

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, April 20, 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**

William Crosby  
Donald DiFrancesco  
Jim Leonard  
Doug Ludwig  
Helen Haines  
D.J. Hunsinger  
Kevin McCallen  
Dot Paluck

**ABSENT**

Mark Caliguire, Freeholder Liaison

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Adam Bloom, Park Section Engineer  
Tom Boccino, Principal Planner/Land Acq.  
Chet Czaplicki, Fleet Manager  
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, Manager Env. Science  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

Also in attendance: Yvonne Childress and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

President DiFrancesco presented a ten-year service award to Dave Kuczynski, Phil Petraglia, and Maria Rossi; a 15-year service award to Darrell Marcinek; and a 30-year service award to Richard Evans.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held March 16, 2017. **MOVED BY:** Commissioner Crosby; seconded by:

Commissioner Haines. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco.

**APPROVAL OF BILLS FOR PAYMENT**

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

**Resolution R17-040 – Payment of Claims**

Resolution authorizing payment of bills for \$1,210,260.24 comprising of check numbers 8612-8673, 8674, 8675, 8676, 8677-8722, 8723-8776, 8785-8853, and 8827-8857.

**Resolution R17-041 – Payment of Confirming Orders**

Resolution authorizes payment to confirming orders totaling \$4,376.29.

**Resolution R17-042 – Certification of Funds for Previously Awarded Contracts**

Resolution certifies funds for previously awarded contracts.

**DIRECTOR’S REPORT**

Director Brown submitted a report for the month of March 2017.

**COMMISSIONER CORRESPONDENCE**

1. Letter from The Friends of the Jacobus Vanderveer House & Museum asking for donations to the *Raising the Bar* Capital Campaign to help raise a 19<sup>th</sup> century Dutch barn that will be the centerpiece for the farmstead and allow for an exhibition space for archaeological artifacts.
2. Letter from NJDEP advising that the applications for dam restoration and inland waters project loans must be received by May 31, 2017.
3. Notice of Public Hearing from the New Jersey Water Supply Authority regarding application from Morris County Municipal Utilities Authority for uninterrupted water supply from the Raritan Basin System.
4. Notice of Public Hearing from the New Jersey Water Supply Authority regarding application from Springdale Golf Club for uninterrupted water supply from the Raritan Basin System.

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R17-043 – Sale of Surplus**

Resolution authorizes the sale of surplus vehicles and equipment.

**Resolution R17-044 – Approving License Agreement with the Friends of Boudinot-Southard-Ross**

Resolution approves a License Agreement from May 1, 2017 through April 30, 2019.

**Resolution R17-045 – Approving License Agreement with the City of New York Parks and Recreation**

Resolution approves a License Agreement for native plant seed collection through December 2017.

**Resolution R17-046 – Approving License Agreement with Rutgers Cooperative Extension**

Resolution approves a License Agreement for use of a half-acre of the lawn area at the Stocker House for the Master Gardeners to grow perennial plants for programs and workshops. The agreement is for June 1, 2017 through May 31, 2022.

**Resolution R17-047 – Approving License Agreement with Rutgers University School of Environmental and Biological Sciences**

Resolution approves a License Agreement for use portion of the lawn area at the Markota House and North Branch Park for attracting native and wild been species to pollinate plants of varying species. The agreement is for April 21, 2017 through July 31, 2018.

**Resolution R17-048 – Adopting Cash Advance for EEC Xtreme Adventure Program**

Resolution adopts a cash advance account, for \$275.00, for day trips entitled “Xtreme Adventure” to cover the cost of tolls and tips for professional guide services.

**Resolution R17-049 – Adopting Cash Advance for EEC Sedge Island Getaway Weekend Trip**

Resolution adopts a cash advance account, for \$250.00, for a weekend trip entitled “Sedge Island Getaway” to cover the cost of tolls and take-along lunches for participants.

**Resolution R17-050 – Adopting Cash Advance for EEC AWESIM Kids Program**

Resolution adopts a cash advance account, for \$245.00, for a summer program entitled “AWESIM Kids Program” to cover the cost of tolls, parking, and entrance fees.

**Resolution R17-051 – Award of Contract for Seasonal Operation of Warrenbrook Pool Opening/Closing; Chemical & Chlorine Delivery; and Repairs to Pumps, Filters, and Infrastructure as Needed**

Resolution awards a contract to Pool Management, Inc.

**Resolution R17-052 – 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 R17-053 – Award of Fifth and Final Year Contract for Golf Shop Resale Merchandise**

Resolution awards contracts to Acushnet, Town Talk, Cutter & Buck, RJ Shepherd Co., Gear for Sports, Ping Inc., Jack Jolly & Son Inc., Range Servant America Inc., YRI, Horungs Golf Products, Sundog Eyewear, Callaway Golf (Top Flite, Hogan, Odyssey), Callaway, Perry Ellis International/Supreme International, Green Grass One, Recreational Marketing Inc., Cobra Golf, HA Sheldon Canada LTD, Lee Wayne Corp., Nike Golf, Bridgestone Golf, Inc., Acushnet Co., (Titleist), AMG-SF, LLC, Acushnet Co. (Footjoy), Accolade USA, Inc., Vantage Custom Classics, Inc., and Tharanco Lifestyles, LLC.

**Resolution R17-054 – Change Order No. 1 for Additional Funding for Training**

Resolution increases the funding for additional training for \$3,800.00 to ePlus Technology, Inc.

**Resolution R17-055 – Award of Fourth 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.

**Resolution R17-056 – Award of Contract for Painting and Staining Exterior of Structures**

Resolution awards a contract to Peter Pan Painting & Carpentry in the amount of \$40,000 for the painting of the Ross Farm barn and storage shed (\$9,000), exterior of the Neshanic Valley Golf Course Clubhouse (\$11,000), and the exterior of the Markota House (\$14,000).

**Resolution R17-057– Award of Contract for Removal and Installation of Fencing at Skillman Park and North Branch Park**

Resolution awards a contract to Empire Construction to furnish and install the fence and gate materials at various park locations. The cost is not to exceed \$56,844.43.

**Resolution R17-058 – Amending Resolution R17-039 for Electrical and Plumbing Funding**

Resolution amends the funds to be \$20,000.00 (34-215-016-030-307-231), \$200.00 (31-201-20-851-209-242), \$200.00 (31-201-20-851-210-242), \$200.00 (31-201-20-851-211-242), \$200.00 (31-201-20-851-212-242), and \$200.00 (31-201-20-851-214-242).

**Resolution R17-059 – Authorizing Purchase from Educational Services Commission of New Jersey of a John Deere Gator 825i Utility Vehicle**

Resolution awards a contract to Power Place, Inc. The vehicle will be utilized by the EEC.

**Resolution R17-060 – Authorizing Purchase from Educational Services Commission of New Jersey of a Salt Spreader with Installation**

Resolution awards a contract to Cherry Valley Tractor Sales. The spreader will be utilized by the Stable.

**Resolution R17-061 – Award of First Year of a Two- Year of a Contract for the Purchase of Kentucky Bluegrass, Hard/Sheeps Fine Fescue, Turf-Type Tall Fescue, and L93 Creeping Bentgrass Sod**

Resolution awards a contract to Selody Sod Farm, Barbato Nursery Corp., Fertl Soil Turf Supply, and Coombs Sod Farm.

**Resolution R17-062 – Authorizing Morris County Cooperative Pricing Council Contract for Purchase of Two (2) Ford F-150 Extended Cab, Gas, 4WD Pickup Trucks**

Resolution awards a contact to Ditschman Flemington For Lincoln Mercury, LLC. The vehicles will be utilized by Golf.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

President DiFrancesco, Chair of the Committee, submitted a report for the month of March 2017.

Director Brown reported that there will be a Finance Committee meeting immediately after this meeting. Dan Livak, Deputy Director Business Administrator reported that revenue for March is less than 2016. President DiFrancesco commented that the Park Commission staff has been working closely with the County on the budget and thanked everyone involved. This will be a lean budget year and hopefully the revenue will be what has been projected.

**HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of March 2017.

**LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of March 2017.

Cindie Sullivan, Deputy Director reminded everyone about the Volunteer Recognition dinner this evening. The dedication of Mountain View Park will be held on Saturday, April 22. The New Jersey Recreation and Park Association will hold the installation of Dina Trunzo, as the new president, during a luncheon on Thursday, June 8 at Neshanic Valley Golf Course Clubhouse. President DiFrancesco will be performing the Oath of Office.

Dina Trunzo, Manager Therapeutic Recreation reported that the Pro/Celebrity Golf Outing will be held on Monday, May 1 and everything is coming together. The honoree this year will be Ray Brown for his service to the Park Commission and the community. Dina reminded everyone who still has raffle tickets that she needs them back even the unsold ones.

Carrie Springer, Manager Environmental Science reported that this weekend at Bottle Republic in Somerset will be offering organic beer and wine. For every bottle of organic beer and wine sold, \$2.00 of the purchase will be donated to the EEC.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of March 2017.

Bob Ransone, Deputy Director Golf Management reported that March was a bad month for revenue. This was the second worst revenue month since 2004.

Bob has received notice that the Metropolitan Golf Association with Rolex will be hosting a golf event in which 18 holes of golf will be played at 18 different golf courses in one day. One of the holes will be played at Neshanic Valley Golf Course. Bob has not received word on which hole on the Lake course they will play. The players will be the Golf Channel announcer, an executive from Rolex, an MGA officer, and a tour player (the name has not been announced yet). This will be held on June 20 in the afternoon. The players will be flown by helicopter, play the hole, be flown to the next golf course. The event will be available on video. Warrenbrook Golf Course was opened on April 1. Ray thanked Commissioner McCallen for his assistance with the Warrenbrook Golf Course Clubhouse renovations. The renovations were personally led by Kevin. Commissioner McCallen thanked Bob Ransone, golf staff, and Pierce Frauenheim for moving the project forward.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of March 2017.

Dan Livak, Deputy Director Business Administrator reported that the Voice Over IP project is moving ahead. Wifi is being installed at the golf shops. Dan thanked Commissioner McCallen for his assistance.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2017.

Dan Livak, Deputy Director Business Administrator reported that the Sourlands Smackdown had 80 participants from six states, the furthest from Tennessee

### **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of March 2017.

Dan Livak, Deputy Director Business Administrator reported that he is working on five new hunting bids.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of March 2017.

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

Commissioner McCallen, Chair of the Committee submitted a report for the month of March 2017.

Adam Bloom, Park Section Engineer reminded everyone of Mountain View Park opening on Saturday.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee submitted a report for the month of March 2017.

Pierce Frauenheim, Deputy Director thanked Commissioner Hunsinger for meeting with staff last week. Pierce toured Mountain View Park with Adam Bloom. Staff is looking forward to opening day on Saturday. Natirar will have a third trail opening soon. Skillman Dog Park had some top soil applied, however Pierce is looking for a new vendor for top soil. The fencing will be completed as soon as possible and then the sod can be put down. Buck Garden Plant Sale will be held this weekend. Pierce thanked Chet Czaplicki for taking care of the equipment purchases.

### **AUDIT COMMITTEE**

No report this month.

### **FREEHOLDER'S REPORT**

No report this month.

### **OLD BUSINESS**

Ray Brown reported that the Volunteer Recognition dinner will be held this evening. This is an opportunity to thank all the volunteers. Mountain View Park opening on Saturday will be a proud day for the Park Commission. This is one of the largest parks in the inventory. Commissioner Ross reported that he is looking forward to the opening and he is expecting 500 people to attend. Commissioner Haines commented that she has been receiving calls regarding the opening. She asked Pierce if signs will be installed. Pierce reported that a temporary sign will be installed until the bid for signs is awarded when a permanent sign will be installed.

**NEW BUSINESS**

It was mentioned that the hard drives for the Golf Point of Sale and tee time reservation service crashed and the system has been down for several days. Information Management is currently awaiting delivery of the parts. President DiFrancesco stressed that there needs to be a backup system in place for future emergencies. What happened to Golf cannot happen again.

A motion to adjourn the meeting at 8:35 a.m. was made by Commissioner Crosby and seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant