

**Passaic County Open Space, Farmland and Historic Preservation Trust Fund Advisory
Committee Meeting Minutes from March 28, 2019**

Meeting called to order / Flag Salute: 6:30 led by Chair Sandy Lawson

Visual Roll Call – Members Present: Chair Sandy Lawson (Wanaque), Vice Chair Bernie Vroom (Bloomingdale), Isabel Agudelo (Passaic), Cindy Frank (Hawthorne), Maria-Elena Grant (Hewitt), Anne Kahwaty (Little Falls), Steven Orsini, Jr. (North Haledon), Alice Szepietowski (Clifton), Matthew P. Jordan (Deputy County Administrator), John D. Pogorelec, Jr., Esq. (Assistant County Counsel), Kathleen M. Caren (Open Space Coordinator, Planning & Economic Development); Kelly Ruffel (County Cultural and Historic Affairs), Nordan Murphy (Engineering Dept.), Greg Moore (Parks Dept.).

Absent: Freeholder Assad Akhter, Bhupendra V. Gadhavi (Wayne), Angela Fields (Paterson), Robin Canetti (Ringwood).

Public Portion: 6:33 Sandy called for a motion to open, Alice motioned to open and Bernie seconded, and seeing no one from the public, Kathleen motioned to close and Anne seconded.

Reorganization: Nominations

- Chair: Sandy was nominated by Maria-Elena and Kathleen seconded. With no other nominees. Sandy accepted and committee unanimously approved.
- Vice Chair: Bernie was nominated by Alice and Sandy seconded. With no other nominees, Bernie accepted, committee unanimously approved.
- Secretary: Kathleen explained that Maria Flynn, former secretary, has resigned for personal reasons. Cindy was nominated by Kathleen and Sandy seconded. With no other nominees, Cindy accepted, committee unanimously approved.

Meeting Minutes: 6:40 Alice motioned to accept minutes from June 13, 2018 and Bernie seconded. All voted yes except Sandy and Cindy abstained as they were not present at meeting.

New Business:

Swearing-In of New Members: This was tabled due to absence of two (2) members – one reappointment (B. Gadhavi) and one new member (R. Canetti); to be sworn in at next meeting. (Noted that Maria Flynn has resigned due to personal reasons and her seat will need to be filled.)

Discussion of upcoming meeting dates: Kathleen asked, due to 2019 application deadline extension to April 30, should we cancel the April 25 meeting and instead meet twice the next month (Thursday, May 9 and regularly scheduled May 23, the Thursday before Memorial Day weekend). She explained that we would have the applications by the ninth, could decide which require a site visit and we could perform site visits the following week. We would then meet again on May 23, when a presentation of said visits would be made for those unable to join in. After a bit of discussion, Anne motioned to accept this schedule change, seconded by Cindy and unanimously approved by committee.

Old Business: There was no old business to discuss.

Coordinator's Report: Kathleen explained that as usual, she'd been in touch with grant recipients who have older grants in attempt to draw down, in order to be eligible to apply in 2019 (new rule states that grants older than three years without any movement and/or extension request could deem applicant ineligible). She briefly went over the unexpended, outstanding grants report, explaining which entities had drawn down these older grants and others that had received extensions. Most of the older grants have been closed out and/or received extensions.

Correspondence: None.

Adjournment: With no more to discuss, at 6:50 a motion by Cindy, seconded by Alice.

Next meeting is Thursday, May 9.

Respectfully submitted,

Kathleen M. Caren, Open Space Coordinator