

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, August 20, 2009 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 Jaeger called the meeting to order.

**PRESENT**

Paul Consiglio  
William Crosby  
John Gillen  
Walter Hansen  
Joanne Jaeger  
Dot Paluck  
Gary Walsh

**ABSENT**

Steven Fuerst  
Christopher Paladino  
Rick Fontana, Freeholder Liaison

Other staff members present were:

Raymond Brown, Director	Stuart Lederman, Counsel
Joanne Steinruck, Executive Assistant	Darrell Marcinek, Director Golf Maint.
Tom Boccino, Principal Planner/Land Acq.	Karren Newman, Manager, Recreation
Dave Dendler, Manager, Park Rangers	Bob Ransone, Deputy Dir. Golf Mgmt.
Pierce Frauenheim, Deputy Dir. Park Maint.	Jim Shelley, Principal Engineer
John Kitchen, Director Golf Operations	Cindie Sullivan, Deputy Director
Dan Livak, Deputy Dir. Business Admin.	Dina Trunzo, Manager, TR
Don Korbobo, Property Mgmt. Coordinator	Donna Van Deursen, Manager, HR

Also in attendance: Rich Reitman and Brian Newman.

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

Vice President Jaeger presented a five year service award to Carrie Springer and a 20 year service award to Joseph Bozzomo.

**APPROVAL OF MINUTES**

Vice President Jaeger called for the approval of the Park Commission minutes from July 16, and Work Session minutes from August 13, 2009. **MOVED BY:** Commissioner Hansen; seconded by Commissioner Walsh. **YEAS:** Commissioners Consiglio, Hansen, Jaeger, Paluck, and Walsh. **NAYES:** None. **ABSTAIN:** Commissioner Crosby and Gillen. **ABSENT:** Commissioners Fuerst and Paladino.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R09-072 - Payment of Claims**

Resolution authorizing payment of bills for \$1,190,685.62 comprising of check numbers 161086-161107, 161335-161344, 161606-161617, 162132-162144, 162310-162320, 160933-161016, 161333-161334, 161345-161423, 161618-161688, 161689-161693, 162054-162131, and 162321-162387. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Hansen. YEAS: Commissioners Consiglio, Crosby, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSTAIN: Commissioner Gillen. ABSENT: Commissioners Fuerst and Paladino.

## **DIRECTOR'S REPORT**

Director Brown submitted a report for the month of July 2009.

### **Resolution R09-073 – Recognition of Rose McConnell**

Resolution acknowledges and thanks Rose McConnell for her nine years of service to the Park Commission as a Commissioner. MOVED BY: Commissioner Jaeger; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

## **COMMISSIONER CORRESPONDENCE**

1. Letter from Somerset County United Way thanking the Park Commission for facilitating the distribution of over 25,000 books to schools and organizations serving children and families in need across New Jersey.
2. Thank you letter from Lainie Beavin, Volunteer of the Year recipient.
3. Letter from Kathleen Mandaglio wanting to purchase a bench to be placed in Natirar Park.
4. Letter from Freeholder Director, Rick Fontana informing the Park Commission of the appointment of William Crosby to serve as a member of the SCPC to fill an unexpired five year term to expire on December 31, 2009.
5. Letter from Township of Hillsborough requesting the opening of the GSA property for hunting.
6. Letter from Borough of Peapack and Gladstone requesting the use of Natirar for its deer management program from September 12 to February 20, 2010.
7. Letter from Bernards Township requesting the use of Lord Stirling and Ross properties for its deer culling program.
8. Letter from Township of Warren requesting permission to hunt at the Dock Watch Quarry property, along with other properties.

9. Letter from K. Hovanian at Warren informing the SCPC of a NJDEP-HPO recommended \$25,000 contribution to use on the rehabilitation and/or restoration of the barn at the Duderstadt Farmstead.
10. Letter from Manville Borough Clerk informing the Manville Volunteer Fire Company #1 that if they wish to host a circus at the Dukes Parkway field, they must request permission for use of the property from the Mayor and Council.
11. Letter from the USGA thanking the Park Commission for the hospitality during the qualifying rounds held at Neshanic Valley Golf Course for the U. S. Amateur Public Links and the U.S. Women's Open Championships.
12. Letter from the New Jersey Bocce Invitational members thanking the Park Commission for helping with the Invitational which raised \$15,000 and prepared 925 care packages for the soldiers.
13. E-mail from John Loos thanking the Park Commission for the Resolution of Appreciation for his years of service on the Open Space Advisory Committee.
14. Letter from Borough of Millstone Historic District Commission asking the Park Commission's permission to access the newly acquired Rezem property and use an opening and small clearing for an audience and speaker at the Washington-Rochambeau Revolutionary Route Festival on September 26<sup>th</sup>.
15. Letter from the NJDEP informing the Park Commission that the requirements contained in the State Historic Preservation Office's Administrative Consent Order and the violation has been resolved. (Freshwater Wetlands Protection Act)

### **REPORT OF TREASURER**

Brian Newman provided the Treasurer's report having a book balance of \$469,184.39 as of July 31, 2009.

### **AUDIT COMMITTEE**

Bob Swisher from Suplee-Clooney reported that the annual audit was generally un-noteworthy but there were five recommendations in the firm's annual management letter for future follow up. Mr. Swisher indicated that the auditors will check next year to assess the Commission's response. Purchasing and employee reimbursements were thoroughly checked. The Park Commission has a healthy surplus.

### **Resolution R09-074 – Accepting the Audit Report**

The Park Commission's Audit Committee has reviewed and recommended the acceptance of the Suplee-Clooney & Company's letter dated June 26, 2009 and the audit report for the year ended December 31, 2008. MOVED BY: Commissioner Walsh; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby,

Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

## **COMMITTEE REPORTS**

### **FINANCE**

Commissioner Gillen, Chair of the Committee, submitted a report for the month of July 2009.

### **Resolution R09-075 – Award of Separate Contracts to Riker, Danzig, Scherer, Hyland & Perretti, LLP and Arseneault, Whipple, Fassett & Azzarello, LLP**

Resolution awards separate contracts; a contract to Riker, Danzig, et. al for general counsel and a contract to Arseneault, Whipple, et. al for special counsel. MOVED BY: Commissioner Gillen; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

### **HUMAN RESOURCES**

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

Donna Van Deursen, Manager, Human Resources reported that the traditional employment period for seasonal hires is ending. There is one full-time vacancy. Union negotiations are in progress with the next session to be held on August 21<sup>st</sup>.

### **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director reported that fortunately only one summer concert has been cancelled; Orleans. The Duprees concert had record breaking attendance. Cindie has been working with Counsel on a contract for the Lipizzans which will be performing at the Stable on October 23, 24, and 25. Cindie has also been working with Counsel on the new agreement for the Printmaking Council. Naturalists Daryl Anne Villard and Maria Rossi organized the County Caper, a “Discover Somerset County Parks” type game. Each team will receive a booklet which contains the names of various parks involved and the activity that is to be done at the park. Upon completion of the task or game at each park, the participant(s) will have the Park Commission staff person assigned to that park stamp the appropriate spot in the booklet. It is a two day event scheduled to end at 3 o'clock on August 23<sup>rd</sup>. All the teams completing the tasks will become eligible to participate in the play-off event held at the EEC. Varieties of prizes will be awarded, including the “grand” prize of three life vests donated by Cabela's.

Dina Trunzo, Manager, TR reported that on the last day of camp the Somerset County Police Chiefs arranged for a helicopter to land at North Branch Park for the campers.

The pilots of the helicopter asked if they could come back next year. The Teen Scene program ends August 21<sup>st</sup> and tonight is a camp out. Fall season of programs for adults will begin in mid-September and registration will be held on August 22<sup>nd</sup>. At the 4H Fair, one of the Freeholders approached Dina and Cindie Sullivan and mentioned that she has received a lot of positive feedback with regard to the collaborative horticulture program with Richard Hall Community Mental Health Center and that there have been discussions to continue the collaboration.

Karren Newman, Manager Recreation reported that swimming and tennis instructions are completed. There were 218 swimmers for the lessons and 634 tennis participants. The USTA gave the Park Commission an opportunity for 16 tennis instructor employees to attend a professional tennis training program which was held at the Warren Racquet Club due to rain. The Park Commission is the only public tennis facility in New Jersey that has over 70% of its staff USTA certified in New Jersey and this program is worth between \$2,000 and \$3,000. The USTA also paid for Mike Watson to attend a certification program in May.

### **Resolution R09-076 – Amending the Park Rules and Regulations**

Resolution revises Section 3. Animals and Wildlife – under Wildlife, a new clause has been added “e” in which the Park Commission reserves the right to permit (deer) hunting on County land in accordance with a new Park Commission hunting policy. The new policy outlines rules that municipalities in Somerset County must follow when using parkland properties for their deer management programs. MOVED BY: Commissioner Jaeger; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

### **GOLF MANAGEMENT**

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

Commissioner Paluck reported that she was speaking with a superintendent of a private golf course and a comment was made that Neshanic Valley Golf Course is in great condition. Dot also commented that during the recent State events she received many compliments on NVGC.

John Kitchen, Director, Golf Operations reported that \$7.7 million is the budgeted revenue for this year and it will be met. The difference in rounds from last year is due to the construction at Quail Brook and not opening the course until May 21<sup>st</sup>. The weather is also a contributing factor.

Bob Ransone, Deputy Director Golf Management reported that Neshanic Valley hosted the qualifying rounds for the U. S. Women’s Open and the U.S. Amateur Public Links. Bob also received compliments on the course and staff.

### **BUSINESS ADMINISTRATION**

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

Dan Livak, Deputy Director/Business Administration reported that managers are already developing their 2010 capital budget and rolling stock requests. Dan has been working with Counsel and Dave Dendler on the hunting licenses and with Don on updating the property inventory list for the annual JIF membership renewal. Dan will also be addressing the recommendations of the 2008 Audit Report.

### **INFORMATION MANAGEMENT**

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

Walt reported that Alex has completed the conversion of the HR payroll system and has been working on increasing the speed of communication between the Park Commission and the County.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of July 2009.

Dave Dendler, Manager Park Rangers thanked the Rangers and other staff members for their work during the 4H Fair. The Hawk Watch will begin on September 1<sup>st</sup> for the month and Dave will work with the NJ Audubon again this year.

### **PROPERTY MANAGEMENT**

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

Don Korbobo, Property Management Coordinator reported that the Ross house was vandalized , but fortunately, the only damage was to a small window pane and two pieces of alarm equipment that ADT will be replacing.

### **PLANNING AND LAND ACQUISITION**

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that meetings have begun regarding the GSA property Master Plan development. Transco Pipeline will be doing some construction on that property. A meeting will be held on August 21<sup>st</sup> with the consultants. This is a long-term capital project.

Director Brown commented that the two large tracts of land were identified in the Commission's 20 Year Capital Facilities Master Plan; South County (GSA site) and the Mid-County (Wyeth site).

**Resolution R09-077 – Ranking of Applications for the 2009 Open Space Partnership Program**

Resolution affirms the ranking of applications as recommended by the Land Acquisition Committee. Five applications were received from four municipalities for the Program for the purchase of local open space. The applications have been ranked and it is recommended that they be forwarded to the Somerset County Open Space Advisory Committee for consideration in making a final award recommendation to the Board of Freeholders. MOVED BY: Commissioner Paluck; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

**CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

Jim Shelley, Parks Section Engineer reported that there are five major projects under construction. Torpey Athletic Complex grandstand project is on schedule and a late October opening is possible. The Colonial Park restroom slab will be poured today and permits have been received. The Rose Garden project began the week of August 17<sup>th</sup>. The Horticulture pole barn frame is complete and the project should be completed in mid-September. The Howe house roof replacement is scheduled to start next week.

**PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director Park Maintenance reported that all staff was busy during the 4H Fair and Pierce thanked them for their hard work.

**Resolution R09-078 – Award of Contract to Ez Overhead Door, LLC**

Resolution awards contract for furnishing and installation of Raynor model Tricor insulated overhead doors or equivalent for \$17,676.00. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Paluck. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

**Resolution R09-079 – Award of Contract to Consolidated Steel & Aluminum Fence Co., Inc.**

Resolution awards contract for four foot vinyl chain link fencing to be installed on Park Commission property in Manville, not to exceed \$49,854.00. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Paluck. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

**FREEHOLDER'S REPORT**

No report.

**OLD BUSINESS**

Director Brown reported that a trip to the Chinese Scholar Garden on Staten Island will be held this morning.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 9:00 a.m. was made by Commissioner Jaeger; seconded by Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Gillen, Hansen, Jaeger, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Fuerst and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant