

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, October 17, 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
Christopher Paladino
Dorothy Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Paul Consiglio
Dale Florio
Walter Hansen
Doug Ludwig

Other staff members present were:

Raymond Brown, Director
Jim Avens, Manager Horticulture
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.
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
Donna Umgelter, Manager HR

Also in attendance: Yvonne Childress, Michael Amorosa, Nick Trasente, and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

Leslie VanDoren of Bridgewater spoke of the conditions at the Green Knoll Tennis Courts and made several suggestions on how to improve them; including soliciting the United States Tennis Association for financial assistance. A letter from Bridgewater resident Marshall Hayward was received concerning the poor conditions of the courts and will be a part of the minutes. Beth Rallis of Bridgewater spoke of the same conditions and suggested that in order to repair the court surface perhaps only a portion of the courts be re-done at one time to ensure they are done correctly. Gregory Pavan and Ronald Slosberg of Bridgewater spoke of the tennis court conditions and also made various suggestions.

Karren Newman advised that she has submitted capital requests for this work each year and has received a small amount of funding from the United States Tennis Association in the past.

Ray Brown promised the Park Commission will continue to try to improve the many facilities of the Park Commission with the assistance of the county engineers and their consultants, including the Green Knoll tennis courts. Ray noted that the Commission's ability to undertake renovations and repairs was dependent upon the Commission's ability to receive capital funding from the Board of Freeholders. Ray thanked the residents for their positive comments and support and promised to continue to pursue financial assistance from the county. He also indicated that the long overdue replacement of the lighting at the tennis complex would be given a high priority and would be a total replacement rather than a repair. President Fuerst also reaffirmed that capital funding will continue to be pursued for the repairs and maintenance of the facility and that staff will work closely with the engineers and consultants to ensure that all repairs are done correctly.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held September 19, 2013. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Paladino, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Hansen, and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

Resolution R13-078 - Payment of Claims

Resolution authorizing payment of bills for \$500,666.60 comprising of check numbers 243676-243683, 243294-243360, 243553-243593, 243800-243862, and 244353-244420. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Paladino, Paluck, and President Fuerst. NAYES: None ABSENT: Commissioners Consiglio, Florio, Hansen, and Ludwig.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of September 2013.

Ray spoke of the proposed bylaw amendment to change the time of the regular meetings to 8:00 AM and referred to the draft submitted to the commissioners. Freeholder Liaison Walsh suggested that no meeting time be listed in the bylaws, but instead to have wording to the effect that meeting times will be determined by the commissioners by resolution. It was agreed that this more flexible wording will be used in the bylaw revision. Counsel Betsy Flanagan advised that the November meeting can be held at 8:00 AM providing that it is properly advertised. It was also agreed that the November 7th Work Session will be cancelled.

COMMISSIONER CORRESPONDENCE

1. Letter from Township of Bridgewater requesting use of Washington Valley Park, portions of the Chipmon Tract, and sections of Duke Island Park for the 2013-2014 Deer Culling program.
2. Letter of retirement from Mary Lou Stanton effective January 1, 2014.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R13-079 – Award of Contract for Purchase of Sound System for the Showmobile

Resolution awards a contract to Big Mo Productions, Inc. for the purchase of loud speakers, amplifier, rigging, associated cases, and cables. The cost is not to exceed \$19,186.80.

Resolution R13-080 – Authorizing a Two-Month Extension of Contract for Well Maintenance and Repair

Resolution awards a contract to Stryker Heating, Cooling & Electric for two-months. The extension is due to revisions to the scope of work and this timeframe will allow for the proper solicitation of new proposals for the contract years 2013-2015.

Resolution R13-081 – Award of Contract for Fall Tree Planting

Resolution awards a contract to JML Landscaping, Inc. and the cost is not to exceed \$22,879.00.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

The report for the month of September 2013 was submitted.

Mike Amorosa introduced Nick Trasente, Director of Finance and Administration.

Dan Livak, Deputy Director/Business Administrator reported that revenue continues to be less than 2010 and 2012 levels, however, exceeds 2011 revenue by four percent. Revenue has been consistent for the past several months and spending is in line with previous years. The Park Commission will need to receive \$648,952 in revenue each month for the remainder of the year to meet the projected revenue budget. Capital Budget requests have been received and Operating Budget requests will be received the first week of November. The Close Out meeting has been scheduled for December 23rd.

HUMAN RESOURCES

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of September 2013.

Donna Umgelter, Manager, Human Resources reported that the Park Commission Employee Health and Safety Fair will be held on October 30th at the Somerville Elks.

LEISURE SERVICES

The report for the month of September 2013 was submitted.

Cindie Sullivan, Deputy Director Leisure Services reported that Natirar hosted the 100th Anniversary of the Essex Fox Hound Club races. There were eight races for teens through seniors. Freeholder Palmer and his wife attended the event. The net profit was \$100.00 to the Park Commission. Cindie advised that Kurt Bender has been doing a great job as the Acting Manager Environmental Science. The new EEC Manager has been selected, Shawn Alexandra McCrohan. Shawn will be moving from Arizona and will start with the Commission on December 1, 2013.

Kurt Bender, Acting Manager Environmental Science reported that the Adirondack trip had full enrollment with 16 participants. October 18th will be the Light of the Moon night hikes and October 19th will be the Nature of Halloween day hikes. The 1770's festival had 750 attendees.

Dina Trunzo, Manager Therapeutic Recreation reported that TR will be offering its own birthday package program and the staff will run it. Fall Funtastics will be a two day program, six hours a day with the Mad Scientist and Birds program.

Karren Newman, Manager Recreation reported that a USTA tournament at Green Knoll Tennis Center was held with 97 participants. The event was named in honor of David Regan who had recently passed away. Mischief Night Madness and the Turkey Trot are coming up.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported that the courses are in fantastic condition. As of October 16, revenue was \$40,000 more than last October and golf revenue will come in very close to projections. Bob spoke of various revenue generating initiatives to include on-line gift cards and an open ended offer from Callaway to allow club fittings of other manufacturers at the Learning Center. October 23 at 10 AM will be the next County Golf Round Table Meeting at Neshanic Valley. Commissioner Crosby commended Bob on how well his recent golf outing was managed for his church.

INFORMATION MANAGEMENT

The report for the month of September 2013 was submitted.

Alex Mathew, Manager, Information Management provided an update on the Network Enhancement bid proposals which will receive legal review next week by Counsel Flanagan. Alex confirmed with President Fuerst that the proposals came in within the projected budget.

VISITOR SERVICES

Commission Crosby, Chair of the Committee, submitted a report for the month of September 2013.

Dave Dendler, Manager, Park Rangers reported that two new Rangers started last month and are doing very well. Rangers are posting No Hunting signs and are assisting with numerous 5K runs on the weekends, including the County HS Cross-Country Championship meet which will be held during the week.

PROPERTY MANAGEMENT

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

Don Korbobo, Property Management Coordinator reported that he performed a southern tour of properties confirming farming activity and thanked the Park Maintenance staff for their assistance with tenant and neighbor issues.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner/Land Acquisition, reported that several Open Space acquisitions are in progress and that work continues on the Raritan River Bikeway.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner Paladino, Chair of the Committee, submitted a report for the month of September 2013.

Brian Mundhenk, Park Section Engineer, reported that there were two bid openings for the Green Knoll Golf Course bridges and restroom facilities and provided an update on the status of various other projects; including the BOUDINOT / Ross driveway, Colonial Park's Pine Grove Pavilion, and Buck Garden's pond dredging.

PARK MAINTENANCE & HORTICULTURE

Commissioner Consiglio, Chair of the Committee submitted a report for the month of September 2013.

Jim Avens, Manager Horticulture reported that Mark Inzano is the newly hired Horticulture Supervisor at Colonial Park Gardens. Mark's background includes garden experience at Hillwood Museum and Gardens in Washington, DC and a plant science degree from Rutgers. Tamke Tree completed hazardous tree removal and safety pruning at Duke Island and Colonial Park. The pond dredging project at Buck Garden continues.

Pierce Frauenheim, Deputy Director Park Maintenance reported that Skillman Park continues to be worked on and that the Howe Fields are ready for a May 1, 2014 opening. Ray praised the staff for doing a phenomenal job at Skillman Park.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

No old business to report.

NEW BUSINESS

Ray verified that the November meeting will be at 8:00 AM and that the November 7th Work Session has been cancelled.

A motion to adjourn the meeting at 6:35 p.m. was made by Commissioner Crosby; seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Paladino, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Hansen, and Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Dan Livak
Deputy Director/Business Administrator