

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

Vice President Crosby called the meeting to order.

PRESENT

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

ABSENT

Jim Leonard
Doug Ludwig

Staff members present were:

Raymond Brown, Secretary-Director	Darrell Marcinek, Director Golf Maint.
Joanne Steinruck, Executive Assistant	Marge Margentino, Manager Stable
Jim Avens, Manager Horticulture	Alex Mathew, Manager Info. Mgmt.
Tom Boccino, Principal Planner/Land Acq.	Michelle Schott, Counsel
Mike Carone, Fleet Manager	Carrie Springer, Manager Environ. Science
Ken Fivek, Golf Operations Supervisor	Cindie Sullivan, Deputy Director
Pierce Frauenheim, Deputy Dir. Park Maint.	Dina Trunzo, Manager TR
Dina Fornataro-Healey, Mgr. Rec.	Donna Umgelter, Manager HR
Dan Livak, Deputy Dir. Business Admin.	

Also in attendance: Yvonne Childress and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held June 15, 2017. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Haines. **YEAS:** Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, Ross, and President DiFrancesco. **ABSENT:** Commissioners Leonard and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard and Ludwig.

Resolution R17-085 – Payment of Claims

Resolution authorizing payment of bills for \$1,267,738.18 comprising of check numbers 9445, 9446-9526, 9547-9605, 9606-9663, 9701-9711, 9712-9769, and 9770-9845.

Resolution R17-086 – Payment of Confirming Orders

Resolution approves payment for confirming orders.

Resolution R17-087 – 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 June 2017.

COMMISSIONER CORRESPONDENCE

Letter received regarding subdivision approval for Lot 9, Block 713 (Old Tullo Road and Kennesaw Way, Bridgewater) consisting of 8.498 acres into four residential lots.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R17-088 – Extending the County Contract for Deposit Pick Ups from Various Locations

Resolution extends the contract until July 31, 2017 with Eastern Armored Services.

Resolution R17-089 – Award of Contract for the First Year of a Two-Year Contract for Occupational Medical and Psychological Services

Resolution awards a contract to Princeton HealthCare System, US Healthworks, Institute for Forensic Psychology, Kinematic Consultants, and RWJ Physician Enterprise.

Resolution R17-090 – Award Competitive Contract for Information Management Assessment and Creation of an IT Master Plan

Resolution awards a contract to BerryDunn.

Commissioner McCallen reported that a committee was created to review the eight proposals received and BerryDunn was the firm selected for the project. Kevin thanked the County Purchasing Department for their involvement and assistance.

Resolution R17-091 – Award of Contract for the First Year of a Two-Year Contract for Refuse Disposal Services

Resolution awards a contract to Republic Services, Dave’s Suburban Disposal Services, Premier Disposal, and Kohler Waste Services.

Resolution R17-092 – Authorizing Use of the County Contract for the Second and Final Year 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.

Resolution R17-093 – Authorizing use of County Contract for the Second and Final Year for Furnishing Gasoline

Resolution authorizes the use of Riggins, Inc.

Resolution R17-094 – Authorizing Use of County Contract for the Third and Final Year for Maintenance and Repair of Heating, Ventilation, and Air Conditioning Systems and Boilers

Resolution authorizes the use of Ramas Climate and Refrigeration.

Resolution R17-095 – Authorizing the Use of County Contract for Purchase of Paper and Envelopes

Resolution authorizes the use of Paterson Papers, W.B. Mason, Paper Mart, and Veritiv.

Resolution R17-096 – Authorizing the Use of County Contract for Purchase of Office Supplies

Resolution authorizes the use of Office Concepts Group, W.B. Mason, and Staples.

Resolution R17-097 – Authorizing the Use of County Contract for Bottled Water and Cooler Rental or Purchase of Individual Bottled Water

Resolution authorizes the use of W.B. Mason.

Commissioner Hunsinger suggested continuing the change from bottled water to filtered water.

Resolution R17-098 – Authorizing State Contract for Purchase of Facilities MRO, Lighting Products, Industrial Supplies and Tools

Resolution authorizes the use of Fastenal Company.

Resolution R17-099 – Authorizing State Contract for Purchase of Facilities MRO, Lighting Products, Industrial Supplies and Tools

Resolution authorizes the use of W.W. Grainger, Inc.

Resolution R17-100 – Authorizing State Contract for Purchase of Facilities MRO, Lighting Products, Industrial Supplies and Tools

Resolution authorizes the use of MSC Industrial Supply Department.

Resolution R17-101 – Authorizing State Contract for Purchase of Walk-In Building Supplies

Resolution authorizes the use of Home Depot.

Resolution R17-102 – Authorizing State Contract for Purchase of Propane Gas

Resolution authorizes the use of Suburban Propane Gas Corp.

Resolution R17-103 – Award of Contract for Cisco SMARTnet Premium Extended Service Agreement for All Routers and Switches

Resolution awards a contract to ePlus Technology, Inc.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

HUMAN RESOURCES

A report was submitted for the month of June 2017.

LEISURE SERVICES

A report was submitted for the month of June 2017.

Dina Trunzo, Manager Therapeutic Recreation reported that camp is going well. With the heat today campers will be enjoying sprinklers and water activities to keep cool. Dina thanked the Somerset County Association of Chiefs of Police for the annual Camp Fishing Derby and the Park Rangers for their assistance. The day included a state police helicopter landing and an ice cream truck. The TR Department will be receiving a \$3,000 donation. It will be sent to the Park Foundation and the donor asked to remain anonymous. It is coming from a foundation that has disbanded and is distributing the funds.

Dina Fornataro-Healey, Manager Recreation thanked everyone that assisted with the July 4 fireworks event. The Summer Concert Series is well received. Social Media comments are positive commenting how helpful the staff is during the concerts. Revenue at the Paddle Boats and Putting Course is doing well. The dock has been expanded to handle additional boats. A bid for additional paddle boats will be advertised soon. The Warrenbrook pool concession is being handled in-house and to date the revenue from that is \$4,000.

Carrie Springer, Manager Environmental Science reported that Coyote Kids, camp for ages four to six, had a great week last week. Eco Explorers went to Turtle Back Zoo yesterday and today AWESIM Kids are going to Island Beach State Park. A group of our adult paddlers are going to Sedge Island this weekend. Carrie thanked the Maintenance staff for working hard in the heat on the boondocks - it looks awesome.

Marge Margentino, Manager Stable reported that summer workshops are on-going. There are two to three openings. Fall registration will be held in two weeks. Staff continues to keep the horses cool and riders hydrated.

Commissioner Crosby congratulated Cindie Sullivan on being selected for the American Academy for Park and Recreation Administration. There are a total of only 125 people recognized by membership in the Academy. Ray congratulated Cindie and indicated it is both a personal honor for a member of our agency's leadership team and also a Commission honor as being one of a very few professionals in the entire country nominated to the Academy.

Cindie Sullivan, Deputy Director reported that it is an honor to be selected. It is a nomination amongst peers and she is humbled.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that the hot, humid, and wet weather has given the staff a challenge to keep the courses in good condition. The renovations of the bunkers at the Learning Center are completed. The bunkers were cleared of the sand, and pea gravel added. The pea gravel is then sprayed with a Polymer to lock it in place, and then new sand added. One bunker has six inches of sand and the other has four inches. Darrell reported that a sand and gravel sample had to be sent to a lab to see if they were compatible. The process has a ten year warrantee.

Ken Fivek, Golf Operations Supervisor reported that he is encouraged by the weather in July and the repairs being done. Warrenbrook Pro Shop and Clubhouse renovations have received compliments from the public and golf leagues. Neshanic Valley participated in the Golf Channel and Metropolitan Golf Association's Dream 18. Eighteen golf courses were chosen and one hole from each golf course was played in a day. The day began with play at Friar's Head on Long Island. The day will be aired on the Golf Channel sometime next week. Ken will let everyone know; when he finds out what day it will be aired. The recognition was phenomenal. Ray commented that the players were pleased with the reception and the course.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

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

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

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

Jim Avens, Horticulture Manager reported that the 18th Annual Garden Party was held in the Perennial Garden at Colonial Park on July 15. Attendees enjoyed the garden lectures, tours, and a classical music performance. Upcoming Horticulture events include The Magical Mysterious Monarch at Buck Garden on August 24 and Sense and Scents-Ability: The Exotic World of Herbs & Spices on August 5 at Colonial Park Gardens.

AUDIT COMMITTEE

FREEHOLDER'S REPORT

Freeholder Caliguire asked for an update on the 4H Fair. Cindie Sullivan reported that she, Dave Dendler, Dina Fornataro-Healey, and Mike Ballow attended the annual planning meeting. Park Maintenance has begun set up and everything is in order. Pierce Frauenheim reported that the fencing is completed, the lights have been checked, and the bridge has been installed.

OLD BUSINESS

Director Brown reported that he needs to get a date for a photo op at the new trail in Natirar. Ray thanked Commissioner Crosby for his staff's assistance with the rebuilding of the boardwalk at the EEC. A photo op will be scheduled for that as well.

Bill reported that 300 feet of the 900 feet of the boardwalk is completed. The remaining boardwalk will be completed by the end of the year. Bill thanked Paul McCall for his assistance with installing the pilings. The new boardwalk includes handrails and will be much safer.

NEW BUSINESS

President DiFrancesco asked about the ash trees. Jim Avens reported that Somerset County has been hit hard by Emerald Ash Borer. The Park Commission was able to do some prevention and a limited number of iconic ash trees have been treated. Insecticide is injected into the trunk of healthy ash trees and will protect them for two years. However the process is expensive.

Ray Brown reported that Bridgewater and Hillsborough have been identified as the hot spots for the infestation in New Jersey. Ray thanked the Park Foundation for the funding to aggressively save some of the trees within the park system.

Cindie Sullivan reported that the Park Foundation's third annual Brunch at Ninety Acres will be held on September 17. This year the honoree is the Buck family who has supported Buck Garden for many years. The invitations will be mailed today.

A motion to adjourn the meeting at 8:52 a.m. was made by Commissioner Crosby and seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: Commissioners Leonard and Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant