

THE MORRIS COUNTY PARK COMMISSION

353 East Hanover Avenue

Morristown, New Jersey

President Sette called to order the seven hundred and eighty-eighth meeting of the Morris County Park Commission at 7:30 p.m. on May 20, 2013, in the Park Commission Board Room at The Frelinghuysen Arboretum, 353 East Hanover Avenue, Morris Township, New Jersey.

Executive Director Helmer then read the following notice: PURSUANT TO N.J.S.A. 10:4-6 et seq., adequate notice of this meeting held at 7:30 p.m. on the 20th day of May 2013, has been provided by publication in the *Daily Record* and *The Star-Ledger*, by posting of said notice in the Administration Building of the Morris County Park Commission, on the Morris County Park Commission website, and at the County Courthouse, and by filing a copy of the same with the Morris County Clerk.

ROLL CALL

The following were present:

President John R. Sette

Vice President Betty Cass-Schmidt

Executive Director David D. Helmer

Deputy Executive Director R. Vitale

Park Counsel John Suminski

Commissioner Julie C. Baron

Commissioner Judith Schleicher

Commissioner Richard Seabury, III

Commissioner Barbara Shepard

Commissioner Kim Wentworth

The families and friends of Lieutenant Joseph Milancewich and Sergeant Christopher List were also in attendance for a portion of the meeting. Detective Eric Huffert played the bagpipes.

SALUTE TO THE FLAG

President Sette led those present in the salute to the flag.

APPROVAL OF MINUTES

Commissioner Baron moved to accept the minutes of the April 22, 2013, regular Park Commission meeting. The motion was seconded by Vice President Cass-Schmidt and unanimously approved by roll call vote.

OATHS OF OFFICE

Park Police Chief Wieland introduced the two Park Police officers being promoted this evening.

Park Counsel Suminski administered the oath of office to Lieutenant Joseph Milancewich.

Park Counsel Suminski administered the oath of office to Sergeant Christopher List.

HEARING OF CITIZENS

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE#</u>	<u>REPRESENTING</u>
John Huebner	100 Florence Ave., 3B Denville, NJ	973-647-2206	Self
Jonathan Cloud & Victoria Zelin	8 Revere Drive Basking Ridge, NJ	908-306-0272 same	Self Self

Mr. John Huebner, President of Preserve Greystone, which advocates for the adaptive reuse of the Kirkbride building at the former Greystone Park Psychiatric Hospital, said that he attended a tour of the Greystone property this past Saturday, which had 70-80 people, and was led by Joe Macasek. He noted that there was no historical component to the tour, and he suggested that this be included hereafter. There was some discussion about potential reuse of the vacant buildings on the property.

Vice President Cass-Schmidt moved to close the Hearing of Citizens. The motion was seconded by Commissioner Schleicher and unanimously approved by voice vote.

LIST OF BILLS

Vice President Cass-Schmidt recommended the payment of bills for the month of May 2013, totaling \$2,421,667.79. The motion was seconded by Commissioner Shepard and unanimously approved by roll call vote (Attachment No. 1). County Capital expenditures of \$11,040.00 were also approved at the meeting.

FINANCE AND BUDGET COMMITTEE

Vice President Betty Cass-Schmidt, Chair

PRESENT:

Vice President Cass-Schmidt, Chair
President John R. Sette
Commissioner Stuart Lasser
Commissioner Barbara Shepard

Executive Director Helmer
Deputy Executive Director R. Vitale

The Committee reviewed and recommended approval of the May 20, 2013, List of Bills consisting of Operating Fund Bill List Expenditures of \$289,463.53, Prepaid Expenditures of \$1,688,100.32, as well as including two payrolls of \$1,102,021.87, Park Capital Account Expenditures of \$5,631.84, Park Improvement Trust Expenditures of \$421,550.34, Park Trust Expenditures of \$8,063.21, and Grant Fund Accounts Expenditures of \$8,858.55, for a total of \$2,421,667.79. The Committee also recommended approval of County Capital Bills in the amount of \$11,040.00.

The Committee recommended authorization of the award, extension, and rejection of contracts contained in the Resolutions presented for approval at the Park Commission meeting, and the adoption of the following Resolutions No. 85-13 through No. 94-13.

Resolution No.	Description
No. 85-13	Places the Park Commission in Executive Session pursuant to the pertinent provisions of the Open Public Meetings Act.
No. 86-13	Adopts Resolution No. 87-13 through No. 94-13.
No. 87-13	Confirms the actions of the Director of Finance and the Treasurer in voiding the checks listed in the Resolution.
No. 88-13	Awards Contract No. 5-13 titled "Park Maintenance Equipment" for Lot No. 34 to North Jersey Bobcat, Inc., located in Totowa, New Jersey.
No. 89-13	Authorizes the Park Police to properly dispose of abandoned property as listed in the Resolution, through electronic public auction by posting the items on PropertyRoom.com consistent with the process adopted by Resolution No. 159-10.
No. 90-13	Approves Change Order No. 1 to Contract No. 43-13 titled "Reconstruction of the Flume & Catwalk at the Cooper Gristmill, Chester Township, New Jersey" to Charles Mann General Contracting, Pittstown, New Jersey, in an additional amount not to exceed \$1,569.75.
No. 91-13	Allows for a contract for an Accessibility Audit be awarded through a competitive contract process, following all the provisions of Local Public Contract Law 40A-:11-4.3.
No. 92-13	Awards a professional services contract in the amount of \$2,700.00, solicited through a non-fair and open process, to Civil Dynamics, Inc., Stockholm, New Jersey, for a regular inspection of the Sunrise Lake Dam at Lewis Morris County Park.
No. 93-13	Awards a professional services contract in the amount of \$16,464.00 solicited through an other than fair and open process to Kas Design, LLC, Freehold, New Jersey, for the redesign, development, and implementation of changes to the Morris County Park Commission website.
No. 94-13	Commends Thomas C. Wood of Troop No. 113, Black River District, Patriots' Path Council, for completing his Eagle Scout Project of the construction of a 20-foot bridge over a stream on Patriots' Path, off of Ironia Road in the Township of Randolph.

The Committee reviewed the monthly budget reports, which were distributed with the Agenda.

The Committee reviewed the monthly revenue reports, which were distributed with the Agenda.

Vice President Cass-Schmidt moved to accept the report of the Finance and Budget Committee. The motion was seconded by Commissioner Shepard and unanimously approved by voice vote.

PARK DEVELOPMENT COMMITTEE

Commissioner Barbara Shepard, Chair

PRESENT:

Commissioner Barbara Shepard, Chair	Assistant Deputy Director of Operations Biggs
Vice President Betty Cass-Schmidt	Assistant Deputy Director Lanza
Commissioner Julie C. Baron	Assistant Director of Engineering Services A. Vitale
Executive Director David D. Helmer	Engineering Manager Chang
	Manager of Buildings and Construction Holster

- Reviewing the status of various dam projects as prepared by Assistant Director of Engineering Services Vitale (Attachment No. 2).
- Noting that the Leddell's Pond Dam project is ready for bid as soon as the boiler plate portion of the specifications is completed.
- Recommending sending RFPs for Leddell's Pond Dam to the consultants listed for construction administrative and field inspection services, as previously agreed (Civil Dynamics, Hatch Mott MacDonald, and Greenman-Pederson, Inc.).
- Awarding the standard bi-annual inspection proposal for Leddell's Pond Dam to Civil Dynamics, Inc., in the amount of \$2,700.00, per the proposal.
- Noting that an RFP has been drafted to solicit proposals for experts to prepare an ADA Title II park-wide compliance audit. The Committee agreed with staff's recommendation to solicit proposals through competitive contracting.
- Approving Change Order #1 in the amount of \$1,569.75 for the completion of the Cooper Gristmill Flume, Contract No. 43-12.
- Noting the updates on the punch list for completing the construction of The Frelinghuysen Arboretum site plan improvements.
- Noting the status of the electrical upgrade at The Frelinghuysen Arboretum which will provide a new service to the Mansion and the new tent area. A field meeting is scheduled for next week to review impacts and alignment.

- Acknowledging that Contract No. 41-13, Ice Decking for Mennen Sports Arena, is completed, and the flooring has been tested.
- Noting that Contract No. 42-13, Replacement of Rubber Flooring for Mennen Sports Arena, has been awarded. Required asbestos abatement for this project was previously thought to be within three quotes and now exceeds the bid threshold, so this project will also be put out to bid so as to be completed prior to flooring installation.
- Acknowledging the need for in-house inlets repairs currently underway are necessary before planned paving can occur at the Mennen Sports Arena. Paving is only being done on entrance road and internal roadway, not parking lots.
- Noting that the completion of the Seaton Hackney Stables Non-point Source Pollution Control Storm Water Management project, funded by a GSWA 319h grant, is complete, minus a small punch list. In addition, the necessary work to relocate the ponies out of the wetlands buffer to the front of the property is also complete. The majority of work remaining is the migration wetland plantings
- Acknowledging that the next phase of control on this site will be to reduce the number of animals to the recommended carrying capacity. This is anticipated to occur in the fall.
- Acknowledging Manager Holster's Building and Construction Activity report.
- Noting that The Willows vestibule at Fosterfields Living Historical Farm is to be completed today.
- Acknowledging that the stabilization and repair of the garage at Bamboo Brook Outdoor Education Center will need SHPO approval.

Commissioner Shepard moved to accept the Report of the Park Development Committee. The motion was seconded by Commissioner Baron and unanimously approved by voice vote.

RECREATIONAL TRAILS AND PARK MAINTENANCE COMMITTEE

Commissioner Barbara Shepard, Chair

PRESENT:

Commissioner Barbara Shepard, Chair	Assistant Deputy Director of Operations Biggs
Vice President Betty Cass-Schmidt	Assistant Director of Engineering Services A. Vitale
Commissioner Julie C. Baron	Manager of Park Projects Felter
Executive Director David D. Helmer	Manager of Buildings and Construction Holster
	Trails Foreman Nee

Park Maintenance

No actions.

Recreational Trails

- Noting that the new program format for the Draft Adopt-A-Trail's program is divided into three regions, each headed by a key adopter.
- Noting that the monthly trail hikes that are coordinated by GIS Specialist Edmunds and Trails Forman Nee are of varying lengths - 4, 8, and 15 miles - the longest taking about 6.5 hours. The hikes are averaging 40 people.
- Reviewing the various trail projects, including the scheduling of the repaving of the Green Village to Loantaka Way section of the Loantaka Brook Reservation Trail. This work will occur late summer or fall of 2013. Additional projects: the construction of a stone dust trail around the former ice parcel at Central Park of Morris County and making final improvements to the Allamalong Wellfield section of the West Morris Greenway in Randolph and Roxbury townships.
- Noting that the NYS&W trail plan in the Township of Pequannock may change concept due to the potential acquisition of the entire rail corridor, which would allow the trail to be constructed on the rail bed as opposed to an easement alongside of the rail bed.
- Recommending that the Park Commission proceed with an appraisal of the trail corridor in conjunction with Morris County DOT.
- Reviewing the picture of the Normandy Parkway stairs to the Traction Line, which are in disrepair, and acknowledging that the Park Commission is not responsible for the maintenance of the stairs.
- Noting that staff will be meeting with a representative from Rails to Trails to discuss potential partnership of the Traction Line, NYS&W Trail and evaluation of a Boonton Line Trail.
- Acknowledging that off-road bicycling is beginning to have a negative effect on the trails at the Tourne County Park.
- Noting that the Washington Township Historic Preservation Commission has made recommendations for the Columbia Trail parking area on Schooley's Mountain Road.
- Noting that new pedestrian and vehicle traffic counters are going to be tested at Loantaka Brook Reservation, Pyramid Mountain National Historic Areas, and the Columbia Trail.

Commissioner Shepard moved to accept the report of the Recreational Trails and Park Maintenance Committee. The motion was seconded by Commissioner Baron and unanimously approved by voice vote.

AD HOC GOLF COMMITTEE

Vice President Betty Cass-Schmidt, Chair

PRESENT:

Vice President Betty Cass-Schmidt, Chair	Director of Golf Klose
Commissioner Stuart Lasser	Manager of Golf Course Maintenance Engler
Commissioner Barbara Shepard	Golf Management Assistant Weinerth
Executive Director David D. Helmer	
Deputy Executive Director Rich Vitale	

Present from Billy Casper Golf (BCG): Ryan Phelps, Matt Fauerbach, and Rob O'Rourke.

- BCG provided an update of 2012 performance and initiatives for 2013 at Berkshire Valley Golf Course (BVGC) including:
 - Advantage and Player Development Program (PDP) cards
 - Kick-off Celebration on May 4 and 5, 2013
 - Ladies on the Links Program
 - Berkshire Valley Golf Course Facebook page
 - Using the BCG Mystery Shopper Program
- Noting that a gas grill is stationed at the 9th tee at BVGC on weekends in addition to the beverage cart. Once the rain shelter is completed, that area will be used for this purpose.
- Recommending that a plaque recognizing the Ringling Brothers' Elephant House at BVGC should be placed near the structure, by the 12th tee.
- Noting the deficit in revenue for the month of April, as indicated on the Revenue Report dated April 30, 2013, of \$34,675.00 (4.28%) and year-to-date \$257,148.00 (19.36%).
- Acknowledging that the Phase I Irrigation System at Flanders Valley Golf Course (FVGC) is functioning cohesively with the remainder of the system. The irrigation installation contractor is past the contract deadline and therefore the \$2,000.00 per day liquidated damages penalty clause will be implemented. A punch list has been prepared and upon completion, the dollar amount associated with the penalties will be deducted from the final payment.
- Noting that there is a Request for Proposal available for an Irrigation System Design Consultant for overseeing the Phase II Irrigation Improvement contract, and that the FVGC Irrigation Improvements Phase II bid is under review, and expected to be ready by the end of May.

- Noting that the golf courses generally did well through the winter, and currently they are all being aerated for the season. Tree removal is also ongoing at all of the golf courses.
- Reporting that GolfNow 2013 year-to-date totals accounted for 926 additional rounds of golf and \$37,636.10 in revenue. Trade times given to GolfNow accounted for 598 rounds of golf. In 2013, GolfNow will provide a featured course position on Golfnow.com for the whole year; two free Golf Caddy Deals, Clickable banner ads for all four (4) courses on Golfnow.com, and exposure on an additional site – Teetimes.com.
- Reporting that Robert McNeil visited FVGC to begin the process of preparing a conceptual layout for a short course, teaching academy, and driving range on the Red course as, part of the \$2,000.00 grant from the American Society of Golf Course Architects (ASGCA)/PGA of America “First Links Program.”
- Concurring to retain the existing policy forbidding the practice of allowing spectators on the golf courses, in response to the letter from Mr. Jason.
- Presenting a copy of USKGA “THE BLACK BOOK 2013” showing the Morris County golf courses as a “Featured Partner” with all four golf courses represented offering discounts similar to those available through the purchase of the 2013 Tee Time Golf Pass book.

Vice President Cass-Schmidt moved to accept the report of the Ad Hoc Golf Committee. The motion was seconded by Commissioner Shepard and unanimously approved by voice vote.

PROMOTION AND BUSINESS ACTIVITIES COMMITTEE

Commissioner Julie C. Baron, Chair

PRESENT:

Commissioner Julie C. Baron, Chair
 Commissioner Kim Wentworth
 Executive Director David D. Helmer
 Deputy Executive Director Rich Vitale

Assistant Deputy Director Lanza
 Director of Recreation Fauci
 Manager of Recreation Biase
 Manager of Contracted Services and
 Systems Silverman
 Manager of Marketing and Communications Wnek

Recreation

- Reviewing the status of the North Jersey Recreation Lakes League’s Saffin Pond Swim Team; volunteers are clearing the underbrush in the area they will be using, Park Maintenance staff is doing a great job with the downed trees in the area, and the swim team is getting ready to put its docks into Saffin Pond, Mahlon Dickerson Reservation, in late May. For the first year, the group will be provided use of this area under the Hobby Group Use Permit, similar to the Rooster Tails.

- Agreeing to recommend that metal detecting in the County Parks is no longer permitted.
- Approving the request by the Jerzy Derby Brigade to have a banner hung at Central Park of Morris County, but suggesting that they make a sign to post information rather than a banner, or use the outside of the roller rink dashboards.
- Denying a refund request by Frank King in the amount of \$375.00 for use of the Frelinghuysen Mansion porch for wedding photos. The permit holder said he could not find the porch.
- Noting that the Recreation Department with the help of the Golf staff will be designing a new 10K course at Flanders Valley Golf Course for an event to be held on October 27, 2013.
- Recommending awarding the Website Redesign, Development, and Implementation Contract to Kas Design in the amount of \$16,464.00. Any additionally work will be billed at \$98.00 per hour. Vision Internet submitted a proposal in the amount of \$23,975.00. Kas Design designed the Monmouth County Park Commission website. Project is estimated to take between six to eight weeks.

Marketing and Communications

- Reviewing key areas on the Marketing and Communications Report.
- Noting that a number of filming permits have been issued this spring, including one for a Dick's Sporting Goods commercial at Sunset Valley Golf Course and an ABC News "What Would You Do?" episode. Greener NJ Productions is also interested in filming a variety of parks.

Other Business

- Acknowledging the status of the Central Park of Morris County's All-access Playground, and noting that \$190,000.00 has been raised to date by The Park Alliance. A ground-breaking event is being scheduled for June 21st at 4:00 p.m.

Mennen Sports Arena

- Acknowledging the update of the rubber tile floor replacement project in the front lobby and Rink #1 of the Arena scheduled for this August, and sharing a sample of the tile.
- Reviewing the sample of the new professional Event Deck flooring that was just installed at the Arena, which replaces the 38-year-old homosote covering. The new flooring will be utilized to cover the ice in the event of an emergency or special event when the ice is up in Rink #1.

- Reviewing the Arena's non-ice event schedule for 2013.
- Recommending donating \$8.00 of an \$18.00 launch fee at Lee's County Park Marina to the USO at the request of the Bergen Bassmasters Fishing Tournament scheduled for September 21, 2013, to benefit the USO of Metropolitan New York. Seventy-five boats are anticipated to participate in the tournament.
- Acknowledging that the Mennen Sports Arena's bid to host the USA Hockey's U12 District Tournament the weekend of March 14-16, 2014, was awarded.

Commissioner Baron moved to accept the report of the Promotion and Business Activities Committee. The motion was seconded by Vice President Cass-Schmidt and unanimously approved by voice vote.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Helmer reported:

He had forwarded two recent OPRA requests from the same individual to the Commissioners. To date, there has been no response from the individual regarding the information sent.

Tomorrow evening, from 5:30 p.m. – 7:30 p.m., the Freeholders are recognizing their volunteers at the Haggerty Education Center.

At the 50th Anniversary Celebration event at the Great Swamp, Congressman Frelinghuysen presented Superintendent of Environmental Education Gaus-Myers with a Congressional Record Statement and the flag that was flown over the Capitol in honor of the 50th anniversary (Attachment No. 3).

At the Promotion and Business Activities Committee meeting, Assistant Deputy Director Lanza reported on the status of the All-Access Playground to be installed at Central Park of Morris County. A recent donation was made by the Community Foundation of New Jersey in the amount of \$23,210.00 for the Sway Fun and musical panel components.

The Lake Hopatcong Foundation is soliciting Request for Proposals to develop a conceptual plan for the Pavilion at Lee's County Park Marina.

There were an estimated 1,200 attendees at the Mother's Day event at the Willowood Arboretum. The *New Jersey Community Magazine*, which services Summit and Westfield, would like to do a major story on The Frelinghuysen Arboretum, its programs, and its volunteer initiative. They would like to do a ten-photo spread.

The *Daily Record* newspaper would like the Park Commission to provide them with its top ten events for 2013/2014 for its "Living Section." The *Daily Record* has offered free advertising

space on the back of this 11"x17" spread, which will be used by the Park Commission to advertise its wedding facilities, with emphasis on The Frelinghuysen Arboretum's tent.

The *Daily Record* is also doing a story on the top nine golf holes in the Morris County park system. The Park Commission has provided their sports reporter and photographer access to all the four courses. The intent is that they will do an article each week based on their experiences at each of the courses.

A last-minute call was received from the Bayer Corporation, which was celebrating its 150th anniversary this past weekend with an air ship. They were asking to place a trailer with the deflated air ship at the Lewis Morris County Park and the Central Park of Morris County entrance for an hour each day over the weekend.

A number of donations were made to the historic sites, including one from Commissioner Seabury, the New Jersey State Archive, which donated information for Historic Speedwell, and Karen Hughes donated a 1920s car jack for display in the Transportation Exhibit at Fosterfields Living Historical Farm.

Commissioner Baron moved to accept the Report of the Executive Director. The motion was seconded by Commissioner Shepard and unanimously approved by voice vote.

EXECUTIVE SESSION

Commissioner Schleicher moved to adopt Resolution No. 85-13 (Attachment No. 4) placing the Commission meeting into Executive Session pursuant to provisions of N.J.S.A. 10:4-12 (5), (6), (7) and (8), the pertinent provisions of the "Open Public Meetings Act." The motion was seconded by Vice President Cass-Schmidt and unanimously adopted by roll call vote.

PERSONNEL AND SAFETY COMMITTEE

Commissioner Stuart Lasser, Chair

PRESENT:

Commissioner Stuart Lasser, Chair
President John R. Sette
Vice President Betty Cass-Schmidt
Commissioner Barbara Shepard
Executive Director Helmer

Deputy Executive Director R. Vitale
Park Police Chief Wieland
Director of Personnel, Safety, and Compliance
Vath

Park Police Reports

The Committee reviewed the April 2013 monthly Park Police Reports. These reports were distributed to each Commissioner with the pre-meeting packages.

Park Police Operations

Chief Wieland advised the Committee that he is currently in the process of filling the vacant part-time hostler's position. Chief Wieland stated that until a candidate is found, the Mounted Unit officers are fulfilling the duties of the position.

Police Staffing

Chief Wieland provided an update on the status of the current internal affairs investigation.

Chief Wieland recommended the hiring of two police officers to attend the Police academy class being held in July. After a brief discussion, the Committee recommended approval of Chief Wieland's request.

Conferences and Educational Incentives

The Committee reviewed and recommended the approval of a request submitted by a staff member to attend a workshop as outlined on the monthly report attached to the Agenda.

The Committee noted the receipt of reports attached to the Agenda, which were submitted by staff who recently attended workshops, seminars, or conferences.

Labor Relations

Director of Personnel Vath advised the Committee of the results of the May 14, 2013, mediation session with OPEIU Local 32. Director Vath stated that with the assistance of the mediator both parties were able to reach an amicable agreement, and that a Memorandum of Agreement has been drafted and signed. Director Vath discussed with the Committee the points of the settlement, which the Committee recommended for approval. Director Vath further stated that Local 32 has scheduled a ratification meeting with its membership on May 22, 2013, and that he is hopeful the contract will be approved.

Absence Reports

The Committee reviewed the Employee Absence Report for the month of April 2013.

The Committee recommended approving two employee Leave of Absence requests consistent with the Family Medical Leave Act and Park Commission Policy.

Vice President Cass-Schmidt moved to accept the report of the Personnel and Safety Committee. The motion was seconded by Commissioner Baron and unanimously approved by voice vote.

REPORT OF COUNSEL

Counsel Suminski reviewed the monthly Report of Counsel (Attachment No. 5).

Vice President Cass-Schmidt moved to accept the Report of Counsel. The motion was seconded by Commissioner Schleicher and unanimously approved by voice vote.

CONSIDERATION OF EXECUTIVE SESSION

The Commission meeting returned to an open public meeting on the motion of Commissioner Baron. The motion was seconded by Commissioner Schleicher* and unanimously approved by voice vote. The items discussed in closed session will be printed as part of the minutes.

CONSIDERATION OF RESOLUTIONS

Commissioner Baron moved to adopt Resolution No. 86-13 (Attachment No. 6), which includes Resolution No. 87-13 through Resolution No. 94-13 (Attachment No. 7 through No. 14). The motion was seconded by Commission Schleicher and unanimously approved by roll call vote.

ADJOURNMENT

There being no further business, President Sette adjourned the meeting at 8:45 p.m. on the motion of Commissioner Baron and was seconded by Vice President Cass-Schmidt and unanimously approved by voice vote.

Respectfully submitted,

David D. Helmer
Executive Director

Valerie Coleman-Moore
Administrative Coordinator