

PHILLIPSBURG URBAN ENTERPRISE ZONE CORPORATION

March 20,2017

The monthly meeting of the Phillipsburg Urban Enterprise Zone Corporation Board of Trustees was held at 6:00 PM on the first floor conference room of the Phillipsburg Municipal Building.

Roll Call

Present: Trustees Dottie Kayes, Carrie Scott, Keith Zwicker, Kent Corcoran, Steve Ellis, Gayle Rogers.

Absent: Trustees Helene Meissner, Brian Otto, Randy Piazza

Approval of Minutes:

Approval of Minutes was tabled.

Public Comment & Questions

No Public Comments

Old Business

- A. Finalize Grant and Loan Documents– The following documents
 - Grant/Loan Application
 - Grant Agreement
 - Checklist

were discussed. Kent Corcoran made a motion to accept the documents as is, it was seconded by Steve Ellis and the motion carried unanimously.

New Business

- A. Jennifer Vogt was nominated by the mayor as the new full time member. Mark Lutz was nominated as an alternate.
- B. Carrie Scott made a motion to go into Executive Session to discuss the appointments. The motion was seconded by Keith Zwicker. The motion carried unanimously. The Mayor gave background information on Jennifer Vogt and the board welcomed her as a new full trustee. There was a discussion on the appointment of Mark Lutz so the mayor will meet with him before the next meeting and no action was taken
- C. Kent Corcoran brought up the need to update our current by laws and re-form the terms of the current members. There was a discussion, and the board agreed that there should be a meeting to discuss and possibly update the by-laws. No Action was taken at this time
- D. Executive Session ended and Jennifer Vogt was welcomed to the board.
- E. The Mayor brought up the need to re-examine the current Mercantile Licenses, and the need to coordinate with the various departments to ensure that businesses don't just pop up. The Mayor will initiate a town office initiative "InforShare" to keep all departments in the loop when businesses start up in town.

- F. Pat Dragotta gave an update to the board
- Downtown Recruitment Project. Letters went out to the various stakeholders and interviews will be set up in the next few weeks. There was a change of scope from the original proposal, but it did not impact the price. Hotels and mixed industrial use clients will be added to the portfolio of businesses targeted for potential solicitation
 - Window Dressing. The abandon storefronts were identified and letters will be going out to the owners. asking if they would like to participate. The project is being coordinated by the LVCC
 - UE Zones. The board was notified that 3 UEZs have sunset and Phillipsburg will sunset in 2023 if no action is taken by the state
- Update was given on the housing projects on Howard Street and Firth Street
- Current Balance Checking \$ 33,900
 - Current Balance Savings \$211,792

Kent Corcoran made a motion to adjourn, it was seconded by Dottie Kayes. The motion carried