

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

**MONMOUTH COUNTY BOARD OF
RECREATION COMMISSIONERS:**

**ANNUAL REORGANIZATION MEETING:
JANUARY 11, 2010—7:00 PM**

**THOMPSON PARK VISITOR CENTER, "BEECH ROOM",
1ST FLOOR, 805 NEWMAN SPRINGS RD, LINCROFT, NJ**

A. Roll Call _____ PM – By _____

B. Statement of Adequate Public Notice – Read by _____

C. Approval of MINUTES – REGULAR MEETING, MONDAY, DECEMBER 21, 2009
(Absent: Vice Chairman Kniesler)

D. Approval of EXECUTIVE SESSION MINUTES – MONDAY, DECEMBER 21, 2009
(Absent: Vice Chairman Kniesler)

E. Motion APPOINTING the SECRETARY-DIRECTOR OF THE BOARD as TEMPORARY
CHAIRMAN OF THE MEETING.

F. **ELECTION OF OFFICERS FOR THE YEAR 2010:**

1a. Motion Nominating **CHAIRMAN** _____

1b. Motion Closing Nominations for **CHAIRMAN**.

1c. Motion Authorizing the Secretary-Director to Cast One Ballot for the Nominee for **CHAIRMAN** of the Board.

2a. Motion Nominating **VICE CHAIRMAN** _____

2b. Motion Closing Nominations for **VICE CHAIRMAN**.

2c. Motion Authorizing the Secretary-Director to Cast One Ballot for the Nominee for **VICE CHAIRMAN** of the Board.

G. Approval of 2009 Voucher List

H. Approval of 2010 Voucher List

I. SECRETARY – DIRECTOR’S REPORT:

J. BOARD CORRESPONDENCE RECEIVED:

K. Motion to OPEN the PUBLIC HEARING on the **ADOPTION OF SUPPLEMENTAL RULES AND REGULATIONS GOVERNING EXHIBITORS AND VENDORS AT THE MONMOUTH COUNTY FAIR.** (Time: _____PM) *(The requirements as to the publication and hearing notice have been published and posted as required by law.)*

L. Motion to CLOSE the PUBLIC HEARING on the above item (Time: _____PM)

M. Motion to OPEN the HEARING OF THE PUBLIC. (Time: _____PM)
(Presentations are limited to three (3) minutes per person.)

N. Motion to CLOSE the HEARING OF THE PUBLIC. (Time: _____PM)

O. FREEHOLDER'S REPORT:

P. ITEMS FOR BOARD REVIEW:

1. Proposed Monmouth County Fair Fees & Charges (*Item #18 for Board Action*)

2. Recommending Citation of Appreciation to W. Terrance Normand (*Item #26 for Board Action*)

3. Agenda Items #23, 24, 25 & 26 as Added to the Final Board Agenda.

4. Status of Funded Projects as of January 5, 2010.

RESOLUTION OF CONSENT:

At _____ PM, the following **Resolution of Consent** was offered for adoption by _____:

WHEREAS, the Monmouth County Board of Recreation Commissioners has received the Agenda for the Board Meeting in advance of the meeting; and

WHEREAS, the Board has had an opportunity to review and consider Agenda Items # 1 through # 22 for Board Action; and

WHEREAS, the Board also reviewed Agenda Items #23, 24, 25 & 26 as added to the Agenda; and

WHEREAS, the Board is satisfied that the above items as presented to the Board are in order and complete.

NOW, THEREFORE, BE IT RESOLVED that the Monmouth County Board of Recreation Commissioners does hereby approve by consent, Agenda Items # _____ through # _____.

Resolution of Consent seconded by: _____.

ITEMS FOR BOARD ACTION:

1. Resolution Establishing 2010 CHANGE FUND in the AMOUNT of \$56,000.00.

2. Resolution Establishing Account for the DEPOSIT OF VARIOUS PARK RECEIPTS at BANK OF AMERICA, Account #70501-00027, for the YEAR 2010.

3. Resolution Establishing Account for the DEPOSIT OF VISITOR SERVICES RECEIPTS at BANK OF AMERICA, Account #72801-00107, for the Year 2010.

4. Resolution Establishing Account for the DEPOSIT OF MONMOUTH COVE MARINA, SHARK RIVER GOLF COURSE, AND SHARK RIVER PARK RECEIPTS at WACHOVIA, Neptune Branch, Account #2100021092500 for the Year 2010.

5. Resolution Establishing MASTER CHARGE AND VISA CREDIT CARD ACCOUNT for PARK AREAS, GOLF COURSES, AND VISITOR SERVICES, at the BANK OF AMERICA, Allenhurst Branch, Account #71301-01989, for the Year 2010.

6. Resolution Establishing Account for SALES TAX TRANSFER at BANK OF AMERICA, Account #7280-304195, for the Year 2010.

7. Resolution Authorizing the SECRETARY-DIRECTOR of the Board to SET PROGRAM, FOOD, RETAIL SALE PRICES, SERVICE AND EQUIPMENT RENTAL FEES.

8. Resolution Authorizing JAMES J. TRUNCER, SECRETARY-DIRECTOR, and BOBBY G. CAIN, PURCHASING AGENT FOR THE BOARD, to ADVERTISE, SOLICIT AND RECEIVE WRITTEN BIDS AND PROPOSALS, AND TO PREPARE CONTRACTS, ENTER INTO PURCHASE AGREEMENTS AND AUTHORIZE PURCHASES FOR VARIOUS MATERIALS, GOODS AND SUPPLIES, on behalf of the Board, in accordance with Adopted Board Policy and the Bid Laws of the State of New Jersey, and further AUTHORIZING BRUCE A. GOLLNICK, ASSISTANT DIRECTOR, and DAVID M. COMPTON, SUPERINTENDENT OF COUNTY PARKS, to ACT IN THE ABSENCE OF THE SECRETARY-DIRECTOR or the PURCHASING AGENT.

9. Resolution DESIGNATING BOBBY G. CAIN, PURCHASING AGENT, to SERVE as the Board's PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) for the YEAR 2010.

10. Resolution REQUIRING TWO (2) SIGNATURES on EACH CHECK ISSUED from BOARD ACCOUNTS, and specifically NAMING JAMES J. TRUNCER, SECRETARY-DIRECTOR, or BRUCE A. GOLLNICK, ASSISTANT DIRECTOR, or DAVID M. COMPTON, SUPERINTENDENT OF COUNTY PARKS, and LOUISE MC COOK, SUPERVISING DATA CONTROL CLERK, or DONNA BROWNE, PRINCIPAL ACCOUNT CLERK.

11. Resolution DESIGNATING the following NEWSPAPERS as the OFFICIAL NEWSPAPERS of the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS for LEGAL PUBLICATION of PUBLIC NOTICES and INVITATIONS TO BID:

- THE ASBURY PARK PRESS
 - THE ATLANTICVILLE
 - THE COAST STAR
 - THE COASTER
 - THE STAR LEDGER
 - THE TRI-TOWN NEWS
 - THE TWO RIVER TIMES
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12. Resolution APPOINTING the SECRETARY-DIRECTOR as the CUSTODIAN OF THE BOARD'S PUBLIC RECORDS, and BRUCE A. GOLLNICK, as the ASSISTANT CUSTODIAN OF THE BOARD'S PUBLIC RECORDS.

13. Resolution AUTHORIZING the SECRETARY-DIRECTOR of the Board and his DESIGNEE(S) to REPRESENT AND ACT ON BEHALF OF THE BOARD OF RECREATION COMMISSIONERS IN MATTERS PERTAINING TO PERSONNEL OF THE BOARD INCLUDING the HIRING, DISCHARGING AND DISCIPLINING OF EMPLOYEES, PROMOTIONS, TITLES, SALARIES, WAGES, WORKING CONDITIONS, and to REPRESENT THE BOARD with regard to EMPLOYEE UNION CONTRACT NEGOTIATIONS, EMPLOYEE GRIEVANCES, NEW JERSEY DEPARTMENT OF PERSONNEL CIVIL SERVICE MATTERS, NEW JERSEY POLICE TRAINING COMMISSION, AND OTHER PERSONNEL MATTERS OF THE BOARD OF RECREATION COMMISSIONERS.

14. Resolution AUTHORIZING the SECRETARY-DIRECTOR of the Board and his DESIGNEE(S) to SOLICIT DONATIONS AND SPONSORSHIPS, on behalf of the Board, in SUPPORT of the 2010 MONMOUTH COUNTY FAIR, to be held JULY 21st-25th, at EAST FREEHOLD PARK; AND OTHER PROJECTS AND EVENTS OF THE BOARD, as provided for by Law, Title 40:12-29 NJSA, P.L. 1994, Chapter 111.
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15. Resolution AUTHORIZING the SECRETARY-DIRECTOR OF THE BOARD, JAMES J. TRUNCER, to ENTER INTO CONTRACTS, MEMORANDUMS OF UNDERSTANDING, PERMITS, AND OTHER VARIOUS DOCUMENTS AND AGREEMENTS as may be required, from time to time, to CONDUCT THE BUSINESS OF THE BOARD, and further AUTHORIZING the ASSISTANT DIRECTOR, BRUCE A. GOLLNICK, to ACT IN THE ABSENCE of the SECRETARY-DIRECTOR of the BOARD.
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16. Resolution DESIGNATING NANCY J. BORCHERT as the COMPLIANCE OFFICER for the MONMOUTH COUNTY PARK SYSTEM, to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations, and the provisions of the AMERICANS WITH DISABILITIES ACT OF 1990, P.L. 101-336.
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17. Resolution ADOPTING the SUPPLEMENTAL RULES AND REGULATIONS GOVERNING EXHIBITORS AND VENDORS AT THE MONMOUTH COUNTY FAIR and further AUTHORIZING the SECRETARY-DIRECTOR to POST & PUBLISH NOTICE OF ADOPTION, as required by law.
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18. Resolution ADOPTING the MONMOUTH COUNTY FAIR FEES & CHARGES.
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19. Resolution REJECTING **ALL** bids received on December 8, 2009, for FURNISHING OF VARIOUS TYPES OF MASONRY WORK (Bid #0004-10), due to incomplete bid specifications, and further AUTHORIZING the SECRETARY-DIRECTOR of the Board to RE-ADVERTISE for same.
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20. Resolution Authorizing CONTRACT AMENDMENT #2, in the Amount of \$4,142.00 for follow-up investigative services with soil sampling and laboratory analysis as needed to address areas of concern cited in original preliminary assessment/site investigation services report dated August 21, 2009, to FRENCH & PARRELLO ASSOCIATES, P.A., Wall, NJ, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) SERVICES FOR BLOCK 177, LOTS 122, 124 & 125, ±29 ACRES, HOWELL TOWNSHIP, NJ, OWNER: ABATE, FOR ADDITIONS TO YELLOW BROOK TRACT (Ref. #09-28 & PS #41-09), as originally awarded by Resolution #R-09-7-6=293, in the Contract Amount Not To Exceed \$2,000.00, and as modified by Contract Amendment #1 awarded by Resolution #R-09-9-8=360 in the Total Contract Amendment #1 Amount of \$7,998.00, for a NEW TOTAL AMENDED CONTRACT AMOUNT OF \$12,140.00, and further AUTHORIZING the SECRETARY-DIRECTOR to SEND NOTICE of Contract Amendment to the ASBURY PARK PRESS, a newspaper printed and published in the Township of Neptune, County of Monmouth, as required by law, within twenty (20) days of its passage.
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21. Resolution ACCEPTING the WRITTEN PROPOSAL of FRENCH & PARRELLO ASSOCIATES, P.A., Wall, NJ, as received on December 7, 2009, proposal dated December 4, 2009, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) SERVICES OF BLOCK 43, LOTS 15 (P/O), 17 (P/O), 10-13; BLOCK 47.06, LOT 20.04 (P/O); BLOCK 49, LOTS 4.05 (P/O), 10.01 (P/O), 11.01, 12.01 & 13.01; BLOCK 50, LOTS 9 (P/O), 11.04 (P/O), 13 (P/O), & 20.01 (P/O), UPPER FREEHOLD TWP., NJ, OWNER: PRINCETON NURSERIES, PROJECT: ADDITIONS TO CROSSWICKS CREEK PARK (Ref. #09-41 & PS #80-09), in an Amount Not To Exceed \$2,950.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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22. Resolution ACCEPTING the WRITTEN PROPOSAL of PRINCETON HYDRO, LLC, Ringoes, NJ, as received on December 21, 2009, proposal dated December 18, 2009, for providing PROFESSIONAL SERVICES REQUIRED IN THE SAMPLING, TESTING AND PREPARATION OF REPORTS REQUIRED BY THE NEW JERSEY POLLUTION DISCHARGE ELIMINATION SYSTEM (NJPDES) PERMIT FOR 2010 AT CHARLESTON SPRINGS GOLF COURSE (Ref. #09-70 & PS #04-10), in an Amount Not To Exceed \$4,600.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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23. Resolution ACCEPTING the WRITTEN PROPOSAL of COMPREHENSIVE APPRAISAL CORPORATION, Freehold, NJ, as received on January 4, 2010, proposal dated December 31, 2009, for providing APPRAISAL SERVICES FOR BLOCK 155, LOT 13, TOWNSHIP OF HOWELL, NJ, OWNER: JAC EXCAVATING, INC./CO., PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #09-68 & PS #79-09), in an Amount Not To Exceed \$2,500.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

24. Resolution ACCEPTING the WRITTEN PROPOSAL of CJ GUINEY & ASSOCIATES, Shrewsbury, NJ, as received on January 4, 2010, proposal dated December 30, 2009, for providing APPRAISAL SERVICES FOR BLOCK 155, LOT 13, TOWNSHIP OF HOWELL, NJ, OWNER: JAC EXCAVATING, INC./CO., PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #09-68 & PS #79-09), in an Amount Not To Exceed \$2,998.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

25. Resolution ACCEPTING the WRITTEN PROPOSAL of EMILCOTT ASSOCIATES, INC., Chatham, NJ, as received on January 5, 2010, proposal dated December 29, 2009, for providing QUANTITATIVE RESPIRATORY FITNESS TESTING AND TRAINING SERVICES (PS #05-10), in an Amount Not To Exceed \$4,900.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

26. Resolution AUTHORIZING the SECRETARY-DIRECTOR to prepare a CITATION expressing the BOARD'S APPRECIATION FOR SERVICES to W. TERRANCE NORMAND, County Park Manager, who started work with the Monmouth County Park System on August 20, 1973, and who will RETIRE effective February 1, 2010. (Over 36 Years of Service).

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Food Concessions—Various Areas

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Appraisal Services, Block 165, Lot 10, Middletown Township, Owner: Caliendo, for Additions to the Henry Hudson Trail (Ref. #10-01)

DATES TO REMEMBER:

1. **SATURDAY MORNING, JANUARY 16, 2010** – 8:30 AM—10:30 AM. **Friends of the Park Annual Meeting**, Hominy Hill Golf Course Clubhouse, Mercer Road, Colts Neck, NJ
2. **MONDAY EVENING, JANUARY 25, 2010** - 7 PM. **Regular Board Meeting**. “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
3. **MONDAY EVENING, FEBRUARY 8, 2010** - 7 PM. **Regular Board Meeting**. “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
4. **MONDAY EVENING, FEBRUARY 22, 2010** - 7 PM. **Regular Board Meeting**. “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
5. **SAT., FEBRUARY 28—WEDS., MARCH 3, 2010** – NJRPA 35th Annual Conference & Exhibition. Trump Taj Mahal Hotel. Atlantic City, NJ.
6. **WEDS., JULY 21—SUNDAY, JULY 25, 2010** – 36th Annual Monmouth County Fair. East Freehold Showgrounds.

Statement of Adequate Public Notice – Read by _____

“Statement of Adequate Public Notice of Executive Session Meeting in compliance with the ‘Open Public Meetings Act’, Laws of the State of NJ, Chapter 231, P.L. 1975. Notice of meeting has been posted, and the County Clerk and two (2) newspapers as designated by the Board have been noticed, including date, time and place, as required under the Open Public Meetings Act, Chapter 231, P.L. 1975.”

At _____ PM, the following Resolution was introduced by _____, seconded by _____, to move into EXECUTIVE SESSION for the purpose of discussing PERSONNEL MATTERS:

WHEREAS, the Open Public Meetings Act provides that the Monmouth County Board of Recreation Commissioners may recess into Executive Session pursuant to the Notice as set forth in the Agenda and the Statement of Public Notice as referred to therein for the purposes as set forth therein including the purposes of discussing “personnel matters”; and

WHEREAS, the Board of Recreation Commissioners, pursuant to the Open Public Meetings Act, may recess into Executive Session to discuss matters involving the Attorney/Client Privilege and matters involving negotiations and real estate matters and procedures related thereto as may relate to a Hearing held pursuant to Resolutions as adopted by the Board of Chosen Freeholders and the Board of Recreation Commissioners.

NOW THEREFORE, BE IT RESOLVED that the Monmouth County Board of Recreation Commissioners does hereby recess into Executive Session to discuss the aforementioned subject matters and the Minutes of the same may be disclosed at such time in the future as the Board of Recreation Commissioners may, in its discretion, determine according to law.

Motion to RECONVENE the REGULAR MEETING. (Time: _____ PM)

NOTE: Minutes of the Executive Session to discuss Personnel Matters shall not be made available to the public, as Personnel Matters are confidential.

ITEM(S) FOR BOARD ACTION FOLLOWING THE EXECUTIVE SESSION:

ITEMS FOR THE GOOD OF THE ORDER:

Resolution scheduling an **Executive Session Meeting** to be held during the Board's regularly scheduled meeting of **January 25, 2010**, at **7 PM**, in the **"Beech Room"** of the **Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Road, Lincroft, NJ**, for the purpose of discussing **Land Acquisition Matters**, being **additions to County park lands**, and authorizing the Secretary-Director to post and send notice of said meeting to the County Clerk and two (2) newspapers as designated by the Board.

Motion to ADJOURN the Annual Reorganization Meeting of the Monmouth County Board of Recreation Commissioners. (Time: _____PM)
