

AGENDA
Tentative: 01/19/22

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING
MONDAY EVENING, JANUARY 24, 2022, 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 10, 2022
(Excused: Commissioners Horsnall and Foster)

- D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS: MONDAY, JANUARY 10, 2022
(Excused: Commissioners Horsnall and Foster)

- E. Approval of 2021 VOUCHER LIST

- F. Approval of 2022 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. SECRETARY—DIRECTOR'S REPORT:
 - 1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF DECEMBER
 3. ATTENDANCE REPORT—MONTH OF DECEMBER
 4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—
DECEMBER 2021 (Dated: 1/18/2022)
 5. MCPS TRAINING REQUESTS AS OF JANUARY 18, 2022
 6. MCBRC 2021 PURCHASING PERFORMANCE REPORT—4TH QUARTER:
OCTOBER – DECEMBER (Report Date: January 14, 2022)
 7. MCBRC 2021 ANNUAL PURCHASING PERFORMANCE REPORT (Report Date:
January 18, 2021)
 8. MCPS WEBSITE TRAFFIC REPORT DECEMBER COMPARISON BY YEARS –
2016 – 2021
 9. MCPS WEBSITE TRAFFIC REPORT FOR JANUARY — DECEMBER 2021
 10. MCPS WEBSITE TRAFFIC REPORT—5-YEAR COMPARISON: 2017-2021
- K. COUNTY COMMISSIONER’S REPORT:
- L. PRESENTATION:
1. VISITOR SERVICES REPORT – As Presented by Patti Conroy, Supt. of Recreation
 2. GOLF REPORT – As Presented by Mike Janoski, Co. Park Supt./Golf Operations
 3. PARKS REPORT – As Presented by Tom Fobes, Supt. of Co. Parks/Park Operations
- M. ITEMS FOR BOARD REVIEW:
1. Board Action Item #1 – Authorizing the Secretary-Director to prepare a Citation expressing Board’s appreciation for services to Robert Schneider, Golf Ranger, who started work with the Monmouth County Park System on December 22, 1997, and who will retire effective February 1, 2022, with over twenty-four (24) years of service.

2. Board Action Item #2 – Recommending Authorization to Extend the Contract as per bid proposal, for an additional one (1) year period, as originally awarded by Resolution #R-21-4-19=141, 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, 2, 4, 5 & 6 (Period of Contract 01/20/22-12/31/22), with the Board of Recreation Commissioners reserving the option to extend the contract for an additional one (1) year period (2023), under the same terms and conditions, as per bid specification; in the Total Contract Amount of \$17,992.50.
3. Board Action Item #3 – Rejecting bid proposal of Jersey Printing Associates, Inc., Atlantic Highlands, NJ, for Furnishing and Delivery of Printing Services (Bid #0019-22), as proposals submitted were not signed or filled out with vendor’s information.
4. Board Action Item #4 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Roelynn Litho, Inc., Lakewood, NJ, for Furnishing and Delivery of Printing Services (Bid #0019-22), Items: Proposal 1, Items 1-27 @\$34,000.00, Proposal 4, Item 1, @\$14,000.00, Proposal 5, Items 1-10, @\$10,000.00, Proposal 6, Items 1-10, @\$11,000.00 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of \$69,000.00. **(See Memo)**
5. Board Action Item #5 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Concept Printing, Inc., Riverdale, NJ, for Furnishing and Delivery of Printing Services (Bid #0019-22), Item: Proposal 2, Items 1-18 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of \$4,000.00. **(See Memo)**
6. Board Action Item #6 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to TC Squared, LLC dba Centurion Printing, Kenilworth, NJ, for Furnishing and Delivery of Printing Services (Bid #0019-22), Item: Proposal 3, Items 1-28 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of \$9,000.00. **(See Memo)**
7. Board Action Item #7 – Recommending award of contract to the lowest responsible bidders, as per bid proposals for Furnishing and Delivery of Irrigation System Repair Parts (Bid #0021-22), Item: 2022 Supply Contract (Period of 01/24/22 through 12/31/22), with the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2023 & 2024), under the same terms and conditions, as per bid specification; to the following vendors, in the Estimated Total Aggregate Amount of \$47,300.00:
 1. SiteOne Landscape Supply, 1385 East 36th Street, Cleveland, OH 44114
 2. Storr Tractor Company, 3191 Rte. U.S. 22, Branchburg, NJ 08876
8. Board Action Item #8 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Storr Tractor, Branchburg, NJ, for Furnishing and Delivery of Irrigation & Pumping Equipment Services & Repair Parts (Bid #0020-22), Item: 2022 Supply/Service Contract (Period of 01/24/22 through 12/31/22), with the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2023 & 2024), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$21,000.00.

9. Board Action Item #9 – Recommending acceptance of the written proposal of Mazza Recycling Services, Tinton Falls, NJ, as received on January 11, 2022, proposal dated January 10, 2022, for Furnishing of Debris Material Recycling Services (WC #01-22), in the Estimated Total Contract Amount of \$20,000.00, 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)**
10. Board Action Item #10 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Independence Contracting, LLC, Jackson, NJ, for Vegetation Removal at Deep Cut Gardens (Bid #0046-21), Item: Total Base Bid Price, Items 1-4; in the Total Contract Amount of \$36,000.00. **(See Memo)**
11. Board Action Item #11 – Recommending acceptance of the written proposal of Banc3 Engineering, Inc., Princeton, NJ, as received on December 29, 2021, proposal dated December 27, 2021, for Providing Professional Surveying Services of Block 69, Lot 4, Howell Township, New Jersey, ±19.88 Acres, Owned by TLAC Consulting, LLC (Banwell), Improved Property, Project: Additions to Metedeconk River Greenway (Ref. #21-44 & PS #71-21), in the Total Contract Amount of \$9,290.00, 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)**
12. Board Action Item #12 – Recommending acceptance of the written proposal of Najarian Associates, Eatontown, NJ, as received on December 29, 2021, proposal dated December 27, 2021, for Providing Professional Preliminary Assessment/Site Investigation Services (PASI) of Block 69, Lot 4, Howell Township, New Jersey, ±19.88 Acres, Owned by TLAC Consulting, LLC, Improved Property, Project: Additions to Metedeconk River Greenway (Ref. #21-45 & PS #72-21), in the Total Contract Amount of \$4,655.00, 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)**
13. Board Action Item #13 – Recommending acceptance of the written proposal of Sockler Realty Services Group, Inc., Hightstown, NJ, as received on December 29, 2021, proposal dated December 10, 2021, for Providing Professional Real Estate/Appraisal Services for Relocation Assistance, One (1) Rental Lease Holder, 1,368 sq. ft., ranch style single family home, 2 bed, 1 bath, located at 358 Ford Road, Howell, NJ, Owner: TLAC Consulting, LLC (Banwell), Additions to Metedeconk River Greenway, Block 69, Lot 4, Howell Township (Ref. #21-46 & PS #73-21), in an Amount Not To Exceed \$3,500.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate. **(See Memo)**
14. The Status of Park Improvement Projects has no changes from the previously distributed copy dated October 27, 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 # _____ 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 # (blank) through # (blank).

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 ROBERT SCHNEIDER**, Golf Ranger, who started work with the Monmouth County Park System on December 22, 1997, and who will **RETIRE effective February 1, 2022**, with over twenty-four (24) years of service.

2. Resolution **AUTHORIZING the EXERCISING OF OPTION TO EXTEND CONTRACT**, as per bid proposal, for an **ADDITIONAL ONE (1) YEAR PERIOD**, as originally awarded by Resolution #R-21-4-19=141, 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, 2, 4, 5 & 6 (Period of Contract 01/20/22-12/31/22), with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the CONTRACT** for an **ADDITIONAL ONE (1) YEAR PERIOD (2023)**, under the same terms and conditions, as per bid specification; in the Total Contract Amount of **\$17,992.50**.

3. Resolution **REJECTING** bid proposal of **JERSEY PRINTING ASSOCIATES, INC.**, Atlantic Highlands, NJ, for **FURNISHING AND DELIVERY OF PRINTING SERVICES (Bid #0019-22)**, as proposals submitted were not signed or filled out with vendor's information.

4. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **ROELYNN LITHO, INC.**, Lakewood, NJ, for **FURNISHING AND DELIVERY OF PRINTING SERVICES (Bid #0019-22)**, ITEMS: Proposal 1, Items 1-27 @\$34,000.00, Proposal 4, Item 1, @\$14,000.00, Proposal 5, Items 1-10, @\$10,000.00, Proposal 6, Items 1-10, @\$11,000.00 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of **\$69,000.00**.

5. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **CONCEPT PRINTING, INC.**, Riverdale, NJ, for **FURNISHING AND DELIVERY OF PRINTING SERVICES (Bid #0019-22)**, ITEM: Proposal 2, Items 1-18 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of **\$4,000.00**.

6. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **TC SQUARED, LLC dba CENTURION PRINTING**, Kenilworth, NJ, for **FURNISHING AND DELIVERY OF PRINTING SERVICES (Bid #0019-22)**, ITEM: Proposal 3, Items 1-28 (Period of Contract 01/24/22-12/31/22); in the Estimated Total Contract Amount of **\$9,000.00**.

7. Resolution **AWARDING CONTRACT** to the lowest responsible bidders, as per bid proposals for **FURNISHING AND DELIVERY OF IRRIGATION SYSTEM REPAIR PARTS (Bid #0021-22)**, ITEM: 2022 Supply Contract (Period of 01/24/22 through 12/31/22), with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the CONTRACT for TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2023 & 2024)**, under the same terms and conditions, as per bid specification; to the following vendors, in the Estimated Total Aggregate Amount of **\$47,300.00**:
 1. SiteOne Landscape Supply, 1385 East 36th Street, Cleveland, OH 44114
 2. Storr Tractor Company, 3191 Rte. U.S. 22, Branchburg, NJ 08876

8. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **STORR TRACTOR COMPANY**, Branchburg, NJ, for **FURNISHING AND DELIVERY OF IRRIGATION & PUMPING EQUIPMENT SERVICES & REPAIR PARTS (Bid #0020-22)**, ITEM: 2022 Supply/Service Contract (Period of 01/24/22 through 12/31/22), with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the CONTRACT for TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2023 & 2024)**, under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of **\$21,000.00**.

9. Resolution **ACCEPTING the WRITTEN PROPOSAL of MAZZA RECYCLING SERVICES**, Tinton Falls, NJ, as received on January 11, 2022, proposal dated January 10, 2022, for **FURNISHING OF DEBRIS MATERIAL RECYCLING SERVICES (WC #01-22)**, in the Estimated Total Contract Amount of **\$20,000.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

10. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **INDEPENDENCE CONTRACTING, LLC**, Jackson, NJ, for **VEGETATION REMOVAL AT DEEP CUT GARDENS (Bid #0046-21)**, ITEM: Total Base Bid Price, Items 1-4; in the Estimated Total Contract Amount of **\$36,000.00**.

11. Resolution **ACCEPTING the WRITTEN PROPOSAL of BANC3 ENGINEERING, INC.**, Princeton, NJ, as received on December 29, 2021, proposal dated December 27, 2021, for **PROVIDING PROFESSIONAL SURVEYING SERVICES OF BLOCK 69, LOT 4, HOWELL TOWNSHIP, NEW JERSEY, ±19.88 ACRES, OWNED BY TLAC CONSULTING, LLC, (BANWELL) IMPROVED PROPERTY, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY** (Ref. #21-44 & PS #71-21), in the Total Contract Amount of **\$9,290.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

12. Resolution **ACCEPTING the WRITTEN PROPOSAL of NAJARIAN ASSOCIATES**, Eatontown, NJ, as received on December 29, 2021, proposal dated December 27, 2021, for **PROVIDING PROFESSIONAL PRELIMINARY ASSESSMENT/SITE INVESTIGATION SERVICES (PASI) OF BLOCK 69, LOT 4, HOWELL TOWNSHIP, NEW JERSEY, +19.88 ACRES, OWNED BY TLAC CONSULTING, LLC, IMPROVED PROPERTY, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY** (Ref. #21-45 & PS #72-21), in the Total Contract Amount of **\$4,655.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

13. Resolution **ACCEPTING the WRITTEN PROPOSAL of SOCKLER REALTY SERVICES GROUP, INC.**, Hightstown, NJ, as received on December 29, 2021, proposal dated December 10, 2021, for **PROVIDING PROFESSIONAL REAL ESTATE/APPRaisal SERVICES FOR RELOCATION ASSISTANCE, ONE (1) RENTAL LEASE HOLDER, 1,368 SQ. FT., RANCH STYLE SINGLE FAMILY HOME, 2 BED, 1 BATH, LOCATED AT 358 FORD ROAD, HOWELL, NJ, OWNER: TLAC CONSULTING, LLC (BANWELL), ADDITIONS TO METEDECONK RIVER GREENWAY, BLOCK 69, LOT 4, HOWELL TOWNSHIP** (Ref. #21-46 & PS #73-21), in an Amount Not To Exceed **\$3,500.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Trail Surface Restoration at the Union Transportation Trail

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Appraisal Services, Block 779.03, Lots 32-34, Middletown Township, ±2.33 Acres, Unimproved Property, Owned by Monmouth Hills, Inc., for Additions to Hartshorne Woods Park (Ref. #21-76) (*NON-FAIR & OPEN*)

2. Appraisal Services, Block 42, Lots 19.01, 19.02, 19.03, 19.05-19.12, Freehold Township, Block 172, Lots 4-6, 8, 10, 11, 11.01, Howell Township, ±68.09 Acres, Unimproved Property, Owned by Gross & Gross Associates, for Additions to Baysholm Tract (Ref. #22-01) (*FAIR & OPEN (OVER \$17,500)*)

DATES TO REMEMBER:

1. **MONDAY EVENING, JANUARY 24, 2022 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.

2. **MONDAY EVENING, FEBRUARY 7, 2022 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.

3. **MONDAY EVENING, FEBRUARY 22, 2022** – 7:00 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, MARCH 7, 2022** – 7:00 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **MONDAY EVENING, MARCH 21, 2022** – 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.