

Minutes of the Meeting
Sparta, New Jersey Sister City Committee
Sparta Town Hall, Sparta, NJ
December 16, 2024

Presiding: Councilman Dan Chiariello

Secretary: Councilman Dan Chiariello

Present Constituting a Quorum:

- Andrew Buchanan, Sparta school district representative
- Dan Chiariello, municipal council representative
- Police Chief Jeff McCarrick
- Stella Trikouros, member of the public

Convening

Sparta Municipal Council liaison Dan Chiariello convened the public meeting at 7:00 pm, and seeing there was a quorum, the meeting of December 16, 2024, was called to order.

Discussion Summary

The meeting minutes from November 18, 2024 were unanimously approved.

The meeting schedule for 2025 was unanimously approved.

Date	Day	Time	Event/Group	Location
January 27, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
February 24, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
March 17, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
April 21, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
May 19, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
June 23, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
July 21, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
August 18, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
September 15, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
October 20, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
November 17, 2025	Monday	7:00 PM	Sister City Committee	Town Hall
December 22, 2025	Monday	7:00 PM	Sister City Committee	Town Hall

Several tasks and deliverables were identified and discussed. The committee identified an initial owner of these tasks. These include:

- 1) Work with state and national Greek organizations: Stella and Zenon Christodoulou
- 2) Work with universities, high schools, and other educational institutions:
 - a) Andrew: Sussex County public schools, Kean University, Sparta High School
 - b) Stella: Sussex County Community College, County College of Morris

- c) Jeff: Other schools in Sparta
- d) Dan: Drew University
- 3) Develop a food plan: Jeff
- 4) Develop a budget: Dan
- 5) Identify opportunities for grant money: Dan
- 6) Develop a plan for accepting money: Jeff. This may include using a planned, future, municipal automated payment service.
- 7) Develop a plan for lodging of guests: Dan
- 8) Contact the “other Sparta’s”: Dan
- 9) Identify fundraising and sponsorship opportunities: Dan and Zenon
- 10) Develop programs for the Sparta Library: David Costa
- 11) Develop a plan to involve restaurants and the local business community: Dan, working with the Business Development Committee. This includes the Lake Mohawk Country Club.
- 12) Develop a plan to involve the Sussex County Chamber of Commerce: Jeff
- 13) Work with the Sparta Police Department for road closures and other security needs: Jeff
- 14) Work with the New Jersey State Department: Dan
- 15) Liaise with the Committee from Sparta, Greece: Dan

These tasks were discussed but no owner was identified:

- 1) Possible guest speakers
- 2) Develop a plan for facilities, including tents, toilets, etc. This also includes the audio/video equipment needed at the auditorium.
- 3) Develop a plan for transportation. This includes a possible shuttle service to and from hotels, and into the town center from the high school. We need to determine if conference guests and speakers will provide their own transportation.
- 4) Create a poster for the event and possible other artistic contributions.
- 5) Work with the Sparta Department of Public Works to prepare the area.

The committee discussed an outline of the meal plan for the event:

- Friday Dinner:
 - This will be a “formal event”. We will ask the municipality to sponsor this.
 - We will consider dinner at the Lake Mohawk Country Club. We should reserve this soon.
- Saturday
 - Breakfast:
 - We will provide this gratis for conference guest.
 - We will offer this for conference attendees for a charge.
 - Lunch:
 - We will provide this gratis for conference guest.
 - We will offer this for conference attendees for a charge.
 - We may consider providing transportation to our downtown area for guests and attendees to dine at one of the township’s restaurants.
 - Dinner: This will be provided at the festival.
- Sunday:
 - Breakfast:
 - We will provide this gratis for conference guest.

- We will offer this for conference attendees for a charge.
 - Lunch: We may offer lunch for conference guests at one of our restaurants.
- We can take advantage of the High School cafeteria.

These were other points of discussion:

1. We assume that we will provide the audio/video equipment with the event. Who will provide the translation equipment?
2. Are the conference guests interested in attending a football game on Friday evening?

The meeting was adjourned at 8:00 pm.