

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, February 16, 2017 at 8:00 AM at the Somerset County Park Commission Environmental Education Center, 190 Lord Stirling Road, Basking Ridge, NJ 07920.

"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

Bill Crosby
Donald DiFrancesco
Kevin McCallen
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Helen Haines
D.J. Hunsinger
Jim Leonard
Doug Ludwig

Other staff members present were:

Raymond Brown, Director
Joanne Steinruck, Executive Assistant
Jim Avens, Manager Horticulture
Adam Bloom, Park Section Engineer
Tom Boccino, Principal Planner/Land Acq.
Chester Czaplicki, Fleet Manager
Dave Dendler, Manager Park Rangers
Dina Fornataro-Healey, Manager Recreation
Pierce Frauenheim, Deputy Dir. Park Maint.
Dan Livak, Deputy Dir. Bus. Admin.

Darrell Marcinek, Director Golf Maint.
Marge Margentino, Manager Stable
Alex Mathew, Manager Info. Mgmt.
Bob Ransone, Director Golf Mgmt.
Carrie Springer, Manager Env. Science
Cindie Sullivan, Deputy Director
Dina Trunzo, Manager TR
Donna Umgelter, Manager HR
Sarah West, Counsel

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 January 19, 2017. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Ross. **YEAS:** Commissioners Crosby, McCallen, Paluck, Ross, and President DiFrancesco. **NAYES:** None. **ABSENT:** Commissioners Haines, Hunsinger, Leonard, and Ludwig.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were **MOVED BY:** Commissioner Crosby; seconded by: Commissioner Paluck. **YEAS:** Commissioners Crosby, McCallen, Paluck, Ross, and

President DiFrancesco. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Leonard, and Ludwig.

Resolution R17-014 - Payment of Claims

Resolution authorizing payment of bills for \$1,202,677.47 comprising of check numbers 8184-8222, 8228-8299, and 8301-8356.

Resolution R17-015 – Adopting the Emergency Temporary Budget

Resolution adopts the emergency temporary budget to June.

Resolution R17-016 – Authorizing Use of County Contract for Parts and Repairs for Commercial Lawn, Park, and Golf Course Equipment

Resolution authorizes the use of Wilfred MacDonald and Cherry Valley Tractor Sales. The cost is not to exceed \$12,000.

Resolution R17-017 – Certification of Funds for Previously Awarded Contracts

Resolution certifies funds for previously awarded contracts.

DIRECTOR’S REPORT

Director Brown submitted a report for the month of January 2017.

2016 ACCOMPLISHMENTS

The Director provided an overview of the Commission’s 2016 Annual Report including highlights of the departments of the Park Commission in a power point presentation.

COMMISSIONER CORRESPONDENCE

1. A letter from Rutgers Agricultural and Resource Management Agent requesting the use of approximately one acre of Somerset County Park Commission property located behind the Stocker House for growing primarily herbaceous perennial plants for educational programs, workshops, and possibly plant sales for the Rutgers Master Gardener Program and the general gardening public.
2. New Jersey Water Supply Authority Notice of Public Hearing for Trenton Country Club renewal of water supply for irrigation from the Delaware and Raritan Canal for five (5) years.

Director Brown asked the Commissioners for approval to move forward with a License Agreement with Rutgers for the Master Gardener Program. Approval was given.

CONSENT AGENDA

Resolution R17-021 – Approving a License Agreement with Hillsborough Township Regarding Mountain View Park **TABLED TO MARCH 16 MEETING**

Resolution approves a License Agreement with Hillsborough for the use of the Athletic Complex during baseball and softball seasons.

RESOLUTIONS

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

Resolution R17-018 – Award of Contract for Health Benefits Consulting Services

Resolution awards a contract to AJM Insurance. The contract is for February 16 to December 31, 2017. The cost is not to exceed \$27,500.

Resolution R17-019 – Award of Contract for Feasibility Study for Various Recreation Facilities

Resolution awards a contract to Brandstetter Carroll, Inc. The cost is not to exceed \$50,000.

Resolution R17-020 – Adopting Cash Advance for EEC Travel Program

Resolution adopts a cash advance account, for \$300.00, for day trips entitled “Garden Discovery Trips” to cover the cost of tolls, parking, and staff meals.

Resolution R17-022 – Award of Second and Final Year for Golf Course Accessories

Resolution awards a final contract to Fertl-Soil Turf Supply, Site One Landscape Supply, and Grass Roots, Inc.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco submitted a report for the month of January 2017.

Dan Livak, Deputy Director Business Administrator reported that work continues on the 2017 Operating Budget. January was a good revenue producing month.

HUMAN RESOURCES

A report was submitted for the month of January 2017.

Donna Umgelter, Manager Human Resources reported that training classes have been held on Sexual Harassment, Ice Awareness Rescue, and Park Rangers are performing CPR and First Aid Training.

LEISURE SERVICES

A report was submitted for the month of January 2017.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of January 2017.

Robert Ransone, Director of Golf Management reported that the two golf courses that are open are booked for Sunday and Monday.

Commissioner Paluck commented that the USGA will be discontinuing two state team championships and will institute a national championship for disabled golfers. Dina Trunzo reported that the Park Commission has the only golf courses in the state that have a single rider cart at each golf course.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2017.

Alex Mathew, Manager of Information Management reported that the Voice Over IP telephone system network/gateway configurations are completed and process of programming and setting up all the telephones continues. The new VOIP system will eliminate a majority of the current telephone lines and there will be a decrease in the amount of telephone bills.

VISITOR SERVICES

Commissioner Crosby, Chair of the Committee, submitted a report for the month of January 2017.

PROPERTY MANAGEMENT

Commissioner Crosby, Chair of the Committee, submitted a report for the month of January 2017.

Dan Livak, Deputy Director Business Administration reported that farm and hunting licenses will be pursued for the newly acquired Sourland Mountain Preserve Thompson Pleasant View Parcel in Montgomery which is 58 acres.

PLANNING AND LAND ACQUISITION

A report was submitted for the month of January 2017.

Tom Boccino, Parks Section Principal Planner, Land Acquisition reported that the Open Space Annual Report has been distributed to the Commissioners.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2017.

Commissioner McCallen reported that the Committee has urged a previously funded Feasibility Study for potential new revenue sources be initiated. Funding was provided in 2013 but tabled and he felt it needed to be revisited. President DiFrancesco commented that he is also looking forward to the feasibility study and he was anxious to see what the consultants recommend with respect to future revenue generating opportunities that can assist the commission with increasing its future user fee income.

PARK MAINTENANCE & HORTICULTURE

A report was submitted for the month of January 2017.

Jim Avens, Manager Horticulture reported that the annual Art and Photography Exhibit will be held in the Buck Garden Visitor Center weekdays from February 21 through March 17. This year is the tenth anniversary of this exhibit and 34 artists will be exhibiting. All of the paintings, drawings, and photography are of Buck Garden.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

Freeholder Caliguire followed up on the Directors' presentation by noting that the Park Commission's programming improves the lives of the county's residents and provides for a beneficial quality of life. In 1956, the Park Commission founders, in conjunction with county government, recognized the value of preserving open space. Many people are now healthier and their lives improved by using the park system that has been created of the past 60 years. The Freeholder noted that today's park system in Somerset County is something which all Somerset County residents should be proud.

OLD BUSINESS

Director Brown reminded everyone of the ribbon cutting of the exhibit hall. Ray thanked the Freeholders for funding the exhibits renovation. Ray reminded the Commissioners that the exhibit hall is a critical part of the EEC experience and the story of the Great Swamp is worth telling. Ray also noted that restoration of the exhibit has been a passion of Freeholder Palmer and he asked Mark to thank Peter for his on-going support.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 9:04 a.m. was made by Commissioner Crosby and seconded by Commissioner Ross. YEAS: Commissioners Crosby, McCallen, Paluck, Ross, and President DiFrancesco. NAYES: None. ABSENT: Commissioners Haines, Hunsinger, Leonard, and Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant