

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

**MONMOUTH COUNTY BOARD OF
RECREATION COMMISSIONERS:**

**REGULAR MEETING: MONDAY,
JANUARY 24, 2011– 7:00 PM**

**THOMPSON PARK VISITOR CENTER, “BEECH ROOM”,
1ST FLOOR, 805 NEWMAN SPRINGS RD, LINCROFT, NJ**

A. Roll Call _____ PM – By _____

B. Statement of Adequate Public Notice – Read by _____

Salute to the flag and the Pledge of Allegiance followed by a moment of silence.

C. Approval of MINUTES–ANNUAL REORGANIZATION MEETING: MONDAY, JANUARY 10, 2011
(Absent: None)

D. Approval of 2010 VOUCHER LIST

E. Approval of 2011 VOUCHER LIST

F. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF DECEMBER 2010

3. ATTENDANCE REPORT—MONTH OF DECEMBER 2010

4. PERSONNEL, TRAINING & SAFETY MONTHLY REPORT—DECEMBER 2010 *(1/4/11)*

5. TRAINING REQUESTS AS OF JANUARY 18, 2011

6. MCPS WEBSITE TRAFFIC REPORT—DECEMBER 2010

7. MCBRC 2010 PURCHASING PERFORMANCE REPORTS (Reports Dated 1/21/11)
a. FOURTH QUARTER: OCTOBER 1, 2010—DECEMBER 31, 2010
b. YEARLY REPORT: JANUARY 1, 2010—DECEMBER 31, 2010

G. BOARD CORRESPONDENCE RECEIVED:

H. Motion to OPEN the HEARING OF THE PUBLIC. (Time: _____PM)
(Presentations are limited to three (3) minutes per person.)

I. Motion to CLOSE the HEARING OF THE PUBLIC. (Time: _____PM)

J. FREEHOLDER'S REPORT:

K. ITEMS FOR BOARD REVIEW:

1. Friends of the Parks Project Agreement—Various 2011 Projects. *(Board Action Item #1.)*

2. Request by John E. Kaiser, Water Rescue Captain, Middletown Township First Aid & Rescue Squad, dated December 7, 2010, for the Use of One (1) Wet Slip Berth at the Monmouth Cove Marina, for their Water Rescue/Scuba Diving Boat during the Summer 2011 Boating Season, at No Charge. *(We are recommending that the Board Grant Permission to them for the use of the transient dock and forklift launch docks as all of the wet slips are at full capacity.)*

3. Agenda Item #28 as added to the Agenda.

4. Status of Funded Projects as of January 14, 2011.

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 #1 through #27 for Board Action; and

WHEREAS, the Board also reviewed Agenda Item #28, 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 # _____ through # _____.

Resolution of Consent seconded by: _____.

ITEMS FOR BOARD ACTION:

- 1. Resolution APPROVING the FRIENDS OF THE PARKS VARIOUS 2011 PROJECTS, and further AUTHORIZING the CHAIRMAN AND SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO a PROJECT AGREEMENT for the YEAR 2011 with the FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC., for VARIOUS 2011 PROJECTS.

- 2. Resolution REJECTING bid proposal of AQUA PRODUCTS, INC., Cinnaminson, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #10 ONLY, as item did not meet bid specifications.

- 3. Resolution REJECTING bid proposal of BURKE SUPPLY CO., INC., Point Pleasant, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #9 ONLY, as item did not meet bid specifications.

- 4. Resolution REJECTING bid proposal of CENTRAL POLY CORP., Linden, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #34 ONLY, as vendor did not supply required sample.

5. Resolution REJECTING bid proposal of CHEM-TEK INDUSTRIES, INC., Howell, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS #15 & 26 ONLY, as items did not meet bid specifications, and ITEM #23 ONLY, as vendor did not submit required sample.
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6. Resolution REJECTING bid proposal of INTERBORO PACKAGING CORP., Montgomery, NY, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #32 ONLY, as item did not meet bid specifications.
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7. Resolution REJECTING bid proposal of PYRAMID SCHOOL PRODUCTS, Tampa, FL, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #18 ONLY, as vendor did not submit required sample, and ITEMS #31 & 32 ONLY, as items did not meet bid specifications.
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8. Resolution REJECTING bid proposal of SPRUCE INDUSTRIES, INC., Rahway, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS #9, 11 & 35 ONLY, as vendor did not supply required sample, and ITEMS #10 & 28 ONLY as items did not meet bid specifications.
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9. Resolution REJECTING bid proposal of UNIPAK CORP., Brooklyn, NY, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM #1 ONLY, as vendor did not submit the required sample.
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10. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to BURKE SUPPLY CO., Point Pleasant, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #5, 10, 12, 29 & 30 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$1,591.30.
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11. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CENTRAL POLY CORP., Linden, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM: #2 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$13,840.00.

12. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CHEM-TEK INDUSTRIES, INC., Howell, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #11, 25, 27 & 33 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$2,047.65.

13. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to INTERBORO PACKAGING CORPORATION, Montgomery, NY, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEM: #18 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$364.00.

14. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to MADSEN & HOWELL, INC., Perth Amboy, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #20, 26, 31, 32 & 34 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$11,044.50.

15. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to PYRAMID SCHOOL PRODUCTS, Tampa, FL, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #6, 7, 14, 15, 16, 17, 19, 22 & 23 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$1,921.24.

16. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SPRUCE INDUSTRIES, Rahway, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #1, 4 & 8 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$11,815.00.

17. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SUMMIT PAPER COMPANY, Linden, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #28 & 35 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$449.00.
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18. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SUPPLY KING, Eatontown, NJ, for FURNISHING AND DELIVERY OF JANITORIAL SUPPLIES (Bid #0023-11), ITEMS: #3, 9, 13 & 21 (2011 Supply Contract for the Period of 01/01/11 through 12/31/11); in the Total Contract Amount of \$2,698.27.
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19. Resolution ACCEPTING the WRITTEN PROPOSAL of PSP FALCON INDUSTRIES, LLC, Jackson, NJ, as received on January 11, 2011, proposal dated January 3, 2011, for providing SURVEYING SERVICES OF BLOCK 907, LOT 41, WALL TOWNSHIP, NJ, OWNER: TONKS, PROJECT: ADDITIONS TO SHARK RIVER PARK (Ref. #10-85 & PS #106-10), in an Amount Not To Exceed \$1,288.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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20. Resolution ACCEPTING the WRITTEN PROPOSAL of ENGINEERING & LAND PLANNING ASSOCIATES, INC., Clinton, NJ, as received on January 4, 2011, proposal dated January 3, 2011, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) SERVICES FOR BLOCK 907, LOT 41, WALL TOWNSHIP, NJ, OWNER: TONKS, +0.419 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO SHARK RIVER PARK (Ref. #10-86 & PS #103-10), in an Amount Not To Exceed \$1,895.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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21. Resolution ACCEPTING the WRITTEN PROPOSAL of COMPREHENSIVE APPRAISAL CORPORATION, Freehold, NJ, as received on January 4, 2011, proposal dated December 31, 2010, for providing APPRAISAL SERVICES FOR BLOCK 109, LOTS 5 & 6, TOWNSHIP OF HOWELL, NJ, OWNER: LIZAIRE, +3.47 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #10-89 & PS #105-10), in an Amount Not To Exceed \$1,299.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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22. Resolution ACCEPTING the WRITTEN PROPOSAL of JOHNSON REALTY SERVICES, LLC, Wall, NJ, as received on January 4, 2011, proposal dated December 27, 2010, for providing APPRAISAL SERVICES FOR BLOCK 109, LOTS 5 & 6, TOWNSHIP OF HOWELL, NJ, OWNER: LIZAIRE, ±3.47 ACRES, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #10-89 & PS #105-10), in an Amount Not To Exceed \$1,492.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

23. Resolution ACCEPTING the WRITTEN PROPOSAL of PRINCETON JUNCTION ENGINEERING, PC., Princeton Junction, NJ, as received on January 11, 2011, proposal dated January 4, 2011, for providing SURVEYING SERVICES OF BLOCK 27, LOTS 22 (P/O) AND 23 (P/O), UPPER FREEHOLD TOWNSHIP, NJ, OWNER: HIGH RIDGE HOLDING CO., INC., PROJECT: ADDITIONS TO CROSSWICKS CREEK GREENWAY (DOCTOR'S CREEK), CONSERVATION EASEMENT (Ref. #10-95 & PS #107-10), in an Amount Not To Exceed \$4,500.00, as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate, and further AUTHORIZING the SECRETARY-DIRECTOR to SEND NOTICE of contract award to the Asbury Park Press, a newspaper printed and published in the Township of Neptune, County of Monmouth, as required by law, within twenty (20) days of its passage. (*Non-Fair & Open process approved by Teri O'Connor, County Administrator, as per her Memorandum dated December 13, 2010.*)

24. Resolution Authorizing CHANGE ORDER #1, in the amount of \$184.00, increasing contract amount for tonnage overage (Proposal #3) to close contract, to HEMLOCK HILL FARMS, Colts Neck, NJ, for FURNISHING & DELIVERY OF ANIMAL FEED, SUPPLEMENTS AND EAR CORN (Bid #0013-10), as originally awarded by Resolution #R-09-12-21=486, ITEMS: Proposal 2, Items #1-15, Animal Feed and Supplements; Proposal 3, Item #1, Ear Corn; (2010 Supply Contract for the Period of 01/01/10 through 12/31/10); in the Estimated Total Contract Amount of \$12,880.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$13,064.00.

25. Resolution Authorizing CHANGE ORDER #1, in the amount of \$0.00 for Upgraded Model Mower X Tow Behind 12' Make/Model: Woods TBW144 (Item #17), to HIGHTS FARM EQUIPMENT CO., INC., Hightstown, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0050-10), as originally awarded by Resolution #R-10-11-8=371, ITEMS: #17 & 18; in the Contract Amount of \$15,175.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$15,175.00.

26. Resolution Authorizing CHANGE ORDER #1, in the amount of \$370.00, increasing contract amount to close contract, to CAPOZZI OVERHEAD DOORS, INC., Nutley, NJ, for REPAIR AND INSTALLATION OF WOODEN, METAL AND FIBERGLASS OVERHEAD AND METAL ROLLING SECURITY DOORS (Bid #0013-09), as originally awarded by Resolution #R-08-12-18=491 and Extended for an Additional One (1) Year Period (2010), as per Resolution #R-09-11-9=409 in the Estimated Contract Amount of \$25,000.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$25,370.00.
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27. Resolution REJECTING **ALL** bids received on January 19, 2011, for TEMPORARY USE AND OCCUPANCY OF MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' LAND FOR AGRICULTURAL USE AT DORBROOK RECREATION AREA (Bid #0024-11), due to error in bid specifications, and further AUTHORIZING the SECRETARY-DIRECTOR of the Board to RE-ADVERTISE for same.
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28. Resolution Authorizing CHANGE ORDER #1, in the amount of \$2,796.81 due to increased credit card sales for 2010 and to close out contract, to BANK OF AMERICA, N.A., Pittsburgh, PA, for FURNISHING AND DELIVERY OF CREDIT/DEBIT CARD PAYMENT SERVICES THROUGH TELEPHONE, ELECTRONIC TRANSMISSION, IN PERSON, AND BY INTERNET ACCESS (Bid #0042-08), as originally awarded by Resolution #R-08-6-9=223 and Extended for an Additional One (1) Year Period (2010) as per Resolution #R-10-1-25=48 in the Estimated Annual Contract Amount of \$90,000.00, for a NEW ESTIMATED TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$92,796.81.
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MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Two (2) Appraisals, Block 64, Lot 12, Millstone Township, Owner: Schulz, for Additions to Charleston Springs Golf Course (Ref. #11-07) (*FAIR & OPEN*)
 2. Two (2) Appraisals, Block 751, Lot 52, Wall Township, Owner: Theilemann, for Additions to Shark River Park (Ref. #11-08) (*FAIR & OPEN*)
 3. Preliminary Assessment & Site Inspection (PASI), Block 66.01, Lot 36.08, Howell Township, Owner: Gunderson & Corrigan, Improved, \pm .54 Acres, for Additions to Manasquan Reservoir (Ref. #11-09) (*FAIR & OPEN*)
 4. Surveying Services, Block 66.01, Lot 36.08, Howell Township, Owner: Gunderson & Corrigan, Improved, \pm .54 Acres, for Additions to Manasquan Reservoir (Ref. #11-10) (*FAIR & OPEN*)
 5. Two (2) Appraisals, Block 169, Lot 4, and Block 170, Lot 33, Marlboro Township, Improved, \pm 9.53 Acres, Owner: Estate of Adeline Fisher, for Additions to Airport Recreation Area (Ref. #11-11) (*FAIR & OPEN*)
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DATES TO REMEMBER:

1. **MONDAY EVENING, FEBRUARY 7, 2011** - 7 PM. **Regular Board Meeting.** “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
2. **“TUESDAY” EVENING, FEBRUARY 22, 2011** - 7 PM. **Regular Board Meeting.** “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
3. **MONDAY EVENING, MARCH 7, 2011** - 7 PM. **Regular Board Meeting.** “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.
4. **SATURDAY, MARCH 19, 2011** – 9 AM. ***New Jersey Land Trust Rally.*** Brookdale Community College, Lincroft, NJ.
5. **MONDAY EVENING, MARCH 21, 2011** - 7 PM. **Regular Board Meeting.** “Beech Room” of the Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Rd., Lincroft, NJ.

Statement of Adequate Public Notice – Read by _____

“Statement of Adequate Public Notice of Executive Session Meeting in compliance with the ‘Open Public Meetings Act’, Laws of the State of NJ, Chapter 231, P.L. 1975. Notice of meeting has been posted, and the County Clerk and two (2) newspapers as designated by the Board have been noticed, including date, time and place, as adopted by the Commission at their regular meeting of January 10, 2011, as required under the Open Public Meetings Act, Chapter 231, P.L. 1975.”

At _____ PM, the following Resolution was introduced by _____, seconded by _____, to move into EXECUTIVE SESSION for the purpose of discussing PERSONNEL MATTERS and LAND ACQUISITION MATTERS, being additions to county park lands:

WHEREAS, the Open Public Meetings Act provides that the Monmouth County Board of Recreation Commissioners may recess into Executive Session pursuant to the Notice as set forth in the Agenda and the Statement of Public Notice as referred to therein for the purposes as set forth therein including the purposes of discussing “personnel matters and land acquisition matters”; and

WHEREAS, the Board of Recreation Commissioners, pursuant to the Open Public Meetings Act, may recess into Executive Session to discuss matters involving the Attorney/Client Privilege and matters involving negotiations and real estate matters and procedures related thereto as may relate to a Hearing held pursuant to Resolutions as adopted by the Board of Chosen Freeholders and the Board of Recreation Commissioners.

NOW THEREFORE, BE IT RESOLVED that the Monmouth County Board of Recreation Commissioners does hereby recess into Executive Session to discuss the aforementioned subject matters and the Minutes of the same may be disclosed at such time in the future as the Board of Recreation Commissioners may, in its discretion, determine according to law.

Motion to RECONVENE the REGULAR MEETING. (Time: _____PM)

NOTE: Minutes of the Executive Session to discuss Personnel Matters shall not be made available to the public, as Personnel Matters are confidential.

Minutes of the Executive Session to discuss Land Acquisition Matters being additions to County park lands, will be available to the Public in ninety (90) days or upon completion of acquisition or potential litigation.

ITEM(S) FOR BOARD ACTION FOLLOWING THE EXECUTIVE SESSION:

ITEMS FOR THE GOOD OF THE ORDER:

Resolution scheduling an **Executive Session Meeting** to be held during the Board’s regularly scheduled meeting of **Monday, February 7, 2011, at 7 PM**, in the **“Beech Room”** of the **Thompson Park Visitor Center, 1st Floor, 805 Newman Springs Road, Lincroft, NJ**, for the purpose of discussing **Personnel Matters, Land Acquisition Matters, being additions to county park lands; and Potential Litigation**, and authorizing the Secretary-Director to post and send notice of said meeting to the County Clerk and two (2) newspapers as designated by the Board.

Motion to ADJOURN the Regular Meeting of the Monmouth County Board of Recreation Commissioners. (Time: _____PM)
