

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, June 16, 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  
D.J Hunsinger  
Jim Leonard  
Kevin McCallen  
Dot Paluck  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Helen Haines  
Doug Ludwig

Staff members present were:

Raymond Brown, Director	Dan Livak, Deputy Director/Business Admin.
Mike Ballow, Manager Park Maint.	Darrell Marcinek, Director Golf Maint.
Adam Bloom, Park Section Engineer	Marge Margentino, Manager Stable
Tom Boccino, Principal Planner/Land Acq.	Alex Mathew, Manager Information Mgmt.
Chester Czaplicki, Fleet Manager	Karren Newman, Manager Recreation
Dave Dendler, Manager Park Rangers	Bob Ransone, Deputy Dir. Golf Mgmt.
Betsy Flanagan, Counsel	Carrie Springer, Manager Eviron. Science
Pierce Frauenheim, Deputy Dir. Prk Maint.	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**

Garrett Ahlering – 5 Years of Service  
Anthony Pecoraro – 5 Years of Service

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held May 19, 2016. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Leonard. **YEAS:** Commissioners Crosby, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R16-043 – Payment of Claims**

Resolution authorizing payment of bills for \$1,207,092.98 comprising of check numbers 5845-5876, 5946-5952, 5725-5769, 5775-5842, 5879-5945, 5958-6023 and 6024-6075. MOVED BY: Commissioner Crosby; seconded by: Commissioner Doyle. YEAS: Commissioners Crosby, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco.

### **DIRECTOR'S REPORT**

Director Brown submitted a report for the month of May 2016 and reminded everyone of the Park Commission's 60<sup>th</sup> anniversary brunch scheduled for July 10<sup>th</sup> at Ninety Acres. Ray also stated that Freeholder Peter Palmer will be honored at the brunch for his contributions to the Park Commission and to Somerset County

### **Resolution R16-044 – Thanks and Appreciation to Freeholder Peter Palmer**

Resolution thanking Peter Palmer for his dedication and contributions to Somerset County Park Commission. MOVED BY: Commissioner Paluck; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco.

### **COMMISSIONER CORRESPONDENCE**

1. Email from regular visitors to Buck Garden expressing their deepest and genuine appreciation for the nature of Buck Garden and appreciation of the work done by Jim Avens and his staff. They have created a photo sharing network which includes photos of their excursions to Buck Garden.
2. Notice received from an attorney regarding the use of the trademark name Pony Club. The stable uses the name Pony Pals Club. The attorney would like confirmation of the change of the name of the program. Betsy Flanagan stated that Marge Margentino prepared a letter that confirms the name has been changed to Pony Pal Program.

### **CONSENT AGENDA**

#### **RESOLUTIONS**

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

### **Resolution R16-045 – Authorizing Agreement with Eastern Armored Services for Deposit Pickup**

Resolution authorizing the execution of the Addendum to the Service Agreement between Somerset County and Eastern Armored Services, Inc. formulated as a result of recent negotiations and noted in Schedule B effective June 1, 2016 to provide Deposit Pick Ups from Various Locations within Somerset County Park Commission.

**Resolution R16-046 – Award of One-Year Extension For Food and Beverage at Warrenbrook Pool**

Resolution awarding a one-year extension of the current contract with RVAJR, LLC, 5E Prospect St. Hopewell, NJ 08825.

**Resolution R16-047 – Award of Contract for the Purchase of a Warmblood Horse Trailer**

Resolution awarding contract for the purchase of a Warmblood Horse Trailer to Blue Ridge Trailers, 9932 Seminole Trail, Ruckersville, VA 22968 not to exceed \$22,400.00.

**Resolution R16-048 – Authorizing State Contract for the Purchase of a Generator for Colonial Park**

Resolution authorizing Grainger Inc., 55 Jackson Drive, Cranford NJ 07016 who has been award the State Contract No. 79875, the contract to purchase the Generac Standby Generator (\$16,765.76), one (1) auto transfer switch (\$982.08), and two (2) transfer tanks (\$2,047.50), and two (2) transfer pumps (\$926.10, expected not to exceed a total of \$20, 721.44.

**Resolution R16-049 – Award of Contract for Irrigation Control System Support**

Resolution awarding contract to Storr Tractor Company, 3191 U.S. Highway 22, Branchburg NJ 08876 for Irrigation Control System Support for a one-year period commencing June 1, 2016 and ending May 31, 2017.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

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

Dan Livak reported that the Park Commission had an average month related to revenue due to weather.

**HUMAN RESOURCES**

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

Donna Umgelter, Manager Human Resources reported that the Park Commission received a first place award from the Joint Insurance Fund for complying with their Safety Recognition Program. As a result the Commission was awarded \$1,000.

**LEISURE SERVICES**

President DiFrancesco, submitted a report for the month of May 2016.

Carrie Spring, Manager Environmental Science, reported that they have hired a new fulltime naturalist at the Environmental Education Center.

Dina Trunzo, Manager Therapeutic Recreation, reported they have conducted camp orientation and are preparing for camp to begin.

Karren Newman, Manager Recreation, reported Warrenbrook pool has opened for the summer.

Marge Margentino, Manager Stable, reported that summer lessons and workshops are in session.

**GOLF MANAGEMENT**

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

Bob Ransone, Deputy Director Golf Management reported that golf play has been strong. Bob also reported that they are hosting the Drive, Pitch and Putt Tournament.

**INFORMATION MANAGEMENT**

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

**VISITOR SERVICES**

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

Dave Dendler, Manager Park Rangers reported that there was a bear spotted at Natirar. Dave distributed parking passes for the 4<sup>th</sup> of July and stated that there will be fireworks with limited food vendors and a historical reenactment encampment.

**PROPERTY MANAGEMENT**

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

**PLANNING AND LAND ACQUISITION**

President DiFrancesco, submitted a report for the month of May 2016.

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

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

Director Brown reported that a meeting was held to update the new Commissioners on the Committee and to review the revised 10 year capital budget. Commissioner Crosby reported that a meeting was held at the Environmental Education Center to discuss replacing the boardwalk in the remote area of the trail that serves the Great Swamp.

**PARK MAINTENANCE & HORTICULTURE**

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

Jim Avens, Manager Horticulture reported that Rose Day was successful with more than 1,000 attendees. The Milkweed for Monarchs program has also been

successful and more than 1,000 plants have been distributed. The Garden Party will be held on July 16<sup>th</sup>.

Pierce Frauenheim, Deputy Director Maintenance thanked the Park Rangers for their assistance on Rose Day. Pierce also reported that work has begun on the Skillman Park dog park.

**AUDIT COMMITTEE**

Deputy Director/Business Administrator Dan Livak reported that the audit results should be received shortly.

**FREEHOLDER'S REPORT**

Commissioner Paluck asked if we have received the results of the management study. Freeholder Caliguire reported that a draft of the management study was received however the consultants are still working on obtaining new benchmarking data.

**OLD BUSINESS**

Director Brown stated that Rose Day was a successful event and congratulated staff for their hard work. He reminded the Commissioners of the brunch at Ninety Acres on July 10<sup>th</sup>.

**NEW BUSINESS**

Director Brown asked the Commission to come to the next meeting a few minutes early for a photo for the 60<sup>th</sup> Anniversary of the Commission. Commissioner Leonard asked if would be possible to invite all past Commissioners for a photo. Director Brown said he would look into this.

A motion to adjourn the meeting at 8:31 a.m. was made by Commissioner Crosby and seconded by Commissioner Leonard. YEAS: Commissioners Crosby, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco.

Respectfully submitted,

Raymond A. Brown  
Director

Donna M. Umgelter  
Human Resources Manager