

**MINUTES  
OPEN SPACE ADVISORY COMMITTEE  
TOWNSHIP OF MONROE  
JANUARY 8, 2024**

The Reorganization Meeting of the Monroe Township Open Space Advisory Committee was called to order by the secretary, Jenn Harbison at 7:00pm. Adequate notice of this meeting was given as required by the annual notice of meetings.

Jenn Harbison led the Commission in the salute to our flag.

**ROLL CALL**

Present: Anthony Bundi, Crystal Fox, Leonard Fritz, Mark Kozachyn, Tracy Lavin, Tushar Patel, Leonard Ziegler, Marc DiFrancesco, Cncl. Chelsea Valcourt

Absent: Marjorie Sherrard and Michael Silvestro

Guest: Alan Dodd

**NOMINATIONS & ELECTIONS**

Tracy Lavin made a motion to open the floor for nominations for the 2024 Chairperson and Vice Chairperson of the Open Space Advisory Committee. The motion was seconded by Anthony Bundi and approved by all members of the Committee in attendance.

Tracy Lavin nominated Len Fritz as Chairperson. The nomination was seconded by Anthony Bundi and approved by all members of the Committee in attendance. No other nominations were made.

**ROLL CALL VOTE ON NOMINATION OF LEONARD FRITZ AS 2024 CHAIRPERSON OF  
THE OPEN SPACE ADVISORY COMMITTEE  
7 AYES (Bundi, Fox, Fritz, Kozachyn, Lavin, Patel, Ziegler)**

**Leonard Fritz** was appointed as 2024 Chairperson to the Monroe Township  
Open Space Advisory Committee.

Crystal Fox nominated Tracy Lavin as Vice-Chairperson. The nomination was seconded by Anthony Bundi. No other nominations were made.

**ROLL CALL VOTE ON NOMINATION OF TRACY LAVIN AS  
2024 VICE - CHAIRPERSON OF THE OPEN SPACE ADVISORY COMMITTEE  
7 AYES (Bundi, Fox, Fritz, Kozachyn, Lavin, Patel, Ziegler)**

**Tracy Lavin** was appointed as 2024 Vice-Chairperson to the Monroe Township  
Open Space Advisory Committee.

Tracy Lavin made a motion to close the floor for nominations. The motion was seconded by Len Fritz and approved by all members of the Committee in attendance.

**APPROVAL OF MINUTES**

Mark Kozachyn made a motion to approve the minutes as submitted of the Open Space Advisory Committee Meeting of December 4, 2023. The motion was seconded by Anthony Bundi and approved by all members of the Committee in attendance.

**CORRESPONDENCE, REPORTS AND OTHER MATTERS**

- **Liaison Reports**

**Council** – Cncl. Valcourt stated that at the December meeting, she was asked to look into Memorial Point, grant money and potential fire risks. She advised, Administration and Council are not aware of any grant money available at this time, however they will continue to research, Memorial Park was not designated as open space on the ROSI map, but they will look into having it designated if that is something that the Open Space Advisory Committee and the Township feels is necessary and a good idea, and the Wildfire Risk Assessment Portal is available on the NJ Forest Fire Services webpage for review. She will forward the link to the Committee.

Len spoke with regards to the ROSI map, bringing all of the members present up to speed on the areas designated on the ROSI map and Memorial Point not being designated on the current map, noting he believes it would be beneficial for Memorial Point to be designated as open space. A discussion followed regarding Memorial Point and the various locations designated on the ROSI map.

**Environmental Protection** – Anthony said, there is nothing no to report at this time.

- **Approval of 2024 Meeting Dates**

Crystal suggested removing the July and August meetings, to which everyone in attendance agreed. Crystal Fox made a motion to approve the 2024 Schedule of meeting dates with the July and August meetings removed. The motion was seconded by Tracy Lavin and approved by all members of the Committee in attendance.

All members in attendance introduced themselves to the new members who were recently appointed.

- **Prioritize Project for 2024**

Len and Alan brought everyone in attendance up to speed on the current projects that the Committee have and are working on and what projects they have discussed working on in the future, listing all of the various properties within the township that have been discussed for the projects, Sykes Lane, Wagner Field, Duffy Park, along with the property across from the Dog Park. Tracy spoke regarding the bike repair station, to which Len stated, he believes the Committee should let that project go and leave it up to the Council if they want to pursue obtaining and installing a bike repair station along the bike path. Alan suggested adding possibly installing picnic tables and benches to the Sykes Lane Lot to the Committee’s project list for 2024. Len suggested adding Wagner Field to the list, asking the Committee to think ways the property could be used, to be presented to Council. Len explained to Lee Ziegler and Marc DiFrancesco the areas that are considered open space within the township. Len spoke in reference to the piece of property located on Sykesville Lane by the Church Street ballfields and the potential of making that area an additional parking lot for the ballfields, to which Mark Kozachyn suggested leaving the property as is. A discussion followed regarding the lack of open space areas located across the Black

Horse Pike area by Radix Road and the potential ways to connect the bike path across the pike. Len asked Cncl. Valcourt to follow up with Cncl. O’Reilly on the status of the easement transfer required for the potential future project. Len spoke regarding the walking trail around Mary Mazza Duffy Park, noting that is a project that should fall under the Parks & Recreation Department.

**NEW BUSINESS**

Alan noted that a resident approached him about the Trail of Hope that is located on Braves Boulevard between the Middle School and the High School, asking who is responsible for the upkeep of the property. Len explained that the previous Environmental Protection Chair, Sandy Keen spear headed that project, but he is unsure who is responsible for the upkeep at this time.

Alan spoke regarding the money that is designated for Open Space and the percentage that is received from residents’ taxes, asking when the last time the percentage was evaluated and increased. A discussion followed regarding the percentage, how it was originally determined, potential ways it could be increased, and the benefits the funds provide the township.

**GENERAL PUBLIC DISCUSSION**

Crystal Fox made a motion to open the Public Portion. The motion was seconded by Anthony Bundi and unanimously approved by all members in attendance. With no one wishing to speak and no public comment received, Tracy Lavin made a motion to close the Public Portion. The motion was seconded by Crystal Fox and unanimously approved by all members of Committee in attendance.

**ADJOURNMENT**

With no further business to discuss, Chairperson Leonard Fritz asked for a motion to adjourn. Crystal Fox made a motion to adjourn the Monroe Township Open Space Advisory Committee Reorganization Meeting of January 8, 2024. The motion was seconded by Tracy Lavin and unanimously all in favor by all members of the Committee in attendance.

Respectfully submitted,

Jenn Harbison, Secretary

The next scheduled Monroe Township Open Space Advisory Committee meeting is Monday, February 5, 2024 at 7:00pm.

*These minutes were prepared from excerpts of the tape-recorded proceedings of the Reorganization Open Space Advisory Committee Meeting of January 8, 2024 and serve as only a synopsis of the proceedings.*

Approved as submitted \_\_\_\_\_ Date \_\_\_\_\_  
Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_