

PHILLIPSBURG URBAN ENTERPRISE ZONE CORPORATION

April 18, 2016

A meeting of the Phillipsburg Urban Enterprise Zone Corporation Board of Trustees was held at 5:00 pm on the second floor of the Phillipsburg Municipal Building.

The meeting was called to order by Urban Enterprise Zone Board of Trustees President Helene Meissner.

Roll Call

Present: Mayor Stephen Ellis, Helene Meissner, Carrie Scott, Dottie Kays, Keith Zwicker.

Absent: Brian Otto, Randy Piazza

Public Comment and Questions

None

Presentation

James and Carol Diee of Soma Downtown Grille (formerly Delehanty's) gave a presentation about the re-opening/re-branding of their restaurant located at 62 So. Main Street in Phillipsburg. They are requesting funds from the UEZ for signage. They want to install one awning sign on the front of the building, one double sided sign, and one electric sign on the side of the building. The total cost for all of the signs is \$6,060.01.

Old Business

- A. Zone Assistance Funds – currently the balance in the checking account at Provident Bank is \$26,849.81. The balance in the second generation account at PNC is \$202,448.76

New Business

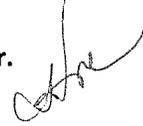
- A. Our UEZ office space in the basement of the municipal building has been unoccupied since Mark Portnoy left and Linda Braxmeier moved up to the first floor of the building. The Town is looking for space for the Red Cross officer. Since we are no longer using the space I offered to let them use the office space that Linda used to occupy. We moved any pertinent UEZ files from that office into the one next door that Mark Portnoy used to occupy. Now all of our files are located in that office and the small file room adjacent to it.
- B. Our checking account with Provident Bank requires two signatures on every check. In the past the authorized signers were Mayor Harry Wyant, Helene Meissner and Carrie Scott. However, Carrie is often difficult to get ahold of so the Board decided that the three authorized signers would now be Mayor Stephen Ellis, Helene Meissner and Keith Zwicker. Helene has already contacted the bank about making changes to the signers. Mayor Ellis and Keith Zwicker just need to go in to see the manager and have their names added to the account.
- C. We currently do not have a UEZ employee. People who call with UEZ questions have been directed to call Helene Meissner. Fortunately, most of the certifications, re-certifications and paperwork are all done on line now. Most other items that need to be addressed have to do with finances and Helene is delivering the bank statements to the accountant, Jeff Bugge, on a regular basis. We will continue to operate this way until other plans are made.

The regular meeting was adjourned at 5:47 pm and the Board entered into Executive Session.

The request from Soma Grille was discussed. Carrie Scott made a motion to grant them up to \$5,000 to assist with their signage. Mayor Ellis seconded the motion. All were in favor. Helene will call Carol Diee tomorrow to inform her of the Board's decision.

The meeting was adjourned at 5:58 pm.

In the absence of a secretary, these minutes were prepared by Helene Meissner.

A handwritten signature in black ink, appearing to be 'Helene Meissner', written in a cursive style.