

**MINUTES** of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held April 21, 2022 at 3:30 P.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Hunsinger.

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 November 26, 2021 and the Star Ledger on November 30, 2021. 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. 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.

Park Commission Counsel, Eric Bernstein added the Commission is conducting a hybrid meeting whereby Commissioners can participate in-person or via Zoom video conference.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT

Mark Caliguire\*  
Nancy D'Andrea\*  
Bill Foelsch  
Helen Haines  
DJ Hunsinger  
Kevin McCallen (arrived 3:45p)  
Paul Drake, County Commission Liaison

ABSENT

Ron Jordan  
Joe Kempe  
Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Secretary-Director  
Janine Erickson, Executive Assistant  
Darrell Marcinek, Director, Golf Maint.

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

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

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

## **OPEN MEETING FOR PUBLIC COMMENT**

There were no comments from the public.

## **SERVICE AWARDS**

The following employees earned service awards during the month of April:

- ~ Alessandro Agostino, EEC – 5 Years
- ~ Christopher Jones, Stable – 5 Years
- ~ David Kuczynski, Park Maintenance – 15 Years
- ~ Darrell Marcinek, Golf Maintenance – 20 Years
- ~ Richard Evans, Golf Maintenance – 35 Years

## **APPROVAL OF THE MINUTES**

President Hunsinger called for the approval of the minutes of the regular meeting held on March 17, 2022. Moved by Commissioner Haines; seconded by Vice President Foelsch. YEAS: Commissioners Caliguire, D'Andrea, Haines, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioners Jordan, Kempe, Ludwig, and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R22-078 – Transfer of Emergency Temporary Appropriations**

Resolution adopts emergency Temporary Budget appropriations.

### **Resolution R22-079 – Canceling and Reappropriating Certain Open Space Trust Authorization Balances for Various Open Space Projects**

Resolution reappropriates Open Space Trust funds for fencing and lighting at Colonial Park Tennis Courts.

### **Resolution R22-080 – Payment of Claims**

Resolution authorizes payment of claims in the amount of \$3,246,518.64 comprised of Claims in the amount of \$2,116,286.90, Other Expenses in the amount of \$83,424.76, and Salaries and Wages in the amount of \$1,046,806.98 for the period of March 12, 2022 to April 13, 2022.

### **Resolution R22-081 – Payment of Confirming Orders**

Resolution authorizes the payment of confirming orders totaling \$3,810.01.

### **Resolution R22-082 – Refund of Recreation Fees**

Resolution authorizes refund of recreation fees.

**Resolution R22-083 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-084 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-085 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-086 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)**

Resolution authorizes additional funds for previously awarded contracts.

**Resolution R22-087 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)**

Resolution authorizes additional funds for previously awarded contracts pending a budget allocation or cancelation of previously encumbered funds.

**Resolution R22-088 – 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 April 2022.

*Commissioner McCallen joined the meeting at 3:45 P.M.*

**COMMISSION CORRESPONDENCE**

Letter received from Somerset resident, Lenny Mesonas questioning the newly added fee for use of tennis courts at Colonial Park.

*Park Commissioners agreed that the new fee for reserved use of the Colonial Park tennis courts was reasonable and consistent with the fees currently charged to use Green Knoll tennis courts.*

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R22-089 – Authorizing Sale of Surplus Personal Property**

Resolution authorizes the sale of surplus property.

**Resolution R22-090 – Creating New Position of Human Resources Coordinator**

Resolution authorizes creation of a new position of Human Resources Coordinator.

**Resolution R22-091 – Endorsing Somerset County Preservation Plan**

Resolution endorses the Somerset County Preservation Plan.

**Resolution R22-092 – Authorizing Revisions to Inclement Weather and Emergency Closing Policy**

Resolution authorizes revisions to clarify ambiguous language and authorizes management to require essential staff to report to work during emergency closing, delayed opening, or early dismissal of Commission facilities and operations.

**Resolution R22-093 – Authorizing Revisions to Holidays Policy**

Resolution amends the Holiday Policy to eliminate Lincoln's Birthday and add Juneteeth on the Holiday Policy Schedule effective 2023.

**Resolution R22-094 – Adopting Amendments to Fee Schedule**

Resolution adopts various amendments to the previously approved 2022 Fee Schedule.

**Resolution R22-095 – Awarding a One Year Contract to Furnish and Deliver a Fourth of July Pyrotechnic Display**

Resolution awards contract to Schaefer Fireworks with costs not to exceed \$23,040.00.

**Resolution R22-096 – Authorizing the Execution of a Water Sub-Meter Agreement with the Montgomery Township Board of Education**

Resolution authorizes agreement with Township of Montgomery to install a water sub-meter to connect to water line that feeds and services Village Elementary School to provide water for Skillman Park.

**Resolution R22-097 – Authorizing use of County Contract for Purchase of Paper and Envelopes**

Resolution authorizes purchases from Concept Printing to replace Paper Mart which is no longer in business for the remainder of the contract period ending October 12, 2022.

**Resolution R22-098 – Authorizing use of Educational Services Commission of NJ Contract for Purchase of Toilet Partitions**

Resolution authorizes purchases from Nickerson New Jersey Inc., with costs not to exceed \$2,751.50.

**Resolution R22-099 – Authorizing use of County Contract for Purchase of Parts and Repairs, Club Car Golf and Turf Utility Vehicles**

Resolution authorizes purchases from Golf Cars, Inc. with costs not to exceed \$4,000.00.

**Resolution R22-100 – Authorizing use of Educational Services Commission of NJ Contract for Purchase of Class 4-8 Trucks: Fisher Plow**

Resolution authorizes purchases from A&K Equipment Co. with costs not to exceed \$26,219.60.

**Resolution R22-101 – Authorizing use of Morris County Cooperative Contract for Purchase of Clay and Infield Mix for Athletic Fields**

Resolution authorizes purchases from Whibco with costs not to exceed \$1,245.00.

**Resolution R22-102 – Authorizing use of State Contract for Purchase of Overhead/Rolling Doors and Operators**

Resolution authorizes purchases from Louis A. Jammer Company, Inc. with costs not to exceed \$20,484.00.

**Resolution R22-103 – Authorizing use of County Contract for Purchase of OEM Vehicle Parts and Repairs**

Resolution authorizes purchases from Engine Land, Fred Beans Parts, DFFLM, LLC., Smith Motor Co. Inc., and Beyer Bros. Corp with costs not to exceed \$11,000.00.

**Resolution R22-104 – Authorizing use of Bergen County Cooperative Purchasing Alliance for the First Year of a Two-Year Contract for Computers and Peripherals**

Resolution authorizes service from SHI for design of new Park Commission website through CivicClerk with first year cost not to exceed \$5,935.05.

**COMMITTEE REPORTS**

**FINANCE**

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of April 2022.

**HUMAN RESOURCES**

Commissioner Jordan, Chair of the Committee, submitted a report for the month of April 2022.

**LEISURE SERVICES**

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of April 2022.

Dina Trunzo, Administrator, Leisure and Community Services, reported that an administrative assistant/volunteer coordinator has been hired at the EEC. Environmental Science Manager, Carrie Springer did a statistical analysis of revenue generated from programming for the month of March between 2018/2019 as compared to March 2022.

The former years generated an average of \$5,500 in revenue as compared to \$7,800 in 2022. Tennis courts opened at the end of March, the July 4th Fireworks will be held this year at North Branch Park, and the Park Foundation Pro-Celebrity Golf Outing will be held on Monday, May 2nd.

### **GOLF MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of April 2022.

Darrell Marcinek, Director of Golf Maintenance, stated that the cold and rainy weather has slowed golf play thus far this spring. Half of the Warrenbrook Golf Course opened for play yesterday. Darrell is hoping to open the second half of the course in two weeks.

### **INFORMATION MANAGEMENT**

There was no report submitted.

### **VISITOR SERVICES**

Commissioner Kempe, Chair of the Committee, submitted a report for the month of April 2022.

### **PROPERTY MANAGEMENT**

Commissioner Haines, Chair of the Committee, submitted a report for April 2022.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for April 2022.

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

Commissioner McCallen, Chair of the Committee, submitted a report for April 2022.

Director Soriano is waiting to meet with Park Commission Treasurer, Nick Trasente to discuss capital planning.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Foelsch, Chair of the Committee, submitted a report for April 2022.

Commissioner Foelsch had the opportunity to meet with the Park Maintenance Staff to understand their role and the difficulties they are experiencing.

### **AUDIT COMMITTEE**

There was no audit report.

### **COUNTY COMMISSIONER REPORT**

County Commissioner Drake thanked Treasurer, Nick Trasente and County Administrator, Colleen Mahr for their hard work on the 2022 Budget, which will be adopted in the near future. Commissioner Drake enjoyed participating in the Swamp Scavenger Hunt at the EEC this past Sunday.

### **OLD BUSINESS**

Director Soriano updated Commissioners on the recent canal breach at the Raritan power canal. Park Maintenance and roving crew staff were able to repair the breach in-house forgoing the estimated \$195,000 repair cost.

### **NEW BUSINESS**

Director Soriano reported that All Risk, responsible for repairs to damages at the Headquarters building caused by Hurricane Ida, completed reconstruction of the Therapeutic Recreation wing, but work is currently halted in the Information Management wing and the Human Resources wing. It was determined that there is significant structural damage due to age in the foundation of the old farmhouse portion of the building that needs to be address before All Risk can continue their work in these areas. Director Soriano is waiting for plans and an estimate for the structural repair work. Director Soriano will keep the Commissioners updated on the situation as information is received.

Seeing no further business, a motion to adjourn the meeting at 4:55 P.M. was moved by: Commissioner McCallen; seconded by: Commissioner D'Andrea. YEAS: Commissioners Caliguire, D'Andrea, Haines, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioners Jordan, Kempe, and Ludwig.

Respectfully Submitted

Geoffrey D. Soriano  
Secretary-Director

Janine Erickson  
Executive Assistant