



## State of New Jersey

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Lt. Governor

**CARL J. RICHKO**  
Chairperson

**LISA J. PLEVIN**  
Executive Director

### MEMORANDUM

**To:** Budget & Finance Committee

**From:** Lisa J. Plevin, Executive Director *LJP*

**Subject:** Committee Meeting Minutes – July 11, 2019

**Date:** July 16, 2019

A Budget and Finance (B&F) Committee meeting/call was held on Thursday, July 19 at 1:00pm. Committee Members present were: Committee Chair Holtaway, Council Chair Richko and Member James were present via tele-conference.

Staff Members present: Lisa J. Plevin, Christine LaRocca, James Humphries, Keri Green, Ranji Persaud, and Annette Tagliareni.

*Committee Chair Holtaway opened the meeting at 1:03pm.*

#### Mapping of the Highlands Trail and Design and Implementation of an Associated Signage Program

Ms. Plevin gave a summary regarding the award recommendation for the Trails Mapping and Signage contract. As some highlights, Ms. Plevin noted that the Highlands Act required that the Regional Master Plan (RMP) include goals to preserve and promote outdoor recreation opportunities in the Highlands Region. A number of Highlands municipalities have expressed an interest to connect trails users with their local businesses – such as restaurants, B&B's, etc. Therefore, the Highlands Council published an RFP to map and sign the Highlands Trails, an existing 150-mile trail that traverses the entire Highlands Region. New signage and trail markers will be installed along the length of the trail, and a GPS integrated map will be made freely available through a trail mapping smart phone application.

Ms. Plevin further noted that two proposals were received. After reviewing the proposals, the recommendation is to award the contract to the NY/NJ Trail Conference, a non-profit organization with 100-year history of working with trails in the region. Their bid of \$29,755 was \$166,000 below the other bid received.

Committee Member James asked why the NY/NJ Trail Conference could charge much lower than the other bidder. Council staff responded they are a non-profit that uses hundreds of volunteers. Committee Chair Holtaway asked how Council staff advertised for this contract. Mr. Humphries responded that an RFP was published to the Council's website.

*Committee Chair Holtaway asked for a motion to approve the Contract for Trails Mapping and Signage to NY/NJ Trail Conference. Committee Member James made a motion and Council Chair Richko seconded it. All were in favor.*

*The committee meeting adjourned at 1:10pm*