

**Summit Downtown, Inc.**  
**Board of Trustees Meeting**  
**July 31, 2019 8:00AM**  
**City of Summit City Hall, Whitman Room**

**Members Present:** Pat Angelo, Steve Bowman, Bob Conway, Joseph Hamilton, Leslie Herman, Beth Little, Tony Melchionna, Ray Merritt, Michael Rogers, Karen Schneider, Matthew Strauss and Claire Toth. Staff: Nancy Adams and Kathryn Best.

**Members Absent:** Nora Radest.

**Guests:** Kathy Clayton, Principal, HBK CPA

Bob Conway called the meeting to order at 8:03 am. Bob welcomed Kathy Clayton, SDI's auditor from HBK CPA (formerly Spire), who will be presenting the audit in the Financials portion of the meeting.

**APPROVAL OF MINUTES – Bob Conway**

Minutes were presented for approval. Claire Toth moved that the June 2019 minutes be approved. Tony Melchionna seconded, and the motion passed.

**COMMITTEE/PROJECT REPORTS**

**FINANCE – Claire Toth**

Claire informed the Board that we have received our first two quarters of assessment revenue from the City. That's why SDI needs to keep a significant bank balance. SDI approves our budget, then the City approves SDI's budget, then the City approves their budget. It isn't until then that they can pay SDI. Steve Bowman said that SDI needs to send in an official request to the City treasure. Gift card sales continue at a good pace. As a reminder, the goal of the gift card program is to drive business downtown, not to make a profit. It is a marketing effort that does not generate revenue for SDI. Steve asked if we think we'll hit the \$94,000 we budgeted for entry fees. Bob said that fees for the Farmers Market are still being collected, so the number we have now is not final. Overall, "entrance fees" are down since we don't have a Winter Farmers Market anymore. Steve congratulated SDI on keeping events on budget overall.

Tony Melchionna made a motion to approve the financials for June 2019. Joe Hamilton seconded, and the motion passed unanimously.

**Audit – Kathy Clayton, Clair Toth**

Kathy walked the Board through the audit packet. For a copy, please contact the SDI office. Claire said that she went through the 990 very carefully, and every question she had while reading it was answered in the notes in the back. Claire made a motion to accept the audit as presented, Karen Schneider seconded, and the motion passed unanimously. Tony moved to accept the 990 and charity registration as presented, Steve Bowman seconded, and the motion passed unanimously.

**Open Board Seat – Bob Conway**

David Gittleman's seat, a second floor business seat, is now open. The person would serve through the end of 2020, then could run for the spot in the 2020 election. If we are unable to fill seat in the next couple of weeks, according to the bylaws, it can be filled by someone in another category. If you know someone who is interested, please let Bob or the office know as soon as possible.

**DESIGN AND BEAUTIFICATION COMMITTEE – Claire Toth**

The first grant has been awarded and completed! Zappia's Brick Oven Pizza's new awning is up at their new location on Beechwood Road. The Beechwood Wine & Liquor has begun working on their awnings and window cleanup as well. The Board agreed that additional window cleanup should be required before they receive their grant money.

Nancy and Claire did a presentation on the Façade Grant Program and some of Summit's historic buildings at the Stakeholder meeting last month. Claire encouraged everyone to look up when walking through town. Some of the most spectacular historical features are on the upper floors of the buildings. Nancy said she would send the powerpoint out to the Trustees.

**Promenade Planting Deadline – Bob Conway**

Bob reminded the Board that they approved the funds to support the plantings in the Promenade in May of 2018. There has been a lot of talk, but the plantings still have not been done. Bob would like to extend the funds through November 1, 2019, then rescind them if the project is not completed this year. The goal is not to take the funds back, the hope is that the

deadline spurs them into action. Karen Schneider made a motion to extend the funds through November 1, 2019 then rescind them. Claire seconded, and the motion passed unanimously. Nancy said she will communicate the decision to the parties involved.

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

- The City has received some requests to trim the trees in front of Cove Carpets and on Beechwood Road since the trees are touching the buildings and awnings. Most of the trees being discussed are the diseased ash trees. The City has been giving them time to heal and let the tree medicine take effect. That combined with the rainy summer has lead to a lot of growth.
- The new loading zones have been painting and the striping around town has been completed. Tony asked Aaron if there's any kind of signage we could put up that indicates it's a commercial loading zone, not for public use.
- Aaron's high school intern, Sydney, helped us to survey the tree wells and map which ones needed roses, pachysandra, cleanup, etc. She was a huge help!
- Rita ordered a bunch of big planters to line the Maple Street side of Park & Shop Lot 2 to prevent cars from exiting that way. They will have plants in them soon.
- SDI is looking into budgeting to have the entire downtown powerwashed in 2020 using the leftover Clean Communities money. It would likely be done at the beginning or end of sidewalk café season. The City was also going to be discussing an ordinance change to require restaurants to powerwash before/after their sidewalk cafes.
- The K Lot will be repaved the first or second week of August.
- River Road is complete.
- Aaron is trying to include repaving the alleyway behind Dunkin Donuts in the closeout of the original downtown improvement project.

Unrelated to DCS, Tony voiced his concern that Uber, Lyft, and food delivery services like Door Dash are making the downtown unsafe. They pull over wherever they want and let their passengers out or leave their flasher on to pick up food.

#### **HOLIDAY PARKING – Bob Conway**

Bob believe that holiday parking is an important issue for the downtown. He encourages all the trustees to come to the Sept. 3<sup>rd</sup> Common Council meeting when it will be discussed. He also encouraged trustees to talk to tenants, customers, and residents about the issue and encourage them to attend the Sept. 3 meeting as well. The office will send an email out to the downtown community to let them know when the meeting is so they have plenty of notice and can attend.

#### **EVENTS – Nancy Adams, Kathryn Best**

**Arts + Cars:** We are looking for volunteers for the Beer + Wine Garden. A signup link will be emailed out with shifts. We need help with set up, tear down, pouring beer and wine, checking IDs, and selling drink tickets. We'd like at least on SDI trustee or staff member at the ID/ticket table at all times. We will be asking the Elks and the PAL for help securing volunteers in exchange for donating a portion of the proceeds to their scholarship fund. Bull & Bear, the new microbrewery, will not be able to provide the beer due to licensing issues, so we will be working with a different distributor for the beer. We will be working with The Wine List for the wine.

We are continuing to advertise for artists, and we have more "Calling All Artists" postcards if any trustees have a good place to hand them out. Matt Strauss suggested putting the artist application on the back of the postcard to make it easier for artists to apply.

**Restaurant Week** went well. Debra Trisler designed a new poster for the event; it's brighter and summer-ier. We had a new "Guess the Dish" social media contest that also went well.

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

Beth informed the Board that information on Summit potentially establishing a plastic bag ban was presented at the last Common Council meeting. There are a lot of different way to do it and phase it in, so Council will be investigating that as well as reaching out to SDI and the downtown businesses for input. Discussion continued.

National Night Out is this coming Tuesday, so hopefully the restaurants will experience an increase in business. Beth encouraged the Trustees to look at the Economic Development Committee's presentation from the last meeting; it's available on the City's website.

#### **NEW BUSINESS / PUBLIC INPUT - None**

Tony Melchionna made a motion to adjourn, and Claire Toth seconded. The meeting was adjourned at 8:53am.

**The next Trustee meeting is September 25, 2019.**