

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, September 15, 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  
Helen Haines  
D. J. Hunsinger  
Doug Ludwig  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Jim Leonard  
Kevin McCallen  
Dot Paluck

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Mike Adams, Manager Special Projects  
Jim Avens, Manager Horticulture  
Tom Boccino, Principal Planner/Land Acq.  
Chester Czaplicki Fleet Manager  
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.  
Bob Ransone, Director Golf Mgmt.  
Carrie Springer, Manager Env. Science  
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**

President DiFrancesco presented a ten-year service award to Jason Bittner and a 15-year service award to Michael Maak.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held August 18, 2016. **MOVED BY:** Commissioner Crosby; **seconded by:** Commissioner Haines. **YEAS:** Commissioners Crosby, Haines, Hunsinger, Ludwig, Ross, and President DiFrancesco. **ABSENT:** Commissioners Leonard, McCallen, and Paluck.

### **APPROVAL OF BILLS FOR PAYMENT**

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

#### **Resolution R16-065 – Payment of Claims**

Resolution authorizing payment of bills for \$414,045.05 comprising of check numbers 6838-6864, 6912-6929, 6986-6998, 6765-6837, 6865-6911, and 6930-6981.

#### **Resolution R16-066 – Payment of Confirming Orders**

Resolution authorizes payment to confirming orders totaling \$103,114.68.

### **CERTIFICATION OF FUNDS**

#### **Resolution R16-067 – Certification of Funds for Previously Awarded Agreement**

Resolution provides Certification of Funds for Eastern Armored Car Services in the amount of \$10,092. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Ludwig, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard, McCallen, and Paluck.

#### **Resolution R16-068 – Amending Resolution for Golf Shop Resale to Include Certification of Funds**

Resolution is for Certifying Funds in the amount of \$177,057.79. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Ludwig, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard, McCallen, and Paluck.

### **DIRECTOR'S REPORT**

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

#### **Resolution R16-069 – Accepting a Donation by the Somerset County Park Foundation**

Resolution accepts the donation of a 2016 Ford Transit Passenger Van. MOVED BY: Commissioner Crosby; seconded by: Commissioner Ludwig. YEAS: Commissioners Crosby, Haines, Hunsinger, Ludwig, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard, McCallen, and Paluck.

### **COMMISSIONER CORRESPONDENCE**

1. Hartford Steam Boiler Inspection and Insurance Company Loss Prevention Report for North Branch Park that has no recommendations at this time.
2. Letter of thanks from VILLEtv for the Summer Concert Series along with thanking Cindie Sullivan and her staff for their assistance with the concerts.
3. Letter from the Township of Bridgewater asking to use County property for the 2016-2017 Deer Management Program.
4. Letter from the Township of Warren asking to use County property for the 2016-2017 Deer Management Program.

5. Letter from a neighbor of the Howe Athletic Complex following up on the status of additional netting behind a soccer field and his home.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R16-070 – Revising the Park Rules and Regulations**

Resolution revised the Park Rules and Regulations to include activities requiring special permission. Freeholder Caliguire commented that he appreciated Cindie Sullivan working with him on this. President DiFrancesco stated that he, too, appreciated the revisions being amended to the Commission policy.

#### **Resolution R16-071 – Authorizing the Purchase of Lesson Horses**

Resolution authorizes the Manager of Lord Stirling Stable to purchase suitable lesson horses and the cost is not to exceed \$23,000.

Commissioner Haines commented that she wanted to know more about why the Commission was passing a resolution to purchase horses. This practice hadn't existed previously. Cindie Sullivan explained that there are some new Purchasing procedures. It isn't as if we can go out to bid on horses. This resolution will essentially pre-approve the funding that is available in the budget to be spent on horses as the need may arise; and there is a need for some horses right now. Commissioner Haines commended Marge Margentino for doing a great job with increasing revenue and decreasing operating expenses in the past several years. Marge then explained that the Stable has horses that need to be retired. The cost to maintain the older horses for lessons increases with their age, however the older horses have a higher level of training which is what we need to safely accommodate our riders. A question arose regarding taking in more boarders. Marge stated that to do that the stable will need major renovations. Cindie Sullivan reported that the Stable revenue through August 2016 has increased \$66,000 as compared to August 2015, and revenue through August 2015 had increased by \$50,000 as compared to August 2014. This is directly a result of the new boarders, and Marge and her staff expanding classes and workshops. Commissioner Hunsinger asked whether we could accept the donation of horses. Marge reported that yes, we can and have, but unfortunately not all donated horses are suitable. The Stable has a relationship with Centenary College and has accepted several of their horses. President DiFrancesco commented that the management consultants shared that they were impressed with the Stable operation and its supervisory staff.

**Resolution R16-072 – Approving a License Agreement with Raritan Valley Community College**

Resolution approves a License Agreement for Raritan Valley Community College to conduct forest ecology studies focusing on the effects of deer and invasive species on various park properties. The Agreement is for the period of September 2016 to September 2017.

**Resolution R16-073 – Award of Contract for Fall 2016 Tree Planting**

Resolution awards a contract to Pat Scanlon Landscaping, Inc. The cost is not to exceed \$14,400. Pierce Frauenheim reported that some of the new trees in the resolution are for the new dog park in Colonial Park that currently has no trees. The remaining trees will be planted in parks that require shade or to replace trees lost to disease or have been taken down for safety reasons. Jim Avens reported that there is a decline in trees throughout Somerset County due to drought stress which increases susceptibility to diseases such as bacterial leaf scorch. This BLS disease is especially noticeable in Pin Oaks which normally are floodplain trees. We have tried suppressing the disease with injections of antibiotics such as oxytetracycline at Colonial Park. At Skillman Park Bartlett Tree Experts are performing trial treatments for BLS on Pin Oak trees, but the treatments will suppress the symptoms but not cure them.

**Resolution R16-074 – Award of Contract for Purchase of Automotive and Light Duty Truck Parts**

Resolution awards a contract to PDQ Auto Supply. The cost is not to exceed \$7,000.

**Resolution R16-075 – Award of Contract for Purchase of Automotive and Light Duty Truck Parts**

Resolution awards a contract to D&B Auto Parts. The cost is not to exceed \$6,900.

**Resolution R16-076 – Amending Resolution R16-064 to Revise Account Number**

Resolution corrects an account number and the cost is not to exceed \$12,000.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

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

Dan Livak, Deputy Director Business Administrator reported that work has begun on the 2017 Operating Budget. August revenue was not a good revenue month.

**HUMAN RESOURCES**

A report was submitted for the month of August 2016.

Donna Umgelter, Manager Human Resources reported that the Assistant Foreman and Foreman position vacancies listed on her report have been filled for Mountain View Park. The employee picnic will be held on September 21<sup>st</sup> from 11:00 to 2:00

p.m. at Duke Island Park Oak Grove. All the Commissioners are invited. The picnic was 100% funded by the managers.

### **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director reported that Dina Trunzo is being awarded the Recreation Disabilities Advocate award from the Governor's Council on Recreation for Individuals with Disabilities. Director Brown and Cindie will be representing the Commission at the luncheon when Dina receives her award.

Carrie Springer, Manager Environmental Science reported that the 1770's Festival will be held on October 2. Karren Newman and Carrie represented the Park Commission at the New Jersey WILD Outdoor Expo in Jackson last weekend. The event was sponsored by New Jersey Division of Fish and Wildlife. There were demonstrations on fishing, hunting, and kayaking. Roughly 6,500 people attended and a lot of information was shared on the best Somerset County Park Commission parks to visit for fishing and hiking.

Marge Margentino, Manager Stable reported that the Stable fall registration was held and the turnout was good. The Stable mascot, Rebel, passed away so Marge and staff are in the process of looking for a new mascot.

### **GOLF MANAGEMENT**

A report was submitted for the month of August 2016.

Darrell Marcinek, Director of Golf Maintenance reported that Spooky Brook Golf Course greens were aerated on September 12. Warrenbrook Golf Course greens will be aerated after the course is closed for the season in November.

Bob Ransone, Deputy Director Golf Management reported that August has been a bad month for revenue due to the heat. Mercer and Essex Counties are under fire alerts due to the drought. Staff continues to encourage golfers to utilize the simulators during the heat and the fall and winter. The County championship is being played now. On Sunday, October 9 Roger Cleveland will be at Neshanic Valley. Beginning at 9:00 a.m. there will be clinic. At 10:30 at the Learning Center, by invitation only, there will be a wedge fitting with Mr. Cleveland and a lunch for the cost of \$175.

### **INFORMATION MANAGEMENT**

A report was submitted for the month of August 2016.

### **VISITOR SERVICES**

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

### **PROPERTY MANAGEMENT**

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

### **PLANNING AND LAND ACQUISITION**

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

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

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

Ray Brown reported that he has received the Commission's 2016 Capital Allocation and thanked the Freeholders for their support. Staff is working with the County to obtain the necessary account strings so that the funding can be promptly accessed.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of August 2016.

Jim Avens, Manager Horticulture reported that Buck Garden was featured in the fall issue of Pennsylvania Horticulture Society's GROW Magazine. PHS is the organization that puts together the Philadelphia Flower Show. It is a huge honor to be featured in the Discover section of GROW. A copy is circulating. Horticulture Supervisor Shauna Moore and Jim attended the NJ Nursery and landscape Association Summer Plant Symposium at Rutgers Gardens in New Brunswick. Last month, Colonial Park Gardens, hosted a new program on beekeeping called "Bee-Wise-Bee Surprised". The program was held in the Fragrance and Sensory Garden and taught by award winning speaker and beekeeper Cathy Blumig. Lastly, the Colonial Park Garden staff and the Wellness Committee offered a "Corn Boil and Watermelon" event at Pine Grove in Colonial Park for employees. Guided tours of the Perennial Garden were given by Gardener Amy Westlye. Commissioner Hunsinger complimented Jim on the great article in the magazine.

Pierce Frauenheim, Deputy Director reported that on October 7, the international award ceremony for the Rose Garden will be held from 3:00 to 5:00 p.m. Invitations to all Commissioners have been mailed. Mountain View Park staffing interviews are ongoing. Pierce is hopeful to have full staff in place within the next month. Pierce informed the Commissioners that everything is going well with the maintenance of Mountain View Park ballfields. Skillman Park maintenance staff has received approval from the soil conservation agency and work will begin soon on excavation for the new dog park. The walkways, concession stand, and paving is currently being done. All work is on time. Tom Boccino commented that the substantial completion of the contract is done. The large dog show was held at North Branch Park last week and the organizers were very happy with the support of our Park Rangers, Park

Maintenance, Special Projects, and Permit Coordinator. The entire Park Commission staff did an outstanding job during the four days of excessive heat.

Ray thanked the Park Rangers and Park Maintenance staff for all their work during the show. Commissioner Haines questioned if the dog show was a break even event. Freeholder Caliguire mentioned someone should look at the electric bills to see if the permit fee covered all the expenses.

**AUDIT COMMITTEE**

No report this month.

**FREEHOLDER'S REPORT**

No report this month.

**OLD BUSINESS**

Ray Brown reported that he would like to hold a PARK TOUR of the southern portion of the County immediately following the October 20 Park Commission meeting. The tour would last until approximately mid-afternoon. Please let Ray know your availability for that date. A future tour of the northern portion of the County will be held at another date. President DiFrancesco asked Cindie Sullivan to work with Tom Boccino on putting together a map of the areas to be visited.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:56 a.m. was made by Commissioner Crosby and seconded by Commissioner Ross. YEAS: Commissioners Crosby, Haines, Hunsinger, Ludwig, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard, McCallen, and Paluck.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant