

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held April 19, 2024, at 3:30 P.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President D'Andrea.

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 29, 2023, and the Star Ledger on November 30, 2023. 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 D'Andrea called the meeting to order.

Roll Call:

PRESENT

Nancy D'Andrea
Mark Caliguire
Paul Drake
Bill Foelsch
Mike Giordano
DJ Hunsinger
Randy Jones
Joseph Kempe*

ABSENT

Kevin McCallen

Other staff members present were:

Dan Hayes, Director
Geoffrey Soriano, Secretary, Director of Ops
Janine Erickson, Admin., Exec. Services
Ken Fivek, Manager, Golf Operations
Darrell Marcinek, Dir., Golf Maint.
Stephen Dahl, Mgr. Rec and Com Outreach
Doug Vornlocker, Mgr., Rangers/Property

Ryan Quick, Web, Design, and Digital
Media Coordinator
Carrie Springer, Admin., Leisure Service
Donna Umgelter, Admin., HR
Maria Vasquez, Coordinator, HR
Michael Witteman, Forestry Coordinator

Also in attendance: Eric Bernstein, Legal Counsel*, Adam Bloom, Park Commission Engineer, Tom Boccino, Park Commission Principal Planner/Land Acquisition.

*Participated via videoconference.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

President D'Andrea presented service awards to the following employees:

~ Michael Witteman, Property Management, 5 Years

The following employees were not present to receive their award:

~ Amy Westlye, Horticulture, 25 Years

~ Amy Stabile, Park Maintenance, 10 Years

~ Christopher Gordon, Horticulture, 5 Years

APPROVAL OF THE MINUTES

President D'Andrea called for the approval of the minutes of the regular meeting held on March 21, 2024. Moved by Vice President Kempe; seconded by Commissioner Giordano. YEAS: Commissioners Foelsch, Giordano, Hunsinger, Jones, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: Commissioner Caliguire. ABSENT: Commissioner McCallen.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were moved by Commissioner Hunsinger; seconded by Commissioner Giordano. YEAS: Commissioners Caliguire, Foelsch, Giordano, Hunsinger, Jones, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner McCallen.

Resolution R24-04-077 – Adopt Emergency Temporary Appropriations

Resolution authorizes adoption of emergency temporary appropriations.

Resolution R24-04-078 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$2,732,929.31 comprised of Claims in the amount of \$1,151,458.36, Other Expenses in the amount of \$404,892.96, and Salaries and Wages in the amount of \$1,176,577.99 for the period of March 16, 2024, through April 12, 2024.

Resolution R24-04-079 – Confirming Orders Resolution authorizes payment of confirming orders totaling \$101,905.03.

Resolution R24-04-080 – Refund of Recreation Fees

Resolution authorizes the refund of unused recreation fees.

Resolution R24-04-081 – Amending and Canceling of Certification of Funds for Previously Awarded Contracts

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

Resolution R24-04-082 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-04-083 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-04-084 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-04-085 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R24-04-086 – Authorizing Additional Funding for Previously Awarded Contracts (Pending)

Resolution authorizes additional funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Hayes submitted a report for the month of March 2024.

COMMISSION CORRESPONDENCE

Director Hayes shared a letter received from Mary Saraco of Skillman who attends the Duke Island Park Wednesday Walkers Program, extending her appreciation to Manager of Recreation and Community Outreach, Stephen Dahl and Program Coordinator, Gwen Leubner.

CONSENT AGENDA

RESOLUTIONS

Resolutions R24-04-087 through R24-04-104 were moved by Commissioner Foelsch; seconded by Commissioner Hunsinger. YEAS: Commissioners Caliguire, Foelsch, Giordano, Hunsinger, Jones, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner McCallen.

Resolution R24-04-087 – Voided

Resolution R24-04-088 – Authorizing Sale of Surplus Property

Resolution transferring items that are no longer needed for public use by the Commission to Somerset County to be sold in accordance with the Local Public Contracts Law.

Resolution R24-04-089 – Approving Extension of a Lease Agreement

Resolution approving extension of a lease agreement with Thomas Edison Energysmart Charter School for the utilization of a portion of Quail Brook Golf Course to maintain a pollinator garden.

Resolution R24-04-090 – Awarding Second Year of a Three-Year Contract to Furnish and Deliver Plumbing and Electrical Supplies

Resolution awarding second year of a three-year contract to furnish and deliver electrical supplies to Rueter Electric LLC (primary electric) and Magic Touch Construction (secondary electric); and Robert Griggs Plumbing (primary plumbing) and Stryker (secondary plumbing.)

Resolution R24-04-091 – Awarding Contract to Furnish and Deliver a Pyrotechnic Display

Resolution awarding contract PCC-0006-24 in the amount of \$24,250.00 to KS Productions Inc. DBA Fireworks to furnish and deliver a Pyrotechnic Display.

Resolution R24-04-092 – Accepting the Offer of Peter Lefkin to Donate Projectors for Use at the Environmental Education Center and Park Commission Headquarters

Resolution accepting the offer of Peter Lefkin to donate two Optoma EH336 projectors and extending gratitude for the projectors.

Resolution R24-04-093 – Accepting the Offer of the Friends of Lord Stirling Stable to Donate a Malus “Spring Snow” Crab Apple Tree

Resolution accepting the offer of the Friends of Lord Stirling stable to donate a Malus “Spring Snow” Crab Apple Tree and extending gratitude for the tree.

Resolution R24-04-094 – Authorizing Use of County Contract for Purchase of OEM Vehicle Parts and Repairs

Resolution authorizing the use of Somerset County contract CC-0012-24, purchase not to exceed \$9,000.00, for the purchase of original equipment manufactured (OEM) vehicle parts and repairs.

Resolution R24-04-095 – Authorizing Use of State Contract for the Purchase of Copiers and Multi-Function Devices, Maintenance, Supplies, and Print Services

Resolution authorizing the use of state contract No.40467, purchase not to exceed \$5040.00, for the purchase of copiers and multi-function devices, maintenance, supplies, and print services.

Resolution R24-04-096 – Authorizing Use of Bergen County Coop for the Purchase of Maintenance Equipment

Resolution authorizing the use of Bergen County Cooperative Purchasing Alliance contract #22-09, purchase not to exceed \$58,814.05, for the purchase of grounds maintenance equipment.

Resolution R24-04-097 – Authorizing Use of Bergen County Coop for the First Year of a Two-Year Contract for Computers and Peripherals

Resolution authorizing the use of Bergen County Cooperative Purchasing Alliance for the first year of a two-year contract #22-24, purchase not to exceed \$6,296.50 for the purchase of computers and peripherals.

Resolution R24-04-098 – Authorizing the Use of ESCNJ Contract for the Purchase of Trucks – Class 4-8: Palfinger Hook Lift

Resolution authorizing the use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 23/24-04, purchase not to exceed \$126,589.31, for the purchase of trucks class 4-8; Palifinger Hook Lift

Resolution R24-04-099 – Authorizing the Use of ESCNJ Contract for the Purchase of Trucks – Class 4-8: Ford Super Duty F550

Resolution authorizing the use of Educational Services Commission of New Jersey Contract #65MCESCCPS #ESCNJ 23/24-04, purchase not to exceed \$139,261.92 for the purchase of trucks class 4-8; Ford Super Duty F550

Resolution R24-04-100 – Authorizing Execution of a Notice and Acknowledgement of Assignment of Lease with Textron E-Z go, LLC and the Huntington National Bank

Resolution authorizing the execution of a Facility Use Agreement and a notice and acknowledgement of assignment of lease with Textron E-Z Go, LLC and the Huntington National Bank.

Resolution R24-04-101 – Approving an Extension of a License Agreement with CACI International, Inc. for the Utilization of a Portion of Boudinot-Southard-Ross Farmstead

Resolution approving an extension of a license agreement that will expire on May 31, 2024, with CACI International, Inc. for the utilization of a portion of Boudinot-Southard-Ross Farmstead until May 31, 2025.

Resolution R24-04-102 – Correcting Resolution R24-03-058 Additional Funding for Previously Awarded Contracts - Golf

Resolution corrects resolution R24-04-058 and authorizes additional funding for previously awarded contracts.

Resolution R24-04-103 – Awarding Quote for Herbicides and Fungicides for Somerset County Park Commission

Resolution awarding Contract RFQ-PC-0008-24, purchase not to exceed \$42,241.76, for Herbicides and Fungicides to Andre & Son, and Pocono Turf Supply Inc.

COMMITTEE REPORTS

FINANCE

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of March 2024.

HUMAN RESOURCES

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of March 2024.

LEISURE SERVICES

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2024.

Stephen Dahl, Manager of Recreation and Community Outreach stated that the tennis courts and picnic permitting have opened. Stephen stated that special event permitting fees were increased to cover the cost of maintenance and park ranger staffing and that there have been no public complaints. Stephen stated that without collaboration from maintenance and the rangers it would be difficult to host events and he thanked staff for their assistance.

Carrie Springer, Administrator of Leisure Services, stated that the Volunteer Evening of Recognition was April 18, 2024. She stated that the Rose Garden is open, and that Buck Garden is open on weekends. The ribbon cutting ceremony for the stable trails is April 19, 2024. There was a discussion regarding the proposed regulations that may go into effect in June that would enforce specific youth camp licensing requirements and compliance with Department of Health requirements for government entity youth camps and recreation programs.

GOLF MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2024.

Manager of Golf Operations, Ken Fivek, stated that the awning has been installed at Neshanic Valley Club House and the roof is currently being replaced. Warrenbrook Golf Course will open May 1, 2024. The Golf Operations Department is expecting a new golf cart fleet in May.

Darrell Marcinek, Director of Golf Maintenance reported that staff have aerated Quail Brook Golf Course and are continuing to work on bunker projects.

INFORMATION MANAGEMENT

Commissioner Kempe, Chair of the Committee, submitted a report for the month of March 2024.

Janine Erickson, Administrator of Executive Services, stated that Web and Design Coordinator, Ryan Quick, has been posting various videos and photos to social media.

VISITOR SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of March 2024.

PROPERTY MANAGEMENT

Commissioner Caliguire, Chair of the Committee, submitted a report for March 2024.

Doug Vornlocker, Manager of Park Rangers and Property Management reported that Michael Witteman has been promoted to Forestry Coordinator and has joined the Property Management Department. Doug reported that the department is in the process of rebuilding the Howe Nature Trail in Colonial Park.

PLANNING AND LAND ACQUISITION

Commissioner Kempe, Chair of the Committee, submitted a report for March 2024.

Tom Boccino, Park Commission Principal Planner/Land Acquisition, stated that open space signs have been installed near Somerset County boundaries. Tom stated that they are also working on replacing old signs. Tom reported that the property at 199 Old York Road is under contract. He is in the process of setting up a site visit with staff to the Hillsborough Country Club Property. Tom thanked staff for their assistance with the trail project at the stable.

CAPITAL FACILITIES – CONSTRUCTION AND ENGINEERING

Commissioner Jones, Chair of the Committee, submitted a report for March 2024.

Adam Bloom, Park Commission Engineer, reported that the barn at the stable and the project at Warrenbrook pool are underway with tentative completion dates in July and August. Green Knoll bridges and the Warrenbrook Irrigation project are in the final stages. The Pickel Ball Project will begin in three weeks. Six courts will be installed. Design of connector trails at the stable will commence soon and staff will be at the spray park on April 29 to meet the maintenance contractor.

PARK MAINTENANCE

Commissioner Caliguire, Chair of the Committee, submitted a report for March 2024.

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake reported that the County budget is in the development stages. He thanked staff for keeping the parks together during various weather events and commended staff for the work they do for the County residents. He stated that Somerset County received a \$30 million grant with Duke Farms to purchase electric vehicles and that as a result, the County will be installing a significant number of electric pumps.

CLOSED SESSION

Resolution R24-04-104 – Closed Session

Resolution authorizing the motion to adjourn into closed session.

Resolution R24-04-104 was read by President D'Andrea. A motion to adjourn into closed session was made by Commissioner Hunsinger and seconded by Commissioner Jones. YEAS: Commissioners Caliguire, Foelsch, Giordano, Hunsinger, Jones, Vice President

Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner McCallen.

RECONVENE PUBLIC SESSION

Legal Counsel Eric Bernstein stated that the Commissioners had discussed a two percent salary increase for employees.

Resolution R24-04-105 – Resolution Authorizing 2024 Salary Increases for Union and Non-Union Employees

Resolution authorizing a two percent salary increase for union and non-union employees retroactive to January 1, 2024.

A motion was made by Commissioner Giordano and seconded by Commissioner Hunsinger. YEAS: Commissioners Caliguire, Foelsch, Giordano, Hunsinger, Jones, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner McCallen.

OLD BUSINESS

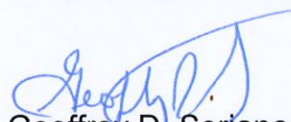
There was no old business.


NEW BUSINESS

There was no new business.

Seeing no further business, a motion to adjourn the meeting at 4:45 P.M. was moved by Commissioner Giordano; seconded by Vice President Kempe. YEAS: Commissioners Caliguire, Foelsch, Giordano, Hunsinger, Jones, Vice President Kempe, and President D'Andrea. NAYES: None. ABSTAIN: None. ABSENT: Commissioner McCallen.

Respectfully submitted,


Geoffrey D. Soriano
Secretary


Donna Umgelter
Administrator, Human Resources