

# AGENDA

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' REGULAR MEETING  
MONDAY EVENING, NOVEMBER 18, 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: NOVEMBER 4, 2024  
(Excused: Chairman Mandeville, Vice Chairman Fiore, Commissioner Adcock)
- D. Approval of MINUTES - EXECUTIVE SESSION – LAND ACQUISITION MATTERS: NOVEMBER 4, 2024 (Excused: Chairman Mandeville, Vice Chairman Fiore, Commissioner Adcock)
- E. Approval of 2023 VOUCHER LIST
- F. Approval of 2024 VOUCHER LIST
- G. BOARD CORRESPONDENCE RECEIVED:
- H. Motion to OPEN the PUBLIC HEARING on ADOPTING SUPPLEMENTAL RULES AND REGULATIONS GOVERNING PUBLIC DEER HUNTING ON LANDS MANAGED BY THE MONMOUTH COUNTY PARK SYSTEM. (Time: \_\_\_\_\_ PM) *(The requirements as to the publication and hearing notice have been published in the Star Ledger on October 25, 2024, and posted as required by law.)*  
  
Motion to CLOSE the PUBLIC HEARING on the above item
- I. Motion to OPEN the HEARING OF THE PUBLIC.  
*(Presentations are limited to three (3) minutes per person.)*  
  
Motion to CLOSE the HEARING OF THE PUBLIC.
- J. DIRECTOR'S REPORT:
  - 1. BUDGET REPORTS
  - 2. REVENUE REPORT—MONTH OF OCTOBER
  - 3. ATTENDANCE REPORT—MONTH OF OCTOBER
  - 4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT — OCTOBER (Dated: 11/12/2024)

5. MCPS TRAINING REQUESTS AS OF NOVEMBER 12, 2024
  6. MCBRC 2024 PURCHASING PERFORMANCE REPORT — 3RD QUARTER: JULY 1, 2024 – SEPTEMBER 30, 2024. (Report Date: October 28, 2024)
  7. MCPS WEBSITE TRAFFIC REPORT — OCTOBER COMPARISON BY YEARS 2019 - 2024
- K. COUNTY COMMISSIONER’S REPORT:
- L. CAPITAL PROJECT REVIEW – Andrew J. Spears, Director
- M. 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 – Recommendation to Authorize the Purchase to Furnish and Deliver Tires, Tubes, and Roadside Service from Service Tire Truck Center, Inc., Edison, NJ, Items: Purchase of Tires and Tubes; as available under the Monmouth County Co-op Contract (F-15-2025), for the Period of 1/1/25 through 12/31/25, in the Total Contract Amount of \$40,000.00.
  3. Board Action Item #3 – Retaining the Extraordinary Unspecifiable Services of Two River Art, LLC dba Kidzart, Atlantic Highlands, NJ, to provide Instruction in Specialized Drawing & Painting Classes, for the Period of January 1, 2025 through December 31, 2025, in an amount not to exceed \$65,832.00, as per proposal dated October 9, 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.
  4. Board Action Item #4 – Recommend Approving and Adopting the Monmouth County Park System Marketing Promotional Program for the Year 2025. (**See Memo**)
  5. Board Action Item #5 – Retaining the Extraordinary Unspecifiable Services of Aspiring Artists, LLC, Spring Lake, NJ, to provide Instruction in Impressionistic Painting Classes, for the Period of January 1, 2025 through December 31, 2025, in an amount not to exceed \$57,132.00, as per proposal dated October 7, 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.
  6. Board Action Item #6 – Recommend Authorizing Contract Amendment #1, in the Amount of \$646.92, for additional hay in the year 2023, to Holmes Brothers, LLC, Cream Ridge, NJ, for Furnishing and Delivery of Hay and Straw (WC #01-23), as originally awarded by Resolution #R-23-1-9=36, in the Contract Amount Not To Exceed \$17,824.92, for a new Total Amended Contract Amount of \$18,471.84, as modified by Contract Amendment #1.

7. Board Action Item #7 – Recommend acceptance of the written proposal of Lothrop Associates Architects, Inc., Red Bank, NJ, as received on October 30, 2024, proposal dated October 29, 2024, for Providing Professional Architectural and Engineering Services for the Renovation of Bldg. #2026 at Dorbrook Recreation Area, Colts Neck, New Jersey (Ref. #24-41 & PS #51-24), in an Amount Not To Exceed \$144,670.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. **(see Memo)**
8. Board Action Item #8 – Recommend Awarding Contract to the lowest responsible bidder, as per bid proposal to Melissa Chill Music, Riegelsville, PA, for Furnishing of a Parent and Child Music Enrichment Program for Children 6 Months through 5 Years of Age (Bid #0009-25), Item: 2025 Service Contract, for the Period of 1/1/25 through 12/31/25; in the Estimated Total Contract Amount of \$63,000.00. **(see Memo)**
9. Board Action Item #9 – Recommend authorizing the Purchase of Sport Utility Vehicles, Gasoline/Hybrid/Electric, from Hertrich Fleet Services, Inc., Milford, DE, Items: Two (2) 2025 Jeep Grand Cherokee Laredos 4WD, @\$41,959.90 each; as available under NJ State Contract #20-FLEET-01387, T2007, for the Period of 2/19/21 through 2/18/25, in the Total Contract Amount of \$83,919.80.
10. Board Action Item #10 – Recommend authorizing the Purchase of Roof Repair, Replacement, and Maintenance, from Northeast Roof Maintenance, Inc., Perth Amboy, NJ, Item: Roof Replacement and Repairs at Various Park System buildings; 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 \$370,330.00. **(see Memo)**
11. Board Action Item #11 – Recommend Authorizing Contract Amendment #1, in the Amount of \$4,450.00, for additional surveying services, to Johnson, Mirmiran & Thompson, Inc., Trenton, NJ, for Providing Professional Surveying Services of Block 101, Lot 1 (P/O), to be known as Block 101.03, Lot 7, Tinton Falls Borough, New Jersey, ±23.78 Acres, Vacant Property, Owned by: Fort Monmouth Economic Revitalization Authority (FMERA), Project: Additions to Fort Monmouth Recreation Area (Ref. #23-81 & PS #07-24), as originally awarded by Resolution #R-24-5-6=198, in the Contract Amount Not To Exceed \$23,980.00, for a new Total Amended Contract Amount of \$28,430.00, as modified by Contract Amendment #1. **(see Memo)**
12. Board Action Item #12 – Recommending Adoption of Miscellaneous Golf Course Fees & Charges, to take effect January 1, 2025. **(see Memo)**
13. Board Action Item #13 as Added to the Agenda – Recommending Adoption of Bel-Aire Golf Course Winter Fees & Charges, to take effect January 1, 2025 through February 28, 2025. **(see Memo)**
14. Board Action Item #14 as Added to the Agenda – Recommending Adoption of Charleston Springs Golf Course Winter Fees & Charges, to take effect January 1, 2025 through February 28, 2025. **(see Memo)**
15. Board Action Item #15 as Added to the Agenda – Recommending Adoption of Shark River Golf Course Winter Fees & Charges, to take effect January 1, 2025 through February 28, 2025. **(see Memo)**

**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 # \_\_\_\_\_ 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 # \_\_\_\_\_ through # \_\_\_\_\_.

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 to **AUTHORIZE the PURCHASE to FURNISH AND DELIVER TIRES, TUBES, AND ROADSIDE SERVICE, from SERVICE TIRE TRUCK CENTER, INC., Edison, NJ, ITEMS: Purchase of Tires and Tubes; as available under the Monmouth County Co-op Contract (F-15-2025), for the Period of 1/1/25 through 12/31/25, in the Total Contract Amount of \$40,000.00.**
3. Resolution **RETAINING the EXTRAORDINARY UNSPECIFIABLE SERVICES of TWO RIVER ART, LLC, dba KIDZART, Atlantic Highlands, NJ, to provide INSTRUCTION IN SPECIALIZED DRAWING & PAINTING CLASSES, for the Period of January 1, 2025 through December 31, 2025, in an amount not to exceed \$65,832.00, as per proposal dated October 9, 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.**
4. Resolution **APPROVING and ADOPTING the MONMOUTH COUNTY PARK SYSTEM MARKETING PROMOTIONAL PROGRAM FOR THE YEAR 2025.**
5. Resolution **RETAINING the EXTRAORDINARY UNSPECIFIABLE SERVICES of ASPIRING ARTISTS, LLC, Spring Lake, NJ, to provide INSTRUCTION IN IMPRESSIONISTIC PAINTING CLASSES, for the Period of January 1, 2025 through December 31, 2025, in an amount not to exceed \$57,132.00, as per proposal dated October 7, 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.**

6. Resolution **Authorizing CONTRACT AMENDMENT #1**, in the Amount of **\$646.92**, for additional hay in the year 2023, to **HOLMES BROTHERS, LLC**, Cream Ridge, NJ, for **FURNISHING AND DELIVERY OF HAY AND STRAW (WC #01-23)**, as originally awarded by Resolution #R-23-1-9=36, in the Contract Amount Not To Exceed **\$17,824.92**, for a **NEW TOTAL AMENDED CONTRACT AMOUNT OF \$18,471.84, AS MODIFIED BY CONTRACT AMENDMENT #1**.
7. Resolution **ACCEPTING the WRITTEN PROPOSAL of LOTHROP ASSOCIATES ARCHITECTS, INC.**, Red Bank, NJ, as received on October 30, 2024, proposal dated October 29, 2024, for **PROVIDING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATION OF BLDG. #2026 AT DORBROOK RECREATION AREA, COLTS NECK, NEW JERSEY (Ref. #24-41 & PS #51-24)**, in an Amount Not To Exceed **\$144,670.00**, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.
8. Resolution **AWARDING CONTRACT** to the lowest responsible bidder, as per bid proposal to **MELISSA CHILL MUSIC**, Riegelsville, PA, for **FURNISHING OF A PARENT AND CHILD MUSIC ENRICHMENT PROGRAM FOR CHILDREN 6 MONTHS THROUGH 5 YEARS OF AGE (Bid #0009-25)**, ITEM: 2025 Service Contract, for the Period of 1/1/25 through 12/31/25; in the Estimated Total Contract Amount of **\$63,000.00**.
9. Resolution **AUTHORIZING the PURCHASE of SPORT UTILITY VEHICLES, GASOLINE/HYBRID/ELECTRIC**, from **HERTRICH FLEET SERVICES, INC.**, Milford, DE, ITEMS: Two (2) 2025 Jeep Grand Cherokee Laredos 4WD, @\$41,959.90 each; as available under NJ State Contract #20-FLEET-01387, T2007, for the Period of 2/19/21 through 2/18/25, in the Total Contract Amount of **\$83,919.80**.
10. Resolution **AUTHORIZING the PURCHASE of ROOF REPAIR, REPLACEMENT, AND MAINTENANCE**, from **NORTHEAST ROOF MAINTENANCE, INC.**, Perth Amboy, NJ, ITEM: Roof Replacement and Repairs at Various Park System buildings; 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 **\$370,330.00**.
11. Resolution **Authorizing CONTRACT AMENDMENT #1**, in the Amount of **\$4,450.00** for additional surveying services, to **JOHNSON, MIRMIRAN & THOMPSON, INC.**, Trenton, NJ, for **PROVIDING PROFESSIONAL SURVEYING SERVICES OF BLOCK 101, LOT 1 (P/O), TO BE KNOWN AS BLOCK 101.03, LOT 7, TINTON FALLS BOROUGH, NEW JERSEY, ±23.78 ACRES, VACANT PROPERTY, OWNED BY: FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY (FMERA), PROJECT: ADDITIONS TO FORT MONMOUTH RECREATION AREA (Ref. #23-81 & PS #07-24)**, as originally awarded by Resolution #R-24-5-6=198, in the Contract Amount Not To Exceed **\$23,980.00**, for a **NEW TOTAL AMENDED CONTRACT AMOUNT OF \$28,430.00, AS MODIFIED BY CONTRACT AMENDMENT #1**.
12. Resolution **ADOPTING MISCELLANEOUS GOLF COURSE FEES & CHARGES**, to take effect January 1, 2025.
13. Resolution **ADOPTING BEL-AIRE GOLF COURSE WINTER FEES & CHARGES**, to take effect January 1, 2025 through February 28, 2025.

14. Resolution **ADOPTING CHARLESTON SPRINGS GOLF COURSE WINTER FEES & CHARGES**, to take effect January 1, 2025 through February 28, 2025.
15. Resolution **ADOPTING SHARK RIVER GOLF COURSE WINTER FEES & CHARGES**, to take effect January 1, 2025 through February 28, 2025.

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

1. Site Preparation and Seeding at Various Monmouth County Parks
2. Invasive Shrub Management at Turkey Swamp Park
3. Furnishing and Delivery of Seed, Lime, Fertilizer, Chemicals, and Agricultural Supplies

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

1. Appraisal Services, Additions to Henry Hudson Trail (Ref. #24-70) (*FAIR & OPEN—UNDER \$17,500.00*)
2. Appraisal Services, Additions to DeBois Creek Recreation Area (#24-71) (*FAIR & OPEN—UNDER \$17,500.00*)
3. Environmental Services, Block 55, Lot 20.06Q, Upper Freehold Township, ±19.4 Acres, Unimproved Property Owned by Lustgarten, for Additions to Crosswicks Creek Park, (Ref. #24-72) (*FAIR & OPEN—UNDER \$17,500.00*)
4. Survey Services, Block 55, Lot 20.06Q, Upper Freehold Township, ±19.4 Acres, Unimproved Property Owned by Lustgarten, for Additions to Crosswicks Creek Park (Ref. #24-73) (*FAIR & OPEN—UNDER \$17,500.00*)
5. Professional Engineering Services for Inspection and Repairs for Dams, Various Locations (Ref. #24-74) (*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) and for the purpose of the following:

- Discussion on active projects in the Municipal Land Preservation Incentive Program

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, DECEMBER 2, 2024** – 7:00 PM. **Regular Board Meeting.**  
Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **MONDAY EVENING, DECEMBER 16, 2024** – 7:00 PM. **Regular Board Meeting.**  
Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> 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.