

NEXT MEETING: THURSDAY, FEBRUARY 23, 2006 AT 7:00 P.M.

**MINUTES OF THE RP ENVIRONMENTAL COMMISSION
JANUARY 26, 2006**

Jim Ruff called the meeting to order at 7:10 p.m., it having been duly noted that this meeting is being held in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., notice of which was sent to The Record on the 16th day of December, 2005, and to the Star-Ledger on the 16th day of December, 2005. Members present were: Madelaine Cappuccio, Dana Moaven, Maureen Nassan and Jim Ruff. Linda Quinn, Kathy Jacob, Steve Quinn and Barbara Frimmer could not make the meeting.

The minutes of the December 14, 2005, meeting were approved.

Deadlines for the 2006 newsletter are as follows:

Deadline

February 10

May 12

August 18

October 20

Delivery Date

March 18- March 25

June 3 – June 10

September 23 – September 30

November 18 – November 25

The environmental calendar is finished and Maureen will take it to the post office on Friday to be mailed. Maureen got a quote from Advertisers Services but was able to get a better price by outsourcing each separate part of the calendar.

The following bills were presented for payment:

Tandem Graphic

100 Red Schoolhouse Road

#A-9

Chestnut Ridge, NY 10977

\$620.00

Description: System Film

CCI Direct Mail

14 E. Wesley Street

South Hackensack, NJ 07606

\$250

Description: Wafer Tabbing the calendars

Okonite Print Production Job

102 Hilltop Road

Ramsey, NJ 07446

\$ 2,241.80

Description: Printing of 5,200 calendars

Mid State Bindery

148 Sylvania Place

South Plainfield, NJ 07080

\$1,149

Description: Collate, stitch, fold, trim, and drill one 1/8 hole on 5,200 calendars

Seltsam Graphics

Bob Seltsam

68 Centre Street

Waldwick, NJ 07463

\$2,000

Description: Design, create, layout, delivery of calendar

Ridgefield Park Post Office

Ridgefield Park, NJ 07660

\$1,550.40

Description: Mailing of Environmental Calendars

The total amount of all bills was \$7,811.12. The Commission received \$2,500 in grant money from the DEP; the Village will cover the other expenses. A motion was made by Jim Ruff and seconded by Madelaine Cappucio to pay all bills as submitted. All were in favor of this motion. Jim will have to gather the necessary information to complete the paperwork for the grant.

Madelaine Cappucio said she spoke with Bill, whom did the reptile show for the last Earth Day. She will confirm times and prices with him for next year. Maureen Nassan said she would speak with Risky Business to confirm they will also be available. Maureen would like to have \$400 encumbered for food. A letter was sent to GJEM Insurance requesting the insurance certificate for the banner for Earth Day.

The Clerk's Office advised that they could no longer encumber funds made out to various vendors. Specific names must be on each voucher as required by the auditors. In order to encumber funds for Earth Day, all names must be given to Barbara DeLuca so she can make a separate purchase order for each voucher.

The next meeting is scheduled for Thursday, February 23, 2006.

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Barbara DeLuca