

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, January 19, 2017 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
Helen Haines
D.J. Hunsinger
Jim Leonard
Doug Ludwig
Kevin McCallen
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Other staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Mike Adams, Special Projects Manager
Adam Bloom, Parks Engineer
Tom Boccino, Principal Planner/Land Acq.
Chet Czaplicki, Fleet Manager
Dave Dendler, Manager Park Rangers
Betsy Flanagan, Counsel
Pierce Frauenheim, Deputy Dir. Park Maint.

Dina Fornataro-Healey, Mgr. Recreation
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, Environ. Science Mgr.
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelter, Manager HR

Also in attendance: Rich Reitman

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 is Ray Brown. **MOVED BY:** Commissioner Hunsinger; seconded by: Commissioner Paluck. **YEAS:** Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. **ABSENT:** None

President DiFrancesco commented that the founders and former Commissioners of the Park Commission had a great vision on recreation for the citizens of Somerset County. The Commission will continue to enhance the vision of the past. Don noted that all employees of the Park Commission are dedicated professionals and he appreciated their commitment to the agency and its function. Don also understands and appreciates what employees go through being a government worker. The staff enjoys their jobs and he indicated it is obvious. He thanked the employees for all their dedication. With that dedication the parks are maintained at the highest level. As the commission moves ahead Don noted there needs to be an improved marketing initiative and leadership must continue with its strategic planning. Don thanked the Park Commission for the opportunity to serve as President another year.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the Special meeting held January 9, 2017. MOVED BY: Commissioner Haines; seconded by: Commissioner Crosby. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: None

APPROVAL OF BILLS FOR PAYMENT

Resolution R17-009 – Payment of Claims

Resolution authorizing payment of bills for \$609,649.01 comprising of check numbers 8026-8130 and 8135-8183. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: None

Resolution R17-010 – Certification of Funds on Previously Awarded Contracts

Resolution certifies funds for previously awarded contracts. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: None

DIRECTOR'S REPORT

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

COMMISSIONER CORRESPONDENCE

1. Letter from Regional Center Partnership reminding the Park Commission of the appointments for 2017.
2. Thank you note from a patron of the EEC for the events held there and mentioning that Kurt Bender and his staff do an incredible job.
3. New Jersey Water Supply Authority meeting dates for 2017.
4. New Jersey Water Supply Authority Notice of Rate Proposal for the Raritan Basin System.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger,

Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: None

Resolution R17-011 – Designating Public Agency Compliance Officer (P.A.C.O.)

Resolution designates Karen McGee, RPPO, QPA, Purchasing Agent to be the Public Agency Compliance Officer.

Resolution R17-012 – 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.

Resolution R16-013 – Award of State Contract for Elevator Maintenance

Resolution awards a contract to Schindler Elevator Corporation for service to North Branch Headquarters, Neshanic Valley Golf Course Clubhouse, and the EEC.

FINANCE/BUSINESS ADMINISTRATION

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

Dan Livak, Deputy Director Business Administrator reported that he is awaiting the dollar amount from County Finance for the 2017 budget.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of December 2016.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director reported that the Corporate Sponsorship Breakfast will be held on Friday, January 27 at 8:00 a.m. in the TR wing. There will be a slide show presentation at the February Park Commission meeting on the accomplishments and highlights of 2016.

Dina Trunzo, Manager Therapeutic Recreation reported that the Park Commission hosted the New Jersey Recreation and Park Association District 7 meeting at headquarters. Recreation staff from Somerset, Morris, Hunterdon, and Sussex Counties attended. Dina provided a two hour workshop on inclusion. Attendees commented on the great facility we have and were glad that the Park Commission was able to host the meeting and workshop. The winter/spring registration for TR programs was a success.

Carrie Springer, Manager Environmental Science reported that the center's new exhibit, that was fabricated in Minneapolis, has been delivered and is ready for installation. The exhibit theme is the Great Swamp Experience. Carrie is excited for

the Commissioners to see the new exhibit after the February 16 Park Commission meeting. She will be sending out invites soon.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that staff is working on bunkers and course maintenance. The Green Knoll bridge project is in the second week of work. Three bridges will be replaced; two have been removed. Work will be completed by March 1, 2017.

Bob Ransone, Deputy Director Golf Management reported that Neshanic Valley and Spooky Brook Golf Courses remain open. Play in December and January was adversely affected by weather. Indoor simulators met expectations for 2016. The simulators are being used on a regular basis. Fred Glass is pushing league and individual play in both. Bob reported that more marketing needs to be done in all areas of golf operations but the commission's operating budget cannot currently accommodate it.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

Dave Dendler, Manager Park Rangers reported that staff is providing employees CPR and First Aid training. Dave has also been working with several municipalities on their local Deer and Wildlife Management programs.

PROPERTY MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator reported that there will a bid for four hunting parcels that will be advertised in April.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Principal Planner/Land Acquisition reported that the final numbers for the Open Space will be provided in the Annual Report that will be distributed at the February Park Commission meeting.

Ray Brown presented a plan to create a ceremonial plaza area honoring all War Veterans of Somerset County. The plaza will be located at the intersection of Canal Street and Somerset Street in Raritan Borough on existing county open space

property. The County has agreed to fund the design and construction of the plaza with input from Raritan Borough and the Park Commission. The area will include paver blocks, monuments, landscaping and benches. Two monuments, that are currently at the Raritan Borough Municipal building, will be relocated and several additional new monuments will also be installed. Paths will be created to connect Canal Street to Canal Park which is part of the Commission's Raritan River Greenway and where Raritan holds its Annual River Fest. The Greenway Bikeway will also ultimately connect to the plaza area and continue to the Hunt Bridge area to the west. The plaza is being designed as a reflective and ceremonial area and will also become the ceremonial location for Raritan's Annual Basilone Parade. The project will be completed by September in time for this year's parade. Commissioner Hunsinger asked what the cost is for this project and Tom reported that cost has yet to be determined. President DiFrancesco asked that the design include all appropriate military service monuments and suggested contacting the County's Department of Veteran Services for their input. Freeholder Caliguire reported that the Basilone Parade is a significant regional event for the area and he felt that the plaza will help to properly recognize all those who have served our country. Mark also thought the project is a way to assist Raritan while also expanding use of the existing county park. Ray reported that the plaza will be a County project but will be maintained by the Park Commission staff. Ray again reaffirmed that the new plaza will complement the Commission's Raritan River Greenway. Ray also noted that no such veteran acknowledgements currently exist within the County's park system and that this project will be a way to acknowledge our County veterans that currently does not exist.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Ray Brown again reported that creation of additional revenue-generating opportunities need to be pursued. The Capital Facilities Committee met in the past under the direction of former Commissioner Chris Paladino and urged the Commission to evaluate the feasibility of creating an aquatic facility and/or a recreation center or field house. Ray noted that he recently had the opportunity to look at a facility with Commissioner McCallen that might be an option to consider. Ray mentioned that the Capital Facilities Committee would like to move forward with a Feasibility Study for these types of facilities with funding previously approved by the County.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director Maintenance reported that the Christmas Tree Recycling program at North Branch and Colonial Park is going well. Pierce thanked Darrell Marcinek and his staff for their assistance with mulching the trees. Mike Adams, Special Projects Manager, has been working with Adam Bloom and the contractor at Mountain View Park. The Park will be ready to open on April 1. The Raritan Borough Canal/Spillway Bridge has been removed and Adam Bloom will have a new bridge installed in the next two weeks.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

Freeholder Caliguire reported that he is glad to be the Park Commission Liaison for 2017. He has been introduced to many amazing parks and is aware of the excellent work being done by the Commission staff. Mark is happy to be a part of it.

OLD BUSINESS

No old business to report.

NEW BUSINESS

Director Brown thanked Freeholder Caliguire for his on-going support and complimented his willingness to be an advocate for the agency. Ray also reaffirmed that the Park Commission appreciates the support the Freeholders have provided.

A motion to adjourn the meeting at 8:37 a.m. was made by Commissioner Crosby; seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: None

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant