

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, May 21, 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**

Paul Consiglio  
William Crosby  
Donald DiFrancesco  
Jim Leonard  
Helen Haines  
Kevin McCallen  
Dot Paluck

**ABSENT**

Doug Ludwig  
Christopher Paladino  
Patricia Walsh, Freeholder Liaison

Staff members present were:

Raymond Brown, Director	Pierce Frauenheim, Deputy Dir. Park Maint.
Joanne Steinruck, Executive Assistant	Dan Livak, Deputy Dir. Business Admin.
Mike Ballow, Manager Park Maint.	Darrell Marcinek, Director Golf Maint.
Tom Boccino, Principal Planner/Land Acq.	Marge Margentino, Manager Stable
Chester Czaplicki Fleet Manager	Karren Newman, Manager Recreation
Dave Dendler, Manager Park Rangers	Bob Ransone, Director Golf Mgmt.
Ken Fivek, Golf Operations Supervisor	Cindie Sullivan, Deputy Director
Betsy Flanagan, Counsel	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 ten year service award to Karen Migliore.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held April 16, 2015. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Consiglio. **YEAS:** Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. **ABSENT:** Commissioners Ludwig and Paladino.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R15-030 – Payment of Claims**

Resolution authorizing payment of bills for \$1,504,582.14 comprising of check numbers 2402-2414, 2260-2296, 2297-2348, 2354-2401, 2415-2477, 2478-2542, and 2548-2596. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Ludwig and Paladino.

### **DIRECTOR'S REPORT**

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

### **CORRESPONDENCE**

1. Letter from Golf Course Superintendents Association of America informing the Park Commission that Darrell Marcinek has earned the renewal of his designation as a Certified Golf Course Superintendent.
2. Letter of thanks to Naturalists Richard Hoffman and Christa Wood for their care and composure after a tree came down on top of an EEC van while returning home from a visit to the Brooklyn Botanical Garden. No one was hurt.
3. Letter from Somerset County 4-H Association asking the Park Commission to rethink the decision to charge the 4-H for the expenses incurred by the Park Commission when the Fair is held at North Branch Park.

The 4H Association wrote a letter to the Park Commission asking the Commission to reconsider its ability to pay costs associated with running their annual 4H Fair. Ray wrote a reply that while the Park Commission does not have the funding to pay for the police or porta-johns that they need, Park Commission managers and supervisors have volunteered to park cars to help eliminate the \$22,000 overtime cost associated with the fair. Commissioner Consiglio asked what the total cost is to the Park Commission for the 4H fair. Cindie Sullivan responded that it averages \$32,000, which according to Park Maintenance, does not include an additional \$1,000 to \$2,000 in associated supplies.

### **MOTION TO MOVE RESOLUTION R15-026 FROM CONSENT AGENDA**

A motion was made to move the Resolution R15-026 from the Consent Agenda. MOVED BY: Commissioner Haines; seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Ludwig and Paladino.

Commissioner Haines asked what the costs are for entertainment on the Fourth of July Festival, and what activities occur. Karren Newman reported that there are bands on the stage, and we also have children's activities, including inflatables such as a giant slide, jumping castles, a rock climbing wall, and temporary tattoos, and we also have a Revolution War encampment with reenactors. Commissioner Haines asked if there was a way to reduce that to just fireworks. Ray Brown reported that if the Family Festival portion of the event is removed, leaving just the fireworks, there will still be a problem with traffic both before the event and the two hours after the fireworks, and we will still have all of our overtime costs.

The public begins to arrive in the afternoon and the activities keep them busy while waiting for the fireworks that do not begin until 9:30pm (when it gets dark). The headliner band also plays for an hour after the fireworks, so people have something to do, while the police allow the local pedestrians to walk home on Milltown Road. Milltown Road is closed at 8:30pm (because the lots are full), and does not open again until about 10:30pm, after all the pedestrians have left. The event is not just fireworks.

Commissioner Haines questioned why the \$45,000 cannot be found in the budget to host this event. She stated that it is a shame that the residents in Somerset County cannot enjoy fireworks. Cindie Sullivan reported that three municipalities in Somerset County (Montgomery, North Plainfield, and Franklin), as well as the Somerset Patriots, are all hosting fireworks around the time of Independence Day, so there are still other local places that residents can view them. Karren Newman commented that if money was found to have the fireworks, the vendor may not be available. There was only one bid received. President DiFrancesco asked what happens if the resolution is not adopted today. Cindie Sullivan reported that the bid was opened on March 10, and the 60 days for acting on it, as stated in the Local Public Contracts Law, has expired. Commissioner Leonard expressed concern about how this was handled, since it was pulled from the agenda last month. Commissioner Paluck asked about partnering with the Patriots for fireworks. Commissioner Consiglio commented that is something to consider in the future.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R15-031 – Extending the 2015 Temporary Budget**

Resolution extends the budget to June 30, 2015.

Commissioner Leonard asked if the Amount of Increase Salary and Wage column is for union negotiation wage increases. Dan Livak reported that the amounts shown are what is needed to remain operating. The column is not for any increases in wages.

#### **Resolution R15-032 – Amending the 2015 Fee Schedule**

Resolution amends the 2015 Fee Schedule to include new programs at the Stable.

#### **Resolution R15-033 – Award of Golf Shop Resale of Merchandise**

Resolution awards contracts to Acushnet, Town Talk, Cutter & Buck, RJ Shepherd Co., Gear for Sports, Ping Inc., Jack Jolly & Son Inc., Range Servant America Inc., YRI, Horungs Golf Products, Sundog Eyewear, Callaway Golf (Top Flite, Hogan, Odyssey), Callaway, Perry Ellis International/Supreme International, Green Grass One, Recreational Marketing Inc., Cobra Golf, HA Sheldon Canada LTD, Lee Wayne Corp., Nike Golf, Bridgestone Golf, Inc., Acushnet Co., (Titleist), AMG-SF, LLC, Acushnet Co. (Footjoy), Accolade USA, Inc., and Tharanco Lifestyles, LLC.

**Resolution R15-034 – Award of Third and Final Year Contract for Furnishing of Irrigation Control System Support and Services to the Golf Division**

Resolution awards a contract to Storr Tractor Company. The cost is not to exceed \$12,000.00.

**Resolution R15-035 – Award of Third Year Contract for Food and Beverage Concessions**

Resolution awards the third year contract to Ryjam, DBA Merri-Makers Caterers. The flat fee per month for the banquet room is \$4,000.00 plus \$100.00 for each non-golf outing event. Excluding sales in the Grille Room and at fairway carts, should the Concessionaire's gross for catering exceed \$300,000.00 for a calendar year, the Concessionaire shall pay the Park Commission twelve (12%) percent of the excess over \$300,000.00 on or by February 15 of the following year.

**Resolution R15-036 – Rescinds the Contract for Food and Beverage Concession Services**

Resolution rescinds the contract with Henpat, LLC for service to Quail Brook Golf Course, Spooky Brook Golf Course, Green Knoll Golf Course, Warrenbrook Golf Course, and Warrenbrook Pool.

**Resolution R15-037 – Award of Contract for Purchase of a 2015 John Deere XUV 825i Utility Vehicle**

Resolution awards a contract to Central Jersey Equipment, LLC. The vehicle will be used by the Stable and the cost is not to exceed \$13,388.08.

**Resolution R15-038 – Award of Contract for Purchase of 2015 Toro Sand Pro 5040 with Three (3) Contact Options**

Resolution awards a contract to Storr Tractor Company. The vehicle will be used by the Golf Division and the cost is not to exceed \$18,201.00.

**Resolution R15-039 – Award of Contract for Two (2) John Deere 2500B Diesel Triplex Mowers One (1) with Four (4) Contract Options and the Others with Three (3) Contract Options**

Resolution awards a contract to Finch Services, Inc. The mowers will be used by the Golf Maintenance Division and the cost is not to exceed \$43,750.

**Resolution R15-040 – Award of Contract for Purchase of a Lastec Pull Behind Mower 721 XR with One (1) Contract Option**

Resolution awards a contract to Finch Services, Inc. The mower will be used by the Golf Maintenance Division and the cost is not to exceed \$22,110.

**Resolution R15-041 – Award of Contract for Purchase of a Salsco Roll-N-Go Gas Greens Roller with One (1) Factory Installed Non-Contract Option**

Resolution awards a contract to Wilfred MacDonald, Inc. The roller will be used by the Golf Maintenance Division and the cost is not to exceed \$17,999.

**Resolution R15-042 – Award of a Five (5) Year Contract for Hunting Licenses on Seven (7) Somerset County Owned Parcels**

Resolution awards a contract to L & L Hunting Club for the Thompson and 3M West Parcels; Buck-n-Bird Gun Club for the Woodfern and 3M East Parcels; Long Valley Hidden Valley Gun Club for the Dar-Mar and Chubb West Parcels; North Hill Gang, LLC for the Thompson/Newland Parcels.

**Resolution R15-043 – Award of Contract for Purchase of a Toro 7200Z Model No. 30495**

Resolution awards a contract to Storr Tractor Company. The Toro will be used by the Maintenance Division and the cost is not to exceed \$18,067.

**Resolution R15-044 – Award of Contract for Painting of Exterior Structures at Various Park Locations**

Resolution awards a contract to TM Painting & Construction. The cost is not to exceed \$44,800. Duke Island Park Visitor Center (\$9,600), Mitchell Lane (\$6,800), Jordan House (\$22,800), and Spooky Brook Golf Course Pro Shop (\$5,600).

**Resolution R15-045 – Authorizing use of New Jersey State Contract for the Purchase and Installation of Fencing at Colonial Park Howe Complex and Chimney Rock Reservoir**

Resolution awards a contract to Consolidated Fence Co., Inc. The cost is not to exceed \$35,848.27.

**Resolution R15-046 – Authorizing use of New Jersey State Contract for the Purchase of One (1) Emergency Standby Generator and One (1) Transfer Switch for Sellars Maintenance Building**

Resolution awards a contract to Grainger, Inc. and the cost is not to exceed \$17,960.85.

**Resolution R15-047 – Award of First Year of a Two-Year Contract for Fabricated and Prefabricated Structures: Portable Sanitation Units**

Resolution awards a contract to Mercer Group International.

**Resolution R15-026 – Rejecting the Bid for Fourth of July Pyrotechnic Display**

Resolution rejects the bid due to abandonment of the event. MOVED BY: Commissioner Leonard; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Ludwig and Paladino.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

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

Ray Brown reported that there will be a Finance Committee meeting this morning following the Commission meeting. The County will be adopting its budget on May 26 at which time the Park Commission's budget allocation will be locked in.

## **HUMAN RESOURCES**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of April 2015.

Donna Umgelter, Manager Human Resources reported that several managers have told her that they would be willing to volunteer their time to park cars and/or do whatever is necessary to help with the 4H Fair. Donna stated that she is proud to work for an agency where staff is willing to pitch in when necessary. The Seasonal Maintenance Workers vacancies have been filled.

## **LEISURE SERVICES**

A report was submitted for the month of April 2015.

## **GOLF MANAGEMENT**

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

Darrell Marcinek, Director of Golf Maintenance reported that a date convenient for Ray and the Commissioners needs to be set for Warrenbrook Golf Course River Friendly dedication ceremony.

Bob Ransone, Deputy Director Golf Management reported that May was a good month for golf revenue. Golf revenue for May is greater than last May.

## **INFORMATION MANAGEMENT**

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

Dan Livak reported that the new lines have been reconnected to Colonial Park Putting Course. This connectivity will save money.

## **VISITOR SERVICES**

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

## **PROPERTY MANAGEMENT**

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

Dan Livak reported that the seven new License Agreements for hunting will increase the hunting revenue by 13.7 percent. The total number of acres for hunting is 1,680. Commissioner Leonard asked if the hunt clubs provide a report on herd reduction numbers. He was advised that they do not, however, the Deer Management Programs in the various municipalities that hunt on parkland do and Dave Dendler will provide that information to him.

## **PLANNING AND LAND ACQUISITION**

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

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

A report was submitted for the month of April 2015.

Ray Brown reported that staff continues work closely with County Engineering staff to prioritize capital projects and to pursue implementation of those that have been approved.

**PARK MAINTENANCE & HORTICULTURE**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of April 2015.

Pierce Frauenheim, Deputy Director reminded everyone of the 40<sup>th</sup> Annual Rose Day Festival to be held on June 13 from 10 am to 3 pm at Colonial Park Rudolf W. van der Goot Rose Garden. Pierce thanked the Park Foundation for funding the event.

**AUDIT COMMITTEE**

Dan Livak reported that he has met with the auditors. Commissioner Haines asked when the audit report would be completed and Dan responded that it will be either June or July. President DiFrancesco asked Dan if the auditor could attend the June Park Commission meeting.

**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 8:42 a.m. was made by Commissioner Consiglio; seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Ludwig and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant