

**Summit Downtown, Inc.
Board of Trustees Meeting
March 29, 2017 8:00AM
City of Summit City Hall, Whitman Room**

Members Present: Pat Angelo, Bob Conway, Andrew Genualdi, Joseph Hamilton, Tony Melchionna, David Naidu, Nora Radest, Karen Schneider, Kevin Smallwood, Richard Sun, Claire Toth, and Beth Welsh. Staff: Nancy Adams and Kathryn Best.

Members Absent: Susan Alexander and Michael Rogers.

Guests: None

Tony Melchionna called the meeting to order at 8:09 am.

APPROVAL OF MINUTES – Tony Melchionna

Minutes were presented for approval. Dr. Genualdi moved that the February 2017 minutes be approved. Kevin Smallwood seconded the motion. The motion passed. Richard Sun abstained since he wasn't at January's meeting.

CHAIRPERSONS REPORT – Tony Melchionna

The office has received calls about the City's snow removal efforts. Paul Cascais explained the process to Tony. Clearing the schools so they can open is their first priority. The parking meters are cleared if it snows over 12 inches. They also take the weather into account. If it will be warm enough to melt the snow in a few days, it isn't economical spending thousands of dollars to remove it.

Mayor Radest said that the Parking Enforcement Officers haven't been ticketing if people couldn't make it to the meter. She will confirm that with Rita.

Tony let the board know that the Parklet was approved and will be installed in the same place as last year.

Tony announced that SDI and the City are working together to create an on-site storage container for the Farmers Market. It would be placed in the back-left bed in Park & Shop Lot #2.

Kevin said there wasn't room to walk around Batavia's sandwich board with the snow. He asked if there could be some enforcement, especially with the sidewalk cafes that will be starting soon. The Mayor told Kevin he could report his concerns using the City's See-Click-Fix app.

COMMITTEE/PROJECT REPORTS

FINANCE – Claire Toth

Claire and Nancy spent a lot of time re-categorizing the "other" and "professional services" categories from last year's spending. Claire took everyone through the proposed 2017 budget. Kevin moved that SDI's 2017 Budget be approved as presented. Bob Conway seconded the motion, and it passed unanimously.

Claire then presented the profit and loss statements for January and February 2017. Claire moved that the January and February 2017 financials be accepted as presented. Beth Welsh seconded the motion and the financials were approved unanimously.

EVENTS

Summer Farmers Market

The fees for this year's Summer Farmers Market were distributed. Discussion followed. Beth Welsh suggested instituting a late fee. In her experience, late fees really encourage people to pay on time. It would save the office a

lot of time chasing down payments. Tony asked everyone in favor of adding a late fee if vendors are more than 7 days late to raise their hand. Everyone, except David Naidu, who abstained, was in favor of adding the late fees.

Claire made a motion to approve the 2017 Summer Farmers Market fee schedule as presented with the addition of the late fees. Beth Welsh seconded the motion, and it passed unanimously.

RETAIL RECRUITMENT

Tony announced that Jessica Hobson is transitioning out of her role SDI so that she will have time to start her own business. She is introducing Nancy to her contacts so that Nancy can pick up where she leaves off.

Managing the Farmers Market takes a lot of the office's time, especially in the beginning of the season. Nancy brings a lot of retail recruitment experience. Nancy suggested hiring Marin Mixon as the part-time Farmers Market Administrator. Marin would not be the on-site manager, but would manage the administration of the markets. Discussion continued. Beth moved that SDI hire Marin as the Farmers Market Administrator. Karen Schneider seconded the motion, and it passed unanimously.

HOLIDAY DECORATIONS

Nancy showed the Board a photo of a wreath we could order for the downtown. The wreaths would be about \$6,000 less if we ordered them without bows for a total of \$22,800. David Naidu made a motion to purchase the wreaths without bows, Dr. Genualdi seconded, and the motion passed unanimously.

COMMON COUNCIL UPDATE – David Naidu

The Planning Board met this week. They continue to go through the Master Plan prioritizing action items. Tony and Nancy met with the head of the Planning Board to discuss changing the first floor zoning. A subcommittee of the Planning Board will be formed to work on it.

He passed SDI's questions and concerns about the decorative paving on to Common Council. They will be answered before the paving moves forward. The City's budget was introduced at the last meeting.

David would like a list of all vacancies in the downtown.

Beth asked if the alleyways would be paved this year. Nora answered that they would not. Ratables decreased this year, so the City needed to prioritize.

SUBURBAN CHAMBER UPDATE – Beth Welsh

Tony and Beth thanked everyone who attended the Tying Communities Together Dinner. Beth passed out a list of upcoming Chamber events.

OTHER BUSINESS

Claire alerted the Board that Dr. Giannis Sr. passed away. His two sons will now be downtown property owners.

Dr. Genualdi asked when paving would begin. Mayor Radest answered that it depends on the weather, but likely late in April.

PUBLIC INPUT

None

Kevin Smallwood made a motion to adjourn, David Naidu seconded. The meeting was adjourned at 9:21 am.

The next Trustee meeting is April 26, 2017