

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, November 21, 2013 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 Fuerst called the meeting to order.

PRESENT

Dale Florio
Steven Fuerst
Helen Haines
Walter Hansen
Doug Ludwig
Dorothy Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Paul Consiglio
William Crosby
Christopher Paladino

Other staff members present were:

Raymond Brown, Director
Jim Avens, Manager Horticulture
Mike Ballow, Supervisor Park Maint.
Kurt Bender, Acting Mgr. Environ. Science
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.
Marge Margentino, Manager Stable
Alex Mathew, Manager Info. Mgmt.
Brian Mundhenk, Park Section Engineer
Karren Newman, Manager Recreation
Bob Ransone, Director Golf Mgmt.
Cindie Sullivan, Deputy Director
Donna Umgelter, Manager HR

Also in attendance: Yvonne Childress, Rich Reitman, Fred Quick and Clifford Zink

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held October 17, 2013. **MOVED BY:** Commissioner Hansen; seconded by: Commissioner Paluck. **YEAS:** Commissioners Haines, Hansen, Ludwig, Paluck, and President Fuerst. **NAYES:** None. **ABSTAIN:** None. **ABSENT:** Commissioners Consiglio, Crosby, Florio, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R13-082 - Payment of Claims

Resolution authorizing payment of bills for \$1,431,313.85 comprising of check numbers 244432-244454, 244839-244848, 245143-245156, 244763-244837,

245001-245058, 245065-245142, 246723-246818, and 247175-247248. MOVED BY: Commissioner Haines; seconded by: Commissioner Hansen. YEAS: Commissioners Haines, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Consiglio, Crosby, Florio, and Paladino.

DIRECTOR'S REPORT

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

Park Foundation Trustee Fred Quick presented copies of the Foundation's new book entitled "Natural Beauty Somerset County Parks" to the Park Commissioners. The book was a two-year project of the Foundation and Fred wanted to specifically thank Cindie Sullivan and Ray Brown for assisting the author in its research, editing and design. President Fuerst thanked the Park Foundation for the extensive work on the book project and for the many other contributions it has made to the Park Commission over the years. Ray commented that copies of the book will also be presented to the Freeholders at their December 10 meeting. Ray also noted that the author of the book, Clifford W. Zink, will be at the Commission's Festival of Trees event on December 12 for a presentation and book signing. Ray advised that Steven Kalafer; owner of the Somerset Patriots baseball team, has offered to purchase a copy of the book for every school and library in Somerset County. Steve will also be in attendance on December 12th, at which time Steven and the PATRIOTS will be recognized for their generosity.

Clifford W. Zink, the books author, reported that it was great to work with Cindie and Ray on the project. Cliff noted that the vision shared by so many in the early 1950's to preserve the county's numerous natural resources was a strong impetus for the creation of the Somerset County Park Commission. His research and extended interviewing of individuals who have been a part of that early movement are the basis for the books 50 year plus history. Mr. Zink congratulated the Commission for the success it has enjoyed since its creation and he specifically noted many of the accomplishments that the Commission has attained over the years. Somerset County has a great record of preserving open space while also creating and operating quality leisure time opportunities for all Somerset County residents. Cliff remarked that The Sourland Mountain Preserve is now over 5,000 acres in preserved open space, making it the largest county park in New Jersey. The EEC and Colonial Park are great showplaces. Buck Garden was created by the Buck family and since receiving the garden, the Commission has done a wonderful job in maintaining it as a true New Jersey treasure. Neshanic Valley Golf Course was created from two contiguous dairy farms and has evolved into one of the premiere public golf venues in the Nation! Mr. Zink felt there is a lot to be proud of in Somerset County. The marketing of the book will be the Foundation's next step. Cindie Sullivan also thanked Tom Boccino for his countless hours spent working with Cliff on the project.

Resolution R13-083 – Thanks and Appreciation for Johnson Controls

Resolution thanks Johnson Controls their employee volunteer support in repairing a portion of the Lois Howe Trail at Colonial Park that had been damaged during a recent storm event.

Johnson Controls further supported their effort with a grant of \$1000 to the Somerset Co. Park Foundation for the supplies need to undertake the repairs. MOVED BY: President Fuerst; seconded by: Commissioner Hansen. YEAS: Commissioners Florio, Haines, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Consiglio, Crosby, and Paladino.

Resolution R13-084 – Thanks and Appreciation for Mary Louise Stanton

Resolution thanks Mary Lou for her years of service as the Park Commission's Qualified Purchasing Agent and wishes her a long and healthy retirement. MOVED BY: President Fuerst; seconded by: Commissioner Hansen. YEAS: YEAS: Commissioners Florio, Haines, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSTAIN: None. ABSENT: Commissioners Consiglio, Crosby, and Paladino.

COMMISSIONER CORRESPONDENCE

1. VILLEtv thanking the Park Commission for the ability to film the Summer Concert Series. Special thanks to Cindie Sullivan and staff.
2. Letter of thanks, specifically Cindie Sullivan and Gary Freuler, from the Somerset County Office of the Sheriff for the use of the tent for the "ESGR" function.
3. Letter from New Jersey Water Supply regarding the Schedule of Rates, Charges and Debt Service Assessments for the Sale of Water from the Raritan Basin System that will be published in the January 6, 2014 issue of the NJ Register for the fiscal year starting on July 1, 2014.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R13-085 – Revising the By-Laws

Resolution revises the By-Laws to change the language for the Regular Meeting and Work Session start times.

Resolution R13-086 – Change Order Number 1 for Park Signs

Resolution changes the original resolution R12-053 from the cost of \$68,826.00 to \$70,041.00. The additional \$1,215.00 is for Forman Signs to remove the Duke Island Park sign and install two small signs stating "Senior Center" to hang under the Warrenbrook Golf and Pool signs.

Resolution R13-087 – Award of First Year of a Two-Year Contract for Stable Bedding

Resolution awards a contract to Mulch Supply. Unit price per bag for the first year is \$5.12 and the second year \$4.32. The cost is not to exceed \$63,500.00.

Resolution R13-088 – Award of County Co-Op Contract for the Purchase of One (1) 2013 Cushman Model 84067 4-Wheel Turf Truckster

Resolution awards a contract to Wilfred MacDonald for the purchase to be used by the Golf Maintenance Department. The cost is not to exceed \$23,230.00.

Resolution R13-089 – Award of County Co-Op Contract for the Purchase of Two (2) 2013 Toro Greensmaster 3320 Triplex Mowers

Resolution awards a contract to Storr Tractor Co. for the purchase to be used by the Golf Maintenance Department. The cost is not to exceed \$75,792.00.

Resolution R13-090 – Award of State Contract for Purchase of Computer Hardware with Operating System

Resolution awards a contract to Dell Inc. and Dell Marketing L.P. The purchase is for an upgrade of the existing network servers, computer workstations, and computer software/volume licensing. The cost is not to exceed \$55,000.00

Resolution R13-091 – Award of Contract for Providing Installation and Maintenance for Enhanced Inter-Facility Wide Area Network Ethernet Connectivity

Resolution awards a contract to Verizon New Jersey, Inc. The cost is \$151,000.00 annually for the next five (5) years.

Resolution R13-092 – Award of State Contract for the Purchase of Network Hardware and Installation

Resolution awards a contract to ePlus Technology, Inc. for the purchase and upgrade of the existing network routers, switches and installation. The cost is not to exceed \$135,000.00.

Resolution R13-093 – Award of Second and Final Year of a Two-Year Contract for Tree Pruning and Removal Services

Resolution awards a contract to Tamke Tree Experts as the primary vendor and Tuff Greens as the secondary vendor. The cost is not to exceed \$48,000.00

Resolution R13-094 – Award of Second Year Contract with One-Year Possible Extension for Testing and Monitoring of Fire Alarms and Security Systems

Resolution awards a contract to Haig's Service Group and the cost is not to exceed \$23,927.80.

Resolution R13-095– Award of State Contract for Purchase of One (1) 2013 Ford F-250 with Options

Resolution awards a contract to Flemington Ford for the purchase of the F-250 to be used by the Maintenance Department for Skillman Park. The cost is not to exceed \$24,673.00.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

Commissioner Florio reported that revenue in 2013 is better than what it was in 2011. The final accounting will be known when the books are closed.

Dan Livak, Deputy Director/Business Administrator reported that meeting the 2013 revenue budget will be very close taking into consideration that Park Maintenance has had to replace or repair equipment due to Super Storm Sandy and the operational impacts resulting from the acquisition of additional land and facilities. Gift cards are now available on-line that will help with sale of merchandise at the golf courses. Bob Ransone reported that on Black Friday there will be an on-line special which will be 20 percent bonus on gift cards purchased up to \$500.00. Bob commented that Alex Mathew has done a great job on getting the on-line store set up.

Ray reported he has seen that the first draft of the 2014 budget. Information will be available shortly following further senior management review and consideration. Healthcare benefits will continue to be a major concern and the Park Commission will work closely with the County to examine its options.

HUMAN RESOURCES

A report for the month of October was submitted.

Donna Umgelter, Manager, Human Resources reported that the Employee Health and Safety Fair was held on October 30. During the Fair blood glucose, flu shots, blood pressure, and cholesterol screenings were done. Donna reminded the Commissioners that the Park Foundation funded last year's Safety Fair, which had to be cancelled due to Super Storm Sandy. The Foundation's grant was then utilized for this year's fair resulting in no cost to the Commission.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of October 2013.

Cindie Sullivan, Deputy Director reported that proposals have been reviewed for the six annual professional services. The proposals will be forwarded to Ray for distribution to the Commissioners for their review. The Fee Schedule has been revised which reflects a proposed increase of \$62,000.00 for 2014 fees. The fees are bench marked with what other County parks are charging. Dina Trunzo has received an award for being the County Disabilities Advocate. She will be recognized at the December 10 Freeholder Meeting. On Sunday, December 8 a reception will be held at the Festival of Trees from 1:00 to 3:00 p.m. An invitation will be e-mailed.

Kurt Bender, Acting Manager, Environmental Science reported that the Festival of Trees will be held December 6 to 29. Naturalists have been assisting with programs for the Therapeutic Recreation Department. The Naturalists will be trained in CPR, first aid, and epipens on December 11 by the Park Rangers. Naturalist Carrie Springer will be recertified in life saving in December. Carrier does a number of the EEC's paddling programs. Gift cards are available at the EEC. Cindie thanked Kurt for being the Acting Manager since Cathy Schrein's retirement. Shawn Alexandra McCrohan will begin her employment at the EEC on December 2 at which time Cindie and Kurt will begin training her.

Marge Margentino, Manager Lord Stirling Stable reported that fall lessons end this week. The fall Family and Friends introductory ride to be held on November 29 has two rides full and staff is looking to add a third ride. The Holiday Festival will be held on December 7 and 8 and will include a silent auction which benefits the School Horse Retirement Fund. Registration will be held on December 14 for winter lessons.

Karren Newman, Manager Recreation reported that the Turkey Trot was held on November 16 with 339 runners. Fall Yoga was completed on November 20.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that the winterizing of the irrigation systems at four of the golf courses is completed. Neshanic Valley will be done the week after Thanksgiving. Staff is working on the drainage at the Green Knoll putting green.

Bob Ransone, Deputy Director Golf Management reported that November revenue has exceeded 2012. There will be a Thanksgiving Day shot gun outing held at Spooky Brook, Quail Brook, and Green Knoll beginning at 8:00 a.m. Two of the golf courses are filled. There will be a sneak preview on December 7 of Callaway products by invitation only. The new product line will be available in December. Warrenbrook Golf Course closed at the end of October and Quail Brook and Green Knoll will close on December 31. Spooky Brook and Neshanic Valley will remain open all year.

Karren Newman reported that her nomination of Somerset County Park Commission for the Tourism Award for the WAPL was accepted and the Park Commission, along with the USGA, was acknowledged for a Tourism Collaboration Award for the WAPL. The award was accepted during the Salute to Tourism Breakfast on November 7. Karren has also submitted the WAPL to the NJRPA for a Special Event Programming award.

INFORMATION MANAGEMENT

Commissioner Hansen, Chair of the Committee, submitted a report for the month of October 2013.

Alex Mathew, Manager, Information Management reported that the hardware for wireless has been installed. Active Network for the Golf Division will be upgraded in mid-December. The new gift card system has been installed for Golf, EEC, and Stable.

VISITOR SERVICES

A report for the month of October was submitted.

Dave Dendler, Manager, Park Rangers reported that the Park Rangers continue to do trail work as long as the weather cooperates. Staff also continues to perform

training to employees on CPR and first aid. Dave attended the “Educate for Access” rock climbing summit in New Paltz, New York. Dave got ideas on how to attract more climbers at the Sourland Mountain Preserve. Dave will be attending a symposium at Duke Farms regarding how to educate landowners on active deer hunting and permitting process.

PROPERTY MANAGEMENT

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

Don Korbobo, Property Management Coordinator reported that he has been working on developing a spreadsheet identifying what properties are billed by JCP&L and PSE&G. Don has been collecting rents from the farmers.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner/Land Acquisition, reported that he has been working on the Thompson acquisition, the largest property acquisition in 2013. The County has closed on a portion of the property (100 acres). The larger portion of the property (200 plus acres) will close shortly. Tom has also been working on the Skillman Park loop trail and GSA Depot Park Phase I designs and permit applications. A kick off meeting for the Raritan River Greenway Bikeway design project will be scheduled with the Park Commission, Somerville, Raritan, and Duke Farms shortly. The Bikeway project received a grant of \$30,000.00 from NJDOT.

Commissioner Florio commented that he has received compliments on how nice Skillman is looking. Ray added that staff has made a huge commitment to the new county park and the public is looking forward to the “official” trail opening. In the spring.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner Paladino, Chair of the Committee, submitted a report for the month of October 2013.

Brian Mundhenk, Park Section Engineer, reported that the Van Camp Barn exterior repairs continue. The pumping station at the Stable will begin after the December events to minimize the disturbance to the area. The driveway widening at the Ross Farm is going well. Buck Garden pond and dam repairs are going well. The Green Knoll Tennis Court restroom building reconstruction is on the schedule to be awarded. Bids for the demolition of five structures are being reviewed. The bids for the Green Knoll bridges came in higher than expected so the project is being re-evaluated. The lighting at Green Knoll and Colonial Park Tennis Centers are being added to the Basketball Court and Sports Lighting project at North Branch Greenway Park.

Ray commented that a Senior Management Team meeting will be held after this meeting to discuss all major capital projects.

PARK MAINTENANCE & HORTICULTURE

A report for the month of October 2013 was submitted.

Jim Avens, Manager Horticulture reported that Montana Construction has been very careful not to disturb the garden during the pond dredging. Buck Garden has been a founding member of the Garden State Gardens Consortium and was recognized for its five year anniversary. Jim was presented a Resolution to “honor and salute the Garden State Gardens Consortium” by the New Jersey Senate and General Assembly. The Consortium is a non-profit organization that markets gardens in New Jersey. Buck Garden’s fall program “Art in the Garden” was very successful. The tree planting project is ongoing. JML Landscaping will be planting 102 trees throughout the parks and golf courses.

Mike Ballow, Manager Park Maintenance reported that the fall cleanup at Duke Island Park continues. To date 112 dumpsters of brush and illegal dumping has been removed. During the cleanup of the Raritan River a car was found. Mike thanked the County Road Department for the help with dumpsters. Ray thanked Mike for the assistance with the removal of the tires.

AUDIT COMMITTEE

No report this month.

FREEHOLDER’S REPORT

No report this month.

OLD BUSINESS

No report this month.

NEW BUSINESS

No report this month.

A motion to adjourn the meeting at 9:08 a.m. was made by Commissioner Hansen; seconded by Commissioner Haines. YEAS: Commissioners Florio, Haines, Hansen, Ludwig, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Crosby, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant