

minutes

MORRIS COUNTY TRAIL CONSTRUCTION GRANT PROGRAM ADVISORY COMMITTEE 2019 TRAIL GRANT SUMMARY BOOK REVIEW

DATE: Wednesday October 2nd, 2019
TIME: 5:00 PM TO 7:00 PM
LOCATION: Morris County Park Commission
300 Mendham Road
Morristown, NJ

CALL TO ORDER (by Betty Cass-Schmidt at 5:01 PM)

A. Roll Call

1. Present attendees:

- | | |
|-------------------------|---|
| i. Joseph Barilla | x. Tom Malinousky |
| ii. Julie Baron | xi. Barbara Murray |
| iii. Betty Cass-Schmidt | xii. John Napolitano |
| iv. Duncan Douglas | xiii. Isobel Olcott |
| v. Denise Chaplick | xiv. Richard Seabury (arrived at 5:09 PM) |
| vi. Nita Galate | xv. Barbara Shepard |
| vii. Dave Helmer | xvi. Kevin Sullivan |
| viii. Jim Hutzelmann | |
| ix. Janice Karmon | |

2. Attendees not present:

- i. Freeholder Stephen Shaw
- ii. Freeholder Deborah Smith

B. Reading of Open Public Meetings Act

1. Notice of this meeting was posted on the bulletin board of the Clerk of the Board of Chosen Freeholders and faxed to the Morris County Daily Record and Star Ledger, and filed with the Morris County Clerk and the Municipal Clerk of the Township of Morris on August 19th, 2019 in compliance with the Open Public Meeting Act. The above complies with the requirements of N.J.S.A. 10:4-10(A).

C. Open for Public Comment

1. As no public was present, a motion to open and close public comment at 5:02 by Cass-Schmidt, so moved by Olcott and seconded by Galate.

ADMINISTRATION

A. Welcome and Introductions (Committee & Staff)

1. The TCGP is entering its fourth funding cycle. The purpose of this meeting is to review the 2019 applications and develop questions for the applicant Q & A on October 29th

2. Reminders for term renewals were discussed for both Duncan Douglas and Isobel Olcott (term ends December 31, 2019).
- B. Conflict of Interest & Confidentiality Reminder
1. J. Napolitano reminded members to not discuss applications or any official decisions made while on the committee. Members are asked to recuse themselves if they live in the municipality of an applicant or if they have a personal relationship with the applicant.
- C. Meeting Minutes (Feb 19th Post Award Meeting).
1. Tom Malinousky outlined a correction to Hutzelmänn's first name.
 2. Motion to approve minutes by Julie Baron, seconded by Barbara Shepard. All members in favor, none opposed to motion at 5:05 pm.

PROGRAM OVERVIEW

- A. Schedule
1. October 2nd - application review, October 8th - deadline for questions, October 29th – Q & A with applicants (5-7pm), November 1st - deliberations (5-7pm)
 2. Recommendations will be made by Monday Nov 25th, Freeholder action approved by Wed 12/11/2019 or 12/23/2019
- B. Update - Previous Awards (2016, 2017, 2018)
1. See Appendix A for summary to date table
 2. 20 active grants for nearly \$2 million
 3. See Appendix B for annual program summaries and grant statuses
 4. Examples of successful projects (Washington Twp., Denville, Morristown, etc.) reviewed with members.
 5. Lessons learned with applications/projects reviewed with members. Challenges include awarding based on conceptual designs, design finalized later award, self-imposed changes, regulatory requirements, bid version of design differs. Budget exceeded estimates and grant award (increased demand).
 6. Harding (2016) application is pending reimbursement. Committee needs to verify if full reimbursement can occur due to changes in project. J. Hutzelmänn provided an overview of how plans changed with intentions to re-bid. Alignment is close to what they planned, total linear feet is about plus minus 100 ft. Design changes are an issue. Minor maintenance issues. After 2nd bid round after construction Harding decided that trail is was too narrow at 3'. They increased width to 6-7'. Changes were not conveyed to the TCGP. Jim indicates that the changes aren't significant. Bid plans vs. plans submitted with app, vs what's on the ground are all different. I. Olcott asked where are the progress updates/feedback? D. Chaplick noted that applicants are responsible to report changes prior to implementing.

Cass-Schmidt wants to leave responsibility of communications to municipalities; however, improved communication would be appreciated. Cass Schmidt reiterated that only the monies issued for the grant will be paid (no additional funding). Schmidt and Olcott expressed concern that if an award based on x is given, but then y and z were introduced, the integrity of the program may be challenged. Question posed that given the protocol, do you feel this could happen again? Chaplick indicated that it's going to become the norm rather than the exception. Because majority of submissions are in a conceptual framework. Does the committee at large need to meet regarding muni changes. Communication needs to be clearer or part of the rules. Very few applicants are completing the progress reports and do not report the changes being made.

Shepherd suggests for the bid specs/plans to submit a copy to the committee. Committee agrees that they have signed off on the basic location and integrity of a trail as presented in the application. No micromanagement. Baron, Sullivan and Olcott agree. Sullivan suggests a mechanism revolving around trail costs exceeding grant (because of design changes). We estimate what we're going to give, we estimate it by linear feet, and the Harding example is significantly different (width vs. length changes). Napolitano: Competitive grant program decision is made on what was submitted. Material changes. Similar to the open space program, when they run into issues where part of a property cannot be preserved, they reevaluate the value and reduce the grant accordingly. Find a differential percentage for wiggle room perhaps. We have added the 10% contingency (reminded by T Malinousky). Helmer said grant awarded is what was awarded and any additions to the scope of work will not be covered. Reductions, however, will have to be worked with depending on destinations, and the scope has changed. All existing applicants have been notified that original awards are final and additional funds will not be awarded.

- C. Eligibility/Requirements/Rules & Regulations
 - 1. (This segment of the presentation was skipped due to time constraints)

Closed Session at 5:45pm, motion by Cass Schmidt, moved by Shepard, seconded by Baron.

Meeting returned to Open Session at 7:05 pm

Staff outlined program next steps and schedule

- A. Deadline for Questions to Staff (Tues. Oct. 8)
- B. Distribute Questions to Applicants (Wed. Oct. 9)
- C. Applicant Q & A Session & Deliberations (Tues. Oct. 29)
- D. Committee Deliberations (Wed. Oct. 30) (if needed)
- E. Recommendations to Freeholder Board (Monday Nov. 25 (est.))

MEETING ADJOURNED (Motion to adjourn at 7:08PM by Barbara Shepard, seconded by Nita Galate)

YEAR	Number of Awards	Total Funds Requested	Total Funds Awarded	Miles of Trail
2016	8 Grants Awarded	\$1,013,478.22	\$497,178.50	4.24
2017	6 Grants Awarded	\$1,160,189.20	\$583,165.20	4.11
2018	6 Grants Awarded	\$797,713.35	\$797,713.35	3.38
	20 Grants Awarded	\$2,971,380.77	\$1,878,057.05	11.728 miles

APPENDIX A – TCGP SUMMARY TO DATE

APPENDIX B – TCGP ANNUAL SUMMARIES (2016-2018)

2016

Project #	Applicant	Project Name	Funds Awarded	STATUS
1	Chatham Borough	Historic Riverside Trail	\$93,710.00	IN PROGRESS*
2	Denville Township	Muriel Hepner Bridge Replacement	\$49,500.00	COMPLETED (4/2019)
3	Florham Park Borough	Stobaeus-Briarwood Trail	\$24,060.00	COMPELTE (9/2018)
4	Harding Township	Bayne Park/Kirby Municipal Campus Trail	\$42,512.50	COMPLETED – Confirm Reimbursement
5	Mine Hill Township	Mine Hill Town Center Trail Construction	\$41,500.00	NONE RESPONSIVE*
6	Morristown Town	Foote's Pond Wood Trail	\$132,696.00	IN PROGRESS*
7	Randolph Township	Heritage Trail Extension	\$88,000.00	EXTENSION REQUESTED - Letter Pending
8	Washington Township	South Branch-Drakestown Preserve Connector	\$25,200.00	COMPLETE (1/2019)
		TOTAL	\$497,178.50	
<ul style="list-style-type: none"> 3-Year Timeline for Completion Ends March 31, 2020 				Updated Sept. 26, 2019

2017

Project #	Applicant	Project Name	Funds Requested	Status *
1	Hanover Township	Bee Meadow Pond Nature Trail	\$72,000.00	BIDS RECEIVED
2	Jefferson Township	Liffy Island Boardwalk & Trails	\$240,000.00	IN PROGRESS *
3	Madison Borough	Summerhill Park Trail	\$42,400.00	COMPLETED – NOT REIMBURSED
4	Morris Township	Blue Gate Farm Preserve Connector Trail	\$63,984.37	NONE RESPONSIVE
5	Washington Township	Rock Spring Park Trail	\$88,915.20	IN PROGRESS * (Anticipate Change Request)
6	Wharton Borough	Irondale Mountain Trail	\$71,600.00	IN PROGRESS *
TOTAL			\$578,899.57	
* 3-Year Timeline for Completion Ends March 31, 2021				Updated Sept. 26, 2019

2018

Project	Applicant	Project Name	Funds Requested	Status *
1	Florham Park	Stobaeous Trail Extension	\$15,523.10	Grant Agreement Finalized
2	Hanover Township	Bee Meadow Pond Nature Trail – Phase II	\$193,820.00	Grant Agreement Finalized
3	Long Hill Township	Kantor Memorial Path Extension	\$82,236.00	Grant Agreement Finalized
4	Madison Borough	Madison Recreation Center Accessible Trail	\$130,540.00	Grant Agreement Finalized
5	Mount Arlington	Lake Rogerene Trail	\$296,824.88	IN PROGRESS
6	Washington Township	Harrington Park Nature Trail	\$78,769.37	IN PROGRESS
TOTAL			\$797,713.35	
<p><i>* 3-Year Timeline for Completion Ends March 31, 2022</i></p>				<p><i>Updated Sept. 26, 2019</i></p>