

**Phillipsburg Urban Enterprise Zone
Board of Trustees Meeting Minutes
April 17, 2017**

The meeting was called to order at 6:08 pm by Chairperson Meissner. In attendance were Mayor Ellis, Keith Zwicker, Dorothy Kays, T. Kent Corcoran, Jen Vogt, Gayle Rogers and Helene Meissner. Absent were Carrie Scott, Randy Piazza and Brian Otto. The meeting was held in the conference room on the first floor of the Municipal Building.

Approval of Minutes: No minutes were available for the March 20, 2017 meeting. Chairperson Meissner was not in attendance at the March meeting. UEZ Coordinator Dragotta was not present this evening so the approval of minutes was tabled.

Public Comment and Questions: None

Old Business:

- A. Audit – there is still some concern that the UEZ has never been audited on its own, rather just as another department of the Town. Mayor Ellis informed us that there will be a new auditor (RCA) doing the town audits going forward.
- B. Ole Towne Festival – Mayor has received a number of calls and comments from people in town regarding the changes being made to this year’s OTF – most notably, moving the festival down to Union Square. Immediately after this meeting, the Mayor will be going to meet with the Knights of Columbus who have requested a meeting to discuss OTF. Mayor asked the UEZ Board for their thoughts about OTF. Numerous comments were made: 1) moving the festival from July to June is a good idea because it has been so very hot in July for several years 2) concerns about serving beer 3) closing South Main Street could be nightmare 4) McWane Ductile spent a tremendous amount of money installing the pavers in front of the band shell at Walters Park—it seems a shame not to use them 5) if UEZ money is being used, part of the festival must take place in the Urban Enterprise Zone 6) the elderly are probably not going to walk down So. Main Street or park far away and take a trolley downtown. Mayor will keep us updated as plans progress.
- C. Town Deposits to UEZ – the money collected from the parking meters cannot be simply deposited into the UEZ account. It must be shown as a donation from the Town to the UEZ. A resolution should be passed by Town Council before this begins.
- D. Mercantile Licenses – Mayor Ellis indicated that, going forward, all new businesses will have to apply for and receive a mercantile license to do business in Phillipsburg. When the applications are received, all necessary departments will be notified (i.e. police, planning board, zoning board, inspections, UEZ) so that we will all be on the same page. Additionally, any establishment selling food will also have to obtain the required permits from the health department. Hopefully this will eliminate little “pop-up” businesses that no one is aware of until they come upon them by accident.

New Business:

- A. Meeting Protocols: Pat has been able to locate some documents such as our Letters of Incorporation and recent By-Laws. It would appear that several changes to the by-laws have taken place over the years. We, as a group, need to decide who will have what responsibilities. Chairperson Meissner suggested the following: The UEZ Coordinator will set the meeting dates and prepare the agenda and notify all trustees. The chairperson will run the meeting. Someone else (whether voluntarily or appointed) should serve as Recording Secretary to take minutes of the meetings. A recording secretary can be someone who is not on the Board. We will discuss this at the next meeting and come to a final decision.
- B. Board Member Opening: There is still one opening on our Board. Someone had expressed an interest in serving but there were concerns due to his past relationship with the board. Mayor Ellis has not had a chance to speak to him personally but he will do so before any decision is made.
- C. Term Limits for Board Members: Our Letters of Incorporation state that Board members will have a three year term. Over the years, because it was so hard to find people willing to serve, most board members' terms were automatically renewed. However, we are all in agreement that we should have term limits. This could be done by randomly assigning one, two and three year terms to the current board members so there will be a continuous rollover, or a start date can be designated for long time members and new member terms can begin when they come on board. This, too, will be discussed at the next meeting.

Miscellaneous:

- A. Junius Morgan would like to come before the board again to discuss his sign, a farmer's market, and other ideas he has.
- B. The Phillipsburg Garden Club is re-organizing. They have already begun work on the plot of land behind the NORWESCAP Food Bank.

The meeting was adjourned at 7:54 pm.