

**FRIENDS OF PASSAIC COUNTY PARKS, INC.**  
**March 14, 2022 Meeting**

**MEETING MINUTES**

**Members Present:**

1. Chairwoman Alice Szepletowski
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 6:10 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.

Pat O'Connor of Paterson asked about decisions of tree types used for the Memorial Bench Program. She cautioned about us using invasive trees for the program. O'Connor provided a list of tree recommendations not to plant. The list was generated by the New Jersey FoHVOS Invasive Species Strike Team.

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

Motion passed unanimously.

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

Motion passed unanimously.

Under Old Business, Ruffel provided an update on the John W. Rea House Landscaping Project. Estimates are being worked on to additional work to expend the remaining Green Acres Grant funds. The County is working with two contractors to see where the lowest costs will be.

Ruffel also reported on the Highlands Athletic Field Improvements Project. The project is completed and ready to be closed out. Ruffel presented a change order request for a decrease to the project contract for final material adjustments.

A motion was made by Seemon and seconded by Moore to approve Change Order 3 Request submitted by Thomas & Sons Builders, LLC. in the deduct amount of \$14,100.00 for the Highlands Athletic Fields Improvement Project.

Motion passed unanimously.

Ruffel also reported on the Dey Mansion Visitor Center Project. The bids were scheduled to be advertised and will due back at the end of April.

In addition, Ruffel announced status of several grant projects. In moving forward, the grant listing will be on each agenda for any questions or comments.

Under Committee Reports, Ruffel reported that she had not made any edits to the Memorial Tree and Bench program since the last Board meeting. This will be worked on and presented. There are inquiries for a few benches, but none have formally 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 to be held at Dey Mansion, pending reopening of the site. Under Passaic County Fair Committee business, Ruffel reported that the sponsorship letter was mailed out. 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 listing of events with dates and times was distributed. Ruffel shared the program link and proposed budgets for programs to be funded by the Board.

Under Treasurer's Report, Seemon gave an update on the state of the bank accounts. Accounts are in good standing. Ruffel presented the proposed 2022 budget again that covers grant match requirements, programs, and marketing initiatives.

A motion was made by Moore and seconded by Silva to approve the budget for 2022.

Motion passed unanimously.

Under New Business, a few matters were discussed. Szepietowski started with the reorganization of officers for the 2022 calendar year. Nominations were open on the floor.

A motion was made by Silva and seconded by Moore to nominate Szepietowski to serve as Chair.

Motion passed unanimously.

A motion was made by Moore and seconded by Seemon to nominate Silva to serve as Vice Chair.

Motion passed unanimously.

A motion was made by Moore and seconded by Silva to nominate Seemon to serve as Treasurer.

Motion passed unanimously.

A motion was made by Moore and seconded by Silva to nominate Ruffel to serve as Secretary.

Motion passed unanimously.

Ruffel report under new business that this year is the celebration of Olmsted 200 and that the Board and County would be hosting events to honor the County's Olmsted Park System. Ruffel also provided the final Morris Canal Arts District Plan for reference to the Board. A grant received to the Board will help fund a pilot project along the Morris Canal this summer/fall. Ruffel will be preparing a scope of work for the public art solicitation.

Ruffel presented two action items under new business. With the budget approved and grant support by the NJ Division of Travel and Tourism, Ruffel presented an updated scope of work for website updates to include the County Fair, historic sites, etc. The work is inclusive of site specific templates and apps for a higher quality user-friendly interface.

A motion was made by Moore and seconded by Silva to authorize an award of contract to Curio Electro for website updates and hosting for 2022.

Motion passed unanimously.

Ruffel announced another grant opportunity for the NJ Historic Trust grant program. The NJ Historic Trust offers funding to foster the development and sustainability of heritage tourism in New Jersey and is encouraging activities that link to a broader heritage tourism plan or initiative, or the state's Heritage Tourism Plan. This year, Ruffel

requested the Board apply for the for preparation of a planning document to create heritage corridors throughout Passaic County in the maximum amount of seventy-five thousand dollars (\$75,000.00).

A motion was made by Moore and seconded by Silva to authorize a grant application to the NJ Historic Trust for the Heritage Tourism Grant program for 2022.

Motion passed unanimously.

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

The meeting adjourned at 7:00 PM.

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