

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, September 19, 2013 at 5:30 PM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

"In accordance with Public Law Chapter 231, the open public meeting notice requirements have been satisfied whereby the starting time and place of this meeting have been filed with a county newspaper and the County Clerk and posted in a public information area in this office."

President Fuerst called the meeting to order.

**PRESENT**

William Crosby  
Steven Fuerst  
Helen Haines  
Walter Hansen  
Dot Paluck  
Patricia Walsh, Freeholder Liaison

**ABSENT**

Paul Consiglio  
Dale Florio  
Doug Ludwig  
Christopher Paladino

Other staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Mike Ballow, Manager Park Maintenance  
Kurt Bender, Acting Mgr. Environ. Science  
Tom Boccino, Principal Planner/Land Acq.  
Dave Dendler, Manager Park Rangers  
Betsy Flanagan, Counsel  
Pierce Frauenheim, Deputy Dir. Park Maint.  
Don Korbobo, Property Mgmt. Coordinator

Dan Livak, Deputy Dir. Business Admin.  
Darrell Marcinek, Director Golf Maint.  
Margie Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Brian Mundhenk, Park Section Engineer  
Karren Newman, Manager Recreation  
Bob Ransone, Director Golf Mgmt.  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR

Also in attendance: Yvonne Childress, and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

President Fuerst presented a 15 year service award to Mike Ballow and a 25 year service award to Dina Trunzo.

**APPROVAL OF MINUTES**

President Fuerst called for the approval of the minutes of the last regular meeting held August 15, 2013. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Paluck. **YEAS:** Commissioners Crosby, Haines, Hansen, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Consiglio, Florio, Ludwig, and Paladino.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R13-068 – Payment of Claims**

Resolution authorizing payment of bills for \$924,927.15 comprising of check numbers 240477-240501, 241038-241057, 243073-243092, 240684-240735, 240972-241037, 241273-241334, 242366-242412, and 242911-242985. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hansen. YEAS: Commissioners Crosby, Haines, Hansen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Ludwig, and Paladino.

## **DIRECTOR'S REPORT**

Director Brown submitted a report for the months of July and August 2013.

Ray reported that one year ago when the former Skillman Village became a County owned park property, Girl Scout Troop 236 from Montgomery expressed an interest in working with the Park Commission by assisting in the cleaning of the site. A meeting was held and it was decided that a beautification / restoration of the site's cemetery would be a good project for the Troop to work on while earning its Silver Award. The cemetery was in severe deterioration and the Girl Scout Troop worked with Tom Boccino on a project Master Plan. The Somerset County Park Foundation donated \$5,000.00 to be used toward the restoration of the cemetery. The Girl Scout Troop has not only cleaned the cemetery but repaired headstones, installed new signage, and developed a listing of those buried in the cemetery. Ray thanked Jenna Devchand, Sophia Sharpless, and Claire Decker for the tremendous job they did for Skillman Park and reminded the Commission of the need to recognize the history of the newest county park.

### **Resolution R13-069 – Appreciation of Girl Scout Troop 236**

Resolution recognizes Girl Scout Troop 236 for their clearing the cemetery in Skillman Park of overgrown vegetation, repairing headstones, installing new signage, fencing, landscaping, and a detailed listing of those interred at the cemetery. MOVED BY: President Fuerst; seconded by: Commissioner Crosby. YEAS: Commissioners Crosby, Haines, Hansen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Ludwig, and Paladino.

## **COMMISSIONER CORRESPONDENCE**

1. Letter of thanks from Freeholder Director Palmer for the excellent job with the 4H Fair.
2. Thank you note from members of the 4H thanking the Park Commission for the hard work and services given at the 4H Fair.
3. Letter of thanks from the New Jersey State Golf Association for hosting the qualifying round of the ninth New Jersey State Golf Association Men's Public Links Championship in June. Special thanks to Mike Havay, his staff, Darrell Marcinek, Ed Highland, and the entire golf maintenance staff.
4. Letter from Bernards Township requesting the use of parcels of land at Lord Stirling for its deer management program for 2013-2014.

5. Letter from the New Jersey Water Supply Authority regarding the 2014 Proposed Rate Adjustments for the sale of water.
6. Certificate of Appreciation from “Just Two Eagle Scouts” for the South Branch/Raritan River Clean-Up Project which the Park Commission assisted with, as well as local Scout Troops, environmental clubs, and high school Honor Societies.

## **CONSENT AGENDA**

### **RESOLUTIONS**

The following resolutions/minutes were MOVED BY: Commissioner Hansen; seconded by: Commissioner Crosby. YEAS: Commissioners Crosby, Haines, Hansen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Ludwig, and Paladino.

#### **Resolution R13-070 – Award of Contract for Animal Feed and Supplements, Option A: Hay**

Resolution awards a second year of a two-year contract to Middle Valley Farms for alfalfa hay at \$370.00 per ton, alfalfa/grass hay at \$370.00 per ton, and Timothy hay at \$360.00 per ton. The cost is not to exceed \$131,250.00.

#### **Resolution R13-071 – Award of Contract for Animal Feed and Supplements, Option B: Grain and Feed and C: Supplements**

Resolution awards a second year of a two-year contract to Bohonyi Corporation D/B/A New Egypt Agway. The cost is not to exceed \$19,091.00.

#### **Resolution R13-072 – Award of State Contract for Purchase of Dodge Grand Caravan**

Resolution awards a state contract to Hertrich Fleet Services for purchase of one (1) 2014 Dodge Caravan for use by the Therapeutic Recreation Department. The cost is not to exceed \$20,637.50.

#### **Resolution R13-073 – Award of Contract for Active Golf Software System Maintenance**

Resolution awards a contract to Active Network for the point of sale, inventory, and tee time programs. The cost is not to exceed \$16,250.00.

#### **Resolution R13-074 – Award of Contract for Golf Shop Resale of Merchandise**

Resolution awards a contract to CS&DL Marketing, LLC for accessory items.

#### **Resolution R13-075 – Award of Somerset County Co-Op Contract for Purchase of John Deere Diesel Riding Greens Triplex Mower**

Resolution awards a contract to Finch Services, Inc. The cost is not to exceed \$44,070.00.

**Resolution R13-076 – Licensing of Farming Rights to Four (4) Parcels**

Resolution awards a farming license to John Yablonosky (\$1,952.00/year) for the Rezem Parcel; Middlebush Farms, Inc. (\$475.50/year) for the Mettlers North Parcel; Beekman Homestead Farm, Inc. (\$502.00/year) for the Hillsborough Parcel; and Deer Run Farm, Inc. (\$600.00/year) and Derwood Farms (\$403.00/year) for the Milich North Parcel.

**Resolution R13-077 – Award of Contract for Purchase and Installation of Fencing**

Resolution awards a Morris County Co-Op Contract to E. B. Fence, LLC for fencing at Skillman Park and the cost is not to exceed \$10,560.00.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

A report was submitted for the month of August 2013.

Dan Livak, Deputy Director/Business Administration reported that revenue will never match the 2012 levels; however, it is currently slightly more than the five year average. To meet the projected revenue budget, the Park Commission must earn \$744,000.00 each month in revenue for the remainder of the year. All budget information has been distributed for preparation of the 2014 budget which is due in November.

Director Brown thanked Freeholder Walsh for setting up a meeting with the Freeholders to discuss the Commission’s capital budget issues. Ray and Commissioner Florio will be working closely with the county during the upcoming 2014 budget process.

**HUMAN RESOURCES**

The Human Resources report for the month of August 2013 was submitted.

**LEISURE SERVICES**

The Leisure Services report for the month of August 2013 was submitted.

Cindie Sullivan, Deputy Director reported that the Summer Concert Series was a success with 5,000 to 6,000 people in attendance each week. One concert was rescheduled due to rain. Two cover bands; Tusk which played Fleetwood Mac music and B Street Band which played Bruce Springsteen music had great crowds. The Bayou Fest also attracted a large crowd, as did the Smithereens and Duprees. There have been 43 Park Commission signs ordered to replace old or stolen signs. Cindie thanked the Maintenance staff for their assistance with that project. Cindie had an opportunity to attend a meeting with the National Recreation and Park Association regarding issues and trends. Cindie thanked the Park Commissioners for the opportunity to attend the meeting. The impact on the budget with regards to the “Affordable Care Act” will be discussed in the near future. The Essex Fox and

Hound will be celebrating its 100<sup>th</sup> anniversary and will be holding an event at Natirar on October 13 from 10:00 to 4:00 p.m. They are anticipating 150 entries of horses that will perform a figure eight and mile long race. There will be activities for the kids including stick pony races. A fee will be charged to tailgate along the fence.

Dina Trunzo, Manager TR reported that TR staff is leaving Friday with a group of adults to the Poconos for a weekend at the Woodloch Resort. Dina thanked Karren Newman for lending her vehicle to the staff for the trip since the TR minivan is not reliable to use for long distance trips. Fall programs have begun and most classes are full with a waiting list. Staff is working on possibly adding classes, where possible, to accommodate those on the waiting list. The sensory, friendly Pictures with Santa program will be held again this year. There will be two sessions. The Park Foundation has given Therapeutic Recreation additional money for the purchase of a new refrigerator, camera, kitchen supplies, and other supplies. Dina thanked the Park Foundation for its support.

Karren Newman, Manager, Recreation reported that Rally Ball has begun at Green Knoll Tennis Center for children ages five to ten. The putting green and paddle boats are open weekends only. Fall Yoga began with 35 people in the beginner class and 30 in the advanced class. A USTA sanctioned tournament will be held at the Green Knoll Tennis Center on October 4, 5, and 6 with the Breakfast of Champions being held on October 5. A memorial will be held on the tennis court to honor the person who passed away on the tennis court this summer. There are 60 people registered. Mischief Night Madness will be held at Colonial Park Putting Course on October 25, Turkey Trot will be held on November 16, and fall bocce will be held on Thursday mornings from 10:00 to 12:00.

Kurt Bender, Acting Manager Environmental Science reported that the County Caper concluded with 33 registered teams and the County Caper Accelerated with 27 registered teams, both record registrations for this event. This was the fifth year for County Caper event and fourth year for the adult Caper Accelerated event. Staff has begun preparing for the 2014 County Caper. The fall public programs have been filling up with most registration being done through the internet. The 1770's event will be held on October 6, and staff is preparing for the Halloween Night Walk on October 18 and the day walk on October 19.

Marge Margentino, Manager Stable reported that Rebel is very popular with his picture on the front page of three newspapers. Rebel's special event brought in approximately 900 people and 300 items of food for the food bank which Rebel presented to Freeholder Walsh. The fall junior classes are full and staff is looking to add more classes. The adult classes still have spots available. The Academy of St. Elizabeth will be returning this year for the equestrian beginner to advanced classes which are full. The "Salute to Horse Power" classic car and motorcycle show is scheduled for October 13 and the response for displaying cars and motorcycles has been great. The Fall Nature Trail Ride is scheduled for September 22.

## **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of August 2013.

Darrell Marcinek, Director of Golf Maintenance reported that fall aeration has begun and Neshanic Valley's greens were completed in late August and have since healed. The other courses will be completed in October. The Neshanic Valley fairways and tees will be done in late October.

Bob Ransone, Deputy Director Golf Management reported that the Club Championships were completed in August. The County Championship was 72 holes of golf and the final rounds will be played on September 21. Neshanic Valley and Warrenbrook Golf Courses appeared in a book of 50 most beautiful holes in New Jersey. Neshanic Valley had holes selected in all three categories; par three's, par four's, and par five's. Warrenbrook Golf Course had hole 17 selected for the par four. The tenth anniversary of Neshanic Valley's opening will be in September 2014. Staff is planning an event for next year to celebrate.

## **INFORMATION MANAGEMENT**

Commissioner Hansen, Chair of the Committee, submitted a report for the month of August 2013.

### **IT Presentation**

Commissioner Hansen briefed the Commissioners on the status of the planned new IT renovations within the Park Commission. The present infrastructure is outdated and not working satisfactorily. The Park Commission has 16 to 18 locations throughout the County. Virtually all communication lines need to be upgraded. In 2012 some infrastructural upgrades were made at the cost of \$100,000.00. These were internal renovations made within headquarters only. In the past, AT&T and Verizon used copper connections, which due to age, are now failing. It has taken two years to get the bid specs in a format acceptable to County Procurement. Fortunately, bids are now due on October 10 and the vendor selection will be done by November 14. It is anticipated that installation will take six to nine months. This new system is expected to enhance communications and to finally address the numerous connectivity issues plaguing the Commission. A comprehensive assessment was undertaken and the results were that it will cost \$130,000.00 to address the commission's IT issues. ePlus will be handling the project. It will take approximately three to six months for installation and the configuration will be done off-line. This major initiative will result in fewer breakdowns, communication will be reliable, and the telephone capability will be expanded. It will also include having a voice over system. The system renovations are also planned to permit growth over the next ten years.

Director Brown commented that this is long overdue and that he hears complaints about the current system every day. Ray thanked Commissioner Hansen for his personal commitment to this huge undertaking.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of August 2013.

Dave Dendler, Manager, Park Rangers reported that two Park Rangers have been hired and began on September 16. The Hawk Watch began on September 1 and Dave is working with local towns on the deer management programs.

### **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of August 2013.

Don Korbobo, Property Management Coordinator reported that each farmer won their bid for the farm parcels they had been farming previously. The revenue for January 2014 for 32 farm parcels, 1,589 acres, will be \$58,080.00 and for 13 hunting parcels, 1,680 acres, will be \$120,737.00 for total revenue of \$178,817.00.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of August 2013.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that he has been working with the consultant for the design on the one mile greenway bikeway from Bridge Street to Orlando Drive. Tom submitted a grant application for the one-third mile trail into Orlando Drive from the end of the bikeway currently being designed. Raritan Borough is working on a Redevelopment Plan for the Orlando Drive corridor which will incorporate the County's bikeway. The County is coordinating the bikeway development with Raritan Borough. A grant application was submitted to the New Jersey Wetlands Mitigation Council for the restoration of the former Sylvan Lake area in Skillman Park.

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

The Capital Facilities, Construction, and Engineering report for the month of August 2013 was submitted.

Brian Mundhenk, Park Section Engineer reported that the Buck Garden pond dredging and dam repairs will begin in October. The Ross farm driveway widening contract has been awarded and will begin in October. The Colonial Park Pine Grove pavilion construction will begin soon. The Green Knoll Tennis Center restroom replacement will be bid in mid-October and the bridge replacement bid will begin in November.

### **PARK MAINTENANCE & HORTICULTURE**

The Park Maintenance and Horticulture report for the month of August 2013 was submitted.

Mike Ballow, Manager Park Maintenance reported that the aerating and seeding of lawns has been done. The ball fields have been over-seeded and the fence along Route 601 will begin on September 21. Staff has been working on the grounds at Natirar and North Branch Park.

Pierce Frauenheim, Deputy Director Park Maintenance reported that the Horticulture Supervisor has been hired and will start on October 1. There will be 102 trees planted in late October and the Howe Athletic Complex will be top dressed and seeded. Pierce thanked Darrell Marcinek for his assistance with those projects.

**AUDIT COMMITTEE**

No Audit Report this month.

**FREEHOLDER'S REPORT**

Freeholder Walsh reported that she attended the recent dog show at North Branch Park and it was very well run and the people attending enjoyed being in the park.

**OLD BUSINESS**

No Old Business to report.

**NEW BUSINESS**

Commissioner Hansen asked the Commissioners to consider changing the meeting time from 5:30 p.m. from September through April to 8:00 a.m. President Fuerst commented that an e-mail will be sent out tomorrow asking for comments from all of the Commissioners.

A motion to adjourn the meeting at 6:45 p.m. was made by President Fuerst; seconded by Commissioner Crosby. YEAS: Commissioners Crosby, Haines, Hansen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Ludwig, and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant