

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, November 17, 2011 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

William Crosby
Steven Fuerst
Dale Florio
Walter Hansen
Dot Paluck
Gary Walsh
Patrick Scaglione, Freeholder Liaison

ABSENT

Paul Consiglio
Joanne Jaeger
Christopher Paladino

Other staff members present were:

Raymond Brown, Director	Darrell Marcinek, Director Golf Maint.
Joanne Steinruck, Executive Assistant	Marge Margentino, Manager, Stable
Tom Boccino, Principal Planner/Land Acq.	Alex Mathew, Manager Info. Mgmt.
Dave Dendler, Manager, Park Rangers	Karren Newman, Manager Recreation
Pierce Frauenheim, Deputy Dir. Park Maint.	Bob Ransone, Director, Golf Management
Don Korbobo, Property Mgmt. Coordinator	Cathy Schrein, Manager, Envir. Science
Stuart Lederman, Counsel	Cindie Sullivan, Deputy Director
Dan Livak, Deputy Dir. Business Admin.	Dina Trunzo, Manager, TR
	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

Director Brown presented a ten year service award to Vladimir Levitsky.

PRESENTATION

The following resolution was presented to Brian Lubbert, EHS Manager, Keith Wojciechowski, Sr. Environmental Engineer, and Chris Slachta, General Manager Transfusion Medicine of Ortho Clinical for all their company's assistance throughout the years.

Resolution R11-079 – Thanks and Appreciation to Ortho Clinical Diagnostics

Resolution thanks the management and employees of Ortho Clinical Diagnostics for the assistance during their Fall Clean Up program that was held at Duke Island Park. MOVED BY: Commissioner Walsh; seconded by: Commissioner Hansen. YEAS: Commissioners Crosby, Florio, Hansen, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Crosby, Jaeger, Paladino, and President Fuerst.

APPROVAL OF THE MINUTES

Director Brown called for the approval of the minutes of the last regular meeting held October 20, 2011. MOVED BY: Commissioner Crosby; seconded by: Commissioner Walsh. YEAS: Commissioners Crosby, Florio, Hansen, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Consiglio, Jaeger, Paladino, and President Fuerst.

Director Brown called for the approval of the minutes of the last Work Session held on November 10, 2011. MOVED BY: Commissioner Hansen; seconded by: Commissioner Crosby. YEAS: Commissioners Crosby, Florio, Hansen, Paluck, and Walsh. NAYES: None. ABSENT: Commissioners Consiglio, Jaeger, Paladino, and President Fuerst.

APPROVAL OF BILLS FOR PAYMENT

Resolution R11-080 - Payment of Claims

Resolution authorizing payment of bills for \$1,040,834.58 comprising of check numbers 203541-203562, 203964-203976, 203563-203624, 203870-203963, 204191-204258, and 204586-204642. MOVED BY: Commissioner Crosby; seconded by: Commissioner Hansen. YEAS: Commissioners Crosby, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Florio. ABSENT: Commissioners Consiglio, Jaeger, and Paladino.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were MOVED BY: Commissioner Hansen; seconded by: Commissioner Walsh. YEAS: Commissioners Crosby, Florio, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Jaeger, and Paladino.

Resolution R11-081 – Transfer of Appropriations

Resolution transfers money from trust accounts surplus accounts. This transfer was recommended by the auditors. Staff reviewed fund balances in every account and had previously advised the Commissioners as to how much of the balances were available for transfer.

Resolution R11-083 – Award of State of New Jersey Contract Purchase of a Ford F450 XL Super Duty Cab Chassis 4WD with Options

Resolution awards a contract to purchase from Warnock Fleet for \$27,699.00.

Resolution R11-084 – Award of State of New Jersey Contract Purchase of a Rugby Dump Body with Options Installed

Resolution awards a contract to purchase from Monmouth Truck Equipment for \$5,009.00.

Resolution R11-085 – Award of State of New Jersey Contract Purchase of a Class IV Towing Hitch Installed

Resolution awards a contract to purchase from Monmouth Truck Equipment for \$265.00.

Resolution R11-086 – Award of State of New Jersey Contract Purchase of a Snow Plow with Options Installed

Resolution awards a contract to purchase from Monmouth Truck Equipment for \$3,200.00.

Resolution R11-087 – Award of Second Year of a Three-Year Contract for Equine Services

Resolution awards a contract for farrier to Professional Farrier Services, Inc., equine dentist to Dr. James L. Smith, and veterinarian services to Running “S” Veterinary Service. The cost is \$135,000.00.

Resolution R11-088 - Award of First Year of a Two-Year Contract for Stable Bedding

Resolution awards a contract to Bohonyi Corporation – D/B/A New Egypt Agway and the cost is \$63,000.00.

Resolution R11-089 – Award of Second Year of a Two-Year Contract for Tree Pruning and Removal Services

Resolution awards a contract to Andy Mott, Inc. The annual cost is approximately \$43,543.00.

The following resolutions were voted on separately from the Consent Agenda:

Resolution R11-082 – Amending R11-078 to Authorize Insertion of Special Items of Revenue into the 2012 Budget: \$250,000.00

Resolution authorizes receipt of \$250,000.00 into a grant budget account for the costs of taking over the maintenance costs of the recently acquired Skillman Village property. MOVED BY: Commissioner Hansen; seconded by: Commissioner Crosby. YEAS: Commissioners Crosby, Florio, Hansen, Paluck, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Walsh. ABSENT: Commissioners Consiglio, Jaeger, and Paladino.

The following resolution was pulled from the meeting and will be presented at the December 8 Park Commission meeting:

Resolution R11-090 – Emergency Appropriation of Funds for Repairs Due to Hurricane Irene

Resolution authorizes emergency funds in the amount of \$1,291,276.00.

REPORT OF DIRECTOR

Director Brown submitted a report for the month of October 2011. Ray showed the Commissioners the flag that was given to the Park Commission from Congressman Leonard Lance that flew over the U.S. Capital, in appreciation for hosting the Traveling Wall exhibit.

COMMISSIONER CORRESPONDENCE

1. Letter from MWH informing the Park Commission they have applied for a NJDEP Dam Safety Permit to permanently breach a dam structure located on Robert Street and Edgewater Avenue.
2. Letter from Cherry, Weber & Associates advising of the Notification of Green Acres Minor Disposal Public Meeting on December 14 for Replacement of County Bridge on Newmans Lane over the West Branch Middle Brook in Bridgewater Township.
3. Letter of thanks from the Skyland Conference for the assistance during the Cross Country Championship.
4. Thank you letter from the Watchung Library to the EEC for providing the Naturalist programs.

COMMITTEE REPORTS

FINANCE

Commissioner Walsh, Chair of the Committee, submitted a report for the month of October 2011.

The 2012 temporary budget will be adopted and 2011 accounts will be closed at the year-end meeting to be scheduled for December 28. Brian Newman reported approximately \$400,000.00 to \$450,000.00 will be moved to surplus. Ray Brown reported that the health and dental benefits were negotiated at a flat fee and asked the Commissioners for permission to sign the contract for 2012. All Commissioners agreed.

HUMAN RESOURCES

Donna Van Deursen, Manager, Human Resources reported that the dental plan has an added program that if an employee goes to a dentist within the network the rates will be reduced. Donna is arranging supervisory training for 2012 with the County and the Joint Insurance Fund.

LEISURE SERVICES

Cindie Sullivan, Deputy Director reported that the RFP's for professional services are due today and staff will review them tomorrow for an award at the December 8 meeting.

Dina Trunzo, Manager Recreation reported that staff has been working on ideas and strategies to increase revenue and maximize use of the TR Activity Center. The

department is looking to add new programs that require special instruction such as a drama program for children with a drama therapist, parent and me type programs, and a Social Story Yoga program which will be conducted by a local teacher.

Cathy Schrein, Manager, Environmental Science reported that the Center will market to out-of-county schools the on-site programming availability. Currently programming is available to out-of-county schools only if they come to the Center. The Frost Fest will be held December 2-18 with an ice sculpting demo, dogsled demo, and ending with a Hibernation Masquerade where the participants wear pajamas and make an animal mask to put the animals to bed for the winter. The Passport Program is ongoing and after ten stamps have been collected on the Passport a Leisure Pursuit card will be given which is worth \$20.00 toward any registration for Park Commission programs. The EEC gift shop was advertised in the New Jersey Countryside magazine.

Karren Newman, Manager Recreation reported that fall Yoga is completed and in January a second class will be offered from 5:30 to 6:30 p.m. The Turkey Trot will be held Saturday, November 19th at Colonial Park. Green Knoll Tennis Center hosted a quick start little league tennis team supported by the USTA. There were 40 children that participated and for hosting the event the USTA has awarded Karren a full scholarship to attend a USTA conference in New Orleans.

Marge Margentino, Manager Stable reported that the Halloween snow storm caused much damage to the trails and cancellation of two major events. Staff has been working hard to clear the trails and they should be open next week. The Stable hosted a clinic on November 6 and had 21 participants. On November 13 there were 49 riders for various group rides. The Autism group held their last ride of the year. Marge is working with the Veterans from Lyons on therapy using the horses. She is also looking into doing the same for Bonnie Brae. The Family and Friends Introductory ride to be held on November 25 has full registration and an additional ride has been added and has full registration.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of October 2011.

Darrell Marcinek, Director Golf Maintenance reported that Warrenbrook Golf Course closed early due to the heavy damage from tree debris. Staff is winterizing the irrigation systems. Tammy Stephens, from Neshanic Valley, was promoted to the new superintendent at Warrenbrook.

Bob Ransone, Deputy Director Golf Management reported that the golf courses were closed for four days due to the snow storm. Golf is offering a Healthy Husbands Shot Gun Tournament at Green Knoll, Spooky Brook, and Quail Brook.

BUSINESS ADMINISTRATION

Dan Livak, Deputy Director/Business Administration reported that work continues on the budget. He is also working with FEMA on reimbursements from Hurricane Irene. Dave Dendler and Dan are working with the Montgomery Police on security at Skillman Village.

INFORMATION MANAGEMENT

Commissioner Hansen, Chair of the Committee, submitted a report for the month of October 2011.

Alex Mathew, Manager, Information Management reported that the new servers have been relocated to the second floor. Work continues on installing and setting up Office 2010.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of October 2011.

Dave Dendler, Manager, Park Rangers reported that Adopt-A-Boulder was held on November 5. The climbing competition was not held this year due to the tree debris on the trails from the snow storm. There were more than 50 volunteers that day that performed over six hours of work and cleared 80% of the trails.

PROPERTY MANAGEMENT

Don Korbobo, Property Management Coordinator reported that there was much tree damage due to the snow storm. A bid is being prepared for three farm parcels and there will be a fourth added for the farm next to Neshanic Valley which is 45 acres.

PLANNING AND LAND ACQUISITION

Commissioner Paluck, Chair of the Committee, submitted a report for the month of October 2011.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that the Skillman Village property has closed. The acreage for 2011 will fall short of the 1,000 goal but will still have a record of over 900 acres in a bad economy.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

The report was submitted for the month of October 2011.

PARK MAINTENANCE & HORTICULTURE

Pierce Frauenheim, Deputy Director Park Maintenance reported that Arborist Day will be held on December 3 at Skillman Village.

AUDIT COMMITTEE

Commissioner Walsh reported that an RFP of auditors for 2012 will be solicited.

FREEHOLDER'S REPORT

Freeholder Scaglione reported that he attended a meeting with Margie and senior staff to discuss stable operations.

OLD BUSINESS

No old business to report.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 6:20 p.m. was made by President Fuerst; seconded by Commissioner Walsh. YEAS: Commissioners Crosby, Hansen, Paluck, Walsh, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, Jaeger, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant