

# AGENDA

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING  
MONDAY EVENING, APRIL 10, 2023, AT 7:00 PM  
THOMPSON PARK VISITOR CENTER,  
"BEECH ROOM", 1<sup>ST</sup> FLOOR, 805 NEWMAN SPRINGS RD, LINCROFT, NJ**

- A. Roll Call
- B. Statement of Adequate Public Notice
- Pledge of Allegiance followed by a moment of silence*
- C. Approval of MINUTES—REGULAR MEETING: MONDAY, MARCH 20, 2023  
(Excused: Chairman Mandeville, Commissioner Horsnall)
- D. Approval of MINUTES—EXECUTIVE SESSION – LAND ACQUISITION MATTERS:  
MONDAY, MARCH 20, 2023 (Excused: Chairman Mandeville, Commissioner Horsnall)
- E. Approval of 2022 VOUCHER LIST
- F. Approval of 2023 VOUCHER LIST
- G. BOARD CORRESPONDENCE RECEIVED:
- H. Motion to OPEN the HEARING OF THE PUBLIC.  
*(Presentations are limited to three (3) minutes per person.)*
- I. Motion to CLOSE the HEARING OF THE PUBLIC.
- J. ASSISTANT DIRECTOR'S REPORT:
- VISITOR SERVICES REPORT – Patti Conroy, Supt. of Recreation
- K. COUNTY COMMISSIONER'S REPORT:
- L. CAPITAL PROJECT REVIEW – Andrew J. Spears, Assistant Director

M. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Authorizing the Purchase of Facilities Maintenance and Repair & Operations and Industrial Supplies, from Grainger Industrial Supply, South Plainfield, NJ, Items: Four (4) Acorn stainless steel sinks; as available under NJ State Contract #19-FLEET-00566, for the Period of 10/1/18 through 6/30/23, in the Total Contract Amount of \$17,721.72.
2. Board Action Items #2 – Granting Permission to Special People United to Ride (SPUR) to conduct a Barn Dance at the Thompson Park Activity Barn on Sunday, October 1, 2023, from 1:00 p.m. to 5 p.m., and to host two food trucks in the parking lot nearest the Activity Barn from 11:00 a.m. to 5:30 p.m. (one for food, and one for snacks and ice cream) for the purpose of raising funds for the SPUR Scholarship Program, as per the terms and conditions of the Temporary Use Agreement, and further Authorizing the Chairman and Assistant Director to take all necessary action as may be required by law. **(See Memo)**
3. Board Action Item #3 – Amending Resolution #R-23-3-6=102 to increase the total contract amount from \$137,378.62 to \$137,382.62 due to an error on our part for the Furnishing and Delivery of Seed, Lime, Fertilizer, Chemicals, and Agricultural Supplies (Bid #0033-23), from Seeton Turf Warehouse, LLC, Laurel, NJ, Items: 26, 29, 32, 43, 49, 50, 66, 67, 82, 83, 86, 87, 99, for the Period of 03/06/23 through 12/31/23; for a new amended Total Contract Amount of \$137,382.62
4. Board Action Item #4 - Recommending award of contract to the lowest responsible bidder, as per bid proposal to Northeast Roof Maintenance, Inc., Perth Amboy, NJ, for Roof Replacement of Bldg. #1302 & Bldg. #1312, Hominy Hill Golf Course, Colts Neck, NJ, (Bid #0038-23), Item: Total Base Bid, Items 1-2; in the Total Contract Amount of \$114,450.00. **(See Memo)**
5. Board Action Item #5 - Authorizing the Purchase of Portable Construction Equipment, from Foley, Inc., Piscataway, NJ, Item: Genie 45’ articulating boom lift, dual fuel (gas/propane), standard rough terrain tires; as available under National Co-op Contract, Sourcewell #041719-TER, for the Period of 6/14/19 through 6/17/23, in the Total Contract Amount of \$118,124.66.
6. Board Action Item #6 - Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Freehold, NJ, as received on March 28, 2023, proposal dated March 23, 2023, for Providing Professional Appraisal Services of Block 98, Lot 94, Freehold Township, Improved Property, Owned by: Estate of Doris Tephford, ±1.4 Acres, Project: Additions to Turkey Swamp Park, Interest: Fee Simple (Ref. #23-08 & PS #17-23). in an Amount Not To Exceed \$1,495.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**
7. Board Action Item #7 - Recommend acceptance of the written proposal of Wade Appraisal, LLC, Metuchen, NJ, as received on March 28, 2023, proposal dated March 15, 2023, for Providing Professional Appraisal Services of Block 98, Lot 94, Freehold Township, Improved Property, Owned by: Estate of Doris Tephford, ±1.4 Acres, Project: Additions to Turkey Swamp Park, Interest: Fee Simple

(Ref. #23-08 & PS #17-23). in an Amount Not To Exceed \$1,950.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**

8. Board Action Item #8 - Recommending the Entering Into a Project Agreement with The Friends of the Monmouth County Park System, Inc., for the construction of various features, surfacing, sitework, and landscaping for the proposed Memorial Riverside Seating Area at Swimming River Park, Middletown, NJ, for the enjoyment and benefit of the public as more specifically set forth in the project plans and specifications as may be developed under this agreement.
9. Board Action Item #9 - Authorizing the Assistant Director to prepare a Citation expressing the Board's Appreciation for Services to Francesca Martone, Principal Planner Parks, who started work with the Monmouth County Park System on November 2, 1987, and who will retire effective May 1, 2023, with over thirty-five and one-half (35 1/2) years of service.
10. Board Action Item #10 – Recommend acceptance of the written proposal of French & Parrello Associates, PA, Wall, NJ, as received on March 8, 2023, proposal dated March 8, 2023, for Providing Professional Structural Engineering Services for the Demolition of Building #1215, 20 Atlantic Avenue, Seven Presidents Oceanfront Park, Long Branch, NJ, (Ref. #23-02 & PS #15-23), in an Amount Not To Exceed \$18,383.20, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**
11. Board Action Item #11 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to All County Apparel, LLC, Lodi, NJ, for Furnishing and Delivery of Polo Pique Staff Shirts (Bid #0044-23), Item: 2023 Supply Contract for the Period of 04/10/23 through 12/31/23, with the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2024 & 2025), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$16,000.00. **(See Memo)**
12. Board Action Item #12 – Authorizing the Purchase of Janitorial Services, from Accses NJ, Trenton, NJ, Item: Porter Services for Seven Presidents Oceanfront Park; as available under NJ State Contract #T1480, 77110, for the Period of 7/1/10 through 6/30/23, in the Total Contract Amount of \$19,948.40
13. Board Action Item #13 – Authorizing the Purchase of Park and Playground Equipment, from Ben Shaffer Recreation, Inc., Lake Hopatcong, NJ, Item: Three (3) ADA Series Bleachers for East Freehold Park; as available under NJ State Contract #16-FLEET-00135, T0103, for the Period of 5/31/17 through 5/30/23, in the Total Contract Amount of \$36,270.63.
14. Board Action Item #14 – Recommending award of contract to the highest responsible bidder, as per bid proposal to MFB Processing, Inc., Chicago, IL, for Furnishing of Automated Teller Machine (ATM) Services (Bid #0045-23), Item: Vendor will provide payment on a “per transaction” fee basis as follows: Temporary locations, Monmouth County Fair, Seven Presidents Oceanfront Park & Thompson Park Day; surcharges to be set at \$3.00 with \$.75 per surcharged withdrawal transaction, paid monthly by check with included statement of transactions (Period of Contract 4/10/23 through 12/31/23), with

the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2024 & 2025). (See Memo)

15. Board Action Item #15 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Frank Lurch Demolition Co., LLC, Avon-by-the-Sea, NJ, for Demolition and Site Restoration at Clayton Park, Crosswicks Creek Park, and the Union Transportation Trail (Bid #0032-23), Items: Proposal #1, \$122,400.00; Proposal #2, \$71,350.00; in the Total Contract Amount of \$193,750.00. (See Memo)
16. Board Action Item #16 as Added to the Agenda – Authorizing Change Order #1, in the amount of \$14,044.79, due to model year change, to AT Northern New Jersey, LLC, d/b/a Mid-Atlantic Truck Centre, Linden, NJ, for Purchase of Class 4-8 Chassis with Related Equipment, Item: 2023 HV507 SFA Rollback International Truck, chassis, with options @\$88,472.00, and body, with options @\$48,825.00; as available under NJ State Contract, Sourcewell (NJPA), #060920-NVS, for the Period of 08/01/20 through 08/01/24; as originally awarded by Resolution #R-22-2-22=81 in the Contract Amount of \$137,297.00, for a new Total Change Order #1 Contract Amount of \$151,341.79.
17. Board Action Item #17 as Added to the Agenda - Authorizing the Monmouth County Board of Recreation Commissioners to Enter Into an Agreement with Rutgers University, Piscataway, NJ, for Field Research Projects into Integrated Pest Management of Major Turfgrass Insects at Pine Brook Golf Course, Manalapan, NJ, and Howell Park Golf Course, Howell, NJ, for the Period of April 1, 2023 through April 1, 2025, and further Authorizing the Chairman and Assistant Director to Enter Into said Agreement and to take all necessary action as may be required by law.

**RESOLUTION OF CONSENT:**

At (blank) PM, the following **Resolution of Consent** was offered for adoption by (blank):

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 # \_\_\_\_\_ through # \_\_\_\_\_ for Board Action; and

WHEREAS, the Board has also reviewed \Agenda Items # \_\_\_\_\_, 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 # (blank) through #(blank).

Resolution of Consent seconded by: (blank).

**ITEMS FOR BOARD ACTION:**

1. Resolution **AUTHORIZING the PURCHASE OF FACILITIES MAINTENANCE AND REPAIR & OPERATIONS AND INDUSTRIAL SUPPLIES**, from **GRAINGER INDUSTRIAL SUPPLY**, South Plainfield, NJ, **ITEMS: Four (4) Acorn stainless steel sinks**; as available under NJ State Contract #19-FLEET-00566, for the Period of 10/1/18 through 6/30/23, in the Total Contract Amount of **\$17,721.72**.
2. Resolution **GRANTING PERMISSION TO SPECIAL PEOPLE UNITED TO RIDE (SPUR) to CONDUCT A BARN DANCE AT THE THOMPSON PARK ACTIVITY BARN on SUNDAY, OCTOBER 1, 2023, from 1:00 P.M. to 5 P.M., AND to HOST TWO FOOD TRUCKS** in the parking lot nearest the Activity Barn **from 11:00 A.M. TO 5:30 P.M.** (one for food, and one for snacks and ice cream) for the purpose of **RAISING FUNDS** for the **SPUR SCHOLARSHIP PROGRAM**, as per the terms and conditions of the Temporary Use Agreement, and further **AUTHORIZING the CHAIRMAN and ASSISTANT DIRECTOR** to take all necessary action as may be required by law.
3. Resolution **AMENDING Resolution #R-23-3-6=102 to increase the total contract amount from \$137,378.62 to \$137,382.62** due to an error on our part for the **FURNISHING AND DELIVERY OF SEED, LIME, FERTILIZER, CHEMICALS, AND AGRICULTURAL SUPPLIES (Bid #0033-23)**, from **SEETON TURF WAREHOUSE, LLC**, Mt. Laurel, NJ, **ITEMS: 26, 29, 32, 43, 49, 50, 66, 67, 82, 83, 86, 87, 99**, for the Period of 03/06/23 through 12/31/23; for a **NEW AMENDED TOTAL CONTRACT AMOUNT OF \$137,382.62**.
4. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **NORTHEAST ROOF MAINTENANCE, INC.**, Perth Amboy, NJ, for **ROOF REPLACEMENT OF BLDG. #1302 & BLDG. #1312, HOMINY HILL GOLF COURSE, COLTS NECK, NJ, (Bid #0038-23)**, **ITEM: Total Base Bid, Items 1-2**; in the Total Contract Amount of **\$114,450.00**.
5. Resolution **AUTHORIZING THE PURCHASE OF PORTABLE CONSTRUCTION EQUIPMENT**, from **FOLEY, INC.**, Piscataway, NJ, **ITEM: Genie 45' articulating boom lift, dual fuel (gas/propane), standard rough terrain tires**; as available under National Co-op Contract, Sourcwell #041719-TER, for the Period of 6/14/19 through 6/17/23, in the Total Contract Amount of **\$118,124.66**.
6. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC**, Freehold, NJ, as received on March 28, 2023, proposal dated March 23, 2023, for providing **PROFESSIONAL APPRAISAL SERVICES OF BLOCK 98, LOT 94, FREEHOLD TOWNSHIP, IMPROVED PROPERTY, OWNED BY: ESTATE OF DORIS TEPHFORD, ±1.4 ACRES, PROJECT: ADDITIONS TO TURKEY SWAMP PARK, INTEREST: FEE SIMPLE (Ref. #23-08 & PS #17-23)**, in an Amount Not To Exceed **\$1,495.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
7. Resolution **ACCEPTING the WRITTEN PROPOSAL of WADE APPRAISAL, LLC**, Metuchen, NJ, as received on March 28, 2023, proposal dated March 15, 2023, for

providing **PROFESSIONAL APPRAISAL SERVICES OF BLOCK 98, LOT 94, FREEHOLD TOWNSHIP, IMPROVED PROPERTY, OWNED BY: ESTATE OF DORIS TEPHORD, ±1.4 ACRES, PROJECT: ADDITIONS TO TURKEY SWAMP PARK, INTEREST: FEE SIMPLE (Ref. #23-08 & PS #17-23)**, in an Amount Not To Exceed **\$1,950.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.

8. Resolution **AUTHORIZING the CHAIRMAN and ASSISTANT DIRECTOR to ENTER INTO a PROJECT AGREEMENT with THE FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC., for the CONSTRUCTION OF VARIOUS FEATURES, SURFACING, SITEWORK, AND LANDSCAPING FOR THE PROPOSED MEMORIAL RIVERSIDE SEATING AREA AT SWIMMING RIVER PARK, Middletown, NJ, for the enjoyment and benefit of the public as more specifically set forth in the project plans and specifications as may be developed under this agreement.**
9. Resolution **AUTHORIZING the ASSISTANT DIRECTOR to prepare a CITATION expressing the BOARD'S APPRECIATION FOR SERVICES to FRANCESCA MARTONE, Principal Planner Parks, who started work with the Monmouth County Park System on November 2, 1987, and who will RETIRE effective MAY 1, 2023, with over THIRTY-FIVE AND ONE-HALF (35 ½) YEARS OF SERVICE.**
10. Resolution **ACCEPTING the WRITTEN PROPOSAL OF FRENCH & PARRELLO ASSOCIATES, PA, Wall, NJ, as received on March 8, 2023, proposal dated March 8, 2023, for PROVIDING PROFESSIONAL STRUCTURAL ENGINEERING SERVICES FOR THE DEMOLITION OF BUILDING #1215, 20 ATLANTIC AVENUE, SEVEN PRESIDENTS OCEANFRONT PARK, LONG BRANCH, NJ, (Ref. #23-02 & PS #15-23), in an Amount Not To Exceed \$18,383.20, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.**
11. Resolution **AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to ALL COUNTY APPAREL, LLC, Lodi, NJ, for FURNISHING AND DELIVERY OF POLO PIQUE STAFF SHIRTS (Bid #0044-23), ITEM: 2023 Supply Contract for the Period of 04/10/23 through 12/31/23, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2024 & 2025), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$16,000.00.**
12. Resolution **AUTHORIZING the PURCHASE of JANITORIAL SERVICES, from ACCSES NJ, Trenton, NJ, ITEM: Porter Service for Seven Presidents Oceanfront Park; as available under NJ State Contract #T1480, 77110, for the Period of 7/1/10 through 6/30/23, in the Total Contract Amount of \$19,948.40.**
13. Resolution **AUTHORIZING the PURCHASE of PARK AND PLAYGROUND EQUIPMENT, from BEN SHAFFER RECREATION, INC., Lake Hopatcong, NJ, ITEM: Three (3) ADA Series Bleachers for East Freehold Park; as available under**

NJ State Contract #16-FLEET-00135, T0103, for the Period of 5/31/17 through 5/30/23, in the Total Contract Amount of **\$36,270.63**.

14. Resolution **AWARDING CONTRACT** to the highest responsible bidder, as per bid proposal to **MFB PROCESSING, INC.**, Chicago, IL, for **FURNISHING OF AUTOMATED TELLER MACHINE (ATM) SERVICES (Bid #0045-23)**, Item: Vendor will provide payment on a “per transaction” fee basis as follows: Temporary locations, Monmouth County Fair, Seven Presidents Oceanfront Park & Thompson Park Day; surcharges to be set at \$3.00 with \$.75 per surcharged withdrawal transaction, paid monthly by check with included statement of transactions (Period of Contract 4/10/23 through 12/31/23), with the Board of Recreation Commissioners **RESERVING THE OPTION TO EXTEND THE CONTRACT FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2024 & 2025)**.
15. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **FRANK LURCH DEMOLITION CO., LLC**, Avon-by-the-Sea, NJ, for **DEMOLITION AND SITE RESTORATION AT CLAYTON PARK, CROSSWICKS CREEK PARK, AND THE UNION TRANSPORTATION TRAIL (Bid #0032-23)**, ITEMS: Proposal #1, \$122,400.00, Proposal #2, \$71,350.00; in the Total Contract Amount of **\$193,750.00**.
16. Resolution **Authorizing CHANGE ORDER #1**, in the amount of **\$14,044.79**, due to model year change, to **AT NORTHERN NEW JERSEY, LLC, d/b/a MID-ATLANTIC TRUCK CENTRE**, Linden, NJ, for **PURCHASE OF CLASS 4-8 CHASSIS WITH RELATED EQUIPMENT**, Item: 2023 HV507 SFA Rollback International Truck, chassis, with options @\$88,472.00, and body, with options @\$48,825.00; as available under NJ State Contract, Sourcewell (NJPA), #060920-NVS, for the Period of 08/01/20 through 08/01/24; as originally awarded by Resolution #R-22-2-22=81 in the Contract Amount of **\$137,297.00**, for a **NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$151,341.79**.
17. Resolution **AUTHORIZING the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS TO ENTER INTO an AGREEMENT with RUTGERS UNIVERSITY, Piscataway, NJ, for FIELD RESEARCH PROJECTS INTO INTEGRATED PEST MANAGEMENT OF MAJOR TURFGRASS INSECTS AT PINE BROOK GOLF COURSE, MANALAPAN, NJ, AND HOWELL PARK GOLF COURSE, HOWELL, NJ, for the Period of April 1, 2023 through April 1, 2025**, and further **AUTHORIZING the CHAIRMAN and ASSISTANT DIRECTOR to ENTER INTO said AGREEMENT and to take all necessary action as may be required by law**.

**MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:**

1. Mobile Application for the Purchase and Verification of Electronic Park Access and Parking Passes

**MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:**

1. Appraisal Services, Block 907, Lot 12, Wall Township, ±9.1 Acres, Unimproved Property Owned by Eric Smith, for Additions to Shark River Park (Ref. #23-11) (*FAIR & OPEN—OVER \$17,500.00*)

### **EXECUTIVE SESSION**

Motion for Resolution to move into Executive Session for:

1. Personnel Matters – N.J.S.A. 10:4-12(b)(8)
2. Potential Property Acquisitions or Sales – N.J.S.A. 10:4-12-(b)(5):
  - Additions to Charleston Springs Golf Course
  - Discussion – Additions to Henry Hudson Trail
  - Discussion – Additions to Freneau Woods Park

Motion to close Executive Session

Motion to reconvene the Regular Meeting

Motion for a Resolution to take action on the following item(s) discussed in Executive Session

- 1.
- 2.

### **DATES TO REMEMBER:**

1. **SATURDAY, APRIL 15, 2023. 9:00 AM - 2:00 PM. Spring Craft Show.** Fort Monmouth Recreation Center, 2566 Guam Lane, Tinton Falls, NJ..
2. **THURSDAY AFTERNOON, APRIL 20, 2023 – 3:00-5:00 PM. YMCA Bayshore Family Success Center Open House and 10<sup>th</sup> Anniversary Celebration.** Henry Hudson Trail Activity Center, 945 NJ-36, Leonardo, NJ.
3. **MONDAY EVENING, APRIL 24, 2023 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, MAY 8, 2023 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **FRIDAY, MAY 12, 2023 – Time: TBA. Swimming River Park Ribbon Cutting.** Swimming River Park, 483 West Front Street, Red Bank, NJ.
6. **SATURDAY, MAY 13, 2023 – 10 AM – 4 PM. Creative Arts Festival.** Creative Arts Center, Thompson Park, 805 Newman Springs Road, Lincroft, NJ.



7. **SUNDAY, MAY 21, 2023** – 11 AM – 5 PM. **Walnford Day.** Historic Walnford. 82 Walnford Rd., Upper Freehold, NJ.
8. **MONDAY EVENING, MAY 22, 2023** – 7:00 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.

**ITEMS FOR THE GOOD OF THE ORDER:**

Motion to ADJOURN the Regular Meeting of the Monmouth County Board of Recreation Commissioners.