

**Phillipsburg Urban Enterprise Zone
Meeting Minutes
June 19, 2017**

The meeting was called to order at 6:15 by Chair Meissner. In attendance were Helene Meissner, Carrie Scott, Keith Zwicker, Dorothy Kays, Jen Vogt, and Gayle Rogers.

Notes from the May 15, 2017 had been submitted by Carrie. These will serve as temporary minutes. Keith Zwicker made a motion to accept the minutes and Dottie Kays seconded.

We were to have had Melissa Hummer from Provident Bank discuss our revolving loan program process and requirements. However, she was sick and could not attend the meeting. Helene had met with Melissa at her office and went over the terms that were discussed at that time. We will continue to offer the loans at 4% interest over a 15 year period. The documents will have to be drawn up by the town attorney because Provident will oversee the payments but does not want to be responsible for the document preparation. The project must be started within 60 days and must be completed within a year. Funds will be advanced as the work is done – similar to construction loans.

Sandra Smith Edwards had submitted a proposal requesting funding for tree removal on her property at Edwards Learning Center. She was supposed to present her plan to us at the meeting but she did not attend. We will not consider this request until she comes before the board.

Other discussion:

The general consensus is that Mark Lutz should not be appointed to our board since we already have one councilman on the board. The Mayor will explain to Mark why he is not being appointed.

Questions were asked about the marketing film that Lou Reda Productions is working on. The video is supposed to be about 10 minutes long but will probably go a bit longer than that – at no extra cost to us.

Helene asked for volunteers to work in the soda booth at the Ole Towne Festival next weekend.

The question was raised as to whether or not the parking meter will be in before “Thomas”. We hope so.

Helene also asked if we could possibly change out meetings to the 4th Monday rather than the 3rd Monday going forward. Everyone in attendance was agreeable. An email will be sent out to those who were not present tonight.

Meeting was adjourned at 6:58 pm.