

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, December 11, 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  
Steven Fuerst  
Helen Haines Via Telephone  
Doug Ludwig  
Dot Paluck  
Patricia Walsh, Freeholder Liaison

**ABSENT**

Jim Leonard  
Kevin McCallen  
Christopher Paladino

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Jim Avens, Manager Horticulture  
Mike Ballow, Manager Maintenance  
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.

Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Shawn McCrohan, Manager EEC  
Brian Mundhenk, Park Section Engineer  
Bob Ransone, Deputy Director Golf  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

Also in attendance: Chris Hart 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 20, 2014. **MOVED BY:** Commissioner Consiglio; seconded by: Commissioner Crosby. **YEAS:** Commissioners Consiglio, Crosby, Haines, Ludwig, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Leonard, McCallen, and Paladino.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R14-090 – Payment of Claims**

Resolution authorizing payment of bills for \$1,449,241.11 comprising of check numbers 1304-1333, 1164-1221, 1225-1301, and 1334-1422. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Leonard, McCallen, and Paladino.

## **DIRECTOR'S REPORT**

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

## **COMMISSIONER CORRESPONDENCE**

No correspondence.

## **CONSENT AGENDA**

At this point of the meeting Counsel Flanagan excused herself.

## **RESOLUTIONS**

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

### **Resolution R14-091 – Adopting the 2015 Temporary Budget**

Resolution adopts the temporary budget for the first quarter of 2015.

### **Resolution R14-092 – Adopting the 2015 Fee Schedule**

Resolution adopts the 2015 Fee Schedule.

Cindie Sullivan reported the Fee Schedule has been benchmarked with other county park systems fees. The new and adjusted fees in the Leisure Services Division will be an additional \$19,000 in revenue. Golf green fees were increased by \$5.00 for non-registered players at Neshanic Valley and \$1.00 for players at all the other golf courses. The increase at Neshanic Valley Golf Course had a major negative effect on play there. It is recommended green fees be reduced to 2013 prices. There will be a strong marketing effort announcing these reductions. Commissioner Paluck reported that other county golf courses conditions have improved which gives Somerset County golf courses competition.

### **Resolution R14-093 – Award of Contract for Entertainment Consultant for Summer Concerts**

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC. The cost for the consultant and artist is \$60,000. This is the same fee as last year.

**Resolution R14-094 – Award of Contract for the Design of Promotional Materials**

Resolution awards a contract to Contempo Graphics. The cost for the Annual Report is \$950 and the Duke Island Concert Poster and Brochure is \$1,950. This is the same fee as last year.

**Resolution R14-095 – Award of Contract for Public Relations**

Resolution awards a contract to The Reitman Group. The fee is \$2,325 per month. This is the same fee as last year.

**Resolution R14-096 – Award of Contract for Health Benefits Consulting Services**

Resolution awards a contract to Gallagher Benefit Services, Inc. The annual fee is \$30,000 offset by any commissions received.

**Resolution R14-097 – Award of Contract for Group Health/Prescription Coverage and Dental Coverage**

Resolution awards a contract to Horizon Blue Cross/Blue Shield for health and prescription coverage and Delta Dental for dental coverage. There was no increase with Delta Dental.

**Resolution R14-098 – Award of Contract for Legal Services**

Resolution awards a contract to Purcell, Mulcahy, Hawkins, Flanagan & Lawless, LLC for general counsel. The rates are a monthly retainer of \$2,000; for partner/associate hourly \$200; and paralegals \$85. Award of contract to Capehart & Scatchard for labor counsel. The hourly rate is \$185.00.

There was a discussion on the amount of money spent on labor counsel last year. The discussion included a question as to what the labor counsel budget has been in the past. After extensive comment and review, it was decided that since 2015 is the renewal year for the Commission's labor contracts, the cap should be set at \$100,000.

**Resolution R14-099 – Award of One-Year Contract with an Option for a One-Year Renewal to Furnish and Deliver Stable Bedding**

Resolution awards a contract to Bohonyi Corporation D/B/A New Egypt Agway. The cost is not to exceed \$63,500.

**Resolution R14-100 – Authorizing the First One-Year Extension of Two Possible Years for Well Maintenance and Repair, All Parks**

Resolution awards a contract to Stryker Heating and Cooling & Electric, Inc. The cost is not to exceed \$9,000.

**Resolution R14-101 – Authorizing State Contract for the Purchase of a New Holland Loader Backhoe with Non-Contract Options**

Resolution awards a contract to Gaithersburg Equipment Company. The cost is not to exceed \$81,198.

**Resolution R14-102 – Authorizing State Contract for the Purchase of a 2015 Chevrolet Express RWD Cargo Van with Contract Options**

Resolution awards a contract to Mall Chevrolet, Inc. The cost is not to exceed \$22,954.85.

**Resolution R14-103 – Rescinding Resolution R14-084**

Resolution rescinds the purchase of a 2014 Toro Groundsmaster 7210 Rotary Mower. The supply of that model has been exhausted and no longer available.

**Resolution R14-105 – Setting the 2015 Park Commission Meeting Dates**

January 15, 2015	July 16, 2015
February 19, 2015	August 20, 2015
March 19, 2015	September 17, 2015
April 16, 2015	October 15, 2015
May 21, 2015	November 19, 2015
June 18, 2015	December 10, 2015

**RESOLUTION PULLED FROM CONSENT AGENDA AND TABLED**

**Resolution R14-104 Rescinding Resolution R14-087**

Resolution rescinds the purchase of a 2015 Chevrolet Silverado 2500 HD Diesel Pickup Truck through the Morris County Pricing Co-Operative Council.

The resolution is being rescinded due to the vendor claiming that it is unable to provide the vehicle at the price quoted. The bid accepted by the Morris County Cooperative Pricing Council and quoted by the dealer to SCPC was for a diesel truck .The dealer later claimed it did not intend to sell a diesel truck for the quoted price. The cost difference is approximately \$5,000 to \$7,000. Counsel Flanagan commented that litigation probably would not be cost-effective but she will send a legal demand letter. Betsy and Chet will discuss the specifics further after the meeting .The resolution will be tabled until Counsel Flanagan has the opportunity to send the demand letter to Route 46 Chevrolet and we assess the dealership's response, if any.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

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

Dan Livak, Deputy Director Business Administrator reported that the revenue is one and a half million less than anticipated. There are program registrations that have

not been added which may close the gap a little more. Spending has been less than normal and Dan thanked staff for being careful on spending. The final dollar amount will not be known until the books are closed at the end of the year. There have been several meetings regarding the 2015 budget.

### **HUMAN RESOURCES**

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

Donna Umgelter, Human Resources Manager reported that management staff is in the process of completing the employee evaluations. Donna has been visiting different locations to give employees the opportunity to meet with her. The employee Health and Safety Fair will be held on February 18 at the Somerville Elks Club. Commissioner Consiglio thanked President Fuerst for his hard work.

### **LEISURE SERVICES**

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

Dina Trunzo, Manager Therapeutic Recreation reported that staff is wrapping up the season. Last week the program Pictures with Santa was held. Dina thanked the Park Foundation for supporting the event and paying for the photographer. The event was very successful. Dina spoke at the League of Municipalities for the New Jersey Recreation and Park Association on the Park Commission's scholarship program. The Park Commission's TR department has a structured and formal scholarship/financial aid application process. Dina was a guest lecturer at Kean University for the Special Populations class and taught the module on "Inclusion and the ADA" which included speaking about the inclusion process used here at the Park Commission.

Shawn McCrohan, Manager, Environmental Science reported that the Festival of Trees will be held until December 28. There are 43 organizations represented. Staff has installed five of the new seven interpretive signs on the trails.

Marge Margentino, Manager Stable reported that winter lesson registration will be held on December 13. Marge presented a program at the County library on Jingle Bells, one of the ponies at the Stable.

### **GOLF MANAGEMENT**

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

Darrell Marcinek, Director of Golf Maintenance reported that Warrenbrook Golf Course has been River Friendly certified. This certification means that now all five Somerset County golf courses have been certified.

Bob Ransone, Deputy Director Golf Management reported that on November 22 the gift card, in person only, purchases netted \$29,387. Green Knoll Golf Course sold \$193,534 in gift cards. An e-mail blast will be sent out this week regarding gift cards, registration, and the Green Knoll store. Commissioner Paluck complimented Bob and his staff on the creativity. Dot thanked President Fuerst for his service.

### **INFORMATION MANAGEMENT**

A report was submitted for the month of November 2014.

Alex Mathew, Manager, Information Management reported that the 2014 capital projects are all completed and the department is in the process of setting up the new projects for the coming year.

### **VISITOR SERVICES**

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

Dave Dendler, Manager, Park Rangers reported that staff continues to teach CPR and first aid.

### **PROPERTY MANAGEMENT**

No report this month.

### **PLANNING AND LAND ACQUISITION**

A report was submitted for the month of November 2014.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that he has been busy with year-end close outs and tallying the numbers.

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

A report was submitted for the month of November 2014.

Brian Mundhenk, Park Section Engineer reported that the lighting at the soccer field is being constructed now and should be completed in a few weeks. The North Branch Greenway Park lighting at the basketball court has begun. Green Knoll Tennis Center will be next and completed by the end of January 2015 weather permitting. There is a ten year maintenance contract with that project for the light bulbs and equipment. The resurfacing of the tennis courts and the restrooms at Green Knoll Tennis Center are completed.

### **PARK MAINTENANCE & HORTICULTURE**

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

Jim Avens, Manager Horticulture reported that Colonial Park Rosarian Moore worked with the Millstone Valley Preservation Coalition and the local Girl Scout Troop to plant

1,200 daffodils along the lake at Colonial Park. Mark Inzano and Shauna Moore did a lot of preparation prior to the planting.

Mike Ballow, Manager of Park Maintenance thanked Darrell Marcinek and Mike Adams for their assistance with winterizing the irrigation systems. Staff is busy installing snow markers and preparing equipment for the winter.

Pierce Frauenheim, Deputy Director thanked President Fuerst for his service.

Commissioner Crosby thanked Darrell and his staff for their assistance. The Somerset County Volunteers needed help.

### **AUDIT COMMITTEE**

No report this month.

### **OLD BUSINESS**

Ray Brown reported that President Fuerst will not be with the Commission in the coming year and will be involved with some new initiatives. Ray thanked Steve for his leadership and especially his support to the staff over his seven years with the Commission.

### **Resolution R14-106 – Thanks and Appreciation**

Resolution thanks Steven Fuerst for his years of service and dedication to the Park Commission as President. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Haines, Leonard, McCallen, and Paladino.

### **FREEHOLDER'S REPORT**

Freeholder Walsh presented President Fuerst with a Citation from the Freeholders. Pat commented that Steve started when the Commission needed new leadership. Steve was able to bring the Park Commission back to a good place. The Freeholder said that the Park Commission does make people happy and those residents in and outside of the County regularly compliment the Somerset County Park Commission.

President Fuerst commented that the Park Commission runs because of a good staff. One hundred percent of the interaction he has had with staff has been professional, positive attitude, and everything done the best way and the right way.

Pat commented that she might not be back next year as the Freeholder Liaison. On behalf of the Freeholders Pat thanked the staff. The park system grows every day. All the events are done well. Freeholders receive compliments on everything the Park Commission does. Government is all about public services and the Park Commission does it well. There is collaboration amongst the County and the Park Commission as shown recently when Bill Crosby's volunteers needed assistance.

Pat said it has been a delight to learn all the things that the Park Commission does and thanked everyone personally for what they do.

Freeholder Walsh reported that the Freeholder Close Out meeting will be held on December 15.

**NEW BUSINESS**

No new business to report.

**NOMINATING COMMITTEE**

President Fuerst asked Commissioners Paul Consiglio and Helen Haines to serve on the Nominating Committee and to offer a slate of officers for 2015.

**Resolution R14-107 – Closed Session**

Resolution adjourning into closed session at 9:10 a.m. in accordance with the Sunshine Law, Chapter 321, P.L. 1975 (N.J.S.A. 10:4-6, et seq.) to discuss personnel issue. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Haines, Leonard, McCallen, and Paladino.

A motion to adjourn the meeting at 9:28 a.m. was made by Commissioner Consiglio and seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Haines, Leonard, Ludwig, McCallen, and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant