filed with the Somerset County Clerk, in compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

President Crosby called the meeting to order.

Roll Call:

PRESENT

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

ABSENT

Jim Leonard
Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Int. Secretary-Director	Frank Masini, Manager, Park Rangers
Janine Erickson, Executive Assistant	Alex Mathew, Manager, IM
Ken Fivek, Supervisor, Golf Ops.	Robert Ransone, Dep. Dir. Golf
Dina Fornataro-Healey, Manager, Rec	Gretchen Rotondo, Admin. Asst, EEC
Pierce Frauenheim, Dep. Dir. Park Ops.	Carrie Springer, Manager, EEC
Darrell Marcinek, Director Golf Maint.	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Marge Margentino, Manager, LSS	Dina Trunzo, Manager, Therapeutic Rec

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

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 November 16, 2018 and special meeting held November 21, 2018. Moved by Commissioner Hunsinger; seconded by Commissioner Ross. YEAS: Commissioners Haines, Hunsinger, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-269 – Refund of Recreation Fees

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

Resolution R18-270 - Payment of Claims

Resolution authorizing payment of bills for \$1,252,279.19 comprised of check numbers 14333-14405, 14429-14514, 14515-14545, and 14580-14656.

Resolution R18-271 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$8,899.96.

Resolution R18-272 – Authorizing Additional Funds for Previously Awarded Contracts

Resolution authorizes additional funding for previously awarded contracts.

Resolution R18-273 – 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 November 2018.

COMMISSION CORRESPONDENCE

Letter of gratitude to Somerset County Board of Chosen Freeholders and Somerset County Park Commission from Bridgewater resident Laura Held. Mrs. Held wrote to commend Lord Stirling Stable for the riding lessons provided to her daughter Eliza over many years and how those lessons led to Eliza's current position on NYC Parks and Recreation's law enforcement academy assigned to the Manhattan Command/Central Park.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18- 275 – Adopting 2019 Fee Schedule

Resolution adopts the 2019 fee schedule.

Resolution R18-276 – Award of Contract for Legal Services: General and Labor Counsel

Resolution awards a contract to Purcell, Mulcahy & Flanagan for General Counsel and to Eric Bernstein and Associates for Labor Counsel.

Resolution R18-277 – Award of Contract for Public Relations

Resolution awards a contract to The Reitman Group.

Resolution R18-278– Award of Contract for Entertainment Consultant for Summer Concert Series

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC.

Resolution R18-279 – Award of Contract for Design of Promotional Materials

Resolution awards a contract to ContempoGraphics.

Resolution R18-280 – Award of Contract for Sound Production Services

Resolution awards a contract to RTD Productions, LLC.

Resolution R18-281 – Authorizing use of County Contract for Flexible Spending Account Administration

Resolution authorizes use of services from Discovery Benefits.

Resolution R18-282 – Awarding Second Year of Two-Year Contract for Equine Services: Farrier

Resolution awards contract to Professional Farrier Service, Inc.

Resolution R18-283 – Awarding Second Year of Three-Year Contract for Equine Services: Veterinarian and Dentist

Resolution awards contract to Dr. James L. Smith Jr. for Option B for Equine Dental Services and Running “S” Veterinary Service for Option C for Veterinary Services.

Resolution R18-284 – Awarding Second Year of a Five-Year Contract for Golf Resale Merchandise

Resolution awards a contract to Range Servant American, Inc.; Hornung's Golf Products; Acushnet Co – Footjoy; Ping, Inc.; Cutter & Buck; Town Talk; Jack Jolly & Son, Inc.; Callaway Golf (Odyssey); Sun Mountain; Klone Lab Callaway Golf Shoes; Accolade USA, Inc.; Gear for Sports Inc.; Supreme international LLC; and Taylor Made Golf, Inc.

Resolution R18-285 – Authorizing use of County Contract for Red Dyed #2 Diesel, Winter Blend Diesel and Fuel Oil

Resolution authorizes purchases from National Fuel Oil, J. Swanton Fuel, and Riggins, Inc.

Resolution R18-286 – Awarding the Second and Final One-Year Extension for Well Maintenance and Repair Services

Resolution awards one year extension to Stryker Heating and Cooling, and A.C. Schultes.

Resolution R18-287 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One Toro Prostripe 560, Self-Propelled Rotary Mower, 22" width of Cut, with Striping Full Width Rear Roller

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$1,540.80.

Resolution R18-288 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One Toro Groundmaster 7200 and One 72" Super Flow Side Discharge Mower Deck

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$18,508.00.

Resolution R18-289 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One 2019 Ford F-350 (X3B) SRW XL 4WD Supercab 6.75' Box with Contract and Non-Contract Options

Resolution authorizes purchase from Beyer Ford with cost not to exceed \$32,660.17.

Resolution R18-290 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One Toro Workman HDX-D with a 2" Receiver Kit

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$26,105.08.

Resolution R18-291 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One John Deere 5100M Utility Tractor, One Diamond DBM-C-P 21' Boom Mower with 44' Flail Head, Diamond Pump and Grill Guard with Options

Resolution authorizes purchase from Power Place, Inc. with cost not to exceed \$107,293.99.

Resolution R18-292 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of One Toro Pro-Force Debris Blower with Option

Resolution authorizes purchase from Storr Tractor with cost not to exceed \$7,259.39.

Resolution R18-293 – Authorizing use of Educational Services Commission of NJ Contract for the Purchase of Two Toro Workman HDX with Options

Resolution authorizes purchase from Storr Tractor with cost not to exceed \$53,126.78.

Resolution R18-294 – Authorizing use of Morris County Cooperative Pricing Council Contract for the Purchase of One 2019 Ford F250 Supercab Gas 4X4 Pickup with Options

Resolution authorizes purchase from Ditschman/Flemington Ford with cost not to exceed \$29,862.00.

Resolution R18-295 – Authorizing use of NJ State Contract for the Purchase of Personalized Grocery Bags

Resolution authorizes purchase from Accses NJ with cost not to exceed 2,071.21.

Resolution R18-296 – Authorizing use of NJ State Contract for CISCO Firewall Installation and Migration Services

Resolution authorizes purchase of services from SHI with cost not to exceed \$5,762.00.

Resolution R18-297 – Authorizing Transfer of Appropriations

Resolution authorizes transfer of excess funds to OE accounts with insufficient funds.

COMMITTEE REPORTS

CFO's Report

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

In CFO Nick Trasente's absence, Interim Director Soriano stated that work continues to address the current OE budget shortage in Park Operations. All managers and deputy directors are working together to identify accounts with funds available for transfer to Park Operations. Interim Director Soriano thanked CFO Nick Trasente and his staff for all their assistance.

HUMAN RESOURCES

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

There was no further report.

LEISURE SERVICES

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

Dina Trunzo, Manager, Therapeutic Recreation, showed Commissioners pictures taken with families at the Sensitive Santa event held at Headquarters. Dina stated that for many families this is a rare opportunity for them to take a family photo. Dina stated that the day was a huge success and thanked the Park Foundation for making it possible.

Carrie Springer, Manager, EEC, introduced Gretchen Rotondo, the new Administrative Assistant at the EEC. The new family program, Dinosaur Rocks, was a great success with more than 220 participants. The Festival of Trees exhibit will be held until December 28th and has had more than 1,000 visitors since it opened on December 1st. President Crosby encouraged everyone to see the holiday tree display.

Cindie Sullivan, Deputy Director Leisure Services, stated that the Annual Corporate Sponsorship Breakfast will be held at Headquarters on January 25, 2019 at 8am. Invites will be sent out shortly.

Cindie stated that she has enjoyed the opportunity to work with and get to know both the Park Ranger staff and Information Management staff.

GOLF MANAGEMENT

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

Darrell Marcinek, Director Golf Maintenance, reported that the last bunker on the Ridge Course was filled with sand yesterday. The project is moving along ahead of schedule and should be done within budget. Andrew Bloom, County Engineer, and Darrell thanked the Commissioners for approving the project.

Bob Ransone, Deputy Director Golf Management, stated that Black Friday Gift Card sales were \$915,000. Bob is hoping for a January installation of the G1 upgrade for GolfNow.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager Information Management, stated that hardware upgrades and the implementation of and migration to Office 365 were discussed at last month's ITAG meeting. Commissioner McCallen praised the work of the ITAG team and noted their dedication to working with the recommendations made by consultants BerryDunn. Commissioner McCallen also thanked Commissioner Hunsinger for his assistance on the committee.

VISITOR SERVICES

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

Frank Masini, Manager, Park Rangers had no further report.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director, Park Operations, stated that he is waiting to receive a final farm license payment for 2018 on one farm parcel. Six farm licenses were put out to bid and two parcels will be awarded at the December close out meeting.

PLANNING AND LAND ACQUISITION

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for the month of November 2018.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, presented a report for the month of November 2018.

Commissioner McCallen inquired as to the status of the Merrill Barn restoration. Adam Bloom explained that there were three different proposals submitted with varying degrees of costs. Interim Director Soriano stated that input from the Freeholders and the Historic Preservation Committee would be needed to move forward. Tom Boccino, Principal Planner, stated that consensus from public meetings is to preserve our historic resources yet that can't be achieved with current funding. Tom is hoping for a special allocation from the County for Historic Preservation.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, thanked the Commissioners and Freeholders for approval of equipment purchases.

Dave Kuczynski, Senior Athletic Field Specialist at Torpey Athletic Complex won the Field of the Year Award from the Sports Field Managers Association of New Jersey for the softball field at Torpey Athletic Complex. This is the second year in a row that Dave received this award. Pierce stated that Dave's exemplary maintenance of the athletic fields has broadened our appeal for all of our fields to athletic leagues throughout the state.

The NJAISA Arborist Day held at Colonial Park on Saturday, December 1st was a huge success. Pierce thanked the Park Foundation for sponsoring the event. President Crosby thanked all of the businesses that offered their time and resources. After speaking with and at the request of the arborists, Pierce is looking at holding a tree climbing event in the spring at Colonial Park.

AUDIT COMMITTEE

No report.

FREEHOLDERS REPORT

Interim Director Soriano presented resolution R18-274 to Freeholder Caliguire to thank him for his years of service to the Park Commission. Freeholder Caliguire thanked SCPC and the Commissioners for all their hard work and support. He stated that he became liaison to the Park Commission as Skillman Park and Mountain View Park were in the beginning of negotiations and that the end result far exceeded his expectations.

President Crosby asked for a motion to accept resolution R18-274. Commissioner Hunsinger made the motion and Commissioner Ross seconded the motion. YEAS: Commissioners Haines, Hunsinger, McCallen, Paluck, Ross and President Crosby. ABSENT: Commissioners Leonard and Ludwig.

OLD BUSINESS

Interim Director Soriano stated that he met with representatives from Landmark Hospitality regarding their leasing the catering hall and grill room at Neshanic Valley Golf Course. Geoff stated that Landmark representatives are anxious to begin renovations and are excited to be working together. President Crosby stated that he was very impressed with the company.

NEW BUSINESS

President Crosby appointed Commissioners Hunsinger, Paluck and Ross to the Nominating Committee to make their recommendations for the 2019 positions of President, Vice President and Secretary of the Park Commission.

EXECUTIVE SESSION

Resolution R18-298 – Closed Session

Resolution adjourning into closed session at 8:40 a.m. in accordance with the Sunshine Law, Chapter 321, P.L. 1975 (N.J.S.A. 10:4-6, et seq.) to discuss a matter involving terms and conditions of employment. MOVED BY: Commissioner Haines; seconded by: Commissioner Hunsinger. YEAS: Commissioners Haines, Hunsinger, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

Upon the completion of the Closed Session, Interim Director Soriano introduced revisions to the Park Commission By-Laws. Counsellor Flanagan requested that the proposed revisions be reviewed prior to the next regular meeting of the Park Commission on January 17th where the By-Laws will be presented for consideration.

President Crosby requested a motion to introduce revisions to the Park Commission By-Laws. MOVED BY: Commissioner Paluck; seconded by: Commissioner Haines. YEAS: Commissioners Haines, Hunsinger, McCallen, Paluck, Ross and President Crosby. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

A motion to adjourn the meeting at 8:59 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Ross. YEAS: Commissioners Haines, Hunsinger, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

Respectfully submitted,


Geoffrey D. Soriano
Interim Secretary-Director


Janine C. Erickson
Executive Assistant