

**Summit Downtown, Inc.
Board of Trustees Meeting
December 20, 2017 8:00AM
City of Summit City Hall, Whitman Room**

Members Present: Susan Alexander, Pat Angelo, Bob Conway, Tony Melchionna, David Naidu, Nora Radest, Karen Schneider, Kevin Smallwood, Claire Toth, and Beth Welsh. Staff: Nancy Adams, Kathryn Best, and Leti Lucaj.

Members Absent: Andrew Genualdi, Joseph Hamilton, Michael Rogers, and Richard Sun.

Guests: David Gittleman – Trustee-elect and Owner, The Woods Group

Tony Melchionna called the meeting to order at 8:10 am.

APPROVAL OF MINUTES – Tony Melchionna

Minutes were presented for approval. David Naidu moved that the November 2017 minutes be approved. Claire Toth seconded the motion. The motion passed unanimously.

CHAIRPERSONS REPORT – Tony Melchionna

Holiday Parking Request

Tony asked David to give the Board an update on the last Common Council meeting. David informed the Board that the Common Council voted, with one dissention, to formally request SDI to contribute \$3,000 towards the revenue lost during the two weeks of free parking at 90-minute meters. David did inform Common Council that SDI already voted not to contribute any money towards the revenue loss. Common Council does recognize that SDI agreed to contribute \$3,500 toward marketing the holiday valet program when they were approached in October. Though Common Council discussed requesting a monetary contribution from SDI in the past, no formal request was made. The Parking Authority calculated that having the 90-minute meters bagged for two weeks is approximately \$16,000 in lost revenue. David feels that it's more about symbolism and having skin in the game than the actual money.

Mayor Radest disagreed, saying that having free parking at the 90-minute meters for the holidays is something that the City should do for the community as a whole, not just the merchants. Parking revenue is lost when it rains and the gates are up in the DeForest lots, too. Discussion continued.

Beth Welsh made a motion to entertain Common Council's formal request for SDI to contribute \$3,000 toward the revenue lost by bagging the 90-minute meters for two weeks in December. Karen Schneider seconded the motion. Discussion: Claire mentioned that SDI did budget \$3,500 for parking marketing for 2017 and suggested that if we don't spend the full amount on marketing, the balance could be SDI's contribution to the holiday parking. David and several members of the Board agreed that was a good compromise.

Tony asked Beth to reword her motion. Beth declined to reword the motion, saying that the money should be for marketing since SDI is not in the business of subsidizing parking. The motion to not comply with the city's request for a monetary parking contribution for 2017 parking revenue losses passed; David and Claire abstained.

COMMITTEE/PROJECT REPORTS

FINANCE – Claire Toth

Claire presented the financials for October and November. The fourth quarter tax revenue check hasn't been received yet. The first payment to Spitball, the company SDI has contracted to build our new website, hasn't been issued yet.

Claire moved to accept the October and November 2017 financials as presented. Bob Conway seconded the motion. The motion passed.

2018 Budget

Clean Communities Grant monies have been eliminated; the City will handle the money. A memorandum of understanding from SDI to the city has been drafted, it will be sent to the city once the Board approves it. The budget predicts a 1% increase in assessment revenue. Two versions of the budget were presented. One version shows a \$5,000 contribution to parking as a marketing expense and the other version does not have a parking contribution. The \$5,000 for parking marketing can be spent at any time during the year; it's not limited to holiday parking marketing.

Claire moved to accept the 2018 budget with the \$5,000 for parking marketing. Bob seconded the motion and it was approved unanimously.

COMMON COUNCIL UPDATE – David Naidu

David let the Board know that this is his last SDI meeting as a trustee as he will likely be serving as Common Council President in 2018. We will have two new Common Council members on our Board for 2018: Beth Little and Steve Bowman.

Tony and Claire expressed their disappointment that David won't be on the Board anymore. They thanked David for his invaluable perspective and expertise for the last year. David and Mayor Radest did say that SDI could request David to attend a meeting if the Board knows far enough in advance that they'd like him to attend.

In 2018, 29 new parking kiosks will be installed in the downtown which will complete the conversion from meters to kiosks.

The Planning Board did discuss SDI's proposed changes to first-floor zoning. Joe Burgis, the City's planner, was unable to attend that meeting. The plan is to have Joe Burgis and a representative from SDI at the January Planning Board meeting. The Planning Board hopes to have a draft of their recommendations to Common Council ready for the January meeting. David recommended that whoever will be SDI's representative to the Planning Board talk to Bill Anderson and/or Joe Burgis before the meeting. There has already been some concern about one of the changes that SDI suggested allowing recreational uses. If everything is resolved at the January Planning Board meeting, then hopefully the changes would be presented to Common Council in February. The Planning Board is approaching it separately from the DRO revisions so it will not be held up by that process. The full review of the DRO will probably begin sometime in February and last for the majority of 2018.

Beth asked if SDI or the Planning Board is aware of other towns that have instituted similar changes to their first-floor zoning regulations. David and Nancy answered that Joe Burgis has likely researched several towns with comparable changes.

The City's online permitting system will be up and running on January 1, 2018.

David thanked the SDI Board and said that he's expecting a productive, interesting year where Common Council will be able to move forward lots of important projects, including the revitalization of the Broad Street Corridor.

BOARD ELECTIONS – Nancy Adams

Nancy announced the results of the 2017 Board elections. Tony was re-elected to his spot as a first-floor business representative. David Gittleman was elected as a second-floor business representative. The spot is vacated by Kevin Smallwood who did not run for re-election. Tony thanked David Gittleman for attending and welcomed him to the Board. David's term will begin in January.

EXECUTIVE COMMITTEE – Bob Conway

Bob asked all the trustees to let Nancy know if they are interested in serving on SDI's Executive Committee in 2018. There are four positions: chair, vice chair, treasurer, and secretary. The Executive Committee will be elected at the January Board meeting. The Executive Committee meets about a week before the full Board. Bob said if he's elected chair, he would likely hold Executive Committee meetings on Monday afternoons or Tuesday mornings.

EVENTS – Staff

Winter Farmers Market

Preparations continue for the Winter Farmers Market. James of Hummus Boss, who was going to be in the market had a bad accident and is no longer able to participate. Paleyobakery will be taking his spot. They sell plantain waffles and plantain waffle mix. We will have one farmer: Chickadee Creek Organic Farm. They grow in greenhouses during the winter, so they'll have a good mix of produce. Tony thanked Leti for accepting the position of On-Site Farmers Market Manager for the winter.

Carriages & Carolers

The final Carriages & Carolers will be this Saturday. We've held them every Saturday in December. We'll have free horse and carriage rides from 1-4pm and Hickory Tree Chorus will be caroling throughout town. Tony remarked that the brass quartet that played in his salon two Saturdays ago was excellent and very festive; he'd like to see SDI continue to book

them for the holidays. Tony thanked Kathryn and Leti for covering the office during Nancy's recovery. Kathryn thanked Leti again for her outstanding job collecting over \$3,600 worth of prizes from the businesses for the Passport Program.

The Mayor mentioned that she's been hearing and noticing that downtown has been very busy. Kathryn agreed, saying even when it was snowing heavily, downtown was busy and all the carriage rides were full. Beth Welsh added that Alba Boutique, one of her new tenants has been very pleased thus far.

SUBURBAN CHAMBER OF COMMERCE UPDATE – Beth Welsh

The Chamber has just announced the honorees for 2018's Tying Communities Together dinner, which will be held on March 21. Four honorees are from Summit, including Diane Sweat of the Overlook Auxiliary and the Reeves Reed Arboretum.

NEW BUSINESS

Claire announced that the third and final historic preservation marker has been installed next to the train station, across from Starbucks. Claire thanked Aaron and Paul for their help communicating with NJ Transit and SDI for helping to fund the signs.

The City is renegotiating their agreement with NJ Transit to build an attractive clear glass structure that will house 36 commuters' bicycles. Commuters will access the building with key fobs. The initial presentation was in February of 2016; it has taken NJ Transit until now to get back to the City. It will be in the same location as the existing bike shelter and operated by a third-party bike/walk nonprofit.

Kevin announced that the Second Annual PAL Singing Santas will be held tomorrow evening. They'll visit a variety of Summit restaurants. The event is a coat drive and a fundraiser for several local charities.

Nancy asked Kevin if PAL is interested in partnering for Arts + Cars again in 2018. Kevin answered that they are, and that he would continue to be SDI's contact person.

Tony thanked Kevin for all he years of service on the SDI Board and wished everyone a happy and healthy holiday season.

PUBLIC INPUT

None

Claire Toth made a motion to adjourn, and Bob Conway seconded. The meeting was adjourned at 8:55am.

The next Trustee meeting is January 31, 2018.