

**PRESENT:**

**ABSENT:**

**ALSO PRESENT:**

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**A G E N D A**

Tentative: 10/02/13

**MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:**

**REGULAR MEETING: MONDAY, OCTOBER 7, 2013– 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, SEPTEMBER 23, 2013.  
(Absent: None)

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D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS:  
MONDAY, SEPTEMBER 23, 2013. (Absent: None)

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E. Approval of EXECUTIVE SESSION MINUTES—PERSONNEL MATTERS:  
MONDAY, SEPTEMBER 23, 2013. (Absent: None)

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F. Approval of EXECUTIVE SESSION MINUTES—POTENTIAL LITIGATION:  
MONDAY, SEPTEMBER 23, 2013. (Absent: None)

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G. Approval of 2012 VOUCHER LIST

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H. Approval of 2013 VOUCHER LIST

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I. SECRETARY—DIRECTOR’S REPORT:

J. BOARD CORRESPONDENCE RECEIVED:

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

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

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M. PRESENTATION:

“Nature Interpretation”  
by Erika Bozza, Senior Park Naturalist

N. FREEHOLDER'S REPORT:

O. ITEMS FOR BOARD REVIEW:

1. Review of Agenda Items for Board Action, including:
  - Item #1 For Board Action – Citation of Appreciation to MaryAnn Goodwin.
  - Item #2 For Board Action – Citation of Appreciation to Louise McCook.
  - Item #8 For Board Action – Promulgation and Institution of Administrative Orders and Operating Guidelines and Procedures.
  - Item #9 For Board Action – Rescinding Leaf Compost Shredder Use Agreement Policy and Fees, as adopted by the Board on January 24, 1989.
  - Item #10 For Board Action – Rescinding the Board's Policy for Admitting Non-Playing Physically Handicapped Persons on County Golf Courses, as adopted by the Board on October 6, 1981.
2. Status of Funded Projects as of October 1, 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 #10 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 MARYANN GOODWIN, Graphic Artist III, who started work with the Monmouth County Park System on June 2, 1980, and who will RETIRE effective December 1, 2013 with thirty-three and one-half (33 ½) 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 LOUISE MC COOK, Supervising Data Control Clerk, who started work with the Monmouth County Park System on September 12, 1988, and who will RETIRE effective December 1, 2013 with over twenty-five (25) years of service.

\_\_\_\_\_

3. Resolution REJECTING bid proposal of GOLF CAR SPECIALTIES, LLC, Gloucester, NJ, for FURNISHING AND DELIVERY OF FOUR-WHEEL TWO-PASSENGER ELECTRIC-POWERED GOLF CARTS AND ACCESSORIES (Bid #0060-13), as vendor specified incorrect model on bid proposal.

\_\_\_\_\_

4. 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 FOUR-WHEEL TWO-PASSENGER ELECTRIC-POWERED GOLF CARTS AND ACCESSORIES (Bid #0060-13), ITEM: #1 @\$38,241.00 less trade-in allowance in the amount of minus (-) \$8,100.00; in the Total Contract Amount of \$30,141.00.

\_\_\_\_\_

5. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to CLEAR SOLUTIONS, Williamstown, NJ, for FURNISHING OF TREE TRIMMING SERVICES, SUPPLEMENT #1 (Bid #0064-13), ITEM: #1, at a Daily Rate of \$998.00, for the Period of October 7, 2013 through December 31, 2013; in the Estimated Total Contract Amount of \$23,500.00.

\_\_\_\_\_

6. Resolution Authorizing CHANGE ORDER #2, in the amount of minus (-) \$19,050.00 due to cancellation of Proposal 3, Items 1-8 (A8734X), November 1-3, 2013, Sherlock Holmes Weekend in Cape May, NJ, caused by lack of attendance, to SUNCOAST TOURS dba GREAT AMERICAN TROLLEY CO., Cape May, NJ, for FURNISHING OF TOUR PACKAGES (Bid #0057-13), as originally awarded by Resolution #R-13-8-5=272 in the Estimated Contract Amount of \$60,850.00, for ITEMS: Proposal 2, Items 1-8 (A8534X), October 23-29, 2013, Southern Hospitality Tour to Myrtle Beach & Charleston, SC and Savannah, GA in the Estimated Amount of \$22,000.00; Proposal 3, Items 1-8 (A8734X), November 1-3, 2013, Sherlock Holmes Weekend in Cape May, NJ, in the Estimated Amount of \$19,050.00; Proposal 4, Items 1-8 (A8834X), September 15-17, 2013, Niagara Falls Canada Overnight, in the Estimated Amount of \$19,800.00; and as modified by Change Order #1 awarded by Resolution #R-13-9-9=304 in the Estimated Total Change Order #1 Contract Amount of \$41,050.00, for a NEW ESTIMATED TOTAL CHANGE ORDER #2 CONTRACT AMOUNT OF \$22,000.00.
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7. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to AUTOMATED BUILDING CONTROLS, INC., Neptune, NJ, for FURNISHING AND DELIVERY OF HEATING MAINTENANCE AND REPAIR PARTS AND SERVICE (Bid #0065-13), ITEMS: #1-5, for the Period of October 7, 2013 through December 31, 2013; in the Estimated Total Contract Amount of \$50,000.00.
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8. Resolution AUTHORIZING the SECRETARY-DIRECTOR of the BOARD and his DESIGNEES to PROMULGATE AND INSTITUTE ADMINISTRATIVE ORDERS AND OPERATING GUIDELINES AND PROCEDURES, including but not limited to registrations, payment of fees and charges, location, dates and hours, reservations, participant ages, level of skills and abilities, limitation as to the numbers to be served, compliance with ADA requirements, and other conditions or requirements for the efficient and effective delivery of services and the operation and maintenance of Park System areas and facilities that, from time to time, are determined by the Secretary-Director and his Designees to be necessary and appropriate.
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9. Resolution RESCINDING the MONMOUTH COUNTY PARK SYSTEM LEAF COMPOST SHREDDER USE AGREEMENT POLICY AND FEES as adopted by the Board on January 24, 1989, by Resolution #R-89-1-24=39.
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10. Resolution RESCINDING the Board's POLICY FOR ADMITTING NON-PLAYING PHYSICALLY HANDICAPPED PERSONS ON COUNTY GOLF COURSES as adopted by the Board on October 6, 1981, by Resolution #R-81-10-6=392.
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**MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:**

1. Playground Repairs at Various Parks
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**MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:**

1. Two (2) Full Narrative Appraisals, Block 19, Lot 72, Holmdel Township, ±1.4 Acres, Residential, Improved, Owner: Liz Dean, for Additions to Holmdel Park (Ref. #13-45) (*FAIR & OPEN*)
  2. Architectural Services for Design Development for the Clubhouse at Hominy Hill Golf Course, Building 1303, Colts Neck Township (Ref. #13-46) (*FAIR & OPEN*)
  3. Quantitative Respiratory Fitness Training and Testing—Thompson Park Training Center (Ref. #01-14) (*FAIR & OPEN*)
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**DATES TO REMEMBER:**

1. **SUNDAY, OCTOBER 6, 2013** - 11 AM – 5 PM. **“Walnford Day”**. Historic Walnford, Walnford Road, Upper Freehold Township, NJ. Admission and parking are free.
2. **MONDAY EVENING, OCTOBER 7, 2013** - 7 PM. **Regular Board Meeting**. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **SAT.-WEDS., OCTOBER 19-23, 2013** – **5-Day On-Line Fall 2013 Monmouth County Auction**, with Items beginning to close in one minute increments on Weds., Oct. 23<sup>rd</sup>, at 6 PM. Inspection and preview of items will be available on Mon., Oct. 21<sup>st</sup> & Tues., Oct. 22<sup>nd</sup>, from 8 AM – 3 PM, at the Monmouth County Fleet Services Division storage area located at 250 Center Street, Freehold, NJ. The Auction is conducted by USGovBid/Auction Liquidation Services, Eatontown, NJ [www.usgovbid.com](http://www.usgovbid.com) and the Chief Auctioneer will be Stephen J. Miranti.
4. **SUNDAY, OCTOBER 20, 2013** – 11 AM – 5 PM. **“Thompson Park Day”**. Thompson Park, 805 Newman Springs Rd., Lincroft, NJ. Admission and parking are free. Some activities have a fee.
5. **MONDAY EVENING, OCTOBER 21, 2013** - 7 PM. **Regular Board Meeting**. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
6. **MONDAY EVENING, NOVEMBER 4, 2013** - 7 PM. **Regular Board Meeting**. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
7. **MONDAY EVENING, NOVEMBER 18, 2013** - 7 PM. **Regular Board Meeting**. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
8. **MONDAY EVENING, DECEMBER 2, 2013** - 7 PM. **Regular Board Meeting**. Thompson Park Visitor Center, “Beech Room”, 1<sup>st</sup> Floor, 805 Newman Springs Road, Lincroft, NJ.
9. **MONDAY EVENING, DECEMBER 16, 2013** - 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 September 23, 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 purpose of discussing LAND ACQUISITION MATTERS 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 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)

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NOTE: Minutes of the Executive Session to discuss Land Acquisition Matters 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 **October 21, 2013**, 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.

\_\_\_\_\_

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

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