

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held March 21, 2019 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by Commissioner Crosby.

Commissioner 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 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.

Commissioner Crosby called the meeting to order.

Roll Call:

PRESENT

Bill Crosby  
Helen Haines (phone)  
D.J. Hunsinger  
Jim Leonard (phone)  
Dot Paluck  
Scott Ross

ABSENT

Mark Caliguire  
Doug Ludwig  
Kevin McCallen  
Brian Gallagher, Freeholder  
Liaison

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant  
Ken Fivek, Supervisor, Golf Ops.  
Scott Fisher, Coordinator, Accounting  
Dina Fornataro-Healey, Mgr., Rec &  
Comm Outreach  
Pierce Frauenheim, Dep. Dir., Park Ops.  
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, Asst. Director  
Dina Trunzo, Adm, Leisure & Comm  
Services  
Donna Umgelter, Adm, HR

In attendance from the County: 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; Betsy Flanagan, Legal Counsel.

### **OPEN MEETING FOR PUBLIC COMMENT**

Jorge Diaz, Golf Shop Assistant, Spooky Brook Golf Course made a statement to express his disagreement with the proposal being made with resolution R19-094. If approved, this resolution will authorize changing the full time supervisor position at Spooky Brook Golf Course to a seasonal position.

Director Soriano explained to the Commissioners that the decision to change the position from full time to seasonal was in a quest to be financially prudent in difficult revenue times and while maintaining current staff.

### **SERVICE AWARDS**

Commissioner Crosby presented the following Service Awards:

- ~ Frank Runiak – 5 Years
- ~ Robert Ransone – 20 Years

### **APPROVAL OF THE MINUTES**

Commissioner Crosby called for the approval of the minutes of the regular meeting held on February 21, 2019. Moved by Commissioner Hunsinger; seconded by Commissioner Ross. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Paluck, and Ross. NAYES: None. ABSENT: President Caliguire and Commissioners Ludwig and McCallen.

### **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R19-086 – Payment of Claims**

Resolution authorizing payment of claims in the amount of \$1,920,695.45 comprised of Claims in the amount of \$1,081,100.53, Other Expenses in the amount of \$100,625.44 and Salaries and Wages in the amount of \$738,969.48 for the period of February 20, 2019 through March 20, 2019.

### **Resolution R19-087 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

### **Resolution R19-088 – Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$10,145.54.

### **Resolution R19-089 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R19-090 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R19-091 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R19-092 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R19-093 – 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 February 2019.

Director Soriano elaborated on his report explaining to the Commissioners his initiative “Coffee with the Director,” where Director Soriano holds meetings with staff at their work locations to hear their concerns with, and ideas for, the Park Commission. Director Soriano stated that the initiative has proven to be a great experience and has shown that employees care very deeply for the welfare of the Park Commission.

**COMMISSION CORRESPONDENCE**

1. Letter received from Skillman resident, Deacon Thomas Giacobbe, regarding his dismay at the state of the trail blazes on the Sourland Mountain Preserve. For safety concerns, Deacon Giacobbe requested that re-blazing of the trails be given high priority.
2. Letter sent to Director Soriano and Commission President Caliguire from Domecq Smith, President of the Somerset RC presenting various proposals to install a webcam for live view of the North Branch flying field on the internet.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R19-094 – Creating New Position of Seasonal Golf Shop Manager**

Resolution creates new position of seasonal Golf Shop Manager.

**Resolution R19-095 – Authorizing Sale of Surplus**

Resolution authorizes the sale of surplus personal property.

**Resolution R19-096 – Amending Human Resources Policies and Procedures Manual**

Resolution amends the Facility Use Policy #104 of the Human Resources Policies and Procedures Manual.

**Resolution R19-097 – Adopting Cash Advance for Arizona Birding and Nature Trip**

Resolution provides \$850 for the cost of park entrance fees, gas, and Naturalist meals for the Arizona Birding and Nature Trip on May 25, 2019 through June 2, 2019.

**Resolution R19-098 – Awarding Contract for a Fourth of July Pyrotechnic Display**

Resolution awards contract to Schaefer Fireworks, Inc. not to exceed \$21,140.00.

**Resolution R19-099 – Awarding Contract for RecTrac Software Data Migration and the First Year of a Five Year Contract for Maintenance and Support for MainTrac, WebTrac, and RecTrac Software Systems**

Resolution awards contract to Vermont Systems, Inc. not to exceed \$23,281.

**Resolution R19-100 – Awarding Second Year of a Five-Year Contract for Ice Cream/Soft Ice Concession Services**

Resolution awards contract to Josefa, LLC.

**Resolution R19-101 – Rejecting Bids for Yoga Services**

Resolution rejects bids received for Yoga Services.

**Resolution R19-102 – Awarding Contract for Seasonal Operation of Warrenbrook Pool**

Resolution awards contract to S&R Pools not to exceed \$13,000.00.

**Resolution R19-103 – Approving License Agreement for a Research Project with Conserve Wildlife Foundation of NJ, Montclair University Department of Biology, and Rutgers University Department of Ecology and Evolution**

Resolution approves a license agreement for March 2019 through December 2019.

**Resolution R19-104 – Awarding the Second Year of a Two-Year Contract for Printing and Distribution of Park Guides**

Resolution awards contract to Gannett NJ not to exceed \$3,638.00.

**Resolution R19-105 – Purchase Lesson Horses for Lord Stirling Stable**

Resolution authorizes the purchases from reputable sources not to exceed \$19,500.00.

**Resolution R19-106 – Awarding Second Year of a Two-Year Contract for Golf Course Accessories**

Resolution awards contract to Fertl Soil Turf Supply, SiteOne Landscape Supply, and Grass Roots Inc.

**Resolution R19-107 – Awarding the Second Year of a Two-Year Contract for Furnishing and Delivery of Irrigation Repair Parts for Irrigation Systems**

Resolution awards contract to Storr Tractor Company, SiteOne Landscape Supply, and Aquarius Irrigation Supply.

**Resolution R19-108 – Authorizing Use of Somerset County Contract for Purchase of Parts and Repairs for Commercial Lawn, Park and Golf Course Equipment**

Resolution authorizes purchases from Power Place, Wilfred MacDonald, and E-Z Go not to exceed \$11,000.00.

**Resolution R19-109 – Awarding the Third Year of a Three-Year Contract for Plumbing and Electrical Services**

Resolution awards contract to A&S Service Co. (primary) and Oxford Electrical Contractors (secondary) as electrical vendor and Robert Griggs Plumbing (primary) and Stryker Heating and Cooling (secondary) as plumbing vendor.

**Resolution R19-110 – Authorizing Use of State Contract for the Purchase of Overhead/Rolling Doors & Operators**

Resolution authorizes purchases from Merchantville Overhead Doors not to exceed \$1,500.00.

**Resolution R19-111 – Authorizing Use of Educational Services Commission Contract for the Purchase of Grounds Equipment John Deere 2500e E-Cut Hybrid Riding Greens Mower with Contracted and Non-Contracted Attachments**

Resolution authorizes purchase from Finch Services not to exceed \$41,523.92.

**Resolution R19-112 – Authorizing Use of Educational Services Commission Contract for the Purchase of Grounds Equipment**

Resolution authorizes purchases from Power Place not to exceed \$10,000.00.

**COMMITTEE REPORTS**

**CFO's Report**

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

In the absence of the Park Commission Treasurer, Director Soriano stated that the 2019 budget is still in flux and the Park Commission continues to operate with a temporary budget that is funded through the end of May.

**HUMAN RESOURCES**

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

Donna Umgelter, Administrator, Human Resources, stated that the Park Commission is in the process of hiring seasonal employees for the spring and summer.

## **LEISURE SERVICES**

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

Dina Fornataro-Healey, Manager, Recreation and Community Outreach, stated that through the grant received from the Park Foundation and Whole Foods, last week MMA Fighter, Alec Savitsky, conducted a Self-Awareness Seminar at Headquarters with 27 attendees. Dina will be working with Carrie Springer, Environmental Science Manager, to develop a fall course schedule for the Whole Foods Wellness Series.

Next week, Dina and Carrie will be attending the Somerset County Tourism Committee meeting at the Bridgewater Marriot to showcase the various services of the Park Commission.

Dina Trunzo, Administrator, Leisure and Community Services, stated that the Park Commission partnered with the Adult Services Division of the ARC of Somerset County to provide day programs for some of its students. Gwen Laubner, Therapeutic Recreation Program Coordinator, worked with the students on various art projects, which are now on display at an Art Show at the Manville Library. Dina invited the Commissioners to visit the show, which will be displayed until the end of April.

50/50 tickets for the Pro-Celebrity Golf Outing, which will take place on May 6, 2019, have been distributed to the Commissioners along with an application to participate at the event. Dina welcomes any food or tee sponsorships.

Cindie Sullivan, Assistant Director, stated the Annual Volunteer Dinner will be held at Neshanic Valley Golf Course on April 25, 2019 and invited all Commissioners to attend.

The Park Foundation Annual Brunch will be held at Ninety Acres on July 28, 2019. Lord Stirling Stable will be this year's honoree to recognize its 50<sup>th</sup> Anniversary.

## **GOLF MANAGEMENT**

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

Darrell Marcinek, Director, Golf Maintenance, stated that preparations are being made to open Warrenbrook Golf Course on Monday. Spring aeration will begin on Monday at Green Knoll and Neshanic Valley Golf Courses.

Bob Ransone, Deputy Director, Golf Operations, stated that, aside from Warrenbrook, all Park Commission golf courses are currently open for play. Golf revenue for January and February was down as compared to 2018, but March revenue was up \$25,000 as compared to 2018.

The GolfNow G1 system is in the process of being upgraded and should be complete by Friday.

### **INFORMATION MANAGEMENT**

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

Alex Mathew, Manager, Information Management, stated that RecTrac migration is scheduled to begin on April 15, 2019. The installation of new computer hardware will begin next week.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of February 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 March 15<sup>th</sup> with three farmers to discuss various concerns. Pierce will be consulting with the Property Management Committee regarding said concerns.

### **PLANNING AND LAND ACQUISITION**

Tom Boccino, Parks Section Principal Planner, Land Acquisition, presented a report for February 2019.

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

Adam Bloom, County Park Engineer, presented a report for February 2019.

### **PARK MAINTENANCE & HORTICULTURE**

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

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

### **AUDIT COMMITTEE**

No report.

### **FREEHOLDERS REPORT**

Freeholder Brian Gallagher was not in attendance.

### **OLD BUSINESS**

There was no old business to report.

### **NEW BUSINESS**

There was no new business to report.

A motion to adjourn the meeting at 8:33 a.m. was moved by: Commissioner Hunsinger; seconded by: Commissioner Ross. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Paluck, and Ross. NAYES: None. ABSENT: President Caliguire and Commissioners Ludwig and McCallen.

Respectfully submitted,



Geoffrey D. Soriano  
Secretary-Director



Janine Erickson  
Executive Assistant