

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, June 19, 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

Paul Consiglio
William Crosby
Dale Florio
Steven Fuerst
Helen Haines
Kevin McCallen
Christopher Paladino
Patricia Walsh, Freeholder Liaison

ABSENT

Doug Ludwig
Dot Paluck

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.
Ed Highland, Supervisor Golf Maint.

Dan Livak, Deputy Dir. Business Admin.
Don Korbobo, Property Mgmt. Coordinator
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

Also in attendance: Yvonne Childress

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 May 8, 2014. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Haines. **YEAS:** Commissioners Consiglio, Crosby, Haines, Paladino, and President Fuerst. **NAYES:** None. **ABSTAIN:** Commissioner McCallen. **ABSENT:** Commissioners Florio, Ludwig and Paluck.

APPROVAL OF BILLS FOR PAYMENT

President Fuerst asked Counsel Flanagan if the Park Commission is going to adopt a procedure on abstaining to the Payment of Claims Resolution. Betsy replied that this is a meniscal function; however the Park Commission can follow the same procedure as the County which is to match the conflicting vendor with the Commissioner. This procedure will not impede the process for approving the payments. Steve asked that this procedure be added to the July agenda.

Resolution R14-047 – Payment of Claims

Resolution authorizing payment of bills for \$1,442,438.33 comprising of check numbers 256834-256867, 257511-257524, 256393-256464, 256699-256761, 247197-257235, 257525-257606, 257826-257864, and 258343-258418. MOVED BY: Commissioner Paladino; seconded by: Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, and Paladino. NAYES: None. ABSTAIN: President Fuerst. ABSENT: Commissioners Florio, Ludwig and Paluck.

DIRECTOR'S REPORT

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

Resolution R14-048 – Appreciation and Thanks to Thomas Grigal, Sr.

Resolution thanks Tom Grigal, Sr. for his 40 years of service. Tom retired on June 1, 2014. MOVED BY: President Fuerst; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, Paladino, and President Fuerst. NAYES: None. ABSENT: Commissioners Florio, Ludwig and Paluck.

COMMISSIONER CORRESPONDENCE

1. Letter from the State of New Jersey Department of Transportation informing Freeholder Director that the 2014 Bikeway Grant for the Raritan River Greenway Bikeway was not awarded.
2. Notice of Public Hearing from New Jersey Water Supply Authority regarding Hunterdon Medical Center's application for uninterruptible water supply.
3. Notice the above Public Hearing has been cancelled.
4. Notice of Public Hearing from New Jersey Water Supply Authority regarding Princeton University Facility Operations application for uninterruptible water supply.
5. Notice the above Public Hearing has been cancelled.
6. Thank you note from the Dameo Family.

At this point in the meeting Commissioner Florio arrived.

Dan Livak reported that staff has been careful about expenditures and some staff vacancies have been put on hold. The storm reserve of \$141,000 has been used in addition to surplus to balance the budget. The Golf and Park Maintenance vehicle and equipment maintenance function has been consolidated into Central Vehicle Maintenance with a savings of \$65,000. The Park Maintenance operating expense budget has been maintained at the 2013 level. The 2014 Operating Budget is a bare

bones budget. Golf rounds are 15 percent less than 2013. Weather had a large impact on the budget. The budget consists of 50.31 percent anticipated revenue, County support is 43.74 percent, surplus is 5.24 percent, and the Emergency Storm Fund is .72 percent. The 2014 County appropriation is \$8.6 million. The County understands the Park Commission's situation. The remaining surplus of \$33,000 is the lowest it has ever been. Commissioner Consiglio stated that the County should be cognizant of the cost of maintaining all the properties. Commissioner Florio thanked Ray Brown, Dan Livak, and staff for their work on the budget. Commissioner Haines questioned where the golf revenue is deposited. Dan reported that it goes into revenue. Freeholder Walsh reported that the County is very aware that when land is acquired there is a cost to maintain it. That is why the additional \$600,000 was added to the Park Commission budget. That amount of money was the largest increase for all county agencies in the 2014 county budget this year. Pat recommended that the Park Commission continue to operate in cost effective ways. The Freeholders appreciate all the work the Park Commission does and the Somerset County Park Commission is top notch and she thanked everyone for the hard work. President Fuerst thanked Commissioner Florio, Haines, and Park Commission staff for their work on the budget.

Resolution R14-049 – Adopting the 2014 Operating Budget

Resolution adopts the 2014 Operating Budget. MOVED BY: Commissioner Florio; seconded by: Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, McCallen, Paladino, and President Fuerst. NAYES: None. ABSENT: Commissioners Ludwig and Paluck.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R14-050 – Reaffirming Cash Change Funds and Designating Custodians of Cash Change Funds

Resolution reaffirms the custodians and funds.

Resolution R14-051 – Revised Designating of Custodians of Petty Cash

Resolution replaces Thomas Grigal, Sr., who retired, with Ed Highland.

Resolution R14-052 – Authorizing the Establishment and Entering of a Commodity Resale of System

Resolution authorizes and establishes the resale of gasoline with the Borough of Far Hills.

Resolution R14-053 – Requiring Employees to be Compensated by Direct Deposit

Resolution requires all full-time and regular part-time employees to be compensated by direct deposit commencing August 1, 2014. All paychecks will be paperless and available on the computer. A portal will be set up for employees who do not have access to a computer.

Resolution R14-054 – Amending the Park Rules and Regulations

Resolution amends the Park Rules and Regulations to read:

9. Defacing or Destruction of Property: No person shall injure, deface, cut out, displace, remove, fill in, raise, destroy, excavate, tamper, or create any disturbance to property contained within the Park whether it be natural or manmade. No artifact or any other organic or inorganic material may be removed from any ~~historical~~ area of the Park, **via metal detecting or any other form of excavation.**

Resolution R14-055 – Award of County Contract, First Year of a Two-Year Contract for Uniforms

Resolution awards a contract to Bob’s Uniform Shop, Inc., DOT Designing, Flemington Department Store, The Glove and Safety People, Metuchen Center, and Specialty Graphics, LLC.

Resolution R14-056 – Award of Four (4) Year Contract for Hunting License on MacArthur Parcel in Branchburg and Wnek/Grosso Parcel in Montgomery

Resolution awards a hunting license to Double O Rod & Gun Club for the MacArthur parcel at \$8,002.00 per year and Thorn Ridge Sportsman Club for the Wnek/Grosso parcel at \$3,510.00 per year. The licenses expire in 2018.

Resolution R14-057 – Award of Second and Final Year of a Two-year Contract for Refuse Disposal Services

Resolution awards a contract to Carnevale Disposal Company, Inc., Waste Management of NJ, Inc., and Republic Services of NJ, LLC.

President Fuerst asked Counsel Flanagan if the complaint on the rules and regulations regarding smoking has been handled. Betsy confirmed that it has been handled.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

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

HUMAN RESOURCES

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

LEISURE SERVICES

A report for the month of May 2014 was submitted.

Cindie Sullivan, Deputy Director reported that Karren Newman is at Skillman Park for the USA National Special Olympics cycling event which is being held June 16 to 19 from 9:00 to 11:00 a.m. An Olympic town has been created for the Olympians. The 2013 Annual Report and 2014 Concert Series brochures were distributed to the Commissioners. Next week summer programs and events begin. The Stable will be hosting the Lipizzans from September 19-21. The horses will be arriving September 16 and it was suggested that the September 18 Park Commission meeting be held at the EEC followed by going to the Stable to see the stallions.

Dina Trunzo, Manager Therapeutic Recreation reported that Camp Okee Sunokee begins on June 23. New campers will preview on Friday, June 20 for one hour in order to acclimate to camp and help with the transition on the first day of camp. Lee Shahay continues to develop the Enabling Garden at Richard Hall Community Mental Health Center. Funds were received from the Branchburg Rotary Club and the first phase was recently completed; the installation of a pergola in the courtyard. The next phase will be the purchase of plant material and planters. Staff at Richard Hall seems very pleased with the development of the garden thus far. Dina is working with three towns this summer with helping to include kids with disabilities in the summer camps. Dina has been elected the Vice President of the New Jersey Recreation and Park Association for one year.

Shawn McCrohan, Manager, Environmental Science reported that as part of the national "Let's Move" initiative, program participants at the EEC walked a collective 3,030,433 steps in May. This week the EEC has five seasonal naturalists going through the second week of training to prepare for Eco Explorers and AWESIM summer programs. The EEC has been having some issues with the flooring in the kitchen as well as the sinks and air circulation in the bathrooms. Special Projects is coming out this week to take a look. The EEC received some poor feedback based on the last registration period. Registration process is being reviewed and will provide the findings and recommendations to Information Management and the Deputy Director. The paddle programs have begun for the summer and the pictures are on the EEC Facebook page.

Marge Margentino, Manager Stable reported that the first equine assisted therapy class was held in conjunction with the Lord Stirling School for kids with special needs, anger management, and discipline problems. Every Friday the participants work on the ground with the horses to build trust and leadership skills. The program will begin again in the fall. The Hunter Pace had more than 100 horses. The event was moved from April to May due to rain and because the weather was much better in May, the

event may be moved to May next year. The Stable co-hosted with the Great Swamp Watershed Association and Rutgers Equine Science Center, an Equine Management Education program. A hayride was given to see the Stable's new composting system. All were impressed with the process. A Walk in the Park will be hosted by Verizon for Verizon employees and their family members with special needs. The Stable will be giving pony rides and a therapeutic driving demonstration at the Stable. The Stable is holding a picnic on June 29 to celebrate the Stable's 45th Anniversary and the 30th Anniversary of the Friends of Lord Stirling Stable. There is no cost to attend. Somerset County Office of Emergency Management Training Academy and the Stable co-hosted a barn fire prevention and safety workshop taught by Stable Manager Margentino and fire instructions from the Academy. The workshop was a three hour training presentation that more than 75 people attended. Participants learned how to use a fire extinguisher properly, experienced what it would be like to be in a smoke filled barn in the Academy's Burn Building, and watched a constructed stall become fully engulfed in flames within minutes of the onset of the fire. Marge thanked Pierce Frauenheim and Karren Newman for their staffs' assistance.

GOLF MANAGEMENT

A report for the month of May 2014 was submitted.

Ed Highland, Supervisor of Golf Maintenance reported that Spooky Brook Golf Course has received environmental recognition by the New Jersey Department of Environmental Protection. The driving range mats have been installed at Neshanic Valley, Quail Brook, and Spooky Brook Golf Courses. Pavers will be installed around the matting.

Bob Ransone, Deputy Director Golf Management reported that golf rounds are 14.9 percent less than 2013. This June's golf rounds are ahead of last year. The five year average is approximately the same as 2013, both rounds and revenue. The steady golf months are June, July, and August. Commissioner Paladino questioned if the slower times on the golf courses are being advertised. Bob commented that the staff uses that time to maintain the courses and give the courses a chance to "breathe". Therapeutic Recreation golf program which was four weeks, one evening a week, is completed. Junior golf program is ongoing. On June 17 the United States Golf Association Public Links qualifier was held at Neshanic Valley Golf Course. This is the last year this event will be played and the USGA has retired it and replaced it with a four ball event.

INFORMATION MANAGEMENT

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

Alex Mathew, Manager, Information Management reported that Verizon conducted site surveys at all locations. The survey is completed and now Verizon is in the process of bringing in and connecting fiber to all locations and the timeframe will be

six to eight weeks. The ordering of the hardware component for this job is being done.

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that trail work is ongoing. New projects continue at Washington Valley Park. CPR and First Aid training for seasonal staff continues. Hillsborough EMS will be performing drills using new equipment at the Sourland Mountain Preserve. The Sourlands have a number of hikers that get lost after dusk.

PROPERTY MANAGEMENT

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

Don Korbobo, Property Management Coordinator reported that there was a 26 percent increase in the hunting license fees for the two parcels that were bid. This is the last change to the hunting license fees for the year. Several farm licenses will be bid in August and that income will begin in 2015. To summarize the income for 2014, there are 13 hunting parcels that will generate a \$123,098.99 income and 33 farm parcels that will generate a \$57,849.98 income for a total of \$180,948.97.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that the tire cleanup, behind Torpey Athletic Complex, by the Park Commission Maintenance staff removed more than 900 tires. On May 22 Tom attended the New Jersey Clean Communities Awards dinner where the Park Commission received an award for the tire cleanup project along the Raritan River. The cost of the tire removal was covered by a grant that the County received from NJ Clean Communities. Tom presented the plaque to the Commissioners. A majority of the tires were forklift tires which would indicate that the site could have been an industrial dump site in the past.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner Paladino, Chair of the Committee, submitted a report for the month of May 2014.

Brian Mundhenk, Park Section Engineer reported that Green Knoll Tennis Center restrooms and Colonial Park Pine Grove Pavilion are near completion. The Green Knoll Tennis Court resurfacing contract was awarded and will be done during the summer. The sports field and basketball court lighting bid will be advertised on June 24. The Colonial Park water system improvement contract will have the bid opening

today. The bid will be advertised today for the Skillman Park trail and the pasture fence at the Stable.

PARK MAINTENANCE & HORTICULTURE

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

Jim Avens, Manager Horticulture reported that Rose Day at Colonial Park went very well. The Rose Garden looked great and the event was well attended. The Rosarian position at Colonial Park has been filled by Shauna Moore, a Rosarian from Minnesota with experience working in public rose gardens. The Garden Party will be held at the Colonial Park Perennial Garden on July 19. Jim distributed information to the Commissioners on the Emerald Ash Borer. An Emerald Ash Borer Task Force was formed and are preparing a management plan on the impact EAB will have on the parks and gardens and compile recommended management and cost information. It has been documented that the Emerald Ash Borer is confirmed in Bridgewater and EAB management is recommended within approximately a 15 mile radius. The Park Commission will have to make a decision on how much money they want spent on managing the high priority trees. Dan Livak reported that he did a site visit to Buck Garden and the staff there is amazing.

Mike Ballow, Manager of Park Maintenance reported that staff is preparing all parks for the upcoming events including Skillman for the Special Olympics. Staff is preparing for the July 4 event and keeping up with the lawn maintenance after all the rain.

Pierce Frauenheim, Deputy Director reported that Park and Golf Maintenance Departments are sharing equipment. Staff has been busy with the Raritan River cleanup, the opening of Skillman trail and Howe Complex which has been very well received. The East County and Gaiser Tract are near completion. The Recreation Maintenance Department has been a big help with securing those properties. The GSA property needs maintenance work and Pierce is working closely with Ray on that project. Staff was busy maintaining Natirar before, during, and after the Wine Festival. Pierce complimented Mike Ballow and his staff on the work they have done. Park Maintenance staff and Park Rangers have a 24 hour rule that when there is damage or graffiti, the Rangers report it to Park Maintenance immediately and within 24 hours it is rectified by staff.

AUDIT COMMITTEE

Commissioner Florio reported that the audit is ongoing and to date there are no issues.

FREEHOLDER'S REPORT

Freeholder Walsh reported that she has met with the new Green Brook Police Chief regarding the police opening and closing Washington Rock Park. Dave Dendler has also spoken with him and they will be working out a system of opening and closing

that park. Pat questioned when permitting for special events is there an additional fee for all extra Park Commission staff needed during an event. Cindie Sullivan reported that there are parameters set for special events that are based on how many maintenance staff are needed and overtime costs. Cindie commented that Karren Newman does a cost analysis at the end of every year. The fees increased in 2014 are based on that analysis. Ray Brown reported that most of the organizations that use the parks are not-for-profits or other governmental agencies.

OLD BUSINESS

Ray Brown reported that it was great to be able to open Skillman for the Special Olympics. There are many families from all over the country attending. The Howe Complex is now open and soon the East County trail will open.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 9:15 a.m. was made by Commissioner Haines and seconded by Commissioner Consiglio. YEAS: Commissioners Consiglio, Crosby, Florio, Haines, McCallen, Paladino, and President Fuerst. NAYES: None. ABSENT: Commissioners Ludwig and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant