

**WARREN COUNTY MUNICIPAL AND CHARITABLE CONSERVANCY
TRUST FUND COMMITTEE**

500 Mt. Pisgah Avenue
Oxford, NJ 07863

**MINUTES OF THE MEETING OF
August 7, 2023**

CALL TO ORDER: Corey Tierney opened the meeting at 7:30 p.m., read the Open Public Meeting Notice.

ROLL CALL:

Members Present: Jean Smolha Walter Orcutt Randy Piazza Jeff Herb Ethel Conry
Charles Fineran Terry Urfer Jason Menegus (arrived at 7:42 PM)
Diane Medcraft Mark Young

Members Absent:

Staff Present: Corey Tierney, Jennifer Correa-Kruegel

Guests:

Minutes: The November 7, 2022 minutes were reviewed. Mr. Fineran motioned, seconded by Mr. Urfer to approve the minutes as presented with Mr. Young, Mr. Herb, Ms. Medcraft and Ms. Conry abstaining. Motion carried.

Election of Officers:

Chairperson: Mr. Fineran motioned, seconded by Mr. Urfer to elect Mr. Orcutt as Chairperson. Roll call was done and all members present approved unanimously. Motion carried.

Vice Chairperson: Mr. Orcutt motioned, seconded by Mr. Urfer to elect Mr. Fineran as Vice Chairperson. All members present approved. Motion carried.

2023 Meeting Dates: The 2023 meeting dates were reviewed.

2023 Newspapers: Mr. Tierney suggested the Committee use the County's approved newspapers for announcements: The Star Ledger and the Daily Record. All members present approved unanimously. Motion carried.

NEW BUSINESS

Director's Comments: Mr. Tierney gave an overview of the grant award process and noted that the Committee should review the evaluation criteria that was sent out with the applications. The presentations to the Committee and question/answer sessions will be scheduled over the next several meetings. We will also organize site visits. The Committee has \$500,000.00 in available funding to award this year and six applications were received totaling \$609,477 in requests leaving a gap of \$109,477. This means that some applications might not be funded or some applications will be partially funded. They are all historic preservation applications received this year. The Committee is tasked with prioritizing projects based on the public benefit and significance of the projects, and then recommending grant awards to the County Commissioners.

We will begin presentations at the October 2nd meeting and we can attempt to do site visits on a Saturday. Deliberations are anticipated in November with final recommendations being made by December. The grants then go to the commissioners for approval at the end of the year and the funding awards are made available to the applicants in January 2023.

Ms. Medcraft inquired as to what criteria should we be looking for when awarding the grant. Mr. Tierney explained that it should be the applicants that have the most benefit to the county.

Mr. Herb inquired why there are open space applicants. Mr. Tierney explained that while other funding is available, each municipality is different on how they prioritize their open space funds. It is a question that can be asked when the applicants make their presentations.

Mr. Tierney noted that there was a clerical error on the Union Station's application that their total is \$172,099 which is less than the total project costs which is 75% of the total project cost. We also ask for appraisals to be completed on the open space projects. In this case there will be multiple lots used for the same project and we will need to have some appraisal done on those lots. We will need to have a discussion with the two open space applicants.

Mr. Tierney clarified that the county does not advance the funds to the applicants. The applicants are responsible for the initial payment and then they submit to us for reimbursement. They have two years to complete the project with the possibility of extension.

Mr. Herb further inquired about previous funding for the Mount Bethel applicant. Mr. Tierney will look into if the applicant used the money or if the project was closed out.

Mr. Orcutt motioned to accept the applications for completeness. Ms. Conry seconded. All in favor. Motion passed.

A discussion was held regarding the site visits. Mr. Tierney recommended that they be held before the presentations to have a better understanding of the site. It was determined to cancel the September 5, 2023 meeting, have the site visits on Saturday, September 30 and the next meeting on October 2, 2023 will have the applicant presentations. Mr. Fineran motioned to approve the changes in to the schedule. Ms. Medcraft seconded. All in favor. Motion passed.

Next Meeting: The next meeting is scheduled for October 2, 2023, on which applicant presentations to the Committee will begin. The scheduled September 5 meeting will be canceled.

There being no further business, Mr. Urfer motioned, seconded by Mr. Fineran to adjourn the meeting at 8:18 p.m.

Respectfully Submitted,

Jennifer Correa-Kruegel
Park Naturalist