

**Downtown Somerville Alliance
Minutes of the Board of Trustees Meeting
Monday, April 9, 2018 - Council Chambers**

Trustees Present: L. DeLuca, M. DeSapio, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre, R. Pitts

Trustees Absent: R. Linares

Guests Present: None

Call to Order: DSA Chairperson R. St. Pierre called the meeting to order at 7:00 pm

Notice of Meeting

Adequate notice of this meeting as required by the Open Public Meeting Act has been provided. A copy of the notice for this meeting, specifying the date, time and location was sent to the media and to the Clerk Administrator of the Borough of Somerville. If anyone present believes this meeting is being held in violation of the Open Public Meeting Act, please state your objections why this meeting is in violation. No objections were heard.

Salute to the Flag

Board Chairperson Statement

Welcome to M. DeSapio and L. DeLuca

Approval of Consent Agenda

- Approval of February 12, 2018 Minutes
- Approval of February 27, 2018 Minutes

R. Aulenbach made a motion to approve. E. Staller seconded same.

- Yea: G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre
- Nay: None
- Abstain: L. DeLuca, M. DeSapio
- Recuse: None

Approval of Purchase Orders

R. Aulenbach made a motion to approve. M. Seader seconded same.

- Yea: L. DeLuca, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre*
- Nay: None
- Abstain: M. DeSapio, *R. St. Pierre (#789)
- Recuse: None

Additional Reports

- Municipal liaison R. Pitts- Treescape is moving forward. 3 test trees will be planted by Arusuvai, Saffire Salon, and in between Pinot's Palette and Bodhi. DPW is seeking to fill a driver/laborer position. Parking ad-hock committee is meeting once again to discuss signage.
- Marketing committee co-chair Eric Staller- The committee has reached out to firms to do short-term work. The RFP is still in a draft form. There is an open meeting for volunteers being held at the Somerville Public Library.
- Events committee chair Brittany Burton- Girls' Night Out, Cruise Nights, Starlit Cinema, and music on Division are currently being planned. Bands will play Friday and Saturday night starting Memorial Day weekend, and thereafter just on Saturday nights. Bands will start at 6:00 pm and take periodic breaks. Street performers are being investigated.

Executive Director's Comments

B. Macdonald commented on:

- All board members must complete their financial disclosure forms. Failure to do so results in a fine from the state.
- There will be an internal staff meeting on regulatory signage for parking.
- The parking app had a trial run on a few meters by the courthouse. The stickers were found lacking and different stickers have been ordered.
- Flags have been installed.
- Annual spring cleanup is scheduled.
- There are several options being discussed for updates with Yanetta's Services.
- Once the budget has been adopted, the organization will need to work with vendors on flowerpots.
- Openings and closings
 - Upcoming ribbon cuttings
 - Lure Lash
 - Meadow's Frozen Custard
 - Upcoming openings
 - Village Brewing Company
 - Grumpy Bobas
 - Cheech's Own Coffee
 - Playa Bowls
 - New tenant in Krauser's
 - Stickley Furniture
 - County Health Facility
 - New restaurants in new DeSapio building
 - Just Subs is in lease negotiations
 - Closures
 - Big Little Railroad
- R. St. Pierre requested that all board members be invited to future board orientations.

Old Business

- Discussion and approval of 2018 budget (Resolution #18-003)

Downtown Somerville Alliance

Resolution # 18-003

APPROVING THE BUDGET FOR THE FISCAL YEAR 2018

WHEREAS, it is the responsibility of the Downtown Somerville Alliance Board of Trustees to approve all budgets of the Downtown Somerville Alliance; and

WHEREAS, the Downtown Somerville Alliance Board of Trustees developed the budget based on the projects, expenses and operational costs for the organization; and

WHEREAS, the current budget consists of projected figures based on previous expenses and projected expenses and accounting statements.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Downtown Somerville Alliance (DSA) of Somerville Borough hereby approve, adopt and authorize the Downtown Somerville Alliance budget for the 2018 fiscal year in the amount of \$636,200.

Pursuant to N.J.S.A. 40:56-65 et seq. and Somerville Borough municipal ordinance # 1198, upon adoption by the DSA, the 2018 budget shall be scheduled for presentation to Borough Council for public hearing at the earliest available opportunity.

- Yea: L. DeLuca, M. DeSapio, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre
- Nay: None
- Abstain: None
- Recuse: None

- Discussion and approval of board Secretary (Resolution #18-004)

Downtown Somerville Alliance

Resolution # 18-004

APPROVING THE ADDITION OF SECRETARY TO THE EXECUTIVE BOARD

WHEREAS, the Downtown Somerville Alliance Board of Trustees understands that the secretary plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records; and

WHEREAS, a secretary will be most useful to an organization when his or her role is shaped to meet the unique structure and needs of the organization, rather than filling a standard job description; and

WHEREAS, the Downtown Somerville Board of Trustees has decided to add the position of secretary to the executive committee

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Downtown Somerville approves the addition of position of secretary to the executive board of Downtown Somerville Alliance.

- Yea: L. DeLuca, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre
- Nay: None
- Abstain: M. DeSapio

- Recuse: None
- Discussion and approval of amendment of by-laws to include the position of secretary on executive committee (Resolution #18-005)

Downtown Somerville Alliance

Resolution # 18-005

APPROVING THE AMENDMENT OF BY-LAWS TO INCLUDE THE POSITION OF SECRETARY ON EXECUTIVE COMMITTEE

WHEREAS, the Downtown Somerville Alliance Board of Trustees deems it to be in the best interest of the Organization that the following action be taken by the Trustees pursuant to this Resolution;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the undersigned, being all of the Trustees of this organization hereby consent to, approve, and adopt the following:

AMENDMENT OF BYLAWS:

BE IT FURTHER RESOLVED, that Section VI, of the bylaws of this organization is hereby amended to add the following:

Section 6.05: Secretary. The Secretary shall play a critical role in fostering communication and ensuring proper management and utilization of important organizational records. The secretary should be knowledgeable of the organization's records and related materials. Other duties may change from time to time as may be assigned by the Board of Trustees.

BE IT FURTHER RESOLVED that all other provisions of the bylaws as adopted shall remain in effect and the foregoing amendment shall be incorporated into the standing bylaws of the Downtown Somerville Alliance.

- Yea: L. DeLuca, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre
- Nay: None
- Abstain: M. DeSapio
- Recuse: None

New Business

None.

Communications

None

Open Public Session

G. Brady: Doesn't see any major problems with the budget. Background on downtown trees. Requested the DSA pays for the tree survey because it is the DSA's loan. B. Macdonald replied that the municipality guarantees the loan so it is actually the municipality's loan. G. Stravic asked about the selection of the 3 trees that are currently being replaced and the process that is going to be used to make decisions about the streetscape in the future.

D. LaMontaine: Tour of Somerville update.

Adjournment

G. Storms motioned to adjourn the meeting. B. Burton seconded same.

- Yea: L. DeLuca, M. DeSapio, G. Storms, G. Stravic, B. Burton, L. McLachlan, R. Aulenbach, M. Seader, E. Staller, R. St. Pierre
- Nay: None
- Abstain: None
- Recuse: None

Prepared by: C. Blockus

Dated: May. 9, 2018