

FRIENDS OF PASSAIC COUNTY PARKS, INC.
February 14, 2022 Meeting

MEETING MINUTES

Members Present:

1. Chairwoman Alice Szepietowski
2. Vice-Chairman George Silva
3. Director of Parks & Recreation Designee: Greg Moore
4. Director of Cultural & Historic Affairs Designee: Kelly C. Ruffel
5. County Administrator Designee: Marc E. Seemon

Members Absent:

1. Jamie Dykes
2. Robert Spiotti
3. Daryl Walton
4. Kelly Pascrell
5. Commissioner John W. Bartlett
6. Andrew Smith

A roll call brought the meeting to order at 6:04 PM.

Ruffel made the announcement of the Open Public Meetings Act.

A motion was made by Silva and seconded by Moore to open the public portion.

Motion passed unanimously.

A member of the public was present, but no comments were made.

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

Motion passed unanimously.

A motion was made by Silva and seconded by Moore to approve the minutes of the December 13, 2021, meeting.

Motion passed. Silva abstained.

Under Old Business, Ruffel provided an update on the Rea Avenue Field improvement Project. Ruffel presented a change order request for an increase to the project contract for removal of contaminated fill material and soil. Moore advise that the project is expected to be completed in May 2022.

A motion was made by Moore and seconded by Siva to approve Change Order 1 Request submitted by Thomas & Sons Builders, LLC. in the amount of \$38,453.76 for the Rea Ave Athletic Fields Improvement Project.

Motion passed unanimously.

Ruffel also reported on the John W. Rea House Landscaping project. A final plan was distributed to the Trustees. Ruffel advised that to move forward we may have to rebid the project as the current estimate is 85% over the initial contract value. The second phase of the project was conducted so that the Board could utilize and spend down on remaining grant funds by NJDEP Green Acres. More information will be provided at the next meeting.

Under Committee Reports, the Board discussed improving the Memorial Tree & Bench program as the last brochures and updates were made in 2017. It was noted that it has been difficult to obtain the slats for current benches and that we should return to a wooden bench, versus a plastic park bench. Under Fundraising and Passaic County Fair Committee business, Ruffel reported that the County Fair will be held August 11th through the 14th. The general sponsorship letter will be mailed out in March and shared with the Trustees. Under Programs and Events for 2022, Ruffel reported that between the Departments of Cultural & Historic Affairs and the Parks & Recreation, over 240 events and activities will be held within the County Park System. A final listing of events with dates and times will be distributed.

Under Treasurer's Report, Seemon gave an update on the state of the bank accounts. Accounts are in good standing. Seemon also provided an explanation on all the types of accounts managed. Ruffel presented a proposed 2022 budget that covers grant match requirements, programs, and marketing initiatives. A final budget and further discussion will take place at the next meeting.

Under New Business, two matters were discussed. Szepietowski felt that since there was a low attendance at the meeting that the reorganization of officers for the 2022 calendar year should be moved to the next meeting.

A motion was made by Szepietowski and seconded by Ruffel to postpone the reorganization of officers.

Motion passed. Silva voted against.

Ruffel noted that this year the NJ Division of Travel & Tourism has opened a special grant opportunity for Destination Marketing Organizations (hereafter "DMO") only. The Friends of Passaic County Parks, Inc. is the DMO for Passaic County. The grant program is for a maximum of \$300,000 for staffing, marketing initiatives, and programs.

Ruffel will gather more information on grant requirements and program eligibility for the next meeting.

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

The meeting adjourned at 6:39 PM.

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