

**PRESENT:**

**ABSENT:**

**ALSO PRESENT:**

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**A G E N D A**

Tentative: 11/16/11

**MONMOUTH COUNTY BOARD OF  
RECREATION COMMISSIONERS:**

**REGULAR MEETING: MONDAY,  
NOVEMBER 21, 2011– 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, NOVEMBER 7, 2011  
(Excused: Vice Chairman Rummel, Commissioner Hood)

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D. Approval of EXECUTIVE SESSION MINUTES: MONDAY, NOVEMBER 7, 2011  
(Excused: Vice Chairman Rummel, Commissioner Hood)

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E. Approval of 2010 VOUCHER LIST

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F. Approval of 2011 VOUCHER LIST

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G. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

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2. REVENUE REPORT—MONTH OF OCTOBER

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3. ATTENDANCE REPORT—MONTH OF OCTOBER

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4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—OCTOBER  
(dated 11/15/11)

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5. TRAINING REQUESTS AS OF NOVEMBER 1, 2011

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6. MCPS WEBSITE TRAFFIC REPORT—OCTOBER 2011

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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. FREEHOLDER'S REPORT:

L. ITEMS FOR BOARD REVIEW:

1. Citation of Appreciation for Robert D. Petrow, Senior Carpenter, who will be Retiring Effective December 1, 2011, with Over Fifteen (15) Years of Service (*Agenda Item #1 for Board Action*)
2. Citation of Appreciation for Faith S. Hahn, Supervising Planner Parks, who will be Retiring Effective January 1, 2012, with Twenty-Four (24) Years of Service (*Agenda Item #2 for Board Action*)
3. 2012 Schedule of Regular Meetings of the Board of Recreation Commissioners (*Agenda Item #6 for Board Action*)
4. Proposed 2011/2012 Fees & Charges for Bel-Aire Golf Course Winter Rates (Schedule 9A). (*Agenda Item #9 for Board Action*)
5. Proposed closure of Shark River Golf Course from Saturday, December 24, 2011 through Sunday, March 11, 2012 (Memorandum dated November 15<sup>th</sup> from David M. Compton, Superintendent of Parks is enclosed)

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6. Status of Funded Projects as of November 10, 2011.

**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 #13 for Board Action; 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 ROBERT D. PETROW, Senior Carpenter, who started work with the Monmouth County Park System on August 5, 1996, and who will RETIRE effective December 1, 2011, with Over Fifteen (15) Years of Service.
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2. Resolution AUTHORIZING the SECRETARY-DIRECTOR to prepare a CITATION expressing the BOARD'S APPRECIATION FOR SERVICES to FAITH S. HAHN, Supervising Planner Parks, who started work with the Monmouth County Park System on January 4, 1988, and who will RETIRE effective January 1, 2012, with Twenty-Four (24) Years of Service.
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3. Resolution ACCEPTING the WRITTEN PROPOSAL of CREST ENGINEERING ASSOCIATES, INC., Millstone Twp., NJ, as received on November 4, 2011, proposal dated November 3, 2011, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) SERVICES OF BLOCK 56, LOT 17, UPPER FREEHOLD TOWNSHIP, NEW JERSEY, OWNER: PANKOVICS, ±6.4 ACRES, IMPROVED (MINIMAL) PROPERTY, PROJECT: ADDITIONS TO UNION TRANSPORTATION TRAIL (Ref. #11-62 & PS #75-11), in an Amount Not To Exceed \$1,725.00, 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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4. Resolution ACCEPTING the WRITTEN PROPOSAL of LAN ASSOCIATES, ENGINEERING, PLANNING, ARCHITECTURE, SURVEYING, INC., Midland Park, NJ, as received on November 4, 2011, proposal dated November 1, 2011, for providing PROFESSIONAL SURVEYING SERVICES OF BLOCK 56, LOT 17, UPPER FREEHOLD TOWNSHIP, NEW JERSEY, OWNER: PANKOVICS, PROJECT: ADDITIONS TO UNION TRANSPORTATION TRAIL (Ref. #11-63 & PS #76-11), in an Amount Not To Exceed \$1,750.00, 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 ACCEPTING the WRITTEN PROPOSAL of LAN ASSOCIATES, ENGINEERING, PLANNING, ARCHITECTURE, SURVEYING, INC., Midland Park, NJ, as received on November 4, 2011, proposal dated November 1, 2011, for providing PROFESSIONAL SURVEYING SERVICES OF BLOCK 751, LOT 52, WALL TOWNSHIP, NJ, OWNER: THEILEMANN, PROJECT: ADDITIONS TO SHARK RIVER PARK (Ref. #11-64 & PS #77-11), in an Amount Not To Exceed \$1,200.00, 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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6. Resolution ESTABLISHING the 2012 SCHEDULE OF REGULAR MEETINGS OF THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, and further AUTHORIZING the SECRETARY-DIRECTOR to POST AND SEND NOTICE to the ASBURY PARK PRESS AND OTHER NEWSPAPERS CIRCULATED IN MONMOUTH COUNTY, AND THE COUNTY CLERK, as required under the Open Public Meetings Act, Chapter 231, P.L. 1975.
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7. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to HORIZON DISPOSAL SERVICES, Trenton, NJ, for FURNISHING OF SEPTIC TANK PUMPING AND DISPOSAL SERVICES (Bid #0003-12), ITEMS: 2012 Service Contract (Period of 1/01/12 through 12/31/12), with the Board of Recreation Commissioners RESERVING the OPTION TO EXTEND the CONTRACT for an ADDITIONAL ONE (1) YEAR PERIOD (2013), under the same terms and conditions, as per bid specification; in the Estimated Total Contract Amount of \$20,000.00.
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8. Resolution Authorizing CONTRACT AMENDMENT #1, in the Amount of \$730.00 to add field survey information on the basement windows to the drawings and update restoration details on the window schedule, to MC AULIFFE & CARROLL ARCHITECTS, LLC, Trenton, NJ, for ARCHITECTURAL SERVICES FOR RESTORATION OF THE BLACKSMITH SHOP AND TENANT HOUSE WINDOWS AT HISTORIC LONGSTREET FARM (Ref. #11-21 & PS #26-11), as originally awarded by Resolution #R-11-6-20=261, in the Contract Amount Not To Exceed \$27,655.00, for a NEW TOTAL AMENDED CONTRACT AMOUNT OF \$28,385.00, 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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9. Resolution ADOPTING the 2011/2012 FEES & CHARGES for BEL-AIRE GOLF COURSE WINTER RATES (Schedule 9A).
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10. Resolution ACCEPTING the WRITTEN PROPOSAL of COLTS HEAD VETERINARY SERVICES, PC, Clarksburg, NJ, as received on November 15, 2011, proposal dated November 10, 2011, for providing VETERINARY SERVICES (PS #05-12), for the period of January 1, 2012 through December 31, 2012 in an Amount Not To Exceed \$31,400.00, 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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11. Resolution Authorizing CHANGE ORDER #2, in the amount of \$21,975.54 for foundation and floor framing repairs and includes the installation of Square D electric main panel, to FALAK CONSTRUCTION, INC., North Brunswick, NJ, for REHABILITATION OF BUILDING 2401, SUNNYSIDE RECREATION AREA (Bid #0058-11), as originally awarded by Resolution #R-11-8-8=306 in the Contract Amount of \$885,786.00, and as modified by Change Order #1 awarded by Resolution #R-11-10-24=393 in the Total Change Order #1 Contract Amount of \$885,786.00, for a NEW TOTAL CHANGE ORDER #2 CONTRACT AMOUNT OF \$907,761.54.
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12. Resolution Authorizing CONTRACT AMENDMENT #1, in the Amount of \$39,410.00 for 1) design, construction documents and construction administration of a complete sprinkler system for the main house, including new dedicated water line, 2) fire pump, if required by water company flow test, and 3) storage tank, if required by water company flow test, to MILLS & SCHNOERING ARCHITECTS, LLC, Princeton, NJ, for ARCHITECTURAL SERVICES FOR THE RESTORATION OF THE MAIN HOUSE AND CARRIAGE HOUSE AT PORTLAND PLACE, HARTSHORNE WOODS PARK (Ref. #11-06 & PS #34-11), as originally awarded by Resolution #R-11-6-20=263, in the Contract Amount Not To Exceed \$115,000.00, for a NEW TOTAL AMENDED CONTRACT AMOUNT OF \$154,410.00, 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, dated October 31, 2011, for providing a Professional Services Contract for ENGINEERING SERVICES FOR REPAIR OF WALN'S MILL HYDRAULIC DRIVE AND ELECTRIC COMPONENTS (HISTORIC WALNFORD), DUE TO HURRICANE IRENE DAMAGE in an Amount Not To Exceed \$12,000.00.
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**MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:**

1. Two (2) Appraisals, Block 1117, Lot 97, Middletown Township, Owner: Bierk, Improved, for Additions to Thompson Park (Swimming River Public Access) (Ref. #11-75) (*FAIR & OPEN*)
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**DATES TO REMEMBER:**

1. **MONDAY EVENING, NOVEMBER 21, 2011** - 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, DECEMBER 5, 2011** - 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, DECEMBER 19, 2011** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **SUNDAY-WEDNESDAY, MARCH 4-7, 2012** – NJRPA 37<sup>th</sup> Annual Conference & Exhibition. "Parks & Recreation: Creating Destinations and Making Memories". Taj Mahal Hotel. Atlantic City, NJ.
5. **SATURDAY, MARCH 10, 2012** – 16<sup>th</sup> Annual New Jersey Land Conservation Rally. Brookdale Community College. Lincroft, NJ. *The Rally is a daylong educational event offering more than 30 workshops, plenary sessions, and networking opportunities. Over 325 conservationists attend each year. All workshops are 75 minutes long and multiple sessions run concurrently. There is also a Pre-Rally Field Trip which highlights preservation efforts in a specific area of the state each year.*  
<http://www.njconservation.org>

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 November 7, 2011, 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.

At \_\_\_\_\_PM, the following Resolution was introduced by \_\_\_\_\_, seconded by \_\_\_\_\_, to move into EXECUTIVE SESSION for the purpose of discussing 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 “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 Potential Litigation would 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:**

1. Review Proposed 2012 Budget

Resolution scheduling an **Executive Session Meeting** to be held during the Board's regularly scheduled meeting of **December 5, 2011, 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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