

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held February 21, 2019 at 3:30 PM 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 on January 29, 2019 and The Star Ledger on January 30, 2019. 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
D.J. Hunsinger (phone)
Jim Leonard (phone)
Kevin McCallen
Brian Gallagher, Freeholder Liaison

ABSENT

Doug Ludwig
Dot Paluck
Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Ken Fivek, Supervisor, Golf Ops.
Dina Fornataro-Healey, Mgr Recreation
Pierce Frauenheim, Dep. Dir. Park Ops.
Scott Fisher, Accounting Coordinator
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager, LSS

Frank Masini, Manager Rangers
Alex Mathew, Manager IM
Bob Ransone, Dep. Dir. Golf Ops.
Carrie Springer, Mgr Enviro. Science
Cindie Sullivan, Dep. Dir. Leisure Svcs.
Dina Trunzo, Mgr Therapeutic Rec.
Donna Umgelter, Manager HR

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

Also in attendance: Rich Reitman, Public Relations; Frank Morano, Legal Counsel; Nicholas Corriero, Park Ranger; Walter Kruegel, Park Ranger; and Deb Armeno, Park Ranger Supervisor.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

President Caliguire presented the following Service Awards:

- ~ Kenneth Fivek for 10 years of service
- ~ Michael Adams for 10 years of service
- ~ Ann Hanntz for 20 years of service

CERTIFICATES OF RECOGNITION

President Caliguire presented Certificates of Recognition to Park Ranger Kruegel and Park Ranger Corriero for outstanding performance during an emergency situation at the Sourland Mountain Preserve on January 12, 2019.

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the regular meeting held on January 17, 2019. Moved by Commissioner Crosby; seconded by Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig, Paluck, and Ross.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-058 – Emergency Temporary Appropriations

Resolution authorizes emergency temporary appropriations.

Resolution R19-059 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$2,034,521.93 comprised of Bills in the amount of \$1,248,014.62, Other Expenses in the amount of \$60,290.68 and Salaries and Wages in the amount of \$726,126.63 for the period of January 16, 2019 through February 19, 2019.

Resolution R19-060 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-061 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$17,793.30.

Resolution R19-062 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-063 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-064 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-065 – 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 January 2019.

Director Soriano presented the SCPC Reorganization in light of resolutions that will be presented in the Consent Agenda. Geoff stated that Cindie Sullivan will be appointed to the newly created position of Assistant Director. Cindie will oversee Information Management, Lord Stirling Stable, Park Rangers, and Permits. Dina Trunzo will be appointed to the newly formed position of Administrator, Leisure and Community Services and will report to the Assistant Director. Dina Trunzo will oversee Therapeutic Recreation, Environmental Science, and Recreation and Community Outreach. Dina Fornataro-Healey’s responsibilities will be expanded and her title will be Manager, Recreation and Community Outreach. Geoff stated that Donna Umgelter’s position will be modified to Administrator, Human Resources to properly account for her added responsibilities.

President Caliguire stated that Director Soriano has really worked to invigorate the Park Commission since his inception.

COMMISSION CORRESPONDENCE

1. Letter received from Bridgewater Girl Scout Troop 61103 Unit 74 requesting installation of a Little Library at Duke Island Park or other SCPC park location for their Bronze Award Project.

Conversation ensued regarding the addition of a Little Library at Duke Island Park. Director Soriano informed the Commission that he is aware of one Little Library at Skillman Park, but was unaware of its origin. Dina Fornataro-Healey stated that she received two requests over the last year for the installation of a Little Library at Colonial Park and Skillman Park. The installation was approved by Cindie Sullivan, Deputy Director of Leisure Services, with the location coordinated with Pierce Frauenheim, Deputy Director of Park Operations. Dina stated that there been no issues with either Little Library. The Commissioners unanimously approved this request.

2. Letter received from Friends of Bridgewater History, Inc. requesting permission to add pictures of three historic Park Commission properties, Mitchell Lane House, Van Horne House, and Ranger House, for consideration in their community calendar. The Commission unanimously approved this request.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-066 – Creating the New Position of Assistant Director

Resolution appoints Cynthia Sullivan to the position of Assistant Director.

Resolution R19-067 – Modifying Job Title and Responsibilities of the Human Resources Manager (New Title: Administrator, Human Resources)

Resolution modifies the title of Donna Umgelter to Administrator, Human Resources.

Resolution R19-068 – Creating the New Position of Administrator, Leisure and Community Services

Resolution appoints Dina Trunzo to the position of Administrator, Leisure and Community Services.

Resolution R19-069 – Modifying the Job Title and Responsibilities of the Recreation Manager (New Title: Recreation and Community Outreach Manager)

Resolution modifies the title of Dina Fornataro-Healey to Recreation and Community Outreach Manager.

Resolution R19-070 – Creating Position of Purchasing Agent

Resolution designates Karen L. McGee as Qualified Purchasing Agent.

Resolution R19-071 – Authorizing Park Ranger Manager to be Appointed Special District Forest Firewarden

Resolution appoints Park Ranger Manager, Frank Masini, as Special District Forest Firewarden.

Resolution R19-072 – Adopting Cash Advance for Garden Discovery Trips

Resolution adopts a cash advance of \$450.00 to cover the cost of tolls, parking, admission and staff meals for various garden discovery trips between March and June 2019.

Resolution R19-073 – Adopting a Cash Advance for Therapeutic Recreation Overnight Adventure Trip

Resolution adopts a cash advance of \$120.00 to cover the cost of staff admission fees and staff meals for "Overnight Adventure" trip on March 30, 2019.

Resolution R19-074 – Licensing of Farming Rights to Four Parcels of Farmland

Resolution awards farm license to Middlebush Farms for Mettlers North for the period of January 1, 2019 to December 31, 2023. No bid was received for Hillsborough, Thompson Pleasantville, and Kanach River Parcels.

Resolution R19-075 – Authorizing use of State Contract for Purchase of Walk In Building Supplies

Resolution authorizes purchases from Lowes.

Resolution R19-076 – Authorizing use of State Contract for Purchase of Park and Playground Equipment

Resolution authorizes purchases from Ben Schaffer Recreation, Inc.

Resolution R19-077 – Authorizing use of State Contract for Purchase of Snow Plow Parts, Grader and Loader Blades

Resolution authorizes purchases from A&K Equipment.

Resolution R19-078 – Authorizing use of State Contract for Purchase of Electrical Equipment and Supplies

Resolution authorizes purchases from Griffith Electrical Supply, Inc.

Resolution R19-079 – Authorizing use of Morris County Coop Contract for Purchase of Clay and Infield Mix for Athletic Field Supplies

Resolution authorizes purchases from Whibco of New Jersey, Inc.

Resolution R19-080 – Authorizing use of County Contract for Purchase of Flags and Grave Markers

Resolution authorizes purchases from Conserv Flag and Metro Flag.

Resolution R19-081 – Authorizing use of State Contract to Provide Locksmith Services and Associated Parts

Resolution authorizes purchases and service from Hogan Security Group, LLC.

Resolution R19-082 – Authorizing use of Educational Services Commission Contract for Purchase of One Meyer Plow and Accessories

Resolution authorizes purchase from Cliffside Body Corporation.

Resolution R19-084 – Authorizing use of Morris County Contract for Purchase of Fencing Materials and Installation

Resolution authorizes purchase and installation from Challenger Fence, Inc.

Resolution R19-085 – Authorizing Increasing the Bid Threshold to \$40,000

Resolution authorizes increasing the maximum bid threshold from \$17,500.00 to \$40,000.00.

COMMITTEE REPORTS

CFO's Report

Commissioner Crosby, Chair of the Committee, submitted a report for the month of January 2019.

Nick Trasente, Park Commission Treasurer, stated work continues on the Park Commission 2019 budget which is pending funding information from the County Freeholders.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of January 2019.

Donna Umgelter, Manager, Human Resources, had no further report.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of January 2019.

Carrie Springer, Manager, EEC, stated that maple sugaring will be taking place over the next four weeks at the EEC. There were more than 200 attendees at last weekend's sugaring event. The EEC has held two Snow Shoeing Hikes which were made possible from grant funds received from Whole Foods Market.

Marge Margentino, Manager, Lord Stirling Stable, stated that Lord Stirling Stable is celebrating its 50th Anniversary this year. The County graphics department created a logo celebrating the milestone; a copy of which was distributed to the Commissioners.

Dina Fornataro-Healey, Manager, Recreation, stated that a Self Defense class, made possible through the generosity of the Park Foundation and a grant received from Whole Foods Market, will be held on March 14th at Headquarters.

Cindie Sullivan, Deputy Director Leisure Services, thanked the Commissioners for their support on her appointment to position of Assistant Director.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of January 2019.

Darrell Marcinek, Director, Golf Maintenance, stated Spooky Brook and Neshanic Valley Golf Courses will be open tomorrow. Green Knoll and Quail Brook Golf Courses will open on March 1st.

Bob Ransone Deputy Director, Golf Operations, stated that the Point of Sale, Inventory Management and Tee Time Scheduler programs of GolfNow software will be upgraded beginning March 11th. The Park Commission will have a booth at the NJ Golf Show at the Raritan Center in Edison on March 1-3, 2019. Golf staff will be provided tablets equipped with swipe devices from GolfNow to sell golf registrations at the show.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2019.

Alex Mathew, Manager, Information Management, had no further report.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of January 2019.

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

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for the month of January 2019.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, presented a report for the month of January 2019.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of January 2019.

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

AUDIT COMMITTEE

No report.

FREEHOLDERS REPORT

Freeholder Brian Gallagher reported that Freeholder meetings will soon be televised. Freeholder Gallagher invited the Park Commission to make a presentation at the first televised meeting to help promote the County park facilities. Eliza Held will receive a Proclamation at the next Freeholder meeting. Eliza's many years of horse riding lessons at Lord Stirling Stable afforded her the training needed to secure a position on the New York City Park and Recreation Law Enforcement Mounted Police working the

Manhattan Command/Central Park. Freeholder Gallagher asked that a representative from the Park Commission be in attendance at the meeting for the presentation.

OLD BUSINESS

No report.

NEW BUSINESS

Director Soriano showed Commissioners Park Foundation signs and instruction cards for an initiative to obtain funding for programs through Amazon Smile. Each Commissioner received a post card with directions on how to designate the Park Foundation as recipient of a portion of sales made through Amazon Smile.

A motion to adjourn the meeting at 4:01 p.m. was moved by: Commissioner Crosby; seconded by: Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig, Paluck, and Ross.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant