

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:

REGULAR MEETING: MONDAY, MARCH 24, 2014 – 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—RESCHEDULED MEETING: TUESDAY, MARCH 11, 2014
(Absent: None)

D. Approval of 2013 VOUCHER LIST

E. Approval of 2014 VOUCHER LIST

F. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF FEBRUARY

3. ATTENDANCE REPORT—MONTH OF FEBRUARY

4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—FEBRUARY
(DATED: 3/17/2014)

5. MCPS TRAINING REQUESTS AS OF MARCH 18, 2014

6. MCPS WEBSITE TRAFFIC REPORT—FEBRUARY

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. PRESENTATION:

“Marketing”

by Karen Livingstone, Public Information Officer/Volunteers

K. FREEHOLDER’S REPORT:

L. ITEMS FOR BOARD REVIEW:

1. Request by JCP&L for Permission to Use Turkey Swamp Park Nomoco Activity Area and Charleston Springs Golf Course, for a 2-3 Day Period, as a Helicopter Staging Area, as per the Conditions of Use and subject to Board Attorney approval.
-

2. Board Action Item #1 – Resolution Memorializing August 5, 2013 Motion of the Board Directing Staff Not to Approve Requests for Permits to Consume Alcoholic Beverages on Park System Premises, and further recommending that no alcohol be permitted on Park System property unless and until such time as an alcohol policy has been formally adopted.

3. Board Action Items #2 Through #7.

4. Review of Agenda Items For Board Action #8 through #20 as Added to the Agenda:
 - Item #8 For Board Action – Rescinding Change Order #2 as awarded by Resolution #R-14-3-11=180 in the amount of minus (-) \$5,988.52 to JAK Construction Corp., t/a Diamond Construction, for Dock Replacement at the Manasquan Reservoir Visitor Center (Bid #0043-11), due to error on our part in the Change Order #2 Amount of minus (-) \$5,988.52, and in the Total Change Order #2 Contract Amount of \$293,937.48.
 - Item #9 For Board Action – Authorizing Change Order #2 in the amount of minus (-) \$5,998.52 for the deletion of one (1) accessible ramp/platform with crossover walk plate complete with all attaching hardware and provisions to JAK Construction Corp., t/a Diamond Construction, for Dock Replacement at the Manasquan Reservoir Visitor Center (Bid #0043-11), for a New Total Change Order #2 Contract Amount of \$293,927.48.
 - Items #10, 11 & 12 For Board Action – Rejecting Bid Proposals of Various Vendors for the Furnishing and Delivery of Grounds and Turf Equipment (Bid #0021-14).
 - Items #13 Through 19 For Board Action – Recommending Award of Contracts to Various Vendors for the Furnishing and Delivery of Grounds and Turf Equipment (Bid #0021-14).
 - Item #20 For Board Action – Exercising the Board’s Option to Extend Contract for One (1) Additional Year from April 1, 2014 through March 31, 2015, to Faith S. Hahn, for Providing Consultant Services to Administer the Monmouth County Municipal Open Space Grant Program.
5. Golf Fees & Charges—Friday Rates
6. Status of Funded Projects as of March 17, 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 #7 for Board Action; and

WHEREAS, the Board also reviewed Agenda Items #8 through #20, 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 MEMORIALIZING the MOTION passed by unanimous vote of the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS at their BOARD MEETING of AUGUST 5, 2013, "DIRECTING STAFF NOT TO APPROVE REQUESTS FOR PERMITS TO CONSUME ALCOHOLIC BEVERAGES ON PARK SYSTEM PREMISES", and that NO ALCOHOL BE PERMITTED ON PARK SYSTEM PROPERTY unless and until such time as an alcohol policy has been formally adopted.

2. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to NEW JERSEY STATE GOLF ASSOCIATION, Kenilworth, NJ, for FURNISHING OF A U.S.G.A. RECOGNIZED GOLF HANDICAP AND INFORMATION NETWORK SERVICE FOR INDIVIDUAL GOLFERS (Bid #0029-14), ITEM: #1 (Period of 03/24/14 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 \$32,200.00.

3. Resolution AUTHORIZING the EXERCISING OF OPTION TO EXTEND CONTRACT, as per bid proposal, for an ADDITIONAL PERIOD OF JUNE 23, 2014 THROUGH AUGUST 29, 2014, as originally awarded by Resolution #R-13-5-20=232, to SEMAN-TOV, INC., Ocean, NJ, for FURNISHING AND DELIVERY OF BUS TRANSPORTATION SERVICE FOR THE 2013 RECREATION ASSISTANCE PROGRAM AND 2013 SHUTTLE BUS TRANSPORTATION SERVICES FOR THE MONMOUTH COUNTY FAIR (Bid #0052-13), ITEMS: Proposal 1, Items 1 & 2, Bus Transportation Service for the 2014 Recreation Assistance Program (54 Passenger School Buses) (Period of June 23, 2014 through August 29, 2014), under the same terms and conditions as per bid specification; in the Estimated Total Contract Amount of \$11,700.00.
-

4. Resolution AUTHORIZING the EXERCISING OF OPTION TO EXTEND CONTRACT, as per bid proposal, for an ADDITIONAL PERIOD OF JULY 23, 2014 THROUGH JULY 27, 2014, as originally awarded by Resolution #R-13-5-20=233, to MICHAEL A. LOORI BUS CO., INC., Middletown, NJ, for FURNISHING AND DELIVERY OF BUS TRANSPORTATION SERVICE FOR THE 2013 RECREATION ASSISTANCE PROGRAM AND 2013 SHUTTLE BUS TRANSPORTATION SERVICES FOR THE MONMOUTH COUNTY FAIR (Bid #0052-13), ITEMS: Proposal 2, Items 1 & 2, Shuttle Bus Transportation Service at the 2014 Monmouth County Fair (Period of July 23, 2014 through July 27, 2014), under the same terms and conditions as per bid specification; in the Estimated Total Contract Amount of \$10,000.00.
-

5. Resolution Authorizing CHANGE ORDER #1, in the amount of \$5,229.00 to add 2nd set of hay loft doors (\$1,875.00), and to provide electrical service meter, panel and code required exit devices and permits (\$3,354.00), 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); as originally awarded by Resolution #R-13-12-16=430 in the Contract Amount of \$100,056.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$105,285.00.
-

6. Resolution ACCEPTING the WRITTEN PROPOSAL of MUNGEAM CORNISH GOLF DESIGN, INC., Douglas, MA, as received on March 13, 2014, proposal dated March 11, 2014, for PROVIDING GOLF COURSE ARCHITECTURAL SERVICES FOR HOMINY HILL GOLF COURSE BUNKER IMPROVEMENTS, PHASE 3, COLTS NECK TWP., NJ (Ref. #14-05 & PS #17-14), in an Amount Not To Exceed \$23,850.00, 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 February 3, 2014.)*
-

7. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal 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 #0025-14), ITEMS: A-I (Period of March 24, 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 Total Contract Amount of \$110,000.00.
-

8. Resolution RESCINDING Change Order #2 as awarded by Resolution #R-14-3-11=180 in the amount of minus (-) \$5,988.52 for the deletion of one (1) accessible ramp/platform with crossover walk plate complete with all attaching hardware and provisions, to JAK CONSTRUCTION CORP., t/a DIAMOND CONSTRUCTION, Brick, NJ, for DOCK REPLACEMENT AT THE MANASQUAN RESERVOIR VISITOR CENTER (Bid #0043-11), as originally awarded by Resolution #R-11-4-25=200 in the Contract Amount of \$279,326.00, and as modified by Change Order #1 awarded by Resolution #R-11-9-19=330 in the Total Change Order #1 Contract Amount of \$299,926.00, for a NEW TOTAL CHANGE ORDER #2 CONTRACT AMOUNT OF \$293,937.48, due to an error on our part in the Change Order #2 Amount of minus (-) \$5,988.52, and in the Total Change Order #2 Contract Amount of \$293,937.48.
-

9. Resolution Authorizing CHANGE ORDER #2, in the amount of minus (-) \$5,998.52 for the deletion of one (1) accessible ramp/platform with crossover walk plate complete with all attaching hardware and provisions, to JAK CONSTRUCTION CORP., t/a DIAMOND CONSTRUCTION, Brick, NJ, for DOCK REPLACEMENT AT THE MANASQUAN RESERVOIR VISITOR CENTER (Bid #0043-11), as originally awarded by Resolution #R-11-4-25=200 in the Contract Amount of \$279,326.00, and as modified by Change Order #1 awarded by Resolution #R-11-9-19=330 in the Total Change Order #1 Contract Amount of \$299,926.00, for a NEW TOTAL CHANGE ORDER #2 CONTRACT AMOUNT OF \$293,927.48.
-

10. Resolution REJECTING bid proposal of KLBL, INC. dba VIC GERARD GOLF CARS, Farmingdale, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEM: #17 ONLY, as item does not meet bid specifications.
-

11. Resolution REJECTING bid proposal of CENTRAL JERSEY EQUIPMENT, LLC, Elmer, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #1, 2, 3, 32 & 44 ONLY, as items do not meet bid specifications.
-

12. Resolution REJECTING bid proposal of STORR TRACTOR COMPANY, Branchburg, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #20 & 41 ONLY, due to an error in bid specifications for Item #20, and vendor submitted an incorrect unit price for Item #41.
-

13. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to WILFRED MACDONALD, INC., South Hackensack, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #21, 24, 36, 45 & 48; in the Total Contract Amount of \$135,118.00.
-

14. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to XTREME MACHINES, Millstone, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #11 & 16; in the Total Contract Amount of \$21,900.00.
-

15. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to W.H. POTTER & SON, Middletown, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #6 & 44; in the Total Contract Amount of \$6,334.00.
-

16. 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 #0021-14), ITEM: #12; in the Total Contract Amount of \$8,950.00.
-

17. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CHERRY VALLEY TRACTOR SALES, Marlton, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #1, 2, 3 (with trade-in), 7 & 18; in the Total Contract Amount of \$122,238.42.
-

18. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to STORR TRACTOR COMPANY, Branchburg, NJ, for FURNISHING AND DELIVERY OF GROUNDS AND TURF EQUIPMENT (Bid #0021-14), ITEMS: #4, 5, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 37, 38, 39, 40, 42, 43, 46, 47 & 49; in the Total Contract Amount of \$827,819.62.
-

19. 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 #0021-14), ITEMS: #8, 9, 10, 13, 14 & 15; in the Total Contract Amount of \$57,812.00.
-

20. Resolution AUTHORIZING the EXERCISING OF OPTION TO EXTEND CONTRACT for ONE (1) ADDITIONAL YEAR FROM APRIL 1, 2014 THROUGH MARCH 31, 2015, as per written proposal dated February 26, 2013, received on March 8, 2013, as originally awarded by Resolution #R-13-3-25=172 to FAITH S. HAHN, Red Bank, NJ, for PROVIDING CONSULTANT SERVICES TO ADMINISTER THE MONMOUTH COUNTY MUNICIPAL OPEN SPACE GRANT PROGRAM FOR THE PERIOD OF APRIL 1, 2013 THROUGH MARCH 31, 2014, WITH AN OPTION TO EXTEND THE CONTRACT FOR ONE (1) ADDITIONAL YEAR FROM APRIL 1, 2014 THROUGH MARCH 31, 2015 (Ref. #13-04 & PS #19-13), in an Amount Not To Exceed \$20,000.00 as solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 or 20.5 as appropriate.
-

MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Fabrication & Installation of Two (2) Sets of Interior Storefront Doors with Sidelites at the Creative Arts Center, Thompson Park
 2. Furnishing of Galvalume Box Gutter Replacement and Repairs, and Guard Installation at Bldg. #2514, The Charleston Springs Golf Center
 3. Furnishing and Delivery of Swimming Pool Repair Services, Pool Parts/Supplies and Pool Chemicals
 4. Pool Concrete Decking Replacement and Recreation Center Walkway Improvements at Fort Monmouth Recreation Center
-

MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Full Boundary Surveying Services, Legal Description & County Monument Installation, Block 94, Lot 11, Freehold Township, Owners: Adamo & Giglio, for Additions to Manasquan River Greenway (Ref. #14-07) (*FAIR & OPEN*)
 2. Preliminary Assessment and Site Investigation (PASI), Block 94, Lot 11, Freehold Township, Additions to Manasquan River Greenway, Owners: Adamo & Giglio, (Ref. #14-08) (*FAIR & OPEN*)
 3. Two (2) Appraisals, Block 54.01, Lot 11, \pm 37 Acres Farmland; Block 54.01, Lot 11.03, \pm 18 Acres Farmland, Block 53, Lot 3, \pm 63 Acres Farmland, Upper Freehold Township, Owner: Lustgarten, for Additions to Crosswicks Creek Greenway (Ref. #14-09) (*FAIR & OPEN*)
 4. Two (2) Appraisals, Block 28, Lots 9Q, 10Q, 13.02, 14.01, 14.02, 19, 20, 21, Millstone Township, Owner: Campo, for Additions to Perrineville Lake Park (Ref. #14-10) (*FAIR & OPEN*)
 5. Appraisal Services to Determine Fair Market Value of Block 27, Lot 27, Upper Freehold Township, Former Estate of Feulner Property, for Proposed Diversion from Public Park and Recreation Use to Public Road Right-Of-Way for Widening and Improvement of Sharon Station—Dog Hill Road (Ref. #14-11) (*FAIR & OPEN*)
-

DATES TO REMEMBER:

1. **MONDAY EVENING, APRIL 7, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **MONDAY EVENING, APRIL 21, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **MONDAY EVENING, MAY 5, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, MAY 19, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **MONDAY EVENING, JUNE 9, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
6. **MONDAY EVENING, JUNE 23, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
7. **MONDAY EVENING, JULY 14, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, “Beech Room”, 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
8. **WEDS.-SUNDAY, JULY 23, 24, 25, 26 & 27, 2014** - 40th Annual Monmouth County Fair. East Freehold Showgrounds, 1500 Kozloski Rd, Freehold, NJ. (Weds.-Sat. = 5 PM—11 PM; Sunday = 11 AM—6 PM).

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 rescheduled meeting of March 11, 2014, 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 PERSONNEL MATTERS:

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 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 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 **April 7, 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, 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)
