

# AGENDA

Tentative: 04/23/25

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING  
MONDAY EVENING, APRIL 28, 2025, 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: APRIL 7, 2025  
(Excused: Chairman Mandeville)
- D. Approval of MINUTES - EXECUTIVE SESSION – LAND ACQUISITION MATTERS:  
APRIL 7, 2025 (Excused: Chairman Mandeville)
- E. Approval of 2024 VOUCHER LIST (dated 3/27/25)
- F. Approval of 2025 VOUCHER LIST (dated 3/27/25)
- G. Approval of 2024 VOUCHER LIST (dated 4/22/25)
- H. Approval of 2025 VOUCHER LIST (dated 4/22/25)
- I. BOARD CORRESPONDENCE RECEIVED:
- J. Motion to OPEN the HEARING OF THE PUBLIC.  
*(Presentations are limited to three (3) minutes per person.)*
- K. Motion to CLOSE the HEARING OF THE PUBLIC.
- L. 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 (Dated: 4/22/2025)
  - 5. MCPS TRAINING REQUESTS AS OF MARCH 17, 2025
  - 6. MCBRC 2025 FIRST QUARTER PURCHASING PERFORMANCE REPORT:  
JANUARY 1, 2025 – MARCH 31, 2025 (Report Dated: 4/17/25)

7. MCPS WEBSITE TRAFFIC REPORT — MARCH COMPARISON BY YEARS  
2020 – 2025

M. COUNTY COMMISSIONER’S REPORT:

N. PRESENTATION:

- Lorrie Funtleyder, Boundless Adventures,  
Aerial Adventure Park Proposal

O. CAPITAL PROJECT REVIEW – Andrew J. Spears, Director

P. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Recommend Authorization of the Purchase of HVAC Services - Time & Materials from Automated Building Controls, Inc., Neptune, NJ, Items: Replace three (3) split AC units at Thompson Park Headquarters Building; as available under the Bergen County Co-op (BC-Bid-24-55, CK04), for the Period of 10/1/24 through 9/30/25, in the Total Contract Amount of \$41,000.00.
2. Board Action Item #2 – Authorizing the Director to prepare a Citation expressing the Board’s Appreciation for Services to Patrick Vivalo, Senior Golf Ranger, who started work with the Monmouth County Park System on January 31, 2011, and who will retire effective May 1, 2025, with over fourteen (14) years of service.
3. Board Action Item #3 – Recommend Authorization of the Purchase of HVAC Services - Time & Materials from Automated Building Controls, Inc., Neptune, NJ, Item: Supply and Install New Chiller for Fort Monmouth Recreation Center; as available under the Bergen County Co-op (BC-Bid-24-55, CK04), for the Period of 10/1/24 through 9/30/25, in the Total Contract Amount of \$74,096.55.
4. Board Action Item #4 – Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Tinton Falls, NJ, as received on April 10, 2025, proposal dated April 8, 2025, for Providing Professional Appraisal Services of Block 177, Lots 123 (P/O) & 123.01, Howell Township, Unimproved Property, Owned by: C. W. Nelson Realty, LLC, ±11.01 Acres, Project: Additions to Yellow Brook Tract, Interest: Fee Simple (Ref. #25-17 & PS #29-25), in an Amount Not To Exceed \$1,895.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(see Memo)**
5. Board Action Item #5 – Recommend acceptance of the written proposal of Wade Appraisal, LLC, Metuchen, NJ, as received on April 10, 2025, proposal dated April 2, 2025, for Providing Professional Appraisal Services of Block 177, Lots 123 (P/O) & 123.01, Howell Township, Unimproved Property, Owned by: C. W. Nelson Realty, LLC, ±11.01 Acres, Project: Additions to Yellow Brook Tract, Interest: Fee Simple (Ref. #25-17 & PS #29-25), in an Amount Not To Exceed \$4,000.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(see Memo)**
6. Board Action Item #6 – Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Tinton Falls, NJ, as received on April 10, 2025, proposal dated April 8, 2025, for Providing Professional Appraisal Services of Block 177, Lots 127 & 128,

Howell Township, Improved Property, Owned by: 319 Fairfield, LLC, ±18.79 Acres, Project: Additions to Yellow Brook Tract, Interest: Fee Simple (Ref. #25-16 & PS #30-25), in an Amount Not To Exceed \$1,895.00, 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 Company, LLC, Freehold, NJ, as received on April 10, 2025, proposal dated April 2, 2025, for Providing Professional Appraisal Services of Block 177, Lots 127 & 128, Howell Township, Improved Property, Owned by: 319 Fairfield, LLC, ±18.79 Acres, Project: Additions to Yellow Brook Tract, Interest: Fee Simple (Ref. #25-16 & PS #30-25), 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. (see Memo)
8. Board Action Item #8 – Recommend authorization of Contract Amendment #1, in the Amount of \$0.00, for one (1) additional Lifeguard position to Section 2 of the Occupational Examinations, Screenings, and Tests, to Hackensack Meridian Team Health, P.C. dba Hackensack Meridian Works, Eatontown, NJ, for Providing Medical Services (PS #04-25), (Period of Contract 1/1/25 through 12/31/25); as originally awarded by Resolution #R-24-12-16=491, in the Contract Amount Not To Exceed \$26,000.00, for a new Total Amended Contract Amount of \$26,000.00, as modified by Contract Amendment #1.
9. Board Action Item #9 – Recommending to the Monmouth County Board of County Commissioners that the Board Authorize the Entering Into an Amendment being #17, to the NJ Green Acres Program Project Agreement, Increasing Funding by an additional One Million, Seven-Hundred and Fifty Thousand Dollars (\$1,750,000.00), for a Total Amount of Twenty-Six Million, Three-Hundred and Seven Thousand, Five Hundred Dollars (\$26,307,500.00) to the Planning Incentive Application #1300-92-026, identified in the Monmouth County Park, Recreation and Open Space Plan.
10. Board Action Item #10 – Recommend Authorizing an Amendment to Resolution #R-25-1-13=9 to add Ilona Ingenito's name after William B. Byrtus, Deputy Director, as previously adopted on January 13, 2025, as follows: Authorizing the Director, Andrew J. Spears and Jennifer Kaczala, Qualified Purchasing (Q.P.A.) 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, Good and Supplies, on behalf of the Board, in accordance with adopted Board Policy and the Bid Laws of the State of New Jersey, and Establishing the Board's Threshold in accordance with N.J.S.A. 40A:11-2 at \$44,000.00 and Establishing the Board's Quotation Threshold in accordance with N.J.S.A. 40A:11-6.1 (a) at \$6,600.00, and further Authorizing Michael E. Janoski, Deputy Director, William B. Byrtus, Deputy Director, and Ilona Ingenito to Act in the Absence of the Director or the Purchasing Agent.

Request by Shore Youth Football and Cheer, West Long Branch, NJ, for Permission to use the southeast section of Wolf Hill Recreation Area, Crescent Place, Oceanport Borough, for the period of July 21, 2025 through November 7, 2025, for the sole purpose of practices for cheerleading and football to take place five (5) days a week Monday through Sunday, 5:00 p.m. to 8:00 p.m., and Monday through Thursday, 8:00 a.m. to 10:00 a.m., until completion of the 2025 football season, with the Board charging a facility use fee in the total amount of \$650.00, subject to and in accordance with the provisions contained in the Temporary Use and Occupancy Agreement.

Request by the Atlantic Highlands Sailing Education Program (AHSEP) to operate their seasonal instructional sailing program, from May 1 through October 1 annually from 2025 to 2030, subject to renewal of the agreement after that period, beginning on the effective date of this Agreement, at Popamora Point. Use of the site would be subject to a \$325.00 per week use fee subject to the terms of the Temporary Use and Occupancy Agreement, and further Authorizing the Chairman and Director to Enter Into said Agreement.

**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 # \_\_\_\_\_ through # \_\_\_\_\_ 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 # \_\_\_\_\_ through # \_\_\_\_\_.

Resolution of Consent seconded by:

**ITEMS FOR BOARD ACTION:**

1. Resolution **AUTHORIZING the PURCHASE OF HVAC SERVICES - TIME & MATERIALS** from **AUTOMATED BUILDING CONTROLS, INC.**, Neptune, NJ, ITEMS: Replace three (3) split AC units at Thompson Park Headquarters Building; as available under the Bergen County Co-op (BC-Bid-24-55, CK04), for the Period of 10/1/24 through 9/30/25, in the Total Contract Amount of **\$41,000.00**.
2. Resolution **AUTHORIZING the DIRECTOR to prepare a CITATION** expressing the **BOARD'S APPRECIATION FOR SERVICES to PATRICK VIVALO**, Senior Golf Ranger, who started work with the Monmouth County Park System on January 31, 2011, and who will **RETIRE effective May 1, 2025**, with over fourteen (14) years of service.
3. Resolution **AUTHORIZING the PURCHASE OF HVAC SERVICES - TIME & MATERIALS** from **AUTOMATED BUILDING CONTROLS, INC.**, Neptune, NJ, ITEM: Supply and Install New Chiller for Fort Monmouth Recreation Center; as available under the Bergen County Co-op (BC-Bid-24-55, CK04), for the Period of 10/1/24 through 9/30/25, in the Total Contract Amount of **\$74,096.66**.
4. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC, Tinton Falls, NJ**, as received on April 10, 2025, proposal dated April 8, 2025, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 177, LOTS 123 (P/O) & 123.01, HOWELL TOWNSHIP, UNIMPROVED PROPERTY, OWNED BY: C. W. NELSON REALTY, LLC, ±11.01 ACRES, PROJECT: ADDITIONS TO YELLOW BROOK TRACT, INTEREST: FEE SIMPLE (Ref. #25-17 &**

**PS #29-25**), in an Amount Not To Exceed **\$1,895.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.

5. Resolution **ACCEPTING the WRITTEN PROPOSAL of WADE APPRAISAL, LLC**, Metuchen, NJ, as received on April 10, 2025, proposal dated April 2, 2025, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 177, LOTS 123 (P/O) & 123.01, HOWELL TOWNSHIP, UNIMPROVED PROPERTY, OWNED BY: C. W. NELSON REALTY, LLC, +11.01 ACRES, PROJECT: ADDITIONS TO YELLOW BROOK TRACT, INTEREST: FEE SIMPLE (Ref. #25-17 & PS #29-25)**, in an Amount Not To Exceed **\$4,000.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
6. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC**, Tinton Falls, NJ, as received on April 10, 2025, proposal dated April 8, 2025, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 177, LOTS 127 & 128, HOWELL TOWNSHIP, IMPROVED PROPERTY, OWNED BY: 319 FAIRFIELD, LLC, ±18.79 ACRES, PROJECT: ADDITIONS TO YELLOW BROOK TRACT, INTEREST: FEE SIMPLE (Ref. #25-16 & PS #30-25)**, in an Amount Not To Exceed **\$1,895.00**, 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 COMPANY, LLC**, Tinton Falls, NJ, as received on April 10, 2025, proposal dated April 2, 2025, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 177, LOTS 127 & 128, HOWELL TOWNSHIP, IMPROVED PROPERTY, OWNED BY: 319 FAIRFIELD, LLC, ±18.79 ACRES, PROJECT: ADDITIONS TO YELLOW BROOK TRACT, INTEREST: FEE SIMPLE (Ref. #25-16 & PS #30-25)**, 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.
8. Resolution **Authorizing CONTRACT AMENDMENT #1**, in the Amount of **\$0.00**, for one (1) additional Lifeguard position to Section 2 of the Occupational Examinations, Screenings, and Tests, to **HACKENSACK MERIDIAN TEAM HEALTH, P.C. DBA HACKENSACK MERIDIAN WORKS**, Eatontown, NJ, for **PROVIDING MEDICAL SERVICES (PS #04-25)**, (Period of Contract 1/1/25 through 12/31/25); as originally awarded by Resolution #R-24-12-16=491, in the Contract Amount Not To Exceed **\$26,000.00**, for a new Total Amended Contract Amount of **\$26,000.00**, as modified by Contract Amendment #1.
9. Resolution **RECOMMENDING TO THE MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS that the Board AUTHORIZE THE ENTERING INTO AN AMENDMENT BEING #17, to the NJ GREEN ACRES PROGRAM PROJECT AGREEMENT, INCREASING FUNDING BY AN ADDITIONAL ONE MILLION, SEVEN-HUNDRED AND FIFTY THOUSAND DOLLARS (\$1,750,000.00), FOR A TOTAL AMOUNT OF TWENTY-SIX MILLION, THREE-HUNDRED AND SEVEN THOUSAND, FIVE HUNDRED DOLLARS (\$26,307,500.00)** to the Planning Incentive Application #1300-92-026, identified in the Monmouth County Park, Recreation and Open Space Plan.
10. Resolution **AUTHORIZING an AMENDMENT to Resolution #R-25-1-13=9 to add Iiona Ingenito's name after William B. Byrtus, Deputy Director, as previously adopted on**

**January 13, 2025, as follows: AUTHORIZING the DIRECTOR, ANDREW J. SPEARS and JENNIFER KACZALA, QUALIFIED PURCHASING AGENT (Q.P.A) 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 ESTABLISHING the BOARD’S BID THRESHOLD in accordance with N.J.S.A. 40A:11-2 at \$44,000.00 and ESTABLISHING the BOARD’S QUOTATION THRESHOLD in accordance with N.J.S.A. 40A:11-6.1 (a) at \$6,600.00, and further Authorizing MICHAEL E. JANOSKI, DEPUTY DIRECTOR, WILLIAM B. BYRTUS, DEPUTY DIRECTOR, and ILONA INGENITO to ACT IN THE ABSENCE of the DIRECTOR or the PURCHASING AGENT.**

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

1. Field Habitat Management at Various Monmouth County Parks
2. Furnishing, Delivery, and Installation of a Wide Format Multi-Function Color Printer
3. Window Replacement at Manasquan Reservoir Environmental Center, Howell Twp., New Jersey

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

1. Appraisal Services, Additions to Metedeconk River Greenway (Ref. #25-23)  
*(FAIR & OPEN—UNDER \$17,500.00)*

**EXECUTIVE SESSION**

Motion for a Resolution to move into Executive Session for Potential Property Acquisitions or Sales – N.J.S.A. 10:4-12-(b)(5) for the purpose of discussing the following:

- Discussion: Additions to Manasquan River Greenway  
Additions to Bayshore Recreation Area

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. **MONDAY EVENING, APRIL 28, 2025 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **FRIDAY EVENING, MAY 2, 2025 – 4:00-6:00 PM. Opening Reception of the Historic Racing Stable.** Thompson Park, 805 Newman Springs Road, Lincroft, NJ.

3. **FRIDAY MORNING, MAY 9, 2025 – 10:00 AM.** Ribbon cutting, Braille Trail Opening. Manasquan Reservoir, 311 Windeler Road, Howell Township, NJ.
4. **MONDAY EVENING, MAY 12, 2025 – 7:00 PM.** Regular Board Meeting. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **TUESDAY EVENING, MAY 27, 2025 – 7:00 PM.** Regular Board Meeting. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
6. **MONDAY EVENING, JUNE 9, 2025 – 7:00 PM.** Regular Board Meeting. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
7. **MONDAY EVENING, JUNE 23, 2025 – 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.