

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, March 21, 2013 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
William Crosby
Dale Florio
Steven Fuerst
Helen Haines via Telephone
Dot Paluck

ABSENT

Walter Hansen
Doug Ludwig
Christopher Paladino
Patricia Walsh, Freeholder Liaison

Other staff members present were:

Raymond Brown, Secretary-Director
Joanne Steinruck, Executive Assistant
Jim Avens, Manager Horticulture
Mike Ballow, Manager Park Maint.
Tom Boccino, Principal Planner/Land Acq.
Dave Dendler, Manager, Park Rangers
Betsy Flanagan, Counsel
Pierce Frauenheim, Deputy Dir. Park Maint.
Don Korbobo, Property Mgmt. Coordinator
Dan Livak, Deputy Dir. Business Admin.

Darrell Marcinek, Director Golf Maint.
Margie Margentino, Manager Stable
Alex Mathew, Manager Info. Mgmt
Karren Newman, Manager Recreation
Robert Ransone, Director Golf Mgmt.
Cathy Schrein, Manager, Envir. Science
Adam Slutsky, Principal Engineer
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR

Also in attendance: Yvonne Childress and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President Fuerst presented a five year service award to Chelsea Maciborski, and ten year service awards to Nicole Defino, Edward Highland, and Maryann Zecca.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held February 21, 2013. **MOVED BY:** Commissioner Crosby; **seconded by:** Commissioner Consiglio. **YEAS:** Commissioners Consiglio, Crosby, Florio, Haines, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Hansen, Ludwig, and Paladino.

President Fuerst called for the approval of the minutes of the last Work Session held on March 14, 2013. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Florio, Haines, Paluck, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Consiglio. ABSENT: Commissioners Hansen, Ludwig, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R13-021 - Payment of Claims

Resolution authorizing payment of bills for \$630,501.10 comprising of check numbers 230985-230992, 230281-230351, 230364-230405, and 230924-230984. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Paluck, and President Fuerst. NAYES: None. ABSTAIN: Commissioner Florio. ABSENT: Commissioners Hansen, Ludwig, and Paladino.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of February 2013.

Ray reported that the Park Commission received the Excellence in Design Award from the New Jersey Recreation and Park Association for the Morgan Pellowski Playground at Colonial Park. Ray thanked the team that put that project together and specifically thanked Tom Boccino, Adam Slutsky, Hatch, Mott, McDonald (the consultant), Cindie Sullivan, and Pierce Frauenheim.

COMMISSIONER CORRESPONDENCE

1. Donation of \$300.00 from a neighbor of Buck Garden in appreciation of having trees that fell during Super Storm Sandy removed from their property.
2. Title for the Fleetwood Trailer and copy of resolution approving the transfer of ownership received from the Borough of Manville which is being used at Skillman Park.
3. Letter from Goldberg Segalla, along with the Construction Lien Claim of claimant, Power Partners MasTec LLC regarding solar generating facilities.
4. Letter from the owner of the antique mantel clock with the plate that reads Washington Rock stating that he has decided to keep the clock but the Park Commission will be the first to know if he changes his mind.
5. Letter from a resident neighboring Quail Brook Golf Course who had trees come down into her property during Super Storm Sandy and bend her fence. Staff has handled the removal of the trees.

2013 Operating Budget Discussion

Commissioner Florio reported that the budget was discussed at length during the March 14 Work Session. Dale complimented Ray Brown, Dan Livak, staff, and County Finance for a great job.

Secretary-Director Brown reported that the budget is \$19,216,820.00 of which the total anticipated revenue is \$9,684,432.00 and the appropriated 2012 surplus is

\$1,532,388.00. The balance of the surplus is \$474,281.00. The budget addressed staff shortages in the Maintenance Department. The budget reflects the increase in bank fees of approximately \$125,000.00 in credit card charges. The relief from the Freeholders is greatly appreciated.

President Fuerst thanked the staff for the preparation and working within the constraints of the budget.

Resolution R13-022 – Adopting the 2013 Operating Budget

Resolution adopts the 2013 Operating Budget. MOVED BY: Commissioner Florio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Hansen, Ludwig, and Paladino.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R13-023 – Award of First Year of a Five-Year Contract for Ice Cream/Soft Ice Concession

Resolution awards a contract to Josefa, Inc. effective June 2013 as follows:

YEAR 1 CONCESSION FEE	YEAR 2 CONCESSION FEE	YEAR 3 CONCESSION FEE	YEAR 4 CONCESSION FEE	YEAR 5 CONCESSION FEE
\$1,550.00	\$1,650.00	\$1,750.00	\$1,850.00	\$1,950.00

Resolution R13-024 – Authorizing County Co-Op Contract for Purchase of 2013 John Deere Utility Tractor with Compost Windrow Turner and Wager Wagon

Resolution authorizes the purchase from Cammps Hardware & Lawn Products, Inc. The cost is not to exceed \$52,270.00 and will be used at the Stable.

Resolution R13-025 – Awarding Competitive Contracts for Golf Shop Resale of Merchandise Year One of Five-Years

Resolution awards contracts to Acushnet, Town Talk, Cutter & Buck, RJ Shepherd Co., Gear for Sports, Ping Inc., Jack Jolly & Son Inc., and Range Servant America Inc.

Resolution R13-026 – Award of First Year of a Two-Year Contract for Sod

Resolution awards a contract to East Coast Sod & Seed and Selody Sod Farm, Inc. The cost is not to exceed \$17,000.00.

Resolution R13-027 – Authorizing Contract from Cooperative Pricing Bid for Golf Course and Park Maintenance Materials

Resolution awards a contract to Agrium Advanced Technologies, Andre & Sons, Fertil-Soil Turf Supply Inc., Fisher & Son Co. Inc., Mitchell Products, Greater Harvest, Plant Food Co. Inc., Primos Products Inc., Grass Roots Turf Products Inc., Harrells LLC, John Deere Landscapes, Landscape Materials Inc., Metro Milorganite Inc., J H Reid On-Site Recycling, Reed Perrine Sales Inc., Seeton Turf Warehouse LLC, Matrix Turf Solutions, Tri-State Materials LLC, The Terre Company of New Jersey, and Tuckahoe Sand & Gravel Inc. The cost is not to exceed \$455,000.00.

Resolution R13-028 – Award of Second Year of a Three-Year County Co-Op Contract for Maintenance and Repair of Heating, Ventilation and Air Conditioning Systems and Boilers

Resolution awards a contract to Professional Climate Control, Inc. and the cost is not to exceed \$33,700.00.

Resolution R13-029 – Award of Third and Final Year Contract for Plumbing Services

Resolution awards a contract to Burlew Mechanical, LLC and Magic Touch Construction Co. The cost is not to exceed \$25,200.00.

Resolution R13-030 – Award of Contract for One (1) Additional Month for Refuse Disposal Service

Resolution awards a contract to Kohler Waste Services Inc. and Republic Services of New Jersey LLC.

Resolution R13-031 – Award of Second One-Year Extension for Janitorial/Cleaning Services

Resolution extends the contract for one-month to All Clean Building Services, Inc. from May 1, 2013 through April 30, 2014. The cost is not to exceed \$46,624.80.

Resolution R13-032 – Award of County Co-Op Contract for Purchase of a Toro Groundsmaster Lastec with Deck

Resolution awards a contract to Storr Tractor Co. The cost is not to exceed \$36,765.00 and will be used by the Park Maintenance Department.

Resolution R13-033 – Award of State Contract for Purchase of a 2013 Ford Explorer

Resolution awards a contract to Celebrity Ford and the cost is not to exceed \$24,783.00. The vehicle will be used by the Park Maintenance Department.

Resolution R13-034 – Authorizing a One-Year Extension for Two Hunting Licenses

Resolution extends the hunting license to Double O Rod & Gun Club for the hunting rights on the MacArthur Parcel for \$6,000.00 and Thorn Ridge Sportsman Club for the hunting rights on the Wnek/Grosso Parcel for \$3,150.00 for one year beginning September 1, 2013 and ending August 31, 2014.

Resolution R13-035 – Awarding a Five Year Contract for Farming License

Resolution authorizes a License Agreement to Wagner Farms for farming on the Carrier Parcel for \$3,501.00 from March 21, 2013 through December 31, 2017.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

Commissioner Florio, Chair of the Committee, submitted a report for the month of February 2013.

Commissioner Florio reported that the Capital Projects report has been distributed and it is important to read. Dale indicated the report will be distributed quarterly to follow the progress of the projects.

President Fuerst questioned a few old project completion dates. Tom Boccino responded that the 3M quarry fence project was a condition of the contract. That project is in discussion with the Quarry owners and the County is waiting for the Quarry to move on their portion of the contract that must be completed prior to our fencing the property.

Pierce Frauenheim reported that the Ross Farm and Natirar driveway projects are currently in the planning stage with the Engineering Department. The Gaiser Barn project is also in the beginning stages. The roofs that need replacement were discussed with the Capital Facilities Committee and it was determined that County Engineering will handle all roof repairs. Don Korbobo, Mike Ballow, and Frank Taddeo will be inspecting buildings to determine painting projects. The Colonial Park well is being streamlined and will soon be connected to city water. Adam Slutsky reported that the wells no longer meet the safety requirements.

HUMAN RESOURCES

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2013.

LEISURE SERVICES

A report for the month of February 2013 was submitted.

Cindie Sullivan, Deputy Director reported that Tom Boccino and Adam Slutsky have done a tremendous job on moving the Capital projects along. Ray also commented on how well the projects have been completed. Cindie and Cathy Schrein had a meeting to review the design of the garden with the community garden consultant, Tom Boccino, and Adam Slutsky. A naturalist will be hired to do programming on sustainable gardening and that will begin next spring. Cathy Schrein met with Cindie and Ray to share the progress on the design of the EEC Exhibit Hall. The exhibit will be completed within the next two years. There will be 43 new signs installed throughout the park system by Memorial Day. The history book should be completed within the next few months. Cindie will work with the Park Foundation on obtaining a printer and the Annual Report should be available next month.

Dina Trunzo, Manager Therapeutic Recreation reported that Camp Okee Sunokee is full with a waiting list. Out of the 40 enrolled, ten are new participants and will need to be evaluated. Referrals are also coming in from municipalities for inclusion support evaluations for both sports programs and summer camps. The County jail has donated 400 VHS movies to be used at TR programs where appropriate.

Cathy Schrein, Manager, Environmental Science distributed invitations to the ribbon cutting ceremony for the solar panels on the EEC roof on Thursday, March 28 at 10:00 a.m. The invitation has also been distributed to the Freeholders and Bernards Township officials. On May 13 Montclair State and the Great Swamp Watershed Association will host six speakers (professors) who will present how to develop plans for resilient communities and other areas such as parks that will not adversely impact their bottom lines. Cathy will be providing more information on that when it is available. On March 18 the EEC hosted a book signing which approximately 30 to 40 people attended. The book was on the Passaic River and the EEC sold 15 copies.

Marge Margentino, Manager Stable reported that registration was held for the spring classes. All of the junior beginner classes are full with 58 children on the waiting list. Storm clean up continues and the Private Horse Hunter Pace will be held on April 14.

Karren Newman, Manager Recreation reported that the tennis centers will open on April 6. The second bid for the fireworks had a fatal flaw so there will be a third bid and if no one bids the third time then the contract for fireworks will be negotiated. The blast permit is required by the Department of Labor regulation. The ADA Accessibility requirements for Aquatic Facilities upgrades will begin at the Warrenbrook Pool during early April. The required portable pool lift has been funded by the Park Foundation and will be delivered in three weeks.

At this point in the meeting Commissioner Florio left.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of February 2013.

Darrell Marcinek, Director of Golf Maintenance reported that Spooky Brook and Green Knoll have been accepted as River Friendly. The signs are currently being made and a ceremony recognizing them will be held shortly. Spooky Brook still needs a rain barrel at the clubhouse which will be completed soon. Warrenbrook Golf Course is in the works and should be certified next year.

Bob Ransone, Deputy Director Golf Management reported that Quail Brook and Spooky Brook Golf Courses opened on March 1. Warrenbrook Golf Course will open March 29. Revenue, at the end of February was less than 2012 but more than the five year average for the same time span which was used to develop the 2013 Operating Budget. March 2013 continues to be a very poor revenue producer because of unseasonably cold temperatures. Bob also reported that Neshanic Valley

hosted a walk through as part of the RFP procedure to procure a vendor for the food and beverage operation beginning in January 2014. There were five prospective bidders. An RFP for the food and beverage concessions at the other four courses will be posted on March 26.

INFORMATION MANAGEMENT

A report for the month of February 2013 was submitted.

Alex Mathew, Manager, Information Management reported that the installation of the disaster recovery/backup system is completed. The system will be tested month to month and the data replication is set for every fifteen minutes. The hardware installation of the Gas Boy system at Natirar by the vendor is completed and work continues in programming the system at the Natirar maintenance building. The Wi-Fi installation at the EEC library and auditorium is completed and available to the public.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of February 2013.

Dave Dendler, Manager, Park Rangers reported that trail assessments continue. Dave has hired five seasonals of the eight available positions. The Adopt-A-Boulder event will be held on Saturday, April 20 and Sunday, April 21.

PROPERTY MANAGEMENT

Commissioner Crosby, Chair of the Committee, submitted a report for the month of February 2013.

Don Korbobo, Property Management Coordinator reported that the farming license for the Carrier Parcel has been awarded for the entire parcel. Don has split the parcel into North and South Parcels for the April bid opening for the hunting rights.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of February 2013.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that negotiations continue on various properties and has been working with Adam Slutsky on Capital projects.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report for the month of February 2013 was submitted.

PARK MAINTENANCE & HORTICULTURE

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2013.

Mike Ballow, Manager of Park Maintenance reported that installation of two fences at Natirar have been completed. Staff continues to perform spring cleanup and prepare equipment for spring.

Jim Avens, Manager Horticulture reported that the Art and Photography Exhibit at Buck Garden was well attended with 149 visitors. On the last day a group of 42 people came to see the exhibit from the Moody Bible College in Chicago who found Buck Garden on the internet. Both Buck and Colonial Park Gardens were represented at the Springfest Garden Show in Augusta, NJ. Buck Garden was named one of the top ten attractions in Somerset County in the 2012-2013 Somerset County Tourism Destination Guide.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

No report this month.

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 Commissioner Consiglio and seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Florio, Hansen, Ludwig, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant