

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, December 8, 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
Helen Haines
D. J. Hunsinger
Jim Leonard
Doug Ludwig
Dot Paluck
Mark Caliguire, Freeholder Liaison

ABSENT

Kevin McCallen
Scott Ross

Staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Adam Bloom, Park Section Engineer
Tom Boccino, Principal Planner/Land Acq.
Chet Czaplicki, Fleet Manager
Dave Dendler, Manager Park Rangers
Betsy Flanagan, Counsel
Pierce Frauenheim, Deputy Dir. Park Maint.
Dina Fornataro-Healey, Manager Recreation

Dan Livak, Deputy Dir. Business Admin.
Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager Stable
Bob Ransone, Director Golf Mgmt.
Carrie Springer, Manager Env. Science
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.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held November 17, 2016. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, Paluck, and President DiFrancesco. ABSENT: Commissioners McCallen and Ross.

APPROVAL OF BILLS FOR PAYMENT

Resolution R16-108 – Payment of Claims

Resolution authorizing payment of bills for \$691,595.21 comprising of check numbers 7702-7716, 7782-7792, 7793-7817, 7670-7701, 7717-7777, and 7818-7886. MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, Paluck, and President DiFrancesco. ABSENT: Commissioners McCallen and Ross.

Resolution R16-109 – Payment of Confirming Orders

Resolution authorizes payment to confirming orders totaling \$18,317.62.

Resolution R16-110 – Certification of Funds for Previously Awarded Contracts

Resolution certifies funds for Grainger in the amount of \$10,000 and Kleiza in the amount of \$2,000.00.

DIRECTOR'S REPORT

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

COMMISSIONER CORRESPONDENCE

1. Letter from Rutgers thanking Roman Fabiyan for his presentation on “Gardening Tools and Maintenance” to the Rutgers Master Gardeners.
2. Public Notice for Verizon Wireless application to install a FCC licensed Small Network Note wireless telecommunication facility on the roof of a building located at Johnson Drive and First Avenue in Raritan.
3. Thank you letter from The ARC for the donation of a foursome with carts at Neshanic Valley Golf Course to their 2016 Arc Angel Gala.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R16-111 – Transfer of Appropriations THIS RESOLUTION WAS TABLED TO DECEMBER 29, 2016

Resolution R16-112 – Agreement with the County and Discovery Benefits to Administer the Flexible Spending Account

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

Resolution R16-113 – Rejecting Proposals for Health Benefit Consulting

Resolution rejects the two proposals submitted due to the proposed fees on both proposals substantially exceeding the cost estimates for the service, based on past history of this service.

Resolution R16-114 – Adopting the 2017 Fee Schedule

Resolution adopts the 2017 Fee Schedule.

Resolution R16-115 – Revising the Permit Policies

Resolution revises the permit policies. Permits that will now be issued within priority classifications as follows:

- Priority 1 Somerset County entities
- Priority 2 Somerset County municipal recreation departments and public/private schools
- Priority 3 Not-for-profit organizations
- Priority 4 For profit/Commercial organizations

Resolution R16-116 – 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 Siciliano & Associates for labor counsel. The hourly rate is \$150.00 with an annual cap of \$25,000.

Resolution R16-117 – Award of Contract for Public Relations

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

Resolution R16-118 – Award of Contract for the Design of Promotional Materials

Resolution awards a contract to Contempo Graphics. The cost for the Annual Report is \$950 and the Duke Island Concert Poster and Brochure is \$1,950.

Resolution R16-119 – Award of Contract for Entertainment Consultant for Summer Concerts

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC. The cost for the consultant and artist is \$60,000.

Resolution R16-120 – Award of Contract for Sound Production Services for Duke Island Park

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 R16-121 – Award of First Year of a Three-Year Contract for Equine Services

Resolution awards a contract to Catamount Farms, Inc. for Farrier Services; Dr. James L. Smith, Jr. for Equine Dental Services, and Running “S” Veterinary Services for Veterinary Services.

Resolution R16-122 – Award of Second and Final Year Contract for Animal Bedding

Resolution awards a contract to Bohonyi Corporation D/B/A New Egypt Agway.

Resolution R16-123 – Award of First Year Contract for Well Maintenance and Repair Services

Resolution awards a contract to Stryker Heating, Cooling, Plumbing. The cost is not to exceed \$37,312.50.

Resolution R16-124 – Authorizing State Contract for the Purchase of One (1) 2017 Ford F-250 Pick Up Truck, 4WD, Supercab, SRW, with Four (4) Contract Options

Resolution awards a contract to Beyer Ford, LLC and the cost is not to exceed \$27,743.00.

Resolution R16-125 – Amending Resolution R16-093 Authorizing the Purchase of One (1) Toro 7200Z, Model 30495 Rotary Lawnmower

Resolution amends the specifications of the resolution adopted at the October 20, 2016 meeting.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco submitted a report for the month of November 2016.

Dan Livak, Deputy Director Business Administrator reported that November was a good revenue month. There remains a deficit of \$963,000 to make the projected revenue number. Dan reminded the Commissioners of the Close Out meeting to be held on Thursday, December 29 at 8:00 a.m.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of November 2016.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of November 2016.

Cindie Sullivan, Deputy Director introduced Dina Fornataro-Healey, the Recreation Manager, to the Commissioners.

Dina Trunzo, Manager Therapeutic Recreation reported that she met with the Somerset County Library Special Needs Task Force to discuss programming for people with disabilities and inclusion. Dina was a guest lecturer for the Special Populations class at Kean University on the topic of the ADA, inclusion and the model and process used at the Park Commission when someone requests accommodations in a program because of a disability. This model and approach here is unique as compared to other parks and recreation agencies in New Jersey. Dina shared photographs from the Pictures with Santa program and thanked the Park Foundation for its support. Without the funding from the Foundation the program would not exist. It was a spectacular event and included a trackless train ride that went throughout North Branch Park.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported that the Black Friday gift card sales this year set a new record of \$723,661.32. Monday, December 12 to Friday, December 23 there will be a holiday special and thank you with a ten percent add on. Commissioner Leonard suggested to Bob that he consider partnering with the Somerset County Business Partnership with the selling of the gift cards. Three golf courses remain open; Neshanic Valley, Spooky Brook, and Quail Brook. Quail Brook will close in December. Golf round numbers are normal for this time of the year. Commissioner Paluck complimented the golf staff for trying to create ways to increase sales.

INFORMATION MANAGEMENT

A report was submitted for the month of November 2016.

Dan Livak, Deputy Director Business Administrator reported that the Voice Over IP project and upgrades to permit remote access of files is progressing.

VISITOR SERVICES

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

Dave Dendler, Manager, Park Rangers reported that staff continue to perform monthly inspections of equipment. CPR and first aid training for staff will begin in January. President DiFrancesco commented how impressed he was during the Park tour with the releasing of a hawk found at JFK Airport.

PROPERTY MANAGEMENT

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

Dan Livak, Deputy Director Business Administrator reported that final payments for the hunting and farming licenses continue to be received. Next year there will be numerous farm and hunting parcels to bid.

PLANNING AND LAND ACQUISITION

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

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that there are several purchases in progress but that most will not close before the end of the year. The year should open strong with acquisitions with most of these closings taking place in the early part of 2017.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

A report was submitted a report for the month of November 2016.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of November 2016.

Pierce Frauenheim, Deputy Director reported that trees infected with the Emerald Ash Borer disease in the park system are currently being taken down. Pierce met with Ray Brown and County Public Works Director, Paul McCall regarding the equipment needed to cut trees. The County has given the Park Commission Maintenance great support by lending the Park Commission a bucket truck and operator to remove the diseased and dying trees. The costs saving are tremendous. Pierce thanked Paul McCall, County Administrator, Mike Amorosa, and County Engineer, Matt Loper for their assistance.

Commissioner Leonard commented that there has been publicity regarding the synthetic turf fields in the state. Pierce reported that the Park Commission turf field is in good condition. There is proper cushioning and regular infill maintenance is done throughout the year and the field is tested regularly by an independent contractor. Pierce did say that the field gets yearly use versus grass fields that get three to six month's use.

Ray Brown reported that the Park Commission has been lucky with the life expectancy of its synthetic turf fields. However, we are on the edge of that useful life and are going to have to be prepared to address the anticipated replacement issue. Commissioner Haines commented that at an Open Space meeting the topic of long term usefulness of such fields and the true long term cost savings was discussed. She also reported that it was made clear that the county's Open Space Trust Fund resources should not be relied upon for future replacement of fields provided by the Freeholders though its grant program to municipalities. Commissioner Leonard suggested the Park Commission be proactive. Ray responded that he has discussed

the issue with the County Administration and they were working on a position statement that would cover the Park Commission's fields.

AUDIT COMMITTEE

No report this month.

OLD BUSINESS

No report this month.

FREEHOLDER'S REPORT

No report this month.

NEW BUSINESS

No report this month.

NOMINATING COMMITTEE

President DiFrancesco asked Commissioners Hunsinger and Leonard to serve on the Nominating Committee and to offer a slate of officers for 2017 at the January 9, 2017 Special Meeting.

A motion to adjourn the meeting at 8:30 a.m. was made by Commissioner Crosby and seconded by Commissioner Hunsinger. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, Paluck, and President DiFrancesco. NAYES: None. ABSENT: Commissioners McCallen and Ross.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant