

**Summit Downtown, Inc.
Board of Trustees Meeting
December 19, 2018 8:30AM
City of Summit City Hall, Whitman Room**

Members Present: Susan Alexander, Steve Bowman, Bob Conway, Joseph Hamilton, Beth Little, Tony Melchionna, Nora Radest, Michael Rogers, Karen Schneider, Claire Toth, and Beth Welsh. Staff: Nancy Adams and Kathryn Best.

Members Absent: Pat Angelo, David Gittleman, and Andrew Genualdi.

Guests: None

Bob Conway called the meeting to order at 8:36 am.

APPROVAL OF MINUTES – Bob Conway

Minutes were presented for approval. Tony Melchionna moved that the November 2018 minutes be approved. Karen Schneider seconded, and the motion passed unanimously.

CHAIRPERSONS REPORT – Bob Conway

Since today is Beth Welsh's last meeting as an SDI Trustee, Bob thanked her for her years of care, dedication, hard work, and leadership. He presented her with an award on behalf of the Board.

Today is also Susan Alexander's last meeting; she has resigned from the Board. Pat Angelo's term as a resident expires this month, but as allowed by SDI's bylaws, Bob has appointed Pat to finish the last year of Susan's term. That switches him over to a first-floor retail spot. He will then have to run at the end of 2019. Pat has been an excellent member of the Board and will provide consistency for the Board.

COMMITTEE/PROJECT REPORTS

FINANCE – Claire Toth

Claire informed the Board that SDI has received the fourth quarter of 2018 assessment revenue. Claire and Nancy thanked Michael Rogers for his assistance. That makes a total of 5 quarters of revenue this year since we received the fourth quarter of 2017 assessment revenue in 2018. It looks like we will end the year with a surplus again.

The 2019 budget hasn't been completed yet. Bob, Nancy and Claire are working to see if they can reduce some of SDI's back office costs without reducing services, such as IT services and the proposed retirement plan. Claire thanked all the trustees for their input on SDI's proposed retirement plan. We're very closed to a balanced budget and hope to present the budget in January.

Tony Melchionna made a motion to approve the November 2018 Financials. Karen Schneider seconded the motion, and it was approved unanimously.

BOARD ELECTIONS, EXEC. COMMITTEE, 2019 BOARD MEETING DATES – Bob Conway and Nancy Adams

The Board election concluded yesterday; over 70 ballots were received. Bob Conway was re-elected as a first-floor retailer. Leslie Herman and Matt Strauss are joining the Board as property owners. Ray Merritt was elected as SDI's resident representative. They will join the Board in January.

SDI's Executive Committee for 2019 will also be elected at our January Board meeting. Any trustees interested in serving on the Executive Committee should contact the office. Beth's position of secretary is available. Bob, Claire, and Karen all plan to run for re-election.

Nancy will email all the trustees the 2019 Board Meeting dates. Most are the last Wednesday of the month except March (Nancy and Kathryn are at the National Main Street Conference), July/August (combined into one meeting), and November (Thanksgiving).

DCS/SDI MEETING REPORT – Tony Melchionna

- Tony and Aaron walked through town to examine the trees. There is still some trimming to do this year and spring 2019. There's also a stretch of ash trees on Summit Ave. up to Irving Place that are dying. Those were purposefully not trimmed since the City is waiting to see if the medicine they gave the trees will be effective. If not, they will need to be replaced.
- Tony previously mentioned that some of the metal utility covers on the sidewalk are damaged and dangerous. Those are the responsibility of the utility companies, not the City, so Aaron is checking to see what can be done.
- The sewers have been snaked, so there's less grease and less smell.

- Summit House's trash behind the old Rosalita's is unsightly and many people's first impression of Summit. The Board suggested asking Summit House to put some kind of shield or enclosure around the trash, but something like that would likely be a problem for plows.
- Karen said that the ornamental grasses around the DeForest Lots used to be trimmed at the end of Fall. It made snow removal a lot easier. For the past few years, they haven't been trimmed. Tony said he would ask Aaron have the grasses trimmed.
- Tony proposed that SDI use some of the money allocated for parking to plant some new shrubs on the Maple Street side of Park & Shop Lot 2 since many of those shrubs have been removed or died. Nancy said that she would ask Aaron for estimates for mature bushes and suggested that SDI contribute leftover treewell money to help pay for them.

EVENT UPDATES – Kathryn Best and Nancy Adams

2019 Event Dates – Proposed 2019 event dates were distributed. Events that may change dates include Summit Street Sounds, Design Day & Night, and Celebrate in Summit. The Board's consensus was to extend Summit Street Sounds into May rather than July due to the events on the Village Green. The Board also reached the consensus to move Design day & Night to late March. Finally, the Board reached the consensus to hold Celebrate in Summit on Saturday, Dec. 7 from 1-4pm.

The final **Carriages & Carolers** will be this Saturday, Dec. 22 from 1-4pm. Turn out has been fantastic again this year; this is the one event where weather doesn't have much impact on turnout. We have a fantastic new sponsor – Harmony Home Concierge. They sponsored Celebrate in Summit and one Saturday of the Carriages & Carolers. They're relatively new to the area and are a subscription-based one-stop-shop for home management. You have an account manager you can call if you need something painted, you have a plumbing problem, you need your driveway plowed, etc. We're very happy to have them onboard and they have enjoyed great engagement with event attendees. They've even provided free hot chocolate and tchotchkes for attendees.

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

Common Council is looking into installing covers over the kiosks in the Park & Shop lots so they wouldn't have to have the gates up when it rains. Claire asked that the City run designs for the project past the Historic Preservation Committee since the City and Committee are trying to establish a consistent look for Summit's hardscaping.

Council approved the money for the bond for the design and construction of the new firehouse. The design and plans will be worked on during all of 2019. They hope to go to bid in late 2019 and start construction in 2020. Beth Little added that Council hopes that the cost will, at least partially, be offset by the Broad Street Redevelopment Project.

Beth Little said that SPAC suggested SDI and the City look into putting up some of the universal "Blue P" parking signs on Springfield Ave. that point to the DeForest Lots. SPAC suggested this in the past, so there's already a plan for where the signs would go. The Board's consensus was for Nancy to work with Aaron Schrager and Rita McNany to have some Blue P signs installed. Whenever it makes sense, the Blue P signs should be combined with existing signs and poles.

SUBURBAN CHAMBERS OF COMMERCE UPDATE – Beth Welsh

The Chamber continues to hold Wine Down Wednesdays and First Friday events. David Dietze is the First Friday presenter in January; February will be Meet the Mayors again. The Tying the Communities Together Dinner will be held on April 2. Retiring Community Programs Director Judith Josephs will be honored.

NEW BUSINESS / PUBLIC INPUT

None

Tony Melchionna made a motion to adjourn, and Claire Toth seconded. The meeting was adjourned at 9:12am.

The next Trustee meeting is January 30, 2019.