

AGENDA

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING
MONDAY EVENING, MARCH 20, 2023, 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—REGULAR MEETING: MONDAY, MARCH 6, 2023
(Excused: Vice Chairman Fiore, Commissioner Hennessy)

- D. Approval of MINUTES—EXECUTIVE SESSION – LAND ACQUISITION MATTERS:
MONDAY, MARCH 6, 2023 (Excused: Vice Chairman Fiore, Commissioner Hennessy)

- E. Approval of 2022 VOUCHER LIST

- F. Approval of 2023 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. ASSISTANT DIRECTOR'S REPORT:
 - 1. GOLF REPORT – Mike Janoski, Co. Park Supt./Golf Operations
 - 2. BUDGET REPORTS
 - 3. REVENUE REPORT—MONTH OF FEBRUARY
 - 4. ATTENDANCE REPORT—MONTH OF FEBRUARY
 - 5. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—
FEBRUARY (Dated: 3/15/2023)
 - 6. MCPS TRAINING REQUESTS AS OF MARCH 13, 2023

7. MCPS WEBSITE TRAFFIC REPORT—FEBRUARY COMPARISON BY YEARS
2018 – 2023

K. COUNTY COMMISSIONER’S REPORT:

L. CAPITAL PROJECT REVIEW – Andrew J. Spears, Assistant Director

M. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Authorizing the Assistant Director to prepare a Citation expressing Board’s appreciation for services to William Zonowith, Plumber, who started work with the Monmouth County Park System on January 6, 2020, and who will retire effective April 1, 2023, with over three (3) years of service.
2. Board Action Items #2 – Authorizing the Assistant Director to prepare a Citation expressing Board’s appreciation for services to Susan O. Harasty, Park Naturalist, who started work with the Monmouth County Park System on March 28, 2011, and who will retire effective April 1, 2023, with twelve (12) years of service.
3. Board Action Item #3 –Recommend acceptance of the written proposal of Melissa Chill Music, Riegelsville, PA, as received on February 28, 2023, proposal dated February 14, 2023 for Furnishing of a Parent and Child Music Enrichment Program (WC #04-23), Period of Contract 03/20/23 through 12/31/23; in an amount not to exceed \$36,000.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(See Memo)**
4. Board Action Item #4 – Rescinding professional service contract awarded by Resolution #R-22-9-6=279, to Bayer-Risse Engineering, Inc., Hampton, NJ, for Providing Professional Engineering Services for Replacement of Septic Field at the Sandy Run Area of Turkey Swamp Park (Ref. #22-42 & PS #60-22), in the Contract Amount Not To Exceed \$34,400.00, as services are no longer needed.
5. Board Action Item #5 – Recommend acceptance of the written proposal of Morgan Municipal Services, LLC, Island Heights, NJ, as received on March 2, 2023, proposal dated February 28, 2023 for Providing Professional Topographic Surveying Services, Project Name: Timolat Access Parking and Pedestrian Circulation, Huber Woods Park (Ref. #23-03 & PS #14-23), 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. **(See Memo)**
6. Board Action Item #6 – Recommending Adoption of the 2022 Statement of Uncollected Funds Due the Monmouth County Board of Recreation Commissioners for the Years 2017-2021, in the Total Amount of \$32,701.71. **(See attached)**
7. Board Action Item #7 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Seman-Tov, Inc., Neptune, NJ, for Furnishing and Delivery of Bus Transportation Services (Rebid) (Bid #0040-23), Items: Proposal #1, Summer RecAssist Program, 6/19/23-9/1/23, \$39,750.00, Proposal #2, After-School & Weekend RecAssist Program, 4/1/23-6/18/23 & 9/2/23-11/19/23, \$1,590.00, with the Board of Recreation Commissioners reserving the option to extend the contract for an additional

one (1) year period (2024), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$41,340.00. **(See Memo)**

8. Board Action Item #8 – Recommend acceptance of the written proposal of Stuart Appraisal Company, LLC, Freehold, NJ, as received on March 9, 2023, proposal dated March 6, 2023 for Providing Professional Appraisal Services of Block 155, Lot 8.02, Howell Township, Vacant Property, Owned by: Richard Dubrovsky, ±3.673 Acres, Project: Additions to Manasquan River Greenway, Interest: Fee Simple (Ref. #23-04 & PS #16-23), in an amount not to exceed \$1,850.00, 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 Sterling, DiSanto & Associates, LLC, Somerville, NJ, as received on March 9, 2023, proposal dated March 6, 2023 for Providing Professional Appraisal Services of Block 155, Lot 8.02, Howell Township, Vacant Property, Owned by: Richard Dubrovsky, ±3.673 Acres, Project: Additions to Manasquan River Greenway, Interest: Fee Simple (Ref. #23-04 & PS #16-23), in an amount not to exceed \$1,950.00, 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 – Recommending authorization of the exercising of the option to extend contract for an additional one (1) year period (2023) as originally awarded by Resolution #R-22-8-8=258, to A. C. Schultes, Inc., Woodbury Heights, NJ, for Furnishing and Delivery of Golf Course Irrigation Well and Pumping Equipment Services and Repair Parts (Bid #0051-22), Item: 2023 Supply/Service Contract for the Period of 03/20/23 through 12/31/23, with the Board of Recreation Commissioners reserving the option to extend the contract for an additional one (1) year period (2024), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$10,000.00.
11. Board Action Item #11 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Some’s Uniforms, Inc., Hackensack, NJ, for Furnishing and Delivery of Basic Uniform Items and Accessories (Bid #0039-23), Item: 2023 Supply Contract for the Period of 03/20/23 through 12/31/23, with the Board of Recreation Commissioners reserving the option to extend the contract for two (2) additional one (1) year periods (2024 & 2025), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$51,000.00. **(See Memo)**
12. Board Action Item #12 as Added to the Agenda – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Golf Car Specialties, LLC, Gloucester City, NJ 08030, for Furnishing, Delivery, and Replacing of Golf Cart Batteries (Bid #0042-23), Items: 1 & 2, Period of Contract 03/20/23 through 12/31/23; in the Total Contract Amount of \$64,753.52. **(See Memo)**
13. Board Action Item #13 as Added to the Agenda – Authorizing Change Order #1, in the amount of \$10,000.00 for additional plaster work, to Paragon Restoration Corporation, Kenilworth, NJ, for Interior Repairs at the Longstreet Farmhouse, Historic Longstreet Farm, Holmdel, NJ, (Bid #0075-22), Item: Total Base Bid Price; as originally awarded by Resolution #R-23-1-23=52 in the Contract Amount of \$72,300.00, for a new Total Change Order Contract Amount of \$82,300.00. **(See Memo)**

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 ASSISTANT DIRECTOR to prepare a CITATION** expressing the **BOARD’S APPRECIATION FOR SERVICES to WILLIAM ZONOWITH**, Plumber, who started work with the Monmouth County Park System on January 6, 2020, and who will **RETIRE effective April 1, 2023**, with over three (3) years of service.
2. Resolution **AUTHORIZING the ASSISTANT DIRECTOR to prepare a CITATION** expressing the **BOARD’S APPRECIATION FOR SERVICES to SUSAN O. HARASTY**, Park Naturalist, who started work with the Monmouth County Park System on March 28, 2011, and who will **RETIRE effective April 1, 2023**, with twelve (12) years of service.
3. Resolution **ACCEPTING the WRITTEN PROPOSAL of MELISSA CHILL MUSIC**, Riegelsville, PA, as received on February 28, 2023, proposal dated February 14, 2023, for **FURNISHING OF A PARENT AND CHILD MUSIC ENRICHMENT PROGRAM (WC #04-23)**, Period of Contract 03/20/23 through 12/31/23; in an Amount Not To Exceed **\$36,000.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
4. Resolution **RESCINDING** professional service contract awarded by Resolution #R-22-9-6=279, to **BAYER-RISSE ENGINEERING, INC.**, Hampton, NJ, for **PROVIDING PROFESSIONAL ENGINEERING SERVICES FOR REPLACEMENT OF SEPTIC FIELD AT THE SANDY RUN AREA OF TURKEY SWAMP PARK (Ref. #22-42 & PS #60-22)**, in the Contract Amount Not To Exceed **\$34,400.00**, as services are no longer needed.
5. Resolution **ACCEPTING the WRITTEN PROPOSAL of MORGAN MUNICIPAL SERVICES, LLC**, Island Heights, NJ, as received on March 2, 2023, proposal dated February 28, 2023, for **PROVIDING PROFESSIONAL TOPOGRAPHIC SURVEYING SERVICES, PROJECT NAME: TIMOLAT ACCESS PARKING AND PEDESTRIAN CIRCULATION, HUBER WOODS PARK (Ref. #23-03 & PS #14-23)**, 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.

6. Resolution **ADOPTING the 2022 STATEMENT OF UNCOLLECTED FUNDS DUE THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS FOR THE YEARS 2017-2021, in the Total Amount of \$32,701.71.**
7. Resolution **AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SEMAN-TOV, INC., Neptune, NJ, for FURNISHING AND DELIVERY OF BUS TRANSPORTATION SERVICES (Rebid) (Bid #0040-23), ITEMS: Proposal #1, Summer RecAssist Program, 6/19/23-9/1/23, \$39,750.00, Proposal #2, After-School & Weekend RecAssist Program, 4/1/23-6/18/23 & 9/2/23-11/19/23, \$1,590.00, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2024), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$41,340.00.**
8. Resolution **ACCEPTING the WRITTEN PROPOSAL of STUART APPRAISAL COMPANY, LLC, Freehold, NJ, as received on March 9, 2023, proposal dated March 6, 2023, for PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 155, LOT 8.02, HOWELL TOWNSHIP, VACANT PROPERTY, OWNED BY: RICHARD DUBROVSKY, ±3.673 ACRES, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #23-04 & PS #16-23), in an amount not to exceed \$1,850.00, 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 STERLING, DISANTO & ASSOCIATES, LLC, Somerville, NJ, as received on March 9, 2023, proposal dated March 6, 2023, for PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 155, LOT 8.02, HOWELL TOWNSHIP, VACANT PROPERTY, OWNED BY: RICHARD DUBROVSKY, ±3.673 ACRES, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #23-04 & PS #16-23), in an amount not to exceed \$1,950.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.**
10. Resolution **AUTHORIZING the EXERCISING OF OPTION TO EXTEND CONTRACT, as per bid proposal, for an ADDITIONAL ONE (1) YEAR PERIOD (2023), as originally awarded by Resolution #R-22-8-8=258, to A. C. SCHULTES, INC., Woodbury Heights, NJ, for FURNISHING AND DELIVERY OF GOLF COURSE IRRIGATION WELL AND PUMPING EQUIPMENT SERVICES AND REPAIR PARTS (Bid #0051-22), ITEM: 2023 Supply/Service Contract for the Period of 03/20/23 through 12/31/23, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2024), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$10,000.00.**
11. Resolution **AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SOME'S UNIFORMS, INC., Hackensack, NJ, for FURNISHING AND DELIVERY OF BASIC UNIFORM ITEMS AND ACCESSORIES (Bid #0039-23), ITEM: 2023 Supply Contract for the Period of 03/20/23 through 12/31/23, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2024 & 2025), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$51,000.00.**

12. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **GOLF CAR SPECIALTIES, LLC**, Gloucester, NJ, for **FURNISHING, DELIVERY, AND REPLACING OF GOLF CART BATTERIES (Bid #0042-23)**, ITEMS: 1 &2, Period of Contract 03/20/23 through 12/31/23; in the Total Contract Amount of **\$64,753.52**.
13. Resolution **Authorizing CHANGE ORDER #1**, in the amount of **\$10,000.00** for additional plaster work, to **PARAGON RESTORATION CORPORATION**, Kenilworth, NJ, for **INTERIOR REPAIRS AT THE LONGSTREET FARMHOUSE, HISTORIC LONGSTREET FARM, HOLMDEL, NJ (Bid #0075-22)**, ITEM: Total Base Bid Price; as originally awarded by Resolution #R-23-1-23=52 in the Contract Amount of **\$72,300.00**, for a **NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$82,300.00**.

AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Appraisal Services, Block 139, Lot 5, Atlantic Highlands, ±3.97 Acres, Improved Property, Owned by Diocese of Trenton, for Bayshore Regional Recreation Center (Ref. #23-07) (*FAIR & OPEN—OVER \$17,500.00*)
2. Appraisal Services, Block 144, Lot 6, Marlboro Township, Block 18, Lot 20, Holmdel Township, ±62.49 Acres, Unimproved Property Owned by Kilcummins-Dover Prop. LLC c/o Manzo, for Pleasant Valley Forest Project (Holmdel Park) (Ref. #23-09) (*FAIR & OPEN—OVER \$17,500.00*)
3. Survey Services, Block 751, Lot 1, Wall Township, Property Owned by County of Monmouth, for Partial Boundary Line Survey – Shark River Park (Ref. #23-10) (*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 discussing the following:

1. Request for Assistance from Holmdel Township for the preservation of the Historic Horn Antenna at Crawford’s Hill on Holmdel Road.
2. Review of the recent sale of the Perwin/Turko property adjacent to the Swimming River Greenway, Swimming River Road, Tinton Falls.
3. Review of proposed acquisition of Sea Bright properties to provide parking for public beach access along Ocean Avenue.

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

DATES TO REMEMBER:

1. **MONDAY EVENING, APRIL 10, 2023 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **THURSDAY AFTERNOON, APRIL 20, 2023 – 3:00-5:00 PM. YMCA Bayshore Family Success Center Open House and 10th Anniversary Celebration.** Henry Hudson Trail Activity Center, 945 NJ-36, Leonardo, NJ.
3. **MONDAY EVENING, APRIL 24, 2023 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, MAY 8, 2023 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **FRIDAY, MAY 12, 2023 – Time: TBA. Swimming River Park Ribbon Cutting.**
6. **MONDAY EVENING, MAY 22, 2023 – 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.