

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, May 19, 2016 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
Helen Haines
D. J. Hunsinger
Kevin McCallen
Dot Paluck
Mark Caliguire, Freeholder Liaison

ABSENT

Doug Ludwig

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Mike Ballow, Manager Park Maint.
Adam Bloom, Park Section Engineer
Tom Boccino, Principal Planner/Land Acq.
Chester Czaplicki, Fleet Manager
Dave Dendler, Manager Park Rangers
Betsy Flanagan, Counsel
Pierce Frauenheim, Deputy Dir. Park Maint.

Dan Livak, Deputy Dir. Business Admin.
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager Stable
Karren Newman, Manager Recreation
Bob Ransone, Director Golf Mgmt.
Carrie Springer, Mgr. Environ. Science
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelter, Manager HR

Also in attendance: Former Park Commissioner Paul Consiglio, Chris Hart, and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held April 21, 2016. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Leonard. **YEAS:** Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco. **ABSENT:** Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

Resolution R16-036 – Payment of Claims

Resolution authorizing payment of bills for \$948,303.53 comprising of check numbers 5650-5651, 5723-5724, 5539-5603, 5605-5644, and 5653-5722. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioner Ludwig.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of April 2016.

Ray thanked Freeholder Caliguire, and Commissioners Haines and Crosby for attending the Arbor Day event. Commissioner Leonard asked Ray about the video for the Somerset County Business Partnership Citizen of the Year dinner that Ray mentioned from the Commissioner Correspondence. Ray reported that the Citizen of the Year was Michael Camerino who is Park Foundation Board Counsel and supporter of the Foundation.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioner Ludwig.

Resolution R16-037 – Adopting the 2016 Operating Budget

Resolution adopts the 2016 Operating Budget.

Dan Livak reported that the proposed 2016 Operating Budget is a 1.65% increase as compared to the 2015 Operating Budget with an increase of the County appropriation of \$116,000 which has been earmarked for Mountain View Park for the fourth quarter of 2016. There is funding reserved for salary increases and there has been an increase in health care and Joint Insurance Fund premiums. This is an austere and balanced budget. Ray commented that salary increases will be given this year. He thanked the Finance Committee, Chris Hart, and Nick Trasente for their support during this process.

Resolution R16-038 – Award of Fourth Year of a Five-Year Contract for Ice Cream/Soft Ice Concession

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

Resolution R16-039 – Award of Golf Shop Resale of Merchandise

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., Acushnet Co., (Titleist), AMG-SF, LLC, Acushnet Co. (Footjoy), Accolade USA, Inc., Vantage Custom Classics, Inc., and Tharanco Lifestyles, LLC.

Resolution R16-040 – Award of First Year of a Five-Year Contract for Two Coin-Operated Optical Viewers Concession Services for Washington Rock Park

Resolution awards a contract to Tower Optical Company, Inc. The fees are:

Year 1 Concession Fee	Year 2 Concession Fee	Year 3 Concession Fee	Year 4 Concession Fee	Year 5 Concession Fee
\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00

Resolution R16-041 – Award of Second and Final Year Contract for Fabricated and Prefabricated Structures: Portable Sanitation

Resolution awards a contract to Johnny on the Spot. The cost is not to exceed \$26,700.

Resolution R16-042 – Award of Second Year of a Three-Year Contract for Maintenance and Repair of Heating, Ventilation, and Air Conditioning (HVAC) Systems and Boilers at All Park Locations

Resolution awards a contract to Ramas Climate and Refrigeration, LLC. The cost is not to exceed \$30,000.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco, Chair of the Committee, submitted a report for the month of April 2016.

Dan Livak, Deputy Director Business Administrator reported that March was a good revenue producing month. April's revenue did exceed April of last year. President DiFrancesco commented that the \$116,000 for Mountain View Park maintenance is a projection. Ray reported that staffing for that park has begun. Dan stated that although twenty-five percent of the amount required to operate Mountain View Park has been allocated in 2016, one hundred percent of the cost will be required for 2017. Freeholder Caliguire reported that Hillsborough baseball has not committed to use of the fields to date. Commissioner Leonard wanted to make it clear that the \$116,000 is not all for staffing.

Pierce Frauenheim, Deputy Director Park Maintenance reported that there is grass on the fields, fencing has been installed, and the playground will be completed in a few weeks. The maintenance building is eighty percent completed. The parking lot has been curbed and the first layer of blacktop has been added. The scoreboards will be installed during the summer. Concession stands with restrooms are in the initial stages of construction. Commissioner Haines asked if there is a path around the perimeter and was told there is. Commissioner Crosby asked about the equipment needed to maintain the park and Pierce said once the budget is adopted purchasing

of necessary equipment will begin. Freeholder Caliguire reported that in the fall everyone will have a better idea on what the needs are going to be. Ray stated that Nick Trasente has re-examined the Capital Budget and asked the Park Commission and all agencies to do a ten-year plan that staff is currently preparing. On May 20 there will be a Senior Management meeting to review that ten year plan before it is presented to the County. Ray reported that many of the infrastructures of the Park Commission are aging and becoming a problem. Many of the buildings are historic and costly to repair. Freeholder Caliguire reported that the Freeholders are responsible for requesting the ten-year capital budget plan re-examination request.

HUMAN RESOURCES

President DiFrancesco, Chair of the Committee, submitted a report for the month of April 2016.

Donna Umgelter, Manager Human Resources reported that an inspector from the Department of Health Right-to-Know was at Sellars to perform an inspection. He performed a thorough inspection and could find nothing wrong. Donna thanked the staff at Sellars and specifically Diane Wizemann and Mike Adams for their help.

LEISURE SERVICES

A report was submitted for the month of April 2016.

Cindie Sullivan, Deputy Director reported that the Pro-Celebrity Golf Tournament would not be the success it is without Dina's hard work. Cindie also thanked Ray and all the golf staff; the golf course looked great and they all did an amazing job.

Karren Newman, Manager Recreation reported that the Park Commission hosted a state Envirothon on May 14. There were 700 students studying wildlife, forestry, and aquatics. On Wednesday, June 8th Skillman Park will be hosting The Somerset County Race to Wellness 5K beginning at 6:00 p.m.

Margie Margentino, Manager of the Stable reported that staff is preparing for summer registration on June 4. On May 22 the Stable will be hosting the Rutgers Equine Science Center to benefit the Hunter Pace.

Carrie Springer, Manager Environmental Science reported that two naturalists took 15 adults to Cape May for birding migration. The trip was a four-day overnight trip. Summer registration was held on May 18.

Dina Trunzo, Manager Therapeutic Recreation, reported that last month she had an opportunity to speak at a peer support group meeting for people with disabilities about recreational opportunities within the Park Commission and within the county. Additionally, Dina recently was a presenter at the NJ Library Association Conference. Dina was one of the panel presenters for a pre-conference on the Americans with Disability Act and she also did a breakout session on inclusion and how to accommodate a person with a disability in programs and services offered at libraries. Throughout her presentations she highlighted and promoted what the Park Commission does to accommodate a person with a disability.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of April 2016.

Darrell Marcinek, Director of Golf Maintenance reported that staff focused on the maintenance of Neshanic Valley for the Pro/Celebrity Golf Tournament. Staff is repairing the aging bunkers at Spooky Brook Golf Course to improve the playability.

Bob Ransone, Deputy Director Golf Management reported that he was informed that the Arnold Palmer Kingdom magazine will have an article on Neshanic Valley Golf Course. On May 28 Neshanic Valley Golf Course will host a free golf clinic for active duty and veteran servicemen and women.

RECOGNITION OF PAUL CONSIGLIO

President DiFrancesco read the resolution adopted by the Commission at the April meeting and then presented it to Paul Consiglio for his years of service as a Park Commissioner. Paul stated that he is overwhelmed with the work that the Park Commission staff does to make the parks and facilities look as great as they do. Paul is proud of the Park Commission's accomplishments and he stated that through the leadership of Donald DiFrancesco and Ray Brown the Park Commission standard will continue to be great.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee submitted a report for the month of April 2016.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of April 2016.

Dave Dendler, Manager, Park Rangers reported that he has one more seasonal to hire.

PROPERTY MANAGEMENT

Commissioner Crosby, Chair of the Committee, submitted a report for the month of April 2016.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of April 2016.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

President DiFrancesco, Chair of the Committee, submitted a report for the month of April 2016.

Ray Brown reported that he has been working with staff on the revised Capital Budget.

PARK MAINTENANCE & HORTICULTURE

President DiFrancesco, Chair of the Committee, submitted a report for the month of April 2016.

Commissioner Leonard asked if the Park Commission has the video FiOS1 Push Pause taped of the bonsai program at Buck Garden. Karren Newman commented that she believes that FiOS may own the rights to that film. Staff will check, along with Rich Reitman.

AUDIT COMMITTEE

Dan Livak reported that he met with the auditors and provided them the information that they requested to perform the 2015 audit.

Donald DiFrancesco thanked Freeholder Caliguire for his support and assistance with the Park Commission.

FREEHOLDER'S REPORT

No report this month.

OLD BUSINESS

Ray Brown reminded everyone of the Park Commission's 60 Anniversary celebration and stated that on Sunday, July 10 at Ninety Acres from 11:00 to 2:00 PM the Somerset County Park Foundation will host a brunch to recognize the commission's many accomplishments. The Park Foundation will also be recognizing Freeholder Peter Palmer for his long history of support to the Park Commission and the Park Foundation. Invitations will be mailed soon and Ray urged the commissioners and staff to attend.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 8:35 a.m. was made by Commissioner Crosby and seconded by Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, and President DiFrancesco. ABSENT: Commissioner Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant