

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, January 21, 2016 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**

Bill Crosby  
Donald DiFrancesco  
Jim Leonard  
Helen Haines  
Dot Paluck  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Paul Consiglio  
Doug Ludwig  
Kevin McCallen

Other 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.  
Brian Mundhenk, Park Section Engineer  
Karren Newman, Manager Recreation  
Bob Ransone, Director Golf Mgmt.  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

Also in attendance: Rich Reitman and Chris Hart

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**ELECTION OF OFFICERS**

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

President DiFrancesco welcomed Mark Caliguire as the Freeholder Liaison. Don also mentioned that Jim Leonard has been reappointed as a Commissioner. He commented that he is proud of the staff that comprises the Park Commission.

## **SERVICE AWARDS**

President DiFrancesco presented a 20 year service award to Jim Avens.

## **APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the Close Out meeting held December 30, 2015. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Ludwig, and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R16-001 – Payment of Claims**

Resolution authorizing payment of bills for \$1,142,344.21 comprising of check numbers 4696-4778. MOVED BY: Commissioner Crosby; seconded by: Commissioner Haines. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Ludwig, and McCallen.

## **DIRECTOR'S REPORT**

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

### **Resolution R16-002 – Thanks and Appreciation to Christopher Paladino**

Resolution thanks Christopher Paladino for his years of service as a Commissioner. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Ludwig, and McCallen.

President DiFrancesco reported that a new appointment will be announced in the near future.

### **Resolution R16-003 – Thanks and Appreciation to Brian Mundhenk**

Resolution thanks Brian Mundhenk for his years of service as the Park Commission Engineer. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Ludwig, and McCallen.

## **COMMISSIONER CORRESPONDENCE**

1. Letter from Warren Township approving the conditions the Park Commission has set for the implementation of the 2016 phase.
2. Letter of resignation from Christopher Paladino.
3. List of Open Public Meeting dates for the New Jersey Water Supply Authority and Notice of Rate Proposal for the Raritan Basin System.
4. Letter from the Regional Center Partnership of Somerset County reminding the Park Commission to appoint Park Commission representatives.

5. Notice from New Jersey Water Supply Authority regarding the re-adoption of the N.J.A.C. 7:11 rules for a seven-year period.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R16-004 – Transfer of Appropriations (Reserves)**

Resolution transfers the reserved appropriations.

#### **Resolution R16-005 – 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 R16-006 – 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 R16-007 – Accepting the County of Somerset Award of a Contract for Audit and Accounting Services for 2016**

Resolution accepts the County award of a contract to Suplee Clooney & Company.

#### **Resolution R16-008 – Designating Custodians of Bank Depositories**

Resolution designates the custodians for 2016.

#### **Resolution R16-009 – Designating Custodians of Petty Cash**

Resolution designates the custodians for 2016.

#### **Resolution R16-010 – Adopting the ADA Notice and Grievance Procedure**

Resolution adopts the procedure.

#### **Resolution R16-011 – Authorizing Contract from Cooperative Pricing Bid for Golf Course and Park Maintenance Materials**

Resolution awards a contract to Andre & Sons, Britton Industries, CPS, Davisson Golf, Ferti-Soil Turf Supply, Fisher & Son Co., Grass Roots Turf Products, L.M.I., Mitchell Products, Plant Food Co., Primos Products, Reed Perrine Sales, Seeton Turf Warehouse, SiteOne Landscape, Terre Co., Tri-State Materials, and Tuckahoe Sand & Gravel.

## **FINANCE/BUSINESS ADMINISTRATION**

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

Director Brown reported that there is a Finance Committee meeting this morning to discuss the year end results. A meeting with the County will be scheduled to discuss the 2016 budget.

## **HUMAN RESOURCES**

A report was submitted for the month of December 2015.

## **LEISURE SERVICES**

A report was submitted for the month of December 2015.

Cindie Sullivan, Deputy Director reported that the annual Sponsorship Breakfast will be held on Friday, February 5 at North Branch Park. Cindie encouraged everyone to attend to thank the support received throughout the year. Verizon FIOS 1 Push Pause NJ weekly news showcased two segments. One was of Lord Stirling Stable and the other was of the Duke Island Park Walkers. Karren Newman has been busy with the Employee Wellness program. She has scheduled six lunches in three months. It is a program where employees can share their expertise, on topics such as healthy eating, meditation, and addiction. Cindie thanked Karren and everyone involved for those programs.

## **GOLF MANAGEMENT**

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

Bob Ransone, Deputy Director Golf Management reported that the maintenance staff is performing routine maintenance. The first indoor golf simulator was installed at the Learning Center in mid-December 2015. Open houses for the simulator were held in December. The simulator has generated more than \$2,500 for the first two weeks in January. TV12 and FIOS1 aired a segment on the golf simulator. The simulator is available for \$50 per hour Monday through Thursday and \$60 per hour Friday, Saturday, and Sunday. Food can be catered to the Learning Center while using the simulator. Golf rounds and revenue in January 2016 have already surpassed rounds and revenue for January and February 2015. The golf courses will be represented at the Metropolitan and New Jersey State Golf Shows. An e-mail blast will be distributed tomorrow promoting the golf simulator.

Commissioner Paluck reported that other golf courses that have installed a golf simulator are very happy. Dot complimented the golf staff on the innovative thinking. Commissioner Leonard stated the simulator is an example of an indoor activity that should help with revenue. Bob reported that Neshanic Valley and Spooky Brook Golf Courses will remain open throughout the winter.

### **INFORMATION MANAGEMENT**

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

Dan Livak, Deputy Director Business Administrator reported that Alex and his staff have been working on the VoIP telephone upgrade project. A meeting is scheduled in February with the County to discuss the implementation. The VoIP system will update and enhance the current technology and result in substantial savings. Director Brown reported this is long overdue and hopefully this project will move forward.

### **VISITOR SERVICES**

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

Dave Dendler, Manager Park Rangers reported that staff continually monitors the ice on ponds for ice skating. The Deer Management program continues. Dan Livak will contact the hunters at the end of the season for final numbers.

### **PROPERTY MANAGEMENT**

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

Dan Livak, Deputy Director Business Administrator reported that new land parcels have been acquired in the Sourlands and Franklin Township (Trap Rock). The parcels will be evaluated with the assistance of the Park Rangers and Tom Boccino from the County in order to determine their suitability as hunting parcels as they are not viable farm parcels. Recommendation will then be submitted for approval. Additions to the licensed parcels will increase revenue to the Park Commission.

### **PLANNING AND LAND ACQUISITION**

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

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

A report was submitted for the month of December 2015.

Ray Brown, Director reported that a Capital Facilities meeting was held to review the 2016 projects. It was a last opportunity to meet with Brian. Ray thanked Brian for all his assistance and support.

### **PARK MAINTENANCE & HORTICULTURE**

A report was submitted for the month of December 2015.

Jim Avens, Horticulture Manager reported that Buck Garden was featured in Fine Gardening magazine's Garden Photo of the Day blog, their Facebook page, and e-

mail blast distribution. This included photos of holiday decorations made of natural materials by Buck Garden staff. Colonial Park Garden staff held a Holiday Kissing Ball Workshop at Headquarters. This program had ten participants and was featured on the Verizon FIOS 1 Push Pause NJ weekly news. Staff is planning to hold the Arbor Day Native Tree Give away this year at EEC and the Rose Garden on Friday, April 29 and Saturday April 30. Upcoming Horticulture events include a Tropical Houseplant Workshop that will be taught by Colonial Park Garden staff on January 30. The ninth annual Art and Photography Exhibit will be held in the Visitor Center at Buck Garden on weekdays from February 22 through March 11.

Pierce Frauenheim, Deputy Director Maintenance reported that staff is preparing for the snow. Commissioner Crosby commented that he noticed a problem at East County Park and after bringing it to the attention of Pierce and his staff it was corrected in a matter of days. Bill thanked Pierce and his staff. Commissioner Paluck commented on the nice work the staff is doing to maintain Natirar.

### **AUDIT COMMITTEE**

Dan Livak, Deputy Director Business Administrator reported that meetings with the auditors should begin within the next few months in order to provide them with the necessary information to begin and complete the audit of the Park Commission for the 2015 fiscal year.

### **FREEHOLDER'S REPORT**

Freeholder Caliguire reported that he is happy to be the Freeholder Liaison. He has a lot of respect for the dedication of staff and the history of the Park Commission. The park system is amazing and it is a goal to maintain the parks system as a jewel in the crown. The management team has been hired with no preconceived notions and they have been told to look at the information objectively.

### **OLD BUSINESS**

Director Brown reported that the management consultants will be at headquarters the week of January 25. The preliminary discussions so far have been positive.

President DiFrancesco reported that this study is in no way meant to cut the budget. Commissioner Leonard reported that he is hopeful the management consultants will help maintain the quality of the park system and assist with the revenue deficit. The parks are a jewel in the crown and need to be maintained at that level. Ray commented that the 2016 Committee and Liaison appointment list has been distributed. Let Ray know if there are any changes with the appointments. Commissioner Haines asked if a date has been determined as to when the management consultants' report will be completed. Ray stated that he was not sure.

### **NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:44 a.m. was made by Commissioner Crosby; seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Leonard, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Ludwig, and McCallen.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant