

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

William Crosby
Donald DiFrancesco
Jim Leonard
Doug Ludwig
Helen Haines
D.J. Hunsinger
Kevin McCallen
Dot Paluck
Mark Caliguire, Freeholder Liaison

ABSENT

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Mike Ballow, Manager Park Maint.
Kurt Bender, Acting Mgr. Environ. Science
Adam Bloom, Park Section Engineer
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.
Karren Newman, Manager Recreation
Bob Ransone, Director Golf Mgmt.
Carrie Springer, Manager Env. Science
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelster, Manager HR

Also in attendance: Chris Hart and Rich Reitman

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 March 17, 2016. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco.

APPROVAL OF BILLS FOR PAYMENT

Resolution R16-028 – Payment of Claims

Resolution authorizing payment of bills for \$1,069,985.70 comprising of check numbers 5305-5310, 5521-5538, 5280-5304, 5312-5378, 5384-5450, and 5451-5515. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of March 2016.

Resolution R16-029 – Thanks and Appreciation Paul Consiglio

Resolution thanks Paul Consiglio for his years of service as a Commissioner. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco.

COMMISSIONER CORRESPONDENCE

1. Bill from the Joint Insurance Fund for the 2016 Final Assessment.
2. Letter from the Regional Center Partnership asking for the name of a representative from the Park Commission to serve on the Strategic Master Plan – Steering Advisory Committee.
3. Copy of letter to Doyle J. Hunsinger informing him that he has been appointed to the Park Commission board with his term ending December 31, 2018.
4. Resignation from Paul Consiglio.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R16-030 – Extending the Temporary Budget

Resolution extends the temporary budget.

Resolution R16-031 – Award of Contract for Pyrotechnic Display

Resolution awards a contract to Schaefer Pyrotechnics for the July 4 pyrotechnic display. The cost is not to exceed \$19,000.

Resolution R16-032 – Amending the Fee Schedule

Resolution amends the 2016 Fee Schedule to include increases in fees at the Stable.

Resolution R16-033 – Adopting Revised Flying Field Regulations

Resolution revises the regulations to incorporate FAA Registration cards and numbers.

Resolution R16-034 – Award of Third Year of a Five-Year Contract for Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity

Resolution awards a contract to Verizon New Jersey Inc. The annual cost is \$184,568.

Resolution R16-035 – Award of Contract for Painting and Staining

Resolution awards a contract to Peter Pan Painting and Carpentry, LLC. The cost is not to exceed \$22,600.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco, Chair of the Committee, submitted a report for the month of March 2016.

Director Brown reported that the budget has been balanced and will be presented to the Commissioners at the May 19 Park Commission meeting. There will be a Finance Committee meeting after this April meeting to go over the adjustments made to balance the budget.

HUMAN RESOURCES

President DiFrancesco submitted a report for the month of March 2016.

Donna Umgelter, Manager Human Resources reported that the County has distributed the Training Catalog. The Joint Insurance Fund is sponsoring a training class on “How to Prepare for OSHA Inspections”. The class will be held at Park Commission headquarters and Donna is encouraging all managers and supervisors to attend.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of March 2016.

Cindie Sullivan, Deputy Director reported that this year is the Park Commission’s 60 anniversary. Letterhead, website, social media, and fliers have the 60th anniversary logo on them. The Park Foundation will be sponsoring a brunch on Sunday, July 10 at Ninety Acres to celebrate the Commission’s 60 years. Invitations and details will be forthcoming. Freeholder Peter Palmer will be honored this year for his support of parks and recreation. Mr. Palmer is also a Park Foundation trustee. Cindie introduced Carrie Springer, Manager Environmental Science. Carrie will begin her new role on May 1st. She has been with the Park Commission for 12 years as a Naturalist. Cindie thanked Kurt Bender for acting as the manager for the past two months.

Kurt Bender, Manager Environmental Science reported that the Project E.A.R.T.H.-Swamp Search will be held on Sunday, April 24.

Marge Margentino, Manager Stable reported that April 24 is the first of five Hunter Pace Challenges.

Dina Trunzo, Manager Therapeutic Recreation reported that she has received a \$1,000.00 donation from the Garden Club of Somerset Hills for the horticulture program that is done in conjunction with Richard Hall Community Mental Health Center. Dina received a \$500 donation from the employer of one of her participant's family; however the employer wishes to remain anonymous.

Karren Newman, Manager Recreation reported that the Green Knoll Tennis Center is open. The putting course will open in May and Warrenbrook Pool will open in June. A 5k run will be held at Skillman.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of March 2016.

Darrell Marcinek, Director of Golf Maintenance reported that aeration of three of the five golf courses is completed. Warrenbrook and Spooky Brook Golf Courses will be completed in the fall. Staff is preparing Neshanic Valley Golf Course for the Pro/Celebrity outing.

Bob Ransone, Deputy Director Golf Management reported that Neshanic Valley Golf Course hosted a Callaway Speed Fest which included golfers from the southern portion of New Jersey. Roger Cleveland participated in the presentation and will be returning to Neshanic Valley for a clinic and wedge fitting event in late July. The cost of the event will include the clinic, fitting for a wedge, and the wedge. The Welcome Back Tournament was cancelled due to inclement weather. Bob reported that Sunday, April 17 golf revenue from all five golf courses was more than \$80,000.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2016.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2016.

Dan Livak, Deputy Director/Business Administrator reported that Park Ranger staff is restocking inventory for the first aid kits and defibrillator parts. The Sourland Smackdown was held on April 16 and 110 people participated. The Osage orange tree in front of the office holds the new state record for largest of its species in the state. Ray reported the Smackdown is sponsored by the Park Foundation and a local provider. This year was the largest attendance.

PROPERTY MANAGEMENT

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2016.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of March 2016.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

President DiFrancesco submitted a report for the month of March 2016.

PARK MAINTENANCE & HORTICULTURE

President DiFrancesco submitted a report for the month of March 2016.

Pierce Frauenheim, Deputy Director reported that Jim Avens is preparing for the Plant Sale at Buck Garden this weekend. Arbor Day will be held on April 30 and May 1 at Colonial Park and the EEC. Larger species of plants will be given away and a Rain Barrel program will be provided by the New Jersey Water Supply Authority. Another program will be offered by the Regional Center Partnership.

Commissioner Paluck complimented the Park Commission on the addition of a very nice sign at Natirar.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

Ray Brown reported that he was informed that the first draft of the Management Plan will be available on May 2. Ray encouraged the Commissioners to attend the Arbor Day event and the photo shoot. May 2 is the Pro/Celebrity Golf Outing which is the Park Foundation's largest fundraiser. This year there are 52 foursomes which is the largest turnout in the events 26 year history.

Commissioner Crosby complimented Cindie and staff on the employee Focus Group Report and the National Recreation and Park Association Performance Report. Ray commented that Commissioner Leonard, at the April Park Commission meeting, asked for a copy of the Focus Group report and one of the suggestions by staff was for staff to have meetings to discuss topics with the Commissioners. Ray stated it was a good suggestion and would be a good exchange between both parties.

NEW BUSINESS

Cindie Sullivan reported that the NRPA commissioned Penn State University to do a research study among average Americans and how they feel about utilizing public parks and living near parks. Seven out of ten used the parks; 83 percent felt there was a personal benefit by using the parks; 92 percent said their community benefits from local parks; and four out of five felt the parks were worth the tax dollars being spent on them. Cindie distributed a copy of the report to the Commissioners.

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

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant