

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, November 20, 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

Steven Fuerst
Helen Haines
Doug Ludwig
Kevin McCallen
Dot Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Paul Consiglio
Bill Crosby
Jim Leonard
Christopher Paladino

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
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.
Brian Mundhenk, Park Section Eng.
Bob Ransone, Deputy Director Golf
Cindie Sullivan, Deputy Director

Also in attendance: Chris Hart

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 regular meeting held August 21, 2014. **MOVED BY:** Commissioner Haines; seconded by: Commissioner Ludwig. **YEAS:** Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Consiglio, Crosby, Leonard, and Paladino.

President Fuerst called for the approval of the minutes of the regular meeting held September 18, 2014. **MOVED BY:** Commissioner Paluck; seconded by: Commissioner McCallen. **YEAS:** Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Consiglio, Crosby, Leonard, and Paladino.

President Fuerst called for the approval of the minutes of the last regular meeting held October 16, 2014. MOVED BY: Commissioner Paluck; seconded by: Commissioner McCallen. YEAS: Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Crosby, Leonard, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R14-078 – Payment of Claims

Resolution authorizing payment of bills for \$935,029.31 comprising of check numbers 721-755, 952-966, 1077-1105, 759-810, 811-876, 880-951, 969-1022, and 1026-1076. MOVED BY: Commissioner Paluck; seconded by: Commissioner McCallen. YEAS: Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Crosby, Leonard, and Paladino.

DIRECTOR'S REPORT

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

Resolution R14-079 – Appreciation of Don Korbobo

Resolution thanks Don Korbobo for his years of service.

PRESENTATION

Julie Venema, a Girl Scout Gold Award candidate, gave a presentation to the Commissioners regarding a walkway from Montgomery High School to Skillman Park. Julie would like to create a safe walkway across Route 601 to access Skillman Park. Ray Brown reported that Julie has met with the Park Commission staff and County Engineering to present this project. The County has made a commitment to support this project and move ahead. This would be phase one. Phase two would include a pedestrian bridge at the southerly end of the park. The portion that Julie is presenting can be done in-house. She has presented this project to the Board of Education to obtain their support. Many high school students use the park, including the high school cross country track team. Commissioner Paluck questioned Julie what part of the project is required of her to obtain the Gold Award? Julie responded that she needs 90 hours spent on the project. Commissioner Haines inquired about funding? Ray reported that the Park Commission will work with Julie on fundraising. Freeholder Walsh asked Julie if she has contacted Ridewise that they are a big advocate for safe streets. Ridewise would be a great resource as well. Ray asked the Commission if they would be willing to support Julie's project. Commissioner Ludwig asked if the project can be done in-house and Ray reported that much of it can. The Girl Scout Troop will also help. Doug commented that it would be a great project to access Skillman Park easily from Montgomery High School. President Fuerst congratulated Julie on her project.

Motion to Support the Skillman Park Trail Extension

YEAS: Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Crosby, Leonard, and Paladino.

COMMISSIONER CORRESPONDENCE

1. Letter from Assemblyman Ciattarelli congratulating the Park Commission on the 10th Anniversary of Neshanic Valley Golf Course, as well as the course being environmentally friendly.
2. VILLEtv thanking the Park Commission for giving them the ability to film the Summer Concert Series. Special thanks to Cindie Sullivan and staff.
3. Letter from Township of Bridgewater regarding the 2014-2015 Deer Culling Program.
4. Printmaking Center of New Jersey check for rent for the next two years.
5. Letter from Somerset County Interscholastic Athletic Association (they used Torpey Athletic Complex for their soccer championship games) and thanked Karen Behr and Bob Disko and his staff for their assistance.
6. Letter from Jessie Havens thanking the Park Commission and staff for allowing the Millstone Valley Preservation Coalition and the Girl Scouts to plant daffodils along the lake at Colonial Park.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R14-080 – Transfer of Appropriations

Resolution transfers appropriations for payments to December 31, 2014.

Resolution R14-081 – Renewing Membership in the Somerset County Joint Insurance Fund

Resolution renews the membership from January 1, 2015 to December 31, 2018.

Resolution R14-082 – Award of Second Year of a Three-Year Competitive Contract for Equine Services

Resolution awards a contract to Professional Farrier Services, Inc. for Farrier Services, Dr. James L. Smith for Equine Dental Services, and Running “S” Veterinary Services for Veterinary Services. The cost is not to exceed \$137,500.

Resolution R14-083 – Award of County Contract for Purchase of a Toro Greensmaster 3320 Triplex Mower with Options

Resolution awards a contract to Storr Tractor Co. for the purchase for the Golf Division. The cost is not to exceed \$37,838.

Resolution R14-084 – Award of County Contract for Purchase of a Toro Groundsmaster 7210 Rotary Mower

Resolution awards a contract to Storr Tractor Co. for the purchase for the Maintenance Division. The cost is not to exceed \$20,106.

Resolution R14-085 – Award of Contract for the First Year of a Two-Year Contract with Two Possible One-Year Extensions for Testing and Monitoring of Fire Alarms and Security Systems

Resolution awards a contract to Fire and Safety Technologies and the cost is not to exceed \$8,680.

Resolution R14-086 – Authorizing Morris County Contract for Purchase of a 2015 Ford F-350 Diesel Pickup Truck with One Non-Contract Option

Resolution authorizes a contract with Route 23 Auto Mall, LLC. The cost is not to exceed \$38,645.

Resolution R14-087 – Authorizing Morris County Contract for Purchase of a 2015 Chevrolet Silverado 2500 HD Diesel Pickup Truck

Resolution authorizes a contract with Route 46 Chevrolet. The cost is not to exceed \$26,520.45.

Resolution R14-088 – Authorizing State Contract for Purchase of a 2015 Ram 1500 4WD Crew Cab Tradesman with Options

Resolution authorizes the purchase from Hertrich Fleet Services, Inc. The cost is not to exceed \$23,352.40.

Resolution R14-089 – Rescinding Resolution R14-077 for 2014 Fall and 2015 Spring Tree Planting

Resolution rescinds resolution due to Louis Barbato Landscaping (contractor) withdrawing its bid due to inability to provide the size plant material in the bid specifications.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President Fuerst submitted a report for the month of October 2014.

Dan Livak, Business Administrator, reported that work continues on the 2015 budget. Revenue is not good. The County has instituted a purchasing freeze that the Park Commission is also implementing. Only essential items can be purchased. President Fuerst asked what the discrepancy is and Dan reported the Park Commission must make more than \$900,000 in November and December to meet the revenue projection. Ray reported that staff has been adhering to the spending freeze and the weather has not been helpful.

HUMAN RESOURCES

A report was submitted for the month of October 2014.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director reported that October was an extremely busy month for programming. The 1770's Festival had many people in attendance and on the same day the Stable hosted a Salute to Horse Power Classic Car and Motorcycle Show. There were many Halloween events as well. The Special Olympics bicycling was held at Skillman Park, Natirar hosted the second annual Essex Fox and Hound Horse Race and the Skylands Cross Country Race in which approximately 30 schools participated. The Stable hosted a Stuff the Turkey Hunter Pace where attendees were asked to bring food for the Food Bank. Freeholders Walsh and Palmer attended and had their photo taken with Cashew, the pony. Shawn McCrohan, Manager of the EEC, was invited to apply for a grant and received from 3M the amount of \$50,000 for a biomimicry project. The project entails the study on how nature does things and how can humans mimic it. The Park Foundation has matched the \$50,000 grant. The Stable will be hosting a Ribbon Cutting ceremony on December 7th thanking the Park Foundation for the gift of the barns and fencing.

Ray Brown reported that the Park Foundation has been able to donate to the Park Commission through events and programs. One of the ongoing programs is Buy A Brick. The Park Foundation would also like to formally develop a program for the sale of benches and trees. The Park Commission has been selling benches, but there has been no formal procedure. Cindie has created a draft of a brochure advertising the sale of the benches and trees. Cindie reported that most of her colleagues run a similar program but is overseen by a "Friends" or Foundation group. This would allow for a tax donation. Ray asked for approval to move ahead with this. Dan Livak reported that money is taken out of the Operating Budget to purchase the benches and when reimbursed the money must be deposited in the revenue account and not the Operating Budget. President Fuerst reported that this would make sense. The funds will go into an encumbered account and can be monitored. The Horticulture Department will work with staff on the placement of trees.

Acclimation was taken by the Commissioners to support the creation of the brochure and move the sale of the benches and trees to the Park Foundation. All Commissioners agreed.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of October 2014.

Bob Ransone, Deputy Director Golf Management reported that the maintenance staff is winterizing the golf courses. Warrenbrook Golf Course is closed for the season, Quail Brook will close on November 30, and Green Knoll will close on December 31. On November 22 the Learning Center will be hosting a Callaway Demo day. On black Friday and Thanksgiving weekend, gift cards can be purchased with an additional 20 percent on the card. The maximum amount on the gift card is \$500. Gift Cards can be purchased on line with an additional ten percent on the card. Last year the gift cards made \$80,000 in revenue. Green Knoll Pro Shop will be the

“Holiday Golf Store” and stocked with merchandise from all five golf courses at discounted prices.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager, Information Management reported that the new data circuits have been completed at all locations. Verizon is in the process of cancelling all old circuits. The project will be completed by the end of December. Alex thanked everyone for their support during this project.

VISITOR SERVICES

A report was submitted for the month of October 2014.

Dave Dendler, Manager, Park Rangers reported that at this time of the year staff is busy with CPR and first aid training.

PROPERTY MANAGEMENT

A report was submitted for the month of October 2014.

Don Korbobo, Property Management Coordinator thanked the Commissioners for the resolution. Don has been cleaning out his office and found the 1983 Strategic Business Plan meeting minutes. A fairly large group of Park Commission employees met back then and developed the Mission Statement that was eventually adopted by the Park Commission. It is Don’s opinion that the Park Commission and staff have lived up to that Statement. Don is proud to have worked for the Park Commission. President Fuerst thanked Don for his years of service.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that he has submitted for a grant to New Jersey Department of Transportation for the next segment of the Raritan River Greenway Bikeway. That segment is a small part but an important link that connects downtown Raritan to the Peters Brook Greenway and Torpey Athletic Complex. The design for the half mile segment of the bikeway from South Bridge Street to Orlando Drive is ongoing.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of October 2014.

Brian Mundhenk, Park Section Engineer reported that construction projects are moving along. The lights for the North Branch field and basketball court have been delivered, as well as the lights for Green Knoll Tennis courts. The Skillman trail is

under construction and the majority of it should be paved next week. Mountain View Park should be on schedule despite red tape delays from the State.

PARK MAINTENANCE & HORTICULTURE

A report was submitted for the month of October 2014.

Pierce Frauenheim, Deputy Director reported that it has been a good year. The Howe Athletic Complex opened and Skillman has hosted special events. Pierce complimented staff. The Wine Festival at Natirar had an issue with parking due to heavy rains and staff was able to handle it. Next year staff will have to learn ways to do more with less. Staff has been attending seminars at Duke Farms to learn more property management regarding natural meadows. Pierce thanked the Park Rangers, Golf Maintenance, Leisure Services, and Maintenance staff for all the assistance during events. Every event, the public speaks very highly of the staff. Pierce has enjoyed working with Don Korbobo. President Fuerst thanked Pierce for all the work he and his staff does and asked that he relay his thanks to the staff.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

No report this month.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 9:47 a.m. was made by President Fuerst and seconded by Commissioner Paluck. YEAS: Commissioners Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Crosby, Leonard, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant