

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, March 20, 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."

Vice President Crosby called the meeting to order.

PRESENT

Paul Consiglio  
William Crosby  
Helen Haines  
Kevin McCallen  
Dot Paluck - Telephone  
Patricia Walsh, Freeholder Liaison

ABSENT

Dale Florio  
Steven Fuerst  
Doug Ludwig  
Christopher Paladino

Staff members present were:

Raymond Brown, 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

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

Also in attendance: Yvonne Childress and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

Shannon Boczon, Vice President and Brad Mescher, Treasurer of the Somerville/Branchburg United Youth Football League complimented the Park Commission on Torpey Athletic Field. Mr. Mescher asked how permit holders can be informed of cancellations by other teams, so that they can potentially pick up some extra dates. The football teams require a certain amount of equipment. He inquired if there was a way to obtain permission to have a storage container at the field. Ray Brown thanked Ms. Boczon and Mr. Mescher for coming to the meeting to express their thoughts. Torpey Athletic Field is very popular. They raised good questions and the demand for the field exceeds the ability to give everyone all of their dates. Ray suggested that staff involved with the permit process have a meeting with Ms. Boczon and Mr. Mescher to explain the policy. Applications are accepted by fax, e-mail, and in person. The applications are stamped as received so there is no confusion as to

who was before whom. Cindie Sullivan reported that staff has been working on having field conditions available on line for everyone to view. Ms. Boczon complimented the Park Rangers at Torpey. She said there are over 150 kids on the field at one time and they are very patient and helpful in seeing that the turnover of the fields goes smoothly.

**SERVICE AWARDS**

Vice President Crosby presented a five year service award to Justin Eicher, a 15 year service award to Bob Ransone, and a 20 year service award to Anna Fenton.

**MERIT AWARDS**

Merit Awards were presented to the following employees for outstanding performance during the past year:

Michelle Battito, Leisure Services  
Karen Behr, Leisure Services  
Joe Gonzalez, Park Maintenance  
Alex Isidoridy, Park Rangers  
Fred Lau, Golf Operations  
Laurel Magrini, Buck Garden

John Marshall, Golf Maintenance  
Matt Ramirez, Recreation  
Surina Rashid, Horticulture  
Chris Thaler, Park Rangers  
Michael Witteman, Park Maintenance  
Zakariah Wojtech, Park Maintenance

**APPROVAL OF THE MINUTES**

Vice President Crosby called for the approval of the minutes of the last regular meeting held February 20, 2014. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

**APPROVAL OF BILLS FOR PAYMENT**

**Resolution R14-012 - Payment of Claims**

Resolution authorizing payment of bills for \$1,180,487.96 comprising of check numbers 252753-252761, 252513-252590, 252711-252741, 253013-253084, and 253603-253646. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

**DIRECTOR'S REPORT**

Director Brown submitted a report for the month of February 2014.

A motion was made to move Resolution R14-011 for the Closed Session to the end of the meeting. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Haines. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

**Resolution R14-013 – Thanks and Appreciation James A. Palko**

Resolution thanks “Mop” for his 41 years of service. He will retire on April 1, 2014. MOVED BY: Commissioner Crosby; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

**COMMISSIONER CORRESPONDENCE**

1. Letter from United Bowhunters of New Jersey asking permission to bow hunt at Washington Valley Park.
2. Letter from Mr. Cige following up on correspondence of February 7, 2014 on the Commission’s legal authority regarding Tobacco Free Outdoor Event/Regulations Ordinances

**CONSENT AGENDA**

**RESOLUTIONS**

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

**Resolution R14-014 – Extending the 2014 Temporary Budget**

Resolution extends the Temporary Budget through April 30, 2014.

**Resolution R14-015 – Award of First Year of a Two-Year Contract for Printing and Distribution of Park Guide**

Resolution awards a contract to Courier News/Gannett Satellite Information Network, Inc. The cost is not to exceed \$14,202.00. The Park Guide is distributed three times a year.

**Resolution R14-016 – Amending the 2014 Fee Schedule**

The Fee Schedule is amended to change Warrenbrook Pool, Lord Stirling Stable, the EEC, and Golf fees.

**Resolution R14-017 – Award of Contract for Golf Shop Resale of Merchandise Year Two of Five-Years**

Resolution awards contracts to Acushnet, Town Talk, Cutter & Buck, RJ Shepherd Co., Gear for Sports, Ping Inc., Jack Jolly & Son Inc., Range Servant America Inc., YRI, Horungs Golf Products, Sundog Eyewear, Callaway Golf (Top Flite, Hogan, Odyssey), Callaway, Perry Ellis International/Supreme International, Green Grass One, Recreational Marketing Inc., Cobra Golf, HA Sheldon Canada LTD, Lee Wayne Corp., Nike Golf, Bridgestone Golf, Inc.

**Resolution R14-018 – Award of Second Year of a Two-Year Contract for Kentucky Bluegrass, Hard/Sheeps Fine Fescue, Turf-Type Tall Fescue and L93 Creeping Bentgrass Sod**

Resolution awards a contract to East Coast Sod & Seed and Selody Sod Farm, Inc. The cost is not to exceed \$20,000.

**Resolution R14-019 – Authorizing Contract from Cooperative Pricing Bid for Golf Course and Park Maintenance Materials**

Resolution awards a contract to Agrium Advanced Technologies, Andre & Sons, Fertl-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 \$464,000.

**Resolution R14-020 – Award of County Co-Op Contract for Purchase of One (1) 2014 Toro Groundsmaster 3500-D Sidewinder Rotary Mower**

Resolution awards a contract to Storr Tractor Co. for the purchase to be used by the Golf Division. The cost is not to exceed \$30,151.00.

**Resolution R14-021 – Award of First Year of a Two-Year Contract for Irrigation Repair Parts for Irrigation Systems**

Resolution awards a contract to John Deere Landscapes and Storr Tractor Company. The cost is not to exceed \$15,000.

**Resolution R14-023– Award of First Year of a Three-Year Contract for Plumbing Services**

Resolution awards a contract to Magic Touch Construction Co., Inc. as the primary vendor and Robert Griggs as the secondary vendor. The cost is not to exceed \$47,437.50.

**Resolution R14-024 – Award of First Year of a Three-Year Contract for Electrical Services**

Resolution awards a contract to A & S Service Co., Inc. as the primary vendor and MTB Electric, LLC as the secondary vendor. The cost is not to exceed \$35,000.

**Resolution R14-025 – Award of Third and Final Year Contract for Maintenance and Repair of Heating, Ventilation, and Air Conditioning (HVAC) Systems and Boilers**

Resolution awards a contract to Professional Climate Control, Inc. The cost is not to exceed \$33,700.

**Resolution R14-026 – Rescinding Resolution R13-095 Award of State Contract to Purchase a 2013 Ford F250 with Options**

Resolution rescinds the purchase from Flemington Ford due to expired production date of the State Contract for the vehicle.

**Resolution R14-027 – Award of State Contract for Purchase of a 2015 Ford F-250 XL with Options**

Resolution awards the purchase through Celebrity Ford D/B/A Beyer Ford. The cost is not to exceed \$25,070 and will be utilized by the Park Maintenance Department.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

A report was submitted for the month of February 2014.

Ray Brown reported that staff continues to work with the County Finance Department, Freeholders, and Senior Management on the budget. Ray commented that Dan Livak wanted to remind everyone that the weather has been a major problem with revenue this year and asked that everyone stay within their budget.

**HUMAN RESOURCES**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2014.

Donna Umgelter, Manager Human Resources reported that the process of rehiring seasonal employees has started. Jim “Mop” Palko will be teaching his last Lock Out/Tag Out class. Donna is waiting for the County to distribute the training catalog. Commissioner Consiglio asked how many seasonal vacancies there are and Donna reported that it varies by department and that the Commission hires between 300 to 350 annually.

**LEISURE SERVICES**

A report for February 2014 was submitted.

Cindie Sullivan, Deputy Director reported that the text for the annual report is completed and the next step is the design and layout. A \$5,000 award from the State Arts Culture Heritage has been received for the Summer Concert Series. At the Annual NJRPA Awards Dinner in Atlantic City, the NJRPA presented the Park Commission the 2014 New Jersey Recreation and Park Association Agency Showcase Award for *Natural Beauty of the Somerset County Parks, a history of the Park Commission* in text and photos. Cindie distribute flyers regarding the “Love Your Park” program offered by Macy’s and the National Recreation and Park Association. For every dollar given toward Duke Island Park at the time of your purchase, Macy’s will match it. Macy’s in Bridgewater and Macy’s Furniture in Springfield will be accepting the donations. On March 21, Dave Dendler will have a table outside Macy’s entrance on the second floor to inform customers of the event.

Dina Trunzo, Manager Therapeutic Recreation reported that camp registration has 39 of the 40 spots filled; eight are new campers. Registration for the overnight hotel stay was sold out and staff increased the number but there are still people on the waiting list. The trip to the Bronx Zoo is sold out with a rather extensive waiting list. A second trip has been scheduled but there are still people on the waiting list. A third

trip could easily be scheduled if there was an opening in the calendar and staff was available. Summer Adventure program registration will be held in the beginning of April.

Shawn McCrohan, Manager, Environmental Science reported that the EEC is cross promoting April Earth Day events through the Earth Day Network, which has offered to feature Somerset County Park Commission. The EEC has registered to participate in the national Let's Move! Campaign to fight childhood obesity. The EEC will be participating in the 50<sup>th</sup> Anniversary of the Wilderness Act through programs and special events in 2014.

Karren Newman, Manager Recreation reported that winter Yoga is completed and spring Yoga will begin on April 16. Tennis will begin on April 5 and the paddle boats will open on May 14.

Marge Margentino, Manager Stable reported that winter lessons will end two weeks later due to the weather. Registration will be held on March 29. The Hunter Pace has also been postponed until May 18 due to trail and parking conditions. The Dressage Show had 14 riders. There were 22 private horse trailer riders that had to be cancelled due to the mud and snow and nowhere to park them.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of February 2014.

Darrell Marcinek, Director of Golf Maintenance reported that four of the five golf courses are open. Warrenbrook is still snow covered. Staff will be aerating the courses during the next month. The Capital project of replacing the Quail Brook culverts on the 11 and 18 holes is completed.

Bob Ransone, Deputy Director Golf Management reported that he has held back on hiring part-time employees due to the weather. On March 15 Neshanic Valley and Spooky Brook Golf Courses were very busy with golfers.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2014.

Alex Mathew, Manager, Information Management reported that the work on installing wireless radio for data communications at Neshanic Valley Golf Maintenance, Golf Operations, Green Knoll, and Spooky Brook is completed. This will eliminate the main line which will save money. The server continues to be updated.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of February 2014.

Dave Dendler, Manager, Park Rangers reported that he has been interviewing seasonals. Two seasonals from last year will be returning this year. The Sourland Smackdown Bouldering Competition will be held on April 12. There is no rain date. The Adopt-A-Boulder will be held in November. Eastern Sports and REI will be sponsoring the event. Last year there were 50 climbers and Dave has a goal of getting 100 climbers this year. Staff will begin trail work when the weather clears.

### **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of February 2014.

Don Korbobo, Property Management Coordinator reported that he has been monitoring the Ross Mansion furnace. It was leaking and has been repaired. A circuit breaker was faulty and thanks to Special Projects staff it was repaired. Don is preparing a bid for two hunting parcels.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of February 2014.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that seven and a half acres has been purchased in Hillsborough in the Sourland Mountain Preserve. The GSA Phase I Fields, Skillman Loop Trail, Raritan River Greenway Bikeway, and East County Loop Trail designs are ongoing.

Ray thanked Tom for the overview presentation on projects he gave at the Regional Center Partnership last evening. Ray mentioned that the presentation would be good to be given at the April Park Commission meeting to update the Commissioners.

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

A report for February 2014 was submitted.

Brian Mundhenk, Park Section Engineer reported that the Green Knoll Tennis Center restrooms will begin work when the weather clears. Lights have been added for the Tennis Center to the design contract for the North Branch Greenway Park. Brian is working with Karren Newman on the crack repairs at the tennis courts at Green Knoll. The asphalt plants are reopening, now that the weather has cleared, and the Ross driveway widening final paving is being done today. Remaining items in the contract will be completed soon. The low bid for roof repairs was well under budget.

Ray Brown commented that staff has been working with the Engineering Department on the project list.

Commissioner Consiglio thanked the Park Maintenance Department for a job well done in the horrific weather.

## **PARK MAINTENANCE & HORTICULTURE**

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of February 2014.

Jim Avens, Manager Horticulture reported that the Buck Garden Art and Photo Exhibit was well received. The exhibit had more than 60 visitors and 29 artists participated. Buck Garden and Colonial Park Gardens were represented at the New Jersey Flower and Garden Show in February marketing Horticulture Department upcoming events and programs to thousands of garden show visitors. The Pruning Fundamentals program will be held March 26 at Buck Garden and Spring Pruning Demonstrations will be held on April 5 at Colonial Park Gardens. Staff is preparing for the Buck Garden Plant Sale which is five weeks away.

Mike Ballow, Manager of Park Maintenance reported that staff continues with spring cleanup and ball field maintenance. Colonial Park Howe fields will open on May 1. Skillman Park staff is filling in low areas to make the ground safe for the public to walk. Tamke Tree Experts is working at Skillman on the walking trail. Mike thanked the Horticulture staff for their assistance. The Skillman Park trail will open in August and will be two plus miles.

Karren Newman reported that Skillman Park will host a cycling event for the National Special Olympics in June.

Pierce Frauenheim, Deputy Director reported that the weather has made a big impact on the budget. This winter has been the worst in ten to 12 years. The cost of combatting the winter snow storms has resulted in salt, gas, oil, and overtime increases. The Elm Cottage was winterized to keep oil expenses down. Pierce thanked the Park Rangers for keeping the trails open and safe during the winter.

## **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.

## **Resolution R14-011 – Closed Session**

Resolution adjourning into closed session at 8:51 a.m. in accordance with the Sunshine Law, Chapter 321, P.L. 1975 (N.J.S.A. 10:4-6, et seq.) to discuss contract negotiation. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Haines. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.



A motion to re-enter the regular meeting was made by Commissioner Consiglio and seconded by Commissioner McCallen at 9:03 a.m.

**Resolution R14-022 – Rescinding Resolution R13-091 Dated November 21, 2013**

Resolution rescinds the contract awarded to Verizon. Verizon did not abide by the specs. MOVED BY: Commissioner Consiglio; seconded by: Commissioner Haines. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

A motion to adjourn the meeting at 9:05 a.m. was made by Commissioner Consiglio and seconded by Commissioner Haines. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paluck. NAYES: None. ABSENT: Commissioners Florio, Fuerst, Ludwig, and Paladino.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant