

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

Vice President Crosby called the meeting to order.

PRESENT

William Crosby
Helen Haines
D. J. Hunsinger
Kevin McCallen
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Donald DiFrancesco
Jim Leonard
Doug Ludwig

Staff members present were:

Raymond Brown, Director	Dan Livak, Deputy Dir. Business Admin.
Joanne Steinruck, Executive Assistant	Darrell Marcinek, Director Golf Maint.
Adam Bloom, Park Section Engineer	Alex Mathew, Manager Info. Mgmt.
Tom Boccino, Principal Planner/Land Acq.	Bob Ransone, Director Golf Mgmt.
Chester Czaplicki Fleet Manager	Carrie Springer, Manager Env. Science
Dave Dendler, Manager Park Rangers	Cindie Sullivan, Deputy Director
Betsy Flanagan, Counsel	Dina Trunzo, Manager TR
Pierce Frauenheim, Deputy Dir. Park Maint.	Donna Umgelter, Manager HR

Also in attendance: Chris Hart and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

Peter Weiss from Manville personally thanked the Commissioners and staff for the new small dog area at Colonial Park. He expressed that everyone is happy. Director Brown commented that dog park designs going forward will include a small dog area and he thanked Mr. Weiss for his input.

SERVICE AWARDS

Vice President Crosby presented a ten-year service award to Michael Ketrow.

APPROVAL OF THE MINUTES

Vice President Crosby called for the approval of the minutes of the last regular meeting held June 16, 2016. MOVED BY: Commissioner Hunsinger; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, and Ross. ABSENT: Commissioners Leonard, Ludwig, and President DiFrancesco.

APPROVAL OF BILLS FOR PAYMENT

Resolution R16-050 – Payment of Claims

Resolution authorizing payment of bills for \$742,264.86 comprising of check numbers 6148-6189, 6310-6334, 6082-6147, 6190-6236, 6238-6305, 6335-6395, and 6396-6440. MOVED BY: Commissioner Hunsinger; seconded by: Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, and Ross. ABSENT: Commissioners Leonard, Ludwig, and President DiFrancesco.

DIRECTOR'S REPORT

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

AUDIT COMMITTEE

Vice President Crosby reported that the Audit Committee has reviewed the report and there were no recommendations from the auditors.

Resolution R16-051 – Accepting the Audit Report

Resolution recommends accepting Suplee, Clooney & Company auditor's letter dated July 13, 2016 and the audit report for the year ended December 31, 2015. MOVED BY: Commissioner Haines; seconded by: Commissioner Ross. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, and Ross. ABSENT: Commissioners Leonard, Ludwig, and President DiFrancesco.

COMMISSIONER CORRESPONDENCE

1. Letter from U.S. General Services Administration regarding a draft environmental assessment to analyze the potential environmental impacts of a proposed remedial action at the former Belle Mead Army Depot off Mountain View Road, Pleasant View Road, and Amwell Road in Hillsborough.
2. Letter from New Jersey Water Supply Authority regarding an application received from The Renaissance at Monroe Condominium Association for uninterrupted water supply from the Raritan Basin System.
3. Basilone Memorial Foundation thank you for the assistance they received from Duke Island staff members during the Manila Madness Sniper Race.
4. Letter from SESAC regarding a potential Music Performance License.
5. Agreement for Participation in Preservation of Stavola Property.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R16-052 – Adopting Cash Advance for Therapeutic Recreation Travel Program

Resolution authorizes \$500 in advance for a trip, made payable to Leora Shahay, Senior Program Coordinator for the September 22-25, 2016 trip to New England.

Resolution R16-053 – Revising the Fee Schedule for New Golf Fees

Resolution adds a super twilight fee after 5:00 p.m. and a weekend and holiday's early bird fee for 6:00 a.m. to 7:30 a.m.

Resolution R16-054 – Authorizing New Jersey State Contract for Cisco SMARTnet Premium Extended Service Agreement for all Routers and Switches

Resolution awards a contract to ePlus Technology, Inc. The cost is not to exceed \$16,000.

Resolution R16-055 – Accepting the County Award of First Year of a Two-Year Contract for Uniforms

Resolution awards a contract to Bob's Uniform Shop, Inc., DOT Designing, Flemington Department Store, The Glove and Safety People, Metuchen Center, Specialty Graphics, LLC, Universal Uniforms, Atlantic Tactical, Inc., The Olympic Glove and Safety Co. Inc., and Some's Uniforms, Inc. for uniforms. The cost is not to exceed \$49,950.

Resolution R16-056 – Award of Contract for Four (4) Case Systems Solar Wireless Emergency Phones

Resolution awards a contract to Case Systems, Inc. The cost is not to exceed \$19,500.

Resolution R16-057 – Amending Resolution R16-027 for Elevator Maintenance Services

Resolution amends Resolution R16-027 to include the increase in price. The new monthly total is \$159.80 for a total of \$1,917.60 per year for North Branch Headquarters, Neshanic Valley Golf Course Clubhouse, and the Environmental Education Center.

Resolution R16-058 – Award of Second Year Contract for Refuse Disposal

Resolution awards a contract to Premier Disposal, Dave's Suburban Disposal Service, Kohler Waste Services, and Republic Services of NJ.

Resolution R16-059 – Authorizing the Addition of Capital Budget Funds to be Utilized for Well Maintenance

Resolution authorizes Capital Budget to be used for Repairs for Well Maintenance and Repair for all Parks in the amount of \$21,000.

Resolution R16-060 – Authorizing the Use of 2016 Operating Account to Pay for Tree Pruning and Removal Services

Resolution authorizes an additional \$42,000.

Resolution R16-061 – Authorizing the Use of Operating and Capital Accounts to Pay for HVAC

Resolution authorizes an additional \$22,000 from the Operating Budget and \$12,000 from the Capital Budget.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

Vice President Crosby submitted a report for the month of June 2016.

Vice President Crosby thanked Ray Brown, Cindie Sullivan, Pierce Frauenheim, Nick Trasente, Mike Amorosa, and Freeholder Caliguire for their assistance with the Capital Budget. The budget will assist with equipment for Mountain View Park. Director Brown thanked Freeholder Caliguire for the recommended budget for Mountain View Park. The Park will open in the spring thanks to the funding received. Freeholder Caliguire commented that the Freeholders will provide what is necessary to help. Commissioner Haines asked about a Stable project. Cindie reported that it was a project originally slated for 2017 but with the additional funding being allocated for 2016, it can be built now. Cindie will distribute the documentation to all the Commissioners.

Dan Livak commented that he hopes the County will reconsider the Voice Over project.

HUMAN RESOURCES

A report was submitted for the month of June 2016.

LEISURE SERVICES

A report was submitted for the month of June 2016.

Dina Trunzo, Manager Therapeutic Recreation reported that the older group of campers has been traveling two to three times a week within the state and surrounding region. The Annual Camp Fishing Derby was held with lots of fish caught. Dina thanked the Somerset County Chiefs of Police and the Park Rangers for their assistance. Today the Somerset Patriots will be visiting camp beginning at 10:30 and will work on baseball drills and play a game of whiffle ball against the Patriots as well as challenge them at a game of four square.

Carrie Springer, Manager Environmental Science reported that Coyote Kids, AWESIM Kids, Eco Explorers, and Xtreme Adventure camps are on-going for ages four to sixteen. Programs are half way through the summer and highlights include swimming at Cheesquake State Park, stand up paddle boarding at Spruce Run Reservoir, and kayaking on the Passaic River.

Cindie Sullivan, Deputy Director reported that Carrie has a video of the programs and will share it with the Commissioners. Cindie commented that she and Carrie spent time with a professor from Guinea, Africa who is at Rutgers University through the Mandela Scholarship Leadership program. He is from a poor country and realizes he does not have the resources the Park Commission does for programs. He is working on keeping kids in school instead of working in the diamond and gold mines. He is teaching them to understand and appreciate the environment. Guinea has a water pollution problem that causes diseases such as the Ebola Virus. Carrie suggested a Naturalist provide a program through Skype. Cindie commented that this is an example of building relationships.

Vice-President Crosby commented that anyone interested in assisting with the rebuilding of the Boondocks Boardwalk is more than welcome to help.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported that the golf courses are open and Junior Golf continues. Golf revenue is more than last year's revenue. Commissioner Hunsinger confirmed that the Women's Golf Championship will be held on July 29.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that Park Rangers are preparing for the 4H Fair which will be held August 10 to 12.

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of June 2016.

Vice-President Crosby commented that there was a great effort by the Freeholders on the Capital Budget.

PARK MAINTENANCE & HORTICULTURE

A report was submitted for the month of June 2016.

Pierce Frauenheim, Deputy Director reported that staff did a great job during the July 4th event. The Garden Party was held at Colonial Park and the Milkweed Program response has been great. Pierce thanked the Park Foundation for supporting that program and hopes that it will continue. Staff is preparing for the 4H Fair. The dog park has been installed and Pierce thanked Golf Maintenance, Park Maintenance, and Park Rangers for building it in-house. Staff will work with the patrons once the dog park is open. Pierce commented that at a webinar he attended had done a study comparing two citizen surveys from 1992 to 2015 and the survey of 1,150 participants showed that people want parks in their community and are willing to have

tax dollars go to the operation of parks (70 percent of residents use local parks and 90 percent feel the parks add value to their neighborhoods).

Commissioner Paluck asked about the high grass at Natirar and who cuts it. Dan Livak reported that it is leased out to a farmer. Pierce reported that a third walking loop will be developed at Natirar which will be approximately one mile. It will go through the back by the access road and around the northern section. Staff is working with Tom Boccino and Adam Bloom and will report to the Commissioners as the trail moves ahead.

Vice-President Crosby thanked the Park Foundation for the 60 Anniversary of the Park Commission brunch at Natirar and thanked the Commissioners that were able to attend.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

Director Brown reported that the Natirar brunch was to recognize the Park Commission's 60 Anniversary. The Park Foundation sponsored the brunch and presented the Park Commission with a resolution. Ray thanked the sponsors for their support. There was a great turn out and Peter Palmer, who was recognized for his support of the Park Commission and Foundation, enjoyed it as well.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 8:20 a.m. was made by Vice-President Crosby and seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Paluck, McCallen, and Ross. ABSENT: Commissioners Leonard, Ludwig, and President DiFrancesco.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant