

FRIENDS OF PASSAIC COUNTY PARKS, INC.
December 7, 2017 Meeting

MEETING MINUTES

Members present :

1. Freeholder Director Designee John W. Bartlett, Esq.
2. County Administrator Designee: Matthew P. Jordan, Esq.
3. Director of Parks and Recreation Darryl Sparta
4. Director of Cultural and Historic Affairs Kelly Ruffel
5. Jeffrey Buonforte
6. Kelly Pascrell
7. Jamie Dykes
8. Vice Chairman George Silva
9. Chairwoman Alice Szepietowski

Members Absent:

1. Robert Spiotti

A roll call brought the meeting to order at 5:00 PM.

A motion was made by Buonforte and seconded by Jordan to approve the minutes from the October 30, 2017 meeting.

Motion passed unanimously.

A discussion regarding the 2018 meeting dates ensued. Jordan explained that, although not legally required, the meetings for 2018 would be advertised in accordance with the Open Public Meetings Act, and the Board would voluntarily comply with the law in the New Year. The Board mutually agreed to meet the second Monday of each month.

A motion was made by Bartlett and seconded by Jordan to approve meeting the second Monday of each month at 6:00 PM in 2018 at the Dey Mansion in Wayne.

Motion passed unanimously.

Jordan stated he will begin the process of advertising the meetings prior to the end of the year in the Bergen Record and Herald News.

A discussion ensued regarding the Lafayette Monument Project in Goffle Brook Park. Jordan stated that because of a miscommunication the bids were opened too early, and only one bid was received exceeding the project budget. A motion was made by Silva and seconded by Buonforte to pass a resolution rejecting all bids for RFQ-18-035.

Motion passed unanimously.

Jordan indicated that the RFQ will be re-advertised to leave more time open for companies to respond.

The Board discussed a new logo and banner developed by Ruffel for 2018. Ultimately, the Board agreed that each was acceptable and to move forward with production of same in marketing materials for next year's events.

Jordan gave an update on the 2018 Passaic County Race Series being produced by the Barwick Group. The race will be in the spring and will be on a course that starts in the Garret Mountain Reservation, goes to Rifle Camp Park, and concludes at Garret Mountain. It will be a 10K race, with either a 5K or 1 mile shorter run for less experienced participants. More information, including a detailed budget, will be presented to the Board in the coming months.

In 2016, the Friends received a grant from the Investors Foundation to construct a new sensory playground at Goffle Brook Park for twenty five hundred dollars (\$2,500.00). Because the grant received was not enough to complete the project, the Investors Foundation was agreeable to repurposing the grant as a sponsorship for the 2018 Passaic County Fair.

A motion was made by Silva and seconded by Dykes to allow the Chairwoman to execute the grant agreement accepting the twenty five hundred dollars (\$2,500.00) as a sponsorship for the 2018 Passaic County Fair.

Motion passed unanimously.

The Board discussed an updated marketing brochure for the Memorial Bench and Tree Program designed by Ruffel. The Board liked the design, with disclaimer language suggested by Bartlett to be included stating that final language and location of the bench or tree was subject to final approval by the Board.

A motion was made by Buonforte and seconded by Silva to approve the printing quote from Alpha Graphics to produce the brochure.

Motion passed unanimously.

Jordan gave a Treasurer's Report, including an updated Paws in the Park Budget document outlining the expenditure for bullet proof vests for the Sheriff's Department K9 Unit.

The Board discussed a grant opportunity to the National Trails Fund. A motion was made by Bartlett and seconded by Dykes to authorize a grant application to same in the amount of three thousand dollars (\$3,000.00).

Motion passed unanimously.

Sparta will work with the Trails Coordinator in the Parks and Recreation Department to develop the project for the grant application.

The Board was informed of a public input session taking place on the Goffle Brook Park Athletic Field Improvement Project that the Friends received a Green Acres grant award. The input session is being managed by the Passaic County Engineering Department. It is on December 13 at 6:00 PM in the Louis Bay 2nd Public Library.

A motion was made by Jordan and seconded by Silva to adjourn the meeting at 5:35 PM.

Motion passed unanimously.