

TOWNSHIP OF BYRAM
MEETING OF THE BYRAM TOWNSHIP OPEN SPACE COMMITTEE
10 Mansfield Drive, Stanhope NJ 07874
Monday, November 10, 2025, 7:00 P.M.

Join Zoom Meeting:

<https://us02web.zoom.us/j/83023512038?pwd=BiH7k50Kort9UYEOe4kQCcaPRWcbIN.1>

Meeting ID: 830 2351 2038 / **Passcode:** 717809

Dial by your location: +1 646 518 9805 US (New York) OR +1 267 831 0333 US (Philadelphia)

The public will have an opportunity to comment at appropriate times during the meeting. The following is the agenda to the extent known:

- **CALL MEETING TO ORDER**

- **OPEN PUBLIC MEETING STATEMENT**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting has been electronically sent to the newspapers, posted on the bulletin board of the Municipal Building, and uploaded to Byram's website, www.byramtp.org not less than 48 hours in advance of the meeting. In addition, a copy of this notice is on file in the office of the Municipal Clerk.

- **ROLL CALL**

- **OS FINANCIAL STATUS REPORT**

1. Reserve for Open Space: \$423,629.69

- **APPROVAL OF MINUTES** –October 13, 2025 Minutes

- **OLD BUSINESS**

1. Forest Stewardship Discussion
2. Sussex Trails Grant

- **NEW BUSINESS**

1. NJDEP Hudson Farm Trails Report

- **MEMBER REPORTS** – Reports from members on actions by their committees pertinent to OS.

- **OPEN TO THE PUBLIC**

- **CLOSED SESSION**

- **ANY OTHER BUSINESS THE COMMITTEE DEEMS NECESSARY**

- **ADJOURNMENT**

2025 Open Space Meeting Dates:

- December 8th

17-286-56-000-001 Reserve - Open Space*From 01/01/2025 to 10/30/2025*

Date	Source	PO#	Contract#	Check #	Vendor #	Vendor/Description	Budget	Debit	Credit	PO Encumber	PO Payment	Balance (CR)
ACTIVITY/BALANCE (YEAR START)							-			60,836.61		401,202.63
01/01/2025	GJ 6					To adjust Open Space Debt Service for CY Allocation.		18,068.14				383,134.49
01/09/2025	DJ 21	29839		9799	3535	GRACIE & HARRIGAN CONSULTING F INV#36666 12/09/2024 - OPEN SPACE MEETING VIA ZOOM			(140.00)		140.00	383,134.49
01/09/2025	DJ 38	29889		9804	649	HAROLD E. PELLOW & ASSOCIATES, INV#81737 PROJECT MANAGEMENT			(2,905.50)		2,905.50	383,134.49
01/09/2025	DJ 39	29890		9804	649	HAROLD E. PELLOW & ASSOCIATES, INV#81738 PROJECT MANAGEMENT			(793.00)		793.00	383,134.49
01/09/2025	DJ 71	29832		9829	3809	SPARTAN AGGREGATES, LLC INV#0024867-IN DISPOSAL OF PLAYGROUND - CLEAN CONCRETE			(99.00)		99.00	383,134.49
01/09/2025	DJ 71	29832		9829	3809	12" M SPARTAN AGGREGATES, LLC INV#0024974-IN DISPOSAL OF PLAYGROUND - CONCRETE 12"			(248.60)		248.60	383,134.49
01/15/2025	ENC	29981				MINUS 11/26/2024 - DISPOSAL OF PLAYGROUND MULCH				880.00		382,254.49
01/22/2025	DJ 100	29981		9848	2212	AG CHOICE, LLC INV#241129-27 11/26/2024 - DISPOSAL OF PLAYGROUND MULCH			(880.00)		880.00	382,254.49
01/30/2025	ENC	30131				DRAFT PLAN				232.00		382,022.49
01/30/2025	ENC	30132				TYPE CHANGE ORDERS				72.00		381,950.49
01/30/2025	ENC	30133				DAM INSPECTION				154.50		381,795.99
01/30/2025	ENC	30140				PREPARATION OF 2025-2029 COMMUNITY FORESTRY M				5,000.00		376,795.99
01/31/2025	RJ 451					January 2025 Interest			1,592.15			378,388.14
02/12/2025	ENC	30175				01/02/25-01/05/25 - 2025 OPEN SPACE MEETING D				14.94		378,373.20
02/19/2025	DJ 324	30175		9997	1166	NEW JERSEY HERALD, INC. INV#0006905757 01/02/25-01/05/25 - 2025 OPEN SPACE MEETING D			(14.94)		14.94	378,373.20
02/19/2025	DJ 351	30131		10003	649	HAROLD E. PELLOW & ASSOCIATES, INV#82221 DRAFT PLAN			(232.00)		232.00	378,373.20
02/19/2025	DJ 352	30132		10004	649	HAROLD E. PELLOW & ASSOCIATES, INV#82220 TYPE CHANGE ORDERS			(72.00)		72.00	378,373.20
02/19/2025	DJ 353	30133		10004	649	HAROLD E. PELLOW & ASSOCIATES, INV#82219 DAM INSPECTION			(154.50)		154.50	378,373.20
02/26/2025	ENC	30237				TYPE/COPY REPORTS				196.00		378,177.20
02/26/2025	ENC	30240				PREP NJDEP REPORTS				159.00		378,018.20
02/28/2025	RJ 452					February 2025 Interest			1,435.59			379,453.79
03/05/2025	DJ 453	30237		10057	649	HAROLD E. PELLOW & ASSOCIATES, INV#82383 TYPE/COPY REPORTS			(196.00)		196.00	379,453.79

17-286-56-000-001 Reserve - Open Space*From 01/01/2025 to 10/30/2025*

Date	Source	PO#	Contract#	Check #	Vendor #	Vendor/Description	Budget	Debit	Credit	PO Encumber	PO Payment	Balance (CR)
03/05/2025	DJ 456	30240		10057	649	HAROLD E. PELLOW & ASSOCIATES, INV#82391 PREP NJDEP REPORTS			(159.00)		159.00	379,453.79
03/12/2025	ENC	30314				TRAIL CONFERENCE SERVICES - APPROVED 02/18/20				13,000.00		366,453.79
03/31/2025	RJ 1405					March 2025 Interest		1,592.37				368,046.16
04/05/2025	ENC	30427				TYPE MEMO TO OFFICIAL				74.00		367,972.16
04/05/2025	ENC	30432				PREP NJDEP REPORTS				53.00		367,919.16
04/16/2025	DJ 809	30427		10258	649	HAROLD E. PELLOW & ASSOCIATES, INV#82670 TYPE MEMO TO OFFICIAL			(74.00)		74.00	367,919.16
04/16/2025	DJ 814	30432		10259	649	HAROLD E. PELLOW & ASSOCIATES, INV#82676 PREP NJDEP REPORTS			(53.00)		53.00	367,919.16
04/29/2025	ENC	29585				(Reduced) IMPROVEMENTS TO CO JOHNSON PARK FIE			(4.00)			367,923.16
04/30/2025	ENC	30530				ADA COMPLIANT ASPHALT PATH AT CO JOHNSON PARK				14,500.00		353,423.16
04/30/2025	ENC	30562				10/07/2024 - OPEN SPACE MEETING VIA ZOOM				630.00		352,793.16
04/30/2025	RJ 1406					April 2025 Interest		1,546.18				354,339.34
05/01/2025	ENC	30450				(Line Added) COMPLETELY INCLUSIVE PLAYGROUND				600.25		353,739.09
05/07/2025	DJ 934	30562		10328	3535	GRACIE & HARRIGAN CONSULTING F INV#36658 10/07/2024 - OPEN SPACE MEETING VIA ZOOM			(630.00)		630.00	353,739.09
05/07/2025	DJ 963	30450		10347	1003	MEIER STONE CO INV#0002009-00 COMPLETELY INCLUSIVE PLAYGROUND - 1" RIVER BE			(600.25)		600.25	353,739.09
05/07/2025	ENC	30450				(Line Added) COMPLETELY INCLUSIVE PLAYGROUND				686.00		353,053.09
05/08/2025	ENC	30053				(Line Added) 2025 BLANKET PURCHASE ORDER				396.15		352,656.94
05/13/2025	ENC	30609				REMOVAL OF VARIOUS DEAD ASH TREES FROM TAMARA				18,500.00		334,156.94
05/21/2025	DJ 1113	30053		10411	934	LOWE'S BUSINESS ACCOUNT INV#631372926 CIP - 6FT WOODEN PICNIC TABLE			(396.15)		396.15	334,156.94
05/21/2025	DJ 1125	30450		10416	1003	MEIER STONE CO INV#0001962-00 COMPLETELY INCLUSIVE PLAYGROUND - 1" RIVER BE			(686.00)		686.00	334,156.94
05/21/2025	GJ 45					To reallocate charges due to change order - R #099-2025.		2,510.80				336,667.74
05/23/2025	ENC	30649				CIP - 4 HANDICAP PARKING SPACES W/2 GORES IN				2,750.00		333,917.74
05/31/2025	RJ 1844					May 2025 Interest		1,598.26				335,516.00
06/12/2025	ENC	30733				INSPECT TENNIS COURTS				180.00		335,336.00

17-286-56-000-001 Reserve - Open Space*From 01/01/2025 to 10/30/2025*

Date	Source	PO#	Contract#	Check #	Vendor #	Vendor/Description	Budget	Debit	Credit	PO Encumber	PO Payment	Balance (CR)
06/12/2025	ENC	30734				PROJECT MANAGEMENT			1,962.50			333,373.50
06/18/2025	DJ 1356	30530		10518	3380	C & V PAVING CONTRACTORS, INC. INV#1354 ADA COMPLIANT ASPHALT PATH AT CO JOHNSON PARK			(14,500.00)	14,500.00		333,373.50
06/18/2025	DJ 1377	30733		10535	649	HAROLD E. PELLOW & ASSOCIATES, INV#83085 INSPECT TENNIS COURTS			(180.00)	180.00		333,373.50
06/18/2025	DJ 1378	30734		10536	649	HAROLD E. PELLOW & ASSOCIATES, INV#82861 PROJECT MANAGEMENT			(762.50)	762.50		333,373.50
06/18/2025	DJ 1378	30734		10536	649	HAROLD E. PELLOW & ASSOCIATES, INV#83086 ONSITE FIELD CHECK			(1,200.00)	1,200.00		333,373.50
06/23/2025	DJ 1470	30450		10416	1003	MEIER STONE CO INV#0001962-00 Lost in Mail - Void & Reissue.			686.00	(686.00)		333,373.50
06/23/2025	DJ 1471	30450		10600	1003	MEIER STONE CO INV#0001962-00 COMPLETELY INCLUSIVE PLAYGROUND - 1" RIVER BE			(686.00)	686.00		333,373.50
06/30/2025	RJ 2206					June 2025 Interest			1,523.67			334,897.17
07/03/2025	ENC	30835				REMOVAL OF STORM DAMAGED TREE (24-30") AT CO			1,250.00			333,647.17
07/09/2025	ENC	30855				ESTIMATE CERTIFICATE/VOUCHER			120.00			333,527.17
07/16/2025	DJ 1633	30649		10675	385	DENVILLE LINE PAINTING, INC. INV#R-17434 CIP - 4 HANDICAP PARKING SPACES W/2 GORES IN			(2,750.00)	2,750.00		333,527.17
07/16/2025	DJ 1645	30855		10685	649	HAROLD E. PELLOW & ASSOCIATES, INV#83416 ESTIMATE CERTIFICATE/VOUCHER			(120.00)	120.00		333,527.17
07/16/2025	DJ 1697	30609		10716	2291	TREE KING, INC. INV#32884 REMOVAL OF VARIOUS DEAD ASH TREES FROM TAMARA			(18,500.00)	18,500.00		333,527.17
07/16/2025	DJ 1698	30835		10716	2291	TREE KING, INC. INV#32885 REMOVAL OF STORM DAMAGED TREE (24-30") AT CO			(1,250.00)	1,250.00		333,527.17
07/29/2025	ENC	30931				REMOVAL OF VARIOUS DEAD TREES FROM OPEN SPACE			18,630.00			314,897.17
07/31/2025	RJ 2936					July 2025 Interest			1,512.27			316,409.44
07/31/2025	GJ 141					To record 2025 Tax Levy.			110,430.00			426,839.44
08/07/2025	ENC	30981				TYPE FINAL ESTIMATE CERTIFICATE			18.50			426,820.94
08/12/2025	ENC	31006				MEETING W/NJ FOREST FIRE TO REVIEW PRESCRIBED			420.00			426,400.94
08/13/2025	DJ 1789	30981		10760	649	HAROLD E. PELLOW & ASSOCIATES, INV#83670 TYPE FINAL ESTIMATE CERTIFICATE			(18.50)	18.50		426,400.94
08/31/2025	RJ 2937					August 2025 Interest			1,478.75			427,879.69
09/03/2025	DJ 1953	31006		10862	3535	GRACIE & HARRIGAN CONSULTING F INV#37229 MEETING W/NJ FOREST FIRE TO REVIEW PRESCRIBED			(420.00)	420.00		427,879.69

17-286-56-000-001 Reserve - Open Space

From 01/01/2025 to 10/30/2025

Date	Source	PO#	Contract#	Check #	Vendor #	Vendor/Description	Budget	Debit	Credit	PO Encumber	PO Payment	Balance (CR)
09/03/2025	DJ 1980	30314		10888	2270	NEW YORK NEW JERSEY TRAIL CONF INV#39830 TRAIL CONFERENCE SERVICES - APPROVED			(13,000.00)		13,000.00	427,879.69
09/04/2025	ENC	31048				02/18/20 COJ DOG PARK & PARM IMPROVEMENTS - DIVISION O				500.00		427,379.69
09/04/2025	DJ 2023	31048		10919	3779	STATE OF NEW JERSEY - DEP INV#LURP-2 COJ DOG PARK & PARM IMPROVEMENTS - DIVISION O			(500.00)		500.00	427,379.69
10/01/2025	ENC	31181				DROP DEAD OAK, 24-30", IN WOODS TO LEFT OF 57				1,250.00		426,129.69
10/30/2025	ENC	31292				ADDITIONAL DONATION - MARKETING & TOURSIM GRA				2,500.00		423,629.69
							-	18,068.14	125,220.04	23,189.90	61,534.94	423,629.69
							-	18,068.14	125,220.04	84,026.51	61,534.94	423,629.69

OPEN SPACE MEETING – October 13 2025

Members Present: Messrs. Sabatini, Dlugos, Morytko, Duch

Members Absent: Messrs. Esposito, Bogardus, Mayor Rubenstein

Also present: Secretary Caitlin Phillips, Forester Heather Gracie

Mr. Morytko called the meeting to order at 7:00 p.m.

OS FINANCIAL STATUS REPORT:

Reserve for Open Space: \$\$426,129.69. Mr. Morytko confirmed with Mr. Sabatini that the debt has been cleared.

APPROVAL OF MINUTES – August 11, 2025 Minutes. Mr. Dlugos motioned to approve the minutes, seconded by Mr. Duch. All were in favor.

NEW BUSINESS

Review Forest Stewardship Plan (Forest Stewardship Plan) / Timber Sale

Mr. Dlugos said it will likely be March when the prescribed burn occurs. He talked about educating people, and noted they should start talking about barberry and the value of prescribed burns. The Committee discussed how and when to notify people. Mr. Sabatini said they should wait until the new year, but can let Lake Mohawk know early because they can share the information in their newsletter. Mr. Duch said they can use the fire house sign. Ms. Gracie said they can put signs at the location of the burning so people visiting the area will know that it will be closed for a few days. Mr. Sabatini said if the prescribed burn takes place in April, they may have sports' group activity. Mr. Morytko said they can use Nixle, the town website, the lake communities, and sports groups for notification. They should include education on why this is occurring. Mr. Sabatini said the information on invasives can go out now through the Environmental Commission. Mr. Duch said they need volunteers in the EC. Mr. Dlugos said George Efinger recommended using other towns' strategies as an example. Ms. Gracie can provide contact information for Mercer Meadow and the Audobon for more information.

Mr. Morytko noted they're considering redoing the Forest Stewardship plan. Ms. Gracie said they need to give the information to Ron Farr. The plan isn't approved because it needs individual plans for each parcel. She can review the activity on each parcel, and add to the plans for each year. They can inventory each parcel, and they would charge per plan, but they know the parcels pretty well at this point. They need someone in town to be the keeper of the documents. Mr. Dlugos said the EC wants professional direction. Ms. Gracie said they will also want to focus on safety. Beech trees are having issues, so they need to be mindful. Mr. Sabatini noted the difference between the forest stewardship plan and the community forestry plan. Mr. Dlugos said he put together an invasives plan. Ms. Gracie will review it.

MEMBER REPORTS

Mr. Dlugos said the Environmental Commission will have a hike next Sunday at Tripod Rock. The Trail Keepers have 11 people signed up. The trail mapping is going well. Ms. Phillips noted for the Planning Board, they have a use variance application coming up for a residential property, for an ATV trail. Mr. Sabatini said they've had problems with electric bikes. He noted he is working on the budget for the coming year.

OPEN TO PUBLIC

No public was present.

ADJOURN – Motion by Mr. Dlugos, second by Mr. Sabatini, to adjourn the meeting at 8:55pm. All members in favor. Motioned carried.



SUSSEX COUNTY TRAILS GRANT PROGRAM

DIVISION OF PLANNING AND ECONOMIC DEVELOPMENT
DISTRIBUTED OCTOBER 2, 2025

PROGRAM OVERVIEW:

The Sussex County Trails Grant Program will award grants for the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails. Eligible projects include:

- New construction & trail rehabilitation
- Wayfinding and interpretive signs, benches, kiosks, fencing, gates, & bollards
- Water trail access including launch sites
- Safety enhancements to trails and trail street intersections



ANTICIPATED SCHEDULE

- **JANUARY/FEBRUARY 2026:**
Pre-Application Meetings Begin
- **MARCH 15, 2026:**
Grant Application Deadline
- **APRIL 2026:**
Project Review by Open Space Committee
- **SUMMER 2026:**
Recommendations to BCC, Grant Agreements Mailed, Projects Commence
- **SUMMER 2027:**
Project Completion

CONTACT INFORMATION

For more information, please contact Joel Penkala, Agricultural Resource Specialist, Division of Planning & Economic Development at 973-579-0500 ext, 1338 or email to jpenkala@sussex.nj.us

NEW FOR 2026:

- Grant maximum has increased to \$25,000 individual/\$50,000 partner.
- To encourage collaboration, projects involving multiple municipal/organization partnerships (3 or more involved parties) that exceed \$50,000 may be considered for funding.
If your multi-partner project will exceed the \$50,000 maximum, please contact the Division of Planning.
- Grant match requirements reduced to 10% and can include design and professional fees as eligible match funds.
- Individual applicants can submit a single application containing multiple project sites or project elements.

Agenda Item Form

Meeting Date Information

Meeting Date OCTOBER 22, 2025	Meeting Date 10/22/2025	Submission Date 10/02/2025
Target Meeting * 10/22/2025 6:00 PM – Regular Commissioner Meeting	Department Head Deadline 10/02/2025	Grant Reviewer Deadline 10/03/2025
Purchasing Deadline 10/06/2025	Treasury Deadline 10/06/2025	County Counsel Deadline 10/07/2025
County Administrator Deadline 10/08/2025	Clerk of the Board Deadline 10/09/2025	

Resolution Information

Resolution Type GRANT RELATED	Does the supporting documentation need vendor/outside County signatures? * NO
Grant ID	
Division PLANNING	Was the resolution or supporting documentation prepared or reviewed by outside counsel on behalf of the County? * ☐ YES ☒ NO
Department ENGINEERING AND PLANNING	Vendor Name * COUNTY OF SUSSEX
Municipal Name N/A	Document Description – Please enter a brief description of the resolution. Please keep in mind that the Commissioner's will see this description. No all caps lock permitted. 255 characters max. * Resolution approving revisions to Trails Grant Program and authorization of new solicitation for 2026.
Status REVIEWING	
Agenda Order N/A	
Phone Number * 973-579-0500	Initiator's Name Autumn Sylvester
Initiator's Extension * 1336	Created By User's Email Address asylvester@sussex.nj.us
Project ID	Resolution Package # 3001771
Project ID Description	Resolution Number

Resolution Title

Enter the Resolution Title Here (CTRL + C to copy and CTRL + V to paste)

ADOPTING CHANGES TO THE SUSSEX COUNTY TRAILS GRANT PROGRAM RULES AND REGULATIONS AND AUTHORIZING MONIES FROM THE SUSSEX COUNTY FARMLAND PRESERVATION, RECREATION, AND OPEN SPACE TRUST FUND FOR THIS PURPOSE

Resolution Summary

Enter the Resolution Summary Here (CTRL + C to copy and CTRL + V to paste)

The resolution adopts changes to the Trails Grant Program Rules and Regulations, supporting the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails in Sussex County. The resolution also authorizes monies from the Sussex County Farmland Preservation, Recreation, and Open Space Trust Fund for the Trails Grant Program. The purpose of the grant program is to provide recreational trail use opportunities which benefit the communities and enhance the quality of life for residents and visitors of Sussex County.

Agenda Item Attachments (5)

Document Name

Attachment Type

RES Resolution - Awaiting - 10/3/2025 - ENGINEERING AND PLANNING - - - COUNTY OF SUSSEX

RES Resolution - Draft

10/22/2025 - ENGINEERING AND PLANNING - COUNTY OF SUSSEX - 20250819 RULES REGS UPDATE REV8 CLEAN.PDF

RES Resolution - Other supporting documents

10/22/2025 - ENGINEERING AND PLANNING - COUNTY OF SUSSEX - 20250910 MEM 2026 GRANT POLICY DOC DRAFT FINAL.PDF

RES Resolution - Other supporting documents

10/22/2025 - ENGINEERING AND PLANNING - COUNTY OF SUSSEX - 20250910 TRAILSGRANT PROJECTNOTICESHEET FINAL AMS.PDF

RES Resolution - Other supporting documents

10/22/2025 - ENGINEERING AND PLANNING - COUNTY OF SUSSEX - 20250930 RESOLUTION AMENDMENTS TO TRAILS GRANT PROGRAM RULES AND REGULATIONS OSC SIGNED.PDF

RES Resolution - Other supporting documents

Notes

Please enter notes pertaining to the resolution

Resolution includes attachments and supporting documents.

Resolution Distribution

By default, the initiator will automatically receive a copy of the scanned resolution.

If you would like to send the scanned resolution to another person, please provide the email address below.

Distribution Email

JPENKALA@SUSSEX.NJ.US

Approvals

Reviewer

Reviewer Date

Division Head

Division Head Date

Department Head

Department Head Date

BILL KOPPENAAL

10/02/2025

Grant Reviewer

Grant Reviewer Date

ROB MAIKIS

10/03/2025

Purchasing

Purchasing Date

Treasurer

Treasurer Date

ELKE YETTER

10/03/2025

Counsel

Counsel Date

FLORIO PERUCCI STEINHARDT CAPPELLI

10/06/2025

County Administrator

County Administrator Date

RON TAPPAN

10/06/2025

Clerk of the Board

Clerk of the Board Date

LINDA MILLER

10/10/2025

Agenda Item Key

Meeting Type *

Commissioner Meeting

Agenda Item Field *

Resolution

Owner Group *

Everyone

WF Initiator Email

ASYL.VESTER@SUSSEX.NJ.US



RESOLUTION RE: ADOPTING CHANGES TO THE SUSSEX COUNTY TRAILS GRANT PROGRAM RULES AND REGULATIONS AND AUTHORIZING MONIES FROM THE SUSSEX COUNTY FARMLAND PRESERVATION, RECREATION, AND OPEN SPACE TRUST FUND FOR THIS PURPOSE

WHEREAS, on August 9, 2017, the Sussex County Board of Chosen Freeholders, now known as the Sussex County Board of County Commissioners ("Board of County Commissioners"), approved and authorized a county-wide ballot question that would allow the County to modify the approved uses of the Farmland Preservation, Recreation, and Open Space Trust Fund ("Trust Fund") to include stewardship projects, and for the development and maintenance permanently preserved open space lands as permitted by State law; and

WHEREAS, on November 7, 2017, the voters of Sussex County approved said ballot question thereby allowing the County to establish a program of grants for eligible applicants; and

WHEREAS, the Sussex County Open Space Advisory Committee ("Committee") was formed in March 2002 for the purpose of assisting the county in overseeing the use of Open Space Trust Fund dollars and for the purpose of advising the Commissioners on Open Space uses of the Trust Fund; and

WHEREAS, following the 2017 Ballot Referendum, the Committee developed a Sussex County Trails Grant Program ("Trails Grant Program") for consideration by the Board of County Commissioners to provide recreational trail use opportunities that will benefit local communities, enhance the quality of life for residents and visitors of Sussex County and promote eco-tourism; and

WHEREAS, the Trails Grant Program awards grants for the construction, rehabilitation, restoration, and maintenance of publicly owned, shared use trails on permanently preserved public land held by a public entity or a permanent easement dedicated to a public entity enabling public recreational trail use; and

WHEREAS, on August 11, 2021 the Board acting on the recommendation of the Committee provided authorization for the Trails Grant Program including adoption of Rules & Regulations for the program; and

WHEREAS, the Committee has considered amendments to the Rules and Regulations for the Trails Grant Program adopted on August 11, 2021, recommended modifications have been incorporated into the August 11, 2021 Rules & Regulations which are attached hereto as *Appendix A* and made a part hereof, and further described in the Division of Planning staff memo dated August 28, 2025, attached hereto as *Appendix B*; and

453 2025

WHEREAS, the Trails Grant Program will be available to all 24 municipalities in Sussex County, individually or in partnership with another municipality, the County, and non-profits working in coordination with a municipality; and

WHEREAS, grant awards will be authorized under future actions by the Commissioner Board upon completion of the solicitation process, review and recommendation of submitted applications by the Open Space Committee, and certification of funds; and

WHEREAS, the 2026 Trails Grant Program solicitation is proposed to provide grants in an amount up to \$25,000.00 per individual eligible applicant or \$50,000.00 for joint applications by two or more eligible applicants; and

WHEREAS, the 2026 solicitation also includes provisions for consideration of collaborative requests under which three (3) or more eligible applicants submitting one application with a value in excess of \$50,000.00 can be considered on a case-by-case basis, and

WHEREAS, on September 25, 2025, at its regular public meeting, the Committee adopted a Resolution, a copy of which is attached hereto, recommending that the Board of County Commissioners adopt the changes to the Rules and Regulations drafted by the Committee and allocate monies from the Sussex County Farmland Preservation, Recreation, and Open Space Trust Fund for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Sussex County Board of County Commissioners of the County of Sussex and State of New Jersey that the Sussex County Trails Grant Program developed by the Sussex County Open Space Committee is hereby approved and established effective immediately, and the proposed Rules and Regulations and Application are hereby adopted in the forms set forth in Appendix A and Appendix B; and

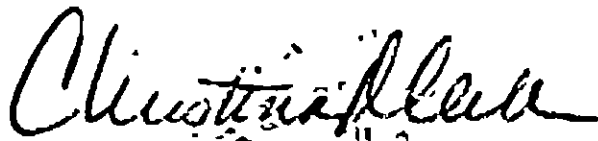
BE IT FURTHER RESOLVED that monies shall be authorized and/or otherwise allocated from the Sussex County Farmland Preservation, Recreation, and Open Space Trust Fund for the purpose of funding trail projects approved pursuant to and in accordance with the Sussex County Trails Grant Program and its Rules and Regulations; and

BE IT FURTHER RESOLVED that the Commissioner Director, the Clerk of the Board, County Counsel, and Special Counsel to the Open Space Advisory Committee are hereby authorized to execute any and all documents, and take any further action deemed necessary to establish and implement the Sussex County Trails Grant Program and its Rules and Regulations as provided for herein; and

BE IT FURTHER RESOLVED that the Sussex County Division of Planning and Economic Development is directed to administer the FY 2026 Trails Grant Program, and

BE IT FURTHER RESOLVED that the Clerk of the Board is hereby directed to forward a copy of this Resolution to the Sussex County Open Space Committee, and a copy made available in OnBase.

Certified as a true copy of the Resolution adopted by the Board on the 22nd Day of October, 2025.



Christina Marks, Clerk of the Board
Board of County Commissioners
County of Sussex, New Jersey

RECORD OF VOTE						
COMMISSIONER	AYE	NAY	ABST	ABS	MOVE	SEC
Carney	✓					
DeGroot	✓					✓
Hayden						
Henderson	✓					
Space	✓				✓	

ABST - Abstain

MOVE - Moved

ABS -
Absent

SEC - Seconded

**RESOLUTION RE: ADOPTING CHANGES TO THE SUSSEX COUNTY TRAILS
GRANT RULES AND REGULATIONS AND AUTHORIZING
MONIES FROM THE SUSSEX COUNTY FARMLAND
PRESERVATION, RECREATION, AND OPEN SPACE TRUST
FUND FOR THIS PURPOSE**

Summary:

The resolution adopts changes to the Trails Grant Program Rules and Regulations, supporting the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails in Sussex County. The resolution also authorizes monies from the Sussex County Farmland Preservation, Recreation, and Open Space Trust Fund for the Trails Grant Program. The purpose of the grant program is to provide recreational trail use opportunities which benefit the communities and enhance the quality of life for residents and visitors of Sussex County.

**OPEN SPACE TRUST FUND
RULES & REGULATIONS
TRAILS GRANT PROGRAM**
Adopted August 11, 2021
Revised: October 22, 2025

Part II. Trails

I. Background.

On August 9, 2017 the Sussex County Board of Freeholders, now known as the Sussex County Board of County Commissioners, authorized a ballot question that would permit development and maintenance of permanently preserved open space lands as an allowable use under the Sussex County Farmland Preservation, Open Space, and Recreation Trust Fund, as allowed by State law. On November 7, 2017, the voters of Sussex County approved the ballot question. The Trails Grant program was originally adopted by the Board of County Commissioners on August 11, 2021.

II. Intent and Purpose.

Sussex County's Trails Grant Program supports and enhances the county's quality of life and eco-tourism efforts by providing recreational trail use opportunities, connecting communities, and increasing outdoor recreation and awareness. The Trails Grant Program is intended to enhance the quality of life for all residents and visitors of Sussex County

III. Program Overview.

The Sussex County Trails Grant Program awards grants for the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails. All trail construction must occur on permanently preserved public land held by a public entity or a permanent easement dedicated to a public entity enabling public recreational trail use. The program operates on a reimbursement basis. Reimbursement requests must be validated by the Sussex County Open Space Advisory Committee or its administrative support staff and approved by the Sussex County Board of County Commissioners. Grant recipients will be required to complete a grant agreement specifying the Program's requirements.

IV. Goals of Program.

- A. Connect land for regional greenways and trail development.
- B. Offer opportunities for resource-based (passive) recreation.
- C. Provide opportunities for facility-based (active) recreation.
- D. Promote tourism activities.
- E. Enhance land and sites with historic values
- F. Enhance system safety for permitted users.

V. Definitions.

For the purpose of this regulation, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use for the purpose

of this regulation clearly demonstrates a different meaning. The word "shall" is always mandatory and not merely directory.

Unless otherwise stated, terms as defined within Part I of this regulation apply to Part II of the regulation.

- A. Non-motorized Trail: a shared use travel way established either through construction or use, across land or snow, used for the following
- i. Pedestrian activities, including wheelchair use
 - ii. Bicycling (human powered vehicles)
 - iii. Aquatic or water activities
 - iv. Equestrian uses
 - v. Cross-country skiing
 - vi. Birding

In-Kind Contribution: Non-monetary donations of goods, materials, services, equipment, and volunteer labor. In-kind donations must be quantifiable, integral, and necessary to the project; included as part of an approved cost estimate; and supported with documentation that corroborates fair market value of the goods or services provided. Volunteer labor may be used as a match only and is never a reimbursable item. Rates for volunteers should be consistent with the NJ Prevailing Wage Rate Determinations.

Design and Professional Fees: Charges paid to independent experts, such as designers, architects, engineers, and consultants, for their specialized skills, knowledge, and time in delivering a project or providing advice. Design fees specifically refers to the payment for the planning and creation of a design, while professional fees is a broader term encompassing all charges for specialized services, including design work, but also consulting, legal, accounting, and other expert services.

VI. Eligible Applicants.

The following entities are deemed eligible for Trust Funds under this grant program:

- A. Any of the twenty-four municipalities in the County of Sussex working individually or in partnership with a qualified charitable conservancy.
- B. County of Sussex
- C. Charitable conservancies as defined by N.J.S.A. 40:12-15.1.
 - i. The charitable conservancy must submit a resolution of support for each application made from the appropriate municipal governing body.

VII. Eligible Uses.

- A. Construction of new trails of non-motorized types

- B. Rehabilitation and restoration of existing trails
- C. ADA Compliance efforts
- D. Safety enhancements to trails and trail-street intersections.
- E. Construction and installation of trailside and trailhead facilities
 - i. Examples of Trailhead and Trailside facilities include:
 - 1. Wayfinding Signs and Blazing
 - 2. Interpretative Signs
 - 3. Benches
 - 4. Landscaping
 - 5. Fencing/Gates/Bollards
 - 6. Roof Top Water Trail Access
 - 7. Overlooks
 - 8. Observation decks/platforms
 - 9. Improvements or construction of road shoulders when needed for shared use facilities / trail connections.
 - 10. Trail-street intersection safety enhancements.

VIII. Ineligible Uses.

- A. Land Condemnation
- B. Land Acquisition
- C. Feasibility Studies
- D. Planning
- E. Engineering / Design
- F. Sidewalks
- G. Improvements or construction to roads
- H. Improvements or construction of road shoulders which are not a part of a shared use facility
- I. Lighting
- J. Running tracks (used for races involving athletes at track meets).
- K. Promotional materials (shirts, hats, pins, etc.)
- L. Security and Law enforcement personnel and activities
- M. Reimbursement or offset of municipal staffing costs.
- N. Professional services

IX. Allocation of Funds and Applicant Funding Match.

- A. Each year, monies available from the Trust Fund shall be allocated by the Sussex County Board of County Commissioners in the manner in which they deem appropriate for Farmland Preservation and Open Space Preservation projects including the Trails Grant Program.
- B. Municipalities must provide matching funds and demonstrate evidence of matching funds as part of the application, or demonstrate the ability to match the grant requested.
- C. Applicants will be required to provide matching funds equal to 10% of the total project cost.

- i. Matching funds can be in the form of in-kind contributions, direct donations, other grant sources, or municipal funds.

Note: Although 'Professional and Design Fees' are an ineligible grant expense, they ARE eligible as a portion or all of the 10% match requirement. Value of land may not be used, nor acquisition costs. Trail grants will be made as a reimbursement only. Payment will be issued upon completion of the trail project, final inspections and submission of proper closeout documentation.

X Grant Amounts.

Grant funding amounts will be established prior to each grant solicitation by the Sussex County Board of County Commissioners in consideration of recommendations provided by the Sussex County Open Space Committee.

XI Application Procedures.

The Trails Grant Program is competitive and requires an evaluation and selection process to determine award recommendations. Program staff shall review submitted applications for eligibility and completeness. All eligible and complete applications will be forwarded to the Open Space Advisory Committee. Entities seeking grant funding can submit a single grant application which can include multiple project elements or locations. Projects need not be directly related to one another to be included in a single grant application, but must adhere to the stipulations set forth and align with the intent of the program.

The Open Space Advisory Committee shall review, prioritize, and recommend for award of funding those projects submitted by eligible applicants. Recommendation shall be made to the Sussex County Board of County Commissioners in accordance with a schedule established by the Open Space Advisory Committee.

Before submitting an application, applicants must determine what other governmental approvals are required.

The Open Space Advisory Committee has developed an application package which may be amended as appropriate and established guidelines by which applications in the "Municipal/County/Charitable Conservancy" categories are to be evaluated. Applicants that have been approved for funding and awarded a grant shall be fully responsible to fund all costs incurred in connection with the proposed project beyond the subject grant.

Applicants which have been approved for funding by resolution of the Board of County Commissioners will have sixty (60) days in which to execute and return the

grant agreement once sent out from either the Sussex County Counsel's Office or the Sussex County Division of Planning and Economic Development.

A. Application Package

The application package and schedule shall be developed by program staff. Each applicant shall complete the grant application form and comply with all application requirements and deadlines found in the application package.

B. Grant Agreement

All applicants approved for award of grant funding shall execute a grant agreement in order to effectuate the grant award. The grant agreement shall be provided by Sussex County. No modifications to the agreement are permitted. The Applicant and the Board of County Commissioners must execute the grant agreement within sixty (60) days of notification of award by the County. Failure to return grant agreement will result in forfeiture of grant award.

C. Project Administration

The Applicant will accept responsibility for the administration and successful completion of the Approved Project. The Applicant shall assure project completion is achieved in accordance with all State, Federal, and local laws, rules, and regulations.

D. Project Termination

If for any reason the grantee must terminate the project, the grantee shall notify program staff immediately in writing, explaining the reason for termination. In event of early termination, grant award/agreement is null and void.

E. Application Presentation and Site Visit.

- i. Upon notice, all applicants will be required to attend a meeting of the Open Space Advisory Committee and present their application to the Committee. Applicants will be ineligible to receive funding if a representative does not attend
- ii. County Program staff and interested Open Space Committee members reserve the right to conduct a site visit for the proposed project.

F. Financial Information

- i. Grant funding shall be provided as a reimbursement following project completion. To obtain payment from the County all grantees shall

submit the reimbursement forms included as an appendix in the application package

- ii. All grantees must maintain records that adequately identify the source and application of funds provided for projects under this grant program. Accounting records must be supported by source documentation such as:

1. Contract awards..
2. Copies of Checks
3. Paid Bills
4. Payrolls / certified payroll
5. Time Records
6. Attendance records
7. Contracts and agreements
8. Grant Award Documentation

- iii. Audit Reports shall comply with applicable laws, contain an itemized list of the County Grant, and be accessible to the County.
- iv. The County Program staff shall have access to all records, books, documents, and correspondence pertaining to the Project Grant.
- v. County grant funding cannot be used to reimburse expenses for projects that began before Commissioner Approval of grant agreement.
- vi. Any misuse of funds, misrepresentation, or non-compliance will result in termination of the grant agreement, forfeiture of grant award, reimbursement of said grant award where applicable, and penalties as specified in the agreement.
- vii. Final reimbursement will require certification by the Grantee that the project has been completed in accordance with applicable rules and regulation, the work has been completed in accordance with applicable design standards, and the required financial documents / audits will be maintained by the Grantee.
- viii. Evaluation Criteria.

XII. The Open Space Advisory Committee shall consider the following criteria when evaluating and prioritizing applications:

- A. Access & Design – Does the project create, enhance, or increase public access. Does the project comply with all applicable standards of design standards, construction and accessibility? Project provides access to significant natural, cultural or historic features.
- B. Diversity – Does the project serve the community and accommodate multiple trail user types.
- C. Connectivity – Does the project connect to existing or future infrastructure? Does the project connect communities or expand recreational opportunities by connecting land use.

- D. Demand – Project is likely to have high use and impact, and/or fills a documented need. Greater consideration will be given for projects with regional impact.
- E. Funding – Applicant can provide the required match amount.
- F. Constructability – Project is feasible, reasonable, and can likely be completed, supported by documentation of required design, permitting, clearances, or requirements from any local, state, or federal agency. Information provided (including cost estimate) conveys a clear understanding of construction details and methods, and accurately identifies required regulatory approvals
- G. Consistency with Master Plan – Project aligns with goals set forth in the Master Plan.
- H. Maintenance – Project maintenance has been addressed and can reasonably be continued in perpetuity.
- I. Partnership – Project includes multiple organizations including municipalities, charitable conservancies, or private parties with vested interest in completion of the project.

XIII. Program Requirements.

A. Project Schedule.

- i. Grantees are required to submit a project schedule as part of the application.
- ii. All applications are due by the grant solicitation submission date defined by the grant application timeline.
- iii. Upon execution of the grant agreement by both parties, the applicant shall complete the project within the timeframe outlined in the grant agreement. If a project is not completed within the timeframe outlined in the grant agreement, notification and request for extension shall be provided to program staff at least 90 days in advance of the expiration. If the applicant can demonstrate due cause, an extension may be granted by program staff, not to exceed a total time frame of two (2) years from the initial execution date.

B. Land Use Restrictions

- i. All trail construction must occur on permanently preserved public lands held by a public entity or a permanent easement dedicated to a public entity enabling public recreational trail use.
 - 1. Municipality must provide proof of permanent preservation via deed restriction, approved, or certified current Green Acres Recreation and Open Space Inventory (ROSI).
- ii. Grantees may construct trails funded through the Open Space Trust Fund on private land with a permanent easement dedicated for public trail/recreational use, which has been provided to the municipality.

Applicant shall demonstrate that owner is willing to dedicate said easement to the municipality and deed must be filed before a distribution of funds will be made

- iii. Lands and easements containing trails funded through the Sussex County Open Space Trust Fund shall not be conveyed, transferred, disposed of, or diverted to use other than recreation or conservation purposes.
- iv. When the proposed project or portions of the project are located on property not under the control of the Grantee the Grantee shall submit with the Application authorization for the proposed work from the entity having jurisdiction and control of the subject property.

C. Regulations: The Grantee will be responsible for compliance with all applicable rules, laws and regulations, governing the proposed project, including but not limited to NJ Local Public contracts Laws and Regulations.

D. Reporting and monitoring requirements.

- i. The Applicant shall assure or provide for the provisions to ensure all work is conducted in accordance with the grant agreement and industry accepted practices.
- ii. The Applicant shall provide or ensure for the provisions of the information outlined under Section "F" "Financial Information".
- iii. Applicants shall submit a written progress report half way through project progress as defined in their grant agreement. Additional progress reports may be requested at the discretion of program staff.
- iv. Progress forms will be provided to the Applicant in the application package.
- v. County Program staff and interested Open Space Committee members will be permitted to conduct routine monitoring during the construction of the grant funded project.
- vi. Prior to final reimbursing and grant close-out program staff and interested members of the Open Space Advisory Committee shall conduct a final as-built site visit on all awarded projects.

E. Use Fees.

Facilities funded in whole or in part with a Sussex County Open Space Trails Grant are prohibited from charging user fees.

F. Maintenance.

Grantees shall be responsible for the ongoing maintenance and operation of trails, trailside amenities and trail head facilities funded through this program.

G Public Access.

Public access on all trails funded through this program is required.



DEPARTMENT OF ENGINEERING AND PLANNING
Division of Planning & Economic Development
Sussex County Administrative Center
One Spring Street, 3rd Floor
Newton, N.J. 07860
Tel. 973-579-0500
FAX 973- 579-0513
Email: scplanning@sussex.nj.us
County Website: www.sussex.nj.us

Autumn M. Sylvester, P.P.
Division Director

County of Sussex

TO: Sussex County Open Space Advisory Committee

FROM: Joel Penkala, Division of Planning Staff

DATE: August 28, 2025

RE: Trails Grant Update and Recommendations

Per the discussion held at the July 24, 2025 Sussex County Open Space Advisory Committee meeting, staff would like to submit the following suggestions paraphrasing staff's understanding of the meetings regarding the administration and application of the Trails Grant Program. The following items are representative of the desires of the Committee for advancing the Trails Grant Program for the 2026 Grant Round.

A. Grant Funding Request From BCC

In order to open the 2026 grant round, the OSC needs to recommend delegation of monies from the Open Space Trust Fund from the BCC. A suggested sum of \$300,000 should be requested for this purpose to reflect the desire to increase the dollar amount per grant award. Based on the 2021/2022 grant round, 8 municipalities applied for grants, all as single applicants. If the same occurs for the 2026 grant round, a sum of \$200,000 split over 8 different grants would result in \$25,000 per grant, the new suggested grant maximum for an individual municipality, leaving additional funds for collaborative projects and additional applications. Additionally, we suggest increasing the joint grant maximum (2 municipalities) to a sum of \$50,000. Finally we suggest allowing collaborative (3 or more partners) grant requests over \$50,000 that would be subject to approval by the BCC on a case-by-case basis.

Increasing grant maximums allows for greater impact projects with less time spent during the application process and for administration purposes. Additionally, allowing the grant maximum to be uncapped (but subject to a project approval by the BCC) both permits and incentivizes grantees to seek partnerships and collaboration, while removing hurdles for proposing large, county wide projects.

B. Grant Evaluation

Increasing the grant award amounts may result in competition for available funding. Evaluation guidelines should therefore be established for the 2026 Grant Round in

anticipation of increased interest in the program. An evaluation should be established based on criteria in the current Rules and Regulations as listed below:

1. **Access & Design** – Does the project create, enhance, or increase public access. Does the project comply with all applicable standards of design standards, construction and accessibility? Project provides access to significant natural, cultural or historic features.
2. **Diversity** – Does the project serve the community and accommodate multiple trail user types.
3. **Connectivity** – Does the project connect to existing or future infrastructure? Does the project connect communities or expand recreational opportunities by connecting land use
4. **Demand** – Project is likely to have high use and impact, and/or fills a documented need. Greater consideration will be given for projects with regional impact.
5. **Funding** – Applicant can provide the required match amount.
6. **Constructability** – Project is feasible, reasonable, and can likely be completed, supported by documentation of required design, permitting, clearances, or requirements from any local, state, or federal agency. Information provided (including cost estimate) conveys a clear understanding of construction details and methods, and accurately identifies required regulatory approvals.
7. **Consistency with Master Plan** – Project aligns with goals set forth in the Master Plan.
8. **Maintenance** – Project maintenance has been addressed and can reasonably be continued in perpetuity.
9. **Partnership** – Project includes multiple organizations including municipalities, charitable conservancies, or private parties with vested interest in completion of the project

A value (1 through 5) awarded for each category, would allow applications to be ranked, with the highest scoring grants considered for funding. The Open Space Committee using the aforementioned criteria shall evaluate applications. The results of the evaluation are not the sole source of award recommendations. Considerations may also include demand and type of use, and quality of natural, cultural and recreational resources.

C. Grant Match Requirements

It was suggested that the grant match amount be adjusted to allow greater flexibility for municipalities. A grant match of 10% (ten percent) could satisfy this adjustment, keeping the maximum match for individual applicants to \$2500, and \$5000 for joint applications. Uncapped requests would be subject to a 10% match as well. An applicant's matching funds can be in the form of either cash/municipal funds, other grants, or in-kind contributions of direct goods and services required to complete the approved project. (1) 'Design and Professional Fees' (donated in-kind or paid for by municipal funds or other grants) shall now be included as an allowable form of matching funding.

It is worth noting that design and professional fees will still be listed as an ineligible expenditure and cannot be reimbursed using grant funds (Open Space Trust Fund Dollars cannot be used for reimbursing those items). It is the opinion of the staff that the goal of the open space fund is for direct and tangible improvements. Expending funds on design or professional fees may result in funding professional fees for a project that may be abandoned or not completed. Therefore, it is suggested that design and professional fees be allowed as match only, ensuring Open Space Trust Fund monies are spend on tangible trails improvements.

D. Progress Reports

In an effort to streamline the grant process, it is suggested that the quarterly progress reports be eliminated in favor of a single progress report half way through the project timeline as outlined by the applicant. Additional progress reports will be required at the discretion of the Division of Planning.

E. Application Procedures

Because the grant value is increasing, it was also suggested that individual (non-partner) applicants could submit a single grant application which includes multiple project elements or locations. This would reduce the total number of grant applications, minimizing administrative requirements and overhead. Projects need not be directly related to one another to be included in a single grant application, but must adhere to the stipulations set forth and align with the intent of the program.



SUSSEX COUNTY TRAILS GRANT PROGRAM

DIVISION OF PLANNING AND ECONOMIC DEVELOPMENT
DISTRIBUTED OCTOBER 2, 2025

PROGRAM OVERVIEW:

The Sussex County Trails Grant Program will award grants for the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails. Eligible projects include:

- New construction & trail rehabilitation
- Wayfinding and interpretive signs, benches, kiosks, fencing, gates, & bollards
- Water trail access including launch sites
- Safety enhancements to trails and trail street intersections

NEW FOR 2026:

- Grant maximum has increased to \$25,000 individual/\$50,000 partner.
- To encourage collaboration, projects involving multiple municipal/organization partnerships (3 or more involved parties) that exceed \$50,000 may be considered for funding.
If your multi-partner project will exceed the \$50,000 maximum, please contact the Division of Planning.
- Grant match requirements reduced to 10% and can include design and professional fees as eligible match funds.
- Individual applicants can submit a single application containing multiple project sites or project elements.



ANTICIPATED SCHEDULE

- **JANUARY/FEBRUARY 2026:**
Pre-Application Meetings Begin
- **MARCH 15, 2026:**
Grant Application Deadline
- **APRIL 2026:**
Project Review by Open Space Committee
- **SUMMER 2026:**
Recommendations to BCC, Grant Agreements Mailed, Projects Commence
- **SUMMER 2027:**
Project Completion

CONTACT INFORMATION

For more information, please contact Joel Penkala, Agricultural Resource Specialist, Division of Planning & Economic Development at 973-579-0500 ext, 1338 or email to jpenkala@sussex.nj.us

RESOLUTION RE: RECOMMENDING THAT THE SUSSEX COUNTY BOARD OF COUNTY COMMISSIONERS APPROVE AMENDMENTS TO THE SUSSEX COUNTY TRAILS GRANT PROGRAM RULES AND REGULATIONS, AND INCREASE THE MAXIMUM ANNUAL GRANT AWARD AVAILABLE TO ELIGIBLE APPLICANTS FROM THE SUSSEX COUNTY FARMLAND PRESERVATION, RECREATION, AND OPEN SPACE TRUST FUND

WHEREAS, on August 11, 2021, the Sussex County Board of County Commissioners ("Board of County Commissioners") established the Sussex County Trails Grant Program ("Trails Grant Program" or "Program"), adopted Rules and Regulations developed by the Sussex County Open Space Committee ("Committee") in support thereof, and authorized monies from the Sussex County Farmland Preservation, Recreation, and Open Space Trust Fund ("Trust Fund") for this purpose; and

WHEREAS, since its establishment, the Trails Grant Program has been instrumental in creating and expanding recreational trail use opportunities to benefit local communities, enhancing the quality of life for residents and visitors of Sussex County, and promoting eco-tourism; and

WHEREAS, the Trails Grant Program provides grants to eligible applicants for the construction, rehabilitation, restoration, and maintenance of publicly owned shared use trails on permanently preserved public land; and

WHEREAS, the Trails Grant Program is available to all 24 municipalities in Sussex County, individually or in partnership with another, the County, and charitable conservancies as defined in N.J.S.A. 40:12-15.1 working in coordination with a local municipality for qualifying uses; and

WHEREAS, grant eligibility and awards are determined in accordance with the Trails Grant Program application requirements and Rules and Regulations developed by the Committee and approved by the Board of County Commissioners; and

WHEREAS, from time to time, the Committee reviews Program application requirements and Rules and Regulations to improve the Program, and

WHEREAS, at its regularly scheduled public meeting conducted on August 28, 2025, the Committee discussed amendments to the Program Rules and Regulations, as set forth in the attached revision (Exhibit A), which is incorporated herein by reference and made a part hereof; and

WHEREAS, the Committee has authorized presenting the aforesaid recommendations to the Board of County Commissioners for its consideration and final approval.

NOW, THEREFORE, BE IT RESOLVED that the Sussex County Open Space Advisory Committee hereby recommends that the Sussex County Board of County Commissioners adopt the proposed amendments to the Trails Grant Program, Rules and

Regulations, as set forth in the attached revision, Exhibit A, which is incorporated herein by reference and made a part hereof.

BE IT FURTHER RESOLVED that the Committee hereby recommends that the Board of County Commissioners increase the maximum annual grant award available to eligible applicants as described in the Committee's "Trails Grant Update and Recommendations" dated August 28, 2025, attached hereto as Exhibit B, which is incorporated herein by reference and made a part hereof.

Certified as a true copy
Of the Resolution adopted
By the Open Space Advisory Committee
on the 25th day of September, 2025.

A handwritten signature in black ink, appearing to read "Lisa Chammings". The signature is fluid and cursive, with a large loop at the end.

Lisa Chammings, Chairwoman
Open Space Advisory Committee