

**FRIENDS OF PASSAIC COUNTY PARKS, INC.**  
**June 6, 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
6. Linda Nardone
7. Andrew Smith

**Members Absent:**

1. Pat O' Connor
2. Daryl Walton
3. Kelly Pascrell
4. Commissioner John W. Bartlett

A roll call brought the meeting to order at 6:10 PM.

Ruffel made the announcement of the Open Public Meetings Act.

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

Motion passed unanimously.

No one from the public was present.

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

Motion passed unanimously.

Before turning to the agenda, the Board conducted introductions with newly appointed Trustee Nardone.

A motion was made by Moore and seconded by Silva to approve the minutes of the March 14, 2022, meeting.

Motion passed; Nardone and Smith abstained.

Under Old Business, Ruffel provided an update on several projects. For the John W. Rea House Landscaping Project, it was determined that the change order proposals received exceeded the remaining project budget

and were over 20% of the allowable threshold. The proposals will be rejected, and the Board would need to propose a formal bid for Phase II for the work. Phase I work will be closed out formally and the new bid will be advertised prior to the July meeting. A request was made by the architect of record, Clarke Caton Hintz for additional funds to cover the additional scope of bid preparation. Ruffel presented the proposal for a contract modification for the Board's review.

A motion was made by Silva and seconded by Nardone to approve the contraction modification for Clarke Caton Hintz for the John W. Rea House Landscaping Project.

Motion passed unanimously.

Moore reported on the Rea Avenue Field Improvement Project. Permits and games are being played on the field. Ruffel noted the project has not been fully closed out. The office is waiting on close out documents and final pay applications. Ruffel also reported on the Dey Mansion Visitor Center Project. One bid was submitted but exceeds the total project cost. Ruffel recommended that the Board reject the bids and re-advertise.

A motion was made by Moore and seconded by Silva to reject bid(s) received and to re-advertise bids for the Dey Mansion Visitor Center Improvements Project

Motion passed unanimously.

Under the open grants report, Ruffel reported on the following items: 1) The Board will be able to close out on the NJHT Historic Site Management Grant for the Vanderhoef House National Register Nomination as the Board has just received notice that the hearing has been scheduled for July 28, 2022. 2) For construction and accepting grant matching funds by the County, the Board needs to enter into a project management agreement for its two Green Acres Grants on Lambert Tower Site Improvements and Rifle Camp Park Amphitheatre Improvements projects. Ruffel provided a summary on both projects for Nardone.

A motion was made by Moore and seconded by Smith to approve and enter into project management agreements for Lambert Tower Site Improvements Project and the Rifle Camp Park Amphitheatre Improvements Project.

Motion passed unanimously.

Under Committee Reports, Ruffel reported that she has not made any edits to the Memorial Tree and Bench program since the last Board meeting. There are inquires for a few benches, but no formal applications have been submitted. Under Fundraising Committee business, Ruffel inquired whether the Board wanted to proceed with a Wine & Cheese Fundraiser for 2022. It was agreed upon to proceed for

the fall. The event will be held at Dey Mansion Washington's Headquarters, pending reopening of the site. Ruffel noted the site will reopen September 2022. Under Passaic County Fair Committee business, Ruffel reported that since the sponsorship letter has been issued about \$70,000 has been committed. The Board reviewed the attached summary of vendors signed up and sponsorships committed. Under Programs and Events for 2022, Ruffel provided flyers for upcoming June events. Discussion was had on the flyer for the Movies in the Park series. Edits are needed for clarity on how to reserve for the event.

Under Treasurer's Report, Seemon gave an update on the state of the bank accounts. Accounts are in good standing.

Under New Business, new grant opportunities were discussed. Ruffel noted that the Passaic County Cultural Heritage Council announced both their arts and history regrant programs for 2023. Ruffel would like to reapply for arts program in the parks such as concerts, Shakespeare in the park, etc. for a max of \$15,000; and the history program for an exhibit on the Park Commission in Lambert Castle for \$10,000.

A motion was made by Moore and seconded by Smith to authorize an application to the Passaic County Cultural Heritage Council for the Arts Regrant Program.

Motion passed unanimously.

A motion was made by Nardone and seconded by Moore to authorize an application to the Passaic County Cultural Heritage Council for the History Partnership Regrant Program.

Motion passed unanimously.

Under Correspondence, Ruffel shared several items within the packet.

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

The meeting adjourned at 7:11 PM.

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