

**FRIENDS OF PASSAIC COUNTY PARKS, INC.
December 14, 2020 Meeting**

MEETING MINUTES

Members Present:

1. Chairwoman Alice Szepietowski
2. Vice-Chairman George Silva
3. Freeholder John W. Bartlett
4. County Administrator Designee: Matthew P. Jordan
5. Director of Parks & Recreation Designee: Greg Moore
6. Director of Cultural & Historic Affairs Designee: Kelly C. Ruffel
7. Andrew Smith
8. Jamie Dykes

Members Absent:

1. Robert Spiotti
2. Daryl Walton
3. Kelly Pascrell

A roll call brought the meeting to order at 6:05 PM.

Ruffel made the announcement of the Open Public Meetings Act.

A motion was made by Dykes and seconded by Jordan to open the public portion.

No one from the public was present.

A motion was made by Jordan and seconded by Moore to close the public portion.

Motion passed unanimously.

A motion was made by Moore and seconded by Smith to approve the minutes of the November 9, 2020 meeting.

Motion passed. Jordan abstained.

Under Old Business, Ruffel and Moore provided a report on the Highlands Preserve Athletic Field. Photographs were attached to showcase the project status. The project is at 90% completion. Playground equipment is being installed this week. Ruffel presented Change Order No. 1 to increase the project amount by \$14,520.95. The additional expense is for an anti-microbial coating for the playground

equipment. Trustees discussed the material expense, its relation to Covid-19 and the longevity of the coating.

A motion was made by Jordan and seconded by Moore to approve the Change Order No. 1 for Highlands Preserve Athletic Field.

Motion passed unanimously.

Ruffel provided an update of the John W. Rea House historic landscaping project. The installation of lighting and pathways is almost complete. Remaining plantings will be installed in the spring. Due to the impending storm this week, the project should wrap up next week for the winter.

Under Committee Reports, Ruffel provided a copy of a draft fair sponsorship letter to Trustees and requested edits and suggestions by email. In addition, Ruffel announced a potential applicant for the Memorial Bench and Tree program. The inquirer previously bought a memorial tree in 2015 and was seeking information on why the costs increased for the program as they are looking to purchase another tree. Ruffel will provide an update at the next meeting.

Under Treasurer's Report, Jordan gave an update on the state of the bank accounts.

Under New Business, several items were discussed.

Ruffel reported on two (2) grant award notifications from the Passaic County Cultural Heritage Council. The FOPCP received \$2,500 for 2021 Shakespeare in the Park events at Weasel Brook Park. The fees will pay for the performances. Szepietowski questioned past performances and their locations and noted that the program was received well. The FOPCP also received \$2,200 for the installation of one (1) interpretive sign for the Court House Plaza. Ruffel explained while they requested more for each project, this was the amount awarded.

A motion was made by Silva and seconded by Jordan to accept the grant award and authorize execution of documents for the Passaic County Cultural Heritage Council arts re-grant for Shakespeare in the Park.

Motion passed unanimously.

A motion was made by Dykes and seconded by Jordan to accept the grant award and authorize execution of documents for the Passaic County Cultural Heritage Council County history partnership grant for interpretive signage at the Court House Plaza.

Motion passed unanimously.

Ruffel and Szepietowski added a new agenda to review and discuss 2021 meetings dates for the Board. Ruffel emailed a list of 2021 dates and noted an exception to October due to the Columbus Day holiday.

A motion was made by Silva and seconded by Jordan to accept the Board's meeting dates for 2021.

Motion passed unanimously.

There were no correspondence items.

A motion was made by Silva and seconded by Bartlett to adjourn.

The meeting adjourned at 6:26 PM.

/ s / Kelly C. Ruffel
 Secretary, Friends of Passaic County Parks, Inc.