

PRESENT:

ABSENT:

ALSO PRESENT:

A G E N D A

Tentative: 09/17/14

MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS:

REGULAR MEETING: MONDAY, SEPTEMBER 22, 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—REGULAR MEETING: MONDAY, SEPTEMBER 8, 2014
(Excused: Commissioners Loud and Hood)

D. Approval of EXECUTIVE SESSION MINUTES—LAND ACQUISITION MATTERS:
MONDAY, SEPTEMBER 8, 2014. (Excused: Commissioners Loud and Hood)

E. Approval of 2013 VOUCHER LIST

F. Approval of 2014 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
(9/15/2014)

5. MCPS TRAINING REQUESTS AS OF AUGUST 18, 2014

6. 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. Board Action Item #1 – Recommending the exercising of the option to extend contract, for an additional one (1) year period (2015), as originally awarded by Resolution #R-14-2-10=100, to A.H. Hoffman, LLC, Neptune City, NJ, for Furnishing and Delivery of Gas Pump Repair and Services (Bid #0017-14), Items: #1-3 (2015 Supply/Service Contract for the Period of 01/01/15 through 12/31/15); in the Estimated Total Contract Amount of \$9,000.00.
2. Board Action Item #2 – Recommending acceptance of the written proposal of PATJO Appraisal Services, Inc., Kendall Park, NJ, for providing professional Appraisal Services for Block 20, Lot 17, Township of Upper Freehold, NJ, ±1 Acre, Owner: Scully, Project: Additions to Clayton Park, Interest: Fee Simple, in an Amount Not To Exceed \$1,500.00, as solicited through a fair and open process.
3. Board Action Item #3 – Recommending acceptance of the written proposal of DRD Appraisals, LLC, dba Stuart Appraisal Company, Freehold, NJ, for providing professional Appraisal Services for Block 20, Lot 17, Township of Upper Freehold, NJ, ±1 Acre, Owner: Scully, Project: Additions to Clayton Park, Interest: Fee Simple, in an Amount Not To Exceed \$1,650.00, as solicited through a fair and open process.
4. Board Action Item #4 – Recommending acceptance of the written proposal of Johnson Realty Services, LLC, Wall, NJ, providing professional Appraisal Services for Block 156, Lot 7.03, Township of Howell, NJ, ±3.00 Acres, Owner: Tolski, Project: Additions to Manasquan River Greenway, Interest: Fee Simple, in an Amount Not To Exceed \$1,492.00, as solicited through a fair and open process.
5. Board Action Item #5 – Recommending acceptance of the written proposal of DRD Appraisals, LLC, dba Stuart Appraisal Company, Freehold, NJ, for providing professional Appraisal Services for Block 156, Lot 7.03, Township of Howell, NJ, ±3.00 Acres, Owner: Tolski, Project: Additions to Manasquan River Greenway, Interest: Fee Simple, in an Amount Not To Exceed \$1,650.00, as solicited through a fair and open process.

6. Board Action Item #6 – Recommending to the Board the Approval and Acceptance of the Offer of Assistance from the Friends of the Monmouth County Park System, Inc., for contracting with the Masonry Preservation Group, Inc., for Restoration of the Natural Stone Masonry of an Outdoor Fireplace with a Volcano Shaped Peanut Stone Chimney, known as Mt. Vesuvius, located in Deep Cut Gardens, Middletown Township, NJ, and further recommending that the Board Authorize the Chairman and Secretary-Director of the Board to Enter Into said Project Agreement.

7. Board Action Item #7 – 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 County’s Public Auction.

8. Board Action Item #8 – Recommending Change Order #1, in the amount of minus (-) \$11,059.00 due to low trip enrollment and cancellation of Proposal 3, Items 1-8 (M0444X) October 17-19, 2014, Halloween in Hershey, PA, to Suncoast Tours, for Furnishing and Delivery of Overnight Travel Packages (Bid #0037-14), as originally awarded by Resolution #R-14-5-19=258 in the Estimated Contract Amount of \$34,968.00, for a New Estimated Total Change Order #1 Contract Amount of \$23,909.00.

9. Status of Funded Projects as of September 8, 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 #8 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 EXERCISING OF OPTION TO EXTEND CONTRACT, as per bid proposal, for an ADDITIONAL ONE (1) YEAR PERIOD (2015), as originally awarded by Resolution #R-14-2-10=100, to A.H. HOFFMAN, LLC, Neptune City, NJ, for FURNISHING AND DELIVERY OF GAS PUMP REPAIR AND SERVICES (Bid #0017-14), ITEMS: #1-3 (2015 Supply/Service Contract for the Period of 01/01/15 through 12/31/15); in the Estimated Total Contract Amount of \$9,000.00.
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2. Resolution ACCEPTING the WRITTEN PROPOSAL of PATJO APPRAISAL SERVICES, INC., Kendall Park, NJ, as received on September 4, 2014, proposal dated August 28, 2014, for providing professional APPRAISAL SERVICES FOR BLOCK 20, LOT 17, TOWNSHIP OF UPPER FREEHOLD, NEW JERSEY, ± 1 ACRE, OWNER: SCULLY, PROJECT: ADDITIONS TO CLAYTON PARK, INTEREST: FEE SIMPLE (Ref. #14-32 & PS #51-14), in an Amount Not To Exceed \$1,500.00, 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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3. Resolution ACCEPTING the WRITTEN PROPOSAL of DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on September 4, 2014, proposal dated August 29, 2014, for providing professional APPRAISAL SERVICES FOR BLOCK 20, LOT 17, TOWNSHIP OF UPPER FREEHOLD, NEW JERSEY, ± 1 ACRE, OWNER: SCULLY, PROJECT: ADDITIONS TO CLAYTON PARK, INTEREST: FEE SIMPLE (Ref. #14-32 & PS #51-14), in an Amount Not To Exceed \$1,650.00, 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 JOHNSON REALTY SERVICES, LLC, Wall, NJ, as received on September 11, 2014, proposal dated September 2, 2014, for providing professional APPRAISAL SERVICES FOR BLOCK 156, LOT 7.03, TOWNSHIP OF HOWELL, NJ, ± 3.00 ACRES, OWNER: TOLSKI, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #14-31 & PS #52-14), in an Amount Not To Exceed \$1,492.00, 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 DRD APPRAISALS, LLC, dba STUART APPRAISAL COMPANY, Freehold, NJ, as received on September 11, 2014, proposal dated September 2, 2014, for providing professional APPRAISAL SERVICES FOR BLOCK 156, LOT 7.03, TOWNSHIP OF HOWELL, NJ, ± 3.00 ACRES, OWNER: TOLSKI, PROJECT: ADDITIONS TO MANASQUAN RIVER GREENWAY, INTEREST: FEE SIMPLE (Ref. #14-31 & PS #52-14), in an Amount Not To Exceed \$1,650.00, 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 APPROVING and ACCEPTING the OFFER OF ASSISTANCE from the FRIENDS OF THE MONMOUTH COUNTY PARK SYSTEM, INC., for CONTRACTING with the MASONRY PRESERVATION GROUP, INC., for RESTORATION OF THE NATURAL STONE MASONRY OF AN OUTDOOR FIREPLACE WITH A VOLCANO SHAPED PEANUT STONE CHIMNEY, KNOWN AS MT. VESUVIUS, LOCATED IN DEEP CUT GARDENS, MIDDLETOWN TOWNSHIP, NJ, and further RECOMMENDING that the BOARD AUTHORIZE the CHAIRMAN and SECRETARY-DIRECTOR OF THE BOARD to ENTER INTO said PROJECT AGREEMENT.
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7. 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 COUNTY'S PUBLIC AUCTION.
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8. Resolution Authorizing CHANGE ORDER #1, in the amount of minus (-) \$11,059.00 due to low trip enrollment and cancellation of Proposal 3, Items 1-8 (M0444X) October 17-19, 2014, Halloween in Hershey, PA, to SUNCOAST TOURS, Cape May, NJ, for FURNISHING AND DELIVERY OF OVERNIGHT TRAVEL PACKAGES (Bid #0037-14), as originally awarded by Resolution #R-14-5-19=258 in the Estimated Contract Amount of \$34,968.00, for a NEW ESTIMATED TOTAL CHANGE ORDER #1 CONTRACT AMOUNT OF \$23,909.00.
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MOTION AUTHORIZING ADVERTISING OF THE FOLLOWING BIDS:

1. Furnishing and Installing Plant Material at Various Parks
 2. Bel-Aire Golf Course Maintenance Garage Building #3006 Roof Reconstruction
 3. Furnishing and Delivery of an 18 Foot Aluminum Patrol Boat and Trailer Package
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MOTION AUTHORIZING SOLICITING OF THE FOLLOWING PROFESSIONAL/SPECIALIZED SERVICES:

1. Preliminary Assessment & Site Investigation, Block 130, Lot 8.01, Howell Township, Owner: Gleason Properties, LLC, for Additions to Manasquan Reservoir. (Ref. #14-50) (FAIR & OPEN)
 2. Surveying Services, Block 130, Lot 8.01, Howell Township, Owner: Gleason Properties, LLC, for Additions to Manasquan Reservoir (Ref. #14-51) (FAIR & OPEN)
 3. Appraisal Services, Block 783, Lot 9, Block 782, Lot 17, Middletown Township, #78040, at Hartshorne Woods Park, NJ American Water Company, Waterline Easement (Ref. #14-52) (FAIR & OPEN)
 4. Appraisal Services, Block 152.01, Lot 1.01, Tinton Falls, #44960, at Shark River Park, Wall Township, Sewer Line Easement (Ref. #14-53) (FAIR & OPEN)
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DATES TO REMEMBER:

1. **MONDAY EVENING, SEPTEMBER 22, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
2. **MONDAY EVENING, OCTOBER 6, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
3. **MONDAY EVENING, OCTOBER 20, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
4. **MONDAY EVENING, NOVEMBER 3, 2014** - 7 PM. **Regular Board Meeting.** Thompson Park Visitor Center, "Beech Room", 1st Floor, 805 Newman Springs Road, Lincroft, NJ.
5. **MONDAY EVENING, NOVEMBER 17, 2014** - 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 September 8, 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 PERSONNEL MATTERS and 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 “personnel matters and 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 Personnel Matters shall not be made available to the public, as Personnel Matters are confidential. 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 **October 6, 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)
