

**SPECIAL IMPROVEMENT DISTRICT OF NETCONG BOROUGH, INC.
NETCONG COMMUNITY PARTNERSHIP
BOARD OF TRUSTEES MEETING
November 26, 2013
6:30 p.m.
Minutes**

- I. Call to Order and Flag Salute
- II. Attendance and Roll Call

	Present	Absent
Ralph Blakeslee		x
Bob Hathaway	Arrived at 6:45	
Bill Lerman	x	
Joseph Nametko	x	
Maria Patamia	x	
Vic Pocerobba	x	
Kathy Robbins	x	Left at 8:30
Open Seat		
Open Seat		
Open Seat		
Open Seat		

III. Open Public Meetings Act Statement

Adequate notice of this meeting as defined by the Open Public meetings Act has been provided by 1) posting a notice of said meeting in the space provided for such announcements at the Netcong Borough Hall on November 14, 2013 and 2) faxing a notice to The Daily Record, the official newspaper of the Borough of Netcong on November 14, 2013.

IV. Public Comment – No public was present

V. Executive Director’s Report

- Artplace Grant – this will be a collaborative effort with the Growing Stage – the NCP will be the actual organization to apply and the Growing Stage will help in those efforts and be a partner to the NCP during the grant process and if grant is awarded.
- Sustainable New Jersey Grant – Would like to try and launch a walk and bike initiative and tie that to the business community in many different ways.

Creating walking and biking incentives with this community would certainly bring more folks into the downtown area. In the process of talking with the Town in hopes to partner on this.

- Directory Update – working with District Connect to get this page up and functional, I have been able to validate many of the businesses and will start with those as I work through the rest to be sure we have everyone listed. Also putting a notice out on the FB and website to ask people to reach out to us as well – we want to be sure we do not miss anyone.
- Co-op Ad update – this was a great success we have sold 20 ad’s and will have a full page in the Musconetcong News, after the day I will talk with some merchants to see how they did and report back at the next meeting.
- Membership with NJMDA – I have been invited to be a Trustee on the NJMDA board, I feel this is not only a great opportunity for me professionally I also feel it is a great opportunity for NCP to network with other district throughout the state. It gives us the opportunity to see what others are doing and how they are doing so maybe we can implement some of those things right here in Netcong. I would like to ask the Board to sponsor this membership in place of Downtown NJ. I do not feel we have gotten a lot from that organization – they have been in flux a good part of the year with leadership transition and I feel that has impacted there ability to be effective.
- Legal Notice’s for NCP – I would like to ask this Board if I can take over the legal notices for the NCP – currently the Boro has been gracious enough to manager that for us, but what we are finding is that it is difficult the manager the paperwork and would like to see if managing it ourselves makes that better.

VI. Treasurer Report – see attached

VII. Motion to Approve the October 22, 2013 Minutes

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway			x			
Bill Lerman			x			
Joseph Nametko					x	
Maria Patamia		x	x			
Vic Pocerobba	x		x			
Kathy Robbins			x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

VIII. Motion to Approval the bills List for November, 2013

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway		x	x			
Bill Lerman			x			
Joseph Nametko	x		x			
Maria Patamia			x			
Vic Pocorobba			x			
Kathy Robbins			x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

IX. Motion to approve Netcong Community Partnership By-laws

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocorobba			x			
Kathy Robbins		x	x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

X. Motion to approve 2014 calendar

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway		x	x			
Bill Lerman			x			
Joseph Nametko	x		x			
Maria Patamia			x			
Vic Pocorobba			x			
Kathy Robbins			x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

- XI. Motion to approve membership to New Jersey Managed Districts Association (NJMDA) at a cost of \$250 dollars annually.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway			x			
Bill Lerman	x		x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocarobba		x	x			
Kathy Robbins			x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

- XII. Motion to approve Weinstein and Weinstein for the 2013 audits, the cost can not exceed \$2000 dollars and the timing of the audits need to comply with the by-laws and state statute.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocarobba			x			
Kathy Robbins		x	x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

- XIII. Motion to approve the 2014 Budget for introduction to the members at the NCP December meeting.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko		x	x			
Maria Patamia			x			
Vic Pocarobba			x			
Kathy Robbins			x			
Open Seat						
Open Seat						
Open Seat						
Open Seat						

XIV. Committee Reports

A. Executive Committee

Administrative Issues, Insurance, Accounting, Establishes Committee Budgets, and Yearly Audits

Vic Pocarobba – President – reported out on a meeting with the Growing Stage, our budget report and making sure we are using our committees

B. Finance Committee

Budgets, Grants, Revenue Building

Kathy Robbins – Chair – reported details of the current state of NCP finances, the November bills list questions, and details of the 2014 budget

- Treasurer Report
- November Bills List
- 2014 Proposed Budget

C. Special Events Committee

Farmers Market, Netcong Day, Holiday Events and New Events

Maria Patamia – Chair – please see attached reports

- Farmers Market
- Netcong Day

D. Publishing Committee

Website, Directory, Community Calendar, Street Map including Events Locations, Social Media

Bill Lerman – Chair – reported on the status of the directory and said we should have at least our first draft on the website by beginning of December with the update to shortly follow, the committee discussed the website and how we can work better with the website and the facebook page, our next meeting we will start to discuss calendar for 2014.

- Directory
- Website updates

E. Property Enrichment - Streetscape

Improvements and Enhancements, Signage, Fixtures, Owners Assistance Program, Jump Start Program for New Businesses, Façade/Sign Application Program and Submitted Application Review

Bob Hathaway – Chair – reported that the holiday decoration have all been put up for the holiday parade and tree lighting , all benches and pots have been put away for the winter and we are ready. The committee will start working on putting together a new and improved Façade/Sign/Move in grant program – still need to talk about what we think is best so we can present something to the Board for approval.

F. By Laws and Legal Issues

Corporate By Laws Maintenance and Legal Issues

Vic Pocerobba – Chair

- By-laws update

G. Parking Lot / Town Center

Create Additional Town Center Parking

Bob Hathaway – Chair – reported that this committee would like to start to meet in January and I will be reporting out shortly on when and what that will be about.

- XV. Old Business – spoke about Dave Weippert’s sign grant as well as Approved Auto Electric sign grant.
- XVI. New Business - no new business to discuss
- XVII. Adjournment - Motion to adjourn made by Councilman Hathaway and second by Maria Patamia – all in favor voice vote at 8:50pm

NCP Committee Members

Executive Committee

Vic Pocerobba-President
Bill Lerman-Vice President
Kathy Robbins-Treasurer
Ralph Blakeslee- Assistant Treasurer
Open Seat - Secretary
Gina Thomas-Executive Director

Finance

Kathy Robbins-Chairperson
Bill Lerman
Bob Hathaway
Gina Thomas

Special Events

Maria Patamia-Chairperson
Joe Nametko
Vince Baglivo
Gina Thomas

Publishing

Bill Lerman-Chairperson
Maria Patamia
Vince Baglivo
Gina Thomas

Property Enrichment/Streetscape

Bob Hathaway-Chairperson
Bill Lerman
Kathy Robbins
Gina Thomas

By Laws and Legal Issues

Vic Pocerobba-Chairperson
Bob Hathaway
Bill Lerman
Gina Thomas

Parking Lot/Town Center

Bob Hathaway-Chairperson
Vic Pocerobba
Bill Lerman
Gina Thomas