



Summit Downtown, Inc.

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To: Summit Downtown, Inc. Board of Trustees
From: Tony Melchionna
Date: April 28, 2016
Re: Summit Downtown, Inc. Board of Trustees
April 28, 2016

Members Present: Pat Angelo, Lori Dahl, Sandy Lizza, Tony Melchionna, Nora Radest, Michael Rogers, Richard Sun, Susan Taylor, and Beth Welsh. Staff: Kathryn Best, Jessica Hobson, and Marin Mixon.

Members Absent: Bob Conway and Kevin Smallwood.

Guests: Phil Abramson – Topology
Paul Cascais – Director, Dept. of Community Services
Mike McTernan – President, Summit Common Council
Dr. Robert Rubino – Summit Common Council
Kathryn Werlein – Former SDI Trustee

Tony Melchionna called the meeting to order at 8:05 am.

APPROVAL OF MINUTES – Tony Melchionna

Tony Melchionna asked if there were any edits to the March 2016 Minutes.

Since no edits were suggested, Pat Angelo moved that the March 2016 minutes be approved, Susan Taylor seconded the motion, and it passed unanimously.

CHAIRPERSONS REPORT – Tony Melchionna

Tony called everyone's attention to the outdoor seating permit process. Many restaurants and cafes have complained to him about how long and redundant the process is. One of his tenants has applied, and, so far, it has taken over six weeks to get a permit.

Paul Cascais said he will be meeting with Michael Rogers, and they will discuss the issues then. He understands that many applications are similar from year to year. But, if there are any changes at all, the City has to send someone out to check it. Paul expects to have an update for the Board by the next meeting.

COMMITTEE/PROJECT REPORTS

BY-LAWS – Susan Taylor

The by-laws were revised last year reducing the number of trustees on SDI's board to 14. After carefully considering many suggestions, the By-Laws Committee would like to take Beth Welsh's suggestion of having floating seats to the Common Council. Susan explained that the current

breakdown of seats (4 property owners, 3 retail, 2 non-resident, 1 resident) will be maintained if possible. But, if the Board is unable to fill a seat, the committee suggests allowing a non-designated trustee to fill the seat with the stipulation that no more than two seats may be filled by residents at any one time.

Beth Welsh suggested rephrasing the resident stipulation to state that no more than two seats may be filled by people not paying the SID tax.

Susan explained that the other changes are merely housekeeping. The committee still feels that the term of service should be decreased from four years to three years. Under the section about committees, all committees other than finance, nominating, and by-laws committees will be removed from the by-laws. Language will be included allowing the chair to form committees as s/he feels fit.

Marin added that the last round of changes to the by-laws was supposed to change the notification period for the election process. It was supposed to decrease from 120 days to 90 days, which was not reflected in the final version.

Sandy said that there needs to be a clear deadline after which a seat may be filled by a non-designated trustee. Marin agreed, but said it shouldn't have to be static. If there's an open seat, and a good trustee is found, that seat should be able to be filled, whether it's January or June.

Sandy also suggested creating a 1-page document detailing what SDI has accomplished and what it hopes to accomplish in the future. That document can be handed out at stakeholder meetings. Sandy hopes SDI will have 3 stakeholder meetings every year. She feels the next one should be in May.

Lori reminded everyone that her term is done at the end of 2016. Not only will there be a retail spot open, the Board will need a treasurer, which is a huge time commitment. Sandy suggested that perhaps SDI should consider hiring a bookkeeper. The possibility of a paid bookkeeper should be looked at in July, before any of the election procedures begin. Beth Welsh said that if Sandy is noticing other nonprofits electing to pay a bookkeeper, perhaps several Summit nonprofits could hire the same bookkeeper. We may be able to attract someone better if s/he's able to spend the whole day in Summit. Marin clarified that the budget is really the time-consuming part of the treasurer's job. Sandy said that, in her opinion, the budget should be done by the executive director.

FINANCE – Lori Dahl

Lori explained that the March balance sheet shows a negative amount in the TD Bank account. SDI usually receives the first quarter tax revenue in February. This year, we received it in April. When payroll was pulled out, it put the account at a negative balance. Money was transferred in from the Havens account, so everything is ok now.

Sandy asked if everything concerning the taxes has been cleared up now, or whether a meeting should be set up with Marge Gerber. Michael Rogers assured everyone that it was a misunderstanding since Marge is new to her role as City Treasurer.

Lori said that the P/L statement is on par and asked if anyone had any questions. Seeing none, Lori moved that the March 2016 financials be accepted as presented. Susan Taylor seconded the motion and the financials were approved unanimously.

Lori informed everyone that SDI's budget was presented at the April 19 Common Council meeting. On May 17 there will be a hearing and a vote on the budget.

MASTER PLAN – Phil Abramson

Paul Cascais introduced Phil Abramson from the firm Topology. Topology is handling the Master Plan Re-Examination, and is also contracted as an on-call redevelopment planner. Phil is from Summit and has extensive redevelopment experience.

Phil explained that he and his firm have been working together on the master plan for a few months. Topology is a Newark-based planning and real estate firm. They specialize in bridging the gap between the public and private sectors. They worked with Michael Rogers in Morristown on zoning. He's looking forward to asking new questions and finding creative solutions. He knows what a powerful tool and entity a SID can be. Phil can be contacted by emailing masterplan@cityofsummit.org. Emails sent there go to Topology and key City personnel.

MAIN STREET NEW JERSEY – Marin Mixon

Marin reminded everyone that Summit is hosting the next Main Street Speaker on July 26. It will be at the Elks Lodge from 8AM to 4PM, with a lunch break for the attendees to eat at downtown restaurants. Marin says that she hopes the trustees, Michael Rogers and Mayor Radest will be able to attend. She hopes to talk to Michael and Rita regarding parking for up to 100 attendees.

COMMON COUNCIL UPDATE – Sandy Lizza

The next Common Council meeting will be the hearing and vote on SDI's budget. It's a time for SDI to shine and talk about its initiatives.

The downtown project is progressing. New street sweepers will be purchased next year.

The Morris Avenue Bridge project is progressing. They are still on track for their 18-month schedule. The utility portion of the project will be the most challenging.

Mayor Radest continues to work with Lynda Przedpelski to prepare for the PGA. They've had productive meetings and have designed two postcards, one for the businesses and one to be handed out at the Welcome Center. They're also investigating advertising on the two floor mats at the Summit Train Station. It would cost about \$2,000. They will need volunteers for the Welcome Center in July, but they haven't shaken the trees yet. Mayor Radest thanked Marin for all her help.

RETAIL RESOURCE UPDATE – Jessica Hobson

Jessica explained that she's working on a design branding platform. The first step is a networking and planning night with all the design businesses in town. That has been confirmed for May 23 from 6-7:30PM. It will either be at the Elks Lodge or The Wine List. The editor of North Jersey Scout Guide will be there to explain how SDI can potentially partner with the Scout Guide to create a trifold in for next edition. Another possibility we will be gauging interest in is a design showcase event where design businesses will all have special events on one evening to showcase downtown Summit's design community. The trifold and design event will position downtown Summit as a design center and give the existing design businesses a boost before West Elm opens late fall.

Jessica has been meeting with four different businesses interested in opening in Summit, all of which she feels would be good fits. She met with the owners of Vicki Popp and Miss Juli's, both newly opened businesses, and both are happy and excited to be in Summit.

SUBURBAN CHAMBER UPDATE – Beth Welsh

The first Wine Wednesday was held at the Arboretum. These will be held on the last Wednesday of every month. Berkeley Heights is planning a similar monthly networking breakfast.

DOWNTOWN PROJECT UPDATE – Paul Cascais

The LED lighting update on Springfield Avenue is complete. The rest of the updates should be complete within the next two weeks.

Downtown work hasn't begun yet; the temperature in the evenings is still too low. The City will be in close contact with SDI and the downtown businesses.

The new wayfinding signs are scheduled to be installed in the next two weeks.

The bids for the conduit and cobbles are in. A summary should be available in the next two weeks.

Plantings at Lyric Park and tree well plantings will begin after Girls' Night Out.

OTHER BUSINESS

Beth Welsh asked Paul Cascais to look at the intersection of Summit Avenue and DeForest Avenue. During commuting times, if there's more than two people making a turn, it backs up. Perhaps there should be a sign like by Ippolito saying that meters can't be used during commuting hours. Paul said he will look into it and discuss it with Lieutenant Richel.

PUBLIC INPUT

None

A motion was made to adjourn the meeting by Lori Dahl. It was seconded by Pat Angelo and the meeting was adjourned at 9:54 am.

The next Trustee meeting is May 25, 2016