

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:

REGULAR MEETING: MONDAY, DECEMBER 16, 2013– 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, DECEMBER 2, 2013
(Excused: Chairman Loud, Commissioners Mandeville and Hood)

D. Approval of 2012 VOUCHER LIST

E. Approval of 2013 VOUCHER LIST

F. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF NOVEMBER

3. ATTENDANCE REPORT—MONTH OF NOVEMBER

4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—NOVEMBER 2013
(Dated: 12/10/2013)

5. MCPS TRAINING REQUESTS AS OF DECEMBER 9, 2013

6. MCPS WEBSITE TRAFFIC REPORT—NOVEMBER 2013

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. Board Action Item #1 – Recommending that the Board Authorize the Chairman and Secretary-Director to Enter Into an Agreement of Assistance with The Friends of the Monmouth County Park System, Inc.

2. Board Action Item #2 – Recommending that the Board Authorize the Chairman and Secretary-Director to Enter Into a Project Agreement with The Friends of the Monmouth County Park System, Inc., for Providing Historical Research and Writing Services in Preparation of the Nomination of the former Navesink Military Reservation in Hartshorne Woods Park to the New Jersey and National Registers, by retaining the services of Clifford Zink.

3. Board Action Item #8 – Recommending to the Monmouth County Board of Chosen Freeholders the Entering Into a Permanent Deed of Dedication and Perpetual Storm Damage Reduction Easement with the Township of Middletown, being part of Bayshore Waterfront Park, as operated by the MCPS, to participate with the State of NJ and the U.S. Army Corps of Engineers to Construct the Port Monmouth, NJ, Beach Erosion and Hurricane Protection Project between the Department of the Army and the State of NJ.

4. Board Action Item #12 – Recommending Designation of Hominy Hill Golf Course and Charleston Springs Golf Course as areas where Alcoholic Beverages (Beer and Wine ONLY) may be consumed by permit, with a reserved golf outing.

5. Board Action Item #13 as Added to the Agenda – Recommending acceptance of written proposal of Emilcott Associates, Inc., for Providing Quantitative Respirator Training and Respirator Fit-Testing Services (PS #01-14)

6. Status of Funded Projects as of December 6, 2013

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 #12 for Board Action; and

WHEREAS, the Board also reviewed Agenda Item #13, 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 AUTHORIZING the CHAIRMAN and SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO an AGREEMENT OF ASSISTANCE with THE FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC.

2. Resolution AUTHORIZING the CHAIRMAN and SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO a PROJECT AGREEMENT with THE FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC., for PROVIDING HISTORICAL RESEARCH AND WRITING SERVICES IN PREPARATION OF THE NOMINATION OF THE FORMER NAVESINK MILITARY RESERVATION IN HARTSHORNE WOODS PARK TO THE NEW JERSEY AND NATIONAL REGISTERS, BY RETAINING THE SERVICES OF CLIFFORD ZINK.

3. Resolution ACCEPTING the WRITTEN PROPOSAL of LAN ASSOCIATES, ENGINEERING, PLANNING, ARCHITECTURE, SURVEYING, INC., Midland Park, NJ, as received on November 20, 2013, proposal dated November 5, 2013, for PROVIDING ARCHITECTURAL SERVICES FOR DESIGN DEVELOPMENT FOR THE CLUBHOUSE AT HOMINY HILL GOLF COURSE (Ref. #13-46 & PS #57-13), in an Amount Not To Exceed \$48,000.00, 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 Authorizing CHANGE ORDER #1, in the amount of \$9,000.00 increasing existing contract by 10% as allowed by law to cover end of year expenses, to CORE TRANZ BUSINESS SERVICES, Manasquan, NJ, for FURNISHING AND DELIVERY OF CREDIT/DEBIT CARD PAYMENT SERVICES THROUGH TELEPHONE, ELECTRONIC TRANSMISSION, IN PERSON AND BY INTERNET ACCESS (Bid #0027-11), ITEMS: A-J, Credit/Debit Card Services (Period of 03/01/11 through 12/31/11), with the option to extend the contract for two (2) additional one (1) year periods (2012 & 2013) under the same terms and conditions as per bid specification; as originally awarded by Resolution #R-11-3-1=87 in the Estimated Annual Contract Amount of \$90,000.00, for a NEW TOTAL CHANGE ORDER #1 ESTIMATED ANNUAL CONTRACT AMOUNT OF \$99,000.00.
-

5. Resolution AWARDING CONTRACT to BANK OF AMERICA MERCHANT SERVICES, Nesconset, NY, for FURNISHING AND DELIVERY OF CREDIT/DEBIT CARD PAYMENT SERVICES THROUGH TELEPHONE, ELECTRONIC TRANSMISSION, IN PERSON AND BY INTERNET ACCESS (Bid #0005-14), ITEMS: A-J (Period of January 1, 2014 through December 31, 2014), with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for TWO (2) ADDITIONAL ONE (1) YEAR PERIODS (2015 & 2016), under the same terms and conditions, as per bid specification; in the Estimated Annual Contract Amount of \$110,000.00.
-

6. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SHORELANDS CONSTRUCTION, INC., Monmouth Beach, NJ, for HENRY HUDSON TRAIL BRIDGE REPLACEMENT EAST CREEK, UNION BEACH (Bid #0070-13), ITEMS: #1-10 (Total Base Bid Price); in the Total Contract Amount of \$90,953.00.
-

7. Resolution Authorizing CHANGE ORDER #1, in the amount of \$11,065.64 for unforeseen obstructions under "T" dock (\$1,065.64) and installation of nine (9) additional 50' piles and relocation of one (1) 50' pile (\$10,000.00), to WICKBERG MARINE CONTRACTING, INC., Belford, NJ, for INSTALLATION OF MOORING TIMBER PILES (Bid #0049-13), ITEMS: #1-3 (Total Lump Sum); as originally awarded by Resolution #R-13-5-6=213 in the Contract Amount of \$74,000.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$85,065.64.
-

8. Resolution RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS the ENTERING INTO A PERMANENT DEED OF DEDICATION AND PERPETUAL STORM DAMAGE REDUCTION EASEMENT with the TOWNSHIP OF MIDDLETOWN, identified as BLOCK 22, LOT 1.01; BLOCK 23, LOTS 1.01, 4.01, 10.01 AND 10.02; BLOCK 24, LOT 1.01; BLOCK 25, LOT 1.01, BLOCK 137, LOT 1; AND BLOCK 138, LOT 1.01, being part of BAYSHORE WATERFRONT PARK, as operated by the MONMOUTH COUNTY PARK SYSTEM, to PARTICIPATE WITH THE STATE OF NEW JERSEY and the UNITED STATES ARMY CORPS OF ENGINEERS to CONSTRUCT the PORT MONMOUTH, NJ, BEACH EROSION AND HURRICANE PROTECTION PROJECT between the DEPARTMENT OF THE ARMY and the STATE OF NEW JERSEY, and further RECOMMENDING that the BOARD OF CHOSEN FREEHOLDERS AUTHORIZE the CHAIRMAN and the SECRETARY-DIRECTOR and/or his DESIGNEE(S) to SIGN AND ENTER INTO ANY AND ALL AGREEMENTS ON BEHALF OF THE BOARD OF CHOSEN FREEHOLDERS, and to FURNISH ANY AND ALL INFORMATION AND MATERIALS as may be required with regard to this Project.
-

9. Resolution ACCEPTING the WRITTEN PROPOSAL of COLTS HEAD VETERINARY SERVICES PC, Clarksburg, NJ, as received on December 10, 2013, proposal dated December 8, 2013, for PROVIDING VETERINARY SERVICES (PS #02-14), for the Period of January 1, 2014 through December 31, 2014; in an Amount Not To Exceed \$32,000.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
-

10. Resolution REJECTING bid proposal of JAMALI DEVELOPERS, LLC, Monroe Township, NJ, for DESIGN AND CONSTRUCTION OF A STORAGE POLE BARN AT WOLF HILL RECREATION AREA 443 (Bid #0061-13), being the low bidder, as company is unable to demonstrate sufficient relevant experience of scope, scale and type to perform work.
-

11. Resolution AWARDED CONTRACT to the lowest responsible bidder, as per bid proposal to SECURITY STRUCTURES, INC., Basking Ridge, NJ, for DESIGN AND CONSTRUCTION OF A STORAGE POLE BARN AT WOLF HILL RECREATION AREA 443 (Bid #0061-13), ITEMS: #1-3 (Total Base Bid Price); in the Total Contract Amount of \$100,056.00.
-

12. Resolution DESIGNATING HOMINY HILL GOLF COURSE AND CHARLESTON SPRINGS GOLF COURSE AS PARK AREAS WHERE ALCOHOLIC BEVERAGES (BEER AND WINE ONLY) MAY BE CONSUMED BY PERMIT, WITH A RESERVED GOLF OUTING.
-

13. Resolution ACCEPTING the WRITTEN PROPOSAL of EMILCOTT ASSOCIATES, INC., Morristown, NJ, as received on December 10, 2013, proposal dated December 9, 2013, for PROVIDING QUANTITATIVE RESPIRATOR TRAINING AND RESPIRATOR FIT-TESTING SERVICES (PS #01-14), for the Period of 01/01/14 through 12/31/14, in an Amount Not To Exceed \$5,250.00, as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
-

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Engineering Services for Sampling, Testing & Preparation of Report required by the NJPDES Permit for Charleston Springs Golf Course for the Year 2014 (Ref. #13-50) (FAIR & OPEN)
 2. Golf Course Architectural Services for the Year 2014 (Ref. #13-51) (FAIR & OPEN)
-

DATES TO REMEMBER:

1. **MONDAY EVENING, JANUARY 6, 2014** - 7 PM. **Annual First Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ. (*Nominations for Officers for the Year 2014*)
2. **"TUESDAY EVENING", JANUARY 21, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **MONDAY EVENING, FEBRUARY 10, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, FEBRUARY 24, 2014** - 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 December 2, 2013, 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 purposes of discussing LAND ACQUISITION MATTERS, being additions to county park lands, POTENTIAL LITIGATION, and PERSONNEL MATTERS and:

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, potential litigation, and personnel 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. Minutes of the Executive Session to discuss Potential Litigation will be available to the public in ninety (90) days, or upon completion of potential litigation. Minutes of the Executive Session to discuss Personnel Matters shall not be made available to the public, as Personnel Matters are confidential.

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 **January 6, 2014**, 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)
