

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held March 17, 2022 at 8:00 A.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 that considering COVID-19 mandates, this meeting was made open to the public and social distancing measures were in place.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT*

Mark Caliguire
Nancy D'Andrea
Bill Foelsch
Ron Jordan
Helen Haines
DJ Hunsinger
Joe Kempe
Kevin McCallen
Paul Drake (joined at 8:18 am)
County Commissioner Liaison

ABSENT

Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant

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: Dominic DiYanni, 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 January:

Receiving Twenty-Year Service Award:

~ Christopher Morgan, Golf Maintenance

Receiving Five-Year Service Award:

~ Timothy Fetchina, Park Maintenance

~ Erik Brugmans, Park Maintenance

The presentation of Service Awards has been postponed due to virtual meetings.

APPROVAL OF THE MINUTES

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

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R22-052 – Transfer of Emergency Temporary Appropriations

Resolution adopts emergency Temporary Budget appropriations.

Resolution R22-053 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$1,190,795.87 comprised of Claims in the amount of \$393,077.99, Other Expenses in the amount of \$134,403.23, and Salaries and Wages in the amount of \$663,314.65 for the period of February 12, 2022 to March 11, 2022.

Resolution R22-054 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$1,100.00.

Resolution R22-055 – Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R22-056 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-057 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-058 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services) - VOIDED

Resolution R22-059 – Authorizing Additional Funding for Previously Awarded Contracts (Golf) – VOIDED

Resolution R22-060 – 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 R22-061 – 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 March 2022.

COMMISSION CORRESPONDENCE

There was no Commission correspondence.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R22-062 - Accepting the Offer from Montgomery Township for the Installation of a Parcourse at Skillman Park and Authorizing the Execution of a Temporary Right of Entry and Access Agreement

Resolution accepts installation of Parcourse at Skillman Park by Montgomery Township and provides temporary right of entry and access for installation.

Resolution R22-063 - Approving an Extension of License Agreement with CACI Inc.- Federal for the Utilization of a Portion of Boudinot-Southard-Ross Farmstead

Resolution approves an extension of existing license agreement from February 15, 2022 to December 31, 2022.

Resolution R22-064 - Approving Extension of License Agreement with Frontline Arts for the Ralph T. Reeve Cultural Center

Resolution approves an extension to the license agreement from October 31, 2023 to December 31, 2023.

Resolution R22-065 - Approving a License Agreement with Sourland Conservancy for the Utilization of Skillman Park for a Tree Research Project

Resolution approves license agreement for term of April 1, 2022 through May 31, 2022.

Resolution R22-066 – Approving a Memorandum of Agreement with the Somerset County Park Foundation Regarding the Pro-Celebrity Golf Tournament

Resolution approves memorandum of agreement for Pro-Celebrity Golf Tournament on May 2, 2022 at Neshanic Valley Golf Course.

Resolution R22-067 – Providing the Somerset County Office of Emergency Management a Letter of Support for the New Jersey American Water Environmental Grant Program of 2022

Resolution provides letter of support for the NJ American Water Environmental Grant Program for a reforestation project that would benefit the Park Commission properties.

Resolution R22-068 – Approving a License Agreement with the Foundation for Morristown Medical Center and The Woman’s Association for Morristown Medical Center for the Utilization of a Portion of Boudinot-Southard-Ross Farmstead

Resolution approves a license agreement for use of portion of Boudinot-Southard-Ross farmstead for a function on June 10, 2022 to benefit the Nursing Residency Program at Morristown Medical Center.

Resolution R22-069 – Authorizing Sale of Surplus Personal Property

Resolution approves the sale of surplus personal property.

~~Resolution R22-070 – Authorizing use of State Contract for Purchase of Overhead/Rolling Doors and Operators, Replace and Repair~~ – VOIDED

Resolution R22-071 – Awarding Third Year of a Three-Year Contract to Furnish and Deliver Plumbing and Electrical Services

Resolution awards electrical contract to A&S Services Co. Inc (primary) and Oxford Electrical Contractors, Inc (secondary) and plumbing contract to Magic Touch Construction Co. (primary) and Robert Griggs Plumbing (secondary).

Resolution R22-072 – Authorizing use of County Contract for the purchase of Roll-off Containers, Flatbed Dumpsters and Chipper Dumpsters

Resolution authorizes purchases from Omaha Standard and Wastequip.

Resolution R22-073 – Awarding Second Year of Two-Year Contract for Seasonal Opening, Closing, Chlorine and Chemical Delivery and Repairs of Option A: Warrenbrook Pool and Option B: Colonial Park Spray Park

Resolution awards contract to S&R Pools in an amount not to exceed \$20,000.00.

Resolution R22-074 – Authorizing use of County Contract for Purchase of Flags, Grave Markers and Flagpole Repairs

Resolution authorizes purchases from Conserv Flag Company, National Flag & Display dba Metro Flag Company, and Gates Flag & Banner Co., Inc.

Resolution R22-075 – Awarding First Year of a Two-Year Contract for Golf Course Accessories

Resolution awards contract to Grass Roots.

Resolution R22-076 – Awarding First Year of a Two-Year Contract for Irrigation Repair Parts for Irrigation Systems for Golf Course of Somerset County Park Commission

Resolution awards contract to Storr Tractor Company.

COMMITTEE REPORTS

FINANCE

President Hunsinger, Chair of the Committee, submitted a report for the month of February 2022.

HUMAN RESOURCES

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

LEISURE SERVICES

President Hunsinger, Chair of the Committee, submitted a report for the month of February 2022.

Dina Trunzo, Administrator, Leisure and Community Services, reported that summer camp registration for programs at the EEC sold out in the first hour. Enrollment was kept to a conservative number of participants to ensure adequate staffing. Enrollment may be increased based on staffing levels. The Recreation Department is planning July 4th Fireworks celebration with a concert and the summer concerts at Duke Island Park. Recreation will be soliciting bids for food trucks for concerts and events. Dina notified Commissioners that raffle tickets for the Pro-Celebrity Golf Outing will be available for pick-up or will be mailed to them. Dina will be planning a meeting of the Leisure Services Committee in near future.

Director Soriano informed Commissioners that Dina was the well-deserved recipient of the NJRPA Service Award at this year's conference.

GOLF MANAGEMENT

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

Director Soriano reported the recent Presidents Day Gift Card Sale event grossed \$2.09 million. Four of the five golf courses are currently open. It is anticipated that Warrenbrook Golf Course will open on April 1, 2022.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Director Soriano will coordinate a meeting of the Capital Facilities Committee in the near future to re-evaluate funding for capital projects. Director Soriano will invite County Commissioner Drake to participate in the meeting as well.

PARK MAINTENANCE & HORTICULTURE

President Hunsinger, Chair of the Committee, submitted a report for February 2022.

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake thanked staff for all they do to each day to keep the parks and golf courses so well maintained. Commissioner Drake also applauded Dina Trunzo on her award from NJRPA. Commissioner Drake commented on his participation in the recent Park Foundation meeting stating he appreciated seeing how the Foundation receives and distributes funds.

Director Soriano added that the Park Foundation has granted approval for the funding of a new fountain at the Rose Garden in Colonial Park. The Foundation anticipates a ribbon cutting ceremony for the installation of the fountain on June 9th where the Park Foundation

will also be honoring Ray Brown, past Secretary-Director of the Park Commission. The Rose Day Festival returns this year and will be held on June 11th.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The Commissioners agreed that the April Park Commission meeting be held in person with the option for continued attendance via Zoom for Park Commissioners. Meeting times will continue to alternate between 8:00 A.M. and 3:30 P.M. as scheduled. The Park Commission meeting times will be reassessed in September.

EXECUTIVE SESSION

There is a call to move to Executive Session to discuss contract negotiations and a lease agreement.

At 9:01 A.M. there was a motion made by Commissioner Foelsch; seconded by Commissioner Kempe to move into Executive Session. YEAS: Commissioners Caliguire, D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Ludwig.

At 9:26, Commissioner Caliguire left the meeting.

At 9:28 A.M. a motion was made to end Executive Session by Commissioner McCallen; seconded by Commissioner Foelsch. YEAS: Commissioners D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Caliguire and Ludwig.

A motion was made to accept resolution R22-077 – Providing Authorization for Assignment and Amendment to Lease Agreement for Neshanic Valley Golf Course Clubhouse by Commissioner McCallen, seconded by Commissioner D'Andrea. YEAS: Commissioners D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Caliguire and Ludwig.

Seeing no further business, a motion to adjourn the meeting at 9:30 A.M. was moved by: Commissioner Foelsch; seconded by: Vice President Kempe. YEAS: Commissioners D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Caliguire and Ludwig.

Respectfully submitted,



Geoffrey D. Soriano
Secretary-Director



Janine Erickson
Executive Assistant