

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, April 16, 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  
Jim Leonard  
Helen Haines  
Dot Paluck  
Patricia Walsh, Freeholder Liaison

**ABSENT**

Paul Consiglio  
Doug Ludwig  
Kevin McCallen  
Christopher Paladino

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Jim Avens, Manager Horticulture  
Tom Boccino, Principal Planner/Land Acq.  
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 Eng.  
Bob Ransone, Director Golf Mgmt.  
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.

**SERVICE AWARDS**

President DiFrancesco presented a five-year service award to Charles Spangenberg; a 10-year service award to Jerry Moschonas and Paul Danysh; a 15-year service award to Roman Fabiyan.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held March 19, 2015. **MOVED BY:** Commissioner Haines; **seconded by:** Commissioner Paluck. **YEAS:** Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. **ABSENT:** Commissioners Consiglio, Ludwig, McCallen, and Paladino.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R15-022 – Payment of Claims**

Resolution authorizing payment of bills for \$387,942.07 comprising of check numbers 2113-2123, 2002-2059, 2060-2112, 2129, and 2130-2206, 2207-2254. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. ABSENT: Commissioners Consiglio, Ludwig, McCallen, and Paladino.

## **DIRECTOR'S REPORT**

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

## **COMMISSIONER CORRESPONDENCE**

Letter from Skyland Gardens sending thanks and appreciation to the Park Commission for Naturalists Maria Rossi and Carrie Springer who gave two presentations to their club.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

### **Resolution R15-023 – Authorizing the Sale of Surplus**

Resolution authorizes the sale of surplus vehicles and equipment.

### **Resolution R15-024 – Approving the Friends of Boudinot-Southard-Ross License Agreement**

The License Agreement is for May 1, 2015 through April 30, 2017 for the use of the Ross Farm at 135 North Maple Avenue in the Township of Bernards. The Friends is a non-profit group that will be preserving the history of the property. They are also working with the Trilogy Repertory to assist with the maintaining of the structure.

### **Resolution R15-025 – Amending the 2015 Fee Schedule**

Resolution amends the Fee Schedule to include new programs and fees at the Stable.

### **Resolution R15-027 – Award of Second Year of a Five-Year Contract for Providing Installation and Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity**

Resolution awards a contract to Verizon New Jersey Inc.

### **Resolution R15-028 – Award of Fifth and Final Year of Contract for Optical Viewers**

Resolution awards a contract to The Tower Optical Company, Inc. for a concession fee of \$1,061.00 annually.

## **Resolution R15-029 – Authorizing State Contract for Elevator Maintenance Services**

Resolution awards a contract to Schindler Elevator Cooperation. The locations to be serviced are North Branch Park Headquarters, Neshanic Valley Golf Course Clubhouse, and the Environmental Education Center.

## **TABLED RESOLUTION**

### **Resolution R15-026 – Rejecting Bids for Pyrotechnic Display**

Resolution was pulled from Consent Agenda and it was unanimously agreed by all Commissioners that it will be discussed at the next meeting.

## **COMMITTEE REPORTS**

### **FINANCE/BUSINESS ADMINISTRATION**

President DiFrancesco, Chair of the Committee, submitted a report for the month of March 2015.

Dan Livak, Deputy Director Business Administrator reported that the 2015 Operating Budget continues to be worked on but warned that so far Commission revenues are less than last year. The County budget will be introduced to the Freeholders on April 28 and adopted on May 26. There will be a Finance Committee meeting immediately following this meeting to review the most recent drafts. The Park Commission budget might be adopted at the May 21 Park Commission meeting but more likely will have to be scheduled for the June meeting. Dan reported that this year is looking like a new low for revenue generation.

Bob Ransone, Deputy Director Golf Management commented that golf revenue is \$176,000 less than last year. Golf revenue relies on good weather. On Saturday, April 11 revenue was \$56,000, on Sunday, April 12 it was \$74,000, and on Monday, April 13 it was \$33,000 which is good for a weekday.

### **HUMAN RESOURCES**

A report was submitted for the month of March 2015.

### **LEISURE SERVICES**

A report was submitted for the month of March 2015.

Cindie Sullivan, Deputy Director reported that the Therapeutic Recreation received a \$1,000 grant from The Garden Club of Somerset Hills for the Horticulture program at Richard Hall. Tonight is the Volunteer Recognition Award dinner at Neshanic Valley. April 23 is the ribbon cutting for Skillman Park, April 25 and 26 is the Arbor Day celebration with a photo op. The Park Foundation funded the purchase of trees to be given away during the festivities. A school group will be attending Arbor Day for a reading of books on trees by the Library. Family Fun Day will be held at the Stable on May 2 and 3 and the 20<sup>th</sup> Anniversary of the Pro/Celebrity Golf Outing will be on May 4.

## **GOLF MANAGEMENT**

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

Darrell Marcinek, Director of Golf Maintenance reported once again that Neshanic Valley won the Metropolitan Golf Association Environmental Leaders in Golf award. Darrell displayed and read the plaque to the Commission. Neshanic Valley is the first public golf course to receive the award. Commissioner Paluck commented that the private golf courses that have received the award are the best of the best. Dot will notify the United States Golf Association of the award which will help with the hosting of a future national championship.

## **INFORMATION MANAGEMENT**

A report was submitted for the month of March 2015.

Dan Livak, Deputy Director Business Administrator reported that the VoIP telephone upgrade is in progress and the internet speed has been upgraded at a cost savings per month.

## **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2015.

Dan Livak, Deputy Director Business Administrator reported that Ranger staff is performing the goose egg addling and the Sourland Smackdown will be held this Saturday, April 18.

## **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2015.

Dan Livak, Deputy Director Business Administrator reported that seven hunting parcels have been advertised for bids that are due in May.

## **PLANNING AND LAND ACQUISITION**

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

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

A report was submitted for the month of March 2015.

Director Brown reported that the Park Commission continues to work with the County Engineering staff on projects and several projects have been completed.

## **PARK MAINTENANCE & HORTICULTURE**

A report was submitted for the month of March 2015.

Pierce Frauenheim, Deputy Director reported that Buck Garden will be hosting the spring Plant Sale and Earth Day Celebration on April 25 and 26. Arbor Day will be

held on April 24 and 25 at the Environmental Education Center and the Rose Garden. The Duke Island Walkers group will assist with planting trees in the near future. Staff will be working with the New Jersey Stream Team volunteers to assist with pulling tires out of the Raritan River by Torpey Athletic Complex on the Manville/Bridgewater side. Staff has been working with volunteers to prepare Skillman Park for the opening. Pierce thanked his staff and volunteers who did an excellent job cleaning the park. Park Commission staff has received many compliments on the great job they did with cleaning the park area. Commissioner Leonard asked Pierce if he has been in contact with the New Jersey Tree Association. Jim Avens commented that they have not but will get the information and contact them.

### **AUDIT COMMITTEE**

Dan Livak reported that the audit will begin at the end of April.

### **FREEHOLDER'S REPORT**

Freeholder Walsh congratulated Darrell Marcinek and his staff on receiving the award. The Freeholders will present the Park Commission with a certificate on April 28.

### **OLD BUSINESS**

No old business to report.

### **NEW BUSINESS**

Director Brown reported that the activity and program season has begun and it is an exciting time of the year. There are many upcoming events and Ray invited the Commissioners to participate in the Arbor Day Tree Giveaway program at the EEC and the ribbon cutting ceremony at the Commission's newest regional park... Skillman Park in Montgomery Township. The opening of Skillman Park is a long anticipated event and a great deal of work has previously been accomplished during the Commission's clean-up of the former State Institution. Freeholder Director Caliguire advocated the tree give-a-way project and the Park Foundation agreed to fund it.

A motion to adjourn the meeting at 8:30 a.m. was made by Commissioner Crosby and seconded by Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. ABSENT: Commissioners Consiglio, Ludwig, McCallen, and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant