

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held January 17, 2019 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Caliguire.

President Caliguire 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 and The Star Ledger on November 23, 2018. 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 Caliguire called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire
Bill Crosby
Helen Haines (via phone)
D.J. Hunsinger
Jim Leonard
Kevin McCallen
Dot Paluck
Brian Gallagher, Freeholder Liaison (via phone)

ABSENT

Doug Ludwig
Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director	Frank Masini, Manager Rangers
Janine Erickson, Executive Assistant	Alex Mathew, Manager IM
Ken Fivek, Supervisor, Golf Ops.	Bob Ransone, Dep. Dir. Golf Ops.
Dina Fornataro-Healey, Mgr Recreation	Carrie Springer, Mgr Enviro. Science
Pierce Frauenheim, Dep. Dir. Park Ops.	Cindie Sullivan, Dep. Dir. Leisure Svcs.
Darrell Marcinek, Director Golf Maint.	Dina Trunzo, Mgr Therapeutic Rec.
Marge Margentino, Manager, LSS	Donna Umgelter, Manager HR

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

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

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the Close Out meeting held on December 28, 2018 and the Opening Meeting held on January 7, 2019. Moved by Commissioner Crosby; seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-035 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$1,172,133.53 comprised of Bills in the amount of \$217,871.00, Other Expenses in the amount of \$232,584.30 and Salaries and Wages in the amount of \$721,658.23 for the period of December 28, 2018 through January 16, 2019.

Resolution R19-036 – Emergency Temporary Appropriations

Resolution authorizes emergency appropriations to various departments.

Resolution R19-037 – Transfer of Reserve Appropriations

Resolution authorizes the transfer of 2018 reserve appropriations for the payment of expenses.

Resolution R19-038 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$10,724.43.

Resolution R19-039 – Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-040 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-041– Authorizing Additional Funds for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-042 – Authorizing Additional Funds for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-043 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

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

DIRECTOR’S REPORT

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

COMMISSION CORRESPONDENCE

1. Notice of Public Hearing from NJ Water Supply Authority regarding application by Township of East Brunswick for renewal of its current uninterrupted supply contract.
2. Letter from the Township of Bridgewater requesting use of SCPC Headquarter facilities as a polling location.
3. Somerset County Department of Public Works forwarded a copy of the contract with NJ Water Supply Authority authorizing supply of water to the Neshanic Valley Golf Course.
4. Notification from Thomas and Maria Kavouras regarding the planned 2019 demolition of the house located at 16 Lord Stirling Rd and build of a new house at said location.
5. Notice of rate proposal received from New Jersey Water Supply Authority.
6. Letter received from State of NJ Department of Environmental Protection detailing the NJ Division of Fish and Wildlife and the NJ State Council of Trout Unlimited program entitled Trout in the Classroom and requesting authorization to release Trout into trout maintained streams.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-044 – Designating Public Agency Compliance Officer

Resolution designates Karen McGee as the P.A.C.O.

Resolution R19-045 – Designating Official Newspaper and Place for Posting of Notices

Resolution designates the Courier News and/or the Star Ledger as the official paper of the Park Commission.

Resolution R19-046 – Adopting Revisions to By-Laws

Resolution adopts revisions to the By-Laws.

Resolution R19-047 – Authorizing Return of Security Deposit to RYJAM, Inc. T/A Merri-Makers Caterers

Resolution authorizes the return of security deposit to RYJAM in the amount of \$8,000.00.

Resolution R19-048 – Creating New Position of Accounting Coordinator

Resolution authorizes the creation of a new position of Accounting Coordinator.

Resolution R19-049 – Adopting Cash Advance for Adult Day Trips

Resolution adopts a cash advance in the amount of \$180.00 for adult day trips to cover the cost of vehicle tolls, parking, admission fees, and staff meals.

Resolution R19-050 – Authorizing use of County Contract for Purchase of Golf Course and Park Maintenance Materials

Resolution authorizes purchases from Andre & Son, Inc.; Aquarius Supply; Britton Industries; Nutrien AG Solutions; Fisher & Son Company Inc.; Grass Roots Turf Products Inc.; Harrells, LLC; Jesey Mulch Products; Landscape Materials Inc., Levitt's LLC; Mitchell Products; Plant Food Company Inc.; Reed & Perrine Sales Inc.; Seeton Turf Warehouse LLC; SiteOne Landscape Supply; Synatek; Tuckahoe Sand & Gravel Inc.; and Viersman Sales & Service LLC.

Resolution R19-051 – Authorizing use of Morris County Cooperative Contract for Purchase of Landscaping Materials and Supplies

Resolution authorizes purchases from Fisher & Son Company Inc., Grass Roots Turf Products Inc., Levitt's LLC, SiteOne Landscape Supply, Aquarius Supply, and The Fibar Group LLC.

Resolution R19-052 – Authorizing use of Morris County Cooperative Contract for Purchase of Lumber, Insulation, Hardware, Paint and Paint Supplies

Resolution authorizes purchases from Riccardi Brothers and Sherwin Williams not to exceed \$1,400.00.

Resolution R19-053 – Authorizing use of State Contract for Purchase of Maintenance and Repair for Heavy Duty Vehicles

Resolution authorizes purchases from Tony Sanchez LTD not to exceed \$3,000.00.

Resolution R19-054 – Authorizing use of Morris County Cooperative Contract for Purchase of Fire Alarms, Sprinklers, Standpipe Systems and Fire Pumps

Resolution authorizes purchases from Absolute Protective Systems Inc. not to exceed \$1,000.00.

Resolution R19-055 – Awarding the Second and Final Year of a Two-Year Contract for Horse Bedding

Resolution awards the second and final year of a two-year contract to Bohonyi Corporation not to exceed \$11,702.00.

Resolution R19-056 – Authorizing use of State Contract for Purchase of Copiers, Maint, and Supplies

Resolution authorizes purchases from RICOH USA not to exceed \$3,169.05.

Resolution R19-057 – Authorizing use of State Contract for Renewal of Rapid Recovery Maintenance Support for a Three-Year Period

Resolution authorizes maintenance support from SHI not to exceed \$2,652.15.

COMMITTEE REPORTS

CFO's Report

Commissioner Crosby submitted a report for the month of December 2018.

In CFO Nick Trasente's absence, Director Soriano stated that all departments have submitted their budgets to the County. Director Soriano is awaiting meeting dates with Nick Trasente, Park Commission Treasurer, to review the budget figures. Once the meetings have been completed, Director Soriano will meet with the Finance and Budget Committee to review the proposed 2019 budget.

HUMAN RESOURCES

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

Donna Umgelter, Manager, Human Resources, stated that there is a Naturalist position and Therapeutic Recreation Assistant position currently available.

Director Soriano stated that the Park Commission created a new Accounting Coordinator position to serve as a resource for County Finance and the Park Commission. Since the retirement of the Business Administrator, a need for a finance staff person has become apparent. The development of the position was coordinated with the County Finance Division.

LEISURE SERVICES

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

Carrie Springer, Manager, EEC, stated that there were 2,375 visitors to this year's Festival of Trees exhibit making it the most successful exhibit since its inception. More than 600 families were in attendance at last weekend's Children's Art Exhibit at the EEC. A prescribed burn is taking place at multiple fields at the EEC today under the supervision of the New Jersey Forest Fire Service.

Marge Margentino, Manager, Lord Stirling Stable, encouraged everyone to attend a fundraiser being held tonight at Texas Roadhouse. The event is being sponsored by the Friends of Lord Stirling Stable.

Cindie Sullivan, Deputy Director Leisure Services, stated that the Annual Corporate Sponsorship Breakfast will be held at Headquarters on January 25, 2019 at 8am. Cindie encouraged the Commissioners to attend the breakfast as an opportunity to thank the local community that support the Park Commission.

GOLF MANAGEMENT

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

Darrell Marcinek, Director Golf Maintenance, stated that an Eagle Scout built six Barn Owl Boxes for Park Commission golf courses for his Eagle Scout Project which supports the courses environmentally friendly efforts. Darrell reported that Golf Maintenance Staff is working on general in-house maintenance projects

Ken Fivek, Supervisor, Golf Operations, stated that 2019 is off to a good start for golf. Golfers have been out on the two open courses; Spooky Brook and Neshanic Valley Golf Courses. Neshanic Valley Golf Course was open for a January 1st Shot Gun event and had 100 golfers in attendance. The event generated \$6,000.00 in revenue and plans are to have it be an annual event as weather permits.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager, Information Management, stated that work was completed on the network firewall installation last week. A schedule for hardware replacement will be discussed at today's ITAG meeting.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of December 2018.

Frank Masini, Manager, Park Rangers, reported that a rescue was made at the Sourland Mountain Preserve last weekend. A hiker experienced an allergic reaction and needed emergency attention. Park Rangers Corro and Kruegel assisted the paramedics and the police in the rescue. The hiker was safely transported out of Sourland Mountain Preserve and taken to the hospital by EMS. President Caliguire would like to formally recognize the Park Rangers for their efforts.

Commissioner Crosby stated that he has a group of volunteers willing to assist with repair work at the Sourland Mountain Preserve but will need to figure out logistics of getting materials to the designated locations. Pierce Frauenheim, Deputy Director, Park Operations, stated that the new tree service vendor, Predator, may be able to assist with getting materials to said sites using some of its machinery. Commissioner Haines suggested seeking assistance if needed from local fire companies.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director, Park Operations, stated that a meeting will be held on January 25 at 9:30 a.m. to meet with current farm licensees to discuss concerns they raised at the December 28, 2018 Park Commission Meeting. Pierce invited the Property Management Committee to attend.

PLANNING AND LAND ACQUISITION

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

Tom Boccino stated that he is working on the Open Space Advisory Committee Annual Report, which should be available next month.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Adam stated that plans have been finalized to re-bid the Colonial Park Spray Park project on January 24, 2019. Bids will be open on February 7, 2019. Adam anticipates completion of the project in the summer.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, reported that Park Maintenance staff is mulching Christmas trees that are being dropped off at the various park locations. 200 trees will be planted at various parks during the spring. Predator Tree Service has been doing a great job cleaning up fallen trees and large branches in the Raritan River from the Duke Island Park head gates to the Basilone spillway.

AUDIT COMMITTEE

No report.

FREEHOLDERS REPORT

Freeholder Brian Gallagher thanked the Commissioners for volunteering their time to be a part of the Park Commission and thanked park staff for all their hard work. Freeholder Gallagher is looking forward to working with the Park Commission.

OLD BUSINESS

No report.

NEW BUSINESS

President Caliguire stated that the February 21, 2019 Park Commission meeting will be held at 3:30 p.m. at headquarters to allow Freeholder Gallagher to attend the meeting in person.

A motion to adjourn the meeting at 8:30 a.m. was moved by: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant