

**SPECIAL IMPROVEMENT DISTRICT OF NETCONG BOROUGH, INC.
NETCONG COMMUNITY PARTNERSHIP
BOARD OF TRUSTEES MEETING
March 26, 2015
6:30 p.m.
Minutes**

- I. Call to Order and Flag Salute
- II. Swearing – In of Frank Koval by Mayor Nametko- in the Mayor’s absence Councilman Hathaway sworn in Mr. Koval.
- III. Attendance and Roll Call

	Present	Absent
Stephen Fredericks	x	
Dr. Winfred Ginter		x
Bob Hathaway	x	
Frank Koval	x	
Joseph Nametko	Arrived 6:40pm	
Maria Patamia	x	
Vic Pocerobba	x	
Kathy Robbins	x	
Leigh Ann Von Hagen	Arrived 6:45pm	

IV. 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 March 2, 2015 and 2) emailing a notice to The Daily Record, the official newspaper of the Borough of Netcong on March 19, 2015.

- V. Public Comment – No public present
- VI. President’s Report – Update from the executive committee. Mr. Fredericks updated everyone on the successful abatement of all IRS penalties.
- VII. Treasurer Report – See Attached

VIII. Committee Reports

- A. Executive Committee
Administrative Issues, Insurance, Accounting, Establishes Committee Budgets, and Yearly Audits
Steve Fredericks – President...major issue is to secure an accountant and complete our 2014 audit and financial statement. Nisivoccia, LLP price of \$5,000 is discounted price. Gina has reached out to a number of people and will report out at the next meeting.
- B. Finance Committee
Budgets, Grants, Revenue Building
Kathy Robbins – Chair ...Kathy reported on the status of the purchase of Quickooks through tech soup and reviewed the financials of NCP...presented the 2015 schedule of meetings.
- C. Community Outreach Committee
Farmers Market, Netcong Day, Holiday Events and New Events
Maria Patamia – Chair...presented the 2015 schedule of meetings – see attached
- D. Publishing Committee
Website, Directory, Community Calendar, Street Map including Events Locations, Social Media
Steve Fredericks – Chair...update on the website and presented the 2015 schedule of meetings – see attached
- E. Property Enrichment – Streetscape/ Parking Lot/Town Center
Improvements and Enhancements, Signage, Fixtures, Owners Assistance Program, Jump Start Program for New Businesses, Façade/Sign Application Program and Submitted Application Review
Leigh Ann Von Hagen – Chair ...Leigh Ann updated on the agenda and presented the 2015 schedule of meetings see attached.
- F. By Laws and Legal Issues
Corporate By Laws Maintenance and Legal Issues
Vic Pocarobba – Chair ...will present a schedule of meetings at the next meeting.

- IX. Motion to approve meeting minutes of the annual meeting and regular meeting of February 26, 2015.

	Motion	Second	Yes	No	Abstain	Absent
Stephen Fredericks			x			
Dr. Winfred Ginter						x
Bob Hathaway			x			
Frank Koval					x	
Joseph Nametko					x	
Maria Patamia		x	x			
Vic Pocerobba			x			
Kathy Robbins	x		x			
Leigh Ann Von Hagen			x			

- X. Motion to approve the bill's list for January 2015.

	Motion	Second	Yes	No	Abstain	Absent
Stephen Fredericks			x			
Dr. Winfred Ginter						x
Bob Hathaway		x	x			
Frank Koval			x			
Joseph Nametko	x		x			
Maria Patamia			x			
Vic Pocerobba			x			
Kathy Robbins			x			
Leigh Ann Von Hagen			x			

- XI. Motion to approve the bill's list for February 2015.

	Motion	Second	Yes	No	Abstain	Absent
Stephen Fredericks			x			
Dr. Winfred Ginter						x
Bob Hathaway			x			
Frank Koval			x			
Joseph Nametko					x	
Maria Patamia		x	x			
Vic Pocerobba	x		x			
Kathy Robbins			x			
Leigh Ann Von Hagen			x			

XII. Motion to approve bill's list for March 2015

	Motion	Second	Yes	No	Abstain	Absent
Stephen Fredericks			x			
Dr. Winfred Ginter						x
Bob Hathaway	x		x			
Frank Koval			x			
Joseph Nametko			x			
Maria Patamia		x	x			
Vic Pocerobba			x			
Kathy Robbins			x			
Leigh Ann Von Hagen			x			

XIII. Amend the motion for a gift to Mr. Lerman approved at the February meeting to reflect a \$50 donation to the Stanhope Netcong American Legion Ambulance Corp in the name of Bill Lerman and a \$50 gift basket from Shoprite of Netcong.

	Motion	Second	Yes	No	Abstain	Absent
Stephen Fredericks			x			
Dr. Winfred Ginter						x
Bob Hathaway	x		x			
Frank Koval			x			
Joseph Nametko		x	x			
Maria Patamia			x			
Vic Pocerobba			x			
Kathy Robbins			x			
Leigh Ann Von Hagen			x			

XIV. Old Business

- Discussion about the name plaques for benches, garbage cans and anything else provided by NCP.
- Signage at the War Memorial thanking Mountain Landscape
- Clarification of gift for Bill Lerman thanking him for years of service to the NCP.

XV. New Business

- The May Council meeting will have a presentation from the developers that NCP would be interested to hear.
- Marketing survey was discussed and decided to send out to all members.

XVI. Adjournment – Motion to adjourn by Bob Hathaway and seconded by Maria Patamia at 7:37pm

NCP Committee Members 2015

Executive Committee

Steve Fredericks-President
Maria Patamia-Vice President
Kathy Robbins-Treasurer
Leigh Ann Von Hagen- Secretary
Gina Thomas-Executive Director

Finance

Kathy Robbins-Chairperson
Maria Patamia
Leigh Ann Von Hagen
Frank Koval
Bob Hathaway
Gina Thomas

Community Outreach

Maria Patamia-Chairperson
Joe Nametko
Bob Hathaway
Leigh Ann Von Hagen
Dr. Winfred Ginter

Publishing

Stephen Fredericks-Chairperson
Maria Patamia
Leigh Ann Von Hagen
Marty Pisano

Property Enrichment/Streetscape/Parking Lot/Town Center

Leigh Ann Von Hagen-Chairperson
Vic Pocerobba
Kathy Robbins
Bob Hathaway
Frank Koval

By Laws and Legal Issues

Vic Pocerobba-Chairperson
Bob Hathaway
Dr. Ginter

Treasurer's Report-March 26th, 2015
Netcong Community Partnership
Dates covered-Dec. 1st 2014 –Feb. 28th 2015

Beginning Balance	\$5,770.02
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Income	\$11,972.98
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Total Income	\$11,972.98
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Expenses

Executive Director-Nov. thru Feb.	\$5900.00
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Fatrabbit	\$817.75
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NJ Media	\$200.00
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Annual Meeting Mailing	\$259.02
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Total Expenses	\$7176.77
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Ending Balance	\$10,566.23
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Respectfully Submitted

Kathleen Robbins

Feb. ending Bal. from Treas. Report	\$10,463.59	Balance per bank acct. 03/26/15	\$10,413.59
add MTD Income	\$0.00	subtract Outstanding Cks	
subtract MTD Expenses			
Fatrabbit	\$540.00	1706	\$540.00
Morris County Tourism	\$150.00	1707	\$150.00
Annual Filing	\$50.00		
Total Expenses	\$740.00	total outstanding checks	\$690.00
Operating Acct 03/26/15	<u>\$9,723.59</u>		<u>\$9,723.59</u>
Operating Acct	\$9,723.59		
Raffle Acct	<u>\$10.00</u>		
Total Cash on hand as of 03/26/15	<u>\$9,733.59</u>		

Netcong Community Partnership
March 26th, 2015
Jan., Feb., March Bills List

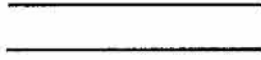
Gina Thomas-Jan Inv.	\$1000.00	Check # 1704
Sam's Club	\$110.24	debit card
Annual notice postage/envelopes		
Sam's Club	\$48.75	debit card
Annual notice postage/envelopes		
Gina Thomas-Feb. Inv.	\$1000.00	Check # 1705
Fatrabbit	\$540.00	Check # 1706
2015 Web Hosting		
Morris County Tourism Bureau	\$150.00	Check # 1707
2015 Membership		
Annual Report Filing	\$50.00	ACH

Total Bills for Jan., Feb., March 2015 \$2,898.99

I have reviewed the Jan., Feb., March bills list and approve.

Name	initial please
F. Koval	_____
M. Patamia	_____
L. Von Hagen	_____
K. Robbins	_____
R. Blakeslee	_____
J. Nametko	_____
R. Hathaway	_____
S. Fredericks	_____
Dr. W. Ginter	_____

V. Pocorobba



Finance Committee 2015 Meeting Calendar

January-

February-

March-

April- Meeting- Second Monday 13th / 5:00 pm-Fulton Bank of New Jersey.

May- Meeting- Second Monday 11th / 5:00 pm-Fulton Bank of New Jersey.

June- Meeting- Second Monday -8th / 5:00 pm-Fulton Bank of New Jersey.

July- Meeting- Second Tuesday.-14th / 5:00 pm-Fulton Bank of New Jersey.

August- Meeting- Second Monday.-10th / 5:00 pm-Fulton Bank of New Jersey.

September- Meeting- Second Monday-14th / 5:00 pm-Fulton Bank of New Jersey.

October- Meeting- Second Monday -12th / 5:00 pm-Fulton Bank of New Jersey.

November- Meeting- Second Monday- 9th / 5:00 pm-Fulton Bank of New Jersey.

December - Meeting- Second Monday- 14th / 5:00 pm-Fulton Bank of New Jersey.

ATTENDANCE:

Committee Chair:	K Robbins	J F M A M J J A S O N D
Committee Members:	M. Patamia	J F M A M J J A S O
N D	Councilman Hathaway	J F M A M J J A S O N D
N D	L. Von Hagen	J F M A M J J A S O
	Frank Koval	J F M A M J J A S O N D
	Gina Thomas	J F M A M J J A S O N D

COMMUNITY OUTREACH COMMITTEE 2015 AGENDA

- January- No Meeting due to Inclement Weather
- February- No Meeting due to Inclement Weather
- March- Regular Meeting/ Committee Meeting Calendar
- April- Meeting- *Third Sat.- 18th / 9 am - Growing Stage Conference Rm.*
Planning Session for 2015 Events
Review/ Revise Distribute Business Survey
- May Meeting- *Third Sat.- 16th- / 9 am - Growing Stage Conference Rm.*
- June Meeting- *Third Sat.- 20th / 9 am - Growing Stage Conference Rm.*
- July Meeting- *Third Sat.- 18th / 9 am - Growing Stage Conference Rm.*
- August Meeting- *Third Sat.- 15th / 9 am - Growing Stage Conference Rm.*
- September-Meeting- *Third Sat.- 19th / 9 am - Growing Stage Conference Rm.*
- October Meeting- *Third Sat.- 17th / 9 am - Growing Stage Conference Rm.*
- November-Meeting- *Third Sat.- 21st / 9 am - Growing Stage Conference Rm.*
- December -Meeting- *Third Sat.- 19th / 9 am - Growing Stage Conference Rm.*

ATTENDANCE:

<i>Committee Chair:</i>	<i>M. Patamia</i>	<i>J F M A M J J A S O N D</i>
<i>Committee Members:</i>	<i>Mayor Nametko</i>	<i>J F M A M J J A S O N D</i>
	<i>Councilman Hathaway</i>	<i>J F M A M J J A S O N D</i>
	<i>L. Von Hagen</i>	<i>J F M A M J J A S O N D</i>
	<i>Dr. Ginter</i>	<i>J F M A M J J A S O N D</i>

COMMUNITY OUTREACH EVENT IDEAS

Previous Events-

WIN THE WINDOW - (December)

Planning to begin on _____
Event Date-_____

SMALL BUSINESS SATURDAY- (November)

Planning to begin on _____
Event Date-_____

FAMILY FUN ZONE @ NETCONG DAY- (September)

Planning to begin on _____
Event Date-_____

New Events-

May-

June-

July-

Aug-

Oct-

NCP PUBLISHING COMMITTEE 2015 AGENDA

JANUARY:	No meeting due to inclement weather
FEBRUARY:	No meeting due to inclement weather
MARCH:	Friday, March 20
APRIL:	Friday, 17 th /8:30 a.m. – The Growing Stage
MAY:	Friday, 15 th /8:30 a.m. – The Growing Stage
JUNE:	Friday, 19 th /8:30 a.m. – The Growing Stage
JULY:	Friday, 17 th /8:30 a.m. – Borough Hall
AUGUST:	Friday, 14 th /8:30 a.m. – Borough Hall
SEPTEMBER:	Friday, 18 th /8:30 a.m. – The Growing Stage
OCTOBER:	Friday, 16 th /8:30 a.m. – The Growing Stage
NOVEMBER:	Friday, 20 th /8:30 a.m. – The Growing Stage
DECEMBER:	Friday, 18 th /8:30 a.m. – The Growing Stage

Property Enrichment Committee 2015 Agenda

- January No Meeting due to Inclement Weather
- February No Meeting due to Inclement Weather
- March Regular Meeting/ Committee Meeting Calendar
- April Meeting- *First Friday April 3rd (Good Friday) @ 8:30 am – Location TBD*
- May Meeting- *First Friday May 1st @ 8:30 am – Boro Hall*
(Note: this is also the rain date for the Netcong Bike Rodeo, if the Bike Rodeo is rained out on April 24th then this meeting will be postponed.)
- June Meeting- *First Friday June 5th @ 8:30 am – Boro Hall*
- July Meeting Date TBD
- August Meeting Date TBD
- September Meeting- *First Friday Sept. 4th @ 8:30 am – Boro Hall*
- October Meeting- *First Friday Oct. 2nd @ 8:30 am –Boro Hall*
- November *TENTATIVE Meeting- First Friday Nov. 6th @ 8:30 am – Boro Hall*
(Note: Schools Closed due to NJEA convention, meeting may be postponed.)
- December Meeting Date TBD

ATTENDANCE:

<i>Committee Chair:</i>	<i>LA Von Hagen</i>	<i>J F M A M J J A S O N D</i>
<i>Committee Members:</i>	<i>Councilman Hathaway</i>	<i>J F M A M J J A S O N D</i>
	<i>Frank Koval</i>	<i>J F M A M J J A S O N D</i>
	<i>Kathy Robbins</i>	<i>J F M A M J J A S O N D</i>
	<i>Vic Pocerobba</i>	<i>J F M A M J J A S O N D</i>

Property Enrichment/Streetscape/Parking/Town Center

Draft Committee Description:

This committee will explore opportunities and implement improvements and enhancements that benefit the appearance and function of district businesses including signs, fixtures, façades, streetscape, planters, parking and general beautification. Programs include business attraction and retention, new or expanding business grant promotion and application review, vacancy/property listing assistance, new businesses/open a business assistance and market climate/analysis.

Draft Goals for 2015:

- Promotion of NCP new or expanding business grant
- Timely review of NCP grant applications
- Implementation of streetscape improvements (planters, signs, benches, etc.)
- Carry out District Goal Two of the NCP Action Plan:

Establish a recruitment program that fosters growth and revitalization within downtown Netcong and the community as a whole.

- Develop and articulate a clear marketing position statement that describes Netcong's retail mix, shopping environment and target customer.
- Generate a market based "wish list" of potential businesses that would complement and strengthen the existing businesses.
- Ensure the downtown is ready for recruitment:
 - Identify barriers: i.e. zoning limitations, site preparation, high costs, attractiveness, safety, etc.
 - Identify market opportunities for move in businesses.
 - Create incentive programs: i.e. sign and facade, restaurant incentive programs, linkage with financial institutions, etc.
- Create a business recruitment package:
 - Demographics
 - General market data
 - Current and planned projects
 - Property listings
 - Business startup information for Netcong
- Create performance metrics:
 - Storefront vacancies
 - Events attendance
 - Pedestrian traffic
 - Business sales during events