

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, January 22, 2015 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."

Vice President Crosby called the meeting to order.

PRESENT

Paul Consiglio
William Crosby
Donald DiFrancesco
Jim Leonard
Helen Haines
Kevin McCallen
Dot Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Doug Ludwig
Christopher Paladino

Other staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Mike Ballow, Manager Park Maintenance
Tom Boccino, Principal Planner/Land Acq.
Chet Czaplicki, Fleet Manager
Ken Fivek, Golf Operations Supervisor
Betsy Flanagan, Counsel
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
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelter, Manager HR

Also in attendance: Rich Reitman, Yvonne Childress, and Chris Hart

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

ELECTION OF OFFICERS

Commissioner Consiglio reported that the Nominating Committee met and their recommendation for Commission President is Donald DiFrancesco, Vice President is Bill Crosby, and Secretary-Director Ray Brown. **MOVED BY:** Commissioner Consiglio; seconded by: Commissioner Haines. **YEAS:** Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, and Paluck, and President DiFrancesco. **NAYES:** None. **ABSENT:** Commissioners Ludwig and Paladino.

President DiFrancesco commented that the Park Commission is well run and he is happy to be a part of it.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the regular meeting held December 11, 2014. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. ABSTAIN: Commissioners DiFrancesco and Leonard. ABSENT: Commissioners Ludwig and Paladino.

President DiFrancesco called for the approval of the minutes of the Close Out meeting held December 30, 2014. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. ABSTAIN: Commissioners DiFrancesco and Leonard. ABSENT: Commissioners Ludwig and Paladino.

DIRECTOR'S REPORT

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

COMMISSIONER CORRESPONDENCE

1. List of Opening Public Meeting dates for the New Jersey Water Supply Authority and a Notice of Rate Proposal for the Raritan Basin System.
2. Letter from Township of Bridgewater requesting the use of Washington Valley Park for the Deer Culling Program.
3. Letter of thanks from Steven Fuerst.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Ludwig and Paladino.

Resolution R15-001 – Designating Representation to the Regional Center Partnership of Somerset County

Resolution designates Raymond Brown to serve as the voting representative and Cynthia Sullivan to serve as the alternate.

Resolution R15-002 – Designating Representation to the Open Space Advisory Committee

Resolution designates Commissioner Helen Haines as the Park Commission representative and Walter F. Rusak as the Citizen Member.

Resolution R15-003 – Accepting the County of Somerset Award of a Contract for Audit and Accounting Services for 2015

Resolution awards a contract to Suplee Clooney & Company.

Resolution R15-004 – Authorizing Contract from Cooperative Pricing Bid for Golf Course and Park Maintenance Materials

Resolution awards a contract to Andre & Sons, Davisson Golf, Fertl-Soil Turf Supply Inc., Fisher & Son Co. Inc., Grass Roots Turf Products, Harrells, J H Reid On-Site Recycling, John Deere Landscapes, Landscape Materials Inc., Plant Food Co. Inc., Primos Products Inc., Reed Perrine Sales Inc., Seeton Turf Warehouse LLC, Tri-State Materials LLC, Turf & Organics, and Tuckahoe Sand & Gravel Inc.

COMMITTEE REPORTS

Ray reported that the meeting reports will be streamlined and the Deputy Directors will report on the Departments' progress. Time will be allotted if there is a need for further discussion or a presentation. Commissioner Haines requested that reports be e-mailed to the Commissioners by the Monday prior to the meeting.

FINANCE/BUSINESS ADMINISTRATION

A report for the month of December 2014 was submitted.

Dan Livak reported that discussions continue on the Operating Budget. Currently the Park Commission is operating from a temporary budget. The 2014 budget was not overspent. The revenue in 2014 was less than projected.

Ray reported that 2014 was the worst budget year he remembers. Last year's weather took a toll on the revenue. Last December golf offered advance registration which helped the revenue numbers. This is the year that three union contracts will be negotiated. The County has the same unions which will set an example for the Park Commission. Ray will continue to update the Commissioners.

HUMAN RESOURCES

Commission Consiglio, Chair of the Committee, submitted a report for the month of December 2014.

Donna Umgelter, Manager Human Resources, reported that the Employee Safety Fair will be held on February 18 from 8:00 to 11:30 a.m. at the Somerville Elks Club. Horizon will be performing Bio-Metric health screenings that includes cholesterol, blood sugar, blood pressure and pulse, and body mass index.

LEISURE SERVICES

A report was submitted for the month of December 2014.

Cindie Sullivan, Deputy Director reported that at the Alliance for New Jersey Environmental Education Conference, the keynote speaker will be discussing what the EEC is doing with the 3M Grant money (\$50,000 and the Park Foundation matched the grant) to build a STEM/Biomimicry school tour program. The EEC will be building a lab for the program with the grant.

Dina Trunzo was asked by the Office on Aging and Disabilities to assist the County with hiring a County Disability Coordinator.

Karren Newman is chairing a new employee wellness program. There is a six part lecture and lunch series every two weeks in January, February, and March. The program will be given by employees that have knowledge in the topic of the lecture. Last week was Recognizing Addiction and Hypothermia. Approximately 50 employees attended.

Marge Margentino was asked by the County Library to present a program on Jingle Bells, one of the ponies at the Stable. The story promoted the lead line program. The recent issue of New Jersey Monthly has a Get Out section that listed the "Fall in Love" Valentine ride at the Stable.

Cindie reminded everyone of the Corporate Sponsorship Breakfast on Friday, January 30 beginning at 8:00 a.m.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that Spooky Brook and Neshanic Valley Golf Courses remain open for the winter. Play has been sporadic but better than 2014 at this time due to snow. Maintenance staff continues to do in-house improvements.

INFORMATION MANAGEMENT

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

Dan Livak reported that Golf Now will be linked on the Park Commission website. Dan thanked Commissioner McCallen for his assistance. Dan commented that Bob Ransone is always thinking of different ways to increase the revenue.

Ray reported that the Golf Now program has been a valuable revenue resource and very successful.

VISITOR SERVICES

Commission Crosby, Chair of the Committee, submitted a report for the month of December 2014.

PROPERTY MANAGEMENT

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

Dan Livak reported that \$180,000 will be collected from license fees from farmers and hunters. Five parcels will be bid this year which could increase the revenue.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Principal Planner, Land Acquisition reported that he is tallying the year end acquisition numbers. Tom should have the Open Space Advisory Committee Annual Report at the February Park Commission meeting. Commissioner Haines indicated that the new Chairman for the OSAC should be appointed at the February OSAC meeting.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of December 2014.

Ray commented that staff is working with Brian and there is a backlog of projects.

Brian Mundhenk, Park Section Engineer, reported that the bid for the first phase of Mountain View Park, a/k/a GSA Depot property, will be accepted on February 3. That Park will have seven ball fields and will allow for future expansion.

PARK MAINTENANCE & HORTICULTURE

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

Ray reported that staff has responded well to the winter conditions.

AUDIT COMMITTEE

Dan reported that Suplee Clooney continues to be the auditor. The auditors are rotated every year.

FREEHOLDER'S REPORT

Freeholder Walsh welcomed Donald DiFrancesco to the Park Commission and is looking forward to his leadership. Pat commented that many different metrics are used, but in every poll or survey, we reach the top ten because of the wonderful park system we have. The parks in Somerset County are consistent. What the Park Commission does every day makes a difference in the lives of the residents of Somerset County. Freeholder Walsh thanked the staff for continuing to maintain the parks.

President DiFrancesco commented that Somerset County has had a growth in population greater than what was anticipated in the 1970's which puts a strain on the County. The completion of Route 78 has generated more visitors and growth.

Ray reported that the Park Commission has a Master Plan that was updated and it has a goal of 20,000 acres in parkland. We continue to have large scale facilities and look to integrate areas. The Master Plan has the goal of a ten minute drive to parks and that is about where the parks are. The staff continues to be creative with funding and sponsorships.

Commissioner Haines commented that when she attended the Howe Athletic Field dedication she was impressed with the facility and how many people play cricket. Who would have thought that 30 years ago. The Park Commission keeps up with the changing times.

Ray stated that the Park Commission continues to rely on golf for eighty percent of the revenue. We need to look at additional revenue resources.

Pat commented that she took her grandchildren to the EEC on December 28th and participated in a nature walk. The walk was an hour and was geared to young children. She thanked Shawn for the great job.

OLD BUSINESS

Director Brown reported that the Sponsorship Breakfast will be held on January 30th to thank the sponsors that support the Park Commission throughout the year.

Skillman Park is one of the foremost regional parks anywhere. The Master Plan is being implemented and a ribbon cutting will be held in the spring. There has been a lot of attention to the new trail system and the Park Commission continues to exchange ideas with Montgomery Township on improvements.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 8:34 a.m. was made by Commissioner Consiglio; seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Ludwig and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant