



**PASSAIC COUNTY OPEN SPACE TRUST FUND
ADVISORY COMMITTEE
MINUTES OF A REGULAR MEETING
Thursday, February 9th, 2023
WebEx Meeting**

Chair Kahwaty opened the meeting at 5:32 PM and read the roll call. She then stated that the notice that the requirements of the Open Public Meeting Act had been met.

MEMBERS PRESENT: Anne Kahwaty, Chair; Maria-Elena Grant, Vice Chair; Cindy Frank, Commissioner; Isabel Agudelo, Commissioner; Bhupendra Gadhavi, Commissioner; Sandy Lawson, Commissioner; Bernard Vroom, Commissioner; Alice Szepletowski, Commissioner; Robin Canetti, Commissioner; Darryl Sparta, sitting for Greg Moore; Kelly Ruffel, Director of Cultural and Historic Affairs

STAFF PRESENT: Marc Seemon, Deputy County Administrator; John Pogorelec, County Counsel; Massiel Medina Ferrara, Planning Director; Salvatore Presti, Assistant Planner

MINUTES: A motion to adopt the minutes of the November 17th, 2022 meeting was made by Commissioner Canetti and seconded by Commissioner Szepletowski. The motion passed unanimously.

PUBLIC PORTION

Commissioner Vroom made a motion to open the meeting to the public which was seconded by Commissioner Canetti. The motion passed unanimously.

Seeing no members of the public present, Commissioner Canetti made a motion to close the public portion, which was seconded by Commissioner Szepletowski. The motion passed unanimously.

REORGANIZATION

A nomination was made by Commissioner Canetti to appoint Anne Kahwaty as Chair for 2023. Commissioner Grant seconded the nomination.

A nomination was made by Commissioner Canetti to appoint Commissioner Grant as Vice Chair for 2023. Commissioner Szepletowski seconded the nomination.

A motion was made by Commissioner Canetti to appoint the nominated candidates to their respective positions, which seconded by Commissioner Szepletowski. The motion passed unanimously.

NEW BUSINESS

2023 Meeting Schedule

Staff presented the draft schedule for 2023 with the following meeting dates:

- March 23rd
- March 31st
- April 20th
- June 1st
- July 20th
- September 21st
- November 16th

A motion was made by Commissioner Canetti to have the March 23rd meeting at 5:30 PM in person at the Dey Mansion. The motion was seconded by Commissioner Szepietowski. The motion passed unanimously.

A motion was made by Vice Chair Grant to accept the proposed schedule for 2023. Chair Kahwaty seconded the motion. The motion passed unanimously.

Letters of Intent Report

Planning Director Ferrara reported that as of February 9th, the Planning Department had received a total of fourteen letters of intent: ten from municipalities and four from qualifying non-profit organizations. The requested amounts total to around \$2.1 million. Staff will be corresponding with applicants prior to the application deadline on March 27th.

Interim Grant Report

Planning Director Ferrara reported that the Planning Department reached out to organizations who had outstanding unexpended grant money to provide an interim report. The Planning Department received the following updates:

- Waks Memorial Park Pickle Ball Courts, Wayne – The township has awarded a contract to Suburban Consultants, and the town anticipates the design will be completed in April. The township also plans to have bids submitted by late spring/early summer and to open the pickleball courts in September.
- Bandshell Improvements, Hawthorne – The Bandshell Pathway Lighting Project is completed, and the town will be sending a voucher for final payment in late February. The construction of playground equipment and improvements to the bandshell pool were completed on August 5th, 2022. Final payment vouchers for these projects will also be submitted in late February.
- Franklin Field, Hawthorne – borough has stated that they intend to have a design finished by mid-March and award a contract by mid-April. The borough stated that they intend to have the project finished by winter 2023.

OLD BUSINESS – None.

OPEN DISCUSSION

Commissioner Szepietowski asked that a meeting date list be issued to members.

Commissioner Vroom asked that the board be afforded the ability to go into closed session during the application hearings. County Counsel Pogorelec explained that an agenda item can be added during the hearing meetings that allows the board to have a scheduled closed session after the meetings.

ADJOURNMENT: A motion to adjourn the meeting at 5:58 PM was made by Commissioner Canetti and seconded by Commissioner Lawson. The motion passed unanimously.

Respectfully submitted,



Salvatore Presti on behalf of Jessie Summers