

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, July 17, 2014 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  
Helen Haines  
Doug Ludwig  
Kevin McCallen  
Patricia Walsh, Freeholder Liaison

**ABSENT**

Christopher Paladino  
Dot Paluck

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Jim Avens, Manager Horticulture  
Mike Ballow, Manager Park Maint.  
Tom Boccino, Principal Planner/Land Acq.  
Chet Czaplicki, Fleet Manager  
Dave Dendler, Manager Park Rangers  
Betsy Flanagan, Counsel  
Pierce Frauenheim, Deputy Dir. Park Maint.  
Dan Livak, Deputy Dir. Business Admin.  
Don Korbobo, Property Mgmt. Coordinator

Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Shawn McCrohan, Manager EEC  
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 and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

President Fuerst presented a 15 year service award to Kathleen Podgalsky.

**APPROVAL OF THE MINUTES**

President Fuerst called for the approval of the minutes of the last regular meeting held June 19, 2014. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, Ludwig,

McCallen, and President Fuerst. NAYES: None. ABSENT: Commissioners Paladino and Paluck.

### **APPROVAL OF BILLS FOR PAYMENT**

Counsel Flanagan reported that the payment of claims is a ministerial function not likely to raise conflict of interest concerns. However, it is always advisable to have a consistent procedure on abstentions based on perceived conflicts of interest and currently some Commissioners abstain while others do not. At the suggestion of Freeholder Walsh at a previous meeting, Counsel Flanagan communicated with Yvonne Childress from the County Finance Department and Bill Cooper, County Counsel, who explained the procedure used by Somerset County in handling abstentions. The County does not have a written policy but they have adopted a reasonable procedure wherein the freeholders affix their initials next to vendors from which they wish to abstain from voting on payment of claims. These abstentions are hardcoded into the County's finance system. When claim payments are voted on and approved, the abstentions for respective vendors are automatically noted. The County has offered to implement this procedure for the Park Commission and Counsel Flanagan recommended the adoption of this uniform procedure for abstaining from payment of claims for certain vendors consistent with the Park Commission's Conflict of Interest Policy. Dan Livak has circulated the vendor list to the Commissioners so that they can affix their initials next to vendors from which they wish to abstain from voting on payment of claims. President Fuerst indicated that the procedure should be in place for the August meeting.

### **Resolution R14-058 – Adopting a Procedure to Abstain from Voting on Payment of Claims for Certain Vendors Consistent with Conflict of Interest Policy**

Resolution adopts a procedure to enable the Commissioners to abstain from voting on the payment of claims for certain vendors. The claims list will print the initials of the Commissioner and abstain next to the vendor. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, Ludwig, McCallen, and President Fuerst. NAYES: None. ABSENT: Commissioners Paladino and Paluck.

### **Resolution R14-059 – Payment of Claims**

Resolution authorizing payment of bills for \$792,815.71 comprising of check numbers 258666-258693, 259908-259929, 260711-260726, 258700-258750, 259857-259907, 260186-260276, and 260614-260710. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, Ludwig, McCallen, and President Fuerst. NAYES: None. ABSENT: Commissioners Paladino and Paluck.

### **DIRECTOR'S REPORT**

Director Brown submitted a report for the month of June 2014.

## **COMMISSIONER CORRESPONDENCE**

Letter from Borough of Peapack & Gladstone requesting permission to resume deer culling on Natirar property from September 13, 2014 to February 21, 2015.

President Fuerst reported that periodically Ray Brown receives e-mails from disgruntled citizens and he thanked Ray for the manner in which he handles those situations.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R14-060 – Rescinding Resolution R14-040 for Actuarial Services (GASB 45)**

Resolution rescinds R14-040 due to Aon Consulting, Inc. failing to enter into a contract. The RFP specifications will be updated and the County will release them at a later date.

#### **Resolution R14-061– Extending Four (4) Farming Licenses for Two-Years**

Resolution extends the license for the Baron Parcel (Shane Doyle Farms, LLC), Snearowski Parcel (W. Peter Staats), and the Snearowski West Parcel (Beekman Homestead Farm, Inc.). The licenses expire on December 31, 2016.

#### **Resolution R14-062 – Extending the Contract for Janitorial Services for One Month**

Resolution extends the contract one month from August 1 to August 31, 2014 to All Clean Building Services and the cost is not to exceed \$3,943.68.

## **COMMITTEE REPORTS**

### **FINANCE/BUSINESS ADMINISTRATION**

Commissioner Florio, Chair of the Committee, submitted a report for the month of June 2014.

Commissioner Florio reported that the overall revenue is six percent less as compared to 2011.

Expenditures are 13 percent less due to staff being careful about expenses. Golf revenue compared to 2012 is less than 22 percent. After Super Storm Sandy, Dan filed for a grant and the Park Commission was awarded \$16,667 to be used for emergency efforts. Yvonne Childress reported that the transferring of banks has increased the interest earned.

President Fuerst asked Dan to research if there are any other sales of commodities that the Park Commission should be registering.

### **HUMAN RESOURCES**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of June 2014.

Donna Umgelter, Manager of Human Resources reported that professional development training was held for the supervisory staff regarding Performance Appraisals and Interviewing Skills. The woman who performed the training worked for a park system in Ohio and offered to do the training for free. The vacancies are listed on the Human Resources report.

### **LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of June 2014.

Dina Trunzo, Manager Therapeutic Recreation reported that there are two weeks of Camp Okee Sunokee left. The Somerset Patriots visited camp and taught a baseball skills program for the campers, followed by an autograph session. Thank you to the Park Foundation for providing the catered lunch. The Patriots interviewed Ray and Dina during the event which can be viewed on the Patriots website. Today the Somerset County Association of Chiefs of Police is holding a fishing derby at Pleasant Valley Park in Basking Ridge for the campers. Due to the changing needs of people with disabilities in Somerset County, Cindie Sullivan facilitated a focus group with the parents and participants on ways to revise and expand the programming offered to those 6 to 17 years of age. The TR Department will begin to implement some of the suggestions this coming fall. The department is looking to make small changes at first.

Shawn McCrohan, Manager, Environmental Science reported that the new Coyote Kids program has been successful, selling out immediately. This session is over enrolled by four with 19 on the waiting list. In August the EEC over enrolled with a waiting list of 25. The Eco Explorers Camp is going well. Enrollment has increased since last year. The Awesim Kids summer program is doing exceptionally well. This is the 19<sup>th</sup> year in a row that it has been oversold. There was a long waiting list to enroll and the EEC was able to accommodate some of those on the waiting list by over enrolling the program by ten. Being able to hire back a third seasonal part-time Naturalist was crucial to being able to do this. The Xtreme Adventures held a Stand Up Paddle Board trip and was sold out. The paddling trip to Sedge Island is over enrolled by one and that trip leaves on Friday. EEC volunteers have been assisting with gardening projects and programs. Volunteers built a colonial garden near the EEC residence for the 1770's Festival. On July 9 a group from the New Jersey Forest Service visited the EEC to learn about the American Chestnut plantings. They were impressed and plan to visit the EEC in September to host their Forest Stewardship Tour, which is co-sponsored by Rutgers Cooperative Extension, New Jersey Forestry

Association, and New Jersey State Forestry Services. President Fuerst questioned how the Park Commission can accommodate the waiting lists, perhaps have more volunteers? Shawn commented that new volunteers need naturalist training that will take approximately one year. Cindie Sullivan reported that due to the cut backs with the budget, some vacancies were not filled.

Marge Margentino, Manager Stable reported that the summer programs are going well. The Anniversary Party went well and thanked the Freeholders for the Citation. A press release has been distributed on that event. On August 3 the Bike Rally sponsored by the Jerzee Trend Setterz will be held for autistic children. The proceeds from the event will be used to purchase a horse for the Therapeutic Riding program.

Karren Newman, Manager Recreation reported that Special Olympics was nationally attended and the resurfacing of the loop worked. The officials attending commented that the Park is world class. The Fourth of July event was held on July 7 and was a success. Green Knoll Tennis Center resurfacing continues. Warrenbrook pool is doing well and the drive-in movies at Duke Island Park begin on July 18. One concert has been rescheduled and will be held on August 17 as a double header. Jobonanno & The Godsons of Soul will perform at 5:30 p.m. and the Stylistics at 7:00 p.m. Concerts have been well attended.

### **GOLF MANAGEMENT**

A report was submitted for the month of June 2014.

Darrell Marcinek, Director of Golf Maintenance reported that staff is busy maintaining the golf courses. Between July 13 and 16 there has been four inches of rain. There was a lightning strike at the Neshanic Valley Driving Range tee box which blew apart the irrigation. Employees will be checking to see if there is any other damage.

Bob Ransone, Deputy Director Golf Management reported that golf rounds are 10% less through the first six months of the year and that they continue to lag behind last year through the first half of July. Of note, Neshanic Valley, todate, is running well behind in rounds and on the surface it appears the \$5 increase in non-registered fees is driving this down swing. We will monitor for the next couple of months and if the trend continues, the Park Commission may need to consider a roll back in fees in 2015. Neshanic Valley held a 4<sup>th</sup> of July event that included nine holes of golf, buffet dinner, and viewing of area fireworks. Both events were well attended and many favorable comments were received. Three club championships have been completed and the remaining two will take place over the next couple of weeks. Neshanic Valley hosted the USGA Junior Girls qualifier and will host the New Jersey Public Links Championship.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of June 2014.

Alex Mathew, Manager, Information Management reported that Verizon has been working on the EVPL connections for each location. Out of 16, ten have been completed. The routers and switches have been ordered and are in the process of setting up a schedule with the Project Manager to install routers and switches at all locations. Going on line will be done in steps. Work has been completed in installing the surveillance cameras at Colonial Park Horticulture Rose Garden and the work is in progress with installing surveillance cameras at the Torpey Athletic Complex.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of June 2014.

Dave Dendler, Manager, Park Rangers reported that the Park Rangers have completed the training of CPR and first aid for the seasonals. Corporate volunteer work has increased. Next week there will be 35 volunteers working on the ponds at Colonial Park. The Rangers have been working closely with the local police departments to patrol rivers and ponds due to swimmers.

Ray commented the Raritan River Greenway has become a popular location. The trail by South Bridge Street has become a destination for parties and parking. Ray has been working with Mayor Gallagher to get control of the situation. The Borough of Somerville has not adopted the Park Commission Rules and Regulations and therefore cannot have the Police Department ticket violators. The parks are open dawn to dusk. Commissioner Haines asked how the trail work under Route 206 is going. Tom Boccino reported that it is in the design phase. Tom has met with the DEP regarding permitting. The South Bridge area has been a problem and now having the trail open has brought the situation to our attention. Somerville Borough is anxious to help but without having the Rules and Regulations adopted their hands are tied. Freeholder Walsh commented that Washington Rock Park has the same situation. Working with the local police has helped.

### **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of June 2014.

Don Korbobo, Property Management Coordinator reported that the specifications for nine farming parcels have been sent to the County for a bid opening in August.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of June 2014.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that work continues on moving ahead with the Raritan River Bikeway and the boardwalk at Washington Valley Park. Hillsborough Township has agreed to donate nine acres in the center of the Sourland Mountain Preserve. The NJDEP Green Acres

requirements to transfer the land has been completed. Tom has been working with Franklin Township on acquiring land in the southern end of the County.

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

A report was submitted for the month of June 2014.

Brian Mundhenk, Park Section Engineer reported that the Skillman Park trail bids have been received and the award is scheduled for next week. The transfer of water at Colonial Park from wells to municipal is also scheduled to be awarded next week. The construction of the Pine Grove pavilion at Colonial Park is completed.

**PARK MAINTENANCE & HORTICULTURE**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of June 2014.

Jim Avens, Manager Horticulture reported that Buck Garden hosted a Somerset County Business Partnership entitled “Women in Business Fitness Walk” for 32 professional women that included dinner. Buck Garden Supervisor Jim Fleming led a volunteer project with Johnson and Johnson entitled “Day of Caring” at the Jordan House. The volunteers mulched the foundation plantings around the house followed by a tour of Buck Garden. The Colonial Park Gardens Rosarian Shauna Moore and Gardener Keriann Scott presented a Container Planting Workshop at the Warrenbrook Senior Center that was very well received. This was the first workshop given there by the Horticulture Department. The Garden Party will be held at Colonial Park Perennial Garden on July 19. President Fuerst asked how Jim gets corporate volunteer groups and was informed that the groups typically reach out to the Park Commission and inquire if we can work together to coordinate a volunteer work day project. It was mentioned the Park Commission website provides information on where individuals can register to volunteer.

Mike Ballow, Manager of Park Maintenance reported that staff set up and assisted with parking for the Independence Day Family Festival. Staff is preparing for the 4H Fair and repairing washed out walkways due to the heavy rains. There have been three lightning strikes; two trees at Duke Island Park that will be removed and one tree at North Branch Park.

**AUDIT COMMITTEE**

No report this month.

**FREEHOLDER’S REPORT**

No report this month.

**OLD BUSINESS**

No old business to report.

**NEW BUSINESS**

Commissioner Florio reported that he and his wife have moved out of Somerset County and therefore he will be stepping down as a Commissioner. Dale thanked Ray and Dan for the great work they do. Steve Fuerst thanked Dale for his dedication and services. Paul Consiglio thanked Dale for his services and wished him well.

A motion to adjourn the meeting at 8:56 a.m. was MOVED BY: Commissioner Consiglio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, Ludwig, McCallen, and President Fuerst. NAYES: None. ABSENT: Commissioners Paladino and Paluck.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant