

**PRESENT:**

**ABSENT:**

**ALSO PRESENT:**

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**A G E N D A**

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:**

**RESCHEDULED MEETING: “WEDNESDAY”,  
JANUARY 22, 2014– 7:00 PM**

**THOMPSON PARK VISITOR CENTER, “BEECH ROOM”,  
1<sup>ST</sup> 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 FIRST REGULAR MEETING: MONDAY, JANUARY 6, 2014  
(Excused: Commissioner Harmon)

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D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS:  
MONDAY, JANUARY 6, 2014. (Excused: Commissioner Harmon)

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E. Approval of EXECUTIVE SESSION MINUTES—POTENTIAL LITIGATION:  
MONDAY, JANUARY 6, 2014. (Excused: Commissioner Harmon)

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F. Approval of 2013 VOUCHER LIST

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G. Approval of 2014 VOUCHER LIST

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H. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

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2. REVENUE REPORT—MONTH OF DECEMBER 2013

\_\_\_\_\_

3. ATTENDANCE REPORT—MONTH OF DECEMBER 2013

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4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—DECEMBER 2013  
(Report Date: 1/3/2014)

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5. MCPS TRAINING REQUESTS AS OF JANUARY 13, 2014

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6. MCBRC 2013 PURCHASING PERFORMANCE REPORT—FOURTH QUARTER:  
OCTOBER 1, 2013—DECEMBER 31, 2013. (Report Date: January 13, 2014)

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7. MCBRC 2013 ANNUAL PURCHASING PERFORMANCE REPORT:  
JANUARY 1, 2013—DECEMBER 31, 2013. (Report Date: January 14, 2014)

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8. MCPS WEBSITE TRAFFIC REPORT—DECEMBER 2013

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I. BOARD CORRESPONDENCE RECEIVED:

1. Letter from Michael J. DiGennaro, Club Secretary/Tri County RC Club, Keyport, NJ, expressing their club's gratitude to the Commissioners for their time at the January 6, 2014 Board Meeting and their appreciation for volunteering to administrate our county parks.

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

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K. Motion to CLOSE the HEARING OF THE PUBLIC. (Time: \_\_\_\_\_PM)

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L. FREEHOLDER'S REPORT:

M. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Recommending the Preparation of a Citation of Appreciation to Amy D. Pease, Senior Golf Ranger, who will be Retiring effective February 1, 2014 with over Twenty-five and one-half (25 ½) Years of Service.
2. Board Action Item #2 – Recommending that the Board Authorize the Chairman and Secretary-Director of the Board to Enter Into an Agreement of Assistance with the Monmouth Conservation Foundation.
3. Board Action Item #3 – Recommending that the Board Authorize the Chairman and Secretary-Director of the Board to Enter Into an Agreement of Assistance with Special People United to Ride (SPUR).

4. Board Action Item #4 – Recommending to the Monmouth County Board of Chosen Freeholders the Acceptance of the highest and best bid of Clayton Family Farm, LLC, Freehold, NJ, for Temporary Use and Occupancy of Monmouth County Board of Recreation Commissioners’ Land for Agricultural Use for the Years 2014-2015-2016-2017-2018 (Proposal 13, Item #1, Turkey Swamp Park, Use of Fields #1, 2, 3, 4, 5 & 6), and recommending that the Board of Chosen Freeholders Authorize the Entering Into a Temporary Use and Occupancy Agreement.
  
  5. Request by the Metropolitan Golf Association – For the Use of Charleston Springs South Golf Course on Tuesday, July 8, 2014, to Host the 67<sup>th</sup> MGA/Metlife Public Links Championship, with the Park System charging a fee of \$50.00 per golfer and closing the South Course only to the public.
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6. Review of Board Action Items as Added to the Agenda:

- Item #13: Dell Marketing LP – Purchase of Various Computer Hardware, Software and Accessories, as per Dell WSCA Computer Contract, available under NJ State Contract #70256; and
  
  - Item #14: Recommending Approval of Friends of the Parks Various 2014 Projects, and the Entering Into a General Project Agreement for the Year 2014.
  
  - Item #15: Rescinding Contract – Bank of America Merchant Services, LLC, as vendor will not sign contract and does not agree to several key requirements in the specification.
  
  - Item #16: Recommending to the Monmouth County Board of Chosen Freeholders the submittal of a Grant Application to the National Fish and Wildlife Foundation for a \$500,000.00 Coastal Community Protection and Resiliency Grant for Bayshore Waterfront Park.
  
  - Item #17: Recommending to the Monmouth County Board of Chosen Freeholders the submittal of a Grant Application to the National Fish and Wildlife Foundation for a \$550,000.00 Coastal Community Protection and Resiliency Grant for Hartshorne Woods Park.
7. Status of Funded Projects as of January 10, 2014.

**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 Items #13, 14, 15, 16 & 17, 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 SECRETARY-DIRECTOR to prepare a CITATION expressing the BOARD’S APPRECIATION FOR SERVICES to AMY D. PEASE, Senior Golf Ranger, who started work with the Monmouth County Park System on March 7, 1988, and who will RETIRE effective February 1, 2014, with over Twenty-Five and One-Half (25 ½) Years of Service.

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2. Resolution AUTHORIZING the CHAIRMAN and SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO an AGREEMENT OF ASSISTANCE with the MONMOUTH CONSERVATION FOUNDATION.

\_\_\_\_\_

3. Resolution AUTHORIZING the CHAIRMAN and SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO an AGREEMENT OF ASSISTANCE with SPECIAL PEOPLE UNITED TO RIDE (SPUR).

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4. Resolution RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS, the ACCEPTANCE of the highest and best bid proposal of CLAYTON FAMILY FARM, LLC, Freehold, NJ, for TEMPORARY USE AND OCCUPANCY OF MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS' LAND FOR AGRICULTURAL USE FOR THE YEARS 2014-2015-2016-2017-2018 AT VARIOUS PARKS (Bid #0012-14), ITEM: Proposal 13, Item #1, Turkey Swamp Park, Use of Fields #1, 2, 3, 4, 5 & 6, For The Growing Seasons of 2014-2015-2016-2017-2018, at an Annual Bid of \$1,363.00 for Year 2014, at an Annual Bid of \$1,363.00 for Year 2015, at an Annual Bid of \$1,363.00 for Year 2016, at an Annual Bid of \$1,390.26 for Year 2017, at an Annual Bid of \$1,418.07 for Year 2018, in the Total Temporary Use & Occupancy Five (5) Year Contract Amount of \$6,897.33; and further RECOMMENDING that the BOARD OF CHOSEN FREEHOLDERS AUTHORIZE the ENTERING INTO a TEMPORARY USE AND OCCUPANCY AGREEMENT.
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5. Resolution AUTHORIZING the PURCHASE of TIRES, TUBES AND SERVICES from EDWARDS TIRE CO., Farmingdale, NJ, ITEMS: 2014 Supply Contract for the Period of 01/21/14 through 12/31/14; as available under NJ State Contract #82527 and #82528 for the Period of 09/05/12 through 03/31/15, in the Total Contract Amount of \$20,000.00.
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6. Resolution AWARDING CONTRACT to the lowest responsible bidders, as per bid proposals for FURNISHING AND DELIVERY OF GOLF PRODUCTS, RESALE MERCHANDISE AND CLOTHING (Bid #0008-14), ITEMS: 2014 Supply Contract (Period of 01/21/14 through 12/31/14); to the following vendors, in the Estimated Total Aggregate Amount of \$115,000.00:

1. ACUSHNET CO., 333 Bridge St., Fairhaven, MA 02719
  2. BRIDGESTONE GOLF, 15230 Industrial Park Dr., Covington, GA 30014
  3. CTM, LLC (TURFER SPORTSWEAR), 240 Bald Hill Rd., Warwick, RI 02886-1126
  4. DAYSTONE INTERNATIONAL CORP., 1105 Stevenson Ct., Ste. 104, Roselle, IL 60172
  5. DREW & ROGERS, INC., 30 Plymouth St., Fairfield, NJ 07004
  6. GOLF MAX, 535 East 42<sup>nd</sup> St., P.O. Box 346, Paterson, NJ 07543-0346
  7. JACK JOLLY & SON, INC., 513 Pleasant Valley Ave., Moorestown, NJ 08057-8226
  8. NIKE, INC., 5311 Abitore Blvd., Voorhees, NJ 08043
  9. NUUN & COMPANY, INC., 800 Maynard Ave. South, Ste. 102, Seattle, WA 98134
  10. SUN MOUNTAIN SPORTS, INC., 301 N. First St., Missoula, MT 59802
  11. TOUR EDGE GOLF MFG., INC., 1301 Pierson Dr., Batavia, IL 60510
  12. TOWN TALK, P.O. Box 58157, Louisville, KY 40268-0157
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7. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to FANTASY SPORTS TROPHIES, Southampton, PA, for FURNISHING AND DELIVERY OF TROPHIES, PLAQUES AND AWARDS (Bid #0010-14), ITEMS: #1-6, 2014 Supply Contract for the Period of 01/21/14 through 12/31/14, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2015), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$10,500.00.
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8. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to AUTOMATED BUILDING CONTROLS, Neptune, NJ, for FURNISHING AND DELIVERY OF HEATING AND AIR CONDITIONING MAINTENANCE AND REPAIR PARTS AND SERVICE (Bid #0013-14), ITEMS: #1-24, 2014 Supply/Service Contract for the Period of 01/21/14 through 12/31/14, with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2015), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$150,000.00.
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9. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CAMPUS COORDINATES, Freehold, NJ, for FURNISHING AND DELIVERY OF SCREEN PRINTED TEE SHIRTS, SWEATSHIRTS & SWEATPANTS (Bid #0011-14), ITEMS: #1-9, 2014 Supply Contract for the Period of 01/21/14 through 12/31/14; in the Estimated Total Contract Amount of \$30,000.00.
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10. Resolution Authorizing CONTRACT AMENDMENT #1, in the Amount of \$2,068.13 to conduct subsurface investigation of underground storage tank, laboratory testing (\$948.75), geoprobe consumable supplies (\$244.38), field equipment (\$115.00) and subsurface evaluator (\$760.00), to E2 PROJECT MANAGEMENT, LLC, Rockaway, NJ, for PROVIDING PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) SERVICES OF BLOCK 27, LOT 2.03, MILLSTONE TOWNSHIP, NJ, OWNER: ESTATE OF JULIA LEVCHUK, ±2.64 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO PERRINEVILLE LAKE PARK (Ref. #13-31 & PS #45-13), as originally awarded by Resolution #R-13-9-9=303, in the Contract Amount Not To Exceed \$2,950.00, for a NEW TOTAL AMENDED CONTRACT AMOUNT OF \$5,018.13, and further AUTHORIZING the SECRETARY-DIRECTOR to SEND NOTICE of Contract Amendment 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.
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11. Resolution ACCEPTING the WRITTEN PROPOSAL of CJ GUINEY & ASSOCIATES, Shrewsbury, NJ, as received on August 27, 2013, proposal dated August 19, 2013, for PROVIDING PROFESSIONAL APPRAISAL SERVICES OF BLOCK 124, LOT 4, TOWNSHIP OF ABERDEEN, OWNER: ORDER OF ST. BASIL WEEPING VIRGIN MOTHER OF MARIAPOCH, ±37.86 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO NEW PARK, ABERDEEN & MARLBORO TOWNSHIPS, INTEREST: BOTH FEE SIMPLE & EASEMENT (Ref. #13-34 & PS #44-13), in an Amount Not To Exceed \$3,600.00, 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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12. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to DOT DESIGNING, Monroe Township, NJ, for FURNISHING AND DELIVERY OF POLO PIQUE STAFF SHIRTS (Bid #0015-14), ITEMS: #1-12, 2014 Supply Contract for the Period of 01/21/14 through 12/31/14; in the Estimated Total Contract Amount of \$11,000.00.

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13. Resolution AUTHORIZING the PURCHASE of COMPUTER HARDWARE, SOFTWARE AND ACCESSORIES from DELL MARKETING LP, Round Rock, TX, as per DELL WSCA COMPUTER CONTRACT, ITEMS: Various Dell Computer Hardware, Software and Accessories as per Quotes #665748709, #665748710, #665748711, #665748713, #666434757, #666340257; as available under NJ State Contract #70256, for the Period of 10/17/07 through 08/31/14, in the Total Contract Amount of \$54,937.24.

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14. Resolution APPROVING the FRIENDS OF THE PARKS VARIOUS 2014 PROJECTS, and further AUTHORIZING the CHAIRMAN AND SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO a GENERAL PROJECT AGREEMENT FOR THE YEAR 2014 with the FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC., for VARIOUS 2014 PROJECTS.

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15. Resolution RESCINDING contract awarded by Resolution #R-13-12-16=424, 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, as vendor will not sign contract and does not agree to several key requirements in the specification, and further AUTHORIZING the SECRETARY-DIRECTOR of the Board to RE-ADVERTISE for same.

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16. Resolution RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS, that the BOARD OF CHOSEN FREEHOLDERS AUTHORIZE the SUBMITTAL of a GRANT APPLICATION to the NATIONAL FISH AND WILDLIFE FOUNDATION for a \$500,000.00 COASTAL COMMUNITY PROTECTION AND RESILIENCY GRANT for BAYSHORE WATERFRONT PARK.
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17. Resolution RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS, that the BOARD OF CHOSEN FREEHOLDERS AUTHORIZE the SUBMITTAL of a GRANT APPLICATION to the NATIONAL FISH AND WILDLIFE FOUNDATION for a \$550,000.00 COASTAL COMMUNITY PROTECTION AND RESILIENCY GRANT for HARTSHORNE WOODS PARK.
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**MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:**

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

1. Engineering Services for Stream Stabilization at Shark River Park, Tinton Falls, NJ (Ref. #14-02) (*NON-FAIR & OPEN*)
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**DATES TO REMEMBER:**

1. **MONDAY EVENING, FEBRUARY 10, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **MONDAY EVENING, FEBRUARY 24, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **MONDAY EVENING, MARCH 10, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, MARCH 24, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.

Statement of Adequate Public Notice – Read by \_\_\_\_\_

“Statement of Adequate Public Notice of Rescheduled 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 6, 2014, and as rescheduled January 21, 2014 due to inclement weather, 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; and POTENTIAL LITIGATION:

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 potential litigation”; 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)

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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 made available to the public in ninety (90) days, or upon completion of 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 **February 10, 2014**, at **7 PM**, in the "**Beech Room**" of the **Thompson Park Visitor Center, 1<sup>st</sup> 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.

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

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