

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Friday, November 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

Bill Crosby
Donald DiFrancesco
Helen Haines
D. J. Hunsinger
Jim Leonard
Kevin McCallen
Dot Paluck
Scott Ross

ABSENT

Doug Ludwig

Staff members present were:

Raymond Brown, Director
Janine Erickson, Executive Assistant
Ken Fivek, Supervisor Golf Ops
Adam Bloom, Park Section Engineer
Bob Ransone, Director Golf Mgmt.
Pierce Frauenheim, Deputy Dir. Park Maint.
Betsy Flanagan, Counsel
Dina Fornataro-Healey, Manager Recreation
Dan Livak, Deputy Dir. Business Admin.

Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager Stable
Alex Mathew, Manager Info. Mgmt.
Jody Austin-Dominguez, Ranger
Dave Dendler, Manager Park Rangers
Donna Umgelter, Manager HR
Carrie Springer, Manager Env. Science
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR

Also in attendance: Chris Hart and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

| | |
|-----------------------|---------------------|
| Jody Austin-Dominguez | 10 Years of Service |
| Monica Juhasz | 20 Years of Service |
| Gwen Leubner | 20 Years of Service |

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the regular meeting held October 19, 2017. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Paluck **YEAS:** President DiFrancesco, Commissioners Haines,

Hunsinger, Leonard, McCallen, and Ross NAYES: None. ABSENT: Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck YEAS: President DiFrancesco, Commissioners Haines, Hunsinger, Leonard, McCallen, and Ross NAYES: None. ABSENT: Commissioner Ludwig.

Resolution R17-153 – Transfer of Appropriations

Resolution authorizing the transfer of \$40,000 from Mountain View Park O.E. to Stable O.E to cover expenses.

Resolution R17-154 – Payment of Claims

Resolution authorizing payment of bills for \$852,403.40 comprising of check numbers 10748-10797, 10820-10869, 10911-10977, and 10979-11042.

Resolution R17-155 – Payment of Confirming Orders

Resolution authorizes payment to confirming orders totaling \$2,844.98.

Resolution R17-156 – Certification of Funds for Previously Awarded Contracts (Leisure Services)

Resolution certifies funds for previously awarded contracts.

Resolution R17-157 – Certification of Funds for Previously Awarded Contracts (Golf)

Resolution certifies funds for previously awarded contracts.

Resolution R17-158 – Certification of Funds for Previously Awarded Contracts (Administration)

Resolution certifies funds for previously awarded contracts.

Resolution R17-159 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)

Resolution certifies funds for previously awarded contracts.

Resolution R17-160 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts

Resolution amends and cancels certification of funds.

Resolution R17-161 – Resolution Correcting Resolution R17-087 Certification of Funds for Previously Awarded Contracts

Resolution corrects resolution R17-087.

Resolution R17-162 – Resolution Correcting Resolution R17-106 Certification of Funds for Previously Awarded Contracts

Resolution corrects resolution R17-106.

Resolution R17-163 – Resolution Correcting Resolution R17-120 Amending and Cancelling Certification of Funds for Previously Awarded Contracts

Resolution corrects and amends resolution R17-120.

DIRECTOR'S REPORT

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

COMMISSIONER CORRESPONDENCE

1. Notice of meeting on November 9, 2017 of Planning Board of Borough of Raritan ("Board") regarding consent order and settlement of FSHC vs. Board.
2. Letter from Somerville Television Committee thanking the Park Commission staff for its strong support of their mission to bring cultural activities, such as the Summer Concert Series, to persons of disabilities.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard YEAS: President DiFrancesco, Commissioners Haines, Hunsinger, McCallen, Paluck, and Ross NAYES: None. ABSENT: Commissioner Ludwig.

Resolution R17- 164 – Setting the 2018 Park Commission Meeting Dates

Resolution sets the 2018 Park Commission meeting dates.

Resolution R17-165 – Award of One Farm License

Resolution awards one farm license to James Laine for Daniels Parcel.

Resolution R17- 166 – Award of Contract for Paper and Envelopes

Resolution authorizes the use of county contract for the purchase of paper and envelopes through WB Mason.

Resolution R17-167 – Award of Contract for Bottled Water

Resolution authorizes the use of county contract for the purchase of bottled water through WB Mason.

Resolution R17-168 – Award of Contract for Radio Equipment

Resolution authorizes the use of State contract for the purchase of radio communication equipment and accessories not to exceed \$60,000.00.

Resolution R17- 169 – Purchase of Two Compact Utility Tractors

Resolution authorizes the purchase of two John Deere 4052R compact utility tractors from Finch Services not to exceed \$105,920.00.

Resolution R17-170 – Purchase of One Toro Reelmaster

Resolution authorizes the purchase of one Toro Reelmaster 5010-H Tier 4 Compliant from Storr Tractor not to exceed \$65,633.71.

Resolution R17-171 – Purchase of Snow Plow Parts

Resolution authorizes the purchase of snow plow parts, grader, and loader blades from A&K Equipment Co not to exceed \$14,490.00.

Resolution R17 –172 – Purchase of One Jacobsen Truckster

Resolution authorizes the purchase of one Jacobsen XD Turf Truckster 84082-12421100 with options from Wilfred MacDonald, Inc not to exceed \$29,013.76.

Resolution R17-173 – Purchase of One Greens Roller

Resolution authorizes the purchase of one Salsco Roll-N-Go greens roller 0009105-N from Wilfred MacDonald, Inc not to exceed \$19,366.70.

Resolution R17-174 – Purchase of One Toro Mower

Resolution authorizes the purchase of one Toro Prostipec 560, self-propelled rotay mower from Storr Tractor not to exceed \$1,540.80.

Resolution R17-175 – Purchase of the Toro Groundmasters

Resolution authorizes the purchase of three Toro Groundmasters 3500-D with options from Storr Tractor not to exceed \$95,894.97.

Resolution R17-176 – Purchase of Two Toro Workman

Resolution authorizes the purchase of two Toro Workman HDX-D 07387 from Storr Tractor not to exceed \$52,201.16.

Resolution R17-177 – Purchase of one Toro Groundmaster 7210 Model 30695

Resolution authorizes the purchase of one Toro Groundmaster 7210 Model 30695 from Storr Tractor not to exceed \$25,784.00.

Resolution R17-178 – Purchase of One Toro Groundmaster 7201 Polar-Trac

Resolution authorizing the purchase of one Toro Groundmaster 7201 Polar-Trac Winter Cab from Storr Tractor not to exceed \$27,047.90.

Resolution R17-179 – Award of Contract for Alarm Monitoring

Resolution awarding a one-year contract with two, possible one-year extensions for testing and monitoring of fire alarms and security systems to Fire Control Electrical Systems, LLC.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco submitted a report for the month of October 2017.

Dan Livak, Business Administrator, reported that monthly revenue for October was good, however, year-to-date revenue is less as compared to last year. Revenue would need to be \$1 million per month for the next two months to bring us in line with

the 2017 budget. Bob Ransone is hopeful that the upcoming Black Friday Gift Card sale will help 2017 revenue. Last year's sale brought in \$700,000 in one week.

HUMAN RESOURCES

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

Donna Umgelter, Human Resources Manager reported that the Health and Safety Fair held on November 8th was a success. Integrity Health was on-site to conduct blood pressure and glucose screenings, administer flu shots, and host a blood drive. The County Health Clinic is scheduled to open January or February 2018. Integrity Health will be on-site at Park Headquarters in December to hold information sessions regarding the new clinic. The clinic will be open to County employees and their families who participate in the County health insurance. Use of the clinic is anticipated to save employees an average of \$350/month in health care costs.

Donna has been working with Chris Hart at County Finance to link payroll to MSI to assist with budgeting and to better monitor payroll costs. Donna commended Chris on the work he has done on this initiative.

LEISURE SERVICES

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

Cindie Sullivan, Deputy Director commended Environmental Science Manager Carrie Springer for her role in Leadership Somerset as lead designer of a sensory playground developed for ARC of Somerset County. The playground, which is solely comprised of donated materials, was built by the committee and installed at ARC.

Cindie also commended Recreation Manager Dina Fornataro-Healey for her presentation on the use of drones at the recent League of Municipalities Convention in Atlantic City this week. Dina has been asked to make her drone presentation at an upcoming Freeholder meeting.

Carrie Springer, Environmental Science Manager reported that the EEC will be hosting the 40th Festival of Trees December 2-29, 2017. There will be an opening reception event on December 1st from 6-7:30pm with live music. Commissioners, Freeholders, Counsel, and Park Commission management are invited to attend.

Carrie reported she and Naturalist Barkley have been working closely with county finance on a new program for birding enthusiasts. The EEC will host an eight-day birding excursion to Southeastern Arizona May 26-June 3, 2018. The cost of the adult-only trip is \$2,700 with a \$500 single supplement and includes hotels, airfare, and excursions.

Marge Margentino, Stable Manager reported that she and Program Specialist Nancy Meola continue to work with Veterans from the Lyons Veterans Hospital on a work skills program to train Veterans at the Stable. One initiative is to "train the trainer"

whereby a Veteran would be trained on stable skills and go on to train other Veterans interested in working at the Stable.

Marge and Nancy are working with a Veterans community, Valley Brook Village, to provide horse therapy for residents. Valley Brook Village provides apartment living for homeless Veterans on the Lyons Hospital Campus.

The Stable hosted a hayride and hot dog roast for veterans last week. A Veteran who lost his sight in Afghanistan was extremely appreciative of the event and the opportunity it gave him to experience the natural surroundings of the Stable.

GOLF MANAGEMENT

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

Darrell Marcinek, Director Golf Maintenance reported that winterizing of four irrigation systems has been completed. Neshanic Valley GC will be winterized after Thanksgiving. Newly paved golf cart paths have been completed on five holes on Ridge nine at Neshanic Valley GC. Dead trees were removed at Warrenbrook GC. Darrell thanked everyone that assisted with that project.

Bob Ransone, Deputy Director Golf Management reported that Warrenbrook closed at the end of October. Quail Brook GC will close on November 27th, Green Knoll GC will close on December 31st, and both Spooky Brook GC and Neshanic Valley GC will remain open for the winter. Bob attended a meeting with Golf Directors from seven other NJ Counties this past week. Although golf rounds are down 3.7% and revenue is down approximately 6% as compared to 2016 for Somerset County courses, SCPC had the lowest decrease as compared to all other counties in attendance. The prediction of rain over 11 straight weekends in June, July, and August had a significant impact on golf revenue for all counties.

INFORMATION MANAGEMENT

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

Commissioner McCallen stated that he attended the BerryDunn meeting yesterday and was very impressed with the level of employee participation. Commissioner McCallen is confident that at the end of the process everyone will be impressed with the final presentation and with the group that was hired to facilitate the process. Commissioner McCallen thanked everyone for their help on the IT Master Plan project.

Dan Livak, Deputy Director Business Administrator thanked Commissioner McCallen and reported that a lot of work went into preparing for this IT Master Plan meeting and he is looking forward to the next presentation.

Ray Brown stated that he is glad to be part of the IT Master Plan meeting process. Ray stated that he was pleased that everyone could provide input, that the meeting was very informative, and that a lot of important information was collected. Ray hopes that funding will be available when it is time for implementation, and that he is very excited about the process.

Alex Mathew, Manager Information Management stated that connectivity has been established at Mountain View Park.

VISITOR SERVICES

Vice President Crosby, Chair of the Committee, submitted a report for the month of October 2017.

Dave Dendler, Manager Park Rangers reported that the Rangers will finish trail work before the winter. Rangers are in the process of reviewing trail markers on various trails and adding markers where necessary. There are two upcoming trail clean ups; one for the Sourland Mountain Preserve, which will be tomorrow, and one for Washington Valley Park, which will be on December 2nd.

PROPERTY MANAGEMENT

Vice President Crosby, Chair of the Committee, submitted a report for the month of October 2017.

Dan Livak, Deputy Director Business Administrator reported that of the two farm parcels out for bid, the Park Commission only received a bid on the Daniels Parcel.

PLANNING AND LAND ACQUISITION

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

Ray Brown stated that he attended a kick off meeting for the County preservation initiative which seeks to create a consolidated master plan for the County for three entities; open space, recreation, and parks; farmland preservation; and historic sites to create one unified vision. Ray, Cindie, and Commissioner Haines are on the steering committee, led by the County Planning Board staff for this project. Commissioner Haines stated that Somerset County is the first County in the state to create this type of consolidated master plan.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

Adam Bloom stated that the three East County projects are moving along. The increased police presence and addition of video surveillance has decreased interference in these projects.

PARK MAINTENANCE & HORTICULTURE

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

Pierce Frauenheim, Deputy Director thanked Joanne Steinruck for her 13 years of service to the SCPC and congratulated her on her retirement.

FREEHOLDER'S REPORT

Commissioner Leonard requested that Ray Brown discuss recent developments in the River Walk project. Ray stated that he had a meeting with Michael Merchant, Branchburg Liaison to the SCPC, administration from Branchburg, and Tom Boccino from County Engineering to discuss plans for installing trails along the greenway. The group conducted a walking tour along the Neshanic River to see where trails could be added to create a continuous pathway. Tom Boccino prepared a map as a follow up to previous trail work. The intention is to create a trail along the South Branch River that would connect through to Hunterdon County. Opportunities exist to begin small aspects of this project in the near future. Ray stated that towns along the proposed trailway are appreciative of the intended project, which would help to keep the greenway concept alive.

Commissioner Haines requested that Hillsborough be included in this project as there are areas in the township that can be added to the trail. Including Hillsborough in the plans will allow the town to budget for funding as needed. Commissioner Leonard stated that trail work provides a great opportunity for Eagle Scout projects; especially for areas in need of clean up. Dave Dendler stated that there might be funds available through library grants for trail work.

NEW BUSINESS

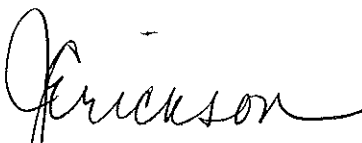
No new business to report.

A motion to adjourn the meeting at 8:50 a.m. was made by Commissioner Crosby and seconded by Commissioner Haines YEAS: President DiFrancesco, Commissioners Hunsinger, Leonard, McCallen, Paluck, and Ross NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,



Raymond A. Brown
Director



Janine Erickson
Executive Assistant