

AGENDA

Tentative: 01/17/24

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING
MONDAY EVENING, JANUARY 22, 2024, AT 7:00 PM
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—ANNUAL FIRST REGULAR MEETING: MONDAY, JANUARY 8, 2024 (Excused: Vice Chairman Fiore and Commissioner Horsnall)

- D. Approval of MINUTES - EXECUTIVE SESSION – PERSONNEL MATTERS: MONDAY, JANUARY 8, 2024 (Excused: Vice Chairman Fiore and Commissioner Horsnall)

- E. Approval of MINUTES - EXECUTIVE SESSION – LAND ACQUISITION MATTERS: MONDAY, JANUARY 8, 2024 (Excused: Vice Chairman Fiore and Commissioner Horsnall)

- F. Approval of 2023 VOUCHER LIST

- G. Approval of 2024 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. DIRECTOR'S REPORT:
 - 1. BUDGET REPORTS

 - 2. ATTENDANCE REPORT—MONTH OF DECEMBER

3. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—
DECEMBER (Dated: 1/16/2024)
 4. MCPS TRAINING REQUESTS AS OF JANUARY 16, 2024
 5. MCPS WEBSITE TRAFFIC REPORT DECEMBER COMPARISON BY YEARS –
2018 – 2023
 6. MCPS WEBSITE TRAFFIC REPORT FOR JANUARY — DECEMBER 2023
- L. COUNTY COMMISSIONER’S REPORT:
- M. CAPITAL PROJECT REVIEW – Andrew J. Spears, Director
- N. ITEMS FOR BOARD REVIEW:
1. Board Action Item #1 – Adopting Supplemental Rules and Regulations Governing Public Deer Hunting on Lands Managed by the Monmouth County Park System, and further Authorizing the Director to post and publish Notice of Adoption.
 2. Board Action Item #2 – Authorizing the Director to prepare a Citation expressing the Board’s Appreciation for Services to Frank H. Mead, Carpenter, who started work with the Monmouth County Park System on February 20, 2007, and who will retire effective February 1, 2024, with over sixteen (16) years of service.
 3. Board Action Item #3 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Higgins Grounds Maintenance, LLC, Freehold, NJ, for Invasive Species Management at Big Brook Park (Bid #0078-23), Item: Total Base Bid Price, Items 1-3 inclusive; in the Total Contract Amount of \$23,062.50. **(See Memo)**
 4. Board Action Item #4 – Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for Providing Professional Appraisal Services of Block 42, Lot 12, Township of Freehold, Vacant Property, Owned by: BG Invest, +4.26 Acres, Project: Additions to Baysholm Tract, Interest: Fee Simple (Ref. #23-75 & PS #83-23), in an Amount Not To Exceed \$1,845.00, 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 Comprehensive Appraisal Corporation, Freehold, NJ, as received on December 27, 2023, proposal dated December 27, 2023, for Providing Professional Appraisal Services of Block 42, Lot 12, Township of Freehold, Vacant Property, Owned by: BG Invest, +4.26 Acres, Project: Additions to Baysholm Tract, Interest: Fee Simple (Ref. #23-75 & PS #83-23), in an Amount Not To Exceed \$1,999.00, 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, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for Providing Professional Appraisal Services of Block 43, Lots 37 & 38, Township of Freehold, Improved Property, Owned by: 170 Center Street, ±5.87 Acres, Project: Additions to East Freehold Showgrounds, Interest: Fee Simple (Ref. #23-76 & PS #84-23), in an Amount Not To Exceed \$2,395.00. **(See Memo)**
7. Board Action Item #7 – Recommend acceptance of the written proposal of Patjo Appraisal Services, Inc., Kendall Park, NJ, as received on December 27, 2023, proposal dated December 22, 2023, for Providing Professional Appraisal Services of Block 43, Lots 37 & 38, Township of Freehold, Improved Property, Owned by: 170 Center Street, ±5.87 Acres, Project: Additions to East Freehold Showgrounds, Interest: Fee Simple (Ref. #23-76 & PS #84-23), in an Amount Not To Exceed \$2,900.00. **(See Memo)**
8. Board Action Item #8 – Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for Providing Professional Appraisal Services of Block 156, Lot 24, Township of Howell, Improved Property, Owned by: Silver, ±4.94 Acres, Project: Additions to Manasquan River Greenway, Interest: Fee Simple (Ref. #23-77 & PS #85-23), in an Amount Not To Exceed \$1,845.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**
9. Board Action Item #9 –Recommend acceptance of the written proposal of Comprehensive Appraisal Corp., Freehold, NJ, as received on December 27, 2023, proposal dated December 27, 2023, for Providing Professional Appraisal Services of Block 156, Lot 24, Township of Howell, Improved Property, Owned by: Silver, ±4.94 Acres, Project: Additions to Manasquan River Greenway, Interest: Fee Simple (Ref. #23-77 & PS #85-23), in an Amount Not To Exceed \$2,350.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**
10. Board Action Item #10 – Recommend acceptance of the written proposal of Gagliano & Company, Little Silver, NJ, as received on January 9, 2024, proposal dated December 28, 2023, for Providing Professional Appraisal Services of Block 62, Lots 23 & 24, Township of Millstone, Improved Property, Owned by: YMCA of Greater Monmouth County, ±51.732 Acres, Project: Additions to Charleston Springs Golf Course, Interest: Fee Simple (Ref. #23-78 & PS #86-23), in an Amount Not To Exceed \$6,500.00, as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.4, and further authorizing the Director to send notice of contract award 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)**
11. Board Action Item #11 – Recommend acceptance of the written proposal of Integra Realty Resources – Coastal NJ, Toms River, NJ, as received on January 9, 2024, proposal dated January 3, 2024, for Providing Professional Appraisal Services of Block 62, Lots 23 & 24, Township of Millstone, Improved Property, Owned by: YMCA of Greater Monmouth County, ±51.732 Acres, Project: Additions to Charleston Springs Golf Course, Interest: Fee Simple (Ref. #23-78 & PS #86-23), in an Amount Not To

Exceed \$6,500.00, as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.4, and further authorizing the Director to send notice of contract award 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)**

12. Board Action Item 12 – Authorizing Change Order #1, in the amount of \$3,642.33, for additional keys, locks, and related supplies, to Oak Security Group, LLC, Indianapolis, IN, for Purchase of Maintenance, Repair, and Operation, Item: 2023 Supply Contract for keys, locks, and related supplies; as available under the Educational Services Commission of New Jersey (ESCNJ) #65MCESCCPS Cooperative Pricing System Agreement, Bid #ESCNJ 20/21-08, for the Period of 10/24/20 through 10/23/23; as originally awarded by Resolution #R-23-3-6=77 in the Contract Amount of \$45,000.00, for a new Total Change Order #1 Contract Amount of \$48,642.33.

13. Board Action Item 13 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Russell Reid Waste Hauling and Disposal Service Co., Inc., dba Mr. John, Keasbey, NJ, for Furnishing, Delivery, and Servicing of Portable Toilet Rental Services (Bid #0013-24), Items: Proposal #1, \$130,000.00, Proposal #2, \$25,000.00, (Period of Contract: 01/22/24 through 12/31/24), with the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2025 & 2026), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$155,000.00. **(See Memo)**

14. Board Action Items 14 – 18 – Recommend Amending the following Fees & Charges to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024: **(See Memo for Items 14-19)**
 - Bel-Aire Golf Course Fees & Charges
 - Hominy Hill Golf Course Fees & Charges
 - Howell Park Golf Course Fees & Charges
 - Pine Brook Golf Course Fees & Charges
 - Shark River Golf Course Fees & Charges

19. Board Action Item 19 – Recommend Amending Golf Course Outing Program Fees & Charges, to take effect January 22, 2024.

Request received from Brad Bardon, Director, New Jersey State Golf Assoc., Kenilworth, NJ, for the use of Howell Park Golf Course for its' 2024 NJSGA Men's Public Links Qualifier, on Thursday, July 18, 2024. Tournament will be 18-hole stroke-play qualifier for the Championship with approximately 78-84 golfers. Hosting the event would require closing Howell Park Golf Course for the morning. The NJSGA would pay the Park System \$50.00 per golfer, which includes greens fee, range fee, and facility use for hosting the championship.

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 also reviewed Agenda Item _____ s #(s)_____, 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:

ITEMS FOR BOARD ACTION:

1. Resolution **ADOPTING SUPPLEMENTAL RULES AND REGULATIONS GOVERNING PUBLIC DEER HUNTING ON LANDS MANAGED BY THE MONMOUTH COUNTY PARK SYSTEM, and further AUTHORIZING the DIRECTOR to POST & PUBLISH NOTICE OF ADOPTION.**
2. Resolution **AUTHORIZING the DIRECTOR to prepare a CITATION expressing the BOARD'S APPRECIATION FOR SERVICES to FRANK H. MEAD, Carpenter, who started work with the Monmouth County Park System on February 20, 2007, and who will RETIRE effective February 1, 2024, with over sixteen (16) years of service.**
3. Resolution **AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to HIGGINS GROUNDS MAINTENANCE, LLC, Freehold, NJ, for INVASIVE SPECIES MANAGEMENT AT BIG BROOK PARK (Bid #0078-23), ITEM: Total Base Bid Price, Items 1-3 inclusive; in the Total Contract Amount of \$23,062.50.**
4. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 42, LOT 12, TOWNSHIP OF FREEHOLD, VACANT PROPERTY, OWNED BY: BG INVEST, ±4.26 ACRES, PROJECT: ADDITIONS TO BAYSHOLM TRACT, INTEREST: FEE SIMPLE (Ref. #23-75 & PS #83-23), in an Amount Not To Exceed \$1,845.00, 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 COMPREHENSIVE APPRAISAL CORPORATION, Freehold, NJ, as received on December 27, 2023, proposal**

dated December 27, 2023, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 42, LOT 12, TOWNSHIP OF FREEHOLD, VACANT PROPERTY, OWNED BY: BG INVEST, ±4.26 ACRES, PROJECT: ADDITIONS TO BAYSHOLM TRACT, INTEREST: FEE SIMPLE (Ref. #23-75 & PS #83-23)**, in an Amount Not To Exceed **\$1,999.00**, 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**, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 43, LOTS 37 & 38, TOWNSHIP OF FREEHOLD, IMPROVED PROPERTY, OWNED BY: 170 CENTER STREET, ±5.87 ACRES, PROJECT: ADDITIONS TO EAST FREEHOLD SHOWGROUNDS, INTEREST: FEE SIMPLE (Ref. #23-76 & PS #84-23)**, in an Amount Not To Exceed **\$2,395.00**, 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 PATJO APPRAISAL SERVICES, INC.**, Kendall Park, NJ, as received on December 27, 2023, proposal dated December 22, 2023, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 43, LOTS 37 & 38, TOWNSHIP OF FREEHOLD, IMPROVED PROPERTY, OWNED BY: 170 CENTER STREET, ±5.87 ACRES, PROJECT: ADDITIONS TO EAST FREEHOLD SHOWGROUNDS, INTEREST: FEE SIMPLE (Ref. #23-76 & PS #84-23)**, in an Amount Not To Exceed **\$2,900.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
8. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC**, Freehold, NJ, as received on December 27, 2023, proposal dated December 26, 2023, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 156, LOT 24, TOWNSHIP OF HOWELL, IMPROVED PROPERTY, OWNED BY: SILVER, ±4.94 ACRES, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #23-77 & PS #85-23)**, in an Amount Not To Exceed **\$1,845.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
9. Resolution **ACCEPTING the WRITTEN PROPOSAL of COMPREHENSIVE APPRAISAL CORP.**, Freehold, NJ, as received on December 27, 2023, proposal dated December 27, 2023, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 156, LOT 24, TOWNSHIP OF HOWELL, IMPROVED PROPERTY, OWNED BY: SILVER, ±4.94 ACRES, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #23-77 & PS #85-23)**, in an Amount Not To Exceed **\$2,350.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
10. Resolution **ACCEPTING the WRITTEN PROPOSAL of GAGLIANO & COMPANY**, Little Silver, NJ, as received on January 9, 2024, proposal dated December 28, 2023, for

PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 62, LOTS 23 & 24, TOWNSHIP OF MILLSTONE, IMPROVED PROPERTY, OWNED BY: YMCA OF GREATER MONMOUTH COUNTY, ±51.732 ACRES, PROJECT: ADDITIONS TO CHARLESTON SPRINGS GOLF COURSE, INTEREST: FEE SIMPLE (Ref. #23-78 & PS #86-23), in an Amount Not To Exceed **\$6,500.00**, as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.4, and further authorizing the Director to send notice of contract award to The Star Ledger, a newspaper circulated in the County of Monmouth, as required by law, within twenty (20) days of its passage.

11. Resolution **ACCEPTING the WRITTEN PROPOSAL of INTEGRA REALTY RESOURCES – COASTAL NJ**, Toms River, NJ, as received on January 9, 2024, proposal dated January 3, 2024, for **PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 62, LOTS 23 & 24, TOWNSHIP OF MILLSTONE, IMPROVED PROPERTY, OWNED BY: YMCA OF GREATER MONMOUTH COUNTY, ±51.732 ACRES, PROJECT: ADDITIONS TO CHARLESTON SPRINGS GOLF COURSE, INTEREST: FEE SIMPLE (Ref. #23-78 & PS #86-23),** in an Amount Not To Exceed **\$6,500.00**, as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.4, and further authorizing the Director to send notice of contract award to The Star Ledger, a newspaper circulated in the County of Monmouth, as required by law, within twenty (20) days of its passage.
12. Resolution **Authorizing CHANGE ORDER #1**, in the amount of **\$3,642.33**, for additional keys, locks, and related supplies, to **OAK SECURITY GROUP, LLC**, Indianapolis, IN, for **PURCHASE of MAINTENANCE, REPAIR, AND OPERATION, ITEM: 2023 Supply Contract** for keys, locks, and related supplies; as available under the Educational Services Commission of New Jersey (ESCNJ) #65MCESCCPS Cooperative Pricing System Agreement, Bid #ESCNJ 20/21-08, for the Period of 10/24/20 through 10/23/23; as originally awarded by Resolution #R-23-3-6=77 in the Contract Amount of **\$45,000.00**, for a **NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$48,642.33**.
13. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **RUSSELL REID WASTE HAULING AND DISPOSAL SERVICE CO., INC., DBA MR. JOHN, KEASBEY, NJ**, for **FURNISHING, DELIVERY, AND SERVICING OF PORTABLE TOILET RENTAL SERVICES (Bid #0013-24)**, ITEMS: Proposal #1, \$130,000.00, Proposal #2, \$25,000.00, (Period of Contract: 01/22/24 through 12/31/24), with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the CONTRACT for TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2025 & 2026)**, under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of **\$155,000.00**.
14. Resolution **AMENDING BEL-AIRE GOLF COURSE FEES & CHARGES**, to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024.
15. Resolution **AMENDING HOMINY HILL GOLF COURSE FEES & CHARGES**, to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024.

16. Resolution **AMENDING HOWELL PARK GOLF COURSE FEES & CHARGES**, to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024.
17. Resolution **AMENDING PINE BROOK GOLF COURSE FEES & CHARGES**, to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024.
18. Resolution **AMENDING SHARK RIVER GOLF COURSE FEES & CHARGES**, to add a Veteran/Active & Retired Military rate, to take effect January 22, 2024.
19. Resolution **AMENDING GOLF COURSE OUTING PROGRAM FEES & CHARGES**, to take effect January 22, 2024.

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Furnishing and Delivery of Golf Products, Resale Merchandise, and Clothing Supplement #1
2. Furnishing and Delivery of Food Concession at Seven Presidents Oceanfront Park

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Engineering Services, Rehabilitation of Manalapan Brook Pond Dam, Manalapan Township, NJ, *(FAIR & OPEN—OVER \$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:

- Discussion - Port Monmouth School
- Discussion - Addition to Clayton Park
- Discussion – Addition to Huber Woods Park “Red Gables”

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, JANUARY 22, 2024 - 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **MONDAY EVENING, FEBRUARY 5, 2024 - 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **MONDAY EVENING, FEBRUARY 26, 2024 - 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **SUNDAY, MARCH 3, 2024 - 12:30 PM. Volunteer Recognition Reception,** Hominy Hill Golf Center, Mercer Road, Colts Neck, NJ.
5. **MONDAY EVENING, MARCH 11, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
6. **MONDAY EVENING, MARCH 25, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st 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.