

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, June 18, 2015 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 DiFrancesco called the meeting to order.

PRESENT

Paul Consiglio
William Crosby
Donald DiFrancesco
Helen Haines
Kevin McCallen
Christopher Paladino
Dot Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Jim Leonard
Doug Ludwig

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Mike Ballow, Manager Park Maint.
Tom Boccino, Principal Planner/Land Acq.
Chester Czaplicki Fleet Manager
Ken Fivek, Golf Operations Supervisor
Pierce Frauenheim, Deputy Dir. Park Maint.
Dan Livak, Deputy Dir. Business Admin.
Darrell Marcinek, Director Golf Maint.

Marge Margentino, Manager Stable
Alex Mathew, Manager Info. Mgmt.
Shawn McCrohan, Manager Env. Science
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
Sara West, Counsel

Also in attendance: Chris Hart

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President DiFrancesco presented a five-year service award to Daniel Mella and a ten-year service award to Pierce Frauenheim.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held May 21, 2015. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Consiglio, Crosby, Haines, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, and McCallen.

APPROVAL OF BILLS FOR PAYMENT

Resolution R15-048 – Payment of Claims

Resolution authorizing payment of bills for \$439,298.22 comprising of check numbers 2597-2622, 2623-2633, 2639-2702, 2703-2750, and 2753-2814. MOVED BY: Commissioner Crosby; seconded by: Commissioner Haines. YEAS: Commissioners Consiglio, Crosby, Haines, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Leonard, Ludwig, and McCallen.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of May 2015.

COMMISSIONER CORRESPONDENCE

1. Letter from the 4-H Association outlining the unacceptable proposals and offering to meet with the Commissioners and senior staff.
2. Letter from Jessie Havens sending a photo of the Girl Scouts daffodil project.

Resolution R15-049, Adopting the 2015 Operating Budget was taken out of the Consent Agenda:

Director Brown reported that developing the budget was a long, difficult process. The Park Commission began with a two million dollar deficit. Several reasons contributed to this. Golf revenue was \$600,000 less than anticipated, due mainly to weather in 2014. Less revenue now means that we can't anticipate that revenue for 2015. Then because we didn't meet our projected revenue, we had to use the \$800,000 surplus at the end of the year to pay bills during the last quarter of the year, leaving us with almost no surplus to help balance the 2015 budget.

In addition, the cost of health benefits increased. The original proposal of a 24% increase was negotiated down to 9.78%; an increase of approximately \$300,000. The JIF costs increased as well. And new parks were opened in 2014; Skillman and East County, which increased operating costs.

The Park Commission has worked with the County and the Freeholders, and the Freeholders generously increased the Park Commission allocation. Ray stated that was very much appreciated. Staff has been terrific with cutting back on the operating expenses. It has been a difficult year and the Park Commission was forced to change major events such as the July 4th fireworks, the Concert Series, and the 4H Fair. The fireworks will be held, thanks to the Freeholders. Concert Series will have five concerts instead of ten thanks, to the Park Foundation. The 4H Fair continues to be in discussion.

This is also a new contract year for the Commission's labor unions. Negotiations with the three Teamster units continue. President DiFrancesco commented that he is using this year to better understand the budget. The Park Commission and the County provide terrific services to the residents of Somerset County. President DiFrancesco will continue to work with the Freeholders and County to better personally understand the process. The population continues to grow in Somerset County and so do the responsibilities of the Park Commission to provide the great

services everyone has come to enjoy. The staff and Ray are committed to keeping those great services. President DiFrancesco thanked the staff and Freeholders for the time spent on putting the budget together. Commissioner Haines commended Ray and the senior staff for all the work on the budget. She indicated the Park Commission continues to provide excellent programs. Commissioner Consiglio expressed similar sentiments. Freeholder Walsh commented that this budget year was a painful one. The budget was tight on all County agencies as they struggle to stay within the cap limits. The freeholder indicated the Park Commission is a “gem”. The Freeholders want to keep all the quality programs that the Park Commission offers. A lot of hard work went into it getting the budget completed. Freeholder Walsh thanked the staff for their assistance and understanding.

Resolution R15-049 – Adopting the 2015 Operating Budget

Resolution adopts the 2015 Operating Budget. The total budget is \$19,250,422. Total anticipated revenue is \$9,624,800. Applied surplus is \$275,024 and the Freeholder appropriation is \$9,350,598. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paladino. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R15-050 – Adopting Revised Flying Field Rules and Regulations

Resolution revises the Flying Field Rules and Regulations.

Resolution R15-051 – Award of Third Year of a Five-Year Contract for Ice Cream/Soft Ice Concession Services

Resolution awards a contract to Josefa, Inc. The third-year concession fee is \$1,750.00.

Resolution R15-052 – Authorizing the Second Year of a Two-Year County 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 R15-053 Authorizing the First Year of a Three-Year County Contract for Maintenance and Repair of Heating, Ventilation, and Air Conditioning (HVAC Systems) at all Park Locations

Resolution authorizes Ramas Climate & Refrigeration, LLC.

Resolution R15-054 – Award of Contract for Removal and Installation of Fencing

Resolution awards a contract to Fox Fence Enterprises for fencing at Torpey Park bleacher enclosure, Torpey Park soccer field, Torpey Park baseball field, Torpey Park softball field, and Colonial Park maintenance drive. The cost is not to exceed \$25,799.64.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco, Chair of the Committee, submitted a report for the month of May 2015.

Dan Livak, Deputy Director Business Administrator reported that May has been a good revenue month.

HUMAN RESOURCES

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of May 2015.

Donna Umgelter, Manager Human Resources reported that after 15 years of service receptionist, Helayne Camella will be retiring at the end of June. The position will be filled by two part time employees.

LEISURE SERVICES

A report was submitted for the month of May 2015.

Cindie Sullivan, Deputy Director reported that facilities are all open for the season. Warrenbrook Pool, Colonial Park putting course, and tennis courts are active. TR, EEC, and Stable camps will begin next week. Cindie commented that if you have not already confirmed your attendance to the Park Foundation brunch, please let her know. Cindie thanked the Commissioners for their support.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of May 2015.

Bob Ransone, Deputy Director Golf Management reported that he receives numerous compliments on all of the golf courses. May was the largest revenue maker ever with \$1.2 million. Bob announced that Commissioner Paluck has been elected as the Captain of the United States Golf Association's Women's World Amateur Team in Cancun, Mexico in 2016.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of May 2015.

Dan Livak, Deputy Director Business Administrator reported that projects are on-going.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of May 2015.

Dan Livak, Deputy Director Business Administrator reported that National Trails Day had 20 volunteers.

PROPERTY MANAGEMENT

Commissioner Crosby, Chair of the Committee, submitted a report for the month of May 2015.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of May 2015.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that Green Acres has awarded a grant of \$1.375 million for new acquisition projects. It is the largest single amount awarded to a single entity in this funding round. Commissioner Haines commented that the County Open Space program continues to amaze.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner Paladino, Chair of the Committee, submitted a report for the month of May 2015.

Director Brown reported that he has recently met with Park Commission Treasurer Nick Trasente regarding Capital projects and the consolidation of old capital balances. One major new project involves the long anticipated widening of the Natirar driveway that will be completed through the consolidation of old capital balances. There will be a meeting this morning with the County Engineering staff to match current allocations to projects that are priorities.

PARK MAINTENANCE & HORTICULTURE

Commissioner Consiglio, Chair of the Committee, submitted a report for the month of May 2015.

Pierce Frauenheim, Deputy Director reported that staff is preparing for the July 4th fireworks. The horse rings will have new fencing for the 4H Fair. Rose Day Festival was a huge success. Colonial Park was voted one of the top ten romantic places in New Jersey by the Star Ledger newspaper. Rudolf W. van der Goot garden has won the 2015 World Federation of Rose Societies' Garden of Excellence award. The garden was nominated by a member of the Jersey Shore Rose Society. Park staff was recognized by the Central Jersey Stream Team Association for their work in removing more than 1,500 tires from the Raritan River. Commissioner Consiglio acknowledged Pierce and his staff on the great work they do.

AUDIT COMMITTEE

Dan Livak, Deputy Director Business Administrator reported that the auditors were awaiting one piece of information that was provided yesterday. The draft of the Audit Report will be ready for approval shortly by the Finance Committee.

FREEHOLDER’S REPORT

Freeholder Walsh congratulated Pierce Frauenheim and his staff on the awards received. Pat joined the recognition received from the Central Jersey Stream Team and reported it was amazing what is being removed from the river. The Freeholder again thanked the Park Commission and senior staff for their work on the budget.

OLD BUSINESS

Ray Brown reported how proud he is of the staff and all the awards received. The Freeholders will be presenting a Citation for the Rose Garden award.

NEW BUSINESS

Ray Brown reported that Warrenbrook Golf Course has received the River Friendly certification. The photo op will be held on Monday, June 29. Ray invited the Commissioners to join the photo op. Water Supply Authority representatives will be in attendance. This is another huge accolade for Darrell Marcinek and his staff.

Cindie reminded everyone of the Special Meeting to be held on Tuesday, June 23 at 9:00 a.m. for the adoption of the resolution for the Warrenbrook Pool concession.

A motion to adjourn the meeting at 8:40 a.m. was made by Commissioner Consiglio and seconded by Commissioner Crosby. YEAS: Commissioners Consiglio, Crosby, Haines, McCallen, Paladino, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Leonard and Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant