

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

Tentative: 09/14/11

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:

REGULAR MEETING: MONDAY, SEPTEMBER 19, 2011– 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—REGULAR MEETING: MONDAY, AUGUST 22, 2011
(Absent: Commissioners Peters & Raynor)

D. Approval of EXECUTIVE SESSION MINUTES: MONDAY, AUGUST 22, 2011
(Absent: Commissioners Peters & Raynor)

E. Approval of 2010 VOUCHER LIST

F. Approval of 2011 VOUCHER LIST

G. SECRETARY—DIRECTOR’S REPORT:

1. BUDGET REPORTS

2. REVENUE REPORT—MONTH OF AUGUST

3. ATTENDANCE REPORT—MONTH OF AUGUST

4. HUMAN RESOURCES TRAINING & SAFETY MONTHLY REPORT—AUGUST
(9/13/2011)

5. MCPS WEBSITE TRAFFIC REPORT—AUGUST

H. BOARD CORRESPONDENCE RECEIVED:

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

J. Motion to CLOSE the HEARING OF THE PUBLIC. (Time: _____PM)

K. FREEHOLDER'S REPORT:

L. ITEMS FOR BOARD REVIEW:

1. Citation of Appreciation—Denise E. Dockweiler (*Agenda Item for Board Action #1*)

2. Declaring Various Items of Personal Property Surplus to the Needs of the Monmouth County Park System and Recommending to the Monmouth County Board of Chosen Freeholders that said Items be Declared Surplus and Sold at the Fall 2011 Public Auction to be conducted by the County of Monmouth. (*Board Action Item #12*)

3. Status of Funded Projects as of September 8, 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 #14 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 DENISE E. DOCKWEILER, Principal Data Control Clerk, who started work with the Monmouth County Park System on September 6, 1988, and who RETIRED effective September 1, 2011. (22 Years and 11 Months of Service)
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2. Resolution RESCINDING aggregate contract to CALLAWAY GOLF SALES COMPANY, Carlsbad, CA **ONLY**, for FURNISHING AND DELIVERY OF GOLF RESALE MERCHANDISE AND CLOTHING (Bid #0032-11), ITEM: 2011 Supply Contract for the Period of 03/14/11 through 12/31/11; being a portion of an aggregate contract awarded by Resolution #R-11-3-14=149, in the Estimated Total Aggregate Amount of \$120,000.00, as vendor failed to return signed contracts.
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3. Resolution ACCEPTING the WRITTEN QUOTATION of MITCHELL PRODUCTS, LLC, Millville, NJ, for FURNISHING AND DELIVERY OF GOLF COURSE BUNKER SAND (PS #61-11), ITEM: #1, Bunker Sand, 600 Tons @\$34.45 Per Ton; in the Total Contract Amount of \$20,670.00, as received on August 30, 2011, proposal dated August 19, 2011, 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 ADAMS, REHMANN & HEGGAN ASSOCIATES, INC., Hammonton, NJ, as received on July 19, 2011, proposal dated July 14, 2011, for providing PRELIMINARY ASSESSMENT/SITE INVESTIGATION (PASI) OF BLOCK 60.01, LOT 2.01, TINTON FALLS BOROUGH, NEW JERSEY, OWNER: DELLAPIETRA, ±3.55 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO THOMPSON PARK (SWIMMING RIVER PUBLIC ACCESS) (Ref. #11-47 & PS #57-11), in an Amount Not To Exceed \$1,775.00, 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 July 19, 2011, proposal dated July 15, 2011, for providing PROFESSIONAL SURVEYING SERVICES OF BLOCK 60.01, LOT 2.01, TINTON FALLS BOROUGH, NEW JERSEY, OWNER: DELLAPIETRA, PROJECT: ADDITIONS TO THOMPSON PARK (SWIMMING RIVER PUBLIC ACCESS) (Ref. #11-48 & PS #58-11), in an Amount Not To Exceed \$3,744.00, 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 AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to NOLAN DESIGN, LLC, Wall, NJ, for DESIGN OF MONMOUTH COUNTY PARK SYSTEM DIRECTORY, YEAR 2012, VOLUMES 1-5 (Bid #0064-11), ITEM: Proposal #2, Total Price for Volumes 1-5 (\$9,130.00); Total Price for 4 More/Less Pages per Volume (\$550.00); (2011-2012 Supply Contract for the Period of 09/19/11 through 08/31/12), 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 \$9,680.00.
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7. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on September 1, 2011, proposal dated August 26, 2011, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 105, LOT 50.01, TOWNSHIP OF FREEHOLD, NEW JERSEY, OWNER: FISHSTEIN, ±6 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #11-51 & PS #62-11), in an Amount Not To Exceed \$1,400.00, 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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8. Resolution ACCEPTING the WRITTEN PROPOSAL of GAGLIANO & COMPANY, Shrewsbury, NJ, as received on September 1, 2011, proposal dated August 24, 2011, for providing PROFESSIONAL APPRAISAL SERVICES FOR BLOCK 105, LOT 50.01, TOWNSHIP OF FREEHOLD, NEW JERSEY, OWNER: FISHSTEIN, ±6 ACRES, IMPROVED PROPERTY, PROJECT: ADDITIONS TO METEDECONK RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #11-51 & PS #62-11), in an Amount Not To Exceed \$1,850.00, 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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9. Resolution AWARDING CONTRACT to the lowest responsible bidder, as per bid proposal to EVERGREEN PRINTING COMPANY, Bellmawr, NJ, for PRINTING AND MAIL PREPARATION OF MONMOUTH COUNTY PARK SYSTEM DIRECTORY, YEAR 2012, VOLUMES 1-5 (Bid #0065-11), ITEM: Proposal #2, Total Price for Volumes 1-5 (\$52,401.85); Total Price for 4 More/Less Pages per Volume (\$2,905.00); (2011-2012 Supply Contract for the Period of 09/19/11 through 08/31/12), 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 \$55,306.85.
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10. Resolution Authorizing CHANGE ORDER #1, in the amount of minus (-) \$19,000.00, for the cancellation of Proposal #4, Items #1-8, Lighthouses & Lobster Shacks of Maine Getaway, to INNOVATOURS, INC., Framingham, MA, for FURNISHING AND DELIVERY OF VARIOUS TOUR PACKAGES (Bid #0040-11), as originally awarded by Resolution #R-11-4-11=185, ITEMS: Proposal #2, Items #1-8, Summer Theater Tour in the Berkshire Mountains Getaway (\$14,500.00 Estimated); Proposal #3, Items #1-8, New Hampshire Weekend: Hampton Seafood Festival & Portsmouth (\$11,250.00 Estimated); Proposal #4, Items #1-8, Lighthouses & Lobster Shacks of Maine Getaway (\$19,000.00 Estimated); in the Estimated Contract Amount of \$44,750.00; for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$25,750.00.
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11. Resolution ACCEPTING the WRITTEN PROPOSAL of THE REYNOLDS GROUP, INC., Raritan, NJ, as received on September 7, 2011, proposal dated August 31, 2011, for providing PROFESSIONAL SURVEYING SERVICES OF BLOCK 168, LOT 12, MARLBORO TOWNSHIP, NJ, OWNER: NEW JERSEY TRANSIT CORPORATION, PROJECT: HENRY HUDSON TRAIL—SOUTHERLY EXTENSION (Ref. #11-41 & PS #64-11), in an Amount Not To Exceed \$2,925.00, 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 July 21, 2011.*)
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12. Resolution DECLARING VARIOUS ITEMS OF PERSONAL PROPERTY as on file with the Purchasing Agent, SURPLUS TO THE NEEDS of the MONMOUTH COUNTY PARK SYSTEM, and RECOMMENDING to the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS that said ITEMS be DECLARED SURPLUS and SOLD at the FALL 2011 PUBLIC AUCTION to be conducted by the COUNTY OF MONMOUTH.
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13. Resolution Authorizing CHANGE ORDER #1, in the amount of \$20,600.00 to extend the east lot pier an additional 20' (\$10,300.00) and to extend the west lot pier an additional 20' (\$10,300.00), 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, ITEMS: #1-6, Total Base Bid Price of \$195,540.00 plus the sum of Alternate Bid Item #7 in the Amount of \$55,000.00 and Alternate Bid Item #8 in the Amount of \$28,786.00; in the Contract Amount of \$279,326.00, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$299,926.00.
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14. Resolution Authorizing CHANGE ORDER #1, in the amount of \$29,870.10 for slope repair and stabilization adjacent to newly constructed trail (\$57,000.00), and credits for unused silt fence (-\$4,367.00), unused erosion control blanket (-\$18,067.50), and unused split four rail fence (-\$4,695.40), to EARLE ASPHALT COMPANY, Wall, NJ, for TRAIL SURFACE IMPROVEMENTS, PHASE I, UNION TRANSPORTATION TRAIL (Bid #0048-11), as originally awarded by Resolution #R-11-6-6=250, ITEMS: Total Base Bid Price Items #1-20 inclusive (Total Lump Sum Bid); in the Contract Amount of \$298,813.13, for a NEW TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$328,683.23.
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MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Restoration of the Blacksmith Shop and Tenant House Windows at Historic Longstreet Farm
2. Testing, Monitoring, Repairing, and Installation of Alarm Systems
3. Furnishing and Delivery of Animal Feed, Supplements, and Ear Corn (Husked)
4. Furnishing and Delivery of Auto Body Repair Services
5. Furnishing and Delivery of Automotive Repair Parts and Services
6. Furnishing and Delivery of Specialized Automotive Repair Parts and Services
7. Furnishing and Delivery of Building Maintenance Services
8. Furnishing and Delivery of Charter Bus Transportation Services (A.) 48-Passenger Buses and (B.) 56-Passenger Buses
9. Furnishing and Delivery of Bus Transportation Services for Recreation Assistance Program, School Van Transportation Services, Bus Transportation Services for Trips to the Monmouth County Fair to and from Asbury Park, New Jersey, and Shuttle Bus Transportation Service for the Monmouth County Fair
10. Furnishing, Delivery, and Application of Dust Control Soil Stabilization Services
11. Furnishing and Delivery of Electrical Equipment and Supplies
12. Furnishing of Facilities and Staff for Summer Sports Camps
13. Furnishing and Delivery of Amusement Rides and Games at the Monmouth County Fair
14. Rental of Fair Tents
15. Furnishing and Delivery of Garbage Collection Service, Roll-Off Container Service, and Single Stream Recycling Service
16. Furnishing and Delivery of Gas Pump Repair Parts and Services
17. Furnishing of Golf Course Aerification Services
18. Furnishing and Delivery of Golf Cart Repair Parts and Services
19. Furnishing and Delivery of Golf Course Supplies
20. Annual Service Contract for G.H.I.N Golf Handicap Service
21. Furnishing and Delivery of Irrigation Equipment Services and Repair Parts
22. Furnishing and Delivery of Irrigation System Repair Parts
23. Furnishing and Delivery of Golf Course Irrigation Well and Pumping Equipment Services and Repair Parts
24. Furnishing and Delivery of Golf Resale Merchandise and Clothing
25. Furnishing of Goose Control Services
26. Furnishing and Delivery of Grounds and Turf Equipment
27. Furnishing and Delivery of Grounds and Turf Equipment Repair Parts and Service
28. Furnishing of Hardware and Industrial Supplies

(Continued)

29. Furnishing and Delivery of Heating and Air Conditioning Maintenance and Repair Parts and Service
 30. Furnishing and Delivery of Janitorial Supplies
 31. Furnishing of Various Types of Masonry Work
 32. Furnishing of Plumbing and Heating Repair Equipment and Supplies
 33. Furnishing, Delivery, and Servicing of Portable Toilet Rental Services
 34. Furnishing and Delivery of Printing Services (Brochures & Business Cards, Stationery & Envelopes, Miscellaneous Forms & Signs & Golf Score Cards)
 35. Furnishing and Delivery of Road Maintenance Materials
 36. Furnishing and Delivery of Screen Printed Tee Shirts, Sweatshirts, and Sweatpants
 37. Furnishing and Delivery of Seed, Lime, Fertilizer, Chemicals, and Agricultural Supplies
 38. Furnishing of Septic Tank Pumping and Disposal Services
 39. Furnishing and Delivery of Sewer Line Cleaning
 40. Furnishing and Delivery of Tree Trimming Services
 41. Furnishing and Delivery of Trophies, Plaques and Awards
 42. Furnishing and Delivery of Uniform Items (Boots)
 43. Furnishing and Delivery of Uniform Items and Accessories
 44. Furnishing and Delivery of Lifeguard Uniforms
 45. Furnishing and Delivery of Work Uniform Items
 46. Vending Machine Services
 47. Furnishing and Delivery of Repair and Installation of Wooden, Metal and Fiberglass Overhead and Metal Rolling Security Doors
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MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Two (2) Appraisals, Block 109, Lots 10, 11, & 12, Howell Township, Owner: Krist, Improved, Residential, ±5.18 Acres, for Additions to Metedeconk River Greenway (Ref. #11-61) (*FAIR & OPEN*)
 2. Quantitative Respiratory Fitness Training and Testing, Thompson Park Training Center (PS #69-11) (*FAIR & OPEN*)
 3. Potable Well-Water Monitoring Program, All Park Areas (PS #70-11) (*FAIR & OPEN*)
 4. Preliminary Assessment/Site Inspection, Block 56, Lot 17, Upper Freehold Township, Owner: Pankovics, for Additions to the Union Transportation Trail (Ref. #11-62) (*FAIR & OPEN*)
 5. Surveying Services, Block 56, Lot 17, Upper Freehold Township, Owner: Pankovics, for Additions to the Union Transportation Trail (Ref. #11-63) (*FAIR & OPEN*)
 6. Surveying Services, Block 751, Lot 52, Wall Township, Owner: Theilemann, for Additions to Shark River Park (Ref. #11-64) (*FAIR & OPEN*)
 7. Preliminary Assessment/Site Inspection of Block 751, Lot 52, Wall Township, Owner: Theilemann, for Additions to Shark River Park (Ref. #11-65) (*FAIR & OPEN*)
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DATES TO REMEMBER:

1. **MONDAY EVENING, SEPTEMBER 19, 2011** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **SATURDAY, SEPTEMBER 24, 2011** – 10 AM—2 PM. **Great Fall Perennial Plant Swap.** Deep Cut Gardens, Red Hill Road, Middletown, NJ. *Free Admission & Free Parking.*
3. **SUNDAY, SEPTEMBER 25, 2011** – 11 AM—5 PM. **Harvest Home Festival.** Historic Longstreet Farm, Longstreet Road, Holmdel, NJ. *Free Admission & Free Parking.*
4. **SUNDAY, OCTOBER 2, 2011** – 11 AM—5 PM. **Walnford Day Celebration.** Historic Walnford, Walnford Road, Upper Freehold Township, NJ. *Free Admission & Free Parking.*
5. **WEDNESDAY EVENING, OCTOBER 5, 2011** - 6 PM=Hors d'oeuvres & Cash Bar; 7 PM=Dinner. **58th Annual Monmouth County Planning Board Dinner.** Robert B. Meyner Reception Center at the PNC Bank Arts Center, Holmdel, NJ. Reservations Required. Cost: \$40.00 Per Person. Make Check Payable to the: *Monmouth County Planning Board.* RSVP deadline is 9/28/11.
6. **"TUESDAY EVENING", OCTOBER 11, 2011** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
7. **SATURDAY THROUGH WEDNESDAY, OCTOBER 15-19, 2011** – *Fall 2011 Monmouth County Public Auction.* 5-Day On-Line Auction currently scheduled to begin on October 15th with items beginning to close in 1-minute increments on October 19th, at 6 PM. Inspection and preview of items will be available on October 17th & 18th, from 8 AM—3 PM, at the Monmouth County Fleet Services Division storage area, located at 250 Center Street, Freehold, NJ. Chief Auctioneer: Stephen J. Miranti, Auction Liquidation Services, Eatontown, NJ. <http://www.auctionlistservices.com>
8. **SUNDAY, OCTOBER 16, 2011** – 11 AM TO 5 PM. **Thompson Park Day.** Thompson Park, 805 Newman Springs Road, Lincroft, NJ. *Free Admission & Free Parking.*
9. **MONDAY EVENING, OCTOBER 24, 2011** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st 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 August 22, 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)

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 **Tuesday, October 11, 2011**, 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.

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