



300 Mendham Road | P.O. Box 1295 | Morris Township, New Jersey 07962-1295
Telephone: 973.326.7600 | Fax: 973.644.2726 | TTY Relay: 7-1-1
www.morrisparks.net

THE MORRIS COUNTY PARK COMMISSION
DISTRIBUTION OF PARK COMMISSION WORKSHOP MINUTES

Date

January 10, 2017

1. President Betty Cass-Schmidt
2. Vice President Barbara Shepard
3. Commissioner Julie C. Baron
4. Commissioner Stuart Lasser
5. Commissioner Edward G. McCarthy
6. Commissioner Richard Seabury, III
7. Commissioner Matthew Tal
8. Commissioner Louis A. Valori, Jr.
9. Executive Director David D. Helmer
10. Freeholder Liaison Douglas R. Cabana
11. File – 2

THE MORRIS COUNTY PARK COMMISSION

300 Mendham Road

Morristown, New Jersey

President Cass-Schmidt called to order the 843rd meeting of the Morris County Park Commission at 9:30 a.m. on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, 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 9:30 a.m. on Tuesday, the 10th day of January, 2017 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 Cass-Schmidt
Vice President Shepard
Commissioner Stuart Lasser
Commissioner Edward McCarthy
Commissioner Richard Seabury, III
Commissioner Matthew Tal

Executive Director David D. Helmer
Counsel John Suminski

Also in attendance were the following staff:

Chief of the Park Police DiPietro, Assistant Deputy Director of Cultural & Environmental Resources Zafonte, Assistant Director of Historic Sites Laffey, Assistant Director of Education and Interpretive Programming Gaus, Assistant Deputy Director/Development Lanza, Director of Park Planning & Development Chaplick, Manager of Engineering Services Hutzelmann, Manager of Building and Construction Gara, Manager of Horticulture Inzano, Director of Recreation Facilities Fauci, Director of Parks and Visitor Services Biase, Superintendent of Natural Resources Kovacevic, Recreation Supervisor Robertson, Administrative Coordinator Andaloro, Assistant Superintendent of Park Maintenance Cogle, Park Maintenance Foreman O'Shea, 2nd Assistant Superintendent-Mechanic Schaffer, and Mechanic Rodriguez.

SALUTE TO THE FLAG

President Cass-Schmidt led those present in the salute to the flag.

President Cass-Schmidt thanked staff for all of the work done in 2016 and hopes that 2017 will prove to be just as successful.

Review of 2017 Commission/ Committee Meeting Dates and Committee Assignments

Executive Director Helmer reviewed the 2017 Park Commission Meeting Schedule and Committee meeting dates. Executive Director Helmer acknowledged the fact that he had not received any requests to change the present Committee assignments. **(Attachment No. 1)**

Executive Director Helmer then referred to the Liaison Assignment List and where vacancies are noted they are only vacancies since he has not spoken to Commissioners to fill those roles. The first is the Park Alliance, Commissioner Lasser will remain as the Liaison to the Alliance for Morris County Parks, the Friends of Fosterfields and Cooper Mill, Commissioner Seabury, will continue as the Liaison. Commission Baron has expressed that she would like to continue as the Liaison with the Frelinghuysen Arboretum The other vacancy we have is for the Friends of Historic Speedwell last year Commissioner Valori had expressed interest and we will try to get him up and running as Liaison to Historic Speedwell. Vice-President Shepard has another year on the Morris County Open Space Trust Fund Committee representing the Park Commission, and for the Morris County Recreational Trails Grant Program we will still have President Cass-Schmidt, Vice President Shepard, Commissioner Seabury and Commissioner Baron who will continue in their roles on that Committee as well. President Cass-Schmidt will continue on the Willowood Foundation. Staff has provided Executive Director Helmer with the dates and times of the liaison assignment meetings, which will be provided to the Commissioners.

Chief DiPietro presented certain staff members with a plaque honoring them for all the help they have given to the Park Police during the past year. Robert Schaeffer and Alverto Rodriquez, who are part of the Mechanic Crew at Lewis Morris County Park. Chief DiPietro acknowledged Robert Schaeffer and Alverto Rodriquez for all that they do to help the Park Police fulfill their mission.

Chief DiPietro then recognized Assistant Superintendent John Cogle and Foreman Tim O 'Shea from Lewis Morris County Park, and thanked them for their vigilance in supporting and assisting the Park Police to better perform their law enforcement objectives. The plaque thanks them for their continued commitment in reporting suspicious activity and creating a safer Morris County Park System.

Executive Director Helmer went over some items related to the proposed 2017 Park Commission Operating Budget. He has received an email from the Assistant County Administrator last week that the Freeholder Budget Sub Committee has set their Budget Review meetings, the Park Commission meeting has been scheduled for Monday, January 23, 2017 the day of the Commission meeting at 9:15 a.m. at the County offices The Budget Committee is made up of Freeholder Myers, Chair, and Freeholders DeFillippo and Smith. In advance of that meeting, Deputy Director Vitale prepared a summary page for the budget that we will be presenting. There are a couple of changes that have occurred after the Park Commission budget meetings. The County informed Deputy Director Vitale that the health insurance premium increase rates are in and we were able to adjust that information ahead of time. It is a 12-1/2% increase on health insurance so the budget reflects an additional \$551,000.00 in health insurance costs. Along with that the general liability increased by \$19,000.00. Based upon our fund balance and our revenue stream we are comfortable with the propose budget. Also reported previously at both the Finance & Budge and Personnel & Personnel & Safety Committee meetings, that in the Local 32 contract

agreement, incentives that have been disbursed in January will now be moved to up a month to December.

Funding for Natural Resources Interns to help aid in the inventory Ash trees has also remained in the budget. In addition, due to increased general public use activities at The Frelinghuysen Arboretum funding has also been included for rangers similar to what we have at Central Park of Morris County so that they are able to collect permits from the different type of uses on the property. A full-time custodian position has also be placed back in the budget for the Haggerty Education Center. Staff have tried to use multiple part-timers over the last 5-years and there has been significant turnover and it has become difficult to the keep the facility open to 200,000 plus visitors.

Relating to the Golf Revenue last year the rounds of golf faired extremely well and the anticipated revenue was set at \$7.2 million and actual revenue was \$7.8 million. Based on the Golf Course Management Agreement Bill Casper Golf received 20% on the difference between those two figures. Deputy Executive Director Vitale went back and did a little bit of averaging with the three year average trends, and 5 year average trends. We looked at revenue produced in the months of January, February, March and December to try to get to a number that was more responsible, I think, to our needs but also allowing them the ability to work towards the goal of increased revenue. Our base revenue for golf operations was \$7,485,000.00, and if they fair was well as they did this year, as you are aware the new contract is 25% not 20% on the difference between that \$7,485,000.00 and \$7,841,000.00. They would get 25% so in that case that would be an \$89,000.00 benefit where in 2016 it was a \$128,000.00 benefit. We feel that is fair looking at the 3-year averages, you know that they are investing, having a tent and the tent platform at Flanders Valley Golf Course so there is opportunity for more golf there.

Staff evaluated both this year's appropriation reserves and lapses to get a better understanding of what may potentially occur as we look at the 2018 Budget even though we are using a little more surplus this year we will still have a balance of 3.34 million to aid us in 2018. We are estimating that we will have roughly million 2.3 million left in our 2016 appropriations reserve.

This year will be the 10th year in a row that the Commission we will not be seeking any increased tax support but Executive Director Helmer will relay again at the Freeholder Budget Sub-Committee that the impact of the health insurance costs is becoming more and more difficult to cover with current revenue streams. At some point in time, if insurance costs continue to rise will affect the fees that we charge the public to use sites and operations of our facilities.

President Cass-Schmidt inquired about the Capital Budget; Executive Director Helmer responded that is a separate Committee with Freeholders Mastrangelo, Lyons, and Cesaro who is the Chair.

At the Freeholder reorganization meeting held on Friday, January 6, Freeholder Smith had some very nice comments in her remarks about the Park Commission and her having seen as she understands just a third of it and what a valuable asset it is. Executive Director Helmer presented to the Finance Committee in the past that Freeholder Myers along with Freeholders DeFillippo and Mastrangelo were working on economic vitality of Morris County through the Morris County Economic Development Corp. Freeholder Myers expressed at the Freeholder meeting that one of

the untapped assets related to Morris County economic health is also the Park Commission and Cultural and Historic treasurers that the County has to offer. We are on the page where understanding that continued capital investment to maintain and to even enhance our facilities are important to meet that goal. We may want to ask Freeholder Myers to attend one of our Commission meetings and just give us a brief report on how she sees this initiative moving forward. Executive Director Helmer has been participating with both the County's Planning Director, the Tourism Bureau's Director, and the Director of the Economic Development Corp., and we have been meeting on a semi regular basis on how to package Morris County moving forward. This is probably our time from the Capital perspective to begin saying we are down to half of our Capital requests, half is for equipment, and the other half is typically for paving and we are not really investing in anything other than Park Improvement Trust.

President Cass-Schmidt also suggested that when discussing this, we should inform them of some of the things that other Park Commissions in the State are doing, to let them know that that if we want to stay in the position we are now in we must raise the bar.

Commissioner Lasser inquired as to what our Capital budget figure was he asked if it was two or 3 Million at the end of the year. Executive Director Helmer responded that our Capital request this past year was 1.3 million and they actually gave us 1.5 million. When we first took over Historic Speedwell there was a dedicated Capital Account from the County for Historic Speedwell that has been gone for three or four years at this point.

He feels that this discussion of economic development at the County level is a good thing for the Park Commission to be involved with and we will see where that ends up in the end.

Commissioner McCarthy asked if the price controls at the golf course is our venue or is it Billy Casper. Executive Director Helmer responded that it is ours, they present every year and they presented earlier in one of the previous meetings this year their proposed increases which aren't nominal they are picking a couple core areas. The revenue at least going forward in 2017 is not being predicated based upon fee increases.

PROMOTION AND BUSINESS ACTIVITIES COMMITTEE

Commissioner Edward McCarthy, Chair

Director of Parks & Visitor Services Biase passed out a synopsis of what the Recreation Department did this year; the beach revenue went down a little because it was closed for Labor Day. It is the first time that the facility had to be closed before Labor Day otherwise it would have surpassed last year.

The Wibit at the lake is a great revenue generator that would have been higher if they were open for that weekend. Regarding the Day Camp even though a third week was added to Camp Sunrise Lake there wasn't as large of an increase that had been hoped for across the board. Camp Out on the Beach has always been good for us, we held two this year the numbers went up a little, and we were lucky enough to have Whole Foods as our sponsor for all of our food so that the revenue was higher and the operating cost was lower.

At Central Park, we had an increase in tournaments, we went from 11 to 14 so far this year we have 13 scheduled. The turf numbers are up, cross-country is up, this year it may go down a little depending what happens with the road at Central Park depending whether they can race there or whether we have to try to move them to Lewis Morris County Park.

The Inline rink revenue stayed the same, volleyball is about the same, challenger soft ball, the softball field and that field there is specifically Central park's field, which is used 4 nights a week and Saturdays and Sundays. Disc golf is down, last year we had a tournament go through this year it was just regular play and we had rather peaked with the fees last year for them. In General Recreation you will see that athletic events went down from 49 to 36.

General soft ball at all the parks minus Central Park is down a little, last year Dover High School was working on one of their fields so they had absorbed all the extra time we had at Hedden County Park, and they actually came in and maintained the fields, but their field is now playable.

MICRA has moved from using grass soccer fields to using the turf, and the Latino Soccer Association, does not play at Loantaka Brook Reservation anymore and we think that they have changed names and actually play on the turf as well.

Indoor Rentals are in the Visitor's Services line, and Casino rentals are down because we weren't sure what was happening with the dam and we had stopped rentals in August we started to do a few later in the year when we found out nothing would be happening. Next year we will be renting buy only when we inform the renters that they can have the facility but inform them that there will not be any water in the lake. We want to be as transparent as possible for people who want to rent that area.

Lodge rentals were up and the Boathouse rentals were up at Schooley's Mountain County Park, Cultural Center is down because we now have many of our meetings here and we are not having outside people come in. At Frelinghuysen Arboretum we had five tented events, Willowood Arboretum we had eight; we had none at Bamboo Brook. For the Showmobile we had nine paid rentals and only one waived rental. Picnic rentals went up; shelters went up, because last year we did not have the shelter at Hedden Park Shelter, which increased that number. Tents went up, gardens went down which is photo shoots, Lewis Morris County Park camping went down since we had closed some of the areas when we were doing the night camp revamp to be able to make Night Camp accessible, and playground rentals are up.

Camping at MDR- RV, Adirondack and tent shelter camping went up by \$4,000.00.

Commissioner Seabury inquired of Director Biase, asked about Bamboo Brook since there is no tent there. Director Biase explained that at Bamboo Brook, renters rent their own tent and put it on the field.

Director Biase explained that if there was going to be a tent event at Bamboo Brook it would be up on the platform area, and at Willowood most people set up a tent right outside of the Stone Barn or further out on the left by the Parking Area, they put up a large silk tent.

Executive Director Helmer explained that to make it easier for a renter having infrastructure in place is an easier sell. First of all you need to make them imagine what could happen and have pictures on them, we may in the future take a look at whether or not we have a contract similar to the Porta John Company have a contract with tent companies to make that easier which would make it one less thing to piece together. Moving forward we may want to think about the fancy porta john which may be in our contract with the Porta John Company, but to start marketing the site with a list of what needs to be provided by the renter and what is provided by us, to make those opportunities better.

A year ago , we had the opportunity to put together a print media piece to promote but the cost was getting more than he felt was reasonable to market, he didn't exactly see the return on it even in a three year time period. We need to look at what we did at Frelinghuysen Arboretum having a permanent location even if the pad is solid and we do not do a tent but they come and put their own tent up. All of these little things effect what people are looking at for a wedding. Reported in Promotion and Business one of the photographers that does a lot of work at Willowood, reported that Willowood is on her blog as one of the top four unusual locations to have your wedding. One was a vineyard out in a field, one was a former factory building turned into a wedding facility, and we have those resources and this all goes back to the Capital dollars and how we will invest and how much in that return. At least if we invest in a structure and the weddings go away there is opportunities to rent it out for meetings etc.

For example the pavilion at Lee's those are some of the things people are looking for, in fact in Park Development Mark Gara and Kristin Biase were working on some picnic shelter ideas. People would much rather know when they have an event that they have a shelter to use be out of the weather.

Commissioner Seabury stated that since we have done a lot of work at Bamboo Brook in the last two years with the water features and gardens, potting shed, etc., do we ever rent out the large room that is there. Executive Director Helmer stated that it is still rented on and off, and what has happened this past year is that on a couple of occasions where the wedding itself was at Willowood but they bused people over to Bamboo Brook for photos and cocktails. Therefore, Chris Knox will market the two together if she can if there is already not a booking; the space is small but still is being utilized for some smaller events.

Commissioner Lasser inquired as to when we would be doing the shelter at Central Park. Executive Director Helmer stated that the building at Central Park hopefully will be funded through old Capital dollars from the Central Park Construction.

Commissioner McCarthy asked if there was a flat surface at Bamboo Brook where they can have a large tent. Executive Director Helmer stated that it was grass, and Director Biase said it is a small area. Assistant Director Zafonte pointed out that the tennis court area there also has potential but there is no infrastructure because there is no electric and you have to bring a generator. We would have to figure out and maybe invest in those sites to make it easy to rent where people are just hiring the caterer and not dealing with the other extras, but there is opportunity.

Commissioner Tal asked if the turf field 1, 2 3 and 4 are they all 100 yard fields they are for soccer, lacrosse and football and field 4 is actually lined for football. He asked if Director Biase has noticed if one sport dominates more than some of the others, Director Biase responded that soccer definitely dominates, and then comes lacrosse. There are also three major adult leagues that do all different sports.

Commissioner Tal inquired as to what a turf special event was. Director Biase responded that it would be a soccer or lacrosse tournament.

CULTURAL AND EDUCATIONAL COMMITTEE Natural Resources Management

Superintendent of Natural Resources Kovacevic reported that the deer management program is the largest program in the Park Commission's Wildlife Management Program. The first half of the year, they were finishing the 2015 -16 program processing over 400 surveys and preparing the end of the year report and starting to get ready for the 2016-17 program, which is currently under way.

They have processed over 300 applications and assigned over 400 permits to 292 hunters producing \$16,040.00 in revenue.

Throughout the year, they enforce the program Rules, Regulations, and last year there was 34 expulsions, 8 suspensions and 42 warning letters issued and staff had removed 26 unauthorized tree stands from 11 parks.

Two orientation programs were held for new hunters and four permit pick up sessions for return hunters.

For the Canada Goose Management program Natural Resources staff added 45 eggs and 8 nests at 5 parks. They held an addling training session for Bill Casper golf staff, and oversaw their addling efforts on the golf courses, which resulted in addling of 11 eggs and 2 nests on 2 different courses. The depredation program is also being continued at Fosterfields Living Historic Farm, which resulted in the removal of six geese.

Last year there was an issue with two nuisance beavers at Hedden County Park, the Natural Resources staff coordinated the trapping efforts. The staff also assisted Mountain Lakes with some beaver nuisance complaints.

Staff participated in the New Jersey Department of Agriculture's Aerial Gypsy Moth spraying program; 291 acres were sprayed at Pyramid Mountain, 58 acres at Silas Condict County Park, and 428 at Mahlon Dickerson Reservation and were reimbursed for 31% of those costs.

Initiated last year was an inventory of ash trees in areas throughout the Park System using seasonal staff and volunteers they surveyed over 5,000 trees collected GPS locations for all of those some of that work was funded through a \$2,000.00 grant obtained through the Langdon Palmer Memorial Internship Program.

This is the second year of the Invasive Plant Management Contract and there was quite a bit of work done. The Natural Resources staff also does invasive plant management and last year did 14 herbicide applications, along with some manual removal work, including boat removal of water chestnut at Hedden County Park and overall resulting in 15 invasive species in seven different parks.

They continued their annual forest health monitoring survey-collecting data on plots that were put in in 2015, in several and installed new plots at Black River County Park, Lewis Morris County Park, Mahlon Dickerson Reservation and Tourne County Park. This will be the second time we are surveying those parks, and the results should be interesting to compare the results between the two surveys.

Big strides were made in getting the Park Commission enrolled in New Jersey's Community Forestry Program. Currently we are under contract with forestry services to prepare a community forest management plan and we should have the draft of that by the end of the week.

This was the fourth year having a Botanical Survey program and we have entered into a contact with Wildridge Plants to survey Pyramid Mountain and have received the draft report, which resulted in the finding of 547 plant species and 55 species of mosses and liver wads including 13 occurrences of five state listed species.

The draft reports from Princeton Hydro are all being reviewed and all of our major lakes and ponds were surveyed and some lesser known ponds as well all of the reports contain physical and chemical descriptions of the water body as well as management recommendations.

There was 1100 hours of volunteer time from 256 volunteers. There were 10 corporations and other groups do work in our parks. The volunteers planted over 1,000 native plants in four different parks. There was also three student volunteers putting in 155 hours of time. They were from Drew University, Rutgers and Chatham High School. We had volunteers help with citizen science projects, including the ash inventory, bat box surveys, etc.

Continuing with the annual wildlife surveys, we now have cover board surveys at the Kay Environmental Center, Tourne County Park, and Mahlon Dickerson Reservation. Their purpose is to look for reptiles and amphibian species and along with our trail camera surveys, which are located at the Kay Environmental Center, Mahlon Dickerson Reservation, Lewis Morris County Park, Loantaka Brook Reservation and Frelinghuysen Arboretum. We did another bat box survey on the Vernicheck property at Pyramid Mountain with Fish and Wildlife and the Conserve Wildlife Foundation.

We have issued nine access permits for research projects in various parks. There is work being done by a graduate student here at Lewis Morris County Park and some work on the American chestnut at Mount Hope County Park. Two permits were also issued to collect native seeds for propagation at Pyramid Mountain and Mahlon Dickerson Reservation.

Natural Resources has been increasing their efforts in trail related issues, last year staff closed 6 unauthorized trails at Lewis Morris County Park and one at Tourne County Park. They have also

over saw the revisions the Frelinghuysen Arboretum's trail map as well as the efforts to blaze many of the unmarked trails there.

President Cass-Schmidt asked for any comments or questions. Commissioner Lasser stated that he thought the report was very informative and that it did give a good background of what the Natural Resources Department does work some of which people may not even be aware.

Commissioner Seabury asked if the deer population has decreased and Superintendent of Natural Resources responded that it would depend on the starting point but it is definitely less than when we started the program but there are still too many.

Commissioner Seabury then inquired about the status of the American Chestnut program. Superintendent Kovacevic reported that the group has pretty much abandoned the orchard at Mt. Paul County Park and they are still somewhat active at Schooley's Mountain County Park. They are not as active as they used to be but are still maintaining the orchard at Schooley's Mountain County Park and logging the results of the trees that are there, and they are still collecting seeds the group is really more active in Pennsylvania. It is hard to get volunteers here in New Jersey for this project.

Commission Seabury inquired about the program that was once active at Schooley's Mountain Park and the pine tree plantings. Assistant Deputy Director of Horticulture and Natural Resources Zafonte responded that, many of the trees did not survive, that program was done as a combination Eagle Scout Project along with the Soil Conservation District's Forester.

Commissioner McCarthy asked how the deer harvest issue versus past and what are the health issues with them. Superintendent Kovacevic responded that there they don't have the results of the current program now under way, and the numbers for the firearm program are way down and she is not sure what the results will be after the January and February results are in.

Last year we were down from the previous year, and we have not had any reports of blue tongue disease, which was the disease that was going around last year, but overall the deer seem to be healthier than they were. Superintendent of Natural Resources Kovacevic feels that the count is down due to various issues. For example, the hunters not getting out as much, the deer are not as easy to get as they were when you could get out of your vehicle and there would be 20 deer in front of you. People may not be putting in as much time as they did before.

Historic Sites

Assistant Director of Historic Sites Laffey presented an overview of the Historic Sites area. Assistant Director Laffey broke down the number of visitors in each area in the Historic Sites division. The total for revenue for all sites was over \$100,000.00.

In 2016 there were many different partnerships, she did point out that at the top of the list is Whole Foods. She also stated that on January 10 Whole Foods was holding a 5% day at their Morristown and Madison stores and that would benefit Historic Speedwell. Whole Foods also sponsored some of the food programs that were held in 2016 in particular the Thanksgiving program at Fosterfields and the food program at Historic Speedwell for the Christmas Winter Encampment, with a promise

to support most of the food programs for 2017. This helps with foods for our cooking programs, and for the hospitality food.

Assistant Director Laffey commended The Allegro School, which has been working with us for about 10 years. Over the years they have had volunteers scanning pictures, and other documents for us, and there is a group of about 8 to 10 kids at various times of the year who help out at the Cooper Grist Mill with trail maintenance, maintenance in the building, and other type programs with Betty Mills and Ivins Smith.

Besides the partnership, there are about 167 volunteers' different individuals who volunteer at one of the three sites, and for a total of 6,324 hours.

During 2016, there were many school classes, home schools visits, with an addition of 6 new programs. There is a new outreach program which was introduced in December where by Historic Speedwell will be going out into the schools or libraries during the season that they are closed to bring their story of Speedwell and some of their scientific improvements out to them instead of them travelling to us. There will be a charge for this program.

President Cass-Schmidt asked if the outreach program at some time in the future could be done remotely. Assistant Director Laffey stated that they have been looking into that and that she has seen a presentation about using SKYPE in the classrooms and there is a program through Microsoft that they are using SKYPE to connect teachers and historic sites to the schools. We are looking into it and want to see how the program goes before we start getting into it. Edison National Historic Sites does a lot with SKYPE in the classroom and remote access.

There were at least two dozen new programs along with the regular programs that were launched in 2016. Historic Sites continued again with their 8 large scale special events within the three sites a lot of them are always weather dependent some did better than others and there was a total of about over 7,000 visitors who were just out for those large scale special event days with a little bit over \$21,000.00 in revenue. The biggest change and highlight in 2016 for Historic Sites is the acquisition of Major and King the two Percheron geldings. They were six and seven when acquired. They have been on-site for a year and we have been incorporating them into the wagon rides and other demonstrations.

We also had five baby lambs, 12 piglets, and close to five dozen chickens born in 2016.

Our collections staff researched, fabricated, and installed two main exhibits within Speedwell and the Fosterfields Visitor Center. The themes and topics from those main exhibits were incorporated into the displays at the Willows.

We continued with our Honoring Artist program at Speedwell for the last couple of years we have had local artists do special art installation that are inspired by the site, history or even the techniques. This year was Eleanor Parr Deleo she is a local glass artist. She actually in conjunction with the glass art display she did in the Vail house she also led some of our master classes.

There were 70 new donations including four new Matilda Frelinghuysen paintings that were received in December. In addition to the 70 new donations, 245 items were also accessioned.

In 2016, Historic Sites were awarded three major grants. The largest grant was the construction grant for the Phase I of the Moses Esty House This grant was received from the Morris County Historic Preservation Trust; we were awarded \$250,000.00. There is another round of our general operating support. We did find out in November that we were awarded a grant from the NJ Historic Trust the CBT which is the Corporate Business Tax grant. Two other grants were closed out. One was the planning grant for the Moses Esty House, and the past general operating support.

The preservation projects were done in all four of the different sites, such as lighting in the Grist Mill, painting of the Water Wheel, stabilizing some fencing around the site, they were able to stabilize the arches on the Willows with the help of Building and Construction. There have been various pieces of farm equipment restored due to the help of volunteers.

The plans and specifications for the restoration of the Moses Esty house have been completed, and we should be hearing around the 18th of the month to get the approval from the Department of Local Services so that we can start doing the prequalification of contactors.

Documentation for the dismantling of the schoolhouse addition at the Church, contracted with Connolly and Hickey Preservation Architects to create a preservation plan. They have completed the conditions assessment and materials analysis of the building as well.

Horticultural and Environmental Education

Assistant Director Gaus, described the many interesting species that they have at the swamp, for instance the New Jersey threatened Bart Owl during the day time, a mink was an exciting new animal right next to the building repeatedly it was very exciting.

Their revenue goal was surpassed for the 11th year, which was about \$150,000.00. There were about 53,000 visitors to the two sites, which is an increase.

Summer camps has a large increase last year because we completely changed what we were doing but continued moving up we had a \$6,000.00 more in revenue this year.

The Wild Explores program, which is a program for 6-9th grade has been very successful. We tried the program for a week only for girls, it was full and it was very successful.

About 200 school groups 5,000 students we are still working on the next generation science standards, which is the next thing, and is going into effect this year in the elementary school and it is a whole different look at science, and it is a big process and we will be doing the same process for Horticultural Education. It will make big improvements in the lessons and it is a good system.

We did 60 outreach programs for 4,100 people and one of the things we did which was a highlight was the Rockaway Township schools had her go to every school in the district for K-8 about 2,500

hundred children and do the Be Bear Aware program. There have been several new public programs introduced.

One of the new part time staff who is very interested in astronomy and has been giving many night hikes which has turned out to be very successful.

Trail tales has always been a very successful event, this year they did Tiny Trail Tales during the day, and it was a fun program. The Maple Sugar Fest has 1500 people at the Great Swamp. This was by far a record. Lenape day was very successful even though it was held in doors due to inclement weather. When Lenape Day is held outside, the wigwam is very special which makes this event unique.

There are now five people who are certified in Wilderness First Aid on staff. The certification was funded by REI. All staff did an on-line course in spring ornithology through the Cornell Lab of Ornithology. There was more training with Practical Primitive, Navigating with Science and Nature, and fire starting with Flint and Steel.

We made over \$4,000.00 on our 5% day with Whole Foods. Whole Foods has supported many of the programs at the Great Swamp with food and other amenities.

Assistant Director Gaus has worked with Giralda farms and the Northern New Jersey Geocaches and helped install educational geocaches at the site and work began almost as soon as it was open. Staff is almost done replacing all of the blue bird boxes throughout the Morris County Park Commission.

A Red Headed Woodpecker, which is endangered, has successfully nested at Pyramid Mountain. You are able to see it from the bird blind, which was constructed by a previous Eagle Scout. We are actually able to watch the bird and babies fledging.

A volunteer weekend docent program is being created to be held at Pyramid Mountain. In this program, we want to put effort into helping with some of the issues that we have had at Pyramid Mountain. We don't have the staff to put outside, but we can have volunteers who are on either side of Turkey and Pyramid Mountain welcoming people and reminding them of the rules. We will use a select group of volunteers that we know well, since it takes some finesse to work with the public.

They have finished hardening the blue trail into Pyramid Mountain since that is the only way into Pyramid Mountain, the trail was getting wider and wider and turning into a mud hole. The Trails crew just finished putting in a mix that packs down and putting larger rocks on the side of the trail to help people stay on the trail. These are the things that we are trying to do. We want Pyramid Mountain to be as popular as it is, but we do not want it to fall apart.

Executive Director Helmer informed the Commission that a few months ago, a determination was made to consolidate the supervisory component of the Horticultural Education and the Environmental Education departments since there are some synergies there to begin with. He felt

that there was a need to maximize the potential of that property as well. Assistant Director Gaus is doing an excellent job there.

Assistant Director Gaus reported that there were 82 school groups there, about 1700 people doing monthly home school classes; she feels that there is potential for school groups there. She plans on completely revising all the school lessons get them up to date with the next generation science standards, get them up to date with what the curriculum of the local schools actually is, and the staff is excited to work on this. She expects to see a lot of growth.

Branching Out is a fantastic program, we have been doing this for 44 years and have accumulated \$14,000.00 in revenue, they donate food to the Interfaith Food Pantry, and Gwen Montgomery runs this program.

There were more than 500 people taking tours of the Horticultural Sites, which include the Frelinghuysen Arboretum, Willowwood, and Bamboo Brook, about \$5,007.00 in revenue, and we are in the process of expanding these programs into the spring calendar.

There were 9 cooking programs that were filled to capacity this year including two Cooking the Books courses. These courses include going into the rare books, finding recipes that were in there, and modernizing those recipes for what we can do today. A cooking class is then held based on that. The participants were able to go in, look at the rare books, and see which book they came from. Cynthia Triolo is a rare talent with the cooking classes.

Fairy Day is another event that is held there was 250 people all building fairy houses, they had a May Pole dance this time, and the Weekend Scavenger hunts. The photo scavenger hunts is a wonderful activity. Gwen Montgomery makes the scavenger hunt for the month, participants go out and find the items on the scavenger hunt, take pictures of them and come back and get a prize that is a plant. That program raised \$4,600.00 in revenue, without having high staff involvement. A representative from the Gill St. Bernard School has contacted Assistant Director Gauss, stating that they enjoy the scavenger hunts held at the Arboretum. They are interested in bringing their students as a field trip to do a scavenger hunt and to learn how to go back to the school and make one for the school. We are stretching that out and as part of that program, we will be teaching a lesson in the afternoon.

This was the 25th Gingerbread Wonderland almost 12,000 visitors. Other programming highlights: 1,500 boy and girl scouts, raising \$12,000.00 in revenue; Community Garden Open Gates weekend which was new; the Community Garden Conference, Cell Phone Tour at Willowwood, one was added to Bamboo Brook, and the Tubbs lecture series. There have been many programs done with the Horticultural Maintenance staff; the Cottage Garden Series; Scardy Plants Scardy Pants; and the Guest Speaker Series along with all the events done by our member groups.

Beth Feldman the Volunteer Coordinator runs several functions for the volunteers to attend as an incentive to keep coming back.

Cynthia Triolo is also in charge of the Community Gardens, 113 plots with 100 gardeners. They do educational programs, they have an official program to help gardeners who have plots but do

not actually know what to do they help them get involved. The North American Butterfly Association has just certified them as a butterfly habitat, and they work with Rutgers Master Gardeners with tomato trials. We are hoping to expand the Community Garden by about 60%.

Assistant Director Gaus would like to get the receptionists together with Manager of Horticulture Inzano's maintenance personnel to tour the grounds so that they would be able to tell visitors what is blooming at that time. Assistant Director Gaus along with Manager Inzano plan on working on the interpretive signage at the Arboretum and then continue on to other sites.

Horticulture Maintenance Unit

Manager Inzano presented to the Commission the 2016 Highlights for Horticultural Maintenance, detailing the new staff members that were added to the staff. They have reformed the description of the Foreman position at the Frelinghuysen Arboretum into a Horticultural Display Foreman position. The thought behind this process was to try to professionalize and streamline all the displays that are at Frelinghuysen Arboretum because they have a lot to do with seasonal rentals. We wanted to make this position more centralized on designing display gardens.

Volunteers play a critical role in the gardens throughout the Morris County Park Commission; the volunteers contributed 1,059 of work. There were quite a few volunteer groups, the Nielson Group, Goldman Sachs, and Merck, Morgan Stanley and others, giving a total of 655 hours. The Nielson Group contributed the most help this year they devoted three separate of garden work to the Frelinghuysen Arboretum, on June 16 the group helped to plant 100 swamp milk weed plugs in a meadow on the western side of the Frelinghuysen Arboretum property. The plants were donated by the Monarch Watch Program, which is a non-profit organization that seeks to create, preserve, and protect Monarch butterfly habitats.

Members of Horticultural Maintenance and Horticultural Education participated in a Volunteer Management Workshop in October; we hosted the workshop for the Garden State Gardens Consortium. Attendees included staff from other New Jersey public gardens, etc. The meeting was focused around three main issues, Recruit, Retain and Reward public volunteers. We hope to have it annually if we can or at least bi-annually.

We have received various grants and donations from quite a few different private and public entities, along with the Willowood Foundation, The Frelinghuysen Arboretum. The grant total for 2016 was \$17, 273.00. This was used for funding of interns for tools and plants and also including the lecture by Kirk Brown. This lecture was funded by the Friends of the Frelinghuysen Arboretum and was attended by the Horticulture Maintenance and Education Staff, which focused on the past, present, and future of public gardens as well as guidelines to evaluate landscape design.

The Friends of the Frelinghuysen Arboretum held their annual plant sale this year, and the Horticultural Maintenance staff led a few Master Gardening Programs on roses and annuals, lifting and dividing perennials. The annual Mother's Day program was held at Willowood with 500 visitors, the Willowood Foundation held their Lilac Party with 245 attendees and were able to

raise over \$17,000.00 for the Foundation. Other programs included the Autumn Open House, the Tubbs Lecture, and Master Gardener programs.

The Blue Garden renovation was completed this year at the Frelinghuysen Arboretum; this garden received a much-needed make over as many of the plants in the garden had become overgrown. The plant bed edging was rotting and warped.

In addition to re-blazing some trails, a few trails were rerouted or closed to help improve user safety or help to improve or simplify trail courses. The trails at Frelinghuysen Arboretum are very heavily used it was good to have them re-glazed and just streamline them for user safety.

The major repair at the Willowood Arboretum this year was the repair of the Wisteria Arbor. The gardeners at Willowood Arboretum rebuilt sections of the Japanese Wisteria Arbor that needed to be replaced due to old age and the weight of the vines were costing it to bow and sag. The vines were planted over 50 years ago and they had to be carefully taken down in order to rebuild it.

President Cass-Schmidt suggested to Manager Inzano that at the next Willowood Foundation meeting he present this to the Board members so that they can see some of the activities that go on at the Arboretum. Manager Inzano would like to do this especially since a lot of the work that Horticultural Maintenance does is behind the scenes where you do not see the care or the time that goes in to maintaining some of the features.

Another on-going project is the Willowood Arboretum Entry Experience. Along with Buildings and Construction and Landscape Architect Carol Hubert to develop and design concepts to help improve visitor experience at Willowood Arboretum. Site issues such as Wayfinding, main entrance design, visitor circulation and over flow parking are some of the topics being addressed in this project.

The staff is also currently working on updating the existing Plant Collections Policy to apply for a level 3 accreditation.

PARK DEVELOPMENT COMMITTEE

Manager of Building and Construction Gara reported on the year 2016 for the Building and Construction division. In 2016 a roofing repair and replacement program was instituted which was done on a rotational basis.

One of the goals for 2017 is to institute a picnic shelter program of repair and renovation and replacement.

Executive Director Helmer added that over the years the Park Commission has had a specific style of picnic shelters whether it is a 50, 75 or 100 for the most part it is standardized. Some are stained and some are painted. The wood look, the ascetics' are pretty much the same across the board. There are a few octagon shape but they are pretty much the same. With the advent of Central Park, we had a large picnic tent from Craigmear there and the feeling has been that space is getting used and now maybe we should look for more permanence since these tents cost about \$8,000.00 per

year to replace. We have done smaller tents at Silas Condict County Park and we are finding that those areas where there are tents they are used.

Central Park, being one of the newer parks, and being constructed from the ground up has more modern looking improvements than other facilities. We have hoped that with this one structure becoming a picnic shelter where the tent was located in previous years in Central Park maybe that becomes a smaller structure that facilitates the playground component and the roller rink component. This new structure will be bigger and have more public accessing it. This is a location where you have these modern recreation improvements having a more modern and stylistic shelter would be ok there. We now have the ability to purchase recreation amenities out of a catalog. This was approved at a previous Commission meeting, where in the past we were only allowed to have golf catalogs. We can now use catalogs in which staff doesn't have to go out and do solicitations for picnic benches we can now use the catalogs for playground materials and even shelters. From a cost perspective, some of the products that are on the market in these catalogs will actually help us do more within the budgeting restraints that we have. There has been some research as to where some shelters will be appropriate or not and even though we do not have a policy on that it is important that the Commissioners who have been around historically can provide where they think we should be going forward.

Director Biase showed you the number of rentals with tents and shelters , and we have so many other picnic areas that can provide for groups of 25 or plus and if we are going to allow them to be used more often we need to have some type of permanent structure.

Manager Gara, took a couple views of a typical shelter that you would find throughout the Park System. There are a few different styles, and pointed out some of the different issues that they have. He is proposing new shelters that really do not look much different from the ones already there. RCP Shelters, which is on the State Contract and are included on the playground bid package. Pre-manufactured construction is larger beams so it is not as intricate of a structure. It is quicker to put up so the down time on a site would be less than if you were building one of these. In addition, the work can be done throughout the year. Since the structure comes together with a kit, it can be used throughout the park system. The cost of a 20 x 28 structure of this type would be approximately \$18,000.00 for the complete shelter. When you compare that cost to that of constructing one, we may be paying a little more for the material, but we would be making it up on the labor end since it is not as labor intensive.

Manager Gara then showed a picture of a more upscale shelter to be used in a more upscale type of location. One of the shelters is completely made of powdered coated steel. Once the structure is up, minimal maintenance is needed. When you compare structures for instance one 40X60 steel is in the neighborhood of \$50,000.00. That is a shelter delivered to your site with any upgrades already done to it. RCP Shelters also will include with the purchase plans for putting these up. Manager Gara would like the Park Commission to consider these types of shelters on a replacement basis.

Executive Director Helmer asked that if you were to use this type of shelter you would still have to go out for bid for putting the kit together, and if it's a new facility or if it's a concrete pad, or stone dust pad or whatever the variables are.

The installation cost of one of these shelters could be about 2.5 to 3 times the cost of material so if there is a \$20,000.00 structure you are looking at \$60,000.00. Commissioner McCarthy inquired of Manager Gara where he got some of the figures.

Manager Gara explained that he took an average of certain items and put them together. He added these to the base price of certain size structures. Manager Gara discussed many of the options in depth with the Commission in his presentation.

Commissioner McCarthy inquired as to who would be taking down a particular shelter if necessary, Manager Gara stated that the Building and Construction Crew could do that.

Executive Director Helmer pointed out that most of our existing structures are in good shape, and it is only the roofing that we are talking about. We have in the past tried some kits and it was mostly for the golf course rain shelters, those kits were not as easy as we thought. We are now finding out that these type kits are being used everywhere.

In the roofing and renovation program that Manager Gara has instituted we now have an on-call roofer. They do very nice work, so if we want to do a simple roof we do not have to go out to bid for multiple prices, etc.

Vice President Shepard asked for clarification between the asphalt and metal roof would roughly be \$6,500.00 based on the sample quote. Manager Gara stated that based on a nine square roof, which is the size of most of our shelters asphalt shingle replacement, is \$400.00 for a square of removal, install and materials. Vice President also wanted to know as far as the steel beams are concerned would they have to be painted occasionally. Manager Gara pointed out that if they are powder coated you would not have to do that. That would make it totally maintenance free. Manager Gara suggested that each Commissioner Google RCP shelters and look at the types of shelters that they have available.

Executive Director Helmer would like to see at the next Park Development meeting possibly a list of priority areas where it might be considered to place new shelters in the parks that at this point do not have any.

Commissioner Tal interjected that there is also an architectural shingle, which is three shingles on one, and is made by Timberline 3D architectural shingle. This shingle was recently upgraded to be classified as a lifetime shingle; it is a new wave of construction that might benefit us to visit.

Manager Gara then discussed the plan with different variations for the Frelinghuysen Arboretum Mansion in regards to the code official. He would like to make the presentation with the variations; he would like to make just one presentation. He will continue to meet with the Architect on this matter. He would like to submit and be done within the next 30-60 days with the submittals and have an idea of where we would then go with the Mansion.

Commissioner Seabury was interested to know why you could not use the fireplace any more at Old Troy County Park. Manager Gara explained that it is a new fire code, which states that any combustibles need to be at least 15 feet away from open flame.

Executive Director Helmer wanted to acknowledge that Director Chaplick and her work with the Morris County Trails Construction Grant Program. The Park Commission offered its service to be a part of this program and that Director Chaplick spearheaded the program.

Vice President Shepard has spoken to a couple of other Commissioners and Freeholders, regarding Boonton, Boonton Township and Montville are all celebrating their 150th Anniversary this year and the thought was that for National Trails Day doing some highlights of trails in that area. Hog's Pen, Pyramid Mountain, maybe even the River Walk in the Town of Boonton.

Executive Director Helmer also stated that after reading the recent minutes of the Park Alliance one of their recommendations were a couple different initiatives for 2017 would be to collaborate with towns, and so their might be some synergy as well. At this point there, there have been no plans started National Trails Day. The Alliance is also looking to possibility taking over the Bicycle Ride that the Land Conservancy did on the Columbia Trail. Executive Director Helmer will put this on the Recreational Trails agenda for the next Committee meeting.

Commissioner Seabury suggested that the new trail on Doolittle's Landing is very flat and people with special needs would be able to use their wheel chairs etc. At the Kincaid house, there is a parking lot, a house, and a garage. There is a new picnic shelter across the way with parking and with an additional parking lot. If we can redevelop some of those trails, maybe more people would go out there. They would be able to go onto Mine Ridge and then go over to the Morgan House, and possibly go towards Rock Pear. This might develop some habits that would make them shift over from Boonton Avenue, where we have been working on that quarter mile entry area. There is some wonderful hiking and it is very close. There is so much to do in the area. Executive Director Helmer will also put that on the Recreational Trails Agenda.

Executive Director Helmer also plans to have at the February Committee meeting the status of the NYS&W, staff has been working on items related to wetlands mitigation. He has also met with Jersey City officials at the Jersey City Reservoir and there is some evolution as well and it will all be included on the February Trails Committee meeting.

LEGISLATIVE COMMITTEE

Assistant Deputy Director Lanza reported that the Public Affairs Committee of NJRPA and their consultant have decided to bring back their visit to Trenton, which hasn't been done in many years, and it was recommended that we start that to go down to Trenton and reintroduce themselves to their elected representatives.

Assistant Deputy Director Lanza listed approximately six topics that are related to us in our operations, and were discussed as topics when they went to Trenton for their briefings. One of the big ones was all the Minimum Wage Bills, and how that would effect a lot of the municipalities along with us. Automatic External Defibrillators which is always on the top of the Legislative list. One of the latest bills calls for AED's to be in place both indoors and outdoors in places of public

assembly that had a 1,000 person capacity at any given time. There is still a possibility that Sustainable Funding could be redirected, they discussed the fact that this appropriation should be expedited on a regular basis to make sure that the funding got out to Park and Recreation sites and for Open Space Preservation. They also are working on a bill titled “Jakes Law”, which covers inclusive playgrounds to be built in each county. Another Bill that they are working on is one, which would require that athletic trainers be present at all games and practices related to Youth Sports Leagues.

Outdoor Smoking Prohibitions come up quite a bit but in this case, we were lucky that the Governor vetoed the last outdoor smoking bill that came up. Many local communities have already established their own smoking prohibitions. They are hoping that they can continue with the idea that this should be handled at the local level.

Bills come up regarding concussion management, it would cause a great amount of paperwork, NJRPA has been working with NJ Brain Injury Alliance to come up with some type of formatted standardized procedure, so that they could take the lead on this and distribute it to those who work with Youth Sports Organizations. The Park Commission at Mennen Sports Arena have already created procedures with the Kids Safe Project, with a grant and there are brochures and that information have been provided to NJRPA and they are on the resource section of their website. We have a brochure for the athlete, the parent and for staff.

The NJRPA Public Policy platform has been updated in order to take this information to Trenton. There was a good turnout for the first time around.

The Park Alliance is also looking for candidates for their board, and if anyone is interested or knows of someone who might be interested please contact Assistant Deputy Director Lanza.

Commissioner Seabury asked what was some of the criteria they have for future board members, Assistant Deputy Director Lanza said that they are looking for some one with finance background, and marketing and promotion. The also generally ask Board Members to get donations, sponsors, get golfers for the golf outing and make their own contribution as well.

Executive Director Helmer asked if the Board members of the Alliance would feel comfortable maybe, they could get the last set of minutes from their previous meeting, which gives a good snapshot of what they are potentially looking to do in the future.

Assistant Deputy Director Lanza then explained the “Pedals for Preservation” event that was a Land Conservancy event that was held on the Columbia Trail, the last time they had it about 500 bicyclists attended and netted around \$12,000.00. The Land Conservancy does not want to host that event anymore, she has met with a staff person from the Land Conservancy and she has the support of the Park Alliance to go and investigate this a little more.

PERSONNEL AND SAFETY COMMITTEE

Executive Director Helmer spoke about the Park Police’s Annual Report and its importance. Chief of the Park Police DiPietro then gave an overview of what occurred throughout the Parks, along with any special events that they held. He informed the Commission that the Park Police

received an award for National Night Out in their Category, along with discussing the Toys for Tots toy drive. He explained the various state wide programs that the Park Police participate in and the funds that they receive from the state.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Helmer informed the Commission that Freeholder Cabana will remain the Freeholder Liaison to the Park Commission.

Some of the items he will report on will be further discussed at Committee meetings in February. An individual from Jefferson Township who lives on the Sparta Mountain side of Mahlon Dickerson Reservation, Milton Road, would like the Park Commission's support in asking Verizon to put new telephone poles and lines underground because if installed above ground would ruin the scenic of the park. The Commission determined although the lines may impact the viewshed more disturbance would be caused by placing the lines underground.

A request was received from an individual in Jefferson Township asking to designate the Saffin Pond Beach Area, Mahlon Dickerson Reservation as a beach friendly off leash area for dogs. The Park Commission does not support this request. The Pond is currently used by the Rooster Tails-Hobby Group Use and the Saffin Pond Swim Team.

Deputy Executive Director Vitale received an email from an individual that was metal detecting at Central Park of Morris County. Park Police addressed the issue and let the individual know that that activity is not permitted on park property. This individual is part of a formal organization and would like to make a presentation on metal detecting. She understands that Federal parkland and State parkland restrict this activity, but would like an opportunity to educate the Commission.

On December 28, the Freeholders did pass Resolution No. 22 approving the acceptance of the Deed Easement from the State of NJ to construct a new entrance road to Central Park of Morris County.

The Friends of the Frelinghuysen Arboretum approved at their December meeting the Park Commission's request for \$4,100.00 for the Helen Hesselgrave Horticultural Internship and Manager Inzano will have \$4,100.00 for interns at the Frelinghuysen Arboretum.

Staff is hosting the NJDA Gypsy Moth Initiative at the Haggerty Education Center on January 23rd. Notice came out from the Department of Agriculture that they will be focusing on five counties this year to continue the suppression program of Gypsy Moth in Morris County. Executive Director Helmer will keep the Commissioners informed as to what is going to be do ne spray wise in Morris County and our parkland if that occurs.

Staff is submitting to the Willowood Foundation a grant request for \$6,200.00 for a horticultural intern for Willowood and Bamboo Brook. A grant request is also going to be submitted to the Foundation to refresh the existing Cell Phone Tour at Willowood Arboretum in the amount of \$1,400.00 and create a new E.H. Wilson Cell Phone Tour in the amount of \$2,842.00. Both of the grants would go towards the monthly service provider fees.

Assistant Director of Historic Sites Laffey and Superintendent of Natural Resources Kovacevic have put together a proposal to move forward on some of the improvements identified in the Historic Landscape Report for Fosterfields Living Historical Farm to be submitted as part of a NJ Green Acres Program Grant application. They are currently working on cost estimates. The program asked that the grant application be reviewed by Green Acres staff, to make sure it is an appropriate application; we do have a public notice out because the project has to be publicly noticed for 15 days. All the proposed components of the project are estimated at \$200,000.00. The grant requires a 50/50 match. Funds are currently available to match and to address pasture expansion, crop field expansion, and the historic cottage garden area.

Ms. Debbi Katz of Debbi Katz Productions has applied for a Special Event permit to use Lewis Morris County Park this October for The Glow jack-o-lantern trail event.

EXECUTIVE SESSION

President Cass-Schmidt asked for a motion to adopt Resolution No. 01-17 (**Attachment No. 2**) placing the Workshop 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 made by Vice-President Shepard and seconded by Commissioner Lasser and unanimously adopted by roll call vote.

REPORT OF COUNSEL

Park Counsel reported on the contract documents for the acquisition of the Gould/Holton Property to be acquired as part of the Waughaw Mountain Greenway.

He was finally able to make contact with Montville Township's attorney regarding the Clayton Holdings property.

Counsel reviewed matters related to the Open Public Records Act and third party requests for bid documents seeking access to place bids on their websites.

Commissioner McCarthy made the motion which was seconded by Commissioner Lasser and unanimously approved by voice vote.

CONSIDERATION OF EXECUTIVE SESSION

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

CONSIDERATION OF RESOLUTIONS

President Cass-Schmidt asked for a motion to adopt Resolution No. 02-17 (**Attachment No. 3**), which includes Resolution No. 03-17 through Resolution No. 10-17 (**Attachment No. 4 thru No. 11**). Vice-President Shepard made the motion which was seconded by Commissioner McCarthy and unanimously approved by roll call vote.

ADJOURNMENT

There being no further business, President Cass-Schmidt adjourned the meeting at 1:26 p.m. on the motion of Vice-President Shepard and was seconded by Commissioner McCarthy and unanimously approved by voice vote.

Respectfully submitted,

[Original Signature on File]

David D. Helmer
Executive Director

[Original Signature on File]

Katherine Petro
Office Manager

Park Commission Meeting/Committee Meeting Schedule

Month	Date	Time	Day	Meeting	
January	10th	9:30 a.m.	Tuesday	Workshop Meeting	
2017	23rd	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	23rd	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	23rd	7:30 p.m.	Monday	Park Commission Meeting	
February	7th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	8th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	9th	1:30 p.m.	Thursday	Land Acquisition Committee	Seabury, Shepard, Valori
	14th	1:30 p.m.	Tuesday	Recreational Trails/Park Maint. Committee	Shepard, Seabury, Valori
	15th	9:30 a.m.	Wednesday	Promotion & Business Activities Committee	McCarthy, Tal, Vacancy
	27th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	27th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	27th	7:30 p.m.	Monday	Park Commission Meeting	
March	7th	1:30 p.m.	Tuesday	Recreational Trails/Park Maint. Committee	Shepard, Seabury, Valori
	8th	9:30 a.m.	Wednesday	Promotion & Business Activities Committee	McCarthy, Tal, Vacancy
	14th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	15th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	27th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	27th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	27th	7:30 p.m.	Monday	Park Commission Meeting	
April	11th	9:30 a.m.	Tuesday	Workshop Meeting	
	24th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	24th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	24th	7:30 p.m.	Monday	Park Commission Meeting	
May	2nd	1:30 p.m.	Tuesday	Recreational Trails/Park Maint. Committee	Shepard, Seabury, Valori
	3rd	9:30 a.m.	Wednesday	Promotion & Business Activities Committee	McCarthy, Tal, Vacancy
	9th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	10th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	11th	1:30 p.m.	Thursday	Land Acquisition Committee	Seabury, Shepard, Valori
	22nd	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	22nd	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	22nd	7:30 p.m.	Monday	Park Commission Meeting	
June	13th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	14th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	26th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	26th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	26th	7:30 p.m.	Monday	Park Commission Meeting	

2017

Park Commission Meeting/Committee Meeting Schedule

Month	Date	Time	Day	Meeting	
July	11th	9:30 a.m.	Tuesday	Workshop Meeting	
	24th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	24th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	24th	7:30 p.m.	Monday	Park Commission Meeting	
August	NO MEETINGS				
September	5th	1:30 p.m.	Tuesday	Recreational Trails/Park Maint. Committee	Shepard, Seabury, Valori
	6th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	12th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	13th	9:30 a.m.	Wednesday	Promotion & Business Activities Committee	McCarthy, Tal, Vacancy
	14th	1:30 p.m.	Thursday	Land Acquisition Committee	Shepard, Seabury, Valori
	25th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	25th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	25th	7:30 p.m.	Monday	Park Commission Meeting	
October	10th	9:30 a.m.	Tuesday	Workshop Meeting	
	23rd	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	23rd	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	23rd	7:30 p.m.	Monday	Park Commission Meeting	
November	8th	9:30 a.m.	Wednesday	Promotion & Business Activities Committee	McCarthy, Tal, Vacancy
	14th	1:30 p.m.	Tuesday	Park Development Committee	Baron, Lasser, Tal
	15th	9:30 a.m.	Wednesday	Cultural & Educational Committee	Baron, Valori, Vacancy
	16th	1:30 p.m.	Thursday	Land Acquisition Committee	Shepard, Seabury, Valori
	27th	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	27th	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	27th	7:30 p.m.	Monday	Park Commission Meeting	
December	11th	3:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	11th	4:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	11th	6:00 p.m.	Monday	Park Commission Meeting	
January 2018	9th	9:30 a.m.	Tuesday	Workshop Meeting	
	22nd	4:00 p.m.	Monday	Personnel & Safety Committee	Lasser, Baron, Shepard
	22nd	5:00 p.m.	Monday	Finance & Budget Committee	Shepard, Lasser, McCarthy
	22nd	7:30 p.m.	Monday	Park Commission Meeting	

Morris County Park Commission

2017 Committee Assignments

<p style="text-align: center;">WEDNESDAY- 9:30 A.M. CULTURAL & EDUCATIONAL COMMITTEE</p> <p><i>Chairman:</i> Julie C. Baron <i>Members:</i> Louis Valori, Jr. Vacancy</p> <p>Meets in, February, March, May, June, September, and November</p>	<p style="text-align: center;">THURSDAY - 1:30 P.M. LAND ACQUISITION COMMITTEE</p> <p><i>Chairman:</i> Richard Seabury, III <i>Members:</i> Barbara Shepard Louis Valori, Jr.</p> <p>Meets in, February, May, September, and November.</p>	<p style="text-align: center;">MONDAY - 4:00 P.M. PERSONNEL & SAFETY COMMITTEE</p> <p><i>Chairman:</i> Stuart Lasser <i>Members:</i> Julie C. Baron Barbara Shepard</p> <p>Meets on the evening of the Park Commission Meeting in, January, February, March, April, May, June, July, September, October, November, and 3:00 p.m. in December.</p>
<p style="text-align: center;">TUESDAY – 1:30 P.M. RECREATIONAL TRAILS & PARK MAINTENANCE COMMITTEE</p> <p><i>Chairman:</i> Louis Valori, Jr. <i>Members:</i> Richard Seabury, III Barbara Shepard</p> <p>Meets in, February, March, May, and September.</p>	<p style="text-align: center;">TUESDAY - 1:30 P.M. PARK DEVELOPMENT COMMITTEE</p> <p><i>Chairman:</i> Julie C. Baron <i>Members:</i> Stuart Lasser Matthew Tal</p> <p>Meets in, February, March, May, June, September, and November.</p>	<p style="text-align: center;">MONDAY - 5:00 P.M. FINANCE & BUDGET COMMITTEE</p> <p><i>Chairman:</i> Barbara Shepard <i>Members:</i> Stuart Lasser Edward G. McCarthy</p> <p>Meets on the evening of the Park Commission Meeting in, January, February, March, April, May, June, July, September, October, November, and 4:00 p.m. in December.</p>
<p style="text-align: center;">WEDNESDAY - 9:30 A.M. PROMOTION & BUSINESS ACTIVITIES COMMITTEE</p> <p><i>Chairman:</i> Edward G. McCarthy <i>Members:</i> Matthew Tal Vacancy</p> <p>Meets in, February, March, May, September, and November.</p>	<p style="text-align: center;">MEETING SCHEDULE TBD AD HOC GOLF COMMITTEE</p> <p><i>Chairman:</i> Barbara Shepard <i>Members:</i> Stuart Lasser Edward G. McCarthy</p> <p>Meets in, To Be Determined</p>	<p style="text-align: center;">MEETING SCHEDULE TBD LEGISLATIVE COMMITTEE</p> <p><i>Chairman:</i> Julie C. Baron <i>Members:</i> Matthew Tal Vacancy</p> <p><i>Meetings will be determined by NJRPA Legislative Committee Schedule.</i></p>
<p style="text-align: center;">MEETING SCHEDULE TBD AD HOC GENERAL LEGAL COUNSEL SELECTION COMMITTEE</p> <p><i>Chairman:</i> Richard Seabury, III <i>Members:</i> Barbara Shepard Stuart Lasser</p> <p>Meets in, To Be Determined</p>	<p style="text-align: center;">MEETING SCHEDULE TBD AD HOC STRATEGIC PLAN COMMITTEE</p> <p><i>Chairman:</i> Julie Baron <i>Members:</i> Barbara Shepard Louis Valori, Jr.</p> <p>Meets in, To Be Determined</p>	<p style="text-align: center;">MEETING SCHEDULE TBD NOMINATING COMMITTEE</p> <p><i>Chairman:</i> Julie C. Baron <i>Members:</i> Richard Seabury, III Edward McCarthy</p> <p>Meets in, To Be Determined</p>
<p style="text-align: center;">MEETING SCHEDULE TBD EXECUTIVE COMMITTEE</p> <p><i>Chairman:</i> Betty Cass-Schmidt <i>Members:</i> Barbara Shepard Stuart Lasser</p>		

Workshop meetings are scheduled for January 10th, April 11th, July 11th, and October 10th, 2017, and January 9th, 2018, at 9:30 a.m. in the Auditorium at Park Commission Headquarters located at the Cultural Center, Lewis Morris County Park

Park Commission President is an ex officio member on all Committees and is Chairman of Executive Committee

**MORRIS COUNTY PARK COMMISSION
2017 COMMITTEE ASSIGNMENTS**

Betty Cass-Schmidt, President

Ex Officio all Committees, Chairs Executive Committee

Barbara Shepard, Vice President

Chair, Finance & Budget Committee
Recreational Trails/Park Maintenance Committee
Executive Committee
Land Acquisition Committee
Park Development Committee
Personnel & Safety Committee
Chair, Ad Hoc Golf Committee
Ad Hoc Strategic Plan Committee
Ad Hoc General Legal Services Committee

Julie C. Baron

Chair, Cultural & Educational Committee
Chair, Nominating Committee
Chair, Park Development Committee
Personnel & Safety Committee
Chair, Legislative Committee
Chair, Ad Hoc Strategic Plan Committee

Stuart Lasser

Chair, Personnel & Safety Committee
Park Development
Executive Committee
Finance & Budget Committee
Ad Hoc General Legal Services Committee
Ad Hoc Golf Committee

Edward G. McCarthy

Chair, Promotion & Business Activities Committee
Finance & Budget Committee
Ad Hoc Golf Committee

Richard Seabury, III

Chair, Land Acquisition Committee
Nominating Committee
Recreational Trails/Park Maintenance Committee
Chair, Ad Hoc General Legal Counsel Committee

Louis Valori, Jr.

Chair, Recreational Trails/Park Maintenance Committee
Cultural & Educational Committee
Land Acquisition Committee
Nominating Committee
Ad Hoc Strategic Plan Committee

Matthew Tal

Legislative Committee
Park Development Committee
Promotions & Business Activities Committee

Vacancy

Cultural & Educational Committee
Legislative Committee
Promotions & Business Activities Committee

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 01-17

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January 2017, that:

1. Prior to the conclusion of this regular meeting of the Morris County Park Commission, which regular meeting has been opened to the public, the Morris County Park Commission shall meet in Executive Session, from which the public shall be excluded, to discuss personnel matters, land acquisition, and report of counsel, as permitted pursuant to N.J.S.A. 10:4-12 (5), (6), (7), and (8), the pertinent provisions of the “Open Public Meetings Act.”
2. The time when the matters discussed pursuant to paragraph #1 hereof can be disclosed to the public is as soon as practicable after the final resolution of the aforesaid matters.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

[Original Signature On File]

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 02-17

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January, 2017, that the following resolutions be adopted in the form attached:

Resolution Nos.

Resolution No. 03-17 through Resolution No. 10 -17

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

[Original Signature On File]

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 03-17

WHEREAS, the Morris County Park Commission is required to comply with N.J.S.A. 10:4-6 et seq. the Open Public Meetings Act, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January 2017 as follows:

1. During the coming year, the regular meetings of the Morris County Park Commission shall be held at 7:30 p.m. prevailing time on the fourth Monday of each month, except in the months of August and December, unless otherwise designated herein. There shall be no regularly-scheduled meeting in August, and the December 2017 meeting will begin at 6:00 p.m. Workshop meetings are convened quarterly at 9:30 a.m. on the second Tuesday of the month. The established meeting dates are as follows: January 23, 2017, February 27, 2017, March 27, 2017, April 11, 2017 (Workshop), April 24, 2017, May 22, 2017, June 26, 2017, July 11, 2017 (Workshop), July 24, 2017, September 25, 2017, October 10, 2017 (Workshop), October 23, 2017, November 27, 2017, December 11, 2017 and January 9, 2018 (Workshop), and January 22, 2018.
2. All said, regular and special meetings at which formal action may be taken, will take place at the Morris County Park Commission Headquarters, at the Cultural Center, 300 Mendham Road, Morris Township, New Jersey, unless otherwise advertised pursuant to the provisions of N.J.S.A. 10:4-6 et seq.
3. At any of the above-scheduled meetings where an agenda is to be used, said agenda shall be furnished to all persons in attendance at the meeting.
4. All persons are invited to attend all of the meetings here before set forth.
5. The Morris County Park Commission may convene an Executive Session during conference, regular, or special meetings, as allowed by the Open Public Meetings Act, from which Executive Session the public shall be excluded.
6. The Executive Director is directed to prominently post and maintain posted throughout the year upon the bulletin board in the Morris County Park Commission Administration Building at the Cultural Center, 300 Mendham Road, Morris Township, New Jersey. In addition, the Executive Director is directed to mail forthwith a certified copy of this Resolution for publication in the designated official newspapers as follows:
 - A. *Daily Record*
 - B. *The Star-Ledger*
7. This Resolution is being adopted in order to comply with N.J.S.A. 10:4-6 et seq., the "Open Public Meetings Act."
8. This Resolution shall take effect immediately.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

[Original Signature On File]

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 04-17

WHEREAS, the Morris County Park Commission desires to assist the Morris County Municipal Utilities Authority (MCMUA) with their Purchasing functions by providing mutual use of the Park Commission's Qualified Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 40A:65-5, local units entering into shared services agreements must adopt a resolution authorizing and clearly identifying the agreement and ensure that a copy of the agreement shall be open to public inspection at the offices of the local unit immediately after passage of a resolution to become a party to the agreement; and

WHEREAS, the Morris County Park Commission has agreed to a shared service agreement with the Morris County Municipal Utilities Authority (MCMUA), and shall provide mutual use of the Qualified Purchasing Agent as detailed within the written agreement, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January, 2017 as follows:

1. The Executive Director of the Morris County Park Commission and the Executive Director of the Morris County Municipal Utilities Authority (MCMUA) are authorized to execute the Shared Services Agreement between the Morris County Park Commission and the Morris County Municipal Utilities Authority (MCMUA) for a period beginning December 1, 2016 and terminating on November 30, 2017.
2. A copy of the Shared Services Agreement shall be kept on file in the office of the Morris County Municipal Utilities Authority and the Morris County Park Commission.
3. The Commission ratifies and approves any actions previously taken in furtherance of this resolution.
4. That this resolution be effective immediately.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

[Original Signature On File]

RESOLUTION NO. 16-75
RESOLUTION AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT
BETWEEN MORRIS COUNTY PARK COMMISSION AND MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY TO PROVIDE MUTUAL USE
OF QUALIFIED PURCHASING AGENT

WHEREAS, the Morris County Municipal Utilities Authority (MCMUA) requested the assistance of the Morris County Park Commission (MCPC) with its purchasing functions by providing mutual use of the Park Commission's Qualified Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 40A:65-5, local units entering into shared services agreements must adopt a resolution authorizing and clearly identifying the agreement and ensure that a copy of the agreement shall be open to public inspection at the offices of the local unit immediately after passage of a resolution to become a party to the agreement; and

WHEREAS, the Morris County Park Commission has agreed to a shared service agreement with the Morris County Municipal Utilities Authority and shall provide mutual use of the Qualified Purchasing Agent as detailed within the written agreement.

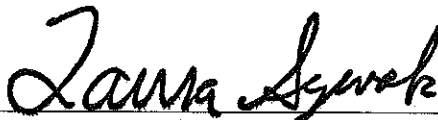
NOW, THEREFORE, BE IT RESOLVED by the Morris County Municipal Utilities Authority as follows:

1. The Executive Director of the Morris County Park Commission and the Executive Director of the Morris County Municipal Utilities Authority are authorized to execute the Shared Services Agreement between the Morris County Park Commission and the Morris County Municipal Utilities Authority for a period beginning December 1, 2016 and terminating on November 30, 2017.
2. A copy of the Shared Services Agreement shall be kept on file in the office of the Morris County Municipal Utilities Authority and the Morris County Park Commission.
3. That this resolution be effective immediately.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Morris County Municipal Utilities Authority at the Regular Meeting held on December 6, 2016.

MORRIS COUNTY MUNICIPAL
UTILITIES AUTHORITY

By: 
Laura Szwak, Chairwoman

ATTEST:


Marilyn Regner, Secretary

**SHARED SERVICES AGREEMENT PROVIDING FOR
USE OF QUALIFIED PURCHASING AGENT**

THIS AGREEMENT, made the 6th day of December, 2016

BY AND BETWEEN: Morris County Municipal Utilities Authority, a Municipal Corporation of the State of New Jersey, with offices located at 214A Center Grove Road, in the Township of Randolph, County of Morris and State of New Jersey, ("MCMUA");

AND the Morris County Park Commission, a Corporation of the State of New Jersey, with offices located at 300 Mendham Road, in the Township of Morris, County of Morris and State of New Jersey, ("MCPC");

WHEREAS, the MCPC desires to assist the MCMUA by providing mutual use of its Qualified Purchasing Agent (QPA); and

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, (L.2007, c.63, s.2.), a Commission as a "Contracting Unit," according to the terms of N.J.S.A. 40A:11-2, and a County Utility Authority, according to the terms of N.J.S.A. 40A:5A-1 et seq., are considered "local units". Local units are encouraged and authorized to enter into agreements which promote the sharing and/or consolidation of services; and

WHEREAS, pursuant to N.J.S.A. 40A:65-4(a)(3)(b), any agreement entered into pursuant to this section shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the director; and

WHEREAS, pursuant to N.J.S.A. 40A:65-5, local units entering into shared services agreements must adopt a resolution authorizing and clearly identifying the agreement and ensure that a copy of the agreement shall be open to public inspection at the offices of the local unit immediately after passage of a resolution to become a party to the agreement; and

WHEREAS, pursuant to N.J.S.A. 40A:65-5(c), the agreement shall take effect upon the adoption of appropriate resolutions by all the parties thereto, and execution of agreements authorized thereunder as set forth in the agreement; and

WHEREAS, the parties wish to enter into this new agreement to provide for the mutual use of the MCPC's Qualified Purchasing Agent.

NOW, THEREFORE in consideration of the mutual covenants and agreements hereinafter mentioned, the parties agree as follows:

I. Scope of Agreement

The Morris County Park Commission (MCPC) shall provide mutual use of its Qualified Purchasing Agent (QPA) with the Morris County Municipal Utilities Authority (MCMUA) when necessary.

II. MCPC Responsibilities

- a) The MCPC will ensure that the QPA will follow and abide by the N.J.S.A. 40A-11, Local Public Contracts Law.
- b) The MCPC will ensure that the QPA has maintained all credentials for licensing purposes.

III. MCMUA Responsibilities

- a) The MCMUA will abide by predetermined purchasing protocols established with MCPC/QPA.
- b) The MCMUA will continue to monitor daily expenditures in aggregate and inform the QPA when predetermined financial thresholds have been met in order to prepare a Bid, Request For Proposals, and Request For Quotations, Competitive Contract, etc.

IV. Payment

- a) It is agreed upon that the following services will constitute as payment for QPA services provided by the MCPC.
 - (i) The MCMUA will oversee and/or provide recycling collection services at no cost to the MCPC at the following MCPC facilities: Central Park, Cultural Center, Frelinghuysen Aoretum, Craigmere, Hedden Park Maintenance Department, Lewis Morris Park Maintenance Department, and Mennen Arena.
 - (ii) The MCMUA will provide Clean Communities programs at Pyramid Mountain and Schooley's Mountain parks at no cost to the MCPC.

V. Assignment

Any assignment of this Agreement by either party to this Agreement shall require the written consent of the other party. In no event shall this Agreement be assignable to a non-local unit.

VI. Appropriation of Funds

This Agreement is subject to the availability, appropriation and certification by the MCPC of sufficient funds as may be required to implement this Agreement, and this Agreement may be terminated by the MCPC if sufficient funds are not available, appropriated or certified. The MCPC shall notify the MCMUA as soon as possible of the termination as a result of lack of appropriation of funds.

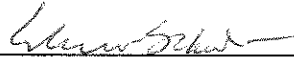
This Agreement is subject to the availability, appropriation and certification by the MCMUA of sufficient funds as may be required to implement this Agreement, and this Agreement may be terminated by the MCPC if sufficient funds are not available, appropriated or certified. The MCMUA shall notify the MCPC as soon as possible of the termination as a result of lack of appropriation of funds.

VII. Duration and Termination

This Agreement shall commence on December 1, 2016 and continue until November 30, 2017 unless sooner terminated in accordance with the terms of this Agreement. Upon final review of the shared service, both parties by resolution may extend this shared service to a period of time mutually agreed upon as allowed through P.L. 2007, c. 63- C.40A:65-7, Sub-Section 4.


IN WITNESS WHEREOF, the said parties have hereunto set their hands or caused these presents to be signed by their proper corporate officers and cause their proper corporate seal to be hereto affixed, the day and year first above written.

MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY



Glenn Schweizer, Executive Director

ATTEST:

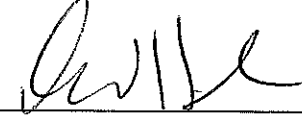


Marilyn Regner

DATE:

12/6/16

MORRIS COUNTY
PARK COMMISSION



David Helmer, Executive Director

ATTEST:



DATE:

12/14/16

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 05-17

WHEREAS, 40A:4-19 Local Budget Law provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2017 Budget, temporary appropriations be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2017, and

WHEREAS, the total appropriations in the 2016 Budget was \$29,554,402.78 and

WHEREAS, twenty-six and twenty-five hundredths of one percent (26.25%) of the total appropriations in the 2016 Budget is \$7,758,030.73, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the County Budget Director and the Treasurer for this records, and

BE IT FURTHER RESOLVED, that the foregoing appropriations shall be inserted in the annual budget for the year 2017 as required by law.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

[Original Signature On File]

THE MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 06-17

WHEREAS, during the year-end review of financials for 2016 there was a need to establish/maintain reserves for specific needs within the Morris County Park Commission, and

WHEREAS, there is a need to maintain the Accumulated Absences Liability Trust Fund, which was established by Resolution 201-13 on December 16, 2013, and

WHEREAS, there is a need to maintain the Snow Removal Reserve Trust Fund, which was established by Resolution 202-13 on December 16, 2013, and

WHEREAS, a part of the development/budgeting process for Central Park of Morris County, the request to allocate funds towards future turf field replacement was made by the Freeholder Budget Sub-Committee, **NOW THEREFORE**

BE IT RESOLVED, that the Morris County Park Commission on this 10th day of January, 2017 hereby establish or maintain reserves to accommodate the future financial needs, and

BE IT ALSO RESOLVED, by the Morris County Park Commission that the following reserves established or maintained from the 2016 appropriations and 2016 revenues be authorized and made as follows:

From:	60-201-87-POL155-011 – Park Police – Full Time	(\$ 25,000.00)
	60-201-80-ADM105-011 – Administration – Full Time	(\$ 25,000.00)
To:	68-290-56-ACCABS-888 – Accumulated Absences Liability Trust	\$ 50,000.00
From:	60-201-80-VIS106-012 – Visitor Services – Part Time	(\$ 12,500.00)
	60-201-82-LPM135-012 – Lee’s Park Marina – Part Time	(\$ 12,500.00)
To:	68-290-56-SNWREM-888 – Snow Removal Trust	\$ 25,000.00
From:	60-192-08-PRK147-888 – Central Park of Morris County Revenue	(\$ 150,00.00)
To:	60-300-60-PRK147-888 – Reserve – Central Park Turf Replacement	\$ 150,000.00

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 07-17

WHEREAS, the Morris County Park Commission deemed it advisable and in the public interest to publically advertise a Request for Proposals titled “Operation of a Food Concession at The Frelinghuysen Arboretum,” and

WHEREAS, when proposals were due by Tuesday, July 9, 2013 at 11:30 a.m. prevailing time, no proposals were present and no proposals were received, and

WHEREAS, the Request for Proposals titled “Operation of a Food Concession at the Frelinghuysen Arboretum” was re-advertised in accordance with the local public contracts law, and

WHEREAS, when proposals were due by Tuesday, September 10, 2013, at 10:00 a.m. prevailing time, no proposals were present and no proposals were received, and

WHEREAS, no proposals were received for “Operation of a Food Concession at The Frelinghuysen Arboretum” on two separate occasions, staff was authorized to negotiate the best price/terms for this concession pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and

WHEREAS, a proposal was negotiated and received from Landauer Café of Towaco, New Jersey dated November 2, 2013, and found to be acceptable, and

WHEREAS, the contract was effective for the initial term of 14 months beginning April 1, 2014 with the option to renew for three (3) one (1) year renewal periods, at the sole discretion of the Park Commission, with a rent adjustment effective January 1st by the annual percentage increase of the “All Items” Index for NY Northeastern-NJ area of the Consumer Index for all Urban Consumers as of August 31st of the preceding year, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January, 2016 as follows:

1. That a contract for the “Operation of Food Concession at The Frelinghuysen Arboretum” be extended to Landauer Café of Towaco, New Jersey, for an additional one (1) year period, January 1, 2017 to December 31, 2017, in accordance with the terms of the contract, with rent adjusted January 1st by the annual percentage increase of 0.1% in accordance with the “All Items” Index for NY Northeastern –NJ area of the Consumer Index for all Urban Consumers as of August 31, 2016 as follows in accordance with the schedule prescribed in the Request for Proposal.

January-April	\$179.41 rent per month
May –October	\$358.80 rent per month
November-December	\$179.41 rent per month
Total for the Year	\$3,229.26

Plus, five (5) percent payment of gross catering charges for private parties as specified in the proposal document and providing a discount to the staff of the Morris County Park Commission and The Friends of the Frelinghuysen Arboretum of five (5) percent before New Jersey Sales Tax.

2. That this Resolution take effect immediately.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

[Original Signature On File]

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 08-17

WHEREAS, the Morris County Park Commission has deemed it advisable and in the public interest to publicly advertise and receive bids for Contract No. 16-17 titled, “Building Maintenance Services/Janitorial,” and

WHEREAS, bids were received on Friday, December 9, 2016, at 10:00 a.m. prevailing time in conformance with N.J.S.A. 40A:11-1 et seq., the Local Public Contract Law, and

WHEREAS, Park Commission staff has reviewed the bid documents submitted by Excellent Building Services Corp. of Orange, New Jersey; and All Clean Building Services, Inc. of Lawrenceville New Jersey, and found them to be in order and acceptable, and

WHEREAS, Park Commission staff has determined that the lowest responsive and responsible bidder to be All Clean Building Services, Inc. of Lawrenceville, New Jersey, and

WHEREAS, the Director of Finance and the Treasurer have certified the availability of funds totaling \$40,000.00, contingent upon the approval of the 2017 Operating Budget, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 10th day of January 2017, as follows:

1. That Contract No. 16-17 be and it hereby is awarded to All Clean Building Services, Inc. of Lawrenceville, New Jersey for Lots 1, 2, 3, and 5 at a cost of \$26,220.00 per year and that the “on-call” rate for Lots 4, 6 and 7 be \$17.50 per hour per person.
2. The initial term of this contract be two-years commencing on February 1, 2017 through January 31, 2019, with the option to renew this contract for two (2) additional one-year periods the cost of which will be based on the Implicit Price Deflector for State and Local Government Purchases, published by the United States Department of Commerce, Bureau of Economic Analysis, N.J.S.A. 40A:11-2(38) and 11-15, at the sole discretion of the Park Commission and subject to the certification of the availability and appropriation of funds to meet the obligation for the renewal term in accordance with the bid specifications.
3. That this Resolution take effect immediately.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 09-17

WHEREAS, the Morris County Park Commission deems it appropriate and in the public interest to maintain an adequately staffed Park Police Department for the protection of Park Commission facilities and to provide public safety, and

WHEREAS, staffing vacancies existed for Park Police Officers, and the Chief of Park Police requested to fill these vacancies, and

WHEREAS, Chief of Park Police DiPietro recommended to employ Class II Police Officers subject to all the appropriate pre-employment processing requirements, and

WHEREAS, the Morris County Park Commission and the Chief of the Park Police recommend that Joseph Abrusci, subject to all employment requirements, be retained as a Class II Police Officer from January 1, 2017 through December 31, 2017, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January, 2017 that the employment of Joseph Abrusci as a Class II Police Officer for a second year, is confirmed.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

[Original Signature On File]

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 10-17

WHEREAS, the Morris County Park Commission deems it appropriate and in the public interest to maintain an adequately staffed Park Police Department for the protection of Park Commission facilities and to provide public safety, and

WHEREAS, staffing vacancies existed for Park Police Officers, and the Chief of Park Police requested to fill these vacancies, and

WHEREAS, Chief of Park Police DiPietro recommended to employ Class II Police Officers subject to all the appropriate pre-employment processing requirements, and

WHEREAS, the Morris County Park Commission and the Chief of the Park Police recommend that Timothy Williamson, subject to all employment requirements, be retained as a Class II Police Officer from January 1, 2017 through December 31, 2017, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 10th day of January, 2017 that the employment of Timothy Williamson as a Class II Police Officer for a fourth year is confirmed.

January 10, 2017

MORRIS COUNTY PARK COMMISSION

Betty Cass-Schmidt
President

_____, I David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on January 10, 2017, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

[Original Signature On File]