

TRAIL CONSTRUCTION GRANT PROGRAM MINUTES – OCTOBER 11, 2018

CALL TO ORDER OPEN SESSION

Meeting called to order at 3:01 PM by Betty Cass-Schmidt

MEMBERS PRESENT

John Napolitano
Julie Baron
Isobel Olcott
Betty Cass-Schmidt
Nita Galate
Barbara Shepard
Tom Malinousky

Christine Marion
Dave Helmer
Bill Johnson
Janice Karmon
Denise Chaplick
Jim Hutzelmann
Barbara Murray

MEMBERS NOT PRESENT

Duncan Douglas*
Marty Epstein*
Richard Seabury*

* *Pre-arranged absence* (Supplemental meeting will be held on Monday October 15th for missing members)

ADMINISTRATION

WELCOME & INTRODUCTIONS (COMMITTEE AND STAFF)

3:03 pm commencement

REAPPOINTMENTS

Discussion of reappointments to the committee was held. A solicitation of a running list of potential future members to avoid lapse in service was requested. Marty Epstein's appointment is up this year. Committee agreed to compile list.

APPROVAL OF MEETING MINUTES

A special meeting was held June 28, 2018 – minutes distributed with agenda.

Cass-Schmitt motioned for approval of meeting minutes (no edits). Motion moved by Olcott, seconded by Baron. Motion unanimously approved by committee.

CONFLICT OF INTEREST & CONFIDENTIALITY REMINDER

J. Napolitano discussed conflict of interest.

- Impartiality is important
- If you live in the town in which the applicant is coming from, you can't vote on it
- If a family member is involved in the application
- What's discussed in closed session, stays in closed session

Question (Malinousky): Mt Arlington's application was prepared by the board engineer for Long Hill. Is that a conflict of interest?

Answer (Napolitano): Not a conflict (strictly professional relationship)

SCHEDULE

October 11th, app review

October 16th, deadline for questions

October 18th questions to applicants

October 30th – Q & A with applicants (4-8pm)

November 1 – deliberations (4-8pm) (if needed)

Monday Nov 19th – recommendations to Board of Chosen Freeholders

Freeholder action will be taken on December 12th or 26th

Review of the next meetings/deadlines were held. Olcott suggested that applicants come 15-20 minutes early for their meeting appointment.

Error on agenda – dates on slideshow is accurate

UPDATE ON 2016 & 2017 AWARDS

2016 – 13 grants awarded

2017 - 6 grants awarded (see slideshow)

Approximately 10 miles of trails funded from those two cycles

2016 applications - Long Hill, Mendham, Montville, Morris Township and Roxbury Township all returned their grants. All others in progress with exception of Mine Hill, which has not reported.

2017 – All projects in progress

Jefferson Township went out to bid and received one bid that was more than 60% over original estimates. They will be revising bid package and rebidding.

PROGRAM OVERVIEW

To date, successful projects have been smaller/simpler, with a clear understanding of project needs, and able to implement Trail Management Objectives (TMOs) (who, what, where).

Projects that have faced challenges were above estimated budgets due to self-imposed changes, limited design development (concept), difficulty implementing TMOs, and regulatory requirements.

A few of the lessons learned include – required detailed cost estimate forced readiness, advanced planning/design is critical to understand project needs, changes after the fact will likely increase costs, NJDEP requirements should be investigated prior to application, little understanding of and ability to implement TMO's (need further training of best practice and implementation).

Jim Hutzelmann noted that NJDEP permit conditions drive changes later in design process. Some applicants are getting smarter and getting regulatory reviews done ahead of application to fully understand NJDEP requirements.

ELIGIBILITY/REQUIREMENTS/RULES & REGULATIONS

Program overview reviewed. Mission, project types, requirements covered Chaplick suggested the need to clarify in the rules how reimbursement is advanced. Standards and procedures, as well as evaluation criteria and considerations were reviewed with the committee.

Closed Session – Cass-Schmitt motioned for closed session. Motion moved by Olcott, seconded by Malinousky. Motion unanimously approved by committee. Meeting entered closed session at 3:42 PM

Open Session – Cass-Schmitt motioned to leave closed session at 5:07 PM. Motion moved by Malinousky, seconded by Baron. Motion unanimously approved by committee.

Cass-Schmitt immediately motioned to adjourn at 5:08 PM. Motion moved by Shepard, seconded by Galate. Motion unanimous. **Meeting adjourned at 5:08 PM.**