

**RESOLUTION OF THE BOARD OF COMMISSIONERS
COUNTY OF ESSEX**

RESOLUTION NO. _____ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(n)

PROPOSED BY: COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(i)

SUBJECT:

**DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS –
AUTHORIZATION TO USE THE ESSEX COUNTY RECREATION AND OPEN SPACE
TRUST FUND TO FUND PARKS ADMINISTRATION BUILDING RENOVATION IN
THE AMOUNT NOT TO EXCEED \$5,000,000.00 – PAYABLE OVER A THREE (3)
YEAR PERIOD**

WHEREAS, the Essex County Department of Parks, Recreation and Cultural Affairs has been working closely with the Essex County Recreation and Open Space Trust Fund Advisory Board relative to specific needs and improvements in the County Park System; and

WHEREAS, on April 10, 2003, the Open Space Trust Fund Advisory Board reviewed and approved the Open Space Master Plan; and


WHEREAS, on March 7, 2023 the Essex County Recreation & Open Space Trust Fund Advisory Board reviewed and approved the allocation of funds for Parks Administration Building Renovation in the amount of \$5,000,000.00 which will be payable over a three (3) year period; and

WHEREAS, it is recommended the Essex County Board of County Commissioners approve by resolution the approval of the allocation for Parks Administration Building Renovation now, therefore be it

RESOLVED, by the Board of County Commissioners of the County of Essex as follows:

1. That the County Executive is hereby authorized to approve the allocation to Fund Parks Administration Building Renovation in the amount not to exceed \$5,000,000.00 which will be payable over a three (3) year period from the Essex County Recreation and Open Space Trust Fund.
2. That this Resolution shall take effect immediately.
3. That two (2) certified copies be forwarded to Daniel K. Salvante, Director, Department of Parks Recreation & Cultural Affairs and one (1) copy to the Chief Financial Officer and one to County Counsel.

Approved as to form and legality_____



Date_____

3/2/23

ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved by Commissioner_____

Second by Commissioner_____

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill					Pomares, V.P.				
Graham					Richardson, Pres.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was () adopted () defeated () tabled by roll call vote at a _____ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on _____.

Is Publication Required () Yes () No

Date Published _____

Wayne L. Richardson, President

Open Space – Parks Building Renovation - \$5,000,000.00
3/2/2023



COUNTY OF ESSEX

DECISION MEMORANDUM

BOARD AGENDA ITEM

COUNTY EXECUTIVE

COUNTY ADMINISTRATOR

Parks

DEPARTMENT: _____

DIVISION: _____

TO: Robert Jackson
County Administrator

FROM: Daniel K. Salvante, Director

DATE: March 8, 2023

RE: **Essex County Commissioner Authorization to use the Essex County Recreation and Open Space Trust Fund based on the recommendation of the Essex County Recreation and Open Space Trust Fund Advisory Board to allocate an amount not to exceed \$5,000,000.00 for the Parks Administration Building Renovation which will be payable over approximately the next (3) years.**

INTRODUCTION

At their March 7, 2023, meeting, the Essex County Recreation and Open Space Trust Fund Advisory Board approved the allocation of Open Space Trust Fund money in an amount not to exceed \$5,000,000.00 for the Parks Administration Building Renovation (minutes attached). The \$5,000,000.00 will be payable over approximately the next three (3) years.

RECOMMENDATION

It is recommended that the Essex County Board of County Commissioners authorize an amount not to exceed \$5,000,000.00 from the Essex County Recreation and Open Space Trust Fund for the Parks Administration Building Renovation.

REASON FOR RECOMMENDATION

The Essex County Parks Administration Building is over 100 years old and in desperate need of renovation. These funds will help pay for those renovations.

FISCAL IMPACT

Funds are available in the Essex County Recreation & Open Space Trust Fund.



OFFICE OF ACCOUNTS AND CONTROL
HALL OF RECORDS, ROOM 542
NEWARK, NEW JERSEY 07102

CERTIFICATION OF FUNDS

Vendor Name County of Essex
Account Name Contingent
Account #
Contract Period (If Applicable)
Purpose of Contract Authorization to Use the Essex County Recreation and Open Space Trust
Fund to fund Parks Administration Building Renovations

5,000,000.00 Contract Amount

Funding

Temporary Budget Amount
Current Fund Budget Amount
Contingent Current Year Amount
Grant Funding
Capital Funding
Trust Funding
5,000,000.00 Contingent Subsequent Years

I, do hereby certify that the funding is legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that the contracts have been processed in accordance with the applicable provisions of the Optional County Charter Law, the Essex County Administrative Code and the Essex County Standard Operating Policies and Procedures.

CM Date: 3/8/2023
Cert: 747


Ehab Salama
Chief Financial Officer

**ESSEX COUNTY RECREATION & OPEN SPACE ADVISORY BOARD
MEETING MINUTES**

March 7, 2023

3:00 p.m.

MEETING CONDUCTING VIA ZOOM

Members Present: Pat Sebold, Dan Salvante, Mel Levine, Anthony Puglisi, Tara Casella, Mary Rother, Nicole Williams

Staff/Guests: Kate Hartwyk, Joshua Zaitz

The meeting was called to order at approximately 3:00 p.m

The minutes of January 26, 2023, were approved. Nicole Williams, Tara Casella and Mary Rother abstained.

Public Comments on Agenda Items

The meeting was listed on Essex County's website and the public was instructed to email Joshua Zaitz their comments/questions no later than March 6, 2023. Comments/questions would be read out loud at the meeting and a written response would be provided within 3 weeks.

Joshua Zaitz said he did not receive any emails for agenda items.

Financial Report

The financial report was discussed. Joshua Zaitz said there is currently \$7.5 million.

\$800,000.00 for the Rehabilitation of the Essex County Parks Administration Building

Kate Hartwyk discussed with the Board the rehabilitation of the Parks Administration Building. The total cost of the project is \$10,704,695.00. \$5.8 million would come from the Open Space Trust Fund and \$5 million would come from the State. Kate said the building was constructed in the early 1900s. She said the building renovation would include a waiting room and small museum. Mel Levine asked if the outside of the building would remain true to its original exterior. Kate said it would. Pat Sebold asked if the entrance will be reconfigured for ADA accessibility. Kate said the back of the building would include ADA access. Mel asked how long the project would take to complete. Kate said since the building is historic, she thinks it'll take approximately 18 months to complete.

The project will include:

- Renovate the all-around façade, inside, garden area and parking area of the building,
- Upgrade existing roof, doors and windows,
- Upgrade existing HVAC system,
- Upgrade existing electric system,

- Upgrade existing elevators,
- Upgrade phone and IT systems,
- Improve lighting outside of the building,
- Provide signing, landscaping and improvements to the surrounding site.
- Upgrade signage and implement wayfinding signs to EC Parks Administration Building,
- Provide security and alarm system,

Pat Sebold made a motion to approve an amount not to exceed \$800,000.00 for the rehabilitation of the Essex County Parks Administration Building. Mel Levine seconded the motion. The motion was approved.

\$5,000,000.00 for the Rehabilitation of the Essex County Parks Administration Building

An additional \$5,000,000.00 was requested from the Open Space Trust Fund for the Parks Administration Building Rehabilitation. The money would be paid in installments over three years.

Mel Levine made a motion to approve an amount not to exceed \$5,000,000.00 for the rehabilitation of the Essex County Parks Administration Building. Tara Casella seconded the motion. The motion was approved.

\$107,693.00 for West Side Park Playground Equipment

Daniel Salvante said that the County is in the process of refurbishing the West Side Park Community Center and the playground has been closed. The playground has been inspected and there are some issues that need to be addressed including:

- Replace playboost net cable
- Remove and replace zip line
- Remove and replace damaged/broken swings
- Repair damaged telescope unit
- Replace appropriate bearing and hardware on the Cattail Spinner

Mary Rother made a motion to approve an amount not to exceed \$107,693.00 for West Side Park Playground Equipment. Anthony Puglisi seconded the motion. The motion was approved.

\$227,000.00 for Codey Arena Sound System

Kate Harwyk discussed the project with the Board. She said the current audio system is outdated. She said it was more cost effective to have a new system installed as opposed to maintaining the current system. Mel Levine asked how old the current system is. Kate said at

least 15 years old and some of the pieces can no longer be fixed.

Pat Sebold made a motion to approve an amount not to exceed \$227,000.00 for Codey Arena Sound System. Mel Levine seconded the motion. The motion was approved.

Additional Items

There were none.

Public Comments on Any Item

Josh said he did not receive any emails.

Mel Levine said it is good that the public has the opportunity to comment on the meetings by submitting their comments through email. Josh Zaitz said that to his knowledge this is the only Essex County Advisory Board that publicly advertises its meeting and accepts comments/questions from the public.

Pat Sebold said that the Open Space Meeting should continue to be held virtually.

The meeting was adjourned at approximately 3:30 pm.