

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, December 10, 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

William Crosby
Donald DiFrancesco
Jim Leonard
Doug Ludwig
Kevin McCallen
Dot Paluck
Patricia Walsh, Freeholder Liaison

ABSENT

Paul Consiglio
Helen Haines
Christopher Paladino

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Tom Boccino, Principal Planner/Land Acq.
Chester Czaplicki, Fleet Manager
Dave Dendler, Manager Park Rangers
Ken Fivek, Golf Operations Supervisor
Betsy Flanagan, Counsel
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.
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: Chris Hart and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

PRESENTATION

Cindie Sullivan reported that she is on the Somerset County Branding Committee along with representatives from the Business Partnership and the County. The Committee was created to brand the identity of Somerset County to define what makes Somerset County unique. There have been three meetings led by a facilitator. Cindie gave examples of Virginia is for Lovers and I Love New York. The target is people and businesses who want access to healthcare, education, housing, restaurants, shopping, etc. along with lots of green/open spaces, parks, recreation, and sports facilities. Some benefits are parks, health, education, restaurants, and shopping. Somerset County parks connect to a healthy lifestyle. Somerset County is

one of the healthiest places to live and one of the top ten happiest Counties nationwide. At one of the meetings the facilitator asked everyone to write down what would be the last thing they do before moving out of Somerset County. Most of the answers were to utilize one of the Park Commission's facilities. The Committee has been asked to create a logo. Cindie will report back in a few months on the progress of the Committee.

Freeholder Walsh commended Cindie on her report from the Branding Committee. The Committee has come up with Essence of Somerset County which is "vibrant connections". The Park Commission staff enjoys what they are doing which shows with the awards that have been received. The Park Commission is a hidden gem. Commissioner Leonard commented that the employees of the Park Commission have worked hard to receive the awards. Everyone should be proud of what they have accomplished.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held November 19, 2015. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Haines, and Paladino.

APPROVAL OF BILLS FOR PAYMENT

Resolution R15-086 – Payment of Claims

Resolution authorizing payment of bills for \$708,445.94 comprising of check numbers 4474-4510, 4627, 4425-4473, 4516-4586, 4587-4626. MOVED BY: Commissioner Crosby; seconded by: Commissioner Ludwig. YEAS: Commissioners Crosby, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Haines, and Paladino.

DIRECTOR'S REPORT

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

Ray shared photos with the Commissioners taken during special events. Ray commended the staff for all they do.

COMMISSIONER CORRESPONDENCE

1. Letter from Department of Labor and Workforce Development advising the violations at Lord Stirling Stable have been abated.
2. Letter of thanks for the assistance the Park Rangers provided to an out of state kayaker. He specifically thanked Dave Lussier, John Hance, and Alex Isidoridy.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R15-087 – Adopting the 2016 Temporary Budget

Resolution adopts the temporary budget for the first quarter of 2016.

Resolution R15-088 – Adopting the 2016 Fee Schedule

Resolution adopts the 2016 Fee Schedule.

Resolution R15-089 – Award of Contract for Entertainment Consultant for Summer Concerts

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC. The cost for the consultant is ten percent of the artists' costs.

Resolution R15-090 – Award of Contract for Sound Production Services for Summer Concerts

Resolution awards a contract to RTD Productions. The fees are \$1,000 for each Sunday Concert and \$1,500 for the July 4th Festival.

Resolution R15-091 – Award of Contract for the Design of Promotional Materials

Resolution awards a contract to Horizon Concepts. The cost for the Annual Report is \$500 and the Duke Island Concert Poster and Brochure is \$450.

Resolution R15-092 – Award of Contract for Public Relations

Resolution awards a contract to The Reitman Group. The monthly fee is \$2,325.

Resolution R15-093 – Award of Contract for Health Benefits Consulting Services

Resolution awards a contract to AJM Insurance. The annual fee is \$15,000 offset by any commissions received.

Resolution R15-094 – Award of Contract for Legal Services

Resolution awards a contract to Purcell, Mulcahy, Hawkins, Flanagan & Lawless, LLC for general counsel. The rates are a monthly retainer of \$2,000; for partner/associate hourly \$200; and paralegals \$85. Award of contract to Hill Wallack, LLP for labor counsel. The hourly rate is \$200 with an annual cap of \$32,000.

Resolution R15-095 – Continue the Agreement with the County of Somerset and Discovery Benefits, Inc. to Provide Flexible Spending Account Administration

Resolution authorizes administration for the Flexible Spending Account at the cost of \$4.50 per enrolled employee per month.

Resolution R15-096 – Setting the 2016 Park Commission Meeting Dates

January 21, 2016	July 21, 2016
February 18, 2016	August 18, 2016
March 17, 2016	September 15, 2016
April 21, 2016	October 20, 2016
May 19, 2016	November 17, 2016
June 16, 2016	December 8, 2016

Resolution R15-097 – Award of One-Year Contract with an Option for a One-Year Renewal to Furnish and Deliver Stable Bedding

Resolution awards a contract to Bohonyi Corporation D/B/A New Egypt Agway. The cost is not to exceed \$53,500.

Resolution R15-098 – Authorizing the First One-Year Extension of Two Possible Years for Well Maintenance and Repair, All Parks

Resolution awards a contract to Stryker Heating and Cooling & Electric, Inc. The cost is not to exceed \$5,000.

Resolution R15-099 – Authorizing Morris County Co-Op Contract for Purchase of a 2016 Ford F-550 Mason Dump Truck with One (1) Non-Contract Option (Plow)

Resolution authorizes the use of Route 23 Automall, LLC. The vehicle is for the Park Maintenance Department. The cost is not to exceed \$72,870.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco submitted a report for the month of November 2015.

Donald DiFrancesco reported that sometime in January the final revenue amount will be determined. Work will begin on developing strategies to deal with the budget issues encountered this year. Ray Brown reported that the fall weather has been good for golf.

Dan Livak reminded the Commissioners of the Close Out meeting to be held on Wednesday, December 30 at 8:00 a.m.

HUMAN RESOURCES

A report was submitted for the month of November 2015.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of November 2015.

Cindie Sullivan, Deputy Director reported that the Park Foundation meeting was held at the Environmental Education Center and the members of the Foundation were able to see the Festival of Trees Exhibit. Cindie suggested that those who have not been to the Festival of Trees to take the time to visit.

Dina Trunzo, Manager Therapeutic Recreation reported that the program Pictures with Santa is not your typical pictures with Santa type of program. It is a more sensory friendly setting that is conducive to children with autism and other developmental disabilities. Two different sessions were offered and the event provided an opportunity for children to get acquainted and interact with Santa slowly and on their own terms. Thanks to the support of the Park Foundation, a professional photographer was hired who was able to capture a holiday portrait for the families. Each family received a four by six photo to take home as well as one was emailed to them.

Marge Margentino, Manager Stable reported that the Holiday Festival had more than 1,000 people in attendance. Winter registration will be held December 12.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported that Golf Maintenance staff is working on the golf courses that are closed for the season. Neshanic Valley, Spooky Brook, and Green Knoll are open. Green Knoll will close on December 31. The Black Friday gift card special produced more than \$500,000 in revenue and reduced the golf deficit from approximately \$450,000 to \$21,000. Beginning December 14 and continuing through December 31, a year end thank you promotion will add a ten percent bonus to all gift cards purchased.

Commissioner Leonard commented that he noticed the golf rounds in November have increased.

INFORMATION MANAGEMENT

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

VISITOR SERVICES

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

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

A report was submitted for the month of November 2015.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that representatives from Bound Brook attended the December Open Space Advisory Committee meeting to present the *Riverfront Access for Pedestrians and Bicyclists*. The plan, which is broad in scope and somewhat ambitious, proposes to regain access to the Raritan River. Bound Brook requested presentations before various County committees and boards to seek support for the plan and possible financial assistance in the future. Their plan is consistent with the County's Raritan River Greenway initiative.

Commissioner Leonard commented that there is enough public land for the bikeway to go from Old York Road Bridge to Neshanic Valley Golf Course which would extend the path an additional eight miles, although unfortunately some is in flood plains.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted for the month of November 2015.

PARK MAINTENANCE & HORTICULTURE

A report was submitted for the month of November 2015.

AUDIT COMMITTEE

No report this month.

OLD BUSINESS

No report this month.

FREEHOLDER'S REPORT

Freeholder Walsh reported that an open space master plan was done 15 years ago. Over the past 15 years there is now 15,000 acres in open space. The goal is 20,000. Somerset County is about recreation. This is Pat's last meeting. Mark Caliguire will be the Freeholder Liaison next year. Pat is working on having an alternate Freeholder named. Pat commented that she has enjoyed learning the tremendous amount of things that the Park Commission offers while she was the Freeholder Liaison. All meetings she attends the Park Commission is mentioned in a positive way. She appreciates the time and effort the staff put in each day. Pat thanked everyone and wished everyone a Merry Christmas, Happy Hanukah, and a Happy Holiday.

President DiFrancesco reported that the population in Somerset County is going to grow and there will be a strain on services. That growth will impact the Freeholders decisions.

NEW BUSINESS

Ray reported that the Park Commission has struggled this year. We are proud to continue the services and applaud all the Commissioners for their assistance and support. There are new ideas for programs and staff is rethinking ways of doing business. The Park Foundation is supportive to the Park Commission. In 2015 the Foundation contributed \$185,000 to the Park Commission for a variety of scholarships or capital improvements. The Park Foundation has been a wonderful partner and Ray acknowledged how lucky the Commission has been to have their support.

President DiFrancesco thanked the Park Commissioners and staff for the work they do. He wished everyone a Happy Holiday.

NOMINATING COMMITTEE

President DiFrancesco asked Commissioners Leonard, Crosby, and Haines to serve on the Nominating Committee and to offer a slate of officers for 2016 at the January Commission meeting.

A motion to adjourn the meeting at 8:46 a.m. was made by Commissioner Crosby and seconded by Commissioner Ludwig. YEAS: Commissioners Crosby, Leonard, Ludwig, McCallen, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Consiglio, Haines, and Paladino.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant