

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held December 12, 2019 at 3:30 P.M. at 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
DJ Hunsinger
Kevin McCallen
Dot Paluck
Brian Gallagher,
Freeholder Liaison

ABSENT

Doug Ludwig
Jim Leonard
Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Scott Fisher, Coordinator, Accounting
Ken Fivek, Supervisor, Golf Operations
Dina Fornataro-Healey, Mgr, Recreation
& Comm Outreach
Pierce Frauenheim, Dep. Dir., Park Ops.
Cory Ivanko, Manager, IM

Darrell Marcinek, Director, Golf Maint.
Marge Margentino, Manager, LSS
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: Nick Trasente, CFO; Adam Bloom, Engineering; 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: Betsy Flanagan, Legal Counsel.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

APPROVAL OF THE MINUTES

Commissioner Leonard called for the approval of the minutes of the regular meeting held on November 14, 2019. Moved by Commissioner Crosby; seconded by Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, and Ross.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R19-276 – Payment of Claims

Resolution authorizing payment of claims in the amount of \$1,700,538.06 comprised of Claims in the amount of \$783,560.68, Other Expenses in the amount of \$132,440.50 and Salaries and Wages in the amount of \$784,536.88 for the period of November 14, 2019 through December 9, 2019.

Resolution R19-277 - Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R19-278 – Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$4,514.14.

Resolution R19-278A – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R19-279 – 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 November 2019.

COMMISSION CORRESPONDENCE

There was no commission correspondence

CONSENT AGENDA

RESOLUTIONS

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

Resolution R19-280 – Transfer of Appropriations (“33” Accounts)

Resolution authorizes transfer of appropriations from Trust Accounts to Revenue Accounts.

Resolution R19-281 – Transfer of Appropriations (Operating Accounts)

Resolution authorizes transfer of appropriations in operating accounts.

Resolution R19-282 – Authorizing Sale of Surplus

Resolution authorizes sale of surplus inventory.

Resolution R19-283 – Rejecting Bid for Golf Cars

Resolution rejects bid for golf cars. The contract will be re-bid.

Resolution R19-284 – Resolution to Join the Southern Skyland Regional Health Insurance Fund

Resolution approves Park Commission joining the Southern Skyland Regional Health Insurance Fund.

Resolution R19-285 – Appointing Fund Commissioner to the Southern Skyland Regional Health Insurance Fund

Resolution appoints Secretary-Director, Geoffrey D. Soriano as Fund Commissioner and Human Resource Administrator, Donna Umgelter as alternate commissioner.

Resolution R19-286 – Adopting Revised Permit Guidelines

Resolution adopts revisions to permit guidelines effective January 1, 2020.

Resolution R19-287 – Adopting 2020 Fee Schedule

Resolution adopts the 2020 fee schedule.

Resolution R19-288 – Rejecting Proposal for Entertainment Consultant for Summer Concerts

Resolution rejects proposal for Entertainment Consultant for Summer Concerts. The contract will be re-bid.

Resolution R19-289 – Adopting Cash Advance for Texas Birding Trip

Resolution adopts cash advance in amount of \$1,650.00 to cover cost of park entrance fees, gas, parking, and Naturalist meals for Texas Birding Trip February 8-16, 2020.

Resolution R19-290 – Adopting Seasonal and Part-Time Hourly Wages

Resolution adopts seasonal and part-time hourly wages for 2020.

Resolution R19-291 – Authorizing use of County Contract for Purchase of Split Rail Fence and Gates without Installation

Resolution authorizes purchase from Challenger Fence with cost not to exceed \$2,000.00.

Resolution R19-292 – Authorizing use of State Contract for Purchase of Personalized Tote Bags

Resolution authorizes purchase from Accses NJ with cost not to exceed \$1,947.75.

Resolution R19-293 – Authorizing use of Educational Services Contract for Purchase of Trucks-Pickups, Vans, and Sport Utility Vehicles

Resolution authorizes purchase of 2020 Ford Transit passenger wagon with cost not to exceed \$36,343.58.

Resolution R19-294 – Awarding One Year Contract with Two One-Year Extensions for Well Maintenance and Repair Service

Resolution awards contract to Stryker.

Resolution R19-295 – Authorizing use of County Contract for Purchase of Red Dyed #2 Diesel Fuel and Red Dyed Winter Blend Diesel and Fuel Oil

Resolution authorizes purchase from National Fuel, J. Swanton Fuel, Riggins Inc., Allied Oil LLC, and Finch Fuel Oil with cost not to exceed \$2,000.00.

Resolution R19-296 – Awarding Contract for Extraordinary Unspecifiable Services without Competitive Bids for Dental Insurance

Resolution awards contract to Delta Dental for the period January 1 – December 31, 2020.

Resolution R19-297 – Awarding One Year Contract for Yoga Services

Resolution awards contract to The School of Royal Yoga with cost not to exceed \$9,300.00.

Resolution R19-298 – Award of Contract for Five (5) Park Signs

Resolution awards contract to Art Sign Works, Inc. with cost not to exceed \$10,621.00.

Resolution R19-299 – Awarding Second One Year Extension for Golf Resale Merchandise

Resolution awards contract to Range Servant American, Inc.; Horungs Golf Products; Acushnet Co (Footjoy); Ping Inc.; Cutter & Buck; Town Talk; Jack Jolly & Son, Inc; Callaway Golf; Sun Mountain; Klone Lab Callaway Golf Shoes; Accolade USA Inc.; Geer for Sports Inc.; Supreme International, LLC.; Taylor Made Golf Inc.

COMMITTEE REPORTS

CFO's Report

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

November 2019.

Director Soriano reported that there is a slight deficit to anticipated revenue for 2019 but overall prudent management of the budget helped end the year well.

HUMAN RESOURCES

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

Donna Umgelter, Administrator, Human Resources, had nothing further to report.

LEISURE SERVICES

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

Dina Trunzo, Administrator, Leisure and Community Services, stated that Pictures with Santa will be held this weekend at Headquarters. Dina is thankful for the funding support received for this event from the Somerset County Park Foundation. The Adult Recreation Program is being held at Headquarters and continues to be a success.

Cindie Sullivan, Assistant Director, stated that the 42nd Annual Festival of Trees is currently at the Environmental Education Center until December 29th and the Holiday Festival will take place this weekend at Lord Stirling Stable. Cindie invited Commissioners to attend.

GOLF MANAGEMENT

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

Darrell Marcinek, Director, Golf Maintenance, reported that the Green Knoll bridge replacement project and Phase 2 of the bunker project are underway.

Bob Ransone, Deputy Director Golf Management, reported Quail Brook and Spooky Brook Golf Courses will close for the season next week. Neshanic Valley and Spooky Brook Golf Courses will remain open for the winter. The Golf Gift Card sale event grossed \$1.2 million in sales, which includes the additional 20% credit.

INFORMATION MANAGEMENT

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

Cory Ivanko, Manager, Information Management, had nothing further to report.

VISITOR SERVICES

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

Cindie Sullivan, Assistant Director, reported that Ranger staff is still without a manager. Cindie has been working with Ranger staff on 2020 goals. Ranger John Hance will be retiring on December 31, 2019. Cindie anticipates filling Ranger Hance's vacancy in January.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director Park Operations, stated that he is awaiting 2019 license fees from one farmer.

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Adam Bloom, County Park Engineer, submitted a report for November 2019.

Adam introduced Eric Lips, new County Engineering Inspector.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director, Park Operations, conducted an End of Year meeting with Park Operations Managers to review 2019 projects. Commissioner Hunsinger attended the meeting as well. Pierce thanked the County for their support on various projects. Pierce reported that planting has begun at the new perennial garden at Colonial Park, 230 trees have been planted at various parks and golf courses; the Natirar Dam project is underway and should be completed by year-end and there was a ribbon cutting ceremony for the new playground at Duke Island Park.

AUDIT COMMITTEE

Information is being gathered in preparation for the 2019 audit.

FREEHOLDERS REPORT

Freeholder Gallagher commended Park Commission staff for the incredible job they do with maintaining the parks.

OLD BUSINESS

There was no old business.

NEW BUSINESS

President Caliguire commended staff on all the projects that were completed in 2019.

Seeing no further business, a motion to adjourn the meeting at 3:55 P.M was moved by: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, Ross, and President Caliguire. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, and Ross.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant