

**FRIENDS OF PASSAIC COUNTY PARKS, INC.**  
**February 29, 2016 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 Nick Roca
4. Jeffrey Buonforte
5. Chairwoman Meaghan Tuohey, Esq.
6. Alice Szepietowski
7. George Silva
8. Robert Spiotti, Esq.
9. Kelly Pascrell

**Members Absent :**

1. Jamie Dykes

A roll call brought the meeting to order at 5:40 PM. Trustee Spiotti arrived at 5:50 PM.

A motion was made by Trustee Buonforte and seconded by Trustee Bartlett to approve the minutes of the January 25, 2016 meeting.

Motion passed unanimously.

A motion was made by Trustee Buonforte and seconded by Trustee Silva to nominate the following slate to leadership positions on the Board of Trustees for the 2016 reorganization:

- Trustee Meaghan Tuohey as Chairwoman
- Trustee Alice Szepietowski as Vice-Chairwoman
- Trustee Jordan as Secretary-Treasurer

Motion passed unanimously

A motion was made by Trustee Bartlett and seconded by Trustee Spiotti to nominate the following Trustees to serve on the Passaic County Fair Committee:

- Trustee Jamie Dykes (Chairman of the 2016 Passaic County Fair)
- Vice-Chairwoman Alice Szepietowski
- Trustee George Silva
- Trustee Nick Roca

Motion passed unanimously.

A motion was made by Trustee Jordan and seconded by Trustee Bartlett to appoint the following Trustees to serve on the Memorial Tree and Bench Program Committee:

- Chairwoman Meaghan Tuohey
- Trustee Kelly Pascrell
- Trustee Robert Spiotti

Motion passed unanimously.

Secretary-Treasurer Jordan discussed the two proposals received thus far from the RFP for marketing materials for the Passaic County Parks System. The Board requested that a submitter be chosen by the next meeting date.

Secretary-Treasurer Jordan discussed the Horizon Foundation grant and a proposal to install the fitness equipment at Weasel Brook Park received by Darryl Sparta of the Parks Department. Board wanted further information before accepting said proposal.

Secretary-Treasurer Jordan updated the Board on current finances and distributed 2015 Passaic County Fair Income Statement. He also mentioned that last week the Horizon Foundation wired the \$39,000 into the non-profit's bank account that was not reflected in the agenda packet.

A motion was made by Vice-Chairwoman Szepietowski and seconded by Trustee Bartlett to pay a \$456.50 invoice stemming from the 2014 Passaic County Fair to Universal Silkscreen.

Motion passed unanimously.

The 2016 meeting dates were discussed, and it was decided to cancel the March 10, 2016 meeting and the August 22, 2016 meeting, as it is the day after the Passaic County Fair.

Secretary-Treasurer Jordan discussed the idea of bringing a 50/50 raffle to the 2016 Passaic County Fair, specifically fees any other forms that need to be submitted to the New Jersey Division of Consumer Affairs. Trustee Roca also brought up the idea of having a raffle to raise money for the non-profit.

A motion was made by Trustee Buonforte and seconded by Trustee Silva to pay the associated fees and authorize the execution by the necessary Trustees to submit the raffle forms to the State.

Motion passed unanimously.

Secretary-Jordan brought up an invoice related to a memorial bench program from Ben Shaffer Recreation, Inc. in the amount of \$1,655.20. A

motion was made by Trustee Spiotti and seconded by Trustee Bartlett to pay same.

Motion passed unanimously.

Secretary-Treasurer Jordan discussed a letter received from the Board's Accountant regarding three payments of \$275.00 to the New Jersey Division of Consumer Affairs to maintain the non-profit status of the Foundation. Secretary-Treasurer Jordan informed the Board that because the forms were time sensitive, they were executed and mailed with payment. A motion to ratify payment and execution of the required documents was made by Trustee Buonforte and seconded by Trustee Silva.

Motion passed unanimously.

Chairwoman Tuohey requested that the Secretary-Treasurer reach out the Board's accountant to determine what the yearly fees will be to the State and IRS. Same will be reported at the next meeting of the Board.

Secretary-Treasurer Jordan brought up another passed due invoice from Crown Trophy for a plaque at a memorial bench that was previously unpaid in the amount of \$414.50. A motion was made by Trustee Silva and seconded by Vice-Chairwoman Szepietowski to pay same.

Motion passed unanimously.

Trustee Silva brought up the previous concert series run by the Board. A discussion ensued about funding and grant opportunities.

A motion to adjourn the meeting was made by Trustee Bartlett and seconded by Trustee Silva at 6:30 PM.

Motion passed unanimously.