

Downtown Somerville Alliance
Minutes of the Board of Trustees Meeting
Tuesday, January 10, 2016 - Council Chambers

Trustees Present: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel, J. Kobuta

Trustees Absent: R. Aulenbach

Guests Present: None

Call to Order: DSA Chair, T. Genova called the meeting to order at 8:01 am

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.

Election of Executive Officers

R. St. Pierre nominated T. Genova for chairperson. P. Mannion seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

R. St. Pierre nominated P. Mannion for Vice Chairperson. E. Staller seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

R. St. Pierre nominated R. Pitts for secretary. S. Granados seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

P. Mannion nominated R. St. Pierre for treasurer. R. St. Pierre withdrew.

C. Petrosini nominated himself for treasurer. L. McLachlan seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

Introduction of Resolution 17-001

RESOLUTION #17-001

RESOLUTION TO MOVE INTO EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Alliance is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Downtown Somerville Alliance, that the following portion of this meeting dealing with following general described shall not be open to the public:

- Personnel
- Ligation
- Contract Negotiations
- Purchase, Lease or Acquisition of Real Property

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public upon the final decision of the Board of Trustees as to contracts, leases; the completion of the litigation or anticipated litigation, the decision of the Board of Trustees as to personnel matters if the employee requests that the matter be made public or upon completion of said matters.

T. Genova introduced the resolution to enter into executive session. R. St. Pierre moved to approve. P. Mannion seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

Executive Session

Discussion of staff personnel, PR services/contract, advertising services/contracts, event contracts, and maintenance contracts. No actions were taken.

T. Genova asked for a motion to close executive session. R. St. Pierre made motion. P. Mannion second.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None

- Abstain: None
- Recuse: None

Call to Order: DSA Chair, T. Genova called the meeting to order at 9:46 am

Trustees Present: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel, J.Kobuta

Trustees Absent: R. Aulenbach

Guests Present: None

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.

Pledge of Allegiance

T. Genova led the Pledge of Allegiance.

Announcements – T. Genova presented the 2017 DSA Reorganization Comments.

Approval of Minutes of the Board of Trustees December 13, 2016 Meeting

P. Mannion made a motion to approve. R. Pitts seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

Treasurer's Report

C. Petrosini - no report.

Introduction of Resolution 17-002

RESOLUTION 17-002

AUTHORIZING THE HIRING OF CHRIS BLOCKUS FOR FULL TIME PROGRAM COORDINATOR

WHEREAS, the Downtown Somerville Alliance approved a resolution at a meeting held on December 10, 2016 creating a full time position for a program coordinator and

WHEREAS, Chris Blockus has been successfully performing the job tasks through an employment agency for said position since June, 2016 and is qualified to perform the duties required of said position, be it:

NOW THEREFORE BE IT RESOLVED, that the Downtown Somerville Alliance offer a contract of employment to serve in the capacity of Program Coordinator at a salary of \$42,000 per year, pro-rated accordingly and authorizes the Chairman of the Board of Trustees to execute an Employment Agreement.

T. Genova introduced the resolution. R. St. Pierre moved to approve. S. Granados seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

Introduction of Resolution 17-003

RESOLUTION 17- 003

AWARDING A CONTRACT TO YANNETTA'S SERVICES LLC FOR THE DOWNTOWN SOMERVILLE PUBLIC SPACE CLEAN & SAFE BID

WHEREAS, the Downtown Somerville Alliance publically advertised in the Courier News on December 12, 2016, that bids would be received at 10:00 a.m. on December 28, 2016 at Borough Hall: and

WHEREAS, the bid reception was conducted on December 28, 2016 at 10:00 a.m., by Kevin Sluka, Municipal Clerk and Beth Anne Macdonald, Executive Director of the Downtown Somerville Alliance; and

WHEREAS, it has been determined that the bid submitted by Yannetta's Services LLC 16 Culver Street, Somerville, New Jersey 08876 submitted the lowest responsible bid as follows:

YEAR #1

PRICE PER HOUR TO PERFORM THE SPECIFIED SERVICE (minimum of 3 workers):

January 30, 2017 to March 31, 2017

MONDAY, WEDNESDAY, FRIDAY 3:30 a.m. to 6:30 a.m.

FORTY TWODollars and ZERO Cents (\$42.00)

PRICE PER HOUR TO PERFORM THE SPECIFIED SERVICE (minimum of 3 workers):

April 1, 2017 to May 31, 2017

MONDAY, WEDNESDAY, FRIDAY, SATURDAY 3:30 a.m. to 6:30 a.m

FORTY-TWO Dollars and ZERO Cents (\$42.00)

PRICE PER HOUR TO PERFORM THE SPECIFIED SERVICE (minimum of 3 workers):

June 1, 2017 to September 30, 2017

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

3:30 a.m. TO 6:30 a.m.

FORTY-TWO Dollars and ZERO Cents (\$42.00)

PRICE PER HOUR TO PERFORM THE SPECIFIED SERVICE (minimum of 3 workers):

October 1, 2017 to December 31, 2017

MONDAY, WEDNESDAY, FRIDAY, SATURDAY 3:30a.m. TO 6:30 a.m.

FORTY-TWO Dollars and ZERO Cents (\$42.00)

PRICE PER HOUR TO PERFORM THE SPECIFIED SERVICE (minimum of 1 worker):

April 1, 2017 to May 31, 2017

THURSDAY, FRIDAY, SATURDAY 2:00 p.m. to 4:00 p.m.

TWENTY FIVE Dollars and ZERO Cents (\$25.00)

PRICE PER HOUR TO PERFORM THE SPECIFIED (minimum of 1 worker):

June 1, 2017 to September 30, 2017

THURSDAY, FRIDAY, SATURDAY 2:00 p.m. TO 4:00 p.m.

TWENTY FIVE Dollars and ZERO Cents (\$25.00)

PRICE PER HOUR PER WORKERS FOR ON CALL EVENT SERVICES RELATED TO DIVISION STREET:

TWENTY FIVE Dollars and ZERO Cents (\$25.00)

PRICE PER HOUR PER WORKERS FOR ON CALL EVENT SERVICES SET UP AND BREAK DOWN:

TWENTY FIVE Dollars and ZERO Cents (\$25.00)

PRICE PER VISIT FOR WATERING:

ONE HUNDRED TWENTY FIVE Dollars and ZERO Cents (\$125.00)

YEAR #2

PRICE PER HOUR TO PERFORM SPECIFIED SERVICES (3 workers):

January 1, 2018 to March 31, 2018

MONDAY, WEDNESDAY, FRIDAY 3:30 a.m. to 6:30 a.m.

FORTY FIVE Dollars and ZERO Cents (\$45.00)

PRICE PER HOUR TO PERFORM SPECIFIED SERVICES (3 workers):

April 1, 2018 to May 31, 2018

MONDAY, WEDNESDAY, FRIDAY, SATURDAY 3:30 a.m. to 6:30 a.m.

FORTY FIVE Dollars and ZERO Cents (\$45.00)

PRICE PER HOUR TO PERFORM SPECIFIED SERVICES (3 workers):

June 1, 2018 to September 30, 2018

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

3:30 a.m. TO 6:30 a.m.

FORTY FIVE Dollars and ZERO Cents (\$45.00)

PRICE PER HOUR (3 workers):

October 1, 2018 to December 31, 2018

MONDAY, WEDNESDAY, FRIDAY, SATURDAY 3:30a.m. TO 6:30 a.m.

FORTY FIVE Dollars and ZERO Cents (\$45.00)

PRICE PER HOUR (1 workers):

April 1, 2018 to May 31, 2018

THURSDAY, FRIDAY, SATURDAY 2:00 p.m. to 4:00 p.m.

TWENTY SEVEN Dollars and ZERO Cents (\$27.00)

PRICE PER HOUR (1 workers):

June 1, 2018 to September 30, 2018

THURSDAY, FRIDAY, SATURDAY 2:00 p.m. TO 4:00 P.m.

TWENTY SEVEN Dollars and ZERO Cents (\$27.00)

PRICE PER HOUR PER WORKERS FOR ON CALL EVENT SERVICES RELATED TO DIVISION STREET:

TWENTY SEVEN Dollars and ZERO Cents (\$27.00)

PRICE PER HOUR PER WORKERS FOR ON CALL EVENT SERVICES SET UP AND BREAK DOWN:

TWENTY SEVEN Dollars and ZERO Cents (\$27.00)

PRICE PER VISIT FOR WATERING:

ONE HUNDRED THIRTY FIVE Dollars and ZERO Cents (\$135.00)

- T. Genova introduced the resolution. R. St. Pierre moved to approve. P. Mannion seconded same.
- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
 - Nay: None
 - Abstain: None
 - Recuse: None

Introduction of Resolution 17-004

RESOLUTION 17-004

AUTHORIZING THE 2017 SALARY FOR BETH ANNE MACDONALD EXECUTIVE DIRECTOR

WHEREAS, the Downtown Somerville Alliance provides for an annual review of the Executive Director's performance and determination of meritorious pay, which the Board has completed; and

WHEREAS, the Board, based on its annual review of the Executive Director's performance desires to set the 2017 salary of the Executive Director at \$78,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Downtown Somerville Alliance does grant the Executive Director by adoption of this resolution an adjustment to her salary up to \$78,000, retroactive to January 1, 2017 and authorizes the Chairman of the Board of Trustees to execute an Amendment to the Executive Director Employment Agreement.

T. Genova introduced the resolution. R. St. Pierre moved to approve. P. Mannion seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

Budget

The board agreed upon revenue, capital improvements, and debt service areas of the budget. The board in general discussed the Main Street sound system, digital kiosk, and directional signage. Jazzfest was removed and consolidated with “arts on division” as support for a partner organization. It was agreed to remove cookie costs from the Holiday Jubilee. Meter bags for Cruisers were removed from the budget.

Purchase Order Approval

R. St. Pierre made a motion to approve, P. Mannion seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None

R. St. Pierre amended the motion so that M. Seader could recuse her vote on the first 4 purchase orders, for which she had a conflict of interest/loyalty. P. Mannion seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, E. Michel
- Nay: None
- Abstain: None
- Recuse: M. Seader

Open Public Session

T. Conshue suggested that business owners remove their own snow from Division Street. T. Genova responded the borough is responsible for snow removal in the public right of way/street area. The stores/property owners are responsible for sidewalk area and the borough will provide calcium chloride upon request.

T. Conshue asked if private events are allowed on Division Street. T. Genova replied that yes, private events are allowed. R. St. Pierre disagreed. Discussion about the application ensued. All agreed that private uses should be removed. T. Genova noted action will be taken on this.

Adjournment

P. Mannion motioned to adjourn the meeting and R. St. Pierre seconded same.

- Yea: T. Genova, P. Mannion, R. St. Pierre, C. Petrosini, L. McLachlan, R. Pitts, E. Staller, S. Granados, M. Seader, E. Michel
- Nay: None
- Abstain: None
- Recuse: None