

AGENDA

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING
MONDAY EVENING, APRIL 19, 2021, AT 7:30 PM
REMOTE TELECONFERENCE FROM THOMPSON PARK VISITOR CENTER,
"BEECH ROOM", 1ST 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, APRIL 5, 2021
(Excused: Commissioner Zelina)

- D. Approval of EXECUTIVE SESSION MINUTES: ATTORNEY CLIENT PRIVILEGE INFORMATION, MONDAY, APRIL 5, 2021
(Excused: Commissioner Zelina)

- E. Approval of EXECUTIVE SESSION MINUTES: LAND ACQUISITION MATTERS, MONDAY, APRIL 5, 2021
(Excused: Commissioner Zelina)

- F. Approval of 2020 VOUCHER LIST

- G. Approval of 2021 VOUCHER LIST

- H. BOARD CORRESPONDENCE RECEIVED:

- I. Motion to OPEN the HEARING OF THE PUBLIC.
(Presentations are limited to three (3) minutes per person.)

- J. Motion to CLOSE the HEARING OF THE PUBLIC.

- K. SECRETARY—DIRECTOR'S REPORT:
 - 1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF MARCH
3. ATTENDANCE REPORT—MONTH OF MARCH
4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—MARCH 2021
(Dated: 4/12/2021)
5. MCPS TRAINING REQUESTS AS OF APRIL 12, 2021
6. MCBRC 2021 PURCHASING PERFORMANCE REPORT — 1ST QUARTER:
JANUARY 1, 2021 – MARCH 31, 2021 (Report Date: April 12, 2021)
7. MCPS WEBSITE TRAFFIC REPORT—MARCH COMPARISON BY YEARS
2016 - 2021
8. PRESENTATIONS:
 - Gail Hunton, Chief of Acquisition & Design, will give an “Update on Park Improvement Projects”; and
 - Andrew R. Coeyman, Supv./Land Preservation Services, will give an “Update on Land Acquisition Program”

L. COUNTY COMMISSIONER’S REPORT:

M. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Authorizing Contract Amendment #1, in the Aggregate Amount of \$30,000.00 for additional title searches and title insurance, to the following two (2) vendors, being an established pool of title companies for Providing Title Searches and Title Insurance on Various Land Preservation Projects for the Period of January 1, 2019 through December 31, 2021 (36 months) (Ref. #18-60 & PS #50-18); as originally awarded by Resolution #R-19-1-7=29, in the Estimated Aggregate Contract Amount of \$100,000.00, for a new Estimated Aggregate Contract Amount of \$130,000.00, and further Authorizing the Secretary-Director to send Notice of Contract Amendment to The Star Ledger, a newspaper circulated in the County of Monmouth, as required by law, within twenty (20) days of its passage. **(See Memo)**
 1. Attorneys Land Title Agencies, Inc., 222 Highway 35, P.O. Box 4142,

2. Trident Abstract Title Agency, LLC, 1340A Campus Parkway, Wall, NJ 07753

2. Board Action Item #2 – Recommending acceptance of the written proposal of Comprehensive Appraisal Corp., Freehold, NJ, as received on April 6, 2021, proposal dated April 5, 2021, for Providing Professional Appraisal Services of Block 20, Lot 20, Upper Freehold Township, New Jersey, Improved Property, Owned by Bernard Massabrook, ±1.44 Acres, Project: Additions to Clayton Park, Interest: Fee Simple (Ref. #21-16 & PS #25-21), in an Amount Not To Exceed \$1,330.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate. **(See Memo)**

3. Board Action Item #3 – Recommending acceptance of the written proposal of Sterling, DiSanto & Associates, LLC, Somerville, NJ, as received on April 6, 2021 proposal dated March 31, 2021, for Providing Professional Appraisal Services of Block 20, Lot 20, Upper Freehold Township, New Jersey, Improved Property, Owned by Bernard Massabrook, ±1.44 Acres, Project: Additions to Clayton Park, Interest: Fee Simple (Ref. #21-16 & PS #25-21), in an Amount Not To Exceed \$2,100.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate. **(See Memo)**

4. Board Action Item #4 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to ePact Network, Ltd., North Vancouver, BC, for Furnishing and Maintaining an On-Line Medical and Health Database and Contactless Health Screening for Camp Participants and Families (Bid #0021-21), Items: 1-6 for the Period of 04/19/21 through 09/01/21 @\$19,392.50, with the Board of Recreation Commissioners reserving the option to extend the contract for Items 1, 2, 4, 5,& 6 @\$17,992.50 for two (2) additional one (1) year periods (2022 & 2023); in the Total Contract Amount of \$19,392.50. **(See Memo)**

5. Board Action Item #5 – Rescinding professional service contract awarded by Resolution #R-21-4-5=129, to Tom Rodriguez Associates, Stockton, NJ, for Providing Professional Appraisal Services of Block 109, Lot 26, Township of Howell, New Jersey, Improved Property, Owned by Miller, ±1.55 Acres, Project: Additions to Metedeconk River Greenway, Interest: Fee Simple (Ref. #21-11 & PS #23-21), in the Contract Amount Not To Exceed \$1,340.00 as vendor withdrew their bid.

6. Board Action Item #6 – Recommending acceptance of the written proposal of Comprehensive Appraisal Corp., Freehold, NJ, as received on March 25, 2021 proposal dated March 22, 2021, for Providing Professional Appraisal Services of Block 109, Lot 26, Township of Howell, New Jersey, Improved Property, Owned by Miller, ±1.55 Acres, Project: Additions to Metedeconk River Greenway, Interest: Fee Simple, (Ref. #21-11& PS #23-21), in an Amount Not To Exceed \$1,375.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate. **(See Memo)**

7. Board Action Item #7 – Recommending to the Monmouth County Board of County Commissioners the termination of the Temporary Agricultural Use and Occupancy Agreement with J. L. Farms, Inc., Cream Ridge, NJ, for the Agricultural Use of Monmouth County Board of Recreation Commissioners’ Land for the Years 2019-2020-2021-2022-2023 Crosswicks Creek Greenway, being the Monmouth County Board of Recreation Commissioners (Bid #0056-18), Item: Proposal #3, Crosswicks Creek Greenway—Middle Reach & Upper Reach, for a Total Five (5) Year Contract. J. L. Farms, Inc., is in default of its contract for the years 2021, 2022, and 2023 due to the passing of Mr. Joseph Lenhardt in December, 2020, and further authorizing the Secretary-Director to advertise for the remaining years of 2021, 2022, and 2023. **(See Memo)**
8. Board Action Item #8 – Authorizing a Temporary Right-of-Entry Agreement between the Monmouth County Board of Recreation Commissioners and Robert Halas, Union Beach, NJ, granting permission to cross over Monmouth County Park System property, adjacent to the Henry Hudson Trail also known as Block 130, Lot 21, Keyport Borough, NJ, to his property, also known as Block 130, Lot 24, Keyport Borough, NJ, for delivery of a dumpster beginning April 20, 2021 and concluding no later than August 1, 2021. **(See Memo)**
9. Board Action Item #9 – Recommending Adoption of Fort Monmouth Recreation Area Fees and Charges, as proposed, to take effect upon adoption. **(See Memo)**
10. The Status of Park Improvement Projects has no changes from the previously distributed copy dated March 16, 2021.

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 #1 through #9 for Board Action; 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 CONTRACT AMENDMENT #1**, in the Aggregate Amount of **\$30,000.00** for additional title searches and title insurance, to the following two (2) vendors, being an established pool of title companies for **PROVIDING TITLE SEARCHES AND**

TITLE INSURANCE ON VARIOUS LAND PRESERVATION PROJECTS FOR THE PERIOD OF JANUARY 1, 2019 THROUGH DECEMBER 31, 2021 (36 MONTHS) (Ref. #18-60 & PS #50-18); as originally awarded by Resolution #R-19-1-7=29, in the Estimated Aggregate Contract Amount of **\$100,000.00**, for a new **ESTIMATED AGGREGATE CONTRACT AMOUNT OF \$130,000.00**, and further **AUTHORIZING** the **SECRETARY-DIRECTOR** to **SEND NOTICE** of Contract Amendment to The Star Ledger, a newspaper circulated in the County of Monmouth, as required by law, within twenty (20) days of its passage. (See Memo)

1. **ATTORNEYS LAND TITLE AGENCIES, INC.**, 222 Highway 35,
P.O. Box 4142, Middletown, NJ 07748
2. **TRIDENT ABSTRACT TITLE AGENCY, LLC**, 1340A Campus Parkway,
Wall, NJ 07753
2. Resolution **ACCEPTING** the **WRITTEN PROPOSAL** of **COMPREHENSIVE APPRAISAL CORP.**, Freehold, NJ, as received on April 6, 2021, proposal dated April 5, 2021, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 20, LOT 20, UPPER FREEHOLD TOWNSHIP, NEW JERSEY, IMPROVED PROPERTY, OWNED BY BERNARD MASSABROOK, ±1.44 ACRES, PROJECT: ADDITIONS TO CLAYTON PARK, INTEREST: FEE SIMPLE (Ref. #21-16 & PS #25-21)**, in an Amount Not To Exceed **\$1,330.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
3. Resolution **ACCEPTING** the **WRITTEN PROPOSAL** of **STERLING, DISANTO & ASSOCIATES, LLC**, Somerville, NJ, as received on April 6, 2021, proposal dated March 31, 2021, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 20, LOT 20, UPPER FREEHOLD TOWNSHIP, NEW JERSEY, IMPROVED PROPERTY, OWNED BY BERNARD MASSABROOK, ±1.44 ACRES, PROJECT: ADDITIONS TO CLAYTON PARK, INTEREST: FEE SIMPLE (Ref. #21-16 & PS #25-21)**, in an Amount Not To Exceed **\$2,100.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
4. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **ePACT NETWORK, LTD.**, North Vancouver, BC, for **FURNISHING AND MAINTAINING AN ON-LINE MEDICAL AND HEALTH DATABASE AND CONTACTLESS HEALTH SCREENING FOR CAMP PARTICIPANTS AND FAMILIES (Bid #0021-21)**, ITEMS: 1-6 for the Period of 04/19/21 through 09/01/21 @\$19,392.50, with the Board of Recreation Commissioners reserving the **OPTION TO EXTEND THE CONTRACT** for Items 1, 2, 4, 5, & 6 @\$17,992.50 for **TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2022 & 2023)**; in the Total Contract Amount of **\$19,392.50**.
5. Resolution **RESCINDING** professional service contract awarded by Resolution #R-21-4-5=129, to **TOM RODRIGUEZ ASSOCIATES**, Stockton, NJ, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 109, LOT 26, TOWNSHIP OF HOWELL, NEW JERSEY, IMPROVED PROPERTY, OWNED BY MILLER, ±1.55 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE**

SIMPLE (Ref. #21-11 & PS #23-21), in the Contract Amount Not To Exceed \$1,340.00 as vendor withdrew their bid.

6. Resolution **ACCEPTING the WRITTEN PROPOSAL of COMPREHENSIVE APPRAISAL CORP.**, Freehold, NJ, as received on March 25, 2021, proposal dated March 22, 2021, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 109, LOT 26, TOWNSHIP OF HOWELL, NEW JERSEY, IMPROVED PROPERTY, OWNED BY MILLER, ±1.55 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #21-11 & PS #23-21)**, in an Amount Not To Exceed **\$1,375.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

7. Resolution **RECOMMENDING to the MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS the TERMINATION of the TEMPORARY AGRICULTURAL USE AND OCCUPANCY AGREEMENT with J. L. FARMS, INC., Cream Ridge, NJ, for the AGRICULTURAL USE OF MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' LAND FOR THE YEARS 2019-2020-2021-2022-2023 CROSSWICKS CREEK GREENWAY, BEING THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS (Bid #0056-18), ITEM: Proposal #3, Crosswicks Creek Greenway—Middle Reach & Upper Reach, for a Total Five (5) Year Contract. J.L. Farms, Inc., is in default of its contract for the years 2021, 2022, and 2023 due to the passing of Mr. Joseph Lenhardt in December, 2020, and further authorizing the Secretary-Director to advertise for the remaining years of 2021, 2022, and 2023.**

8. Resolution **AUTHORIZING a TEMPORARY RIGHT-OF-ENTRY AGREEMENT** between the **MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS** and **ROBERT HALAS**, Union Beach, NJ, granting permission to cross over Monmouth County Park System property, adjacent to the Henry Hudson Trail also known as Block 130, Lot 21, Keyport Borough, NJ, to his property, also known as Block 130, Lot 24, Keyport Borough, NJ, for delivery of a dumpster **beginning April 20, 2021 and concluding no later than August 1, 2021.**

9. Resolution **ADOPTING FORT MONMOUTH RECREATION AREA FEES AND CHARGES**, to take effect upon adoption.

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Demolition and Site Restoration at Bldg. #1181, Residence at Portland Place and Bldg. #227, Holmdel Park Activity Center

2. Specifications for the Furnishing of Mobile Food Concession Service at Dorbrook Recreation Area to the Monmouth County Board of Recreation Commissioners, Lincroft, New Jersey 07738

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Environmental Services, Block 68, Lot 1, Howell Township, \pm 2.52 Acres, Improved Property, Owned by Carol and Douglas Mology, for Additions to Howell Park Golf Course (Ref. #21-26) (*FAIR & OPEN (OVER \$17,500)*)
2. Survey Services, Block 68, Lot 1, Howell Township, \pm 2.52 Acres, Improved Property, Owned by Carol and Douglas Mology, for Additions to Howell Park Golf Course (Ref. #21-27) (*FAIR & OPEN (OVER \$17,500)*)

DATES TO REMEMBER:

1. **MONDAY EVENING, MAY 10, 2021** – 7:00 PM. **Regular Board Meeting.** Remote teleconference.
2. **MONDAY EVENING, MAY 24, 2021** – 7:00 PM. **Regular Board Meeting.** Remote teleconference.
3. **MONDAY EVENING, JUNE 7, 2021** – 7:00 PM. **Regular Board Meeting.** Remote teleconference.
4. **MONDAY EVENING, JUNE 21, 2021** – 7:00 PM. **Regular Board Meeting.** Remote teleconference.

ITEMS FOR THE GOOD OF THE ORDER:

Resolution scheduling an **Executive Session Meeting** to be held during the Board's regularly scheduled meeting of **May 10, 2021**, at **7 PM**, by **remote teleconference**, for the purpose of discussing **Personnel Matters, Land Acquisition Matters, being additions to county park lands**; and **Attorney Client Privilege Information**, 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, as required under the Open Public Meetings Act, Chapter 231, P.L. 1975.

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