

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held August 19, 2021 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.

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 December 26, 2020 and the Star Ledger on December 29, 2020. 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.

Pursuant to recently issued emergency regulations promulgated by the Director of the Division of Local Government Services (codified as N.J.A.C. 5:39-1.1 through 1.7) the Somerset County Park Commission is now advising that its specifically aforementioned meetings shall be held remotely and virtually via the Zoom video conferencing platform for Park Commissioners in conjunction with in-person meeting for members of the public. Adequate advance notice of a remote public meeting in conjunction with in-person meeting was advertised in The Courier News on October 9, 2020 and the Star Ledger on October 12, 2020. Notice was also posted on the main public entrance at Somerset County Park Commission Headquarters.

Park Commission Counsel, Eric Bernstein added that considering COVID-19 mandates, this meeting was made open to the public and social distancing measures were in place. Park Commission Headquarters was unlocked and "Building Closed" signs were removed from the entryway.

Commissioner Hunsinger called the meeting to order.

Roll Call:

PRESENT*

Mark Caliguire

Bill Foelsch

Helen Haines

DJ Hunsinger

Ron Jordan

Joe Kempe

Kevin McCallen

Dot Paluck

Paul Drake

County Commissioner Liaison

ABSENT

Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Ken Fivek, Manager, Golf Ops.

Dina Trunzo, Admin, Leisure & Comm.
Svc
Donna Umgelter, Admin, HR

*Participated via video conference. In light of the current COVID-19 mandates, Commissioners, Counsel, and Senior Management staff were asked to participate in this meeting remotely.

Also in attendance via video conference: Eric Bernstein, Legal Counsel.

Members from the public in attendance: Dr. & Mrs. Ricciani Family, Somerset, NJ, Jackie Ricciano of NY, and Robin Gehringer, Basking Ridge, NJ.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

PRESENTATION OF SERVICE AWARDS

President Caliguire presented a Five-Year Service Award to Lamar Brooks of the Park Maintenance Department and a Forty-Year Service Award to Billy Martin of the Golf Maintenance Department. Not in attendance: Craig Millhouse of the Golf Maintenance Department received a Fifteen-Year Service Award and Tyler Gavett of the Horticulture Department received a Five-Year Service Award.

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the regular meeting held on July 15, 2021. Moved by Commissioner McCallen; seconded by Commissioner Haines. YEAS: Commissioners Foelsch, Haines, Hunsinger, Jordan, Kempe, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were moved by Commissioner Foelsch; seconded by Commissioner Hunsinger. Commissioners Foelsch, Haines, Hunsinger, Jordan, Kempe, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

Resolution R21-144 – Canceling and Reappropriating Certain Capital Improvement Authorization Balances

Resolution reappropriates capital funds in the amount of \$130,060.00 for the purchase of the Showmobile.

Resolution R21-145 - Canceling and Reappropriating Certain Open Space Trust Authorization Balances

Resolution authorizes reappropriating certain open space trust funds from 2015, 2017, 2019, and 2020 to 2021 in the amount of \$639,857.56.

Resolution R21-146 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$2,491,527.26 comprised of Claims in the amount of \$789,615.08, Other Expenses in the amount of \$310,260.90, and Salaries and Wages in the amount of \$1,391,651.28 for the period of July 10, 2021 through August 13, 2021.

Resolution R21-147 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R21-148 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$15,352.28.

Resolution R21-149 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-150 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-151 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-152 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R21-153 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

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

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of August 2021 which provided further overview of proposed edits/additions/deletions to Human Resource Policies. The report contains a summary of said changes and outlines the second and third group of policies being presented. Director Soriano stated that he met with the HR Committee to review subsequent policies and will continue to present updates to the Commission as they are reviewed. It is the intent to adopt the revised Human Resource Policies in September and then educate staff. The report included a link to the file containing the Human Resource Policies with mark ups for the Commissioner's reference. Director Soriano thanked

Commissioners Kempe, Haines, Foelsch, and President Caliguire along with Human Resources Administrator Donna Umgelter and Human Resources Consultant Donna Mozet for the work on the revision of these policies.

CORRESPONDENCE

1. Letter received from Home of Somerset County, Inc. requesting permission to sell raffle tickets and have an information table available at the Summer Concerts at Duke Island Park during August. Money raised from the sale of raffle tickets is used to provide at-risk families with case management, emergency shelter and basic needs.

Director Soriano stated that there is not a specific policy regarding such requests but will work to formulate one with the appropriate Committee. President Caliguire denied this request but would like a policy created with review by Park Commission Counsel.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R21-154 – Authorizing Sale of Surplus Personal Property

Resolution authorizes sale of surplus Park Commission property.

Resolution R21-155 – Authorizing Increase in Full-Time Employees’ Salary for Fiscal Year 2021

Resolution authorizes 2% increase for eligible employees effective January 1, 2021.

Resolution R21-156 – Adopting 2021-2022 Municipal Deer Hunting on County Parkland Policy

Resolution adopts and memorializes the Park Commission’s policy for 2021-2022 Municipal Deer Hunting on County parkland.

Resolution R21-157 – Granting Permission to Farm Licensee to Apply for a Permit to Kill Wild Deer on County-Owned Parkland

Resolution grants permission to Farm Licensee, Bob Puskas to seek a permit to kill wild deer from NJ Department of Environmental Protection, Division of Fish & Wildlife on Mettler’s North Parcel.

Resolution R21-158 – Awarding One Year Contract with One (1) One-Year Option to Extend for Armored Car Service

Resolution awards contract PCC-0034-21 to Eastern Armored Services effective October 1, 2021.

Resolution R21-159 - Authorizing use of County Contract for Purchase of Road Materials

Resolution authorizes use of County Contract CC-0011-21 for purchases from Trap Rock Industries in the amount of \$8,000.

Resolution R21-160 – Awarding the Contract to Furnish and Deliver a Mobile Stage

Resolution awards contract PCC-9051-21 to Century Industries in the amount of \$130,060.00.

Resolution R21-161 – Authorizing use of County Contract for Purchase of Automotive and Light Duty Truck After-Market Parts

Resolution authorizes use of County Contract CC-0113-20 for purchases from PDQ Auto Supply, D&B Auto Supply, IEH Auto Parts LLC (DBA, Auto Plus Auto Parts), DFFLM, LLC (DBA, Motor Right Auto Parts), Garwood Auto Parts Inc., Joy Automotive Products Inc., One Source of NJ, Parts Authority, LLC, Read Auto Parts Co., Jasper Engine, Re-Tron Technologies, Ross Equipment, Acme Diesel Electrica Co. Inc., Fred Beans Parts with costs not to exceed \$9,500.00.

Resolution R21-162 – Authorizing use of County Contract for Purchase of Landscape Chemical Application & Fertilization

Resolution authorizes use of County Contract CC-0110-20 for purchases from TruGreen.

Resolution R21-163 – Authorizing Membership Participation in Bergen County Cooperative Pricing Alliance #CK04

Resolution authorizes Park Commission to seek membership in Bergen County Cooperative Pricing Alliance.

Resolution R21-164 – Awarding the Third Year of a Five-Year Contract for Installation and Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity

Resolution awards third year of contract PCC-0028-19 to Verizon Business Network Services.

Resolution R21-165 – Awarding the First Year of a Five-Year Contract for Coin Operated Optical Viewers

Resolution awards contract PC-COM-0002-21R to Tower Optical Company.

Resolution R21-166 – Awarding a Five-Year Contract for Licensing of Hunting Rights to Seven (7) Parcels in Somerset County, NJ

Resolution awards contract to to L & L Hunting Club for Area #2 (3M West Parcel), to Hidden Valley Gun Club for Area #3 (Dar Mar N&S Parcels) to L & L Hunting Club for Area # 4 (Thompson Parcel), to the North Hill Gang for Area #5 (Thompson-Newland Parcel), to Joseph Roxbury for Area #6 (Thompson-Pleasantview Parcel), and to Buck-

N-Bird for Area #7 (Woodfern Parcel) for the period of September 1, 2021 through August 31, 2026.

COMMITTEE REPORTS

CFO's Report

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of July 2021.

Director Soriano stated that 2021 continues to be another fiscally sound revenue year.

HUMAN RESOURCES

Commissioner Haines, Chair of the Committee, submitted a report for the month of July 2021.

LEISURE SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of July 2021.

Dina Trunzo, Administrator, Leisure and Community Services, reported that all trails have been busy. The Park Commission is researching feasibility and benefit of adding QR Codes on trail heads to subsidize printed park maps. EEC and TR camps will come to an end this week. Dina thanks the Park Foundation for the purchase of a UV sanitizing wand for use at the TR camps. Warrenbrook pool and the tennis courts have been busy with patrons. The spray park at Colonial Park is now open with minimal issues. Dina participated in an accessible play design seminar.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of June 2021.

Ken Fivek, Manager, Golf Operations, reported that there continues to be a high number of golf rounds played with over \$1million in revenue generated for the month of July. Golf Operations and Golf Management Staff are doing a great job keeping the courses well maintained. Commissioner McCallen gave kudos to Ken and the entire Golf Operations team for the great work they have been doing keeping the courses in such great shape.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of July 2021.

VISITOR SERVICES

Commissioner Haines, Chair of the Committee, submitted a report for the month of July 2021.

PROPERTY MANAGEMENT

There was no Property Management report.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for July 2021.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for July 2021.

Director Soriano stated that he will be meeting with the management team to review their five-year capital budget plan and obtaining project estimates from Engineering. Once finalized, he will share the plan with the Capital Committee.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for July 2021.

AUDIT COMMITTEE

Suplee, Clooney & Co. submitted the 2020 Audit Report. Director Soriano will convene a meeting of the Audit Committee to review the report with the intention that a recommendation will be made to accept the report via resolution at the September Park Commission Meeting.

COUNTY COMMISSIONER REPORT

County Commissioner Drake attended some of the Summer Concerts at Duke Island Park and enjoyed seeing them well attended. Commissioner Drake is looking forward to reading the recommendations by the Lord Stirling Stable Advisory Group when they are available. Despite the issues, Commissioner Drake is happy to see that the spray park at Colonial Park is currently open. Commissioner Drake invited all to attend Somerset County Ag Board's "Influencing Agriculture" event at Duke Farms on September 14th. There will be a tour of the farm at noon followed by a panel discussion with local influential female farmers at 2pm hosted by County Commissioner, Melonie Marano. Discussion will include changes in agriculture, history of local farming and their thought about the future of the industry.

OLD BUSINESS

Director Soriano revisited the request made by CACI to do radio testing at an open field at Ross Farm. After reviewing additional information about the process sent from CACI, the Commission agreed to grant CACI a 90-day license with the possibility of extension pending review of the initial grant period. A resolution will be presented at the September meeting authorizing the use of the field by CACI for radio testing.

NEW BUSINESS

1. Peace Memorial at Colonial Park – Director Soriano described a request submitted by Franklin resident to erect a Peace Memorial at Colonial Park. The request will be forwarded to the Long-Term Planning Committee for review and recommendation.
2. Somerset County Park Foundation request to purchase four (4) foursomes at Neshanic Valley Golf Course for auction at the Pro-Celebrity Golf Tournament. - The Commission supported the request made by the Foundation to purchase four (4) foursomes at a cost of \$200/foursome.
3. Request to vacate easement at 21 Rock Road, Green Brook, NJ – The Commission denies this endorsement.

EXECUTIVE SESSION

There is a call to move to Executive Session to discuss course of action for incident at Neshanic Valley Golf Course on July 12, 2021.

At 4:10 P.M. there was a motion made by Commissioner Hunsinger; seconded by Commissioner Jordan to move into Executive Session. YAYES: Commissioners Foelsch, Haines, Hunsinger, Jordan, Kempe, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

At 4:38 P.M. a motion was made to end Executive Session by Commissioner Jordan; seconded by Commissioner McCallen. YAYES: Commissioners Foelsch, Haines, Hunsinger, Jordan, Kempe, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

Seeing no further business, a motion to adjourn the meeting at 4:39 P.M. was moved by: Commissioner Kempe; seconded by: Commissioner Paluck. YAYES: Commissioners Foelsch, Haines, Hunsinger, Jordan, Kempe, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant