

**WARREN COUNTY  
MUNICIPAL AND CHARITABLE CONSERVANCY TRUST FUND COMMITTEE**  
500 Mt. Pisgah Avenue  
Oxford, NJ 07863

**AUGUST 5, 2024  
Meeting Minutes**

**CALL TO ORDER:**

Corey Tierney called the meeting to order at 7:30pm.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTORY STATEMENT:**

Mr. Tierney read the Open Public Meeting Acts Notice.

**ROLL CALL:**

Welcome to new members Ingrid Gray, Scott Lance, Rene Mathez, and Diane Yamrock (absent)!

**Members Present:** Ingrid Gray, Jeff Herb, Ethel Conry, Scott Lance, Walter Orcutt, Rene Mathez, Mark Young, Charles Fineran, Terry Urfer

**Members Absent:** Diane Yamrock, Diane Medcraft

**Staff Present:** Corey Tierney, Kim Barnes

**REORGANIZATION & APPOINTMENTS:**

Welcome to new members Ingrid Gray, Scott Lance, Rene Mathez, and Diane Yamrock (absent)!

**Chairperson:**

Mr. Orcutt is nominated to be Chairperson. Motioned first by Mr. Urfer, seconded by Mr. Fineran.

Roll Call:

Ingrid Gray	Yes	Diane Medcraft	Absent	Mark Young	Yes
Diane Yamrock	Absent	Scott Lance	Yes	Charles Fineran	Yes
Jeff Herb	Yes	Walter Orcutt	Yes	Terry Urfer	Yes
Ethel Conry	Yes	Rene Mathez	Yes		

Totals: Full: 9 Abstain:

**Vice Chairperson:**

Mr. Fineran is nominated to be Vice Chairperson. Motioned first by Mr. Urfer, seconded by Ms. Gray.

Roll Call:

Ingrid Gray	Yes	Diane Medcraft	Absent	Mark Young	Yes
Diane Yamrock	Absent	Scott Lance	Yes	Charles Fineran	Yes
Jeff Herb	Yes	Walter Orcutt	Yes	Terry Urfer	Yes
Ethel Conry	Yes	Rene Mathez	Yes		

Totals: Full: 9 Abstain:

**Second Vice Chairperson:**

Mr. Urfer is nominated to be Second Vice Chairperson. Motioned first by Mr. Herb, seconded by Ms. Gray.

Roll Call:

Ingrid Gray	Yes	Diane Medcraft	Absent	Mark Young	Yes
Diane Yamrock	Absent	Scott Lance	Yes	Charles Fineran	Yes
Jeff Herb	Yes	Walter Orcutt	Yes	Terry Urfer	Abstain
Ethel Conry	Yes	Rene Mathez	Yes		

Totals: Full: 8 Abstain: 1

**2024 Meeting Dates:**

MCCTFC meeting dates will be the first Monday of each month (August – November), except for September. September 2 is a holiday and September 9 had conflicts, so the September meeting date will be the 16th where the applicants will give their presentations. Meeting dates will be: August 5, September 16, October 7, and November 4.

**Newspapers for Public Notices:**

The MCCTFC’s public notices will be announced in the County’s approved newspapers – the Star Ledger and the Daily Record. Motioned first by Mr. Fineran, seconded by Mr. Herb. All in favor. Motion carried.

**CORRESPONDENCE:**

None

**MINUTES:**

The October 2, 2023 minutes were distributed. Mr. Orcutt suggested waiting until the next meeting to vote on them.

**OLD BUSINESS:**

The previous grantees’ projects are moving along.

**NEW BUSINESS:**

**Application Process:** Mr. Tierney explained the grants are on a standard 2-year period with the possibility of a 1-year extension to fully expend the grant funds. They can apply for more funds for the same project, but they have to wait the two years after a grant is awarded. The grant funds come out of the county’s open space tax. The budget for 2024 (\$500,000) was set during the county budgeting process. There were four applications received this year (all historic restoration projects), totaling \$722,725.00 in requests, leaving a gap of \$222,725.00. This means that some applications might not be funded or some applications will be partially funded. If all the funds awarded to a grantee do not get spent in time, the funds go back to the open space trust fund account when the grant award is closed, but that does not mean they are automatically earmarked for the MCCTF.

The County collects an open space tax which goes into a trust account. It is then divided up between the farmland preservation program, the open space parks program, and the MCCTF. The MCCTF program administers grants to municipalities and local non-profit groups for both historic preservation and open space acquisition. After reviewing the applications, visiting the sites, and receiving presentations from the applicants at a subsequent meeting, 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. The Commissioners typically approve the grant resolution at the end of the year and the funds are made available in the beginning of the new year. As previously stated, recipients have two years to complete the project and close out the grant. They can request a 1-year extension with an explanation. Beyond that, the grant is canceled and they have to reapply for further funding.

There was discussion on increasing the \$500,000 budget. Mr. Tierney said it was included in the Land Preservation Dept. budget proposal and was discussed. However, the Commissioners kept it at \$500,000 this year. Mr. Urfer made a motion, seconded by Mr. Herb, to have a 3-person subcommittee attend the budget meeting this year (usually a Saturday in January) to give input as to why they feel the budget should be increased, and report back to the MCCTFC.

Mr. Mathez does not want to take funds from the farmland preservation fund in order to increase the open space fund. He would rather see an increase to the open space tax. He thinks both farmland preservation and the open space programs are useful. Mr. Tierney explained the open space tax collected annually is appropriated as follows: 55% to farmland preservation, 25% to MCCTF, and 20% to Board of Recreation Commissioners. There is a balance in the farmland preservation account that has accrued over the years.

The vote on Mr. Urfer's motion to have a subcommittee attend the budget meeting was unanimous. Motion carried.

**Site Visits:** Mr. Orcutt made a motion, seconded by Mr. Fineran, to have the four site visits on Saturday, August 17, 9am-1pm. All voted in favor. Motion carried.

**Applicants' Presentations:** September 2 is a holiday, so September 9<sup>th</sup> was proposed as the meeting date where applicants would give their presentations. Some members had a conflict with that date, so it was agreed to hold the meeting on September 16 instead.

Mr. Herb expressed his desire to stay on the MCCTFC after his 2-year term representing White Twp. ends, if possible in another role.

**PUBLIC COMMENT:**

None

**NEXT MEETING:**

The next MCCTFC meeting will be on Monday, September 16, 2024 at 7:30pm.

**ADJOURNMENT:**

There being no further business, Mr. Urfer motioned to adjourn the meeting, seconded by Mr. Fineran. All voted in favor. Meeting adjourned at 8:02pm.

Respectfully Submitted,

Kim Barnes, Clerk  
Warren County Land Preservation Dept.