

FRIENDS OF PASSAIC COUNTY PARKS, INC.
September 9, 2019 Meeting

MEETING MINUTES

Members Present:

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

Members Absent:

1. Kelly Pascrell
2. Jamie Dykes
3. Robert Spiotti

Also Present:

1. Kerry Klug, Recreation Coordinator, Department of Parks and Recreation

A roll call brought the meeting to order at 6:01 PM.

Jordan made the announcement of the Open Public Meetings Act.

A motion was made by Silva and seconded by Bartlett to open the public portion of the meeting.

Motion passed unanimously.

No members of the public were present.

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

Motion passed unanimously.

A motion was made by Smith and seconded by Moore to approve the August 12, 2019 Meeting Minutes.

Motion passed unanimously, with Bartlett and Szepietowski abstaining.

Under Old Business, the following items were discussed:

New Jersey Historic Trust Grant - Passaic County Interpretive Plan. Jordan informed the Board that the Initial Reimbursement Report was submitted to the New Jersey Historic Trust was submitted. Some additional materials was requested, which will be provided. Thereafter, eighty percent (80%) of the grant award will be disbursed. Ruffel stated that a public workshop with stakeholders is scheduled for September 26th at the Passaic County Arts Center. A flyer was distributed.

Goffle Brook Park Athletic Field Improvement Project Insurance Claim. The money from the insurance claim was disbursed, and the final bill was paid. The project should be closed out by the end of October.

Under Committee Reports, the following items were discussed:

Fundraising Committee. Ruffel reminded the Board that the Dey Mansion Wine and Cheese Fundraiser is scheduled for September 18, 2019. She will circulate the flyer.

Passaic County Fair Committee. Jordan distributed a budget report to the Board on the 2019 Passaic County Fair. A discussion ensued regarding the four (4) day event, and various items that came up, and things that can be improved for 2020.

Memorial Bench and Tree Program Committee. Szepietowski and Bartlett gave an update on the memorial bench ceremony at Goffle Brook Park held the previous Saturday. The family was very happy. Szepietowski asked if there can be some sort of marker - like a balloon - on the bench to indicate where people need to go for future ceremonies. Jordan and Moore stated that this can be done.

Under Treasurer's Report, Jordan gave an update on the state of the bank accounts. Additionally, he discussed the need to purchase Quick Books to keep track of the revenues and expenses. Bartlett inquired if it were possible to buy a subscription that the Friends of Dey Mansion, Inc. could also use. Jordan said he would look into the possibility.

A motion was made by Bartlett and seconded by Moore to authorize Jordan to purchase a Quick Book subscription for seven dollars (\$7.00)/per month.

Motion passed unanimously.

Under New Business, two (2) items were discussed.

Ruffel presented an application for membership with the New Jersey Travel Industry Association. Now that the Friends of Passaic County Parks, Inc. is the destination marketing organization for Passaic County, it makes sense to be involved in this trade association to promote tourism related efforts, and get new ideas on events.

A motion was made by Jordan and seconded by Walton to authorize purchasing the Destination Marketing Organization membership with the NJTIA for five hundred dollars (\$500.00).

Motion passed unanimously.

Jordan presented information related to Resolution 19-06 authorizing an award of contract to Farr Forestry Services, LLC for a Forest Secchi Study, Plant Stewardship Index, and Removal of Invasive Species for the Garret Mountain Reservation Deer Fence Project. Farr Forestry was recommended by the Parks Department to undertake work inside the enclosed deer fence area at Garret Mountain to restore the native plant species.

A motion was made by Smith and seconded by Walton to approve Resolution 19-06.

Motion passed unanimously.

Under Correspondence, there was a letter dated August 29, 2019 from Jordan to Passaic County CFO Rich Cahill outlining expenses being reimbursed related to the Passaic County Fair.

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

Motion passed unanimously.

The meeting ended at 6:37 PM.

/ s / Matthew P. Jordan
 Secretary, Friends of Passaic County Parks, Inc.