

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, May 18, 2017 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
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Doug Ludwig

Staff members present were:

Raymond Brown, Director	Dan Livak, Deputy Dir. Business Admin.
Joanne Steinruck, Executive Assistant	Alex Mathew, Manager Info. Mgmt.
Adam Bloom, Park Section Engineer	Darrell Marcinek, Director Golf Maint.
Tom Boccino, Principal Planner/Land Acq.	Marge Margentino, Manager Stable
Chester Czaplicki, Fleet Manager	Bob Ransone, Director Golf Mgmt.
Dave Dendler, Manager Park Rangers	Carrie Springer, Manager Environ. Science
Betsy Flanagan, Counsel	Cindie Sullivan, Deputy Director
Pierce Frauenheim, Deputy Dir. Park Maint.	Dina Trunzo, Manager TR
Dina Fornataro-Healey, Mgr. Rec.	Donna Umgelter, Manager HR

Also in attendance: Yvonne Childress, Chris Hart, Melissa Kosensky, and Rich Reitman

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

SERVICE AWARDS

President DiFrancesco presented a ten-year service award to Andrew Hojnowski.

APPROVAL OF THE MINUTES

President DiFrancesco called for the approval of the minutes of the last regular meeting held April 20, 2017. **MOVED BY:** Commissioner Crosby; seconded by: Commissioner McCallen. **YEAS:** Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President DiFrancesco. **ABSENT:** Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

Resolution R17-063 – Adopting the 2017 Operating Budget

Resolution adopts the 2017 Operating Budget.

Director Brown reminded the Commission that the budget preparation process actually began last fall. The Freeholders adopted their budget last week and we are now able to adopt ours. The total operating budget is \$19,867,097. The Freeholders appropriation to the Park Commission is \$10,026,598 including approximately \$200,000 to cover employee salary increases and an additional \$348,000 to cover a full years' worth of operations at Mountain View Park. The balance of the budget will be from anticipated revenue and surplus. Additional funding has been provided for Mountain View Park. Increases in expenses this year include the Joint Insurance Fund premium, vehicle maintenance costs and the Park Commission has re-assumed the cost of the reduced Summer Concert Series that the Park Foundation paid for in the past. The Commission will also assume the costs of the Fourth of July Family Festival and its subsidy of the Annual 4H Fair. In order to balance the budget, funding has been reduced for several vacant full-time employee positions, a reduction in the number of seasonal employees, and line item expenses related to utilities.

President DiFrancesco reported that it was again a struggle to balance the budget. He thanked the Freeholders for their generosity and commitment to the Park Commission. Don noted that staff continues to pursue new ways to generate increased revenues. Don thanked everyone their hard work in the preparing a balanced budget.

Resolution R17-064 – Payment of Claims

Resolution authorizing payment of bills for \$950,347.77 comprising of check numbers 8929-8982, 8983-9044, 9069, 9070-9127, and 9128-9192. MOVED BY: Commissioner Crosby; seconded by: Commissioner McCallen. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: Commissioner Ludwig.

Resolution R17-065 – Payment of Confirming Orders

Resolution authorizes payment to confirming orders totaling \$21,334.62.

Resolution R17-066 – 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 April 2017.

Ray distributed a summary of 2016 accomplishments from the staff. Commissioner Leonard asked if some of the information could be on the Park Commission website and possibly on Facebook and/or Twitter. Ray agreed that his idea was a good one and that staff would look into his recommendations. Mountain View Park is now officially open and Ray shared photographs of the opening day ribbon-cutting. It was

a special day and he thanked the Commissioners that were able to attend. Staff worked hard on the park and all the feedback has been very positive.

CORRESPONDENCE

1. Letter of thanks from Rutgers Cooperative Extension of Somerset County on a 4H Youth Development program that Marge Margentino, Kurt Bender, Christa Wood, and Rich Hoffman assisted in implementing.
2. Letter from Borough of Bernardsville requesting permission to bow hunt on Little Brook Sanctuary as part of its deer management program.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R17-067 – Award of Hunting License Agreements on Five Parcels

Resolution awards a License Agreement to Old Barn Gun Club, Inc. for Kanach North Parcel, Kodiak Rod & Gun Club, Inc. for Chubb/Brady Parcel, Sourland Sportsman Club for Carrier South Parcel for a five-year period beginning September 1, 2017 and ending August 31, 2022.

Resolution R17-068 – Award of Second and Final Year Contract for Printing and Distribution of Seasonal Park Guides

Resolution awards a contract to Courier News/Gannett Satellite Information Network, Inc.

Resolution R17-069 – Award of Final Year of a Five-Year Contract for Ice Cream/Soft Ice Concession

Resolution awards a contract to Josefa, Inc. The fee for year five is \$1,950.

Resolution R17-070 – Award of Second Year of a Three-Year Contract with Two One-Year Extensions for the Lease, Delivery, and Maintenance of Electric and Gasoline Powered Golf Cars

Resolution awards a contract to E-Z Go Division of Textron.

Resolution R17-071 – Award of Second Year of a Three-Year Contract for Furnishing of Irrigation Control System Support

Resolution awards a contract to Storr Tractor Company.

Resolution R17-072 – Award of Second Year of a Five-Year Contract for Optical Viewers Concession Services

Resolution awards a contract to Tower Optical Company, Inc. The fee for year two is \$1,100.

Resolution R17-073 – Award of First Year of a Two-Year Contract for Fabricated and Prefabricated Structures: Portable Sanitation

Resolution awards a contract to Johnny on the Spot.

Resolution R17-074 – Amending Resolution R17-013 Elevator Services

Resolution amends Resolution R17-103 to reflect as of May 1, 2017, the monthly service rate per location increased by 3.4% and the new monthly total is \$165.27, a total of \$495.81 per quarter (\$1,983.24 per year), covering North Branch Park Headquarters, Neshanic Valley Golf Course Clubhouse, and the Environmental Education Center.

RESOLUTION TAKEN OUT OF CONSENT AGENDA

Resolution R17-075 – Authorizing Competitive Contract for IT Master Plan Consultant Services

Resolution authorizes competitive contracting for IT master plan consultant services.

Ray Brown reported that after the crash of the golf server system last month there needed to be a more comprehensive operational review of IT by undertaking the a new IT Master Plan. Historically, IT problems have been patched over the years but a comprehensive assessment of the Commission's IT needs was long overdue. Commissioner McCallen has been, and will continue to work with the IT Department to address the issues at hand. This resolution allows the Park Commission to solicit proposals, using the competitive contracting process, to retain an independent IT entity to evaluate the current system and to offer recommendations on the system's current and future technical needs. Commission Counsel has reviewed the proposal along with President DiFrancesco and Commissioner McCallen, and staff recommends that a consultant be brought on board to create the needed plan.

Commissioner McCallen reported that a consultant needs to be hired to evaluate the system and put a plan together to keep up with today's technology. President DiFrancesco reported that this is long overdue with technology changes daily. Freeholder Caliguire was unaware of the crash last month and asked if the County was contacted for assistance. Dan replied that they were not contacted. He suggested that the Park Commission contact the County IT Department or Mike Amorosa for assistance. The County is there to help the Park Commission when necessary. Dan Livak reported that Alex worked closely with Dell Systems to address the problem. Commissioner Leonard commented that there needs to be a backup system. Commissioner Hunsinger commented that he is glad Kevin is involved. The necessary upgrades for today and the future are needed, and in the long term, will save the Commission money. Commissioner McCallen commented that he believes County and the Park Commission both want the same result of an effective upgraded system.

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

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President DiFrancesco, Chair of the Committee, submitted a report for the month of April 2017.

Dan Livak, Deputy Director Business Administrator reported that overall revenue is 11 percent less than last year and Golf revenue is 20 percent less than last year.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of April 2017.

Donna Umgelter, Manager Human Resources reported that the new payroll system has had challenges but is now seems to be working. Donna attended the County Health Insurance Commission meeting.

LEISURE SERVICES

A report was submitted for the month of April 2017.

Cindie Sullivan, Deputy Director reported that staff has been and is busy with events in April, May, and June which are the busiest months for both events and summer planning.

Dina Trunzo, Manager Therapeutic Recreation, reported that Hillsborough Township provided proclamations to participating agencies during April for Autism Awareness month. The Park Commission was one of the agencies recognized. The Pro/Celebrity Golf event grossed more than \$131,000. Ray Brown was honored at this year's event.

Commissioner Leonard noticed on the Leisure Services report that there have been 94,403 visitors and asked if something could be done to celebrate the 100,000th visitor? Cindie Sullivan said the person can receive a Leisure Pursuit Card that entitles them to participate for free in a Park Commission program or play golf for free with the exception of Neshanic Valley. Rich Reitman will do a press release when that happens.

GOLF MANAGEMENT

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

Bob Ransone, Deputy Director Golf Management reported play has been strong when the weather cooperates. Chet Czaplicki will be retiring on June 30 and Bob introduced Mike Carone as the new Fleet Manager. Mike has worked for the Park Commission for five years, progressing from a mechanic on the golf course to his current position of Fleet Supervisor for Parks. On Saturday May 27 Neshanic Valley Learning Center will host its annual active duty and veterans golf clinic and play nine holes on the Academy Course.

Ray thanked Chet for his years of service and his help has been greatly appreciated.

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 2017.

Dave Dendler, Manager, Park Rangers reported that parks have been busy. National Trails Day will be held on June 3 at Sourland Mountain Preserve.

PROPERTY MANAGEMENT

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

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of April 2017.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

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

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of April 2017.

Pierce Frauenheim, Deputy Director Park Maintenance reported that Mountain View Park is busy with baseball games. Skillman Park dog area will be completed within the next seven to ten days. The fencing at the dog area is ready to be installed. The third phase of the new trail at Natirar has been completed. Pierce thanked Ken Fivek, Darrell Marcinek, the Horticulture Department, Special Projects, and Commissioner McCallen for their assistance at Warrenbrook Golf Course Pro Shop. The transformation of the dining area in two weeks is amazing. Rose Day will be held in June. Mrs. Pyne held a memorial bench ceremony in memory of her brother, Austin Buck, and more than 60 people attended. Ray stated that the Buck family has been very supportive of Buck Garden and the Park Foundation donated the bench in memoriam.

Commissioner Paluck reported that the work that has been done at Natirar is very nice. The creation of the new trail is great. Ray said a lot of work has gone into Natirar. The new trail is a challenge and staff did a great job.

AUDIT COMMITTEE

Dan Livak reported that he has been meeting and working with the auditors.

FREEHOLDER'S REPORT

Mark Caliguire reported that the employee health center building is near completion. It is supposed to open Labor Day. The Park Commission staff will be able to utilize the center after January 1, 2018. The claims data for the Park Commission is being prepared so staff will be able to utilize the center in January.

Mark reported that the work on the budget is appreciated. He reaffirmed that the Freeholder Board does have the Park Commission's back. If revenues are not there, the Freeholders will help. He asked that communication stay open so that the Park Commission stays healthy and excellent.

OLD BUSINESS

Ray Brown reported that the new Veteran's Plaza project in Raritan adjacent to the Basilone Monument will be under construction soon and is expected to be completed by September. In time for the ANNUAL BASILONE PARADE.

NEW BUSINESS

President DiFrancesco thanked the staff for their assistance with the budget and the great things they do at this time of the year. He again commented that the assistance from the Freeholders is appreciated. A thank you was given to Commissioner McCallen for his help with technology and all the Commissioners for their support.

A special thank you was given to Ray for all his work during his years of service. Ray thanked everyone for the recognition at the Pro/Celebrity Golf Outing. Ray said it was a humbling experience for him since so many great people have been recognized before him. Ray noted that they all shared common vision of what the Park Commission should be and what it should offer to the citizens of Somerset County. Ray felt it was an privilege to be recognized and included in that group and he greatly appreciated the honor.

A motion to adjourn the meeting at 8:50 a.m. was made by: Commissioner Crosby; seconded by: Commissioner Ross. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President DiFrancesco. ABSENT: Commissioner Ludwig.

Respectfully submitted,

Raymond A. Brown
Director

Joanne Steinruck
Executive Assistant