

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, February 19, 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."

President DiFrancesco called the meeting to order.

**PRESENT**

William Crosby  
Donald DiFrancesco  
Helen Haines  
Doug Ludwig  
Kevin McCallen  
Christopher Paladino  
Dot Paluck

**ABSENT**

Paul Consiglio  
Jim Leonard  
Patricia Walsh, Freeholder Liaison

Other staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Tom Boccino, Principal Planner/Land Acq.  
Dave Dendler, Manager Park Rangers  
Pierce Frauenheim, Deputy Dir. Maint.  
Kelley Lavery, 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 Mundhenck, Park Sec.Engineer  
Karren Newman, Manager Recreation  
Robert Ransone, Deputy Dir.Golf Mgmt.  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

Also in attendance: Rich Reitman and Yvonne Childress

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held January 22, 2015. MOVED BY: Commissioner Crosby; seconded by: Commissioner Haines. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio and Leonard.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R15-005 - Payment of Claims**

Resolution authorizing payment of bills for \$1,738,416.69 comprising of check numbers 1568-1583, 1436-1567, 1584-1657, 1662-1705, and 1709-1779. MOVED BY: Commissioner Crosby; seconded by: Commissioner Ludwig. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio and Leonard.

## **COMMISSIONER CORRESPONDENCE**

No Commissioner Correspondence this month.

## **DIRECTOR'S REPORT**

Director Brown submitted a report for the month of January 2015.

## **ANNUAL REPORT PRESENTATION**

### **Annual Report Presentation**

Director Brown and Deputy Director Sullivan presented a Power Point slide show of the 2014 accomplishments, including special events, attendance at parks and programs, and ribbon cutting ceremonies. Director Brown commented that several new parks and athletic fields have opened in the past year. The Park Commission continues to provide Somerset County residents with outdoor activities, such as the five golf courses, general use parks, trails in undeveloped parks, and specialized facilities such as the EEC, the Stable, Warrenbrook Pool, and the gardens.

Skillman Park hosted a national Special Olympics cycling event this summer. Buck Garden had visitors from around the entire country. The Park Foundation has provided funds for improvements such as a new arbor, fencing, stone wall, and a foot bridge at Buck Garden. The dog park at Colonial Park continues to be heavily used and there is strong demand for additional dog parks at other locations. Natirar Park remains among Somerset's most popular and most heavily used facilities.

The Park Commission was involved in helping to clean up the Raritan River of discarded tires. Lord Stirling Stable has a model compost facility. The EEC worked with Penn State University to plant blight resistant chestnut trees. The Park Foundation purchased 1,500 trees to be given away on Arbor Day (April 24, 2015). Richard Hall has a new arbor thanks to the Park Foundation and the Branchburg Rotary.

Warrenbrook Pool is extremely popular and there exists a need for more public aquatic facilities. President DiFrancesco commented that he is aware of several popular aquatic complexes around the state. Commissioner Paladino suggested having a feasibility study completed to begin to explore this demand. The Director reminded the Commission that over the past year, an ad-hoc

committee, chaired by Commissioner Paladino, had been created to evaluate revenue generating options that might provide some alternatives to golf. The Summer Concert Series at Duke Island Park is always one of the Commission's most popular public programs. The Park Commission's park inventory now consists of 14,147 acres in parkland and open space.

All of the golf courses are now River Friendly certified. Several parks have Big Belly garbage composters to help with man power in remote locations. Ray reported that the Park Foundation's major fundraiser is the Annual Pro/Celebrity Golf Tournament that will be held on Monday, May 4, 2015. Ray invited everyone to participate.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R15-006 – Extending the 2015 Temporary Budget**

Resolution extends the temporary budget to April 30, 2015.

#### **Resolution R15-007 – Designation of Bank Depositories for 2015**

Resolution designates the 2015 bank depositories.

#### **Resolution R15-008 – Designation of Petty Cash Custodians for 2015**

Resolution designates the custodians for 2015.

#### **Resolution R15-009 – Award of Second Year of a Two-Year Contract for Irrigation Repair Parts**

Resolution awards a contract to John Deere Landscapes and Storr Tractor Co. The cost is not to exceed \$15,000.00.

#### **Resolution R15-010 – Award of Second Year of a Two-Year Contract for Golf Course Accessories**

Resolution awards a contract to Fertl-Soil Turf Supply, Inc., John Deere Landscapes, and Grass Roots, Inc. The cost is not to exceed \$10,100.00.

#### **Resolution R15-011 – Rescinding Resolution R14-087 for Purchase of Chevrolet Silverado through the Morris County Cooperative Pricing Council**

Resolution rescinds R14-087 for the purchase of one (1) 2015 Chevrolet Silverado 2500 HD diesel pickup truck. Route 46 Chevrolet was unable to provide the vehicle for the price stated in the bid proposal and has agreed to

pay the Park Commission \$3,750 toward the purchase of a new vehicle to defray damages and/or inconveniences.

**Resolution R15-012 – Authorizing Morris County Cooperative Pricing Council Purchase of a 2015 Ford F-250 Gas, 4x4 Crew Cab Pickup Truck**

Resolution awards a contract to Route 23 Automall, LLC. The cost is not to exceed \$28,991.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

President DiFrancesco submitted a report for the month of January 2015.

Ray Brown, Director reported that there will be a Finance meeting after the Park Commission meeting. Dan Livak, Deputy Director/Business Administrator reported that the temporary budget will be extended in anticipation of the County budget and the Park Commission budget being adopted in April.

Dan Livak, Deputy Director/Business Administrator reported that the budget will be adopted in April.

**HUMAN RESOURCES**

A report was submitted for the month of January 2015.

Donna Umgelter, Manager, Human Resources reported that union negotiations were held two weeks ago and the union asked for a few minor items that should be resolvable, however, a major item is going to be salaries and that cannot be negotiated until the budget is adopted. The Employee Health and Safety Fair was held yesterday with 129 employees in attendance; 15 to 20 employees donated blood and 40 participated in the biometric testing.

**LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of January 2015.

Dina Trunzo, Manager TR reported that February is Therapeutic Recreation/Recreation Therapy month. The national professional association, ATRA, created posters to promote awareness of the profession and they included a photo from one of Somerset's TR programs.

**GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of January 2015.

Robert Ransone, Director of Golf Management reported that staff will be participating in the New Jersey Golf Show February 20, 21, and 22 in Franklin. Golfweek

Magazine notified Neshanic Valley they once again have been selected as one of the best municipal golf courses in the country.

**INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2015.

Dan Livak, Deputy Director/Business Administrator reported that Alex Mathew is preparing for the major project of replacing the entire telephone system with a voice over IP system. The internet will be upgraded shortly to increase web based speed. IT staff has been working with the Golf Division on the Golf Now website.

**VISITOR SERVICES**

Commission Crosby, Chair of the Committee, submitted a report for the month of January 2015.

**PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of January 2015.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that he has distributed the Open Space Annual Report.

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

Commissioner Paladino, Chair of the Committee, submitted a report for the month of January 2015.

Brian Mundhenk, Park Section Engineer, reported that the bid for Mountain View Park came in less than estimated. The resolution will be awarded on February 24.

**PARK MAINTENANCE & HORTICULTURE**

A report was submitted for the month of January 2015.

Pierce Frauenheim, Deputy Director Park Maintenance reported that staff has been busy with snow and ice removal and burst water pipes.

**AUDIT COMMITTEE**

No report this month.

**FREEHOLDER'S REPORT**

No report this month.

**OLD BUSINESS**

No old business to report.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:50 a.m. was made by Commissioner Crosby and seconded by Commissioner Ludwig. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio and Leonard.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant