

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, January 16, 2014 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**

William Crosby  
Steven Fuerst  
Helen Haines  
Doug Ludwig  
Kevin McCallen  
Dot Paluck  
Patricia Walsh, Freeholder Liaison

**ABSENT**

Paul Consiglio  
Dale Florio  
Christopher Paladino

Other staff members present were:

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

Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Shawn McCrohan, Manager EEC  
Brian Mundhenk, Park Section Engineer  
Bob Ransone, Director Golf Mgmt.  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, Manager HR

Also in attendance: Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**ELECTION OF OFFICERS**

Commissioner Paluck reported that the Nominating Committee met and their recommendation for Commission President was Steven Fuerst and Vice President was William Crosby. **MOVED BY:** Commissioner Haines; seconded by: Commissioner Crosby. **YEAS:** Commissioners Crosby, Haines, Ludwig, McCallen, Paluck, and President Fuerst. **NAYES:** None. **ABSENT:** Commissioners Consiglio, Florio, and Paladino.

## **APPROVAL OF THE MINUTES**

President Fuerst called for the approval of the minutes of the last regular meeting held December 23, 2013. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, and Paladino.

## **DIRECTOR'S REPORT**

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

### **Resolution R14-001 – Appreciation and Thanks to Walter Hansen**

Resolution expresses thanks and appreciation to Walter Hansen for his service as a Commissioner of the Somerset County Park Commission.

## **COMMISSIONER CORRESPONDENCE**

Letter from Trilogy Repertory regarding upgrades and costs for the electric at the Ross/Budinot property.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

### **Resolution R14-002 – Designating Representation to the Regional Center Partnership of Somerset County**

Resolution recommends Raymond Brown to serve as the voting representative and Cynthia Sullivan to serve as the alternate.

### **Resolution R14-003 – Designating Interim Purchase Agent and Designated Qualified Purchase Agent**

Resolution designates Karen McGee.

## **COMMITTEE REPORTS**

### **FINANCE/BUSINESS ADMINISTRATION**

A report for the month of December 2013 was submitted.

Dan Livak reported that the projected revenue is \$136,585 less than projected. Ray Brown reported that 2013 was a difficult year and he will be meeting with the County shortly regarding the budget for 2014. The Park Commission continues to be impacted by Super Storm Sandy and storms in previous years. The operating cost is increasing due to the opening of additional parks. Dan is awaiting checks from FEMA and the Joint Insurance Company that are due from damage by previous

storms. It is hopeful more information will be available at the February meeting regarding the budget.

### **HUMAN RESOURCES**

A report was submitted for the month of December 2013.

Donna Umgelter, Manager Human Resources, provided an update regarding the recent inspection from PEOSH and reported that all citations have been abated in advance of the deadline. The current employment vacancies are listed in the Human Resources report.

### **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director reported that the Corporate Sponsorship Appreciation Breakfast will be held on January 31 beginning at 8 a.m. at Park headquarters. Cindie has sent out an e-mail regarding the breakfast and will send another notice out shortly. The 2013 Goals and Accomplishments for the entire Park Commission have been distributed. The Park Commission has been selected to receive the New Jersey Recreation and Park Association Printed Media award for the "Natural Beauty: Somerset County Parks" book. The award will be presented at the annual conference in March.

Dina Trunzo, Manager Therapeutic Recreation reported that programs begin on January 21. Dina has been sending e-blasts for programs and events to Directors of Special Services which is working great as new children previously not on the mailing list are registering for programs. Registration was held January 11 for the adult programs and there were record numbers of people registering. An example would be Movie Night that usually had 30 participants. This year 50 people registered for that program. Of course that means increasing the number of staff working those programs. Staff is trying to increase numbers where they can without affecting the quality of the program. There is a waiting list of 10 to 20 people for almost every program and staff is working on how to accommodate the long waiting lists. Currently the schedule is packed with not much room to add programs.

Shawn McCrohan Manager, Environmental Science reported that the Children's Art Show is ongoing. Last week winter/spring program registration was held. Shawn thanked Alex Mathew for his assistance with the registration.

Marge Margentino, Manager Stable reported that several classes were postponed due to the cold weather. The Stable has started a new clinic using instructors who have not taught at the Stable in the past. Of the 30 spaces available, 28 have been filled. The Stable and EEC Staff assisted with the Long Hill and Bernards Police in searching the 900 acres of Lord Stirling for the missing person from Bernards Township.

## **GOLF MANAGEMENT**

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

Darrell Marcinek, Director of Golf Maintenance reported that staff continues to work on dead tree removal, various drainage projects, and the Quail Brook Clubhouse retaining wall. Last week Neshanic Valley Clubhouse lobby had a water main break. Work continues on that repair. That evening the Golf Maintenance building had a water line break which flooded the break room and the Supervisor's office. The Learning Center also had a minor leak, but not as severe as the aforementioned.

Bob Ransone, Deputy Director Golf Management reported that he has received great response from the Joint Insurance Fund and All Risk on the repairs to the clubhouse. The pipe and walls have been repaired. On January 26 Neshanic Valley will be hosting an event in conjunction with the Business Partnership's Big Game promotion. O.J. Anderson will be at Neshanic Valley from noon to 3:00 p.m. to greet and sign autographs. Merri Makers will be providing snacks, and a video of the Super Bowl in which OJ was named MVP will be shown. Representatives of the golf company will be performing fittings at the Learning Center which a shuttle will take people to and from the Clubhouse. On January 17, 18, and 19 the New Jersey Golf Show will be held in Franklin Township and the Golf Division will have a booth.

## **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of December 2013.

Alex Mathew, Manager of Information Management reported that work has been completed in the installation of the new golf server, credit card system, and the workstations at all golf courses in conjunction with the Active Network Golf Software upgrade. Currently the system is up and running without any major issues. Staff is in the process of completing the installation of the wireless connectivity at Green Knoll Golf Maintenance, Spooky Brook Golf Maintenance, and the Stocker House. This will eliminate the existing ISDN lines and reduce the monthly fee.

President Fuerst asked if there was any outstanding work needed to be done with the network connectivity. Counsel Flanagan reported that the bandwidth bid award to Verizon remains in review. President Fuerst asked if there comes a time when the Park Commission decides to rebid the contract. Betsy responded that Verizon is not agreeing with all aspects of the County contract therefore delaying the work being done. Commissioner Haines suggested if there isn't progress soon, the Commission ought to consider its options and asked for a consensus of the other commissioners. Everyone agreed that staff should work with Betsy to resolve the matter as soon as possible.

### **VISITOR SERVICES**

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

Dave Dendler, Manager, Park Rangers reported that the Rangers will inventory all first aid equipment and supplies. Dave has been working with Bridgewater on the Deer Management program. The Adopt-A-Boulder event is going to be split this year with the competition being done in April and the trail work in November. Dave received a check for \$1,700.00 from Blue Ridge Mountain Sports for the event which will help defray some of the costs.

### **PROPERTY MANAGEMENT**

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

Don Korbobo, Property Management Coordinator reported that all properties have survived the cold weather as far as water pipes. Don shuts the water off at the Ross property each week to avoid any water pipe breaks. A freeze alarm has been installed which helps. Don continues to work on the electric meter accounts for all properties.

### **PLANNING AND LAND ACQUISITION**

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

Tom Boccino, Principal Planner, Land Acquisition reported that the County closed on the remaining 295 acres of the Thompson property. Funding for the acquisition in the amount of \$625,000 is being contributed from Hillsborough Township, New Jersey Conservation Foundation and the Green Acres Program. Tom is working on the Open Space Advisory Committee Annual Report and hopes to have it completed for the February Park Commission meeting.

### **CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

A report was submitted for the month of December 2013.

Ray Brown reported that staff continues to be updated by Brian on the Capital Projects list.

Brian Mundhenk, Park Section Engineer, reported that several projects have been put on hold due to the weather. The Ross driveway widening project is 80 percent completed. The remaining 20 percent will be done in the spring when the weather is better. Construction of the Pine Grove pavilion at Colonial Park will begin shortly, depending on the weather. Construction at Green Knoll Tennis will begin mid-January. Phase I of the East County Reserve, which is the parking and one large loop trail will be completed by mid to late spring.

## **PARK MAINTENANCE & HORTICULTURE**

A report was submitted for the month of December 2013.

Jim Avens, Manager Horticulture reported that Horticulture Magazine had an article about Buck Garden by Tovah Martin in the January/February issue. The photographs for the article were taken by Brien Szabo who teaches our Garden Photography Workshops. Staff is busy preparing for the upcoming events and programs. The Art & Photography Exhibit will be held at Buck Garden from February 24 to March 14.

Jason Bittner, Supervisor Park Maintenance reported that the mechanic shop is busy doing yearly maintenance on the equipment. The Christmas tree chipping program is ongoing at Colonial and North Branch Park and Jason thanked the Golf staff for their assistance at Colonial Park. Skillman Park progress is ongoing.

Pierce Frauenheim, Deputy Director Park Maintenance, reported that Super Storm Sandy impacted the Park Maintenance Department Budget in a large way. Several line items were severely impacted. Motor Vehicle/Equipment repair had a large increase due to the past 12 months of debris removal at all of our park sites. Several pieces of equipment were damaged with the cleanup of the super storm and renovation of the Skillman Park property. Pierce reported that he spoke to the Commissioners at the July Park Commission meeting and informed them that his vehicle budget was already spent. Another cost increase was the garbage removal (tipping fees) and effluent (waste removal) at our parks. Due to Super Storm Sandy damage at local beaches, many park patrons used the county parks more often in 2013. Another large increase was the water usage line item. The new Howe Complex (six fields) was built in 2013. This construction of fields resulted in a \$20,000 water bill from irrigating the new fields. President Fuerst asked if there is any revenue generated from the visitation to the parks. Cindie Sullivan reported that the permit revenue has increased by \$10,000. Most of the park usage is picnic tables, the playground, bathrooms, and walking trails.

## **AUDIT COMMITTEE**

Dan Livak reported that the County received one proposal for auditing services which was from Suplee Clooney which will be circulated to the Audit Committee. The County will be awarding that contract in January and the Park Commission will have a resolution at the February meeting.

## **FREEHOLDER'S REPORT**

No report this month.

## **OLD BUSINESS**

Director Brown reported that he has distributed the committee assignments and asked the Commissioners to look it over and let him know if they have any changes. President Fuerst has created a special subcommittee to look into revenue options. A report from that committee will be given in the spring.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 9:13 a.m. was made by President Fuerst; seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio, Florio, and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant