

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, December 14, 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**

Bill Crosby  
Donald DiFrancesco  
Doug Ludwig  
D. J. Hunsinger  
Jim Leonard  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Helen Haines  
Kevin McCallen

Staff members present were:

Raymond Brown, Director  
Janine Erickson, Executive Assistant  
Alex Mathew, Manager Info. Mgmt.  
Adam Bloom, Park Section Engineer  
Mark Caliguire, Freeholder  
Bob Ransone, Director Golf Mgmt.  
Pierce Frauenheim, Deputy Dir. Park Maint.  
Betsy Flanagan, Counsel  
Dina Fornataro-Healey, Manager Recreation  
Dan Livak, Deputy Dir. Business Admin.

Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Tom Boccino, County Land Acquisition  
Yvonne Childress, County Finance  
Melissa Kosensky, County Purchasing  
Dave Dendler, Manager Park Rangers  
Donna Umgelter, Manager HR  
Carrie Springer, Manager Env. Science  
Cindie Sullivan, Deputy Dir. Leisure Svc  
Dina Trunzo, Manager TR

Also in attendance: Chris Hart and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

No service awards.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the regular meeting held November 17, 2017. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard YEAS: President DiFrancesco, Commissioners Hunsinger, Ludwig, Paluck, and Ross NAYES: None. ABSENT: Commissioners Haines and McCallen.

## **APPROVAL OF BILLS FOR PAYMENT**

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

### **Resolution R17-180 – Payment of Claims**

Resolution authorizing payment of bills for \$951,096.04 comprising of check numbers 11047-11104, 11123-11185, 11186-11219, and 11225-11228.

### **Resolution R17-181– Payment of Confirming Orders**

Resolution authorizes payment to confirming orders totaling \$8,329.98.

### **Resolution R17-182 – Resolution Cancelling and Reducing Certification of Funds for Previously Awarded Contracts**

Resolution authorizes the cancellation or reduction of blanket purchase order certification of funds for previously awarded contracts.

### **Resolution R17-183 – Certification of Funds for Previously Awarded Contracts (Golf)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-184 – Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-185 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)**

Resolution certifies funds for previously awarded contracts.

### **Resolution R17-186 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts**

Resolution amends and cancels certification of funds.

### **Resolution R17-187 – Resolution Correcting Resolution R17-158 Certification of Funds for Previously Awarded Contracts (Administration)**

Resolution corrects resolution R17-158 which was adopted on November 17, 2017 to remove MSC Industries in the amount of \$73.40.

## **DIRECTOR'S REPORT**

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

## **COMMISSIONER CORRESPONDENCE**

1. Letter from Somerset County Joint Insurance Fund thanking Somerset County Park Commission for the opportunity to provide insurance coverage and related services to the Park Commission.

2. Letter from the Tournament Committee of the New Jersey State Golf Association seeking consideration of the use of Neshanic Valley Golf Course to host the 118th NJGSA Amateur Championship on July 9-11, 2019.

## **CONSENT AGENDA**

### **RESOLUTIONS**

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

#### **Resolution R17- 188 – Adopting the 2018 Fee Schedule**

Resolution adopts the 2018 Fee Schedule.

Bob Ransone, Deputy Director Golf Management, stated that with regard to golf course fees, a few changes will be made for 2018. Greens fees will be raised by \$1.00 across all categories and Fridays will return to weekday greens fee rates. Two new registration categories will be added; a Junior Adult registration for those golfers age 19-29 that will have discounted registration fees and greens fees, and a reduced registration fee for those who live outside of Somerset County but work in the county. The non-resident registration for someone who works within the county will be \$200 for adults and \$175 for seniors as compared to \$340 adults and \$315 seniors for Non-resident registration.

Mark Caliguire, Freeholder Liaison, requested implementing a nine hole rate at all courses. Bob stated that Neshanic Valley Golf Course had a nine hole rate on weekends from 6 – 7am and there was poor response. In addition, the nine hole Academy Course has never done well. Bob has hired a new Computer Coordinator who will help market nine hole playing. Commissioner Hunsinger requested statistics on the Junior Adult registration.

#### **Resolution R17-189 – Transfer of Appropriations**

Resolution authorizing transfer of 2017 appropriations.

#### **Resolution R17-190 – Transfer of Appropriations from Recreation Trust Accounts to Revenue**

Resolution authorizing transfer of \$23,000.00 from Recreation Trust Accounts to Revenue Accounts.

#### **Resolution R17-191 – Accepting Somerset County Joint Insurance Fund Agreement**

Resolution accepting Somerset County Joint Insurance Fund Agreement.

#### **Resolution R17-192 – Award of Contract for Legal Services**

Resolution awards a contract to Purcell, Mulcahy, Flanagan, 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 Eric Bernstein & Associates for labor counsel. The hourly rate is \$135.00 with an annual cap of \$25,000.

**Resolution R17-193 – Award of Contract for Public Relations**

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

**Resolution R17-194 – 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 R17-195 – Award of Contract for Entertainment Consultant for Summer Concerts**

Resolution awards a contract to LaGuardia & Associates Entertainment, LLC. The cost for the consultant is 10% of the total artist cost.

**Resolution R17-196 – 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.

**Resolution R17-197 – Award of Second Year of a Three-Year Contract for Equine Services**

Resolution awards a contract to Dr. James L. Smith, Jr. for Equine Dental Services, and Running "S" Veterinary Services for Veterinary Services.

**Resolution R17-198 – Rescinding Equine Services Option A - Farrier**

Resolution rescinding contract to Catamount Farms as Farrier due to their inability to provide services as a result of staffing changes.

**Resolution R17-199 – Award of Fifth Year Contract of a Five-Year Contract for Food and Beverage Concession at Neshanic Valley**

Resolution awards a fifth year contract to Ryjam, DBA Merri-Makers Caterers. The flat fee per month for the banquet room is \$4,000.00 plus \$100.00 for each non-golf outing event. Excluding sales in the Grille Room and at fairway carts, should the Concessionaire's gross for catering exceed \$300,000.00 for a calendar year, the Concessionaire shall pay the Park Commission twelve (12%) percent of the excess over \$300,000.00 on or by February 15 of the following year.

Bob Ransone, Deputy Director, needs to check if Merri-Makers will be looking to return after this contract expires as reservations are already being taken for dates in 2019.

**Resolution R17-200 – Awarding First Year of Five-Year Contract for Golf Shop Resale Merchandise**

Resolution awards contracts to Town Talk, Jack Jolly & Son Inc., Callaway Golf (Odyssey), and Sun Mountain.

Bob Ransone stated that he is hoping to add more resale vendors in January as only four of the 15 bidders met the bid requirements.

**Resolution R17-201 – Award of First Year Extension for Well Maintenance and Repair Services**

Resolution awards a contract to Stryker Heating, Cooling, Plumbing and secondary contract to A.C. Shultes.

**Resolution R17-202 – Award of First Year of a Two-Year County Contract for Diesel Fuel**

Resolution awards a contract to National Fuel Oil, Inc., J. Swanton Fuel, and Riggins Inc.

**Resolution R17-203 – Rescinding Resolution R17-169 for the Purchase of Two (2) 2017 John Deere 4052R Compact Utility Tractors and Attachments**

Resolution rescinding R17-203 which was adopted on November 17, 2017 and referenced the incorrect County Contract # CC-0019-16R for the purchase of two (2) 2017 John Deere 4052R compact utility tractors and attachments.

**Resolution R17-204 – Authorizing Purchase of One (1) Toro Groundsmaster 4000-D with Universal Sun Canopy**

Resolution awards contract to Storr Tractor and the cost is not to exceed \$62,052.80.

**Resolution R17-205 – Authorizing Purchase of One (1) Toro Workman HDX-D 07387 and 2” Receiver Kit**

Resolution awards contract to Storr Tractor and the cost is not to exceed \$26,015.08.

**Resolution R17-206 – Authorizing Purchase of Three (3) John Deere 4052R Compact Utility Tractors with Canopy with Three (3) John Deere 440 Loader and One (1) Frontier 3 Point Snowblower Attachment**

Resolution awards contract to Power Place and the cost is not to exceed \$109,102.55.

**Resolution R17-207 – Authorizing Purchase of One (1) 2018 Ford Transit T-350 148” High Roof XLT with Factory Options**

Resolution awards contract to Beyer Ford and the cost is not to exceed \$36,528.98.

**Resolution R17-208 – Award of First Year of a Two-Year Contract for Preventative Maintenance and Emergency Repairs of Gasboy Island Fuel Management System**

Resolution awards contract to Aurora Environmental, Inc.

**COMMITTEE REPORTS**

**FINANCE/BUSINESS ADMINISTRATION**

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

Ray Brown, Secretary Director, stated that the 2018 budget is an austere one. He thanked all of senior management for their support and cooperation in the budget preparation process.

## **HUMAN RESOURCES**

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

Donna Umgelter, Human Resources Manager reported that Gary Shupper was promoted to Foreman at Colonial Park.

## **LEISURE SERVICES**

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

Cindie Sullivan, Deputy Director reported that she, Ray Brown, and Tom Boccino are serving on the Committee to prepare a joint County Open Space and Recreation, Farmland Preservation, and Historic Sites Master Plan. Somerset County is first county in the state to create a consolidated master plan. While each plan will be separate, they will overlap, as goals match. Cindie is also a representative on the County Regional Center Partnership's Strategic Master Plan Committee which includes goal areas of health and wellness, resiliency, smart growth, and recreation (along the Raritan River corridor).

Dina Trunzo, Therapeutic Recreation Manager reported that Lisa Kazman was hired as Program Coordinator starting on December 29, 2017. The Sensory Santa Picture event was a success. Parents were extremely grateful for the opportunity to have their children take pictures with Santa. Dina thanked the Park Foundation for their financial support toward the program. Dina stated that she received positive feedback from many families about the event.

Carrie Springer, Environmental Science Manager reported that the EEC will be hosting two viewings of the documentary, "Saving the Great Swamp" on January 3, 2018 at 10:30a for SCPC employees and again on February 7, 2018 at 6:30p for the public. The documentary gives an in depth background of how the great swamp was prevented from becoming a jet airport. Cindie commented that the movie highlights all the efforts it took to create a national park and prevent the loss of wildlife and plants with the creation of an airport. Carrie reported that the boondocks are almost complete. The East side boondocks are now open to the public. Framing and posts are installed for the West side boondocks; which should be open in Spring 2018. The 40<sup>th</sup> Festival of Trees will be open until December 29, 2018 but will be closed between December 24-26<sup>th</sup>. There are 52 decorated trees on display this year.

## **GOLF MANAGEMENT**

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

Bob Ransone, Deputy Director Golf Management stated that the Black Friday Gift Card sales event generated \$810,000 in revenue as compared to \$723,000 in 2016. Bob will be discussing holding the 19<sup>th</sup> Amateur Championship event at Neshanic Valley Golf Course. It is the oldest championship event in New Jersey. President

DiFrancesco asked if the event loses revenue for the Park Commission. Bob stated that there is a loss of greens fees but revenue can be gained with sale of merchandise, which he will be negotiating. Commissioner Leonard suggested gaining access to the amateur championship database to solicit additional golf rounds after the event. Commissioner Paluck noted that the Academy Course and one green remain open during the championship event. Bob stated that Neshanic Valley Golf Course will be hosting the 2018 Boys and Girls Championship, which is a half day event. Commissioner Paluck noted that new, more lax golf rules are being implemented in 2018.

### **INFORMATION MANAGEMENT**

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

Dan Livak, Deputy Director Business Administrator stated that IT Master Plan Consultants, BerryDunn are in process of compiling a preliminary report of recommended projects. Ray stated that he received a prioritized list of projects. Dan noted that he hopes funding is available for the recommended projects.

### **VISITOR SERVICES**

Vice President Crosby, Chair of the Committee, submitted a report for the month of November 2017.

Dave Dendler, Manager Park Rangers reported that there will be no further trail work until April 2018. The prescribed burn at Washington Valley Park was successful. A total of 130 acres were burned over the course of two days. A small section of the park will be burned in the spring. The burn was prompted by the need to remove brush and downed trees from Hurricane Sandy that kids were using to start small fires in the park. The benefits of the prescribed burn, which was done for the first time at Washington Valley Park, will be good for five years. Ray and Dave thanked the state, who took the initiative to do the burn, and the community for their cooperation with this event. Ray thanked Dave for all his work on the burn and for his years of service to the Park Commission. Freeholder Caliguire inquired how the state determines the area to burn and if a similar burn would be in the plans for the Sourland Mountain Preserve. Dave stated that the state looks at the amount of "fuels" (brush and trees) in an area to determine the need for a prescribed burn. Dave stated that the State will be looking at the possibility of doing a burn at the Sourland Mountain Preserve in the future.

Dave thanked everyone for the great opportunity and the trust in what he did during his 30 year tenure at the Somerset County Park Commission.

### **PROPERTY MANAGEMENT**

Vice President Crosby, Chair of the Committee, submitted a report for the month of November 2017.

## **PLANNING AND LAND ACQUISITION**

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

Tom Boccino, County Land Acquisition stated that he is participating in the Somerset County Consolidated Master Plan. Tom stated that an updated master plan is needed as the last one was created in 2001 and is necessary for obtaining Green Space funding. Tom stated that the goals and objectives of the Master Plan have not changed, just being updated. The Master Plan for historic preservation is much needed and all new. A project of this magnitude has not been done before and will require a lot of information gathering. Commissioner Leonard noted that many municipalities already have plans and asked if the Master Plan committee will be seeking to utilize their plans. Tom stated that municipal plans would be utilized where available.

Ray commended the Freeholders for funding this project and believes that the joint effort amongst townships will yield great results.

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

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

Adam Bloom stated that bids were open on December 5, 2017 for the spray park at Colonial Park. Construction will begin in Spring 2018.

## **PARK MAINTENANCE & HORTICULTURE**

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

Pierce Frauenheim, Deputy Director stated that the tree planting project within various parks has been completed. The walkway for the perennial garden at Colonial Park will be completed in Spring 2018. The parking lot is finished at the Branchburg trail.

Pierce congratulated Dave Kuczynski who won an MVP award for his work at Torpey Park. Pierce also noted Dave's help with the layout at Mountain View Park. Ray stated that Dave has been asked by Rutgers University to assist with planning at their facilities.

Pierce thanked Dave Dendler for all his years of help and wished him the best in his retirement.

## **FREEHOLDER'S REPORT**

Freeholder Caliguire thanked Dave Dendler for his years of service to the Park Commission. Freeholder Caliguire said that Dave is leaving an indelible mark on the people and community of Somerset County and it has been the highest honor to have him here.



**NEW BUSINESS**

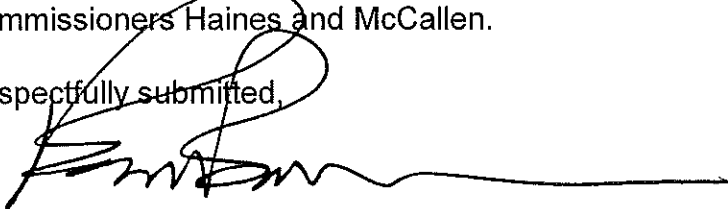
No new business to report.

**OLD BUSINESS**

Ray thanked the members of the Somerset County Park Foundation who had the foresight to create a foundation that make it possible to hold special events for the community, such as the Sensory Santa, and special projects such as the boardwalk at the EEC. Ray also thanked Investor's Bank for their donation to the boardwalk project.

A motion to adjourn the meeting at 9:06 a.m. was made by Commissioner Crosby and seconded by Commissioner Leonard YEAS: President DiFrancesco, Commissioners Hunsinger, Ludwig, Paluck, and Ross NAYES: None. ABSENT: Commissioners Haines and McCallen.

Respectfully submitted,



Raymond A. Brown  
Director



Janine Erickson  
Executive Assistant