

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:

REGULAR MEETING: MONDAY, AUGUST 24, 2015– 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—REGULAR MEETING: MONDAY, AUGUST 10, 2015
(Excused: Chairman Rummel)

D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS:
MONDAY, AUGUST 10, 2015. (Excused: Chairman Rummel)

E. Approval of EXECUTIVE SESSION MINUTES—ATTORNEY CLIENT PRIVILEGE INFORMATION:
MONDAY, AUGUST 10, 2015. (Excused: Chairman Rummel)

F. Approval of 2014 VOUCHER LIST

G. Approval of 2015 VOUCHER LIST

H. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF JULY

3. ATTENDANCE REPORT—MONTH OF JULY

4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—JULY 2015
(Dated: 8/19/2015)

5. MCPS TRAINING REQUESTS AS OF AUGUST 17, 2015

6. MCPS WEBSITE TRAFFIC REPORT—JULY

I. BOARD CORRESPONDENCE RECEIVED:

1. Letter from SFC Charles Ferraro, US Army Retired, Eatontown, NJ, dated 8/19/15, addressed to James J. Truncer, Director, requesting that the Board approve free membership and/or reduced rates for Veterans and Disabled Veterans at our County golf courses. *(Acknowledgement letter from James J. Truncer, Secretary-Director, dated August 21, 2015.)*
2. Letter from Jane Abrahamsen, Director/Saint Ann Child Care Center, Keansburg, NJ, dated 8/19/15, addressed to the Board, regarding an incident that happened at Dorbrook Park when a group of children went on a class trip to the spray park and were not permitted admittance as they didn’t have a park permit. *(Acknowledgement letter from James J. Truncer, Secretary-Director, dated August 24, 2015.)*

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

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

L. PRESENTATION:

“Collections”

by Cheryl Stoeber-Goff, Museum Curator/Historical Services

M. FREEHOLDER’S REPORT:

N. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Recommending acceptance of the written proposal of Adams, Rehmann and Heggan Associates, Inc., Hammonton, NJ, for Providing Preliminary Assessment/Site Investigation (PASI) of Block 34, Lot 29.01, Upper Freehold Township, NJ, +3.360 Acres, Owner: Sculthorpe, Improved Property, Project: Additions to Crosswicks Creek Park (Ref. #15-24 & PS #41-15), in an Amount Not To Exceed \$4,521.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

2. Board Action Item #2 – Recommending acceptance of the written proposal of LS Engineering Associates Corporation, Cherry Hill, NJ, for Providing Professional Surveying Services of Block 34, Lot 29.01, Upper Freehold Township, NJ, +3.360 Acres, Improved Property, Owner: Sculthorpe, Project: Additions to Crosswicks Creek Park (Ref. #15-24 & PS #42-15), in an Amount Not To Exceed \$2,990.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

3. Board Action Item #3 – Recommending acceptance of the written proposal of DRD Appraisals, LLC, dba Stuart Appraisal Company, Freehold, NJ, for Providing Professional Appraisal Services for Block 64, Lots 18Q, 19 & 19Q, Township of Millstone, NJ, ±10.57 Acres, Owner: Sulley Enterprises, Inc., Project: Additions to Charleston Springs Golf Course, Interest: Fee Simple (Ref. #15-28 & PS #45-15), in an Amount Not To Exceed \$2,150.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

4. Board Action Item #4 – Recommending acceptance of the written proposal of Comprehensive Appraisal Corp., Freehold, NJ, for Providing Professional Appraisal Services for Block 64, Lots 18Q, 19 & 19Q, Township of Millstone, NJ, ±10.57 Acres, Owner: Sulley Enterprises, Inc., Project: Additions to Charleston Springs Golf Course, Interest: Fee Simple (Ref. #15-28 & PS #45-15), in an Amount Not To Exceed \$2,500.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

5. Board Action Item #5 – Recommending authorization of the Purchase of Computer Hardware and Peripherals, as per WSCA Computer Contract M-0483, from MRA International, Long Branch, NJ, Quote #Q-004375 dated 08/11/2015, Items: Eighteen (18) HP ProDesk 600 G1 Small Form Factor Desktop PC @\$888.00 (\$15,984.00); Eighteen (18) New HP Elite Display E221i 21.5-inch IPS LED Backlit Monitor @\$159.00 (\$2,862.00); Eighteen (18) HP 5 Year Next Business Day Exchange Standard Monitor Service @\$26.00 (\$468.00); as available under NJ State Contract #70262, for the Period of 10/17/07 through 09/30/15, in the Total Contract Amount of \$19,314.00.

6. Board Action Item #6 – Recommending authorization to Extend the Temporary Use and Occupancy Agreement between the Monmouth County Board of Recreation Commissioners, acting on behalf of the County of Monmouth, and The Community YMCA, Shrewsbury, NJ, for the Temporary Use and Occupancy of Floor Space at the Henry Hudson Trail Activity Center, Building #3101, Leonardo, NJ, as the site for the “Bayshore Family Success Center”, for an additional One (1) Year Period, September 1, 2015 through September 1, 2016, at a rate of \$750.00 per month, with the option to extend by mutual agreement of the parties, as per the terms and conditions of the Temporary Use and Occupancy Agreement dated September 1, 2014.

7. Board Action Item #7 – Recommending Adoption of Golf Course Outing Program Fees and Charges, as Amended, to include an 18-Hole Shotgun Start Outing at Pine Brook Golf Course, Monday through Sunday, at \$60.00 per golfer, and further rescinding Resolution #R-15-5-11=204 as previously adopted by the Board.

8. Request by the IMG Junior Golf Tour for Permission to Host their IMG Junior Tournament at Charleston Springs North Course on April 9 & 10, 2016, while charging the resident weekday junior fee of \$24.00 for each participant's practice round played prior to the tournament, with the IMG Junior Tour to pay the Park System \$50.00 for each round played in the Tournament which includes greens fees, range balls and use of the Short Game Area, and allowing parents/spectators to rent carts to follow their children.
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9. Board Action Item #8 as Added to the Agenda – Recommending Authorization of Change Order #2, in the amount of \$2,007.50 to add exterior foot wash fixture with concrete pad and drainage, to Jamali Developers, LLC, Monroe Township, NJ, for Restroom Building 201 Interior Reconstruction at Holmdel Park (Bid #0051-15), Item: #1, Base Bid; as originally awarded by Resolution #R-15-6-8=243 in the Contract Amount of \$216,000.00, and as modified by Change Order #1 awarded by Resolution #R-15-8-10=301 in the Total Change Order #1 Contract Amount of \$219,386.63, for a New Total Change Order #2 Contract Amount of \$221,394.13.

10. Board Action Item #9 as Added to the Agenda – Recommending the Purchase of MRESC 14/15-04 Grounds Equipment, from Cherry Valley Tractor Sales, Marlton, NJ, Items: 2015 or Current Production Year Eager Beaver 20XPT 20 Ton Tag Air Brake Trailer with Options: Extra Deck Length; Tag Landing Gear; Hubometer; Taper to Zero Ramp Option; 6' Long Hydraulic Ramp 42" Wide; and Additional Roto Rings; as available under the Middlesex Regional Educational Services Commission (MRESC) Contract No. 65MCESCCPS, for the Period of 8/1/14 through 7/31/15, extended until 2/19/16, in the Total Contract Amount of \$32,024.27.

11. Status of Funded Projects as of August 17, 2015.

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 #7 for Board Action; and

WHEREAS, the Board also reviewed Agenda Items #8 & 9 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 ACCEPTING the WRITTEN PROPOSAL of ADAMS, REHMANN AND HEGGAN ASSOCIATES, INC., Hammonton, NJ, as received on July 31, 2015, proposal dated July 20, 2015, for PROVIDING PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) OF BLOCK 34, LOT 29.01, UPPER FREEHOLD TOWNSHIP, NJ, \pm 3.360 ACRES, OWNER: SCULTHORPE, IMPROVED PROPERTY, PROJECT: ADDITIONS TO CROSSWICKS CREEK PARK (Ref. #15-24 & PS #41-15), in an Amount Not To Exceed \$4,521.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

2. Resolution ACCEPTING the WRITTEN PROPOSAL of LS ENGINEERING ASSOCIATES CORPORATION, Cherry Hill, NJ, as received on July 31, 2015, proposal dated July 21, 2015, for PROVIDING PROFESSIONAL SURVEYING SERVICES OF BLOCK 34, LOT 29.01, UPPER FREEHOLD TOWNSHIP, NJ, \pm 3.360 ACRES, IMPROVED PROPERTY, OWNER: SCULTHORPE, PROJECT: ADDITIONS TO CROSSWICKS CREEK PARK (Ref. #15-24 & PS #42-15), in an Amount Not To Exceed \$2,990.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

3. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on August 11, 2015, proposal dated August 7, 2015, for PROVIDING PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 64, LOTS 18Q, 19 & 19Q, TOWNSHIP OF MILLSTONE, NJ, \pm 10.57 ACRES, OWNER: SULLEY ENTERPRISES, INC., PROJECT: ADDITIONS TO CHARLESTON SPRINGS GOLF COURSE, INTEREST: FEE SIMPLE (Ref. #15-28 & PS #45-15), in an Amount Not To Exceed \$2,150.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.

4. Resolution ACCEPTING the WRITTEN PROPOSAL of COMPREHENSIVE APPRAISAL CORP., Freehold, NJ, as received on August 11, 2015, proposal dated August 7, 2015, for PROVIDING PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 64, LOTS 18Q, 19 & 19Q, TOWNSHIP OF MILLSTONE, NJ, ±10.57 ACRES, OWNER: SULLEY ENTERPRISES, INC., PROJECT: ADDITIONS TO CHARLESTON SPRINGS GOLF COURSE, INTEREST: FEE SIMPLE (Ref. #15-28 & PS #45-15), in an Amount Not To Exceed \$2,500.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
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5. Resolution AUTHORIZING the PURCHASE of COMPUTER HARDWARE AND PERIPHERALS, as per WSCA Computer Contract M-0483, from MRA INTERNATIONAL, Long Branch, NJ, Quote #Q-004375 dated 08/11/2015, ITEMS: Eighteen (18) HP ProDesk 600 G1 Small Form Factor Desktop PC @\$888.00 (\$15,984.00); Eighteen (18) New HP Elite Display E221i 21.5-inch IPS LED Backlit Monitor @\$159.00 (\$2,862.00); Eighteen (18) HP 5 Year Next Business Day Exchange Standard Monitor Service @\$26.00 (\$468.00); as available under NJ State Contract #70262, for the Period of 10/17/07 through 09/30/15, in the Total Contract Amount of \$19,314.00.
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6. Resolution AUTHORIZING THE EXTENSION of the TEMPORARY USE AND OCCUPANCY AGREEMENT between the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, acting on behalf of the County of Monmouth, and THE COMMUNITY YMCA, Shrewsbury, NJ, for the TEMPORARY USE AND OCCUPANCY OF FLOOR SPACE AT THE HENRY HUDSON TRAIL ACTIVITY CENTER, BUILDING #3101, Leonardo, NJ, as the site for the "BAYSHORE FAMILY SUCCESS CENTER", for an ADDITIONAL ONE (1) YEAR PERIOD, SEPTEMBER 1, 2015 THROUGH SEPTEMBER 1, 2016, at a RATE OF \$750.00 PER MONTH, with the option to extend by mutual agreement of the parties, as per the terms and conditions of the Temporary Use and Occupancy Agreement dated September 1, 2014.
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7. Resolution ADOPTING GOLF COURSE OUTING PROGRAM FEES AND CHARGES, AS AMENDED, to include an 18-Hole Shotgun Start Outing at Pine Brook Golf Course, Monday through Sunday, at \$60.00 per golfer, and further RESCINDING Resolution #R-15-5-11=204 as previously adopted by the Board.
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8. Resolution Authorizing CHANGE ORDER #2, in the amount of \$2,007.50 to add exterior foot wash fixture with concrete pad and drainage, to JAMALI DEVELOPERS, LLC, Monroe Township, NJ, for RESTROOM BUILDING 201 INTERIOR RECONSTRUCTION AT HOLMDEL PARK (Bid #0051-15), ITEM: #1, Base Bid; as originally awarded by Resolution #R-15-6-8=243 in the Contract Amount of \$216,000.00, and as modified by Change Order #1 awarded by Resolution #R-15-8-10=301 in the Total Change Order #1 Contract Amount of \$219,386.63, for a NEW TOTAL CHANGE ORDER #2 CONTRACT AMOUNT OF \$221,394.13.
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9. Resolution AUTHORIZING the PURCHASE of MRESC 14/15-04 GROUNDS EQUIPMENT, from CHERRY VALLEY TRACTOR SALES, Marlton, NJ, ITEMS: 2015 or Current Production Year Eager Beaver 20XPT 20 Ton Tag Air Brake Trailer with Options: Extra Deck Length; Tag Landing Gear; Hubometer; Taper to Zero Ramp Option; 6' Long Hydraulic Ramp 42" Wide; and Additional Roto Rings; as available under the Middlesex Regional Educational Services Commission (MRESC) Contract No. 65MCECCPS, for the Period of 8/1/14 through 7/31/15, extended until 2/19/16, in the Total Contract Amount of \$32,024.27.
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MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Renovation of the Sprayground at Dorbrook Recreation Area
 2. Safety Surface Repair of the Playground at Dorbrook Recreation Area
 3. Furnishing and Delivery of Heating and Air Conditioning Maintenance, Repair Parts, Service and Installation
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MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Providing Title Searches and Title Insurance on Various Land Preservation Projects for the Period of January 1, 2016 through December 31, 2018 (36 Months) (Ref. #15-44) (*FAIR & OPEN*)
 2. Topographic Surveys for Deep Cut Gardens—Rockery, Pond & Parking Areas (Ref. #15-45) (*FAIR & OPEN*)
 3. Two (2) Appraisal Services Reports, Block 153, Lots 38 & 47, Marlboro Township, ±200 Acres, Unimproved Property, Owner: Sisters of the Good Shepherd, for Additions to Big Brook Park (Ref. #15-46) (*FAIR & OPEN*)
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DATES TO REMEMBER:

1. **“TUESDAY EVENING”, SEPTEMBER 8, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **FRIDAY MORNING, SEPTEMBER 11, 2015** – 8 AM. **Monmouth County’s 9/11 Memorial Remembrance Ceremony.** Mt. Mitchill Scenic Overlook, 460 Ocean Blvd., Atlantic Highlands, NJ.
3. **WEDNESDAY, SEPTEMBER 16, 2015** – 5:30 PM—7:30 PM. **Employee Recognition & Awards.** Thompson Park Activity Barn, Newman Springs Road, Lincroft, NJ. Hosted by the Friends of the Parks. *(By Invitation. RSVP by September 4th to Human Resources 732/842-4000, Ext. 4213 or email: jbezio@monmouthcountyparks.com)*
4. **SATURDAY, SEPTEMBER 19, 2015** – 11 AM—5 PM. **Wind And Sea Festival.** Bayshore Waterfront Park, Port Monmouth, NJ.
5. **MONDAY EVENING, SEPTEMBER 21, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
6. **MONDAY EVENING, OCTOBER 5, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
7. **SUNDAY, OCTOBER 18, 2015** – 11 AM—5 PM. **Thompson Park Day.** Thompson Park, 805 Newman Springs Road, Lincroft, NJ. Free Admission & Free Parking. Various Activities, Entertainment, Demonstrations, Food Vendors and Contests. *(Some activities require a fee.)*
8. **MONDAY EVENING, OCTOBER 19, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
9. **MONDAY EVENING, NOVEMBER 9, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
10. **MONDAY EVENING, NOVEMBER 23, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
11. **SATURDAY AFTERNOON, DECEMBER 5, 2015** – 12:30 PM—2:30 PM. **Coastal Activity Center Holiday DJ Dance Party.** Coastal Activity Center, 605 Asbury Ave., Asbury Park, NJ. For more information call: 848/456-4278, Ext. 6#.
12. **MONDAY EVENING, DECEMBER 7, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
13. **MONDAY EVENING, DECEMBER 21, 2015** - 7 PM. **REGULAR BOARD MEETING.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, 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 August 10, 2015, 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 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 “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 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 **Tuesday, September 8, 2015**, 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 Attorney Client Privilege Information**, 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, as required under the Open Public Meetings Act, Chapter 231, P.L. 1975.

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