

**AGENDA**  
Tentative: 03/21/24

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING**  
**MONDAY EVENING, MARCH 25, 2024, 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: MARCH 11, 2024  
(Excused: Commissioner Foster)
- D. Approval of MINUTES - EXECUTIVE SESSION – LAND ACQUISITION MATTERS:  
MARCH 11, 2024 (Excused: Commissioner Foster)
- E. Approval of MINUTES - EXECUTIVE SESSION – POTENTIAL LITIGATION:  
MARCH 11, 2024 (Excused: Commissioner Foster)
- 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. REVENUE REPORT—MONTH OF FEBRUARY
  - 3. ATTENDANCE REPORT—MONTH OF FEBRUARY
  - 4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT —  
FEBRUARY (Dated: 3/19/2024)
  - 5. MCPS TRAINING REQUESTS AS OF MARCH 18, 2024
  - 6. MCPS WEBSITE TRAFFIC REPORT — FEBRUARY COMPARISON BY YEARS  
2019 – 2024

L. COUNTY COMMISSIONER’S REPORT:

M. PRESENTATION: “2024 Budget” by Director Spears

N. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Recommending Adoption of the Monmouth County Board of Recreation Commissioners’ Emergency Purchasing Policy, as updated and rescinding Resolution #R-03-7-7=221. **(See att.)**
2. Board Action Item #2 – Authorizing Change Order #1, in the amount of \$5,900.00, for removal of asbestos siding on office building, to Frank Lurch Demolition Co., LLC, Avon-by-the-Sea, NJ, for Demolition Work and Site Restoration at Princeton Nursery, Crosswicks Creek Park (Bid #0074-23), Item: Total Lump Sum; as originally awarded by Resolution #R-23-11-20=457 in the Contract Amount of \$89,000.00, for a new Total Change Order #1 Contract Amount of \$94,900.00.
3. Board Action Item #3 – Authorizing Change Order #2, in the amount of \$1,984.50 for additional septic tank pumping and disposal services, to Russell Reid Waste Hauling dba Mr. John Portable Sanitation, Keasbey, NJ, for Furnishing of Septic Tank Pumping and Disposal Services (Bid #0012-22), Item: 2023 Supply/Service Contract for the Period of 01/01/23 through 12/31/23, as originally awarded by Resolution #R-21-12-6=389 (2022) and Extended for an Additional One (1) Year Period (2023) as per Resolution #R-22-10-11=305, in the Contract Amount of \$24,000.00, and as modified by Change Order #1 awarded by Resolution #R-23-10-23=403 in the Total Change Order #1 Contract Amount of \$28,800.00, for a new Total Change Order #2 Contract Amount of \$30,784.50.
4. Board Action Item #4 – Recommending Retaining the Extraordinary Unspecifiable Services of Compact Systems, Charleston, SC, for Furnishing and Delivery of Computer Programming and Maintenance, Item: Furnishing and Delivery of Computer Programming and Maintenance for a One (1) Year Period (2024), approximately 180 Hours Per Year at a rate of \$1,650.00 per month; with the Board of Recreation Commissioners reserving the option to extend the Contract for an Additional One (1) Year Period (2025); in an Amount Not To Exceed \$19,800.00, as per proposal dated January 31, 2024 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.
5. Board Action Item #5 – Authorizing the Purchase of Janitorial Services, from Accses NJ, Trenton, NJ, Item: Porter Service for Seven Presidents Oceanfront Park; as available under NJ State Contract #T1480, 77110, for the Period of 7/1/10 through 6/30/25, in the Total Contract Amount of \$20,882.56.
6. Board Action Item #6 – Recommending Adoption of the Monmouth County Park System Strategic Plan, as updated and rescinding Resolution #R-14-4-21=215.
7. Board Action Item #7 – Authorizing the Purchase of Roof Repair, Replacement, and Maintenance from Northeast Roof Maintenance, Perth Amboy, NJ, Item: Roof Replacement on Buildings #303, 345, & 349 at Turkey Swamp Park; as available under the

Bergen County Co-op (BC-Bid-23-46), for the Period of 12/6/23 through 12/5/24, in the Total Contract Amount of \$131,085.00.

8. Board Action Item #8 – Recommend acceptance of the written proposal of Institute for Forensic Psychology, Oakland, NJ, as received on March 8, 2024, proposal dated March 6, 2024, for Providing Psychological Testing and Vocational Assessment Services (Rebid) (PS #06-24), (Period of Contract 3/25/24 through 12/31/24); in an Amount Not To Exceed \$8,000.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
9. Board Action Item #9 – Recommending to the Monmouth County Board of County Commissioners the Granting of a Permanent Easement and the Entering into a Right-of-Way Agreement with New Jersey Natural Gas Company, Wall, NJ, to provide gas service to new Maintenance Building, Bldg. #2024, known as Block 779, Lot 19.01 (f/k/a Block 1497, Lots 5 & 6), Middletown Township, to begin at Hartshorne Road, with the easement extending up the park service road to Building #2024, to be ten feet (10') in width in accordance with New Jersey Natural Gas Company Drawing No. RW13261177-B.
10. Board Action Item #10 – Recommend acceptance of the written proposal of French & Parrello Associates, PA, Wall, NJ, as received on March 15, 2024, proposal dated March 15, 2024, for Providing Professional Engineering Services for the 2024 Regular Inspection of Navesink River Road Dam, Huber Woods Park, Middletown, NJ, (Ref. #24-08 & PS #16-24); in an Amount Not To Exceed \$5,481.72, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(see Memo)**
11. Board Action Item #11 – Recommend acceptance of the written proposal of Brennan Brothers Contracting, LLC, Old Bridge, NJ, as received on March 13, 2024, proposal dated March 12, 2024, for Swimming River Park Kayak Beach Erosion Repair (WC #04-24); in an Amount Not To Exceed \$21,240.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(see Memo)**
12. Board Action Item #12 – 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 Polo Pique Staff Shirts (Bid #0033-24), Item: 2024 Supply Contract (Period of Contract 3/25/24 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 \$10,000.00. **(see Memo)**
13. Board Action Item #13 – Recommending award of contract to the highest responsible bidder, as per bid proposal to Dee's Catering & Concessions, LLC, Toms River, NJ, for Food Concession at Seven Presidents Oceanfront Park, Long Branch, New Jersey (Bid #0030-24), Item: Food Concession at Seven Presidents Oceanfront Park for the Period of 5/1/24 through 9/30/24, 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 in the Total Contract Amount of \$61,000.00. **(see Memo)**

14. Board Action Item #14 – Recommending award of contract to the lowest responsible bidder, as per bid proposal to Callaway Golf Sales Company, Carlsbad, CA, for Furnishing and Delivery of Golf Products, Resale Merchandise, and Clothing, Supplement #1 (Bid #0032-24), Item: 2024 Supply Contract, with the Board of Recreation Commissioners reserving the option to extend the Contract for an Additional One (1) Year Period (2025); in the Estimated Total Contract Amount of \$100,000.00. **(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 **ADOPTING the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' EMERGENCY PURCHASING POLICY** to remain in force until amended or rescinded by action of the Board and **RESCINDING Resolution #R-03-7-7=221**.
2. Resolution **AUTHORIZING CHANGE ORDER #1**, in the amount of **\$5,900.00**, for removal of asbestos siding on office building, to **FRANK LURCH DEMOLITION CO., LLC**, Avon-by-the-Sea, NJ, for **DEMOLITION WORK AND SITE RESTORATION AT PRINCETON NURSERY, CROSSWICKS CREEK PARK (Bid #0074-23)**, ITEM: Total Lump Sum; as originally awarded by Resolution #R-23-11-20=457 in the Contract Amount of **\$89,000.00**, for a **NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$94,900.00**.
3. Resolution **AUTHORIZING CHANGE ORDER #2**, in the amount of **\$1,984.50** for additional septic tank pumping and disposal services, to **RUSSELL REID WASTE HAULING DBA MR. JOHN PORTABLE SANITATION**, Keasbey, NJ, for **FURNISHING OF SEPTIC TANK PUMPING AND DISPOSAL SERVICES (Bid #0012-22)**, ITEM: 2023 Supply/Service Contract for the Period of 01/01/23 through 12/31/23, as originally awarded by Resolution #R-21-12-6=389 (2022) and Extended for an Additional One (1) Year Period (2023) as per Resolution #R-22-10-11=305, in the Contract Amount of \$24,000.00, and as modified by Change Order #1 awarded by Resolution #R-23-10-23=403 in the Total Change Order #1

Contract Amount of **\$28,800.00**, for a new Total Change Order #2 Contract Amount of **\$30,784.50**.

4. Resolution **RETAINING the EXTRAORDINARY UNSPECIFIABLE SERVICES of COMPACT SYSTEMS**, Charleston, SC, for **FURNISHING AND DELIVERY OF COMPUTER PROGRAMMING AND MAINTENANCE**, ITEM: Furnishing and Delivery of Computer Programming and Maintenance for a One (1) Year Period (2024), approximately 180 Hours Per Year at a rate of \$1,650.00 per month; with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the Contract for an ADDITIONAL ONE (1) YEAR PERIOD (2025)**; in an Amount Not To Exceed **\$19,800.00**, as per proposal dated January 31, 2024 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.
5. Resolution **AUTHORIZING the PURCHASE of JANITORIAL SERVICES**, from **ACCSES NJ**, Trenton, NJ, ITEM: Porter Service for Seven Presidents Oceanfront Park; as available under NJ State Contract #T1480, 77110, for the Period of 7/1/10 through 6/30/25, in the Total Contract Amount of **\$20,882.56**.
6. Resolution **ADOPTING the MONMOUTH COUNTY PARK SYSTEM STRATEGIC PLAN** to remain in force until amended or rescinded by action of the Board and **RESCINDING Resolution #R-14-4-21=215**.
7. Resolution **AUTHORIZING the PURCHASE OF ROOF REPAIR, REPLACEMENT, AND MAINTENANCE** from **NORTHEAST ROOF MAINTENANCE**, Perth Amboy, NJ, ITEM: Roof Replacement on Buildings #303, 345, & 349 at Turkey Swamp Park; as available under the Bergen County Co-op (BC-Bid-23-46), for the Period of 12/6/23 through 12/5/24, in the Total Contract Amount of **\$131,085.00**.
8. Resolution **ACCEPTING the WRITTEN PROPOSAL of INSTITUTE FOR FORENSIC PSYCHOLOGY**, Oakland, NJ, as received on March 8, 2024, proposal dated March 6, 2024, for **PROVIDING PSYCHOLOGICAL TESTING AND VOCATIONAL ASSESSMENT SERVICES (REBID) (PS #06-24)**, (Period of Contract 3/25/24 through 12/31/24); in an Amount Not To Exceed **\$8,000.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
9. Resolution **RECOMMENDING to the MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS the GRANTING of a PERMANENT EASEMENT and the ENTERING INTO a RIGHT-OF-WAY AGREEMENT with NEW JERSEY NATURAL GAS COMPANY**, Wall, NJ, to provide **GAS SERVICE to NEW MAINTENANCE BUILDING, BLDG. #2024**, known as BLOCK 779, LOT 19.01 (f/k/a Block 1497, Lots 5 & 6), Middletown Township, to begin at Hartshorne Road, with the easement extending up the park service road to Building #2024, to be ten feet (10') in width in accordance with New Jersey Natural Gas Company Drawing No. RW13261177-B.
10. Resolution **ACCEPTING the WRITTEN PROPOSAL OF FRENCH & PARRELLO ASSOCIATES, PA**, Wall, NJ, as received on March 15, 2024, proposal dated March 15, 2024, for **PROVIDING PROFESSIONAL ENGINEERING SERVICES FOR THE 2024 REGULAR INSPECTION OF NAVESINK RIVER ROAD DAM, HUBER WOODS PARK, MIDDLETOWN, NJ, (Ref. #24-08 & PS #16-24)**; in an Amount Not To Exceed **\$5,481.72**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.

11. Resolution **ACCEPTING the WRITTEN PROPOSAL OF BRENNAN BROTHERS CONTRACTING, LLC**, Old Bridge, NJ, as received on March 13, 2024, proposal dated March 12, 2024, for **SWIMMING RIVER PARK KAYAK BEACH EROSION REPAIR (WC #04-24)**; in an Amount Not To Exceed **\$21,240.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
12. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **SOME'S UNIFORMS, INC.**, Hackensack, NJ, for **FURNISHING AND DELIVERY OF POLO PIQUE STAFF SHIRTS (Bid #0033-24)**, ITEM: 2024 Supply Contract (Period of Contract 3/25/24 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 **\$10,000.00**.
13. Resolution **AWARDING CONTRACT** to the highest responsible bidder, as per bid proposal to **DEE'S CATERING & CONCESSIONS, LLC**, Toms River, NJ, for **FOOD CONCESSION AT SEVEN PRESIDENTS OCEANFRONT PARK, LONG BRANCH, NEW JERSEY (Bid #0030-24)**, ITEM: Food Concession at Seven Presidents Oceanfront Park for the Period of 5/1/24 through 9/30/24, 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 in the Total Contract Amount of **\$61,000.00**.
14. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **CALLAWAY GOLF SALES COMPANY**, Carlsbad, CA, for **FURNISHING AND DELIVERY OF GOLF PRODUCTS, RESALE MERCHANDISE, AND CLOTHING, SUPPLEMENT #1 (Bid #0032-24)**, ITEM: 2024 Supply Contract, with the Board of Recreation Commissioners **RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2025)**; in the Estimated Total Contract Amount of **\$100,000.00**.

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

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

**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 - Additions to Turkey Swamp Park
- Additions to Manasquan River Greenway
- Additions to Hominy Hill Golf Course

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. **SATURDAY, MARCH 23, 2024 – 8:30 AM. Friends of the Parks Membership Breakfast.** Hominy Hill Golf Center, 92 Mercer Road, Colts Neck, NJ
2. **MONDAY EVENING, MARCH 25, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **WEDNESDAY EVENING, MARCH 27, 2024 – 6:00 PM. Park Ranger Graduation.** Hominy Hill Golf Center, 92 Mercer Road, Colts Neck, NJ. (dinner included)
4. **MONDAY EVENING, APRIL 8, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **SATURDAY, APRIL 13, 2024 – 9:00 AM – 2:00 PM. Spring Craft Show.** Ft. Monmouth Recreation Center, 2566 Guam Lane, Tinton Falls, NJ.
6. **SATURDAY, APRIL 20, 2024 – 10:00 AM. Holmdel Horn Antenna Ceremony.** Wilson Park, 791 Holmdel Road, Holmdel, NJ.
7. **SATURDAY, APRIL 20, 2024 – 10 AM – 2:00 PM. Earth Day.** Manasquan Reservoir Environmental Center, 331 Georgia Tavern Rd., Howell, NJ.
8. **MONDAY EVENING, APRIL 22, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
9. **MONDAY EVENING, MAY 6, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
10. **SATURDAY, MAY 11, 2024 – 10 AM – 4 PM. Creative Arts Festival.** Thompson Park. 805 Newman Springs Road, Lincroft, NJ
11. **SUNDAY, MAY 19, 2024 – 11 AM – 5 PM. Walnford Day.** Historic Walnford, 62 Walnford, Road, Upper Freehold, NJ
12. **MONDAY EVENING, MAY 20, 2024 – 7:00 PM. Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
13. **SATURDAY, JUNE 1, 2024 – 8 AM – 4 PM. SPUR Student Horse Show.** Sunnyside Equestrian Center, 628 Middletown-Lincroft Road, Lincroft, NJ.

**ITEMS FOR THE GOOD OF THE ORDER:**

Motion to ADJOURN the Regular Meeting of the Monmouth County Board of Recreation Commissioners.