

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, October 19, 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  
D. J. Hunsinger  
Kevin McCallen  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Helen Haines  
Jim Leonard  
Doug Ludwig

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Janine Erickson, Executive Assistant  
Darrell Marcinek, Director Golf Maint.  
Tom Boccino, Principal Planner/Land Acq.  
Bob Ransone, Director Golf Mgmt  
Dave Dendler, Manager Park Rangers  
Betsy Flanagan, Counsel  
Melissa Kozensky, Purchasing  
Donna Umgelter, HR Manager

Pierce Frauenheim, Deputy Dir. Park Maint.  
Dan Livak, Deputy Dir. Business Admin.  
Adam Bloom, Park Section Engin  
Carrie Springer, Manager EEC  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt  
Cindie Sullivan, Deputy Director  
Yvonne Childress, Finance  
Mike Carone, Manager Fleet  
Dina Fornataro-Healy, Manager Rec.

Also in attendance: Chris Hart and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

President DiFrancesco presented a 25 year service award to Cindie Sullivan.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the regular meeting held September 21, 2017. MOVED BY: Commissioner Crosby; seconded by: Commissioner Ross YEAS: Commissioners Hunsinger, McCallen, Paluck, and President DiFrancesco NAYES: None. ABSENT: Commissioners Haines, Leonard, and Ludwig.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R17- 136 – Payment of Claims**

Resolution authorizing payment of bills for \$1,008,319.37 comprising of check numbers 10454-10504, 10552-10618, 10628-10700, 10701-10742 with void of check 10487.

### **Resolution R17-136 – Payment of Confirming Orders**

Resolution authorizes payment for confirming orders totaling \$6,464.71.

## **CERTIFICATION OF FUNDS**

### **Resolution R17-138 – Certification of Funds for Previously Awarded Contracts (Leisure Services)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-139 – Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-140 – Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-141 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-142 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts**

Resolution amends and cancels certification of funds.

## **DIRECTOR'S REPORT**

A report was submitted for the month of September 2017.

## **COMMISSIONER CORRESPONDENCE**

1. New Jersey Water Supply notice of proposed rate adjustments for the sale of water for FY2019.
2. Letter from Township of Branchburg regarding the mayoral appointment of Mr. Michael Merchant as Liaison to the Somerset County Park Commission.
3. Letter from New Centre Dairy thanking Somerset County Park Commission for its support of the 4H Fair and the Dairy club.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R17-143 – Sale of Surplus**

Resolution authorizes the sale of surplus.

#### **Resolution R17-144 – Renewal of License Agreement with Ralph T. Reeve**

Resolution accepting renewal of license agreement with Ralph T. Reeve.

#### **Resolution R17-145 – Award of Contract Authorizing Purchase of Playground and Park Equipment**

Resolution authorizes the Park Commission to utilize Ben Shaffer Recreation Inc. for the purchase of playground and park equipment.

#### **Resolution R17-146 – Award of Contract to Somerset Hills Towing for Towing Services**

Resolution authorizes the use of Somerset Hills Towing Company for towing services not to exceed \$1,000.00.

#### **Resolution R17-147– Award of Contract to Purchase Road Materials from Stavola**

Resolution authorizes the purchase of road materials from Stavola Construction not to exceed \$2,000.00.

#### **Resolution R17-148 – Adopting a Policy on Unmanned Aircraft**

Resolution adopts Unmanned Aircraft System (UAS) Policy which will provide basic procedures and regulate the use of UAS, also known as unmanned aerial vehicles or drones, in the park system, and that such Policy be effective immediately.

#### **Resolution R17-149 – Award of Contract for Animal Feed and Supplements**

Resolution awards a contract to Middle Valley Farm and Bohonyi Corporation.

#### **Resolution R17-150 – Adopting Cash Advance for Therapeutic Recreation Weekend Getaway Program**

Resolution authorizes payment in advance for authorized official travel not to exceed \$200.00.

#### **Resolution R17-151 – Award of Second Year of Two-Year Contract for Tree Pruning and Removal**

Resolution awards a contract to High Tech Landscapes for tree pruning and removal services not to exceed \$3,000.00.

#### **Resolution R17-152 – Authorize Purchase of Software off of State Contract**

Resolution authorizes purchase of software from SHI off of State Contract not to exceed \$25,128.91.

## **COMMITTEE REPORTS**

### **FINANCE/BUSINESS ADMINISTRATION**

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

Dan Livak, Deputy Director Business Administrator reported that he is working on the 2018 budget. Staff will be consolidating some line items such as utilities and some maintenance services for better tracking of expenditures. Somerset County Finance has approved the consolidation.

### **HUMAN RESOURCES**

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

Donna Umgelter, Human Resources Manager reported that she and Lesley Boyd attended a meeting about the new Somerset County Health Center. Integrity Health will manage and staff the clinic which has an anticipated opening in early 2018. The clinic will be available to all County employees and their families and is expected to save employees an average of \$350/year. There will be a full medical staff and a pharmacy on site and co-payments will not be collected.

### **LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of September 2017.

Cindie Sullivan, Deputy Director Leisure Services participated in a committee meeting for the Regional Center Partnership. The Partnership consists of representatives from Bridgewater, Somerville, and Raritan. The purpose of the master plan is to create a three-five year vision for the area. The group worked with a consultant and is in the process of creating goals for the proposed vision with top goals including resiliency and health and wellness.

President DiFrancesco congratulated Cindie on being inducted into the American Academy of Park and Recreation Administration. Cindie was nominated by her peers in the Park and Recreation profession. The AAPRA consists of 125 directors from around the country with only three directors being from New Jersey.

### **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of September 2017. Commissioner Paluck noted that she has been performing golf course ratings around the state for the USGA and that our county golf courses are amongst the best and rank highest against all public golf courses in New Jersey.

Darrell Marcinek, Director Golf Maintenance reported that he is wrapping up the fall greens aeration this week at Green Knoll and Neshanic tees and fairways next week (NVGC greens were done back in August). Warrenbrook greens will be done after close of season in November.

Bob Ransone, Deputy Director Golf Management reported that he will be looking to fill the position of Coordinator of Computer Application Services due to Carol Harvist's retirement. Golf revenue was average for the month of September. Dan Livak noted that Bob's golf resale was doing very well. Bob stated that Calloway Epic Driver sales have been very good.

### **INFORMATION MANAGEMENT**

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

Ray Brown, Secretary-Director stated that work continues on the IT Master Plan. The second phase of the project will be meeting with consultants, BerryDunn this afternoon where objectives will be prioritized based upon group input. BerryDunn conducted information gathering interviews during the first phase of the project to formulate a list of objectives. Ray is anxious to aggressively pursue the plan.

### **VISITOR SERVICES**

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

David Dendler, Manager Park Rangers stated that the deer management programs have begun in Bernards, Bridgewater, Bernardsville, and Warren. The 13<sup>th</sup> Annual "Adopt-A-Boulder" trail maintenance project and Rock Climbing event will take place on November 4<sup>th</sup> at the Sourland Mountain Preserve.

### **PROPERTY MANAGEMENT**

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

Dan Livak, Deputy Director Business Administrator reported that two farm parcels are out to bid. Of the original 12 farm parcels out to bid in September, these two parcels did not receive bids. It is important to obtain bids on all 12 farm parcels as it provides needed revenue.

### **PLANNING AND LAND ACQUISITION**

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

Tom Boccino, Principal Planner, Land Acquisition met with consultants from Heritage Strategies to work on an update to the County's Open Space Master Plan (OSMP). The consultant will be working simultaneously on the Farmland Preservation Plan and Open Space Master Plan updates along with preparing a new Historic Preservation Plan. All plans will be coordinated to identify common goals. A document summarizing all of the plans will be created in addition to individual plans. A steering committee will be formed to provide input on all three plans. New initiatives to be included in the Open Space Plan update include flood mitigation and habitat preservation. Ray Brown commended this effort and noted that Open Space plans exist but have never been cross referenced within the county. It is good that the Somerset County Park Commission is involved in this project.

## **CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

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

Adam Bloom, Engineering reported that there have been various incidents of vandalism at East County Park where stakes, sign, and fencing have been removed. There is a group opposed to the addition of a dog park and has had confrontations with Park employees. Dan Livak stated that he notified the Warren Township Police Chief about these incidents.

## **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director stated that the opening of the dog park at Skillman Park was a success. The paving of trails at Duke Island Park will be done mid-December. Natirar Park is hosting a large Cross Country Race Event today with athletes from Somerset County High Schools competing. Pierce met with the park Foreman regarding winter preparations.

Commissioner Hunsinger stated that the Cross Country Race event is a great way for people to become acquainted with Natirar Park.

Freeholder Caliguire stated that the Skillman Dog Park is a first class facility that people will enjoy for many years to come. President DiFrancesco commented that he has received inquiries from non-county residents regarding their use of the dog park.

## **FREEHOLDER'S REPORT**

No report this month.

President DiFrancesco thanked Freeholder Caliguire for attending today's meeting and wished him luck with his re-election campaign.

## **OLD BUSINESS**

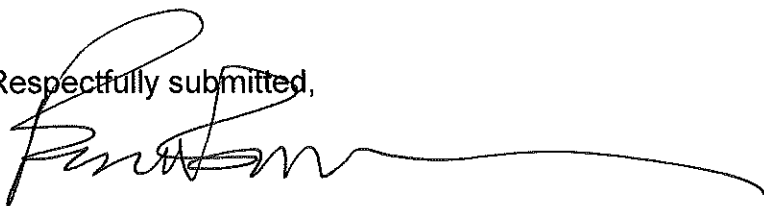
No old business to report.

## **NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:33a.m. was made by Commissioner Crosby and seconded by Commissioner Ross YEAS: Commissioners Hunsinger, McCallen, Paluck, and President DiFrancesco NAYES: None. ABSENT: Commissioner Haines, Leonard, and Ludwig.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Raymond A. Brown', with a long horizontal flourish extending to the right.

Raymond A. Brown  
Director

A handwritten signature in black ink, appearing to read 'Janine Erickson', with a horizontal flourish extending to the right.

Janine Erickson  
Executive Assistant