

**Summit Downtown, Inc.**  
**Board of Trustees Meeting**  
**April 24, 2019 8:00AM**  
**City of Summit City Hall, Whitman Room**

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

**Members Absent:** David Gittleman, Beth Little, and Michael Rogers.

**Guests:** David Naidu, President, Summit Common Council, former SDI Trustee  
Sherry Cronin, Exec. Director, Downtown Westfield Corporation  
Chief Robert Weck, Summit Police Department

Bob Conway called the meeting to order at 8:05 am.

**APPROVAL OF MINUTES – Bob Conway**

Minutes were presented for approval. Tony Melchionna moved that the March 2019 minutes be approved. Steve Bowman seconded, and the motion passed.

**COMMITTEE/PROJECT REPORTS**

**FINANCE – Claire Toth**

The March financials incorporate February. The Board will be approving financials for both February and March since Claire was out of town for last month's meeting. Karen Schneider made a motion to approve the financials for February and March 2019. Tony Melchionna seconded and the motion passed unanimously.

Nancy attended the Common Council meeting last night and presented SDI's budget, which was then passed. Mayor Radest commented that she is very happy to see such a strong relationship between SDI and the City.

**DESIGN AND BEAUTIFICATION – Claire Toth**

The Committee received its first grant application! Zappia's Brick Oven Pizza is moving to where Shunju was on Beechwood Road and applied for a grant to help pay for their new awnings. Beechwood Wine & Liquor has removed their awnings and have applied for a grant to replace them. Nancy and Claire met with the owner of Beechwood Wine & Liquor to encourage him to do a few other improvements (cleaning, relocating register and single use bottles) and Nancy followed up with an email. The committee also plans to discuss some exterior improvements with the property owner, such as painting and a decorative gate by the unused side door that would prevent people from sitting in the doorway. Nancy is hoping Peter Lloyd, a member of the committee with retail and display experience, will accompany her to talk to the owner again. Ray Merritt suggested having a competition where downtown design businesses compete to help beautify that corner (with window treatments, etc.). Nancy answered that the committee has already discussed having a design business donate some time.

**HOLIDAY PARKING – Bob Conway and Sherry Cronin, guest speaker**

Bob introduced Sherry Cronin, the Executive Director of the Downtown Westfield Corporation (SDI's equivalent in Westfield) who he invited to speak about Westfield's free holiday parking. All the trustees introduced themselves. Sherry thanked the Board for having her. She outlined the process she goes through to request free parking for the holidays and downtown events, the pros and cons of free downtown parking, and answered questions. A recording of Sherry's portion of the meeting is available here: [https://drive.google.com/open?id=1loX4v2Fd3njQM\\_1-kQUmKnEtavVbeFC](https://drive.google.com/open?id=1loX4v2Fd3njQM_1-kQUmKnEtavVbeFC). The Board thanked Sherry for attending the meeting and sharing her valuable insight.

**DOWNTOWN DELIVERY ISSUES – Chief Weck, guest speaker**

Bob thanked Chief Weck for coming to the meeting. Bob began by asking for clarification on the enforcement of "unofficial loading zones" where parking enforcement has put out the orange cones. Bob has noticed that only customers have received tickets for parking where the cone was, not UPS/delivery trucks.

Chief Weck said that he met with Nancy, Tony, and Aaron Schragar about creating eight defined loading zones downtown. They will be painted on the asphalt once weather permits. Chief Weck or Rita McNany will send a map of the loading zones for SDI to send out to all the downtown businesses. After the zones are painted, there will be a grace period, then enforcement will begin. Enforcement will mainly be carried out by parking enforcement officers rather than police officers.

The police have noticed that store owners move the bollards more than customers. Two officers spoke to one of the owners who repeatedly moved the bollards. Rita is looking into heavier bollards that are tougher to move. Nancy said that with the heavier bollards, signage may not be necessary, but mentioned that "no parking here to corner" signs are an option as well.

Pat Angelo mentioned that he does key drops with his delivery drivers so they're able to come to town very early before most places are open, so it doesn't impact parking/traffic as much. Nancy said that she would get more details from Pat so other businesses can take advantage of this kind of delivery.

Nancy mentioned that she and Tony talked to Aaron about the possibility of putting up some kind of physical barrier (like bollards) on the corner of Maple St. and Springfield Ave. so trucks can't drive on the sidewalk. The JCP&L grate was damaged by a truck driving on the sidewalk, repaired by JCP&L, then damaged again. Someone tripped there and is now suing Summit House and other parties. Discussion continued.

Matt Strauss has been approached by a cannabis dispensary that wants to rent one of his spaces. He asked the Chief what his feeling is on the subject and for any insight into local legislation. Nancy and the Chief both answered that it will be up to the Common Council whether or not they want to allow that kind of business to open in Summit. Steve said that it's currently in committee and hasn't been discussed by the full Council. One rule will likely say that a dispensary can't be with 1,000 feet from a school or park. The whole downtown is probably within 1,000 feet of a school or park, so it may be a nonissue.

Bob thanked the Chief again for coming to the meeting.

**DCS/SDI MEETING REPORT – Tony Melchionna and Nancy Adams**

- Tree wells will be weeded and cleaned out soon. Wickets are beginning to be removed.
- Aaron will discuss plantings for Park and Shop Lot #2 with Rita.
- The light pole in Park and Shop Lot #2 may be installed this month.
- Aaron is also looking into stockade fencing for Park and Shop Lot #2.
- The City is looking for a powerwashing company. Joe Hamilton said he would email Nancy some contacts.
- Pat suggested that the City or SDI's Design Committee lean on Cronheim to create an enclosure for their trash. Pat said he wouldn't mind paying for it in the long run, but they can't make Cronheim build it.

**COMMON COUNCIL UPDATE – Mayor Radest and Steve Bowman**

SDI's budget was received well and passed. The construction outside City Hall should be completed in about three weeks, weather depending. It will add a few parking spots for City vehicles which will free up spaces in the main parking lot for the public. A few other projects will begin soon, but the majority of projects will be done during the month of August.

**NATIONAL MAIN STREET CONFERENCE – Nancy Adams and Kathryn Best**

Nancy and Kathryn attended the National Main Street Conference in Seattle. Their report was sent out to the Board. No questions at the meeting, but trustees can email Nancy or Kathryn if they have any questions.

**EVENT UPDATES – Bob Conway, Kathryn Best, and Nancy Adams**

**Summit Farmers Market** - The Farmers Market opens this Sunday, April 28 and will run through Sunday, November 24. As always, the market will be open from 8am to 1pm, rain or shine, in Park & Shop Lot 2 on DeForest Ave.

Kathryn gave a recap on **Design Day** (excellent attendance at businesses' special events) and updates on **Summit Street Sounds** (live music throughout town from 5-8 every Thursday in May and June), **Family Fun Night** (sponsored by Lois Schneider Realtor, held Thursday, June 13, 4-8pm), and **Restaurant Week** (July 18-28).

**NEW BUSINESS / PUBLIC INPUT**

None

Tony Melchionna made a motion to adjourn, and Pat Angelo seconded. The meeting was adjourned at 9:22am.

**The next Trustee meeting is May 29, 2019.**