

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, April 17, 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
Dale Florio
Steven Fuerst
Helen Haines
Doug Ludwig
Kevin McCallen
Dot Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Paul Consiglio
Christopher Paladino

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
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.
Matt Loper, Engineer

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

Also in attendance: Yvonne Childress

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President Fuerst presented a 35 year service award to Dennis Razzano.

APPROVAL OF THE MINUTES

President Fuerst called for the approval of the minutes of the last regular meeting held March 20, 2014. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Paluck. **YEAS:** Commissioners Crosby, Florio, Haines, McCallen, and Paluck. **ABSTAIN:** Commissioners Fuerst and Ludwig. **ABSENT:** Commissioners Consiglio and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R14-028 – Payment of Claims

Resolution authorizing payment of bills for \$458,295.83 comprising of check numbers 254254-254266, 253729, 253936-254005, 254212-254250, 254476-254537, and 255097-255150. MOVED BY: Commissioner Crosby; seconded by: Commissioner Haines. YEAS: Commissioners Crosby, Haines, Ludwig, McCallen, Paluck, and President Fuerst. ABSTAIN: Commissioner Florio. ABSENT: Commissioners Consiglio and Paladino.

President Fuerst questioned if a policy could be written on abstaining or recusal of the payment of claims. Counsel Flanagan reported that it would be appropriate to adopt a policy on that matter. Freeholder Walsh commented that the County payment of claims list has the Freeholder's initial next to the vendor that would be a conflict of interest. Steve asked Betsy to look into it and perhaps the Park Commission's list can be handled in the same manner as the Freeholders.

DIRECTOR'S REPORT

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

PRESENTATION

Tom Boccino provided a brief presentation on the Raritan River Greenway project. The first initiative began in the 1960's with Duke Island Park and expanded to the length of the Raritan River which is eight plus miles long. The County has been aggressive on preserving the land along the river corridor and in the late 1990's began a new multi-purpose trail through Duke Island Park. The first phase was a two and a half mile trail which was built with NJDOT grant. The second phase was a one half mile length between Route 206 and South Bridge Street and the Terminus of the Peter's Brook Greenway. That project was completed last year. Again, it was built with a grant from the NJDOT. The current phase which is being designed will go under Route 206 to Orlando Drive in Raritan, will be another one mile segment. Tom is waiting to hear from the NJDOT regarding a grant for this latest third mile section proposed along Orlando Drive. Tom has been meeting with Raritan Borough regarding the coordination of the Orlando Drive Redevelopment Plan with the multi-purpose bikeway/ trail. The project will eventually connect with the US Army Corps of Engineers Wetlands Mitigation Project to the east below the Torpey Athletic Complex. The project has been very successful and funding from the NJDOT has also been helpful with more than one million dollars provided in grants during the last ten years.

Ray Brown commented that this is a long term project and is very popular. During the past years, coordination with Duke Farms was difficult, but with the new leadership, Duke Farms is in full support of the County's initiative and there may now be opportunities to connect the County's bikeway with Duke Farms along the south side of the river bank. An old farm road on the Duke property that parallels the river could easily become a trail segment. Commissioner Haines reaffirmed that the trail through Duke Island Park is very popular.

COMMISSIONER CORRESPONDENCE

1. Certificate of Appreciation to Spooky Brook Golf Course for the donation to the Manville Youth Athletic League Auction.
2. Letter of congratulations from U. S. Congressman Rush Holt on the NJRPA Agency Showcase Award for the publication of *Natural Beauty of the Somerset County Parks*.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R14-029 – Authorizing the Sale of Surplus

Resolution authorizes the sale of surplus equipment.

Resolution R14-030 – Award of Contract for Fourth of July Pyrotechnic Display

Resolution awards a contract to Schaefer Pyrotechnics, Inc. and the cost is not to exceed \$19,000.00.

Resolution R14-031 – Award of Second Year of a Five-Year Contract for Ice Cream/Soft Ice Concession Services

Resolution awards a contract to Josefa, Inc. effective June 2014 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 R14-032 – Award of Contract for Golf Shop Resale of Merchandise Open Ended and On-Going

Resolutions award a contract to Accolade USA, Inc.

Resolution R14-033 – Award of Contact 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 not to exceed \$184,568.00 annually for the next five (5) years.

Resolution R14-034 – Authorizing County Co-Op Contract for Purchase of Three (3) 2014 Toro Groundsmaster 7210 Rotary Mowers

Resolution awards a contract to Storr Tractor Co. for the purchase to be used by the Maintenance Department. The cost is not to exceed \$60,318.00.

Resolution R14-035 – Authorizing State Contract for Purchase of a 2014 Toro Groundsmaster 5900 Riding Mower

Resolution awards a contract to The Toro Company. The cost is not to exceed \$80,049.23.

Resolution R14-036 – Authorizing a Three Month Extension of Contract for Janitorial/Cleaning Services

Resolution extends the contract with All Clean Building Services, Inc. to July 31, 2014 to allow time for the bid to be combined with the county. The cost is not to exceed \$11,831.05.

Resolution R14-037 – Authorizing State Contract for Elevator Maintenance Services

Resolution awards a contract to Schindler Elevator Cooperation. The locations to be serviced are North Branch Park Headquarters, Neshanic Valley Golf Course Clubhouse, and the Environmental Education Center. The cost is not to exceed \$5,400.00 for one year.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

Commissioner Florio, Chair of the Committee, submitted a report for the month of March 2014.

Commissioner Florio reported that the budget continues to evolve. The County introduced its budget last week. The Park Commission budget will be presented and adopted at the May 8 meeting. A draft of the proposed Commission budget will be sent to the Commissioners, along with the proposed impacts. Overall, the increase originally suggested for the Park Commission was for an additional \$450,000 above last year's appropriation....which would be 2.3 percent more than 2013. The County recently agreed to amend their appropriation to \$600,000 above 2013. The Commission's surplus is being used almost entirely and that is a risky choice. Any questions, please call Dale, Helen Haines, Ray Brown, or Dan Livak. Dale offered to set up a conference call meeting prior to the May 8 meeting for anyone that has questions. Ray, Dan, and staff have spent a lot of time on this budget and have worked closely to minimize negative impacts but still maintain quality services to the public. President Fuerst thanked the Finance Committee and staff for their work.

HUMAN RESOURCES

A report was submitted for the month of March 2014.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of March 2014.

Cindie Sullivan, Deputy Director reported that marketing is beginning for the spring and summer events. The Annual Report is completed. The Duke Island Summer Concert Series concerts are planned. The spring Volunteer Newsletter was distributed to all the Commissioners. The Summer Park Guide is being printed.

Cindie had an opportunity to go to Washington, DC to attend the NRPA Mid-Year Legislative Forum and was able to speak to two senators and three congressmen regarding support for park funding such as the Land and Water Conservation Fund and Transportation Enhancement Funds for trail development.

Dina Trunzo, Manager Therapeutic Recreation reported that a \$1,000 grant was received from the Garden Club of Somerset for the horticulture program at Richard Hall Community Mental Health Center. Dina will request a matching grant from the Park Foundation. Hillsborough Township presented the Park Commission Therapeutic Recreation Department with a proclamation supporting Autism Awareness month and recognizing those agencies that enhance awareness of autism.

Shawn McCrohan, Manager, Environmental Science reported that it is National Environmental Education Week and the EEC is promoting the importance of going outdoors through social media. Staff has been working on getting fall programming set. The priority has been to align the EEC offerings with STEM (Science Technology Engineering and Math) and Next Generation Science Standards to support teachers. On May 8 a women's clothing store (J. McLaughlin) in Morristown will be hosting a Sip and Shop fundraiser. Fifteen percent of all sales during the event will go to the EEC.

Marge Margentino, Manager Stable reported that spring junior classes are full and the summer workshops have five of the eight weeks full. Family Fun Day will be held on May 4 and the Hunter Pace has been rescheduled for May 18. Marge participated in the County Emergency Operations Center mass disaster drill. Marge reported that it was great to see so many agencies in Somerset County working together to solve problems during a big disaster.

Karren Newman, Manager Recreation reported that the tennis courts are open and Spring Yoga began last evening with a combined total of 60 participants in both classes. The putting course will be hosting the Masters Miniature Golf Tournament on May 1.

GOLF MANAGEMENT

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

Darrell Marcinek, Director of Golf Maintenance reported that the spring aeration will be completed on April 21 at Warrenbrook. The River Friendly certification for Warrenbrook Golf Course is complete and has been submitted. That is the last course to be certified. Green Knoll and Spooky Brook Golf Courses have been submitted for Groundwater Guardian certification. Neshanic Valley and Quail Brook are already certified.

Bob Ransone, Deputy Director Golf Management reported that the Welcome Back Tournament was played earlier this month and registration was full. Neshanic Valley will be a host site in 2014. On April 21 Neshanic Valley will host the county high school championship. Commissioner Paluck reported that the Masters Committee

has developed a Drive, Chip, and Putt Championship and Neshanic Valley was a stage one qualifier location. One person from Neshanic Valley did qualify to go to the Masters.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager, Information Management reported that in March, Green Knoll Golf Maintenance, Tennis Center, and Neshanic Valley were converted to wireless radio for data communications. Golf Operations office will be connected to Neshanic Valley Clubhouse via wireless radio. President Fuerst asked when the new system will be installed and Alex reported by the end of July.

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that the Park Rangers continue to perform trail assessments. Last Saturday the Sourland Mountain Preserve hosted the Sourlands Smackdown Bouldering Competition. There were 71 people that participated, as compared to 50 in 2013. This year there were more visitors than climbers. REI sponsored a videographer so he will have a video of the event for anyone interested. Commissioner Haines asked about the goose management program and Dave reported that staff is currently adding eggs as they have in past years. The Commission has received all necessary permits and approvals to participate in this program. .

PROPERTY MANAGEMENT

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

Don Korbobo, Property Management Coordinator reported that he has been working on bid specifications for two hunting parcels.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that the county has been moving ahead on several Open Space acquisitions. The proposed new Belle Mead Depot Park and the Skillman Park trail plan are in the final design.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of March 2014.

Brian Mundhenk, Park Section Engineer reported that construction will begin on the Pine Grove Pavilion today. The footings will be poured today, along with the delivery

of the structure. Brian commented that the River Friendly certification is a big help with the water allocation permits with the NJDEP.

PARK MAINTENANCE & HORTICULTURE

A report was submitted for the month of March 2014.

Pierce Frauenheim, Deputy Director reported that the Buck Garden Plant Sale will be held next weekend. The tree management issues are going well at Colonial Park. The Howe Athletic Complex ribbon cutting will be held on May 1 at 3:00 p.m. Pierce has been working with the Leisure Services maintenance staff at the Gaiser Barn to get some projects completed. Skillman Park paving will be completed soon. There are special events going on every weekend. Pierce gave Commissioner McCallen a tour of the parks. Commissioner McCallen thanked Pierce very much for the tour which enlightened him on the Commission's many parks.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

Freeholder Walsh thanked the staff for their participation in the Sustainable New Jersey Program. It was a collaborative effort with the Park Commission. The survey results reaffirmed that the public truly enjoys its parks.

OLD BUSINESS

Ray Brown reported that the Park Foundation's major fundraiser, the Pro/Celebrity Golf Outing will be held on May 5 at Neshanic Valley. Recently retired Coach Pierce Frauenheim from Immaculata HS will be honored.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 9:00 a.m. was made by Commissioner Crosby and seconded by Commissioner McCallen. YEAS: Commissioners Crosby, Florio, Haines, Ludwig, McCallen, Paluck, and President Fuerst. NAYES: None. ABSENT: Commissioners Consiglio and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant