

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, August 17, 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
D. J. Hunsinger
Jim Leonard
Doug Ludwig
Kevin McCallen
Dot Paluck

ABSENT

Helen Haines
Scott Ross
Mark Caliguire, Freeholder Liaison

Staff members present were:

Raymond Brown, Secretary-Director
Joanne Steinruck, Executive Assistant
Tom Boccino, Principal Planner/Land Acq.
Mike Carone, Fleet Manager
Dave Dendler, Manager Park Rangers
Betsy Flanagan, Counsel
Pierce Frauenheim, Deputy Dir. Park Maint.
Dina Fornataro-Healey, Mgr. Rec.

Dan Livak, Deputy Dir. Business Admin.
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager Stable
Bob Ransone, Director Golf Mgmt.
Carrie Springer, Manager Env. Science
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelter, HR Manager

Also in attendance: Chris Hart and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President DiFrancesco presented a 5-year service award to Yoon Kim and Mathew Ramirez; a 10-year service award to Dennis Hanntz; a 15-year service award to Lillian Viscione; a 20-year service award to Donna Umgelter; and a 30-year service award to Kurt Bender and Surina Rashid.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held July 20, 2017. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hunsinger. YEAS: Commissioners Crosby, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Haines and Ross.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R17-104 – Payment of Claims

Resolution authorizing payment of bills for \$1,242,342.95 comprising of check numbers 9850-9903, 9934, 9935-10002, 10014-10072, and 10073-10143.

Resolution R17-105 – Payment of Confirming Orders

Resolution approves payment for confirming orders.

Resolution R17-106 – 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 July 2017.

COMMISSIONER CORRESPONDENCE

1. Letter from E2 Project Management regarding Application for Letter of Interpretation-Footprint of Disturbance in association with construction/collocation of a wireless communications facilities (Verizon) on/adjacent to an existing steel electrical transmission lattice tower on South Branch Road in Branchburg.
2. Notice from the County of their Sale of Surplus and obsolete vehicles and equipment from the County.
3. Letter from a resident advising the Park Commission of dirt bikes and ATVs in Washington Valley Park.
4. Notice of Public Hearing from New Jersey Water Supply Authority regarding Royce Brook Golf Course's renewal of water supply from the Millstone River.
5. Letter from Warren Township requesting use of properties for its Deer Management Program for 2017-2018.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R17-107 – Sale of Surplus

Resolution authorizes the sale of surplus.

Resolution R17-108 – Award of a One-Year of Contract with One Possible One-Year Extension for Armored Card Services

Resolution awards a contract to Eastern Armored Services.

Resolution R17-109 – Adopting a Cash Advance for Environmental Science Cape May Birding Trip

Resolution authorizes an advance of \$465.00 that is needed for tolls, parking, gas, and Naturalist meals.

Resolution R17-110 – Authorizing the Use of County Contract for Landscape Chemical Treatment and Fertilization for the First Year of a Two-Year Contract

Resolution awards a contract to TruGreen.

Resolution R17-111 – Award of Contract for the Second and Final Year for Parts and Repairs of Club Car Golf and Turf Utility Vehicles

Resolution awards a contact to Central Jersey Equipment, LLC.

Resolution R17-112 – Authorizing the Use of County Contract for Purchase of Parts and Repairs, Club Car Golf and Turf Utility Vehicles

Resolution awards a contract to Finch Services and Vic Gerard Golf Cars.

Resolution R17-113 – Authorizing the Use of County Contract for Purchase of Commercial Toro Parts and Equipment Repairs

Resolution awards a contract to Storr Tractor Company.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

Dan Livak, Deputy Director Business Administrator reported that total revenue was less than the prior three years.

Ray Brown reported that a meeting with Nicolas Trasente has been scheduled in September to discuss the 2018 budget.

Bob Ransone reported that golf revenue for July was approximately \$77,000 more than July 2016.

HUMAN RESOURCES

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

Donna Umgelter, Human Resources Manager reported an offer has been made and accepted for the position of Executive Assistant.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director reported that invitations for the Park Foundation brunch, to be held on September 17, have been mailed. The honoree this year is the

Buck family who donated the garden in 1974 and continue to support the garden each year with their generous donations.

Dina Trunzo, Manager Therapeutic Recreation reported that two donations have been received. The first was from the Somerset County 4-H senior council. They sold glow necklaces at the July 4 fireworks and donated monies to be used toward the adapted horseback riding program. It was a timely donation as the program is in need of new rainbow reins. The second donation is from a family whose child attended Camp Okee Sunokee for the first time this year and had a blast at camp. As a result of a meeting with the New Jersey State Golf Association (NJSGA), a week long golf program was conducted this summer for kids with disabilities at no cost to the participants due to funding being received from the NJSGA. Attendees received one hour of golf instruction for four nights. The parents were to stay and be a part of the program. The department has received many positive comments including parents who can't wait to golf with their child and wanting the department to offer more programs like this. Dina is going to work with Bob Ransone on providing future classes. Dina thanked Dave Chung and Fred Glass who were great with the kids.

Dina Fornataro-Healey, Manager Recreation reported that revenue for the paddleboats is more than last year. Tennis lessons are sold out and additional staff was hired for the sessions offered. Warrenbrook Pool concession stand has made \$5,500 in revenue. Movie nights at Duke Island Park have been busy. The last movie night had approximately 500 attendees. The last concert at Duke Island Park held a food truck event and the Duprees were the performers. More than 7,000 people attended.

Carrie Springer, Manager Environmental Science reported that the summer programs ended on Friday. This weekend is the County Caper which has 25 teams enrolled on Saturday and 25 teams enrolled on Sunday. Carrie thanked all the departments that assisted with the event.

Marge Margentino, Manager Stable reported that there is one week left of summer programs. The Stable partnered with Girl Scout Counsel and provided a riding program for their summer camps.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that Neshanic Valley Golf Course greens aeration began on August 15 and will be completed today. The Academy Course will be completed in September.

Bob Ransone, Deputy Director Golf Management reported that revenue was 5.5 percent less than year to date through July. Reports from other county owned and operated courses in New Jersey indicate all are off approximately nine percent. More than likely most of this is directly related to rain being forecast and taking place in some form for nine straight Saturdays through August 12th. The Club Champions were completed and the County Championships will take place in early September.

INFORMATION MANAGEMENT

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

Ray reported that the IT Master Plan kick off meeting will be held next week.

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that staff has been busy with special events. Dave has been contacted by many outside groups, such as schools, corporate groups, and non-profits, wanting to do trail work; a group just finished clearing the trails at Washington Rock.

PROPERTY MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator reported that 12 farm parcels are currently out to bid. The awards are currently scheduled for the September meeting.

PLANNING AND LAND ACQUISITION

A report was submitted for the month of July 2017.

Tom Boccino, Principal Planner/Land Acquisition reported that Veterans Plaza will be completed by September 1. A contract has been awarded for the construction of two pavilions, a pole barn, and a trail at East County Park. The pole barn will house the Showmobile. The dog park portion of the plans has been withdrawn.

Ray reported that there has been a request, by a resident, asking about a trail on the South Branch River. The vision plan for Neshanic Valley suggests that as a possibility. Connections need to be done with the North and South Branch River. Review of the aerial plans needs to be done to see if the two rivers can be connected with a trail. A portion of the South Branch River is farmed and it cannot be publicly accessed.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Ray thanked Commissioner McCallen for his assistance with the Warrenbrook improvements. Bob Ransone reported that he has received many compliments on the improvements.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director reported that staff is busy preparing for the dog show next month, baseball leagues, soccer tournaments, etc. Pierce thanked the Park Rangers and Maintenance staff for their assistance during the 4H Fair. Manville garbage truck helped tremendously. Mountain View Park is going well. Reviews received have been positive.

Commissioner Paluck complimented the staff at Natirar. They are always very pleasant and helpful.

AUDIT REPORT

Dan Livak, Deputy Director Business Administrator reported that the draft of the 2016 audit has been received. A resolution accepting the audit will be done at the September meeting pending the final audit report.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

No old business to report this month.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 8:45 a.m. was made by Commissioner Crosby and seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Hunsinger, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioners Haines and Ross.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant