

**Summit Downtown, Inc.**  
**Board of Trustees Meeting**  
**March 28, 2018 8:00AM**  
**3<sup>rd</sup> Floor Conference Room, Bassett Building**

**Members Present:** Pat Angelo, Steve Bowman, Bob Conway, Andrew Genualdi, David Gittleman, Beth Little, Tony Melchionna, Nora Radest, Michael Rogers, Karen Schneider, Claire Toth, and Beth Welsh. Staff: Nancy Adams and Kathryn Best.

**Members Absent:** Susan Alexander and Joseph Hamilton,

**Guests:** None.

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

**APPROVAL OF MINUTES – Bob Conway**

Minutes were presented for approval. Dr. Genualdi moved that the February 2018 minutes be approved. Steve Bowman seconded the motion. The motion passed unanimously.

**CHAIRPERSONS REPORT – Bob Conway**

Bob went to downtown Westfield's SID board meeting. A few notes from the meeting:

- Westfield has a design committee that meets with new tenants and awards façade grants. It gives them a little control over store front designs.
- They're working to improve their farmers market and are looking to Summit as the "gold standard" of markets in NJ.
- They have 28,000 sq. ft. of vacancy (likely includes upper floors). Vacancies feel more pervasive there than in Summit.

**COMMITTEE/PROJECT REPORTS**

**FINANCE – Claire Toth**

Claire presented the financials for February 2018. It was a quiet month in the bank account. Entry fees for Winter Farmers Market are on schedule. SDI spent \$1,000 for two "Meet the Merchants" videos, filmed by Hometowne TV; currently in "other expense" category.

Pat Angelo moved to accept the February 2018 financials as presented. Tony Melchionna seconded the motion. The motion passed unanimously.

Claire attended the Common Council meeting when our budget was presented. There were no questions. SDI's events were also approved at that meeting.

**DCS/SDI MEETING REPORT – Tony Melchionna**

- Pachysandra plantings are scheduled, but have been pushed back due to storm cleanup efforts. Scheppe's quote for the project is approx. \$4,900.
- The City lost some ash trees to the emerald ash borer. They're considering removing the rest of the ash trees. Beth Welsh asked if it would be possible to install grates like the tree wells on DeForest Ave. have whenever a tree is replaced. Tony said he would ask about that at their meeting next month. Michael Rogers asked if any trustees would object to removing the metal fencing that's around tree wells now disappear, at least on the street side of the tree wells. Consensus was that the Board would not object to removing the low fencing.
- The cobblestone project on Beechwood Road is officially dead.
- Roundabout cobblestone project will be rebid. Bob asked what happens to the money we committed for the project if we decide not to move forward with the project. Michael Rogers answered that we could either use the funds for another project or the City will pay off that portion of the loan.
- Alleyways parallel to Springfield Ave. will be paved this summer. They alleyway between Beechwood Road and Summit Avenue between A. Home and Verizon will not be paved this summer.
- Mike Caputo will be DPW's ambassador to the downtown. We will invite Mike to an SDI meeting in the future.
- The footings for the lights have been installed in Park and Shop Lot #2, but the lights haven't been installed yet.
- Hometown Heroes banners will be up from Memorial Day to Labor Day.
- The Morris Ave. bridge is estimated to be completed by the end of May.
- SDI needs to replace the American flags downtown. We previously discussed alternating the American flags with other banners. We need to discuss further and make a decision at a future meeting.

- Tony would like to see the murals downtown make some progress. Tony doesn't want to step on any toes by going with someone Nancy suggested versus someone the Arts Committee suggests. Mayor Radest said that if she sees any of the members of the Arts Committee, she will ask them for an update on the murals. Beth reminded the Board that she has the historical Summit mural that could use a home. Dr. Genualdi suggested putting it by the Summit Food Market Building. Mayor Radest said she would bring that up the next time she talks to Matt.
- The YMCA quadrant of the Village Green will be redone with a walkway.

Nancy distributed copies of the amended Memo of Understanding on the Clean Communities. Michael Rogers, who previously took issue with the second whereas from the bottom, is now ok with it. Claire made a motion to accept the memorandum. Pat seconded the motion. The motion passed unanimously.

#### **BOARD TRAINING INTEREST AND APRIL 25 MEETING – Nancy Adams, Bob Conway**

On April 25, we will have an abbreviated Board meeting followed by Board training with Donna Harris. Karen Schneider volunteered to host that meeting at her conference room. Michael Rogers said SDI's May meeting most likely could be held at City Hall.

There may be another board training seminar in June or July on creative placemaking. Bob added that a creative placemaking seminar might help us to figure out how to better connect the Farmers Market to the downtown. Beth suggested targeting church goers and co-promoting events with the churches.

#### **EVENT UPDATES – Nancy Adams and Kathryn Best** **WINTER FARMERS MARKET**

The last day of the Winter Farmers Market is this Saturday. We've sent a survey out to the vendors to gauge how they did this year and how interested they would be in participating in a winter market in Summit in the future, whether it was the same as this year, once a month, or a one-time indoor or outdoor event. We haven't received many responses yet, so we'll re-send the survey and discuss it at a future meeting. Bob said that his impression was that the customers are happier this year, but the vendors still aren't doing enough business to make it worth their while.

#### **FAMILY FUN NIGHT**

Now that our events have been approved by Common Council, we're able to start booking entertainers for this event. It will be held on Thursday, June 14, from 4-8pm. It will be held on Beechwood Road between Union Place and Springfield Avenue. Beechwood Road and Bank Street will be closed from around noon on that day. We'll have a small stage with entertainment and tables with on-going entertainment. We hope that commuters will come off the train and meet their families for the event, then grab dinner after. We're going to contact Dept. of Community Programs for more information on their wagon stage.

#### **ARTS + CARS**

Nancy distributed the resolution approving our 2018 events. In the language for Arts + Cars, it explains that all organizations and all vendors (including the artist vendors) must sign a hold harmless and submit a certificate of insurance. We've spoken with Melanie Cohn, the Director of the Visual Arts Center. Requiring all the artists to have insurance would kill the event. Asking them to sign the hold harmless is reasonable, but after talking to several vendors, Melanie feels confident that we wouldn't be able to obtain artists if they were required to submit a COI. Most of these artists don't have businesses with insurance. They work elsewhere and do art on the weekends. At Property Use, we spoke with the City's Risk Manager, who said she would think about the issue and get back to us. Nancy emailed the Risk Manager to follow up, but never heard back. Michael Rogers said that the Risk Manager has been out of the office and wished that Nancy would have reached out directly to him. Nancy apologized, saying that she just received the resolution. Michael said he would make some calls and get back to Nancy. Bob asked if other events had the same wording. Nancy answered that the other events, like Summit Street Sounds, only required vendors and musicians to sign a hold harmless.

#### **SUMMIT FARMERS MARKET**

The Summer Farmers Market opens on April 22. Our annual Vendor Breakfast will be held at 9:30am, Monday, April 9, at the Committed Pig. All trustees are welcome. Bob thanked Pat for hosting the breakfast again.

#### **WEBSITE UPDATE**

The website is moving forward. The office staff have been working with Spitball on the site map. The wireframe will be completed soon, then after that, we'll see some design options.

## **SAFETY PROTOCOL FOR CLOSING STREETS**

Nancy and Kathryn met with Chief Weck, Rick Mattias, and Greg Drummond. Instead of using DPW trucks and garbage trucks, the Chief wants to use police vehicles and city vehicles. In an effort not raise costs, the Chief said that the number of police officers required for events in the past wouldn't increase due to these new practices.

Chief is also in favor of correctly placed bollards. The consensus from the Board was to move forward with researching the bollards and correct placement. The Board would also like to pursue a partnership with the City with regard to the cost and placement of the bollards. Nancy said she would reach out to engineering to see what they would recommend. Tony asked if there are any grants that could go toward the bollards. Michael answered that he hasn't seen any grants that would work for that project. The Mayor and Steve Bowman said they would start the conversation in the appropriate committee. Nancy asked that Steve and the Mayor report back on any discussion in committee. Michael Rogers said the bollards would likely just be purchased and installed. There probably wouldn't need to be a bid. Nancy said she would check with Engineering on that too.

## **COMMON COUNCIL UPDATE – Steve Bowman, Beth Little, Mayor Radest**

Mayor Radest informed the Board that there was a good turnout at the first public meeting on the Broad Street West Redevelopment project. The City is using a CoUrbanize survey to collect input, like they did for the Master Plan. The Mayor urged the Board to take the survey. Topology is meeting with key stakeholders now, and would like to set up a meeting with the SDI Board. Nancy said that she would coordinate with Topology. The next public meeting will be on May 10. That meeting will focus on discussing the data they collect from the survey and their meetings.

Steve Bowman added that there are plans to paint pedestrian walkways in the alleyways. This will encourage the pedestrians to walk on one side of the alleyway and keep them more separated from cars.

Nancy asked about the year-round outdoor dining permit. Steve answered that he spoke to Paul Cascais about it. Right now, the dates aren't enforced, so a restaurant could put their table out if we had a nice day in February. Since it's sort of already allowed, Paul said it shouldn't be a problem to formalize the agreement. Beth added that it needs to be clear to the businesses that it's their responsibility to get their furniture out of the way if it's snowing or secure it if it's very windy. Beth also added that there should be wording that discourages leaving tables and chairs out if they aren't being used (such as cold weather, but before snow). Tony asked how the inspection process would change. Michael answered that it would likely be a 12-month cycle, so the process wouldn't really change.

Every five years the Fire Department does fire pre-plans in addition to their inspections; they'll be doing that this year. The Mayor will send Nancy the Fire Pre-Planning memo for her to distribute to the downtown businesses.

## **SUBURBAN CHAMBER OF COMMERCE UPDATE – Beth Welsh**

The 2018 Tying Communities Together dinner has been postponed to April 17 due to the snow storm. First Fridays continue to be successful. This month's Wine Down Wednesday is tonight.

## **NEW BUSINESS**

None

## **PUBLIC INPUT**

None

Dr. Genualdi made a motion to adjourn, and Tony Melchionna seconded. The meeting was adjourned at 9:03am.

**The next Trustee meeting is April 25, 2018.**