

**PRESENT:**

**ABSENT:**

**ALSO PRESENT:**

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**A G E N D A**

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:**

**REGULAR MEETING: MONDAY, JUNE 22, 2015– 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—REGULAR MEETING: MONDAY, JUNE 8, 2015  
(Excused: Commissioner Hennessy)

\_\_\_\_\_

D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS:  
MONDAY, JUNE 8, 2015. (Excused: Commissioner Hennessy)

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E. Approval of 2014 VOUCHER LIST

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F. Approval of 2015 VOUCHER LIST

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G. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

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2. REVENUE REPORT—MONTH OF MAY

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3. ATTENDANCE REPORT—MONTH OF MAY

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4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—MAY 2015  
(Dated: 6/16/2015)

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5. MCPS TRAINING REQUESTS AS OF JUNE 15, 2015

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6. MCPS WEBSITE TRAFFIC REPORT—MAY

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H. BOARD CORRESPONDENCE RECEIVED:

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

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

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K. PRESENTATION:

“Camps”

by Patti Conroy, Superintendent of Recreation

L. FREEHOLDER’S REPORT:

M. ITEMS FOR BOARD REVIEW:

1. Board Action Item #1 – Authorizing the Chairman and Secretary-Director of the Board to Enter Into a First Amendment To Temporary Right of Entry Agreement between the Monmouth County Board of Recreation Commissioners, on behalf of the County of Monmouth, and SAI Clark Property, LLC, 110 Clark Street, Keyport, NJ, for the purpose of allowing the Contractor of SAI Clark Property, LLC, to Enter Upon the Property to Perform Investigation Activities and to Install Three (3) Additional Soil Borings and Temporary Monitoring Wells, as per the terms and conditions of the original Right of Entry Agreement.
2. Board Action Items #2 Through #9 – Recommending the award of contracts, to various bidders, for the Furnishing and Delivery of Grounds and Turf Equipment (Bid #0052-15).
3. Board Action Item #10 – Recommending award of contract to Brennan Brothers Construction, Old Bridge, NJ, for Furnishing of Demolition Work, Asbestos Removal, Well Sealing and Removal (Bid #0056-15), Items: 1-5 (Total Lump Sum), for the Period of 06/22/15 through 12/31/15; in the Total Contract Amount of \$74,200.00.

4. Board Action Item #11 – Recommending acceptance of the written proposal of Princeton Junction Engineering, PC, Princeton, NJ, for Providing Professional Surveying Services of Block 53, Lot 3; Block 54.01, Lot 11, and Lot 11.03, Township of Upper Freehold, NJ, Owner: Lustgarten, ±118.71 Total Acres, Project: Additions to Crosswicks Creek Park, Interest: Fee Simple (Ref. #14-62 & PS #27-15), in an Amount Not To Exceed \$19,100.00.
  
5. Board Action Item #12 – Recommending Authorization of Contract Amendment #1, in the Amount of \$8,564.00 for follow-up site investigation services as per recommendations and findings in the Preliminary Assessment Report at the three areas of concern identified, to include preparation and submittal of a site investigation report summarizing all field activities, findings and recommendations for each area of concern, to French & Parrello Associates, PA, Wall, NJ, for Providing Preliminary Assessment/Site Investigation (PASI) of Block 124, Lot 4, Aberdeen Township, NJ, ±37.86 Acres, Owner: Order of St. Basil Weeping Virgin Mother of Mariapoch, Improved Property, Project: Additions to Freneau Woods Park (Ref. #15-03 & PS #12-15), as originally awarded by Resolution #R-15-3-9=120, in the Contract Amount Not To Exceed \$8,060.00, for a New Total Amended Contract Amount of \$16,624.00, 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.
  
6. Board Action Item #13 – Recommending acceptance of the written proposal of Landmark Facilities Group, Inc., Norwalk, CT, as received on April 7, 2015, proposal dated April 5, 2015 and revised June 9, 2015, for providing Engineering Services for Alterations to Waln’s Mill Equipment, Historic Walnford (Ref. #14-28 & PS #18-15), in an Amount Not To Exceed \$27,125.00, 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 June 6, 2014.*)
  
7. Board Action Item #14 – Recommending award of contract to Kal Tech Engineering NJ, Inc., Springfield, NJ, for Reconstruction of Skatepark at Seven Presidents Oceanfront Park (Bid #0044-15), Items: 1-13 (Total Base Bid Price); in the Total Contract Amount of \$160,000.00.
  
8. Board Action Item #15 as Added to the Agenda – Rejecting **ALL** bids received on June 4, 2015, for Furnishing and Delivery of 2015 Licensed Motor Vehicles (Bid #0054-15), Item: Proposal 1 ONLY, as price exceeds estimated budgeted amount.

9. **Board Action Item #16 as Added to the Agenda** – Recommending award of contract to Larson Ford, Inc., Lakewood, NJ, for Furnishing and Delivery of 2015 Licensed Motor Vehicles (Bid #0054-15), Items: Proposal 2, Item 1 @ \$37,897.00, Item 2 trade-in of PT#9084 @ -\$5,000.00, for a net total of \$32,897.00; Proposal 3, Item 1 @ \$35,497.00, Item 2 trade-in of PT#7247 @ -\$2,500.00, for a net total of \$32,997.00; Item 3 @ \$35,497.00, Item 4 trade-in of PT#7248 @ -\$3,000.00, for a net total of \$32,497.00; Proposal 4, Item 1 @ \$35,997.00, Item 2 trade-in of PT#9108 @ -\$5,800.00 for a net total of \$30,197.00; Item 3 @ \$35,997.00, Item 4 trade-in of PT#9109 @ -\$5,500.00, for a net total of \$30,497.00, Item 5 @ \$35,997.00, Item 6 trade-in of PT#9111 @ -\$6,500.00, for net total of \$29,497.00; Proposal 5, Item 1 @ \$31,897.00, Item 2 trade-in of PT#7169 @ -\$1,000.00, for a net total of \$30,897.00, Proposal 6, Item 1 @ \$25,390.00, Item 2 trade-in of PT#7166 @ -\$1,500.00, for a net total of \$23,890.00; in the Total Contract Amount of \$243,369.00.
  
10. Status of Funded Projects as of June 11, 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 #14 for Board Action; and

WHEREAS, the Board also reviewed Agenda Items #15 & 16, 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 a FIRST AMENDMENT TO TEMPORARY RIGHT OF ENTRY AGREEMENT between the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, on behalf of the COUNTY OF MONMOUTH, and SAI CLARK PROPERTY, LLC, 110 Clark Street, Keyport, NJ, for the PURPOSE OF ALLOWING the CONTRACTOR of SAI CLARK PROPERTY, LLC, to ENTER UPON THE PROPERTY to PERFORM INVESTIGATION ACTIVITIES AND TO INSTALL THREE (3) ADDITIONAL SOIL BORINGS AND TEMPORARY MONITORING WELLS, as per the terms and conditions of the original Right of Entry Agreement.

2. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to STORR TRACTOR CO., Branchburg, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEMS: 3, 4, 5, 7, 8, 9, 14, 15, 16, 17, 20, 22, 24 & 27; in the Total Contract Amount of \$676,761.50.

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3. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to SMITH TRACTOR EQUIPMENT, INC., Washington, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEMS: 1 & 2; in the Total Contract Amount of \$25,206.82.

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4. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to FINCH SERVICES, INC., Westminster, MD, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEM: 6; in the Total Contract Amount of \$75,000.00.

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5. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to KLBL, INC., dba VIC GERARD GOLF CARS, Farmingdale, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEMS: 10, 11 & 13; in the Total Contract Amount of \$37,349.00.

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6. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CENTRAL JERSEY EQUIPMENT, LLC, Elmer, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEM: 12; in the Total Contract Amount of \$10,793.00.

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7. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to W.H. POTTER & SON, INC., Middletown, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEM: 18; in the Total Contract Amount of \$1,497.12.

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8. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to HARTER EQUIPMENT, Millstone Township, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEMS: 21 & 25; in the Total Contract Amount of \$20,870.00.
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9. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to WILFRED MAC DONALD, INC., Hackensack, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0052-15), ITEMS: 23, 26 & 28; in the Total Contract Amount of \$58,079.00.
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10. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to BRENNAN BROTHERS CONSTRUCTION, Old Bridge, NJ, for FURNISHING OF DEMOLITION WORK, ASBESTOS REMOVAL, WELL SEALING AND REMOVAL (Bid #0056-15), ITEMS: 1-5 (Total Lump Sum), for the Period of 06/22/15 through 12/31/15; in the Total Contract Amount of \$74,200.00.
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11. Resolution ACCEPTING the WRITTEN PROPOSAL of PRINCETON JUNCTION ENGINEERING, PC, Princeton, NJ, as received on June 9, 2015, proposal dated June 4, 2015, for PROVIDING PROFESSIONAL SURVEYING SERVICES OF BLOCK 53, LOT 3; BLOCK 54.01, LOT 11, AND LOT 11.03, TOWNSHIP OF UPPER FREEHOLD, NJ, OWNER: LUSTGARTEN, ±118.71 TOTAL ACRES, PROJECT: ADDITIONS TO CROSSWICKS CREEK PARK, INTEREST: FEE SIMPLE (Ref. #14-62 & PS #27-15), in an Amount Not To Exceed \$19,100.00, 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 Authorizing CONTRACT AMENDMENT #1, in the Amount of \$8,564.00 for follow-up site investigation services as per recommendations and findings in the Preliminary Assessment Report at the three areas of concern identified, to include preparation and submittal of a site investigation report summarizing all field activities, findings and recommendations for each area of concern, to FRENCH & PARRELLO ASSOCIATES, PA, Wall, NJ, for PROVIDING PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) OF BLOCK 124, LOT 4, ABERDEEN TOWNSHIP, NEW JERSEY, ±37.86 ACRES, OWNER: ORDER OF ST. BASIL WEeping VIRGIN MOTHER OF MARIAPOCH, IMPROVED PROPERTY, PROJECT: ADDITIONS TO FRENEAU WOODS PARK (Ref. #15-03 & PS #12-15), as originally awarded by Resolution #R-15-3-9=120, in the Contract Amount Not To Exceed \$8,060.00, for a NEW TOTAL AMENDED CONTRACT AMOUNT OF \$16,624.00, 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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13. Resolution ACCEPTING the WRITTEN PROPOSAL of LANDMARK FACILITIES GROUP, INC., Norwalk, CT, as received on April 7, 2015, proposal dated April 5, 2015 and Revised June 9, 2015, for providing ENGINEERING SERVICES FOR ALTERATIONS TO WALN'S MILL EQUIPMENT, HISTORIC WALNFORD (Ref. #14-28 & PS #18-15), in an Amount Not To Exceed \$27,125.00, 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 June 6, 2014.)*
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14. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to KAL TECH ENGINEERING NJ, INC., Springfield, NJ, for RECONSTRUCTION OF SKATEPARK AT SEVEN PRESIDENTS OCEANFRONT PARK (Bid #0044-15), ITEMS: 1-13 (Total Base Bid Price); in the Total Contract Amount of \$160,000.00.
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15. Resolution REJECTING **ALL** bids received on June 4, 2015, for FURNISHING AND DELIVERY OF 2015 LICENSED MOTOR VEHICLES (Bid #0054-15), ITEM: Proposal 1 ONLY, as price exceeds estimated budgeted amount.
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16. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to LARSON FORD, INC., Lakewood, NJ, for FURNISHING AND DELIVERY OF 2015 LICENSED MOTOR VEHICLES (Bid #0054-15), ITEMS: Proposal 2, Item 1 @ \$37,897.00, Item 2 trade-in of PT#9084 @ -\$5,000.00, for a net total of \$32,897.00; Proposal 3, Item 1 @ \$35,497.00, Item 2 trade-in of PT#7247 @ -\$2,500.00, for a net total of \$32,997.00; Item 3 @ \$35,497.00, Item 4 trade-in of PT#7248 @ -\$3,000.00, for a net total of \$32,497.00; Proposal 4, Item 1 @ \$35,997.00, Item 2 trade-in of PT#9108 @ -\$5,800.00 for a net total of \$30,197.00; Item 3 @ \$35,997.00, Item 4 trade-in of PT#9109 @ -\$5,500.00, for a net total of \$30,497.00, Item 5 @ \$35,997.00, Item 6 trade-in of PT#9111 @ -\$6,500.00, for net total of \$29,497.00; Proposal 5, Item 1 @ \$31,897.00, Item 2 trade-in of PT#7169 @ -\$1,000.00, for a net total of \$30,897.00, Proposal 6, Item 1 @ \$25,390.00, Item 2 trade-in of PT#7166 @ -\$1,500.00, for a net total of \$23,890.00; in the Total Contract Amount of \$243,369.00.
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**MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:**

1. Reconstruction of Old Orchard Parking Lot, Thompson Park
  2. Crack Sealing of Asphalt Pavement at Various Parks
  3. Union Transportation Trail, Surface Improvements, Phase III
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**MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:**

**DATES TO REMEMBER:**

1. **MONDAY EVENING, JULY 13, 2015** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **WEDNESDAY THROUGH SUNDAY, JULY 22-26, 2015** – 41<sup>st</sup> **Annual Monmouth County Fair.** East Freehold Showgrounds, 1500 Kozloski Rd, Freehold, NJ. (*Hours: Weds.–Friday 5 PM to 11 PM; Saturday 3 PM to 11 PM; and Sunday 11 AM to 6 PM*).
3. **SATURDAY, AUGUST 8, 2015** - 1 PM TO 5 PM. **Dorbrook Day.** *Celebrating Dorbrook Recreation Areas' 30<sup>th</sup> Anniversary.* Dorbrook Recreation Area, 209 County Route 537 East, Colts Neck, NJ.
4. **MONDAY EVENING, AUGUST 10, 2015** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **SATURDAY, AUGUST 15, 2015** - 1 PM TO 4 PM. **Sweet Corn Festival.** Historic Walnford, Upper Freehold, NJ.
6. **SATURDAY, AUGUST 22, 2015** - 9 PM TO 1 PM. **Eco-Elephant Family Flea Market.** Dorbrook Recreation Area, 209 County Route 537 East, Colts Neck, NJ.
7. **MONDAY EVENING, AUGUST 24, 2015** - 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 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 June 8, 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)

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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.

**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 **July 13, 2015**, 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 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.

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