

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, March 19, 2009 at 5:30 PM 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 Fuerst called the meeting to order.

PRESENT

Paul Consiglio
Steven Fuerst
John Gillen
Walter Hansen
Joanne Jaeger
Dot Paluck
Gary Walsh
Rick Fontana, Freeholder Liaison

ABSENT

Rose McConnell
Christopher Paladino

Other staff members present were: Brian Newman and Rich Reitman.

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
James Avens, Manager/Horticulture
Tom Boccino, Principal Planner/Land Acq.
Dave Dendler, Manager, Park Rangers
Pierce Frauenheim, Deputy Dir. Park Maint.
John Kitchen, Deputy Director Golf Mgmt.
Don Korbobo, Manager, Property Mgmt.
Stuart Lederman, Counsel

Dan Livak, Deputy Dir. Business Admin.
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager, Stable
Alex Mathew, Manager, Info. Mgmt.
Karren Newman, Manager, Recreation
Bob Ransone, Director, Golf Operations
Cathy Schrein, Manager, Env. Science
Donna Van Deursen, Manager, HR

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President Fuerst presented a 10 year service award to Bob Ransone, Director, Golf Operations.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held February 19, 2009 and the minutes of the Work Session held on March 12, 2009. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Jaeger. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Walsh. ABSENT: Commissioners McConnell and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R09-030 - Payment of Claims

Resolution authorizing payment of bills for \$1,006,679.26 comprising of check numbers 153798-153803, 154062-154065, 153804-153853, 154135-154195, 154565-154637, and 154815-154863. MOVED BY: Commissioner Walsh; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

DIRECTOR'S REPORT

Director Brown distributed a photocopy of the 2008 Annual Report to the Commissioners and made a presentation on the "State of the Commission". The presentation was an overview of all the Park Commission facilities, accomplishments, and events for 2008. Ray reminded the Commission that the Warrenbrook pool is a very popular facility and that it is the only aquatic recreation that the Commission offers in the county system. The pool is aging rapidly however and does not meet the demand. The pool opened late in 2008 and closed early due to necessary repairs. All five golf courses continue to be heavily utilized. The Commission's partnership with Callaway Golf helped facilitate the visit from Arnold Palmer last year at Neshanic Valley. Colonial Park continues to be heavily used. Ray noted the Commission has a request for additional space for cricket. A third annual Bocce Tournament will be held there as well in 2009. Green Knoll Tennis Center is also heavily used thanks to Karren Newman's oversight and creative programming. Her work was recognized with a national USTA award. The Commission's roller hockey rink was noted as being a gift from Hovnanian Development Corp. as a result of a coordinative working relationship with Bridgewater Township. The rink is used every day and recently underwent renovations. Ray urged the Commission to continue to "partner" with our local counterparts in an attempt to best utilize the funds and facilities available to all Somerset County citizens. The relatively new Torpey Athletic Complex continues to evolve. The gardens at Colonial Park include a perennial rose garden and Buck Garden just benefitted from the acquisition of an additional 10 acres. In 2009, Ray reminded the Commissioners that there will be several major special events including; the New Jersey Winegrowers Assn. Annual Wine Tasting Festival at Natirar Park which will again be held over the Memorial Weekend; the Duke Island Park Summer Concert Series held on Sunday evenings throughout the summer; the July 4th Family Fun Day at North Branch Park which includes a popular fireworks display; and the Annual Fishing Derby held at Sourland Mountain Preserve.

Ray thanked Michelle Battito for her work on putting the power-point presentation together. President Fuerst thanked the staff for all they do throughout the year.

COMMISSIONER CORRESPONDENCE

1. Letter from the State of New Jersey informing the Park Commission that an on-site inspection will be done the week of March 2nd for the Land & Water Conservation Fund and Green Acres Programs.

2. Letter from NJDEP announcing National Trails Day will be celebrated on Saturday, June 6th and the Office of Natural Lands Management will be compiling a list of events for that day. The list will be distributed through a press release, mailings and sent to state parks and forests for distribution as well as the National Trails Day Office in Washington D.C.
3. Somerset County resolution adopting the 2009 Somerset County Open Space Recreation, Farmland, and Historic Preservation Trust Fund Levy at three cents per every \$100.00 of assessed value.

REPORT OF TREASURER

Brian Newman provided the Treasurer's report having a book balance of \$532,867.75 as of February 2009.

COMMITTEE REPORTS

FINANCE

Resolution R09-031 – Adopting the 2009 Operating Budget

The Freeholders' adopted the county budget on March 17th. The Park Commission was asked to cut their budget request by 5% but due to the decision to enter into a maintenance Agreement with the State of New Jersey for Washington Rock State Park, the budget was adjusted to a 4.3% over the 2008 appropriation. MOVED BY: Commissioner Gillen; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

Resolution R09-032 – Award of Contract to Stryker Heating, Cooling & Electric

Resolution awards a contract for one year with two possible additional one year extensions. MOVED BY: Commissioner Gillen; seconded by: Commissioner Consiglio. The hourly rate is \$79.00 with an overtime rate of \$79.00 and 10% discount on parts. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

Resolution R09-033 – Award of Contract to Gallagher Advertising, Inc.

Prior to the resolution being adopted, Counsel Lederman reported that the RFP was advertised through the Fair and Open Process as a Professional Service. Seven agencies responded. A budget of \$78,000 was given. Gallagher Advertising was recommended by the Commission's Competitive Contract Review Committee based on their proposed utilization of the amount budgeted for this years program.

Resolution awards a contract for design and media placement for marketing campaign. The total fee is \$78,000.00. MOVED BY: Commissioner Gillen; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

Resolution R09-034 – Award of Contract to Suplee, Clooney & Company

Resolution awards a contract for audit and accounting services for 2009. Commissioner Walsh asked that Brian Newman work with Suplee, Clooney on rotating the auditing manager every two to three years. Mr. Newman reaffirmed the desirability of rotating account managers. MOVED BY: Commissioner Gillen; seconded by: Commissioner Jaeger. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

Resolution R09-035 – Revising the By-Laws - TABLED

During the discussion of the proposed revisions to the Commission's By-Laws, there were questions about the title of Secretary-Director. It was noted that the secretary function is very different from the director's job and the Enabling Statutes appear not to reference such a combined title. The consensus of the Commission was to have Counsel Lederman and Commissioner Walsh research the statutes and to examine the manner in which the other County Park Commission's in New Jersey addressed this issue. The resolution was tabled pending further input from counsel.

HUMAN RESOURCES

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2009.

Donna Van Deursen, Manager, Human Resources reported that the HR assistant, Lesley Boyd, has returned to work after being on leave. The hiring process for golf seasonals has begun. There will be approximately 350 seasonal employees that will be hired this year and approximately 75% of them are returning from last year.

LEISURE SERVICES

Commissioner Jaeger, Chair of the Committee, submitted a report for the month of February 2009.

Cathy Schrein, Manager, Environmental Science reported that the staff at the EEC will be redesigning the school programs so that they can be more easily presented at the schools rather than the schools having to come to the EEC. It is anticipated that this will help the schools with their bus schedules and operating costs.

Karren Newman, Manager Recreation reported that the Green Knoll Tennis Center will open for the season on April 4th and pre-season registration for the Warrenbrook pool is in progress.

Marge Margentino, Manager, Stable reported that nine days of winter classes were rescheduled due to weather. Registration for the spring session will be held on March 28th. In-house training on saddle fitting was given to the staff by Stubben. Marge and Toni Sauer attended a program on Surviving in the Horse Industry and Marge was asked to be a speaker when one of the assigned speakers did not arrive. Marge was able to showcase the Stable while speaking. The Stable has had 28 private lessons and the group rides have two groups booked in March and several area already booked

for April. The Spring Pleasure Drive and the Dressage Show will be held on March 29th. The Hunter Pace will be held on April 5th.

Resolution R09-036 – Award of Contract to The Courier News

Resolution for printing and distribution of seasonal park guides. Three guides will be distributed during the year at a cost of \$5,600.00 per each guide for a total of \$16,800.00. MOVED BY: Commissioner Jaeger; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Jaeger, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners McConnell and Paladino.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of February 2009.

John Kitchen, Deputy Director, Golf Management reported that the golf rounds are fewer due to bad weather in January. Staff is currently being trained on the new POS system.

Bob Ransone, Director Golf Operations reported that all golf courses are now open with the exception of Quail Brook due to the on-going irrigation project. On March 28th there will be demo day with Callaway golf. There are nine Somerset County high school golf teams that use NVGC as their home golf course. Middlesex High also uses NVGC.

Darrell Marcinek, Director Golf Maintenance reported that the NJDEP has recognized Neshanic Valley for Environmental Stewardship through the River Friendly program. Warrenbrook Golf Course will open on March 21st.

Resolution R09-037 – Award of Two Year Extension to Golf Cars, Inc.

Resolution is for the leasing and maintenance of golf cars for Neshanic Valley Golf Course. The rental consists of 88 electric powered cars for \$779.00 per car, per year and 36 gasoline powered golf cars for \$745.00 per car, per year and four gasoline powered ranger cars at no additional cost. The annual cost is \$92,380.00. MOVED BY: Commissioner Paluck; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Jaeger, McConnell, and Paladino.

Resolution R09-038 – Award of Two Year Extension to Golf Cars, Inc.

Resolution is for the leasing and maintenance of golf cars for Green Knoll, Quail Brook, Spooky Brook, and Warrenbrook Golf Courses. The rental consists of 200 gasoline powered golf cars, per year and eight gasoline powered ranger cars at no additional cost. The annual cost is \$152,000.00. MOVED BY: Commissioner Paluck; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Jaeger, McConnell, and Paladino.

Resolution R09-039 – Award of Contract to C & CE Equipment

Resolution is for the purchase of two 5085M John Deere utility tractors with options for the Golf Maintenance Department. The cost is not to exceed a total of \$53,451.52. MOVED BY: Commissioner Paluck; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Gillen, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Jaeger, McConnell, and Paladino.

BUSINESS ADMINISTRATION

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2009.

Dan Livak, Deputy Director, Business Administration reported that he has met with the Deputy Directors, Manager Park Rangers, Manager Information Management, and Manager Property Management to familiarize himself with the responsibilities of his job. He has also toured some of the properties with Dave. Dan has also been busy working on the 2009 budget. He has worked with Donna VanDeursen and Bob Ransone on the salary part of the budget. Dan reported that has also spoken with Chief Rasmussen in Green Brook Township and that he is prepared to support the Commission with its assumption of management responsibilities for Washington Rock Park. Dan also expressed how Alex, Dave, and Don do an excellent job.

INFORMATION MANAGEMENT

Commissioner Hansen, Chair of the Committee, submitted a report for the month of February 2009.

Alex Mathew, Manager, Information Management reported that the golf POS hardware and software has been installed and is running. Training continues with the POS users.

VISITOR SERVICES

Dave Dendler, Manager Park Rangers reported that he met with Doug Vornlocker of the Somerset County OEM in the Sourland Mountain Preserve for a half day Search and Rescue drill involving the Park Rangers, Somerset County Sheriff's Department, and Somerset County Search and Rescue Team. The trail assessments are complete and the first project will begin on March 22nd. Dave received an e-mail from a woman who grew up at the former Kondracki Farm in the Sourland Mountain Preserve and was happy the land is being used as a park. She and her father live in Kentucky and Dave will reach out to them to gather more information.

PROPERTY MANAGEMENT

Commissioner Consiglio, Chair of the Committee submitted a report for the month of February 2009.

Don Korbobo, Manager, Property Management reported that the New Jersey Green Acres inspector was here for two days and 23 different park areas were inspected. His most common request was that additional New Jersey Green Acres signs be installed.

The inspector had the highest praise for all the Commission's facilities. Don thanked Tom Boccino for his assistance during the inspection.

Resolution R09-040 – Awarding Hunting Licenses on Two Park Commission Owned Parcels

Resolution for hunting licenses for Kanach Parcel – North to Olde Barn Gun Club #5, and Chubb/Brady Parcel to Long Valley Hidden Valley Gun Club. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Paluck. YEAS: Commissioners Consiglio, Gillen, Hansen, Paluck, and President Fuerst. NAYES: Commissioner Walsh. ABSENT: Commissioners Jaeger, McConnell, and Paladino.

PLANNING AND LAND ACQUISITION

Commissioner Paluck, Chair of the Committee, submitted a report for the month of February 2009.

Tom Boccino, Parks Section Principal Planner, Land Acquisition submitted his report.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner Paladino, Chair of the Committee, submitted a report for the month of February 2009.

Director Brown reported that the Capital Facilities Committee met with Commissioner Paladino and representatives from the County Engineer's office to present an overview of the capital facilities plan and to discuss projects that need to be addressed as we move forward. The Committee will meet every month to discuss details and progress on all of the Commission's capital projects.

PARK MAINTENANCE - HORTICULTURE – SPECIAL PROJECTS

Commissioner Consiglio, Chair of the Committee submitted a report for the month of February 2009.

Jim Avens, Manager, Horticulture reported that the Art & Photography Exhibit at Buck Garden was well received. Gardener Kathleen Podgalsky has a background in Art History and did a fantastic job of coordinating the exhibit. Participants asked to consider lengthening the exhibit to three weeks next year. The Rose Pruning Workshop at Colonial Park was well attended with 30 participants. Foreman Jeff Van Pelt led the hands-on workshop on March 14th which went very well. The first Garden Guide training session was held on March 19th at Buck Garden. There were five new docent trainees and seven returning. Buck Garden is gearing up for the annual plant sale. Both of the lectures support the Park Commission Go-Green efforts. Jim distributed flyers for the Spring Plant Sale and Earth Day Celebration to be held on April 25th and 26th.

Pierce Frauenheim, Deputy Director Park Maintenance reported that he and his staff are working with Tom Boccino and Jim Shelley on projects.

AUDIT COMMITTEE

Commissioner Walsh reported that the Audit Committee will work with the auditors within the next month.

FREEHOLDER'S REPORT

Freeholder Fontana reported that Commissioner Gillen and staff have worked hard to put together an admirable budget without having to layoff employees. The County budget was reported to be successful due to good planning and conservative budgeting practices over the years. Rick noted that the County has 82 positions which were not filled this year in order to reduce costs.

OLD BUSINESS

Director Brown reported that the 2008 Division Goals were distributed to the Commissioners at the Work Session along with the suggested 2009 Goals. Ray noted that in spite of the challenges of a somewhat turbulent 2008, staff has provided an impressive list of "successes" last year and he applauded their professionalism. Ray agreed to work with Rich Reitman to share with the public the positive work the Commission has accomplished over the past year. The Park Commission continues to provide quality and affordable service. Ray commented he is proud of the staff and all that they do. President Fuerst commented the Park Commission provides a positive atmosphere for everyone.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 7:20 p.m. was made by Commissioner Consiglio; seconded by Commissioner Paluck. YEAS: Commissioners Consiglio, Gillen, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Jaeger, McConnell, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant