

**Summit Downtown, Inc.**  
**Board of Trustees Meeting**  
**May 31, 2023, 8:00AM**  
**In-Person/Zoom Meeting**

**Members Present:** Karen Schneider, Bob Conway, Beth Welsh, Antonietta LaVecchia, Greg Vartan, Mayor Nora Radest, Tony Melchionna, Lauren Decker, Claire Toth, Leslie Herman, Ray Merritt. Staff: Nancy Adams and Amanda Lynn

**Members Absent:** Michael Rogers, Lisa Allen

**Members of the Public:** none

Chair Bob Conway called the meeting to order at 8:05am.

**Approval of Minutes – Bob Conway**

April minutes were presented for approval. The approval of the minutes was moved by Tony and seconded by Karen and unanimously approved.

**Special Report – Bob Conway** gave an update about the Stakeholders Meeting the week prior. He noted that there were websites available for small businesses through a NJ state grant program. Nancy presented a draft resolution for a grant program from Main Street NJ. This is a formality of the board approving of the request for money. We are requesting money for our part-time admin, our yearly statutory audit and the Placer.AI program for demographic and event analysis. Claire motioned the request with a second by Karen, unanimously approved.

**COMMITTEE/PROJECT REPORTS**

**DCS/SDI Updates – Tony**

Tony stated that he, Nancy, Mike Caputo, Aaron Schragger, Lisa Allen, Beth Welsh, and Ray Merritt meet once a month ahead of the board meeting. Tony reported that the sewers are running okay still. Mondays, Wednesday & Fridays downtown is blown and swept, there is a walking crew that cleans up around town. Beechwood & Summit Ave were being worked on by PSEG. Paving will be done once the projects are complete. Castle Point will start plantings once the stock arrives. Trees were trimmed downtown, and some work will be done to improve the horse trough. He stated that the committee walked over to the horse trough to discuss the sidewalk interruptions caused by the tree roots and Tony reported that all agreed that the city should do whatever it takes to save the trees there and look into alternatives on the sidewalk to make it one continuous piece of concrete that is ADA compliant and also rises up to further accommodate the tree roots.

**Financials – Claire**

Summit Common Council approved the city's and SDI's budget two weeks prior and SDI should be receiving checks soon for the first two quarters. We are involved in this year's audit and the accountant is doing monthly checks on our systems. We are ahead of budget on things like market fees. Monthly financials unanimously approved with motion by Karen, seconded by David.

**Event Updates – Amanda**

Summit Street Sounds starts on June 1 with a hot week forecast. Amanda noted the new locations for musicians, every Thursday & Friday from 5-8pm in June & July. Amanda reported that Family Fun Night is next week, Thursday June 8 from 4-8pm with over 30 vendors participating. Nancy noted the new additional paperwork have been required from the city with the certificates of insurance now required for all vendors including the downtown businesses. This adds a lot of additional work for the event and several communications with each of the vendors to provide the insurance information. Nora said she would investigate the new process.

**Design & Beautification – Cam Jam Kids** has applied for a façade grant. They are going into the space previously occupied by the Toy Professor. Nora also noted another new toy store, Toy Division on Union Place, is a really nice addition.

**Summit Public Arts – Leslie** asked if Summit Public Art (SPA) could be involved in mural decisions, Claire noted that Leslie is the liaison and can relay items to the SPA. Art installations this year, 8 downtown and 5 on the Village Green. Gala Friday, September 22

at Maple Estates. Art Walk scheduled for the end of the summer. Beth asked about the identification of art installations. Leslie noted that QR codes are being added to locations. Greg added that there is an art map on the city website.

**Common Council Updates – Greg**

A couple members of city council attended the Farmers Market and gave out materials about city notifications, composting and answered questions by the public. Municipal budget and SDI budget were approved. Road work is continuing downtown with milling and paving starting soon. Paving has started in the neighborhoods and will be moving into the downtown area. Several parking ordinances are on the council agenda for the next meeting. Resident and commuter parking will be allowed in the post office lot; Broad Street East garage will see an increase in fees and a reservation system for nonresident commuters; change time limits on Morris Ave for pre-paid employee parking; parking fee increase for all timed spaces in the downtown and parking lots; increase of bagged meter and dumpster fees. These fees have not been increased in years.

**New Business –** David Bernat noted that Bull N’ Bear Brewery had closed due to ABC licensing issues. Nancy has been working with Matthew Strauss to assist in finding another brewer for the space. He also noted that there are tremendous fines involved in selling alcohol and they regularly pay fines to do so. Nancy noted that the liquor lobby is very strong and Downtown NJ and ICSC have been advocating for more fair liquor license laws for at least two decades. Some of the existing laws go back to the 1920s.

The meeting was adjourned at 8:55am.

**The next BOT meeting is at 8AM June 28, at City Hall.**