

THE MORRIS COUNTY PARK COMMISSION  
MONDAY, MAY 21, 2018  
TENTATIVE

PURSUANT TO N.J.S.A. 10:4-6 et seq., THE MORRIS COUNTY PARK COMMISSION hereby notifies the public that a regular Park Commission meeting will be convened at 7:30 p.m. prevailing time on Monday, May 21, 2018 at the Cultural Center, 300 Mendham Road, Morristown, New Jersey. The following items are included on the Agenda for the meeting:

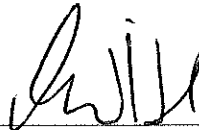
1. Call to Order –864<sup>th</sup> Meeting
2. Reading of Meeting Notice
3. Roll Call
4. Salute to the Flag
5. Approval of the Minutes of the April Park Commission meeting.
6. Hearing of Citizens
7. Approval of Bills for Payment
8. Report of Committees
  - a. Finance and Budget Committee
  - b. Recreational Trails/Park Maintenance Committee
  - c. Promotion and Business Committee
  - d. Park Development Committee
  - e. Cultural and Educational Committee
9. Report of Executive Director

In accordance with N.J.S.A. 10:4-6 et seq., the following items will be discussed in closed session from which the public will be excluded, since these items may touch upon material disclosures which may constitute an unwarranted invasion of individual privacy; may affect employee relations; may affect receipt of funds from superior government echelons; the acquisition of other relations in respect to real property; and may affect matters concerning attorney-client privilege.

10. Executive Session
  - A. Personnel & Safety Committee
  - B. Land Acquisition Committee
  - C. Report Of Counsel

Continuation of Public Session

11. New Business
  - A. Consideration of Executive Session Business
  - B. Consideration of Resolutions
12. Adjournment



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David D. Helmer  
Executive Director

MORRIS COUNTY PARK COMMISSION

Meeting Date:

May 21, 2018

BE IT HEREBY RESOLVED that the bills shown on the Summary below and appended pages were authorized for payment by resolution at a meeting of the Morris County Park Commission held on May 21, 2018.

SUMMARY

**Park Operating Fund:**

Bill List Expenditures:	\$	808,284.13
Prepaid Expenditures:		1,822,549.33
Items Included Above:		
[Payroll Including FICA/Medicare - 05/04/18 - 455,049.39]		
[Payroll Including FICA/Medicare - 05/18/18 - 466,985.81]		

**Park Capital Accounts:**

Bill List Expenditures:	80,795.50
Prepaid Expenditures:	-

**Park Improvement Trust Accounts:**

Bill List Expenditures:	58,486.31
Prepaid Expenditures:	25,632.13

**Park Trust Accounts:**

Bill List Expenditures:	2,409.00
Prepaid Expenditures:	90.93

**Grant Fund Accounts:**

Bill List Expenditures:	1,364.28
Prepaid Expenditures:	1,050.51

**Park Police Special Law Enforcement Accounts:**

Bill List Expenditures:	8,000.00
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**Dedicated Trust Accounts:**

Bill List Expenditures:	-
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<b>TOTAL</b>	<b>2,808,662.12</b>
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<b>County Capital Bill List Expenditures Request:</b>	109,262.42
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CERTIFICATION

I do solemnly declare and certify that the bills listed here are correct to the best of my knowledge or on the certification made thereon by duly authorized and responsible officials of the Morris County Park Commission.

CERTIFICATION OF AVAILABILITY OF FUNDS

I, David D. Helmer, Executive – Director of the Morris County Park Commission, hereby certify that funds are available for the payment of the Summary total of \$2,808,662.12 listed above for the month of May.

\_\_\_\_\_  
**David D. Helmer, Executive - Director**  
 Morris County Park Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Richard Vitale, Deputy Executive Director**  
 Morris County Park Commission

\_\_\_\_\_  
Date

COMMISSIONERS' APPROVAL

\_\_\_\_\_  
**Barbara Shepard**  
 President

\_\_\_\_\_  
**Stuart Lasser**  
 Chairman, Finance Committee

## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
89739	12616 - A PLUS STRIPING INC	PO 38743 Re-stripe pavement markings - FVGC	3,831.00	3,831.00
89740	12713 - A T & T	PO 39181 Utilities - 5/1/18 To 5/14/18 Acces	11.10	11.10
89741	12779 - ACCURATE WASTE SYSTEMS INC	PO 38729 Sewer septic cleaning	1,400.00	1,400.00
89742	20751 - ADAMS EVIDENCE GRADE TECHNOLOGY INC	PO 38736 DVR Detectives	553.39	553.39
89743	18672 - ALL AMERICAN CHIMNEY SERVICE, INC.	PO 38826 Chimney sweeping at Fosterfields an	495.00	495.00
89744	22631 - ALL CLEAN BUILDING SERVICES	PO 39008 Cleaning Frelinghuysen Arboretum	525.00	525.00
89745	12867 - ALL COUNTY RENTAL CENTER	PO 39024 Hedge trimmer rental for Rose Garde	210.72	210.72
89746	12884 - ALLEN PAPER & SUPPLY CO	PO 38719 Sanitary supplies	1,549.18	
		PO 38841 Supplies for Cultural Center	39.23	
		PO 39040 Bath tissue	266.50	1,854.91
89747	12902 - ALLIED OIL	PO 39179 Utilities - 5/1/18 To 5/14/18 Acces	20,599.30	20,599.30
89748	18685 - AMERIGAS - CHESTER	PO 39180 Utilities - 5/1/18 To 5/14/18 Acces	6,143.91	6,143.91
89749	20446 - APPROVED AUTO ELECTRIC	PO 38884 Equipment repair	274.40	
		PO 38885 Equipment repair	433.00	707.40
89750	22086 - ARF RENTAL SERVICES, INC	PO 38779 Port-a-John Rentals - March 2018 -	1,254.85	1,254.85
89751	18713 - ATKINS & NESTER PLUMBING & HEATING,	PO 38900 Various Plumbing	12,181.31	
		PO 39068 Various Plumbing	4,568.09	16,749.40
89752	18713 - ATKINS & NESTER PLUMBING & HEATING,	PO 39068 Various Plumbing	10,646.00	10,646.00
89753	20669 - ATLANTIC TOMORROWS OFFICE	PO 38871 1Q18 Charges for Copies - Contract	330.04	
		PO 38872 1Q18 - Copier 3rd Floor - KP Offic	631.49	
		PO 38873 Maintenance Contract Wide Format Pr	65.69	
		PO 38874 COPIES - 1Q18 - CONTRACT 73151 -	539.60	
		PO 38875 COPIER USAGE - CC 2nd & 3rd Floor	1,571.07	
		PO 38876 COPIER USAGE for HEC 1Q18	704.87	
		PO 38877 FF/Historic Speedwel COPIES - 1Q18	403.03	4,245.79
89754	22708 - B.W. FURLONG & ASSOCIATES	PO 39059 Treatment for Zeus	312.14	312.14
89755	21132 - FISHER - BATTERIES PLUS	PO 38946 Park Maintenance Supplies	32.37	32.37
89756	22210 - BEN SHAFFER RECREATION, INC	PO 38827 Playground parts	83.31	83.31
89757	22061 - BENCHMARK PROFESSIONAL SEMINARS INV	PO 39001 Property Evidence Room Seminar-Chie	295.00	295.00
89758	21146 - BERKSHIRE GOLF MANAGEMENT, LLC	PO 39026 2018 May Funding Request	500,000.00	500,000.00
89759	19299 - BIASE, KRISTIN	PO 39170 Registration/Hotel/Travel for 2018	2,389.42	
		PO 39199 Reimbursement for Cowbell Purchase	651.40	3,040.82
89760	21129 - BILLY CASPER GOLF, LLC	PO 39200 Golf Shop, F&B, Prepaids & BC Sales	6,607.90	6,607.90
89761	21129 - BILLY CASPER GOLF, LLC	PO 39201 MCPC Sales Tax Reimb - March 2018	513.81	513.81
89762	22706 - BIRDS BEES & TREES LANDSCAPING LLC	PO 38761 Mulch for FA gardens	535.00	
		PO 38917 WW mulch for garden areas	430.00	
		PO 38953 BB mulch for garden areas	430.00	1,395.00
89763	13562 - BUTLER, BOROUGH OF	PO 39182 Utilities - 5/1/18 To 5/14/18 Acces	243.72	243.72
89764	5295 - CABLEVISION	PO 39165 TV Service - Mennen Sports Arena	163.27	163.27
89765	21600 - CABLEVISION LIGHTPATH, INC.	PO 39196 Phone Services - May 2018	4,039.52	4,039.52
89766	21600 - CABLEVISION LIGHTPATH, INC.	PO 39197 Internet - Account # 53446	1,365.00	1,365.00
89767	4598 - CDW GOVERNMENT INC.	PO 38766 Cisco ASA for remote site	2,656.35	
		PO 38837 Bar code reader	572.73	
		PO 38934 HP printer for FVGC	422.57	
		PO 38982 Patch Panel for PP new squad room	38.88	3,690.53
89768	9991 - CENTURYLINK	PO 39183 Utilities - 5/1/18 To 5/14/18 Acces	367.90	367.90
89769	187 - CHESHIRE STUDIO INC	PO 38762 Education signs for Tulips	105.00	105.00
89770	22391 - CINTAS CORP	PO 38775 First Aid Supplies	702.15	702.15
89771	20835 - COOPER ELECTRIC SUPPLY CO.	PO 38674 Arena light bulbs	832.70	832.70
89772	12218 - CORPORATE CAFE LLC	PO 38767 Lunch for Workshop Meeting 4/10/18	203.15	203.15
89773	22261 - COUNTRY FEED & GRAIN, LLC	PO 38784 Triple Crown, Sr. / Loyal Cat	360.50	
		PO 38829 Feed and Shavings	508.00	
		PO 38969 Animal feed and shavings	723.00	1,591.50
89774	14031 - COUNTY CONCRETE CORP.	PO 38902 Concrete for Tourne Fuel Tank Proje	962.70	
		PO 38926 Concrete for Tourne Fuel Tank Proje	607.50	1,570.20
89775	14221 - DELL COMPUTER LP	PO 37758 Toner drum for Reservations	47.49	
		PO 38287 Printer for Preston Sewell	232.48	
		PO 38536 Toner for I.T.	117.79	

## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
		PO 38569 Toner for Hedden B&C	78.84	
		PO 38581 Solarwinds support	3,848.95	
		PO 38825 AutoCad renewal	5,732.22	
		PO 38914 Toner for LMP Mech	78.84	10,136.61
89776	21867 - DIRECT ENERGY BUSINESS	PO 39184 Utilities - 5/1/18 To 5/14/18 Acces	31,303.52	31,303.52
89777	14445 - EAGLE POINT GUN SHOP	PO 39022 Ammo for Park Police	8,510.19	8,510.19
89778	21434 - EASTERN CONCRETE MATERIALS, INC	PO 38819 Stone for West Morris Greenway	439.23	439.23
89779	23014 - ELECTROCORP	PO 38916 Filters for Evidence Locker Air Sys	1,010.40	1,010.40
89780	22529 - ELIFEGUARD, INC.	PO 39017 Sunrise Lake Beach Club Lifeguard S	396.87	396.87
89781	22979 - ERIC M. BERNSTEIN & ASSOCIATES, L.L	PO 39064 Professional Services rendered	204.00	204.00
89782	7057 - EUROFINS QC, INC	PO 38748 BVGC Wastewater - Monthly Lab Sampl	213.50	
		PO 38880 BVGC Wastewater Sampling	1,190.40	1,403.90
89783	21727 - FELDMAN BROTHERS ELECTRICAL SUPPLY	PO 38680 Door intercom & parts	1,336.12	1,336.12
89784	21618 - FIRE AND SECURITY TECHNOLOGIES	PO 38794 Inspection and recharge of kitchen	2,955.00	
		PO 38840 Alarm Services	427.50	3,382.50
89785	14763 - FORESTRY SUPPLIERS INC	PO 38922 Supplies for Habitat Enhancement Pr	172.90	172.90
89786	21079 - FOSSIL INDUSTRIES	PO 39018 Sunrise Lake - Beach Club Mascot Cu	1,369.00	1,369.00
89787	14801 - FRIENDS OF FRELINGHUYSEN	PO 39164 Refund - 2017 Gingerbread Wonderlan	282.00	282.00
89788	10467 - FRIENDS OF HISTORIC SPEEDWELL	PO 38967 Motor for hoof trimmer, office supp	228.71	
		PO 38966 Historic Shirts for 2 Farmers and M	179.28	407.99
89789	21658 - GANN LAW BOOKS, INC.	PO 38530 2018 Police Mauual	458.50	458.50
89790	19073 - GAR EQUIPMENT	PO 38920 Maintenance Agreement for Man Lift	950.00	950.00
89791	19077 - GARDEN STATE LABORATORIES INC.	PO 38906 GS Lab Safe Drinking Water Testing	540.00	540.00
89792	19081 - GATES FLAG & BANNER, CO.	PO 38769 Arena Flag Replacements	651.30	651.30
89793	22464 - GEMPLER'S	PO 38690 FA and BB maintenance supplies	233.14	233.14
89794	21000 - GILL ASSOCIATES IDENTIFICATION SYST	PO 38747 Ribbons for Child ID Machine	386.50	386.50
89795	12149 - GM FENCE	PO 39042 Supplies for Habitat Enhancement Pr	530.00	530.00
89796	14983 - GRAINGER	PO 38722 Arena supplies	1,328.34	1,328.34
89797	8383 - GRIFFIN GREENHOUSE SUPPLIES	PO 38919 Greenhouse Supplies	119.92	
		PO 38964 Greenhouse Supplies	441.06	560.98
89798	5323 - HOFFMANS SUPPLY INC	PO 38726 Tape and Primer	31.94	31.94
89799	5689 - HORSEMANS OUTLET	PO 39003 Supplies for Park Police Stables	22.36	22.36
89800	23005 - HUNT HENION	PO 38822 Discipline Forms	116.20	116.20
89801	22966 - INDIAN HEAD RANCH	PO 37975 Horses for the Mounted Unit	8,000.00	8,000.00
89802	21930 - INTAPOL INDUSTRIES, INC	PO 38839 Helmets, Gloves, Badge, Band	497.94	497.94
89803	21325 - INTERPORT MAINTENANCE CO., INC.	PO 38753 (3) Steel storage containers	8,200.00	8,200.00
89804	21613 - INTERSTATE WASTE SERVICES	PO 39185 Utilities - 5/1/18 To 5/14/18 Acces	4,327.65	4,327.65
89805	19254 - J&C ICE TECHNOLOGIES INC.	PO 38725 Zamboni parts	327.00	327.00
89806	22958 - J. HARRIS ACADEMY OF POLICE	PO 38938 Training - Police Response to Crite	85.00	85.00
89807	14976 - JERSEY CENTRAL POWER & LIGHT	PO 39186 Utilities - 5/1/18 To 5/14/18 Acces	19,622.64	19,622.64
89808	22670 - KAESER & BLAIR, INC.	PO 39054 Hats for National Night Out	370.00	370.00
89809	22991 - KENNETH LYNCH & SONS, INC.	PO 38918 Rose Garden Fountain Basin - Frelin	1,884.00	1,884.00
89810	21536 - KEYSTONE PUBLIC SAFETY INC	PO 38845 Software Maintenance Keymap	214.00	214.00
89811	19318 - KUIKEN BROTHERS CO. INC.	PO 38789 Lewis Morris-Sunrise-Spackle, Ceili	723.12	
		PO 38853 Lewis Morris-Sunrise Lake-FRP sheet	837.87	
		PO 38947 Lewis Morris-Sunrise-ceiling tiles,	182.54	
		PO 39012 FA-cedar lumber	62.29	1,805.82
89812	3035 - L-3 MOBILE-VISION INC	PO 38943 Flash Card	44.95	44.95
89813	3855 - LAZARUS CALVIN H & SONS	PO 38782 Piglets for farm	625.00	625.00
89814	15820 - LOOSELEAF LAW PUBLICATIONS INC	PO 38952 NJ AG Guidelines & NJ Title CD	46.55	46.55
89815	5067 - LOWE'S CREDIT	PO 38490 Maintenance supplies	113.41	
		PO 38882 Tools and supplies	164.63	
		PO 38852 Silas-window blinds/FA-Supplies for	22.58	
		PO 38852 Silas-window blinds/FA-Supplies for	95.88	
		PO 38957 FVGC-Azek lumber/300-paint/MDR-lins	225.95	
		PO 38957 FVGC-Azek lumber/300-paint/MDR-lins	199.48	
		PO 39000 Tools and plants for Willowood	84.34	
		PO 39000 Tools and plants for Willowood	286.61	1,192.88
89816	5067 - LOWE'S CREDIT	PO 39036 Plants and fence material for Willo	80.07	

## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
		PO 39036 Plants and fence material for Willo	96.08	
		PO 39009 FVGC-downspouts/Schooley's-play san	53.94	
		PO 39009 FVGC-downspouts/Schooley's-play san	16.65	
		PO 39038 Maintenance supplies	293.18	
		PO 39043 Insect Repellent	114.53	<b>654.45</b>
89817	15939 - MACDONALD INC, WILFRED	PO 38913 Equipment repair	107.04	
		PO 38883 Equipment repair	690.00	<b>797.04</b>
89818	16079 - McELROY,DEUTSCH,MULVANEY&CARPENTER	PO 39154 Payments for legal services for the	7,975.06	<b>7,975.06</b>
89819	10742 - MENDHAM GARDEN CENTER	PO 38629 BB- string trimmer line for weedeat	63.20	
		PO 38708 BB- chainsaw chains and extra bar n	65.85	
		PO 38707 BB- replacement chainsaw chain	20.00	
		PO 39037 Deer Repellent/ Willowwood	89.97	<b>239.02</b>
89820	11767 - MIDDLE VALLEY FARMS	PO 38687 Hay bales	715.00	
		PO 38862 Hay For Animals	2,247.00	<b>2,962.00</b>
89821	15895 - M.C. FARMS INC	PO 39060 Ivy, herbs and pots	380.55	<b>380.55</b>
89822	12819 - MORRIS COUNTY M.U.A	PO 39187 Utilities - 5/1/18 To 5/14/18 Acces	1,384.44	<b>1,384.44</b>
89823	16321 - MORRISTOWN LUMBER & SUPPLY CO, LLC	PO 38792 FVGC-ADA brackets/FA-1X4 pine/LMP-d	21.98	
		PO 38792 FVGC-ADA brackets/FA-1X4 pine/LMP-d	177.91	
		PO 38788 MDR-Cedar shakes	350.09	
		PO 38854 FA-cedar 6X6/Sunrise Lake-drill bit	1,088.95	
		PO 38903 Screws and Drill Bit for hanging su	16.39	
		PO 38948 Park Maintenance Supplies - Concret	11.38	
		PO 38958 MDR-cedar shales	482.54	
		PO 39006 Lumber for FA garden projects	91.40	<b>2,240.64</b>
89824	16321 - MORRISTOWN LUMBER & SUPPLY CO, LLC	PO 39011 FA-PVC trim board	51.70	<b>51.70</b>
89825	19501 - MSC INDUSTRIAL SUPPLY CO. INC.	PO 38732 Paper Towel Dispenser for Matilda's	21.44	
		PO 38754 Maintenance inventory	314.71	
		PO 38755 Maintenance inventory	429.53	
		PO 38770 Safety Equipment	278.11	
		PO 38909 Safety Gear	198.17	
		PO 38973 Hedden-work gloves	205.10	
		PO 38932 MSC Sunrise Lake Supplies	357.40	
		PO 39052 Safety Equipment	388.93	<b>2,193.39</b>
89826	19523 - N.J. NATURAL GAS COMPANY	PO 39189 Utilities - 5/1/18 To 5/14/18 Acces	3,244.03	<b>3,244.03</b>
89827	22536 - ROCKAWAY AUTO RESOURCES, LLC	PO 38888 Equipment repair	140.53	
		PO 38968 Fuse for Kubota	11.54	
		PO 39039 Maintenance supplies	32.87	<b>184.94</b>
89828	8296 - NAPA AUTO PARTS- CHESTER	PO 38886 Equipment repair	63.20	
		PO 38850 Hedden-power steering fluid	14.49	
		PO 38887 Equipment repair	111.99	<b>189.68</b>
89829	2364 - NATURE'S CHOICE CORPORATION	PO 38950 Pallets for LMP Sunrise Lake	100.00	<b>100.00</b>
89830	22824 - NETTA ARCHITECTS, LLC	PO 39046 Phase I - Preliminary Design 10% co	1,350.00	<b>1,350.00</b>
89831	19563 - NEW JERSEY-AMERICAN WATER CO.	PO 39188 Utilities - 5/1/18 To 5/14/18 Acces	144.81	<b>144.81</b>
89832	16570 - NISIVOCIA LLP	PO 37856 2017 Auditing SS for Annual and Sin	8,500.00	<b>8,500.00</b>
89833	16638 - NJ STATE LEAGUE OF	PO 39125 Registration for Webinar for Rich V	25.00	<b>25.00</b>
89834	21229 - OFFICE CONCEPTS GROUP, INC.	PO 38633 Supplies	283.72	
		PO 38709 Chair Mat	95.32	
		PO 38721 Office Vacuum & Clipboard	279.07	
		PO 38760 USB Drives	29.99	
		PO 38777 Creamers	11.34	
		PO 39028 Office Supplies	287.99	
		PO 39033 Floor mats and markers and file cab	958.00	
		PO 39031 Paper, markers, laminating sheets	171.80	<b>2,117.23</b>
89835	21229 - OFFICE CONCEPTS GROUP, INC.	PO 39029 Supplies for Mennen Arena	269.46	
		PO 38908 Copy Paper	35.99	
		PO 39027 8.5x11 copy paper	110.97	
		PO 39030 Office Supplies	135.29	
		PO 39056 Bags for stable cleanup	39.93	
		PO 39055 Binding machine, spines and covers	424.58	<b>1,016.22</b>

## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
89836	21736 - OnCELL SYSTEMS, INC.	PO 38109 Bamboo Brook Cell Phone Tour	75.00	75.00
89837	21736 - OnCELL SYSTEMS, INC.	PO 38266 Cell tour at WW	75.00	75.00
89838	21736 - OnCELL SYSTEMS, INC.	PO 38756 Bamboo Brook cell phone tour	375.00	375.00
89839	19630 - P S E & G CO.	PO 39190 Utilities - 5/1/18 To 5/14/18 Acces	4,391.12	4,391.12
89840	22537 - QUALITY ROOF CLEANING LLC	PO 38898 Mennen Roofing Repairs	13,618.94	13,618.94
89841	16899 - PARK UNION LUMBER COMPANY LLC	PO 38662 Lewis Morris-Sunrise Lake Boathouse	73.96	
		PO 38851 Schooley's-saw blades, bolts	119.21	193.17
89842	5690 - PLANT DETECTIVES	PO 38820 Dogwood for Frelinghuysen	250.00	250.00
89843	21155 - PORTER LEE CORPORATION	PO 38846 Annual Software Support	965.00	965.00
89844	17117 - POWER PLACE INC	PO 38610 Trimmer parts	47.84	
		PO 38665 Equipment repair	656.59	
		PO 38778 14" Chainsaw and Chain for WW/BB	406.39	
		PO 38858 Oil Mix	51.05	
		PO 38889 Equipment repair	543.21	
		PO 39041 Small equipment parts	499.09	2,204.17
89845	5789 - POWERCO INC.	PO 38890 Equipment repair	844.91	844.91
89846	21728 - PRAXAIR DISTRIBUTION, INC	PO 38744 Hedden-welding gases	53.09	
		PO 39013 Park Maintenance Equipment	62.50	115.59
89847	22949 - PRIMO INSULATION, LLC	PO 38724 Rink 3 - Pump insulation	1,800.00	1,800.00
89848	21131 - R & J CONTROL INC	PO 38894 CC Generator Monitoring	330.00	330.00
89849	21688 - RAMAS CLIMATE & REFRIGERATION, LLC	PO 38897 HVAC	151.16	151.16
89850	22247 - READY REFRESH BY NESTLE	PO 38878 Lease - Account # 0434655874 - 3/1	218.71	218.71
89851	12034 - RICCIARDI BROTHERS INC.	PO 38661 Silas Casino-paint	48.98	
		PO 38790 Lewis Morris-Sunrise-primer/300-con	233.77	
		PO 38960 Lewis Morris-Sunrise Lake-paint	182.89	465.64
89852	23021 - RIDGEWOOD PRESS	PO 38979 Banner - Branching Out (1)	73.00	
		PO 38989 Mahlon Dickerson Campgrounds	519.00	
		PO 38990 2018 Sunrise Lake Rack Card	345.00	
		PO 38991 Birthday Party Rack Cards	575.00	1,512.00
89853	20975 - ROBERTSON, LINDSAY	PO 39171 Registration for 2018 NRPA Annual C	455.00	455.00
89854	17468 - S M C M U A	PO 39191 Utilities - 5/1/18 To 5/14/18 Acces	5,222.39	5,222.39
89855	17621 - SHEAFFER SUPPLY	PO 38963 Pan Phil for Branching Out Garden/H	3.68	
		PO 39010 Schooley's-router bit/300-lag bolts	36.23	
		PO 39010 Schooley's-router bit/300-lag bolts	14.60	54.51
89856	17636 - SHERWIN-WILLIAMS	PO 38821 FVGC-Pro Shop doors paint	31.52	
		PO 38912 Honorable blue paint	49.99	81.51
89857	22384 - SIGNS AND SAFETY DEVICES,LLC	PO 38881 Mt. Paul Signage	226.80	226.80
89858	20366 - SIRCHIE FINGER PRINT LABORATORIES	PO 38847 Misc. First Aid Supplies	196.29	
		PO 39023 Urine Specimen Kit	16.03	212.32
89859	22550 - SITEONE LANDSCAPE SUPPLY, LLC	PO 38866 Park Maintenance Supplies West Divi	53.46	
		PO 39049 Pop-up sprinkler nozzle	18.70	72.16
89860	19888 - SNOWS GLASS & MIRROR CO.	PO 38730 Office window glass replacement	850.00	850.00
89861	17874 - STORR TRACTOR CO.	PO 38891 Equipment repair	1,777.55	1,777.55
89862	22710 - SUPER SEER CORPORATION	PO 38442 Helmets, helmet shields, accessorie	850.65	850.65
89863	10639 - TATBIT CO	PO 38739 Various Electric	2,966.00	
		PO 38739 Various Electric	4,234.09	
		PO 38896 Various Electric	1,509.00	
		PO 38896 Various Electric	3,364.58	
		PO 38901 Electrical work needed for Tourne F	3,311.94	
		PO 39061 Electrical work needed for Tourne F	2,154.62	17,540.23
89864	22595 - TD EQUIPMENT FINANCE, INC.	PO 37889 2017 (2) Lease Installments Due	16,914.01	16,914.01
89865	20660 - THE FA BARTLETT TREE EXPERT COMPANY	PO 39021 IPM Service at FA/WW/BB as per Cont	792.00	792.00
89866	20861 - TIOGA SOLAR MORRIS COUNTY 1, LLC	PO 39192 Utilities - 5/1/18 To 5/14/18 Acces	13,880.67	13,880.67
89867	281 - TOMAR INDUSTRIES INC	PO 38728 Sanitary supplies	232.00	232.00
89868	19328 - TONY LANDI HORSE COBBLER	PO 38859 Horseshoeing - Major, King, Hobbes	570.00	570.00
89869	21152 - TRADITIONAL EARTH SKILLS	PO 38971 Demolition of collapsed wigwam incl	350.00	350.00
89870	22983 - TREASURER, STATE OF NEW JERSEY	PO 38983 NJ Forest Service Nursery Tree Seed	252.00	252.00
89871	20462 - TREE KING, INC.	PO 38834 Removal of Tree Against Estey and p	740.00	
		PO 38848 Norway Maple Removal at Frelinghuys	1,530.00	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
		PO 38949 Tree Work - Loantaka Brook - Kite	2,690.00	
		PO 38972 Tree Removal at Loantaka Brook	900.00	
		PO 39002 EAB Tree Work - 240 Weldon Road	1,490.00	7,350.00
89872	12333 - TRIMBOLI & PRUSINOWSKI	PO 39045 Legal services pertaining Audit	48.00	48.00
89873	20010 - TRUKMANN'S REPROGRAPHICS	PO 38835 Printing and mounting exhibit panel	690.00	690.00
89874	20034 - UNIVERSAL SUPPLY GROUP	PO 38757 Arena air quality sensor modules	416.13	416.13
89875	18254 - UNIVERSAL UNIFORM SALES CO INC	PO 38746 Uniforms	2,042.79	
		PO 38849 Uniforms	1,788.36	
		PO 38915 Badges/Buttons/Wallet	32.95	3,864.10
89876	12052 - US FIGURE SKATING	PO 38836 Membership fee for Learn to Skate p	10,692.50	10,692.50
89877	20042 - V.E. RALPH & SON, INC.	PO 38951 Exam gloves and respirator	77.61	77.61
89878	1286 - VERIZON	PO 39193 Utilities - 5/1/18 To 5/14/18 Acces	2,806.33	2,806.33
89879	12186 - VERIZON	PO 39194 Utilities - 5/1/18 To 5/14/18 Acces	199.98	199.98
89880	1348 - VERIZON WIRELESS	PO 39195 Utilities - 5/1/18 To 5/14/18 Acces	2,187.09	2,187.09
89881	21767 - VERMONT SYSTEMS INC	PO 38618 VSI yearly support	11,130.00	11,130.00
89882	21786 - VILLAGE SUPERMARKET INC.	PO 38986 Program Supplies - Open Hearth Cook	26.57	
		PO 39073 Open-hearth cooking supplies and Pa	42.19	
		PO 39062 Conference refreshments for Cultura	293.14	361.90
89883	22968 - WASAK, INC.	PO 38021 Water Treatment Chemical & Services	764.00	764.00
89884	20084 - WATER SAFETY PRODUCTS	PO 39019 Sunrise Lake Lifeguard Supplies 201	162.75	162.75
89885	18414 - WEBER OIL COMPANY, DAVID	PO 38867 Equipment repair	372.81	372.81
89886	18435 - WEST CHESTER MACHINERY & SUPPLY	PO 38868 Equipment repair	518.83	518.83
89887	10534 - WESTERN APPLIANCE INC.	PO 39082 Repair to Washer in Farmhouse	176.00	176.00
89888	22367 - WILD RIDGE PLANTS, LLC	PO 38870 Native Plants for Volunteer Project	537.60	
		PO 38924 Botanical Survey & Assessment of Fo	1,800.00	2,337.60
89889	21165 - WIRE CLOTH MANUFACTURERS, INC.	PO 38925 Supplies for Habitat Enhancement Pr	928.00	928.00
TOTAL				878,543.72
Total to be paid from Fund 60 Operating			808,284.13	
Total to be paid from Fund 62 Grant			1,364.28	
Total to be paid from Fund 66 Park Improvement Trust			58,486.31	
Total to be paid from Fund 68 Park Trust			2,409.00	
Total to be paid from Fund 72 Park Police Trust			8,000.00	
			-----	
			878,543.72	

Checks Previously Disbursed

2018051801	MCPC PAYROLL ACCOUNT	Payroll 10	466,985.81	5/18/2018
89738	ZIEGLER, PATRICIA	Skate Pro - PPE 5/10/18	2,000.00	5/14/2018
89737	WEITZMAN, MARC	Skate Pro - PPE 5/10/18	496.00	5/14/2018
89736	WAN, CHRISTOPHER A.	Skate Pro - PPE 5/10/18	440.00	5/14/2018
89735	WALSH, JEFF	PO# 39080 Sugar for beehives, cheese for rat	17.12	5/14/2018
89734	VOSS SIGNS, LLC	PO# 39020 Signage - Single Sided	129.90	5/14/2018
89733	VANDERHOFF, HEIDI	Skate Pro - PPE 5/10/18	76.80	5/14/2018
89732	DREVITCH'S HOCKEY TECHNIQUES, LLC	Skate Pro - PPE 5/10/18	1,044.00	5/14/2018
89731	STOVER, SLOANE	Skate Pro - PPE 5/10/18	144.00	5/14/2018
89730	NJ ADVANCE MEDIA	Multiple: PO# 39115 PO# 39063	203.05	5/14/2018
89729	RUNNING 'S' EQUINE VETERINARY SERVI	PO# 38783 Vet Care Major	430.02	5/14/2018
89728	ROBERTSON, LINDSAY	PO# 39016 Replacement Umbrellas - SLBC L. Ro	194.93	5/14/2018
89727	PLANTAMURA, STEPHANIE	Skate Pro - PPE 5/10/18	294.40	5/14/2018
89726	PLANTAMURA, BIANCA	Skate Pro - PPE 5/10/18	256.00	5/14/2018
89725	PILLA, GALE	Skate Pro - PPE 5/10/18	200.00	5/14/2018
89724	PESKIN, CARY ANNE	Skate Pro - PPE 5/10/18	305.76	5/14/2018
89723	PERRY, JENNIFER	Skate Pro - PPE 5/10/18	2,750.20	5/14/2018

## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
89722	PARK SEEDS	PO# 38677 Seeds for Branching Out	16.95	5/14/2018
89721	ORTOLANI, KATHY	Skate Pro - PPE 5/10/18	2,794.02	5/14/2018
89720	O'CONNOR-TOWILL, COLLEEN	Skate Pro - PPE 5/10/18	2,573.60	5/14/2018
89719	MORRISTOWN, TOWN OF	PO# 39139 Utilities - 4/30/18 Access Inputs	6,344.90	5/14/2018
89718	MONTGOMERY, GWEN	PO# 39103 Wheels for Branching Out, and Seed	141.18	5/14/2018
89717	MCFARLANE, MARESSA	PO# 38992 Reimbursement for STEPS conference	389.51	5/14/2018
89716	MACMILLAN, HALEY	Skate Pro - PPE 5/10/18	38.00	5/14/2018
89715	LIPOWITZ, DAVID	Skate Pro - PPE 5/10/18	65.25	5/14/2018
89714	LAPATKA, JULIE	Skate Pro - PPE 5/10/18	1,817.56	5/14/2018
89713	LAFFEY, LYNN	PO# 39035 Reimbursement for Professional Mem	493.00	5/14/2018
89712	KUBICK, BEVERLY	Skate Pro - PPE 5/10/18	1,045.82	5/14/2018
89711	KRINSKY, STACIE	Skate Pro - PPE 5/10/18	848.00	5/14/2018
89710	KOZE, TAYLOR B	Skate Pro - PPE 5/10/18	2,887.04	5/14/2018
89709	KOUROEDOV, VIATCHESLAV	Skate Pro - PPE 5/10/18	96.00	5/14/2018
89708	KERR, SINEAD	Skate Pro - PPE 5/10/18	1,152.00	5/14/2018
89707	JONES, STEVEN T.	Skate Pro - PPE 5/10/18	400.00	5/14/2018
89706	JFT SPORTS LLC	Skate Pro - PPE 5/10/18	169.00	5/14/2018
89705	HOUSTON, STANLEY K	Skate Pro - PPE 5/10/18	299.04	5/14/2018
89704	HELMER, NIKKI	Skate Pro - PPE 5/10/18	1,617.84	5/14/2018
89703	HAUSPURG, JANET	Skate Pro - PPE 5/10/18	452.16	5/14/2018
89702	HARTFORD, SAMANTHA	PO# 38985 Volunteer Supplies and Pancake Pro	23.14	5/14/2018
89701	HARPER, JACK	Skate Pro - PPE 5/10/18	45.00	5/14/2018
89700	HARPER, HOLLY	Skate Pro - PPE 5/10/18	2,850.40	5/14/2018
89699	GILMORE, JOHN	PO# 39109 Refund - Mahlon Dickerson Reservat	15.00	5/14/2018
89698	FOSTER, KENNETH J	Skate Pro - PPE 5/10/18	234.00	5/14/2018
89697	FLAGSHIP DENTAL PLANS	PO# 39075 Dental Premium - Group ID # 1298	779.00	5/14/2018
89696	FAVALE, KRISTINA	Skate Pro - PPE 5/10/18	88.00	5/14/2018
89695	EDP PAINTING COMPANY	PO# 38879 L'Hommedieu House painting	5,950.00	5/14/2018
89694	ECHEVARRIA, SUZANNE	Skate Pro - PPE 5/10/18	753.92	5/14/2018
89693	DOVER WATER COMMISSIONERS	PO# 39138 Utilities - 4/30/18 Access Inputs	236.49	5/14/2018
89692	DISCOVERY BENEFITS, INC.	PO# 39079 COBRA - April 2018	93.50	5/14/2018
89691	DELTA DENTAL OF NEW JERSEY, INC.	PO# 39072 Dental Premiums - Group ID # 09480	963.00	5/14/2018
89690	DEKEYZER, JOHAN	PO# 39110 Refund - Mahlon Dickerson Reservat	171.00	5/14/2018
89689	NEW JERSEY PRESS MEDIA SOLUTIONS	PO# 39015 Legal Notice - Res. 49-18 - Houser	18.06	5/14/2018
89688	COVINGTON, TIMOTHY JOSEPH	Skate Pro - PPE 5/10/18	560.00	5/14/2018
89687	COUNTY OF MORRIS	PO# 39070 Prescription Premiums - May	95,928.81	5/14/2018
89686	COUNTY OF MORRIS	PO# 39069 Medical Premiums - May	273,080.67	5/14/2018
89685	COMCAST	PO# 39084 Internet Service - Cooper Mill	125.84	5/14/2018
89684	CIGNA HEALTH & LIFE INSURANCE COMPA	PO# 37890 Administrative Cost - Health/Presc	45,903.69	5/14/2018
89683	CHILTON, HOWARD	Skate Pro - PPE 5/10/18	207.20	5/14/2018
89682	CHELTON, COLIN	Skate Pro - PPE 5/10/18	478.40	5/14/2018
89681	CABLEVISION LIGHTPATH, INC.	PO# 39081 Internet Service - Acct. 53408 -	1,648.68	5/14/2018
89680	CABLEVISION	PO# 39083 TV Service - BVGC	113.00	5/14/2018
89679	BUTTERWORTH, JULIA	Skate Pro - PPE 5/10/18	412.38	5/14/2018
89678	BUTOVA, SVETLANA	Skate Pro - PPE 5/10/18	119.63	5/14/2018
89677	BRACONE, JENNIFER P.	Skate Pro - PPE 5/10/18	1,914.65	5/14/2018
89676	BOYER-GINSBERG, MARYBETH	PO# 39074 Program Supplies - Electronics Wor	49.09	5/14/2018
89675	BOLMER, KAREN	PO# 39108 Refund - Visitor Services	250.00	5/14/2018
89674	BIRD, KATHLEEN	Skate Pro - PPE 5/10/18	889.90	5/14/2018
89673	BICKENBACH, NICOLE R	Skate Pro - PPE 5/10/18	700.00	5/14/2018
89672	BH HOCKEY, LLC	Skate Pro - PPE 5/10/18	1,320.00	5/14/2018
89671	BARSDILL-ALSWANG, KAY	Skate Pro - PPE 5/10/18	242.00	5/14/2018
89670	B.W. FURLONG & ASSOCIATES	PO# 38907 Vet treatment for Melvin	2,001.47	5/14/2018
89669	ASK SPORTS, LLC	Skate Pro - PPE 5/10/18	8,870.55	5/14/2018
89668	AMERICAN DANCE, LLC	Skate Pro - PPE 5/10/18	112.00	5/14/2018
89667	ALBANITO, KIRSTEN	Skate Pro - PPE 5/10/18	220.80	5/14/2018
2018051001	MCPC Sales Tax	PO# 39071 Sales Tax Collected/Due - April 20	272.92	5/10/2018
2018050401	MCPC PAYROLL ACCOUNT	Payroll 9	455,049.39	5/04/2018
2018050801	COUNTY OF MORRIS	4th Vehicle/ Diesel Expenses	22,404.80	5/08/2018



## List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
2018050701	AMEX CORPORATE PURCHASING CARD	PO# 39053 Statement Ending 4/29/18	148.98	5/07/2018
89666	ZIEGLER, PATRICIA	Skate Pro - PPE 4/26/18	1,987.20	5/02/2018
89665	WEITZMAN, MARC	Skate Pro - PPE 4/26/18	480.00	5/02/2018
89664	WAN, CHRISTOPHER A.	Skate Pro - PPE 4/26/18	240.00	5/02/2018
89663	VILLAGE SUPERMARKET INC.	Multiple: PO# 38776 PO# 38855 PO# 38863	214.11	5/02/2018
89662	VAN TASSEL, SUSAN	PO# 38998 Refund - Horticulture	250.00	5/02/2018
89661	UNITED WAY OF NORTHERN NEW JERSEY	PO# 38962 Refund - Horticulture (HEC)	250.00	5/02/2018
89660	TREASURER, STATE OF NEW JERSEY	PO# 38895 DCA Elevator Inspection Fee	182.00	5/02/2018
89659	DREVITCH'S HOCKEY TECHNIQUES, LLC	Skate Pro - PPE 4/26/18	417.60	5/02/2018
89658	TEEPLE, FAITH	PO# 38961 Refund - Horticulture (HEC)	60.00	5/02/2018
89657	STOVER, SLOANE	Skate Pro - PPE 4/26/18	162.00	5/02/2018
89656	SATO, YUKO	PO# 38937 Refund - Mennen Sports Arena	65.00	5/02/2018
89655	POWER WITH PRESTIGE INC.	PO# 38738 Replacement of Three Generators @	15,700.00	5/02/2018
89654	PLANTAMURA, STEPHANIE	Skate Pro - PPE 4/26/18	230.40	5/02/2018
89653	PLANTAMURA, BIANCA	Skate Pro - PPE 4/26/18	230.40	5/02/2018
89652	PILLA, GALE	Skate Pro - PPE 4/26/18	126.80	5/02/2018
89651	PHILLIPS, SHARON	PO# 38833 Program Supplies	22.90	5/02/2018
89650	PESKIN, CARY ANNE	Skate Pro - PPE 4/26/18	415.76	5/02/2018
89649	PERRY, JENNIFER	Skate Pro - PPE 4/26/18	2,989.20	5/02/2018
89648	ORTOLANI, KATHY	Skate Pro - PPE 4/26/18	2,611.69	5/02/2018
89647	O'CONNOR-TOWILL, COLLEEN	Skate Pro - PPE 4/26/18	2,510.58	5/02/2018
89646	NJ HIGH SCHOOL HOCKEY HALL OF FAME	PO# 38832 Mennen Arena Add in Banquet Progra	100.00	5/02/2018
89645	NATIONAL RECREATION & PARK ASSOC.	PO# 38177 Membership Dues for Lindsay Robert	99.00	5/02/2018
89644	NAPA AUTO PARTS- CHESTER	PO# 38663 Equipment repair	194.07	5/02/2018
89643	MULLER, LYDIA	PO# 38999 Refund - Visitor Services	300.00	5/02/2018
89642	MORRIS COUNTY CHAMBER OF COMMERCE	Multiple: PO# 38904 PO# 38940	100.00	5/02/2018
89641	MONTVILLE TWP WATER & SEWER	PO# 38996 Utilities - 4/17/18 To 4/30/18 Acc	79.05	5/02/2018
89640	MINEROWICZ, WENDY	PO# 38935 Refund - Visitor Services	250.00	5/02/2018
89639	MIGLIORE, KAYLA CLARA	PO# 38936 Refund - Mennen Sports Arena	25.00	5/02/2018
89638	McELROY, DEUTSCH, MULVANEY & CARPENTER	PO# 38824 Payments for the month of March th	6,487.93	5/02/2018
89637	MACMILLAN, HALEY	Skate Pro - PPE 4/26/18	228.00	5/02/2018
89636	LOWE'S CREDIT	Multiple: PO# 38791 PO# 38785 PO# 38843	367.46	5/02/2018
89635	LOWE'S CREDIT	Multiple: PO# 38669 PO# 38683 PO# 38660 PO#	1,112.19	5/02/2018
89634	LAPATKA, JULIE	Skate Pro - PPE 4/26/18	1,513.06	5/02/2018
89633	LAFFEY, LYNN	PO# 38831 Reimbursement for purchase of DVDs	11.35	5/02/2018
89632	KUBICK, BEVERLY	Skate Pro - PPE 4/26/18	1,053.44	5/02/2018
89631	KRINSKY, STACIE	Skate Pro - PPE 4/26/18	864.00	5/02/2018
89630	KOZE, TAYLOR B	Skate Pro - PPE 4/26/18	2,230.13	5/02/2018
89629	KOUROEDOV, VIATCHESLAV	Skate Pro - PPE 4/26/18	192.00	5/02/2018
89628	KERR, SINEAD	Skate Pro - PPE 4/26/18	408.00	5/02/2018
89627	JONES, STEVEN T.	Skate Pro - PPE 4/26/18	80.00	5/02/2018
89626	JFT SPORTS LLC	Skate Pro - PPE 4/26/18	169.00	5/02/2018
89625	JERSEY CENTRAL POWER & LIGHT	PO# 38995 Utilities - 4/17/18 To 4/30/18 Acc	18,682.45	5/02/2018
89624	IRRIGATION CONSULTING INC	Multiple: PO# 38742 PO# 38892	3,365.00	5/02/2018
89623	HOUSTON, STANLEY K	Skate Pro - PPE 4/26/18	132.00	5/02/2018
89622	HELMER, NIKKI	Skate Pro - PPE 4/26/18	1,439.81	5/02/2018
89621	HAUSPURG, JANET	Skate Pro - PPE 4/26/18	686.20	5/02/2018
89620	HARPER, JACK	Skate Pro - PPE 4/26/18	114.00	5/02/2018
89619	HARPER, HOLLY	Skate Pro - PPE 4/26/18	2,868.52	5/02/2018
89618	GAUS, JENNIFER	PO# 38828 Program Supplies	105.00	5/02/2018
89617	FRIENDS OF HISTORIC SPEEDWELL	Multiple: PO# 38860 PO# 38856	380.98	5/02/2018
89616	FOSTER, KENNETH J	Skate Pro - PPE 4/26/18	468.00	5/02/2018
89615	FAVALE, KRISTINA	Skate Pro - PPE 4/26/18	88.00	5/02/2018
89614	FARLEY, DIANE	PO# 38844 Hours for the Month of April	320.00	5/02/2018
89613	FAHEY, ANN	PO# 38830 Mileage for Jan-March	123.20	5/02/2018
89612	ECHEVARRIA, SUZANNE	Skate Pro - PPE 4/26/18	420.96	5/02/2018
89611	DONNELLY, SEAN	PO# 38933 Reimbursement - Finger printing co	40.69	5/02/2018
89610	DELTA DENTAL of NEW JERSEY, INC.	PO# 38864 Dental Premiums - Group ID # 09480	507.62	5/02/2018
89609	NEW JERSEY PRESS MEDIA SOLUTIONS	PO# 38939 Legal Notice - RFP 201-18 - Profes	47.30	5/02/2018

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
89608	COVINGTON, TIMOTHY JOSEPH	Skate Pro - PPE 4/26/18	560.00	5/02/2018
89607	RUTGERS STATE UNIVERSITY	PO# 38186 Pesticide Training Manuals	130.00	5/02/2018
89606	COMCAST	PO# 38997 Internet Service - Lewis Morris Pa	105.84	5/02/2018
89605	CHILTON, HOWARD	Skate Pro - PPE 4/26/18	389.60	5/02/2018
89604	CHELTON, COLIN	Skate Pro - PPE 4/26/18	526.00	5/02/2018
89603	CABLEVISION LIGHTPATH, INC.	PO# 38929 Phone Services - April 2018	4,044.79	5/02/2018
89602	CABLEVISION LIGHTPATH, INC.	PO# 38928 Internet - Account # 53446	1,365.00	5/02/2018
89601	CABLEVISION	PO# 38927 TV Service - SVGC	92.37	5/02/2018
89600	CABLEVISION	PO# 38865 TV Service - PBGC	115.80	5/02/2018
89599	BUTTERWORTH, JULIA	Skate Pro - PPE 4/26/18	39.15	5/02/2018
89598	BUTOVA, SVETLANA	Skate Pro - PPE 4/26/18	334.95	5/02/2018
89597	BRACONE, JENNIFER P.	Skate Pro - PPE 4/26/18	1,761.75	5/02/2018
89596	BIRD, KATHLEEN	Skate Pro - PPE 4/26/18	772.02	5/02/2018
89595	BILLY CASPER GOLF, LLC	PO# 37879 Management Fee Yr2	22,440.00	5/02/2018
89594	BICKENBACH, NICOLE R	Skate Pro - PPE 4/26/18	866.80	5/02/2018
89593	BIASE, KRISTIN	PO# 38893 Sunrise Lake Beach Club Supplies 2	367.97	5/02/2018
89592	BH HOCKEY, LLC	Skate Pro - PPE 4/26/18	960.00	5/02/2018
89591	BERKSHIRE GOLF MANAGEMENT, LLC	PO# 38942 2018 March Funding Request	300,000.00	5/02/2018
89590	BAZEL, BRIGITTE	Skate Pro - PPE 4/26/18	72.00	5/02/2018
89589	BARSEDELL-ALSWANG, KAY	Skate Pro - PPE 4/26/18	418.00	5/02/2018
89588	ASK SPORTS, LLC	Skate Pro - PPE 4/26/18	5,738.11	5/02/2018
89587	AMERICAN DANCE, LLC	Skate Pro - PPE 4/26/18	112.00	5/02/2018
89586	AMAZON.COM	Multiple: PO# 38930 PO# 38931	538.49	5/02/2018
89585	ALL CLEAN BUILDING SERVICES	PO# 38650 Cleaning Services for April 2018	2,185.00	5/02/2018
89584	ALBANITO, KIRSTEN	Skate Pro - PPE 4/26/18	110.40	5/02/2018
2018042501	MCPC PAYROLL ACCOUNT	1st Qtr 2018 SUI & FLI/Morris Coun	5,623.59	4/25/2018

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1,849,322.90

Total paid from Fund 60 Operating 1,822,549.33  
 Total paid from Fund 62 Grant 1,050.51  
 Total paid from Fund 66 Park Improvement Trust 25,632.13  
 Total paid from Fund 68 Park Trust 90.93  
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 1,849,322.90

Total for this Bills List: **2,727,866.62**

**List of Bills - (6410101020643888) PARK CAPITAL  
Park Capital**

Check#	Vendor	Description	Payment	Check Total
2600	12616 - A PLUS STRIPING INC	PO 177092 Line Striping at various MCPC locat	252.60	252.60
2601	14221 - DELL MARKETING L.P.	PO 178204 MCPC IT - Computers	23,874.90	23,874.90
2602	11808 - DITSCHMAN/FLEMINGTON FORD	PO 173003 2018 Ford F150 Regular Cab 4X4 Pick	27,620.00	
		PO 173004 2018 Ford F350 Regular Cab Gas 4X4	28,598.00	56,218.00
2603	5148 - NORTHEAST WATER TECHNOLOGY	PO 178538 Water Leak Detection Services at To	450.00	450.00
	TOTAL			----- 80,795.50

Total to be paid from Fund 64 Park Capital

80,795.50

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80,795.50

**MORRIS COUNTY PARK COMMISSION**

**LIST OF BILLS**

COUNTY CAPITAL

May 21, 2018

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**TOTAL ACCOUNT BALANCES AS OF 5/11/18:**

<b><u>ACCOUNT 04-216-55-951159-940</u></b>	Original Amount:	\$273,000.00
Improvements to Historic Speedwell - Miscellaneous - Other	Free balance:	\$0.00
<b><u>ACCOUNT 04-216-55-953158-909</u></b>	Original Amount:	\$700,000.00
Analy Dam Condition Rehab Dams- Miscellaneous - Other	Free balance:	\$658,784.97
<b><u>ACCOUNT 04-216-55-953158-951</u></b>	Original Amount:	\$2,800,000.00
Analy Dam Condition Rehab Dams- Building & Improvements	Free balance:	\$1,152,910.27
<b><u>ACCOUNT 04-216-55-953113-909</u></b>	Original Amount:	\$1,900,000.00
Analy Dam Condition Rehab Dams- Miscellaneous - Other	Free balance:	\$6.00

**LIST OF BILLS - COUNTY CAPITAL - MAY**

<b><u>ACCOUNT</u></b>	<b><u>VENDOR</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>COMMENTS</u></b>
<b><u>04-216-55-951159-940</u></b>	Charles Mann General Contracting	<b>30,040.20</b>	Moses Estey House Historic Rehab - Phase 1	PO#179255 Inv#J1804-001
<b><u>04-216-55-953158-909</u></b>	Civil Dynamics, Inc.	<b>3,178.00</b>	Canty's Lake Dam Rehab - 12/30-1/27/18	PO#178645 Inv#293-9
<b><u>04-216-55-953158-951</u></b>	Ron-Jon Construction Corp.	<b>65,738.00</b>	Canty's Lake Dam Rehab - 12/31-2/28/18	PO#178644 Appl#8
<b><u>04-216-55-953113-909</u></b>	GZA GeoEnvironmental, Inc.	<b>10,306.22</b>	Canty's Lake Dam Rehab through 5/4/18 Inv#s	PO#179393 0754287/ 075546

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MAY'S PAYMENT REQUEST TO COUNTY:

\$ 109,262.42

**THE MORRIS COUNTY PARK COMMISSION  
WORKSHOP MEETING  
MAY 21, 2018  
[TENTATIVE]**

<b>Resolution No.</b>	<b>Description</b>
No. 58-18	Places the Park Commission in Executive Session pursuant to the pertinent provisions of the Open Public Meetings Act.
No. 59-18	Adopts Resolution No. 60-18 through No. 68-18
No. 60-18	voids the checks that are listed in the Resolution.
No. 61-18	Accepts the Annual Report of Audit for the Year 2017.
No. 62-18	Extends the lease to Equishare USA, LLC, of Califon, New Jersey for the third three (3) year extension period of August 1, 2017 through July 31, 2020 for the sum of \$2,487.20 per month, or \$29, 846.40 per year which will be automatically adjusted yearly according to the “All Items” Index for NY Northeastern-NJ Area of the Consumer Index for Urban Consumers.
No. 63-18	voids the Professional Services Agreement awarded by Resolution No. 167-17 to Civil Dynamics, Inc. of Stockholm, New Jersey on December 11, 2017 .
No. 64-18	Modifies the Professional Services Contract to GZA Geo Environmental, Inc. of Fairfield, New Jersey for the Professional Dam Engineering Services for Doland Dam be modified to increase the design phase task from \$4,540.00 to \$7,496.25 for a total contract amount of \$13,171.15 with a contingency amount of \$2,043.00 and whose funds have been certified by the Director of Finance and the Treasurer.
No. 65-18	Recommends award of a Professional Services Contract No. 204-18 titled “Professional Dam Engineering Services” to GZA Geo Environmental, Inc. of Fairfield, New Jersey which was solicited through a non-fair and open process, and acknowledging that each project shall not exceed amounts to be certified by the Manager of Engineering Services, for a contract period for one year beginning on the date of the execution of the Professional Services Contract.
No. 66-18	Adopts the policy titled “Payroll Time Clock Compliance” originally adopted in 1992, in the form attached.
No. 67-18	Adopts the policy titled “Rental of the Haggerty Education Center” originally adopted in 1993, in the form attached.
No. 68-18	Congratulates Renee Klose for her 25 years of service to the People of Morris County and the Morris County Park Commission.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 58-18

**BE IT RESOLVED**, by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018, that:

1. Prior to the conclusion of this regular meeting of the Morris County Park Commission, which regular meeting has been opened to the public, the Morris County Park Commission shall meet in Executive Session, from which the public shall be excluded, to discuss personnel matters, land acquisition, and report of counsel, as permitted pursuant to N.J.S.A. 10:4-12 (5), (6), (7), and (8), the pertinent provisions of the "Open Public Meetings Act."
2. The time when the matters discussed pursuant to paragraph #1 hereof can be disclosed to the public is as soon as practicable after the final resolution of the aforesaid matters.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 59-18

**BE IT RESOLVED**, by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018, that the following resolutions be adopted in the form attached:

Resolution Nos.

Resolution No. 60-18 through Resolution No. 68-18

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

DRAFT

THE MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO 60-18

**WHEREAS**, the Director of Finance and the Treasurer have determined that the following action is appropriate to void the following checks drawn on

**Clearing Disbursement Account at Bank of America**

<u>Check No.</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
88952	2/27/2018	National Recreation & Park Association	\$99.00
89208	3/26/2018	Rutgers NJ Cooperative Extension of Morris County	\$130.00

**NOW THEREFORE BE IT RESOLVED** by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018, that the action of the Director of Finance and the Treasurer in voiding the above checks be confirmed.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.



DRAFT

THE MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 61 -18

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the “*Clerk of the Board of Freeholders*” pursuant to N.J.S.A. 40: A 5-6, and a copy has been received by each member of the governing body, and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs, and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations;” and

**WHEREAS** the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations,” as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the Annual Audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW THEREFORE BE IT RESOLVED**, that the Morris County Park Commission of the County of Morris, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

DRAFT

NO PHOTOCOPIES OF SIGNATURES

STATE OF NEW JERSEY  
COUNTY OF MORRIS

We, members of the governing body of the Morris County Park Commission, in the County of Morris, being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Morris County Park Commission in the County of Morris.
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2017.
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) \_\_\_\_\_ (L.S.) \_\_\_\_\_

(L.S.) \_\_\_\_\_ (L.S.) \_\_\_\_\_

(L.S.) \_\_\_\_\_ (L.S.) \_\_\_\_\_

(L.S.) \_\_\_\_\_ (L.S.) \_\_\_\_\_

(L.S.) \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Sworn to and subscribed before me this  
\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

\_\_\_\_\_  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 62 -18

**WHEREAS**, the Morris County Park Commission deemed it advisable and in the public interest to advertise and receive bids for Contract No. 21-06 titled “Lease, Operate and Maintain an Equestrian Stable Facility and Five Room Apartment at Seaton Hackney Farm Park,” and

**WHEREAS**, bids were received and publicly opened and read for Contract No. 21-06 on Wednesday, June 7, 2006 at 10:00 a.m. prevailing time, in accordance with N.J.S.A. 40A:11-1 et seq., the Local Public Contracts Law, and

**WHEREAS**, Contract No. 21-06 was awarded to Equishare USA, LLC of Califon, New Jersey, the highest bidder, in accordance with the bid specifications, for the initial term of five (5) years beginning August 1, 2006 to July 31, 2011, and was adopted by Resolution No. 128-06, and

**WHEREAS**, the Park Commission has the option to renew for five (5) additional three (3) year renewal periods not to exceed beyond July 31, 2026, at the sole discretion of the Park Commission, and

**WHEREAS**, the rent for Contract No. 21-06, be and hereby is adjusted on August 1<sup>st</sup> each year by the annual percentage increase in accordance with the “All Items” Index for NY Northeastern-NJ Area of the Consumer Index for all Urban Consumers as of December 31<sup>st</sup> of the preceding year in accordance with the schedule prescribed in the contract documents, and

**WHEREAS**, on June 27, 2011, the Morris County Park Commission adopted Resolution No. 100-11 to extend the lease for the first three (3) year extension period, August 1, 2011 to July 31, 2014, in accordance with the terms of the contract, and

**WHEREAS**, on July 8, 2014, the Morris County Park Commission adopted Resolution No. 85-14 to extend the lease for the second three (3) year extension period, August 1, 2014 to July 31, 2017, in accordance with the terms of the contract, **NOW THEREFORE**

**BE IT RESOLVED** by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018, as follows:

1. To extend the lease to Equishare USA, LLC, of Califon, New Jersey for the third three (3) year extension period, August 1, 2017 to July 31, 2020, in accordance with the terms of the contract.
2. That the rent for August 1, 2018 – July 31, 2019 be and hereby is \$2,487.20 per month or \$29,846.40 per year and shall be automatically adjusted yearly.
3. That this Resolution take effect immediately.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 63-18

**WHEREAS**, the Morris County Park Commission is in need of Professional Dam Engineering Services performed on an as-needed basis, and

**WHEREAS**, the Request for Proposal No. 204-18 titled “Professional Dam Engineering Services” was publicly advertised on October 27, 2017, and

**WHEREAS**, after review of 11 proposals by a select committee, the Morris County Park Commission awarded contracts to three firms on December 11, 2017 by Resolution No. 167-17 for those services, including Civil Dynamics, Inc. of Stockholm, New Jersey with their proposal dated November 15, 2017, and

**WHEREAS**, the firm of Civil Dynamics, Inc. of Stockholm, New Jersey was acquired by GZA GeoEnvironmental, Inc. of Fairfield, New Jersey effective February 24, 2018, and

**WHEREAS**, the professional services contract awarded to Civil Dynamics, Inc. of Stockholm, New Jersey was not executed prior to its acquisition by GZA GeoEnvironmental, Inc. of Fairfield, New Jersey, and

**WHEREAS**, the firm of Civil Dynamics, Inc. of Stockholm, New Jersey is now a defunct legal entity and cannot execute the professional services contract for Professional Dam Engineering Services awarded by Resolution No. 167-17, and, **NOW THEREFORE**

**BE IT RESOLVED** by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018 as follows:

1. That the professional dam engineering services contract awarded to Civil Dynamics, Inc. of Stockholm, New Jersey by Resolution No. 167-17 on December 11, 2017 is now null and void.
2. That this Resolution takes effect immediately.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 64-18

**WHEREAS**, the Morris County Park Commission is in need of Professional Dam Engineering services to stabilize Doland's Dam located in Boonton Township which was previously rated as "Unsatisfactory" during its regular inspection in 2016, and

**WHEREAS**, Resolution No. 141-17 adopted on October 23, 2017 awarded a contract to Civil Dynamics, Inc. of Stockholm, New Jersey for Professional Dam Engineering services with a contract value of \$4,540.00 for design services, \$5,675.00 for construction services, and a contingency of \$2,043.00, and

**WHEREAS**, Resolution No. 45-18 adopted on April 10, 2018, Civil Dynamics, Inc. and the Morris County Park Commission mutually agreed to assign the Professional Dam Engineering Services contract to GZA GeoEnvironmental, Inc. of Fairfield, New Jersey, and

**WHEREAS**, the Manager of Engineering Services recommended altering the stabilization design to investigate a temporary lake lowering that was beyond the originally proposed scope of work, and

**WHEREAS**, GZA GeoEnvironmental, Inc. of Fairfield, New Jersey, incurred additional design phase expenses in the amount of \$2,956.25 to incorporate the request into its contract deliverables, and

**WHEREAS**, the Manager of Engineering Services recommends a contract modification to increase the design phase task amount from \$4,540.00 to \$7,496.25 to incorporate the additional design work, and

**WHEREAS**, the Director of Finance and the Treasurer have certified the availability of funds in County Capital 04-216-55-953113-909 & 04-216-55-953158-909, **NOW THEREFORE**

**BE IT RESOLVED** by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018 as follows:

1. That the professional services contract assigned to GZA GeoEnvironmental, Inc. of Fairfield, New Jersey for the Professional Dam Engineering services for Dolan Dam be modified to increase the design phase task from 4,540.00 to \$7,496.25, for a total contract amount of \$13,171.25 and a contingency amount of \$2,043.00.
2. That this Resolution take effect immediately.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 65-18

**WHEREAS**, the Morris County Park Commission is in need of Professional Dam Engineering Services performed on an as-needed basis, and

**WHEREAS**, RFP No. 204-18 titled “Professional Dam Engineering Services,” was publicly advertised on October 27, 2017, and

**WHEREAS**, after review by a select committee, it recommended award of contracts to three (3) firms for the services, including the firm of Civil Dynamics, Inc. of Stockholm, New Jersey with their proposal dated November 15, 2017, and

**WHEREAS**, prior to execution of the professional services contract, Civil Dynamics, Inc. was acquired by the firm of GZA GeoEnvironmental, Inc. of Fairfield, New Jersey on February 24, 2018, and

**WHEREAS**, Civil Dynamics, Inc. will continue to work as a division of GZA GeoEnvironmental, Inc., and GZA GeoEnvironmental, Inc. will honor the services and labor rates proposed in Civil Dynamics, Inc. proposal dated November 15, 2017, as stated in GZA GeoEnvironmental, Inc.’s letter dated March 29, 2018, and

**WHEREAS**, GZA GeoEnvironmental, Inc. of Fairfield, New Jersey has completed and submitted a Business Entity Disclosure Certification which certifies that GZA GeoEnvironmental, Inc. has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit GZA GeoEnvironmental, Inc. from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Director of Finance and the Treasurer have certified the availability of funds in various Operating Accounts, Park Improvement Trust Accounts, Park Capital and County Capital, **NOW THEREFORE**

**WHEREAS**, the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution, **NOW THEREFORE**

**BE IT RESOLVED** by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018 as follows:

1. That a professional dam engineering services contract solicited through a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.4 et. seq., and without formal competitive bidding, pursuant to the provisions of N.J.S.A. 40A:11-1 et seq., to be funded by the appropriate project Operating Accounts, Park Improvement Trust Accounts, Park Capital, and County Capital Accounts and that each project shall not exceed amounts to be certified by the Manager of Engineering, be awarded to GZA GeoEnvironmental, Inc. of Fairfield, New Jersey, as fully specified in Civil Dynamics, Inc.’s proposal dated November 15, 2017 and GZA GeoEnvironmental, Inc.’s letter dated March 29, 2018.

DRAFT

Page 2 of Resolution No. 65-18

2. This term of this contract is for one year beginning on the date of execution of the professional services contract.
3. That this award will be conditioned upon and subject to the issuance of notices to proceed with work pursuant to this contract by the Manager of Engineering or designee.
4. That notice of this contract award to GZA GeoEnvironmental, Inc. of Fairfield, New Jersey be published in the *Daily Record*, and the *Star Ledger* within ten (10) days of adoption of this Resolution.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 66-18

**WHEREAS**, the Morris County Park Commission deems it appropriate and in the public interest to establish policies to guide the effective operation of its facilities and programs, **NOW THEREFORE**

**BE IT RESOLVED**, by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018, that the appended policy titled "Payroll Time Clock Compliance" originally adopted on January 27, 1992, is adopted in the form attached, effective immediately on a prospective basis.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018 at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.



MORRIS COUNTY PARK COMMISSION

Policy and Procedure

Subject:  <b>Payroll Time Clock Compliance</b>  <b>PP 1:4.14</b>	Effective Date: 1/27/92	Approval: Res. No. 26-92
	Revised Date: 5/21/18	Approval: Res. No. 66-18

**Purpose:**

To establish a policy and procedure regulating accurate payroll time clock and card compliance with federal and state laws.

**Policy:**

To accurately record and maintain complete payroll time card records in accordance with federal and state laws.

**Procedure:**

1. Employees currently covered by this policy, but not limited to are: Full-time employees (excluding Confidential employees Manager level and above), Part-time employees, and Seasonal employees. Terms of time clock reporting may be subject to change under the negotiation process.
2. Each time card covers a payroll period comprised of two work weeks, each week commencing on a Saturday and ending on a Friday.
3. Employees must punch time clocks daily, using the time clock located at the employee's assigned work location, at the start of his/her scheduled work shift and at the end of his/her scheduled work shift. If an employee doesn't report to work at the beginning of the scheduled shift, then the employee must punch in at time of arrival. If an employee leaves his/her assigned work location prior to the end of the scheduled work shift, the employee must punch out when leaving.
4. Employees are not permitted to punch in or commence work before their normal starting times or to punch out or stop work after their normal quitting times without the prior approval of their immediate supervisor/manager.
5. Employees failing to punch in or out may be subject to disciplinary action. Supervisors must address the failing to punch with the first occurrence. Subsequent missed punches that are not related to the time clock not working properly will require disciplinary action.

## DRAFT

6. Employees (after working 4.75 consecutive hours) will have 1/2 hour reduced daily (where applicable) from time card hours for meal breaks. Employees who are not required by management or by federal or state law to remain at their work sites during meal breaks may leave their work sites.
7. Employee time cards are to be verified and signed off by immediate supervisors (Timekeepers). The supervisors verifying the time, must have their immediate supervisors verify and sign off their time cards. No employee is permitted to make any changes, adjustments or corrections to their own time card. Time cards must be checked and verified weekly in accordance with the approved annual payroll schedule for timely payroll processing.
8. Timekeepers will not manually make any changes to an employee's punch on the time card. Where an approved manual correction must be made on the employee time card (i.e., time clock is non-operational upon starting and/or ending work shift), the appropriate notation must be entered on the time card.
9. Should time clocks at work locations not be in working order, the immediate supervisors will notify the Morris County Park Commission Information Technology Services and Human Resources department.
10. The punching in or out for another employee's time, or falsifying a time card is prohibited and may be grounds for disciplinary action, including termination.
11. Any employee who must use time clocks and does not comply with this procedure will be disciplined in accordance with the agreement of the unit to which the employee belongs, or in accordance with the Commission's policy of progressive discipline.

DRAFT

MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 67-18

**WHEREAS**, the Morris County Park Commission deems it appropriate and in the public interest to establish policies to guide the effective operation of its facilities and programs, **NOW THEREFORE**

**BE IT RESOLVED**, by the Morris County Park Commission on this 21<sup>st</sup> day of May 2018 that the appended policy titled “Rental of the Haggerty Education Center” originally adopted, on February 22, 1993 by Resolution No. 35-93 is adopted in the form attached, effective immediately on a prospective basis.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018 at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION

Policy and Procedure

<b>Subject:</b>  <b>Rental of the Haggerty Education Center</b>	Effective Date: 2/22/93	Approval: Res. No. 35-93
	Revised Date: 4/26/93	Approval: Res. No. 64-93
	Revised Date: 3/26/01	Approval: Res. No. 74-01
	Revised Date: 5/21/18	Approval: Res. No. 66-18

**Purpose:**

To provide for the use of the public meeting areas at Haggerty Education Center by nonprofit, governmental, affiliated, or corporate groups and members of the public on a fair and equitable basis, providing for the varied interests of the residents of Morris County and in keeping with the mission and philosophy of the Morris County Park Commission.

**Policy:**

Nonprofit groups organized for promoting interests related to the mission statement of the Morris County Park Commission, such as:

horticultural education,  
 historical preservation or education,  
 interpretive education,  
 conservation education, and/or  
 recreation interests,

but not related to the Park Commission and its staff in the execution of their functions, may rent facilities at the Haggerty Education Center.

1. The Friends of the Frelinghuysen Arboretum, the Friends of Fosterfields, and other business groups formally affiliated with the Morris County Park Commission and its staff, have unlimited use of the facilities with the approval of the Executive Director or his/her designee.
  
2. Two gratuitous uses of the facilities by organizational members of the Friends of the Frelinghuysen Arboretum may be accommodated annually, according to availability and subject to terms and conditions established by the Morris County Park Commission. Meeting rooms at other Park Commission facilities may be reserved in lieu of Haggerty Center use. Affiliate members of the Friends of the Frelinghuysen Arboretum may reserve space as available in the Haggerty Education Center for the organization’s monthly meeting. There will be no fee for this use if the organization follows the conditions outlined in the policy titled

## DRAFT

“Regulations and Responsibilities Governing Affiliate Membership in the Friends of the Frelinghuysen Arboretum.” There will be no facility use fee for the yearly educational exhibit, show or garden-related special event that the affiliate is obligated to produce, as outlined in the policy. The Morris County Park Commission shall cooperate with the affiliate in the promotion of this event. Additional meetings of an affiliate organization or its executive board require payment of the rental fee set by the Morris County Park Commission for the space used.

3. Nonprofit groups receiving direct funding from the County of Morris may rent the facilities by completing the appropriate application and submitting verification of tax-exempt status. Morris County Park Commission tenant and support organizations may utilize the facilities free of charge once/year, and may rent the facilities thereafter.
4. Nonrelated Morris County based nonprofit groups, providing a countywide service, may rent the facility by providing verification of tax-exempt status, and completing the application for public, educational activities, or fundraisers for bona fide nonprofit purposes only. Beneficiary organizations of a primary nonprofit sponsor must provide written verification of sponsoring relationship.
5. Morris County departmental or divisional business meetings or seminars may be provided gratuitous space, if available, for public activities and education purposes only, and/or for those events which are cosponsored by the Park Commission. Up to 20 reservations shall be accepted per department per year. Reservations shall be accepted quarterly for the following quarter. Space for other purposes, such as closed meetings, may be rented as available. State of New Jersey departmental meetings and other requests for gratuitous space shall require the approval of the Director of Visitor Services. Such requests will be approved pending space availability and adherence to the related purposes noted in this policy.
6. Once per year, the Park Commission shall designate, upon request, a rent-free event sponsored by a nonprofit group that provides a service to the citizens of Morris County. A 501(c) (3) tax-exemption certificate must be provided. Applications will be considered one (1) year prior to the benefit event, but not more than two (2) years prior. Expenses other than rent will be the responsibility of the group. Designation will be provided on a rotating basis, in the first quarter of the calendar year.
7. Once per year, the Morris County Board of Freeholders shall designate, upon request, a rent-free event sponsored by a nonprofit group that provides a service to the citizens of Morris County. A 501(c) (3) tax-exemption certificate must be provided. Applications will be considered one (1) year prior to the benefit event, but not more than two (2) years prior. Expenses other than rent will be the responsibility of the group.
8. Members of the public (individuals and groups) may rent the rooms for parties, receptions, and similar activities. Larger rentals may apply under the Tent Party policy.
9. Corporate groups may rent the facilities by completing the appropriate application and submitting the applicable fees.

## DRAFT

### General Guidelines:

1. Children under 12 must be accompanied by an adult.
2. Groups may be requested to provide verification of IRS tax-exempt status, 501(c)(3) or 501(c)(6). Groups receiving direct funding from the Board of Chosen Freeholders may be required to provide verification of said funding.
3. The Commission does not provide easels, extension cords, coffee pots, etc. In addition, use of Park Commission office equipment and supplies, such as telephone, copier, and fax is prohibited.
4. Individuals/Groups canceling events/programs without notifying the Park Commission may lose future privileges. Event coordinator should contact their Reservation Representative at least 30 days in advance.
5. Renters must adhere to other applicable policies, such as “Sale of Books,” “Sale of Merchandise,” and rules and regulations of the Morris County Park Commission.
6. The lobby/reception areas are areas of public circulation. Tables and chairs are prohibited without advance arrangements.
7. Amplified sound, other than speakers’ microphones, must be approved in advance. Excessive noise and loud music is not permitted during business hours.
9. Alcohol service and consumption is by permit only and must be consumed only within the reserved area.
10. The renting group is responsible for *basic* cleanup of the facility prior to vacating the area. This responsibility may be assigned to the group’s caterer.
11. A Certificate of Insurance naming the Morris County Park Commission and the County of Morris as additional insured may be requested of the renting party in an amount acceptable to the Morris County Office of Risk Management.

DRAFT

THE MORRIS COUNTY PARK COMMISSION  
RESOLUTION NO. 68 -18

**WHEREAS**, Renee Klose commenced employment with the Morris County Park Commission on March 4, 1993, and

**WHEREAS**, Renee Klose has given meritorious service to the Morris County Park Commission and the people of Morris County, **NOW THEREFORE**

**BE IT RESOLVED**, by the Morris County Park Commission on this the 21<sup>st</sup> day of May 2018, that gratitude is officially expressed to Renee Klose for 25 years of service to the people of Morris County and the Morris County Park Commission.

May 21, 2018

MORRIS COUNTY PARK COMMISSION

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Barbara Shepard  
President

\_\_\_\_\_, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on May 21, 2018, at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.