

**FRIENDS OF PASSAIC COUNTY PARKS, INC.
November 19, 2018 Meeting**

MEETING MINUTES

Members present :

1. Kelly Pascrell
2. Jeffrey Buonforte
3. County Administrator Designee: Matthew P. Jordan, Esq.
4. Director of Parks and Recreation Designee: Greg Moore
5. Director of Cultural and Historic Affairs Kelly Ruffel
6. Vice-Chairman George Silva
7. Chairwoman Alice Szepietowski

Members Absent :

1. Freeholder John W. Bartlett
2. Robert Spiotti
3. Jamie Dykes

A roll call brought the meeting to order at 6:02 PM.

The announcement of the Open Public Meetings Act was made by Jordan.

A motion was made by Buonforte and seconded by Jordan to open the public portion of the meeting.

Motion passed unanimously.

No residents were present to speak on the record.

A motion was made by Buonforte and seconded by Jordan to close the public portion of the meeting.

Motion passed unanimously.

A motion was made by Jordan and seconded by Moore to approve the minutes of the October 15, 2018 meeting.

Motion passed, with Silva and Buonforte abstaining.

Nordan Murphy from the Passaic County Engineer's Office was present to provide an update on the Goffle Brook Park Athletic Field Improvement Project. The work is substantially complete, and due to certain modifications that needed to be made in the field, a

change order is required. The required work included additional electric service and related labor, reconstruction of a path, and a new water service line.

A motion was made by Moore and seconded by Buonforte to appropriate an additional twenty six thousand, five hundred ninety seven dollars and thirty three cents (\$26,597.33) and approve the Change Order for the Goffle Brook Park Athletic Field Improvement Project.

Motion passed unanimously.

Murphy also provided an update on the Garret Mountain Reservation Deer Fence Project, which is also being partially funded by a Green Acres grant. Currently, it is out to bid, with a bid opening date of December 4, 2018. The Passaic County Engineer's Office will review the bid proposals, and if it is determined that the bids are satisfactory and within budget, an award of contract will happen at the December 10, 2018 meeting of the Board.

Jordan provided a report on the Lambert Classic 8K which was hosted in October at Garret Mountain, and a breakdown of the event from the Barwick Group was included in the meeting agenda packet. Although the event was not a financial success, it still drew over 70 participants. The Board had a discussion about plans moving forward, and wants to explore hosting the race again next year. Jordan will reach out to the Barwick Group about planning and a 2019 budget.

Under Committee Reports, the only update was on the Passaic County Fair. Ruffel informed the Board that there have been inquiries regarding sponsorship of the Fair in 2019. Jordan and Ruffel will work together to get the sponsorship packet materials out by the end of the year.

Jordan provided the Treasurer's Report, and the Board reviewed the revenue and expense sheets from Oktoberfest and the Dey Mansion Wine and Cheese Fundraiser. Both events were successful, and although the Wine and Cheese Fundraiser didn't raise as much money, the Board agreed that it is a nice event that draws a big crowd and should continue.

Silva noted that one of the accounts was labeled "50/50" - Jordan informed the Board that it was a mistake, and the twenty thousand dollars (\$20,000.00) in that account is a pending Horizon Foundation grant. It will be relabeled "Grant Account" on agendas moving forward.

Under New Business, the following three (3) items were discussed:

Earlier this year, the non-profit was awarded a forty one thousand three hundred and ninety seven dollar (\$41,397.00) grant from the New Jersey Historic Trust to develop an interpretative plan for Passaic County. Ruffel solicited three (3) proposals, and is recommending the Board award a contract to Hunter Research in the amount of fifty five thousand one hundred ninety five and forty cents (\$55,195.40), the balance representing the match from the Friend as required by the grant agreement.

A motion was made by Jordan and seconded by Moore to award the contract to Hunter Research for the Passaic County Interpretative Plan.

Motion passed unanimously.

Next, Ruffel informed the Board of a grant award in the amount of three thousand five hundred dollars (\$3,500.00) for Tuesday's in the Plaza. A motion was made by Moore and seconded by Jordan to accept the grant and authorize the execution the grant agreement.

Motion passed unanimously.

Finally, Trustee Jeffrey Buonforte informed the Board that, because of his retirement and move, he will be resigning from the Board of Trustees. A resignation letter is forthcoming. He was thanked for his service.

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

Motion passed unanimously.

The meeting adjourned at 6:54 PM.