

**FRIENDS OF PASSAIC COUNTY PARKS, INC.**  
**March 9, 2020 Meeting**

**MEETING MINUTES**

**Members Present:**

1. Vice-Chairman George Silva
2. County Administrator Designee: Matthew P. Jordan
3. Director of Parks and Recreation Designee: Greg Moore
4. Director of Cultural and Historic Affairs Designee: Kelly C. Ruffel
5. Andrew Smith
6. Kelly Pascrell

**Members Absent:**

1. Chairwoman Alice Szepietowski
2. Daryl Walton
3. Jamie Dykes
4. Robert Spiotti
5. Freeholder Director John W. Bartlett

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 Jordan and seconded by Pascrell to open the public portion of the meeting.

Motion passed unanimously.

No one from the public was present.

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

Motion passed unanimously.

A motion was made by Jordan and seconded by Smith to approve the minutes of the February 10, 2020 meeting.

Motion passed unanimously.

No old business was discussed.

Under Committee Reports, Jordan distributed and discussed the proposed Passaic County fair budget for 2020. Ruffel provided details on advertising mediums and the dates scheduled. Flyer was distributed.

A motion was made by Moore and seconded by Pascrell approving the 2020 Passaic County Fair budget.

Motion passed unanimously.

Under Memorial Bench and Tree program, Ruffel and Jordan shared a request made for a retired Superior Court Judge. The request was to fund a plaque for an existing bench. The application does not fit the program, however follow-up information will be provided at a further date after more discussion is had with the applicant. No action was made on this request.

Under Treasurer's Report, Jordan gave an update on the status of the bank account. Additionally, he stated that there is a reimbursement from Green Acres pending.

Under New Business, three (3) items were discussed.

Ruffel presented a bid proposal for historic landscape restoration improvements at the John W. Rea House. Northeast Roof Maintenance was the lowest bid in the amount of two hundred sixty-five thousand (\$265,000.00). This project is being partially funded by a grant from Green Acres.

A motion was made by Smith and seconded by Pascrell approving Resolution 20-03 authorizing an award of contract to Northeast Roof Maintenance for the John W. Rea House historic landscape restoration project.

Motion passed unanimously.

Ruffel presented an application to the NJ Historic Trust (NJHT) for a county-wide marketing plan. In 2018, the FOPCP was awarded a grant to complete an interpretive plan. As requested by the NJHT, they wanted the project phase into two parts. The request discussed is for the second phase of the project to promote tourism related efforts.

A motion was made by Moore and seconded by Smith approving Resolution 20-04 authorizing an application to the NJ Historic Trust for a Countywide Marketing Plan in the amount of fifty thousand dollars (\$50,000.00).

Motion passed unanimously.

Ruffel presented an application to the NJ Division of Tourism and Travel for a Cooperative Marketing Grant. This grant would also fund a county-wide marketing plan, however it is only open to destination marketing organizations. Now that the Friends of Passaic County Parks, Inc. is the destination marketing organization for Passaic County, it

makes sense to submit an application to promote tourism related efforts, and get new ideas on future events and media campaigns.

A motion was made by Jordan and seconded by Pascrell approving Resolution 20-05 authorizing an application to the NJ Division of Tourism & Travel for a Cooperative Marketing Grant for a Countywide Marketing Plan in the amount of twenty-five thousand dollars (\$25,000.00).

Motion passed unanimously.

There were no correspondence items.

A motion was made by Jordan and seconded by Pascrell to adjourn.

The meeting adjourned at 6:19 PM.

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