

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, December 12, 2013 at 8:00 AM 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

Paul Consiglio
William Crosby
Dale Florio
Steven Fuerst
Walter Hansen
Doug Ludwig
Dorothy Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Helen Haines
Christopher Paladino

Other staff members present were:

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

Matt Loper, Engineer
Darrell Marcinek, Director Golf Maint.
Marge 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
Donna Umgelster, Manager HR

Also in attendance: Yvonne Childress and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held November 21, 2013. MOVED BY: Commissioner Hansen; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Crosby. ABSENT: Commissioners Florio, Haines, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R13-096 - Payment of Claims

Resolution authorizing payment of bills for \$438,721.42 comprising of check numbers 247508-247531, 248577-248589, 248934, 247532-247596, 248822-248867, and 249090-249139. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hansen. YEAS: Commissioners Consiglio, Crosby, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Florio, Haines, and Paladino.

DIRECTOR'S REPORT

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

COMMISSIONER CORRESPONDENCE

1. Letter of thanks from the Printmaking Center for the full page letter the Park Commission submitted to be placed in the 40 anniversary program.
2. Notice of Order to Comply from NJ Department of Labor and Workforce Development regarding an inspection done at Sellars Maintenance building.
3. Notice from National Recreation and Park Association announcing its partnership with Macy's, Inc. in a "Donation to Your Park" event. Duke Island has been selected as the recipient. The program will begin March 7 and end on March 31, 2014. Donations can be made during a purchase at Macy's and Macy's will match the first \$250,000 raised dollar-for-dollar. Distribution of the check will be done by June 2, 2014.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R13-097 – Adopting the 2014 Temporary Budget

Resolution adopts the temporary budget for the first quarter of 2014.

Resolution R13-098 – Authorizing Transfer of Appropriations

Resolution authorizes the transfer of funds from various trust accounts to revenue accounts.

Resolution R13-100 – Setting the 2014 Public Meeting Dates

January 16, 2014	July 17, 2014 at 8:00 AM
February 20, 2014	August 21, 2014 at 8:00 AM
March 20, 2014	September 18, 2014
April 17, 2014	October 16, 2014
May 15, 2014	November 20, 2014
June 19, 2014	December 11, 2014

Resolution R13-101 – Award of Contract for Flexible Spending Account Administration

Resolution allows agreement with the County of Somerset and Discovery Benefits, Inc. to implement a Flexible Spending Account for participating employees to set aside a portion of their salary, through payroll deductions, for the reimbursement of qualified medical expenses. The cost is \$4.50 per enrolled employee per month.

Resolution R13-102 – Award of Contract for Entertainment Consultant for Summer Concerts at Duke Island Park

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC. The fee is ten percent of the artists' cost.

Resolution R13-103 – Award of Contract for Sound Production Services for Summer Concerts at Duke Island Park and July 4th Festival

Resolution awards a contract to RTD Productions. The fee is \$850.00 per Sunday Concert and \$1,500.00 for the July 4th Festival. The cost is not to exceed \$9,150.00.

Resolution R13-104 – Award of Contract for Design of Promotional Materials

Resolution awards a contract to Contempo Graphics for the Annual Report (\$850.00) and Duke Island Park Concert Series poster, brochure, and newspaper ads. (\$1,850.00).

Resolution R13-105 – Award of Contract for Public Relations

Resolution awards a contract to The Reitman Group for a retainer of \$2,325.00 per month.

Resolution R13-106 – Award of Contract for Legal Services

President Fuerst reported that all the information regarding the legal bid was e-mailed to all the Commissioners prior to today's meeting for their review.

Resolution awards a contract to Purcell, Mulcahy, O'Neill & Hawkins, LLC for general legal services at a monthly retainer of \$2,000.00. The contract for labor counsel goes to DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, and Lehrer, PC with an annual cap of \$150,000.00.

Resolution R13-107 – Award of Contract for Health Benefits Consulting Services

Resolution awards a contract to Gallagher Benefit Services, Inc. and the fee is \$27,000.00 offset by any commissions received.

Resolution R13-108 – Award of Contract for Health and Dental Benefits

Resolution awards a contract to Horizon Blue Cross/Blue Shield for health benefits and Delta Dental for dental benefits. The contract is for the period of January 1, 2014 to December 31, 2014.

Resolution R13-109 – Award of First Year of a Three-Year Contract for Equine Services

Resolution awards a contract to Dr. James L. Smith for equine dental services, Running “S” Equine Veterinary Service for veterinary services, and Professional Farrier Services, Inc. for farrier services. The cost is not to exceed \$137,500.00.

Resolution R13-110 – Award of Contract for TurfhoundTee Surfaces

Resolution awards a contract to Transnational Trading and Logistics for Turfhound tee surfaces. The cost is not to exceed \$73,500.00.

Resolution R13-111 – Award of Contract for One-Year with Possible Two One-Year Extensions for Well Maintenance and Repair, All Parks

Resolution awards a contract to Stryker Heating, Cooling & Electric, Inc. as the primary vendor and G.M.H. Associates of America, Inc. as the secondary vendor. The cost is not to exceed \$37,012.00.

The fee schedule resolution was considered separately from the Consent Agenda. Commissioner Florio was concerned about raising tennis and swimming lessons fees from \$60 to \$70 for a set of 10 lessons, as he felt the percentage increase was too large. Commissioner Florio then commented that he was concerned about raising fees, and wondered if all fees could perhaps instead, be increased slightly every year. Commissioner Ludwig suggested that fees could be increased on an index, such as in his industry. Freeholder Walsh stated that automatic increases across the board does not always have positive feedback; that it is why some people distrust government. Ray Brown reported that the mission of the Park Commission is to provide affordable family recreation and staff tries to keep the costs affordable. He suggested that the Finance Committee meet to discuss this. The increase in fees is used to help offset what the County does not provide to the Park Commission. Steve suggested that future Fee Schedule Resolutions be on the October/November meeting agenda.

The Resolution as is was moved for motion. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hansen. YEAS: Commissioners Crosby, Hansen, Paluck, and President Fuerst. NAYES: Commissioners Florio and Ludwig. ABSTAIN: Commissioner Consiglio. ABSENT: Commissioners Haines and Paladino.

The Fee Schedule was then amended to increase only the Special Event Fees and the Tennis Fees. The swimming fees will remain the same as 2013.

Resolution R13-099 – Adopting the 2014 Fee Schedule as Amended

Resolution adopts the new fees for swimming and tennis in 2014. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Ludwig, Paluck, and President Fuerst. NAYES: Commissioners Florio and Hansen. ABSTAIN: None. ABSENT: Commissioners Haines and Paladino.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

Commissioner Florio, Chair of the Committee, submitted a report for the month of November 2013.

Dan Livak, Deputy Director/Business Administrator reported that the Park Commission may not meet the projected revenue budget for 2013. Dan will be working with Yvonne Childress and County Finance staff on the budget. Spending has been put to an end, with the exception of essential items.

HUMAN RESOURCES

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

Donna Umgelter, Manager, Human Resources reported that staff is preparing for health benefits open enrollment the week of December 23. Donna is working with the Joint Insurance Fund and the County on training for 2014.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of November 2013.

Cindie Sullivan, Deputy Director reported that Cliff Zink, author of the Park Commission history book, will be presenting a lecture this evening at the EEC, and Steve Kalafer will also be presenting the Park Foundation with a check for \$3,800 for the books he will be purchasing for all Somerset County libraries and public school libraries. Cindie introduced Shawn McCrohan, EEC Manager, and thanked Kurt Bender for filling in as the Acting Manager. Dina Trunzo was honored at the December Freeholder meeting for being the County Disabilities Advocate. Cindie also reported that there are several consulting firms that do cost recovery studies on park and recreation facilities, and she would like to consider using one of them in the next year to look at the Park Commission fee structure.

Kurt Bender, Acting Manager reported that the Festival of Trees will be held from December 6 to 29, coordinated by Naturalist Wood, covering for Naturalist Juhasz who is currently on medical leave. Naturalist Springer will be recertified as a lifeguard in December. Naturalist Juhasz will be recertified in spring 2014. Naturalist Juhasz does a number of the EEC's paddling trips. Nature through a Childs' Eye exhibit will be held from January 4 to February 2.

Commissioner Crosby commented how much he enjoyed the Festival of Trees. Staff did a great job.

Marge Margentino, Manager Lord Stirling Stable reported that registration will be held from December 14 to January 2 for winter lessons. The Holiday Festival and Horse Show had 690 hayrides, 340 children with Santa photos, and 150 riders competed. A horse at the Stable named Brownie was injured, and volunteers conducted a Brownies

for Brownie sale and were able to donate \$2,000 to defray some of Brownie's medical bills. The Holiday Festival held on December 7 and 8 included a silent auction which benefits the School Horse Retirement Fund. Pfizer Corporation invited Marge and Gary Freuler to their facility that is being closed and offered them four pallets of paper, photocopy paper, an LCD projector, and office supplies. Marge thanked Pfizer for the donations.

Karren Newman, Manager Recreation reported that the winners of the Photograph Contest are listed on the website.

Dina Trunzo, Manager Therapeutic Recreation reported that TR held a program Pictures with Santa on December 8. Registration for winter programs will be held on January 11. South Bound Brook will become a participating town in 2014.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that the drainage project at Green Knoll putting green is completed. Work on the retaining wall by the Quail Brook Clubhouse has begun.

Bob Ransone, Deputy Director Golf Management reported that Black Friday was very successful with receiving more than \$100,000.00 in sales during four days in gift cards. On December 21, 22, and 23 golf will be offering the a ten percent sale.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that this is the time of the year the Rangers teach CPR and first aid. Tool and equipment inventory is done during the winter months. Ice skating training will be held on December 18. Dave thanked Alex Mathew for his assistance with getting the Incident Reports on-line.

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

A report was submitted for the month of November 2013.

Tom Boccino, Parks Section Principal Planner/Land Acquisition, reported that the kick off meeting for the design of the Raritan River Greenway Bikeway was held on

December 2. The New Jersey Wetlands Council has given conceptual approval for a grant for the restoration of the former Sylvan Lake improvements in the amount of \$50,000. All costs will be covered with that money. The Council has requested some minor revisions to the grant request and the proposal will be updated.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Brian Mundhenk, Park Section Engineer reported that the Ross driveway widening project will be completed next week. The pond dredging and dam repair at Buck Garden is near completion. The kick off meeting for the Green Knoll Tennis Center will be held shortly. The building permits will be obtained after that meeting.

PARK MAINTENANCE & HORTICULTURE

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

Mike Ballow, Manager Park Maintenance reported that Skillman Park continues to be cleaned. Benches have been installed at the cemetery. Mike thanked Jim Avens for the trees being planted at Skillman. The drainage project at Torpey outfield is ongoing.

Jim Avens, Manager Horticulture reported that the fall tree planting project went very well. Jim was pleased with the quality of the trees supplied and planted by JML Landscaping. A total of 102 trees were planted at various parks and golf courses including Colonial Park, Spooky Brook, Quail Brook, Neshanic Valley, Natirar, Torpey, Washington Valley, and Skillman. A majority of the trees were planted at Skillman. Bonny Levine, a Gardener for almost 19 years at Colonial Park will be retiring at the end of this month. Her most recent responsibilities included the care of the rose collections in the Rose Garden. Bonny's dedication to the rose garden and her sense of humor will be missed.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

Freeholder Walsh congratulated Dina on her award. She commented that the amount of work staff does outside the normal day is not fully comprehended until you hear about the award given to Dina. Patricia thanked the staff for all the work they do. The Park Commission does an excellent job. Patricia reported that she will be the Park Commission Freeholder Liaison in 2014. The bill proposed by Assemblywoman Nancy Munoz needs clarification and Freeholder Walsh will be in touch with her to discuss.

President Fuerst commented that the bill will need to be tweaked and the Park Commission will be happy to participate in discussions.

OLD BUSINESS

Ray Brown reported that the Open Space Advisory Committee has a citizen representative vacancy. The resolution appointing the new representative will be on the agenda for Close Out meeting held on December 23.

Tom Boccino, Ray Brown and Commissioner Haines have been in discussions with the Sourland Conservancy concerning hunting on County property within the Sourland Mountain Preserve as a way to control the deer population. The Conservancy would like to allow public hunting within the Preserve. Currently the Park Commission has a policy on hunting and it is recommended that the policy be shared with the Conservancy. Tom added that it is important that the Park Commission clarify to the Conservancy what steps the Commission has taken to control deer within the Preserve.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 9:31 a.m. was made by Commissioner Crosby seconded by Commissioner Hansen. YEAS: Commissioners Crosby, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Haines, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant