

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

**MONMOUTH COUNTY BOARD OF
RECREATION COMMISSIONERS:**

**REGULAR MEETING: MONDAY,
AUGUST 20, 2012– 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 _____

Salute to the flag and the Pledge of Allegiance followed by a moment of silence.

C. Approval of MINUTES—REGULAR MEETING: MONDAY, AUGUST 6, 2012
(Excused: Commissioner Hennessy)

D. Approval of EXECUTIVE SESSION MINUTES: MONDAY, AUGUST 6, 2012
(Excused: Commissioner Hennessy)

E. Approval of 2011 VOUCHER LIST

F. Approval of 2012 VOUCHER LIST

G. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF JULY

3. ATTENDANCE REPORT—MONTH OF JULY

4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—JULY 2012
(8/10/2012)

5. MCPS TRAINING REQUESTS AS OF AUGUST 13, 2012

6. MCPS WEBSITE TRAFFIC REPORT—JULY

H. BOARD CORRESPONDENCE RECEIVED:

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

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

K. PRESENTATION:

1. Springwood Avenue Park,
by Officials from the City of Asbury Park.

L. FREEHOLDER'S REPORT:

M. ITEMS FOR BOARD REVIEW:

1. Citation Expressing the Board's Appreciation for Services to Francine P. Lorelli, Keyboarding Clerk 4 (*Qualified Purchasing Agent and Public Agency Compliance Officer*), who will be Retiring Effective September 1, 2012, with over 17 years of service. (*Board Action Item #1*)
2. Review of Agenda Items for Board Action including Agenda Item #11, and Agenda Items #12 & #13 as added to the Agenda.
 - Board Action Item #11 – Change Order #1 in the amount of minus (-) \$2,467.00 for changes in tents ordered for the 2012 Monmouth County Fair, to American Tent, Frederick, MD, for Rental of Fair Tents (Bid #0053-11).

- Board Action Item #12 – Change Order #1 in the amount of \$4,996.32 to Helios Construction, Inc., Ocean, NJ, for Restoration of the Blacksmith Shop and Tenant House Windows at Historic Longstreet Farm, Holmdel, NJ (Bid #0023-12).
- Board Action Item #13 - Declaring Various Items of Personal Property Surplus to the Needs of the Monmouth County Park System and Recommending to the Monmouth County Board of Chosen Freeholders that said Items be Declared Surplus and Sold at the County’s Public Auction.

3. Status of Funded Projects as of August 14, 2012.

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 #11 for Board Action; and

WHEREAS, the Board also reviewed Agenda Items #12 & #13, 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 AUTHORIZING the SECRETARY-DIRECTOR to prepare a CITATION expressing the BOARD’S APPRECIATION FOR SERVICES to FRANCINE P. LORELLI, Keyboarding Clerk 4 (*Qualified Purchasing Agent and Public Agency Compliance Officer*), who started work with the Monmouth County Park System on April 10, 1995, and who will RETIRE effective September 1, 2012, with over seventeen (17) years of service.

2. Resolution ACCEPTING the WRITTEN PROPOSAL of T & M ASSOCIATES, Middletown, NJ, as received on August 1, 2012, proposal dated July 26, 2012, for providing PROFESSIONAL SURVEYING SERVICES OF BLOCK 94, LOT 14, FREEHOLD TOWNSHIP AND BLOCK 139, LOT 16.01, HOWELL TOWNSHIP, NJ, OWNER: APOSTLE ACRES DEVELOPMENT CO., LLC, ± 20.53 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY (Ref. #12-45 & PS #62-12), in an Amount Not To Exceed \$4,083.00, 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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3. Resolution ACCEPTING the WRITTEN PROPOSAL of GAGLIANO & COMPANY, Shrewsbury, NJ, as received on August 7, 2012, proposal dated July 27, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 109, LOTS 4 AND 4Q, TOWNSHIP OF HOWELL, NJ, OWNER: KLIMEK, ± 6.10 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: 100% FEE SIMPLE (Ref. #12-42 & PS #63-12), in an Amount Not To Exceed \$1,500.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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4. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on August 7, 2012, proposal dated August 1, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 109, LOTS 4 AND 4Q, TOWNSHIP OF HOWELL, NJ, OWNER: KLIMEK, ± 6.10 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: 100% FEE SIMPLE (Ref. #12-42 & PS #63-12), in an Amount Not To Exceed \$1,650.00, 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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5. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on August 7, 2012, proposal dated August 1, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 24, LOTS 13Q, 13.01 & 13.01Q, TOWNSHIP OF UPPER FREEHOLD, NJ, OWNER: HELLEKSON, ± 20.06 ACRES, IMPROVED PROPERTY (SOME FARM BUILDINGS), PROJECT: ADDITIONS TO CROSSWICKS CREEK GREENWAY, INTEREST: FEE SIMPLE (Ref. #12-48 & PS #64-12), in an Amount Not To Exceed \$1,750.00, 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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6. Resolution ACCEPTING the WRITTEN PROPOSAL of JOHNSON REALTY SERVICES, LLC, Wall, NJ, as received on August 7, 2012, proposal dated August 1, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 24, LOTS 13Q, 13.01 & 13.01Q, TOWNSHIP OF UPPER FREEHOLD, NJ, OWNER: HELLEKSON, ±20.06 ACRES, IMPROVED PROPERTY (SOME FARM BUILDINGS), PROJECT: ADDITIONS TO CROSSWICKS CREEK GREENWAY, INTEREST: FEE SIMPLE (Ref. #12-48 & PS #64-12), in an Amount Not To Exceed \$2,888.00, 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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7. Resolution ACCEPTING the WRITTEN PROPOSAL of TECTONIC ENGINEERING & SURVEYING CONSULTANTS P.C., Saddle Brook, NJ, as received on August 9, 2012, proposal dated August 7, 2012, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) OF BLOCK 94, LOT 14, FREEHOLD TOWNSHIP AND BLOCK 139, LOT 16.01, HOWELL TOWNSHIP, NJ, OWNER: APOSTLE ACRES DEVELOPMENT CO., LLC ±20.53 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY (Ref. #12-44 & PS #65-12), in an Amount Not To Exceed \$1,400.00, 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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8. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on August 9, 2012, proposal dated August 1, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 4, LOT 4 & LOT 8, TOWNSHIP OF HOWELL, NJ, OWNER: ACKERMAN, ±44.34 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #12-43 & PS #66-12), in an Amount Not To Exceed \$1,650.00, 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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9. Resolution ACCEPTING the WRITTEN PROPOSAL of JOHNSON REALTY SERVICES, LLC, Wall, NJ, as received on August 9, 2012, proposal dated August 1, 2012, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 4, LOT 4 & LOT 8, TOWNSHIP OF HOWELL, NJ, OWNER: ACKERMAN, ±44.34 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #12-43 & PS #66-12), in an Amount Not To Exceed \$3,888.00, 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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10. Resolution Authorizing CHANGE ORDER #1, in the amount of \$1,468.80 for an additional 16.32 tons of hot mix asphalt @\$90.00/ton, to MANZO MAROBA, INC., Matawan, NJ, for 2012 RESURFACING AND REPAIR WORK AT SEVEN PRESIDENTS OCEANFRONT PARK AND THOMPSON PARK (Bid #0027-12), ITEMS: Proposal II, Items #1-7, Thompson Park, Total Base Bid Price; as originally awarded by Resolution #R-12-5-7=202 in the Contract Amount of \$54,782.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$56,250.80.
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11. Resolution Authorizing CHANGE ORDER #1, in the amount of minus (-) \$2,467.00 for changes in tents ordered for the 2012 Monmouth County Fair, to AMERICAN TENT, Frederick, MD, for RENTAL OF FAIR TENTS (Bid #0053-11), as originally awarded by Resolution #R-11-6-6=249 and Extended for an Additional One (1) Year Period (2012), ITEMS: #1-21, Total Lump Sum Amount of \$59,522.00; #22-31 (Optional Unit Prices to be used in determining Prices of Add and Delete Items); for the Period of 07/12/12 through 08/09/12, under the same terms and conditions as per bid specification; as per Resolution #R-11-10-24=374 in the Contract Amount of \$59,522.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$57,055.00.
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12. Resolution Authorizing CHANGE ORDER #1, in the amount of \$4,996.32 for additional timber framing repair (\$1,285.48), perimeter metal weather-stripping on 28 windows (\$3,710.84) and contract extension of 20 days to September 30, 2012, to HELIOS CONSTRUCTION, INC., Ocean, NJ, for RESTORATION OF THE BLACKSMITH SHOP AND TENANT HOUSE WINDOWS AT HISTORIC LONGSTREET FARM, HOLMDEL, NJ (Bid #0023-12), ITEMS: Total Base Bid Price; as originally awarded by Resolution #R-12-4-9=163 in the Contract Amount of \$113,000.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$117,996.32.
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13. Resolution DECLARING VARIOUS ITEMS OF PERSONAL PROPERTY as on file with the Purchasing Agent, SURPLUS TO THE NEEDS of the MONMOUTH COUNTY PARK SYSTEM, and RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS that said ITEMS be DECLARED SURPLUS and SOLD at the COUNTY'S PUBLIC AUCTION.
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MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

(Note: Items #1 through #53 are 2013 Supply/Service Contracts)

1. Activity Directory: Design
2. Activity Directory: Printing & Mail Preparation
3. Alarm System Testing, Repair & Monitoring
4. Animal Feed & Supplements
5. Auto Body Repair Services
6. Auto Repair Parts & Services
7. Auto Repair Parts & Services - Specialized
8. Building Maintenance Services
9. Bus Transportation - Charter Services
10. Bus Transportation Services
11. Dust Control Soil Stabilization Services
12. Electrical Equipment & Supplies
13. Facilities and Staff for Summer Sports Camps
14. Fair: Amusement Rides & Games
15. Fair: Tent Rentals
16. Garbage Collection, Roll-Off Container & Single Stream Recycling
17. Gas Pump Repair
18. Golf: Aerification Service
19. Golf: Bunker Sand
20. Golf: Cart Repair Parts & Service
21. Golf: GHIN Handicap Service
22. Golf: Irrigation Centralized Control System (software & hardware)
23. Golf: Irrigation System Repair Parts
24. Golf: Irrigation Well & Pumping Equipment Services & Repair Parts
25. Golf: Resale Merchandise
26. Golf: Supplies
27. Goose Control Services
28. Grounds & Turf Equipment Repair Parts & Services
29. Hardware & Industrial Supplies
30. Heating & A/C Maintenance & Repair Parts & Service
31. Janitorial Supplies
32. Masonry Services
33. Medical Services
34. Plumbing & Heating Repair Equipment & Supplies
35. Portable Toilet Rental Services
36. Potable Well Water Monitoring Program
37. Printing: Services (brochures, envelopes, et al)
38. Psychological Consultations
39. Road Maintenance Materials
40. Screen Printed Tee Shirts
41. Seed, Lime, Fertilizer, Chemicals & Agricultural Supplies
42. Septic Tank Pumping & Disposal
43. Sewer Line Cleaning
44. Tree Trimming Services
45. Trophies & Awards

(Continued)

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

(As Continued)

46. Uniforms: Boots
 47. Uniforms: Items & Accessories
 48. Uniforms: Lifeguard
 49. Uniforms: Polo Pique Staff Shirts
 50. Uniforms: Work Uniform Items
 51. Vending Machine Services
 52. Veterinary Services
 53. Wooden, Metal, Fiberglass Overhead & Metal Rolling Doors
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MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

DATES TO REMEMBER:

1. **TUESDAY EVENING, SEPTEMBER 11, 2012** – 7 PM. **Monmouth County’s 9/11 Memorial Ceremony.** Mt. Mitchill Scenic Overlook, 460 Ocean Boulevard, Atlantic Highlands, NJ.
2. **MONDAY EVENING, SEPTEMBER 17, 2012** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **WEDNESDAY, SEPTEMBER 19, 2012** - 5:30 PM – 7:30 PM. **Employee Awards**, by Invitation, as Hosted by the Friends of the Parks. Thompson Park Activity Barn, 805 Newman Springs Road, Lincroft, NJ. RSVP by September 7th to MCPS Human Resources 732/842-4000, Ext. 4213 or by email: jbezio@monmouthcountyparks.com
4. **“TUESDAY EVENING”, OCTOBER 9, 2012** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **SAT.-WEDS., OCTOBER 13-17, 2012** – **5-Day On-Line Fall 2012 Monmouth County Auction**, with Items beginning to close in one minute increments on October 17th, at 6 PM. Inspection and preview of items will be available on October 15th & 16th, from 8 AM – 3 PM, at the Monmouth County Fleet Services Division storage area located at 250 Center Street, Freehold, NJ. The Chief Auctioneer will be Stephen J. Miranti, Auction Liquidation Services, Eatontown, NJ <http://www.auctionlistservices.com>
6. **TUESDAY-THURSDAY, OCTOBER 16-18, 2012** – NRPA Congress and Exposition. Anaheim Convention Center. Anaheim, CA.
7. **MONDAY EVENING, OCTOBER 22, 2012** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.

8. **MONDAY EVENING, NOVEMBER 5, 2012** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
9. **MONDAY EVENING, NOVEMBER 19, 2012** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.

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 adopted by the Commission at their regular meeting of August 6, 2012, 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, and LAND ACQUISITION MATTERS, being additions to county park lands; and:

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 land acquisition 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 Land Acquisition Matters being additions to county park lands, will be available to the Public in ninety (90) days or upon completion of acquisition or potential litigation. The 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 **September 17, 2012**, 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 **Personnel Matters, Land Acquisition Matters, being additions to county park lands; and Potential Litigation**, 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 Regular Meeting of the Monmouth County Board of Recreation Commissioners.
(Time: _____PM)
