

MINUTES of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, February 15, 2018 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 Crosby called the meeting to order.

PRESENT

Bill Crosby
Helen Haines
D.J. Hunsinger
Jim Leonard
Kevin McCallen
Dot Paluck
Scott Ross
Mark Caliguire, Freeholder Liaison

ABSENT

Doug Ludwig

Other staff members present were:

Raymond Brown, Director	Dan Livak, Deputy Dir. Bus. Admin.
Janine Erickson, Executive Assistant	Mike Ballow, Manager Park Maint.
Alex Mathew, Manager Info. Mgmt.	Bob Ransone, Deputy Dir. Golf Mgmt.
Carrie Springer, Manager Env. Science	Ed Highland, Fleet Manager
Cindie Sullivan, Deputy Dir. Leisure Svcs	Dina Trunzo, Manager TR
Dina Fornataro-Healey, Manager Rec	Donna Umgelter, Manager HR
Pierce Frauenheim, Deputy Dir. Park Maint.	Darrell Marcinek, Director Golf Maint.

In attendance from the County: Adam Bloom, Park Section Engineer; Tom Boccino, Principal Planner/Land Acq.; Melissa Kosensky, Purchasing; Yvonne Childress, Finance; and Chris Hart, Finance.

Also in attendance: Rich Reitman, Public Relations and Betsy Flanagan, Legal Counsel

OPEN MEETING FOR PUBLIC COMMENT

No comment from the public.

APPROVAL OF THE MINUTES

President Crosby called for the approval of the minutes of the last regular meeting held January 18, 2018. **MOVED BY:** Commissioner Leonard; seconded by: Commissioner Haines. **YEAS:** Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. **NAYES:** None. **ABSENT:** Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

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

Resolution R18-037 - Payment of Claims

Resolution authorizing payment of bills for \$1,240,785.73 comprising of check numbers 11479-11569, 11570-11620, 11628-11672, and 11673-11711.

Resolution R18-038 – Adopting the Emergency Temporary Budget

Resolution adopts the emergency temporary budget to June.

Resolution R18-039 – Payment of Confirming Orders

Resolution authorizes payment of confirming orders totaling \$21,041.22.

Resolution R18-040 – Certification of Funds for Previously Awarded Contracts (Leisure Services)

Resolution certifies funds for previously awarded contracts.

Resolution R18-041 – Certification of Funds for Previously Awarded Contracts (Golf)

Resolution certifies funds for previously awarded contracts.

Resolution R18-042 – Certification of Funds for Previously Awarded Contracts (Fleet)

Resolution certifies funds for previously awarded contracts.

Resolution R18-043 – Certification of Funds for Previously Awarded Contracts (Administration)

Resolution certifies funds for previously awarded contracts.

Resolution R18-044 – Certification of Funds for Previously Awarded Contracts (Park Maintenance)

Resolution certifies funds for previously awarded contracts.

Resolution R18-045 – Amending and Cancelling of Certification of Funds for Previously Awarded Contracts

Resolution amends and cancels certification of funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Brown submitted a report for the month of January 2018.

COMMISSIONER CORRESPONDENCE

1. Letter from Casey & Keller, Inc to provide legal notification that Raritan Orlando Drive Associates, LLC is applying to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for a Flood Hazard Area Verification and Individual Permit.
2. Letter from concerned citizens of Martinsville calling for the cessation of the deer culling program on certain areas of county property that border their neighborhoods.
3. Letter from Township of Bridgewater seeking a prospective polling location at Somerset County Park Commission Headquarters. SCPC would receive \$200.00 for each election. Elections each year are the first Tuesday after the first Monday in June and the same for November. The dates for 2018 will be June 5 and November 6, 2018.
4. Letter to Freeholder Caliguire from retired County resident and avid golfer, Jack Farr, commending the Freeholders and Somerset County Golf Division for the great County Golf Courses, golf staff, and numerous initiatives.
5. Letter from Raymond Brown, Secretary-Director of Somerset County Park Commission to William Crosby, President of Somerset County Park Commission announcing his retirement after 25 years of service effective May 1, 2018.

President Crosby read and accepted the letter from Director Brown announcing his retirement. President Crosby along with the Commissioners all thanked Ray for his 25 years of service and dedication to the Somerset County Park Commission. Ray was given a standing ovation from all in attendance.

CONSENT AGENDA

RESOLUTIONS

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

Resolution R18-046 – Adopting Cash Advance for Environmental Science Travel Program (Arizona Birding and Nature Trip)

Resolution adopts a cash advance account, for \$1,000.00, for an overnight trip entitled "Arizona Birding and Nature Trip" to cover park fees, gas and Naturalist meals.

Resolution R18-047 – Adopting Cash Advance for Environmental Science Travel Program (Garden Discovery)

Resolution adopts a cash advance account, for \$475.00, for day trips entitled "Garden Discovery Trips" to cover the cost of tolls, parking, and staff meals.

Resolution R18-048 – Authorizing Purchase of Lesson Horses

Resolution authorizes the purchase of lesson horses not to exceed \$8,000.00.

Resolution R18-049 – Award of the First Year of Two-Year Contract for Farrier

Resolution awards contract to Professional Farrier Service Inc. Cost is not to exceed \$18,472.00.

Resolution R18-050 – Authorizing use of County Contract for Purchase of Original Equipment Manufactured Vehicle Parts and Repairs

Resolution authorizes purchase from Engine Land and Malouf Ford. Cost is not to exceed \$4,000.00.

Resolution R18-051 – Authorizing use of State Contract for Purchase of Gases: Medical, Specialty, and Industrial

Resolution authorizes purchase from Praxair. Cost is not to exceed \$2,000.00.

Resolution R18-052 – Authorizing use of State Contract for Purchase of Tires, Tubes, and Services

Resolution authorizes purchase from American Tires Service and Custom Bandag. Cost is not to exceed \$19,500.00.

Resolution R18-053 – Authorizing use of Morris County Coop for Purchase of Lumber, Insulation, Hardware, Paint, and Paint Supplies

Resolution authorizes purchases from Riccardi Brothers. Cost is not to exceed \$1,200.00.

Resolution R18-054 – Authorizing use of County Contract for Purchase of Snow Plow Parts

Resolution authorizes purchase from Cliffside Body Corp and Dejana Truck Equipment. Cost not to exceed \$6,000.00.

Resolution R18-055 – Authorizing use of NJ Coop for the Purchase of Fire Equipment

Resolution authorizes purchase from Fire and Security Technologies. Cost is not to exceed \$8,000.00.

Resolution R18-056 – Authorizing use of State Contract for Purchase of Industrial/MRO Supplies and Equipment

Resolution authorizes purchase from Fastenal. Cost is not to exceed \$4,050.00.

Resolution R18-057 – Authorizing use of Morris County Coop for Purchase of Landscape Materials Materials and Supplies

Resolution authorizes purchases from Fisher & Son Co, Grass Roots Turf Products Inc, Levitt's, LLC, Crop Production Services, SiteOne Landscape Supply, The Fibar Group, LLC. Cost is not to exceed \$169.70.

Resolution R18-058 – Authorizing use of County Coop for Purchase of Lumber and Supplies

Resolution authorizes purchase from Madison Lumber and Landscape Materials Inc. Cost is not to exceed \$1,200.00.

Resolution R18-059 – Authorizing use of State Contract for Purchase of New Kubota Utility Vehicle with Golf Cage Enclosure

Resolution authorizes purchase from Cherry Valley Tractor Sales. Cost is not to exceed \$17,043.77.

Resolution R18-060 – Authorizing use of Morris County Coop for Purchase of Heavy Duty Cab/Chassis

Resolution authorizes purchase from Route 23 Automall. Cost is not to exceed \$77,842.00.

Resolution R18-061 – Authorizing use of State Contract for Lease of Photocopiers

Resolution authorizes lease through Ricoh USA. Cost is not to exceed \$9,568.56.

Resolution R18-062 – Authorizing use of State Contract for Purchase of Computer Hardware

Resolution authorizes purchase from Dell Marketing LP. Cost is not to exceed \$21,572.94.

Resolution R18-063 - Award of Contract for Golf Resale Merchandise

Resolution awards contract to Klone Lab Callaway Golf Shoes and Accolade USA, Inc.

COMMITTEE REPORTS

FINANCE/BUSINESS ADMINISTRATION

President Crosby submitted a report for the month of January 2018.

Dan Livak, Deputy Director Business Administration, reported that each division met with the County CFO to review the 2018 Operating Budget. The meetings went well and Dan is anticipating receiving information on the final 2018 Operating Budget shortly.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of January 2018.

Donna Umgelter, Manager Human Resources, had no further report.

LEISURE SERVICES

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of January 2018.

Carrie Springer, Manager Environmental Science, stated that three out of four of the summer camps are already filled. Carrie anticipates the final camp to be filled soon. Fifty people attended the viewing of the film, "Saving the Great Swamp" on February 8, 2018. President Crosby asked about the status of the boondocks project. Carrie stated that work has been halted due to the winter weather and work will resume once the weather makes work feasible. Carrie anticipates completion of the project by May 1, 2018.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of January 2018.

Darrell Marcinek, Director of Golf Maintenance, reported that general maintenance work continues at Quail Brook and Green Knoll Golf Courses; both of which will be opening for the 2018 season in two weeks. Spooky Brook and Neshanic Valley Golf Courses remain open and Warrenbrook will open again on March 12, 2018 barring any ice or snow.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2018.

Dan Livak, Deputy Director of Business Administration, reported that there will be a teleconference today with BerryDunn regarding the IT Master Plan. Commissioner McCallen noted that the plan is 120 pages, and he believes it is well done and has addressed all the issues of concern to the Commission. Ray Brown, Secretary-Director, stated that he invited the consultants from BerryDunn to attend the March 2018 Somerset County Park Commission meeting in order to make a presentation regarding their findings and recommendations. Ray commended the BerryDunn team on the job they have done for the Commission.

VISITOR SERVICES

President Crosby, Chair of the Committee, submitted a report for the month of January 2018.

President Crosby stated that the search continues for a Park Ranger Manager.

PROPERTY MANAGEMENT

President Crosby, Chair of the Committee, submitted a report for the month of January 2018.

Dan Livak, Deputy Director Business Administration, reported that (4) four hunting licenses/parcels will be bid in April.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for the month of January 2018.

Tom Boccino, Parks Section Principal Planner, Land Acquisition, reported that the Open Space Annual Report has been distributed to the Commissioners. There were an additional 176 acres added to the open space inventory through acquisitions this year. Tom reported that consultants working on the Open Space Master Plan conducted their first public meeting. There was a good turnout with a lot of input and support from the public, with particular interest in Historic Preservation.

Cindie Sullivan, Deputy Director of Leisure Services, commended Tom on his presentation at the public meeting.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for the month of January 2018.

Adam Bloom, County Engineering, had no additional report.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of January 2018.

Pierce Frauenheim, Deputy Director of Park Maintenance, stated that Ray and several managers and supervisors attended the monthly Freeholder meeting in February and received several citations for Colonial Park, Buck Garden, and the Torpey Complex (for outstanding Field recognition by the Field Managers Association). Dave Kuczynski was in attendance and was recognized for his outstanding work at the Torpey Complex. As a result of the fine work that Dave performs for the Park Commission, Rutgers University has reached out to Dave and requested his assistance with renovations and field repairs to their baseball field.

Pierce thanked Ray for the vision that he brought to the Somerset County Park Commission and congratulated him on his upcoming retirement. Pierce and his maintenance staff have enjoyed working with Ray on the many park projects over the past 14 years.

AUDIT COMMITTEE

No report this month.

FREEHOLDER'S REPORT

Freeholder Caliguire followed up on the announcement of Ray's retirement by saying that Somerset County would not be what it is today if not for Ray's vision. Ray should be very proud of all that he has done for the Somerset County Park Commission, notably the addition of 10,000 acres of preserved Open Space land. Freeholder

Caliguire thanked Ray for his 25 years of service and congratulated him on his upcoming retirement.

OLD BUSINESS

Director Brown reported that he had met with representatives of the Amwell Valley Cricket Club to talk about their interest in locating new cricket opportunities within one of the Somerset County parks. Ray stated that Mountain View Park offers the best location to add a cricket pitch and such a location would be consistent with plans for the park. Ray and Pierce Frauenheim visited Mountain View Park yesterday to evaluate the feasibility of creating a pitch and they felt that staff should continue the dialogue with the club and their president, Alan George, to further investigate the idea.

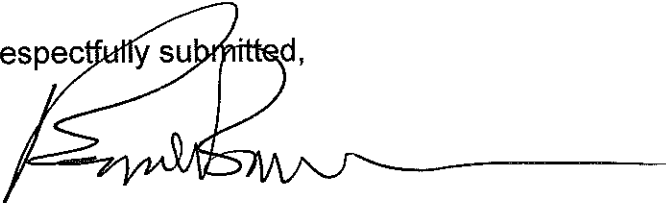
Freeholder Caliguire stated that he was not aware how much went into creating a cricket pitch. Commissioner Haines inquired about the cost to construct the cricket pitches at Colonial Park. Ray stated that the construction costs for those pitches were incorporated into a larger project so it is difficult to identify the cost specifically for the pitches but indicated that staff will be working with County Engineering to come up with a preliminary project budget.

NEW BUSINESS

No new business to report.

A motion to adjourn the meeting at 8:38 a.m. was made by Commissioner Hunsinger and seconded by Commissioner Paluck. YEAS: Commissioners Haines, Hunsinger, Leonard, McCallen, Paluck, Ross, and President Crosby. NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,



Raymond A. Brown
Director



Janine Erickson
Executive Assistant