

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

Vice President Crosby called the meeting to order.

PRESENT

Paul Consiglio
Bill Crosby
Helen Haines
Jim Leonard
Doug Ludwig
Kevin McCallen
Dot Paluck

ABSENT

Donald DiFrancesco
Christopher Paladino
Patricia Walsh, Freeholder Liaison

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Jim Avens, Manager Horticulture
Tom Boccino, Principal Planner/Land Acq.
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 Env. Science
Brian Mundhenk, Park Section Engineer
Karren Newman, Manager Recreation
Bob Ransone, Director Golf Mgmt.
Cindie Sullivan, Deputy Director
Donna Umgelter, Manager HR

Also in attendance: Chris Hart and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

Vice President Crosby presented ten-year service awards to Michael Havay, Cynthia Lancaster, and Karen Behr.

APPROVAL OF THE MINUTES

Vice President Crosby called for the approval of the minutes of the regular meeting held October 15, 2015. **MOVED BY:** Commissioner McCallen; seconded by: Commissioner Paluck. **YEAS:** Commissioners Crosby, Haines, Leonard, Ludwig,

McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Consiglio, DiFrancesco, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R15-082 – Payment of Claims

Resolution authorizing payment of bills for \$748,259.29 comprising of check numbers 4028-4049, 4229-4254, 4056-4109, 4111-4158, 4164-4228, 4255-4339, 4346-4376, and 4377. MOVED BY: Commissioner Paluck; seconded by: Commissioner Ludwig. YEAS: Commissioners Crosby, Haines, Leonard, Ludwig, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Consiglio, DiFrancesco, and Paladino.

DIRECTOR’S REPORT

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

COMMISSIONER CORRESPONDENCE

1. Letter of congratulations from Assemblyman Ciattarelli to Horticulture Supervisor Mark Inzano for winning the 2015 World Federation of Rose Societies “Garden of Excellence” award.
2. Letter from Township of Warren outlining their thoughts on the proposed plans for Phase II of the East County Park construction.
3. Notice of Hearing from the Township of Bridgewater regarding the installation and maintaining of a telecommunications and GPS antenna being attached to a building located at 49 Old York Road, Bridgewater.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R15-083 – 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. The increase for 2016 for Horizon is 4.17 percent with no change in benefits. There is no increase with Delta Dental.

Resolution R15-084 – Award of Second Year Contract for Testing and Monitoring of Fire and Security Alarms

Resolution awards a contract to Fire and Safety Technologies.

Resolution R15-085 – Award of Second Year Contract for Janitorial Services

Resolution awards a contract to All Clean Building Services, Inc. for the second year.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

Vice President Crosby submitted a report for the month of October 2015.

Commissioner Crosby reported that the Park Commission staff and management team have held meetings with the County Administrator and Treasurer. A Finance Committee meeting will be held shortly and an update will be given at the Park Commission meeting on December 10.

HUMAN RESOURCES

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

Donna Umgelter, Human Resources Manager reported that she is in the process of coordinating open enrollment for the 2016 health benefit renewal package.

LEISURE SERVICES

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

Shawn McCrohan, Environmental Science Manager reported that the 38th Annual Festival of Trees will be held at the EEC from December 4 to December 27 with live music on the weekends.

Marge Margentino, Stable Manager reported that she held a barn fire safety training program. The program taught staff how to put out a fire with an extinguisher. Real flames and theatrical smoke were used and staff learned how quickly it takes to get disoriented in smoke. Staff learned a valuable lesson. Commissioner Haines asked if the stable has a sprinkler system and Marge reported that it has heat sensors and smoke alarms that are tested regularly.

Karren Newman, Recreation Manager reported that the Turkey Trot was held November 14 with 200 runners. Fall Yoga completed November 18 and yesterday the Wellness Committee held a Healthy Harvest Lunch and employee soccer tournament that the Ranger Danger team won.

Cindie Sullivan, Deputy Director reported that the Stable received the Rutgers Equine Science Center/New Jersey Department of Agriculture Gold Medal Horse Farm award and thanked all that attended the ceremony. Marge has also received a national award for Outstanding Service to the horse industry. Cindie commented that the Park Commission is very lucky to have Marge on staff.

Commissioner Crosby also attended the ceremony and was very impressed. Ray commented that the Freeholders will be presenting all of the Stable staff with certificates of appreciation.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported that the golf courses irrigation systems are being winterized. There will be a Thanksgiving Day Scramble at three of the golf courses beginning at 8:00 a.m. Gift cards will be sold on Black Friday, and in 2015 the pro shops sold \$337,000 in gift cards. The simulators are on track and will be installed within the next three weeks. Bob will notify every one of the date for the grand opening. An e-mail blast will be distributed regarding the gift cards for sale on Black Friday.

INFORMATION MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator reported that Alex continues to work on upgrades.

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that the Adopt-A-Boulder event was held with six participants. A lot of work was completed on that day. Staff is beginning to teach CPR and first aid to staff.

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of October 2015.

PARK MAINTENANCE & HORTICULTURE

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

Jim Avens, Horticulture Manager reported that a group volunteer work project was completed at the Rose Garden in Colonial Park where more than 1,000 tulip bulbs were planted. This project is part of a national program called 'Blooming Awareness for RSDS and Complex Regional Pain Syndrome' to bring awareness to this chronic disease. The volunteer group called 'Living with RSDS (Reflex Sympathetic Dystrophy Syndrome)' worked with Colonial Park Garden staff on Saturday, October 17. A press release and photo was distributed and another will be prepared in the spring with the group when the tulips are blooming.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

Ray thanked those who attended the Rutgers University award ceremony and commented that it was great to have the Stable staff in attendance.

Commissioner Crosby reported that Shawn McCrohan has received money from the Park Foundation and a local bank to assist with the rebuilding of the Boondocks Boardwalk.

NEW BUSINESS

Ray reported that the Close Out meeting will be held on Wednesday, December 30.

A motion to adjourn the meeting at 8:20 a.m. was made by Commissioner Consiglio and seconded by Commissioner Leonard. YEAS: Commissioners Consiglio, Crosby, Haines, Leonard, Ludwig, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners DiFrancesco and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant