

**SPECIAL IMPROVEMENT DISTRICT OF NETCONG BOROUGH, INC.
NETCONG COMMUNITY PARTNERSHIP
BOARD OF TRUSTEES MEETING
June 26, 2014
6:30 p.m.
Minutes**

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

	Present	Absent
Ralph Blakeslee		x
Stephen Fredericks	x	
Dr. Winfred Ginter	x	
Bob Hathaway	x	
Bill Lerman	x	
Joseph Nametko	x	
Maria Patamia	x	
Vic Pocerobba	x	
Kathy Robbins		x
Leigh Ann Von Hagen	x	
Dave Weippert		x

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 January 2, 2014 and 2) faxing a notice to The Daily Record, the official newspaper of the Borough of Netcong on December 31, 2013.

IV. Public Comment

Frank Koval – Alternative Auto

Question about when the letter is going out. I assume it hasn't gone out. I would like to know who's working on it. We need a mix of people working on it, not all people who are pro NCP but some who are against should work on it too.

- o Who wrote it how many are for the NCP and who is not. I want unbiased people.

Joe – There are two questions that address what you are looking for:

1. Do you see any value in the NCP going forward?
2. Do want to see the NCP going forward in 2015?

Frank: If people are complaisant, we feel that it's all one-sided.

Joe: How do you know if the person that helped put it together was for or against it?

Frank: I'm sure it's objective

Gina: The original survey was crafted by LA, Steve & Gina in order to gather information for the board. I'm meeting with Ralph and Cindy to go over the master list of NCP members. The list must be accurate before any survey or letter goes out.

Frank: Have all the SID members seen and know what's in the budget?

Gina: It was mailed out three times from the NCP to the property owners and tenants as well as being posted in the Herald back in November.

Frank: Do we know if everyone has seen it? Not really.

Joe: Do you know how the town does it? We put an ad in the paper to ask questions about the budget at our meeting. No one ever shows up.

Steve: Back to your original question, it's not a letter it's a survey, we tried to make it as impartial as possible. But trying to get a bunch of people with different opinion on a survey is difficult. We want to move forward or not waste our time.

Vic: Byram Township, has a meeting to set up a business owners association. There are other communities close to here that are looking to take business away from Netcong. Byram had 26 people at a meeting to set up this new entity.

Frank: First couple of years, you are going to get people interested in that sort of effort but after a couple of years, they will fall away.

Vic: beauty of a democracy, you get what you want.

Public Session Closed

V. Executive Director's Report

Netcong Community Partnership Executive Director Report June 26, 2014

- **Master List/Survey** – Cindy Eckert has provided the Boro's master spreadsheet, which is the most up to date list of current property owners in the district. Using this list as well as the list Maria worked on will create a master list of both property owners and business owners. We are currently gathering email addresses as well as tenant information to add to the current data. Ralph, Janice and I will meet this week to discuss progress and partner on the completion of this list so we can move forward with updated communication as well as the distribution of the Council's survey.
- **Committee's for Goals & Objectives** – Leigh Ann, Steve and I met to bundle like goals & objectives with overlapping tasks; three committees were formed using the feedback from trustees as to their strengths. This information was shared with the Executive committee and they have agreed with the recommendations and

this was presented via email. The committee chairs and I will meet to discuss next steps and start moving forward with NCP 2014 Goals & Objectives.

- **QuickBooks Set-up and Monthly Bookkeeping** – Dana Ferretti was referred to NCP through Councilman Hathaway, Dana and I spoke and scheduled a meeting with Kathy, Dana and myself to discuss the recommendation of the current 2013 audit as well as the needs of NCP. The meeting went well, we discussed QuickBooks online and Dana recommended QuickBooks pro, she feels it is a more robust program and more stable. The cost for the software is the same as one year of online service. This information was brought to the Executive committee and they agreed this service would benefit NCP moving forward and help us to align our budget vs. actual and make for better cash flow estimates and smoother audit process moving forward.
- **Netcong Day Schedule** – Please bring your calendar to the meeting we need to create a schedule of when the Trustees will be present at the NCP booth at Netcong day to be sure we have coverage all day.
- **Workers Compensation Insurance** – Dave brought up workers compensation insurance a couple of months back sharing he felt there was exposure for NCP. As reported at the last meeting Steve followed up with Skylands Insurance in reference to this issue. It was determined by Skylands insurance that with NCP holding the policy they would have the least amount of exposure. The Board asked Steve to get a quote, which was presented, to the Executive committee and they agree NCP should move forward with this policy.
- **Christina Bulger** – The Special Events committee discussed different ideas for Netcong day as well as trying to get businesses within the district to participate. It was recommended we hire someone to go out and distribute information as well as collect information for this purpose. The committee felt it was important to document through an outside person that all businesses were approached.

- **OPRA** – A quick update I received a forwarded email from Ralph that originally came from Tony Bucco (Boro attorney) informing us that the legislature has passed and SID's/BID's now have to comply with the Open Pubic Meetings Act.

VI. Treasurer Report

Treasurer's Report-June 26th, 2014
 Netcong Community Partnership
 Dates covered-May 1st 2014-May 31st 2014

Beginning Balance		\$6,733.02
Income		
Assessments		\$11,223.14
Total Income		\$11,223.14
Expenses		
Executive Director-Feb	\$1950.00	
Fatrabbit	\$817.75	
Steve Weinstein	\$2,000.00	
Total Expenses		\$4,767.75
Ending Balance		\$13,188.41

Respectfully Submitted

Kathleen Robbins
 Treasurer

May ending Bal. from Treas. Report		\$13,188.41	Balance per bank acct. 06/19/2014		\$14,060.15
add MTD Income	Borough contribution	\$5,000.00	subtract Outstanding Cks		
				1676	\$673.00
subtract MTD Expenses				1678	\$80.00
Executive Dir		\$1,950.00		1679	\$1,250.00
Fatrabbit		\$817.75		1680	\$517.50
Insurance		\$1,938.25			
Netcong Day		\$1,767.50			
ACH-Domain Hstng Sv.		\$13.37			
ACH-Domain Hstng Sv.		\$161.89			
Total Expenses		\$6,648.76	total outstanding checks		\$2,520.50
Operating Acct 06/19/14		\$11,539.65			\$11,539.65
Operating Acct		\$11,631.54			
Raffle Acct		\$10.00			
Total Cash on hand as of 06/19/2014		\$11,641.54			

VII. Committee Reports

A. Executive Committee

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

Bill Lerman – President

Met June 13 and talked about the email about the goals and objectives new committees. Each trustee has been assigned to a committee. Each committee will tackle 2 goals. Committee chairs will meet and figure out a game plan for moving forward.

Goals and Objectives committees:

District Goal One & Two Committee

Leigh Ann – Chair

Vic

Dave

Bob

District Goal Three and Organizational Goal One Committee

Steve – Chair

Maria

Dr. Ginter

Ralph

Organizational Goals Two & Three Committee

Kathy – Chair

Bill

Joe

Maria

Leigh Ann

New bookkeeper gave us a proposal to set up new quick books, relieve Kathy of some of the duties. Looked at quick books on-line, Fulton Bank restricts what on-line options are available on computers for employees.

- B. Finance Committee
Budgets, Grants, Revenue Building
Kathy Robbins – Chair

Covered in the Executive Committee report.

- C. Special Events Committee
Farmers Market, Netcong Day, Holiday Events and New Events
Maria Patamia – Chair

NETCONG COMMUNITY PARTNERSHIP
SPECIAL EVENTS COMMITTEE MEETING
Minutes

Date: WED., JUNE 11, 2014

Location: BORO HALL - 7 pm

Attendees: Maria Patamia, Chair; Councilman Bob Hathaway; Executive Director Gina Thomas; Dr. Ginter, Trustee, Leigh Ann Von Hagen, Trustee

DISCUSSION: NETCONG DAY

Maria discussed the decision by Brian Formica, St. Michael's School Italian Festival Coordinator /St. Michael's School HSA parent to withdraw from participating at Netcong Day. His idea to provide six (6) inflatables, charging for a nominal fee to raise funds for St. Michael's School would not be feasible.

Councilman Bob Hathaway asked to move on with the subject and to reconnect with Maurice from Maurice's Party Animals to provide the inflatables and MC as he has done in the past. Bob will contact him and ask for a second MC and inflatables for the budgeted amount of \$2500.

Councilman Hathaway asked to contact Brian from St. Michael's to offer the 50/50 for \$500 donation to the NCP. If they refuse the offer, Maria will contact the Netcong School PTA to offer the 50/50. If PTA refuses the offer, Gina will contact Jeeter Riggs from the LMCA to offer the 50/50 during Netcong Day. Maria will report results at the next meeting.

Gina discussed the Sound equipment for Netcong Day. The committee decided to contact "Strike Sound", previous contractor for this event, to provide ancillary equipment for bands and MC/DJ's. The budgeted amount for this service is \$1000.

The committee decided a second MC was needed for the opposite side of town. We hope to secure this individual from Maurice's Party Animals at no extra cost.

The Bands were discussed. 2 are confirmed: "Billys Garage Band" (BGB) and Brian Yalinko's Band have agreed to perform for gratis. Maria has three aspiring bands secured to perform gratis as well. Their sound bites will be sent to the committee for review via e-mail from Maria.

The committee discussed notifying all Netcong business owners of the event and providing them with an opportunity to promote their business in a 10 word or less blurb to be read throughout the day by both MC's. Christina, who assisted with the former Farmer's Market, will be hired by the NCP to distribute event info to business owners.

She will be issued a spreadsheet to acquire completed business info from owners as well. Her fee will not exceed \$200.

Business owners & vendors will receive the same "Promote your BOOTH/BUSINESS" form to be completed and returned at check-in to be announced by MC's during the day.

FAT RABBIT will be contacted by Maria via Gina to solicit vendors and to advertise "Unique vendor spaces still available for Netcong Day" and "High Foot Traffic Spaces available to Unique Vendors for a Limited Time" through social media outlets.

Leigh Ann was asked by Maria what the NCP Table will provide visitors. LeighAnn described a fun, photo making, comment board for visitors to take part in. Info will be uploaded immediately onto webpage. Sue Fenimore will be contacted to assist with making signs for the table. Dr. Ginter suggested info from Netcong businesses not participating be made available at the NCP table.

Councilman Hathaway discussed the importance of reaching out to Netcong 'anchor' businesses- Shop-Rite, Quick Chek, Family Ford, and Fulton Bank - for

PROMOTE YOUR BOOTH

During Netcong Day our MC's will help get customers to your booth.

Script your shout-out in 10 words or less.

(examples: your location, special of the day, booth name, hot selling item)

YOUR NAME: _____ BUSINESS NAME: _____

MESSAGE: _____

sponsorships for the inflatables. One sponsorship is needed for \$1500.

Ideas for future events were brainstormed: Taste of Netcong, "Win the Window" contest, Restaurant Week, Small Business Saturday, Sidewalk Saturday, Shop/Bike Netcong. These and other ideas will be discussed in detail at the next meeting.

Meeting Adjourned at 8:05 pm.

Next Special Events Committee Meeting: July 9, 2014 7 pm/ Boro Hall

D. Publishing Committee

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

Steve Fredericks – Chair

The meeting is 8:30am tomorrow. We will be reviewing and confirming website flow chart and looking at logos. Will discuss website content and tasks. Layout is moving forward. Eric is working well with us. Education process for both us and Fat Rabbit. We have great community involvement in the committee, is important to help moving process forward. We run a tight committee ship.

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

Bob Hathaway - Chair

Signage for pots and benches within the district - solicited quote from same person who did war memorial for Netcong. Cost is nominal – they would say something like “provided or funded by Netcong Community Partnership” White or silver aluminum. Timeframe: could be done very quickly. We can install quickly on our own or ask borough help with DPW.

I spoke with Gina about the Welcome to Netcong sign. Administration of that system has been complicated. I propose we empower Sue Fennimore to administrate the program. We pay her for each sign she makes. Have her be the administrator of the program and the sign maker. If Sue is interested in it, I’ve got a template for it. We can broker a deal.

F. By Laws and Legal Issues
Corporate By Laws Maintenance and Legal Issues
Vic Pocarobba - Chair

By-laws committee couldn’t meet due to other commitments. Figure out when Dr. Ginter is around in July.

VIII. Motion to approve meeting minutes of May 22, 2014.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks			x			
Dr. Winfred Ginter			x			
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocarobba			x			
Kathy Robbins						x
Leigh Ann Von Hagen		x	x			
Dave Weippert						x

IX. Motion to approval the bills List for June, 2014

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks			x			
Dr. Winfred Ginter		x	x			
Bob Hathaway			x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocarobba	x		x			
Kathy Robbins						x
Leigh Ann Von Hagen			x			
Dave Weippert						x

- X. Motion to approve the services of My Office (Dana Ferretti) at a cost of \$400 set-up (July, 2014) and \$100 dollars a month thereafter until December 31, 2014. ***THERE WAS NO MOTION OFFERED.***

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						
Stephen Fredericks						
Dr. Winfred Ginter						
Bob Hathaway						
Bill Lerman						
Joseph Nametko						
Maria Patamia						
Vic Pocerobba						
Kathy Robbins						
Leigh Ann Von Hagen						
Dave Weippert						

- XI. Motion to Approve Maurice's Party Animals for Netcong Day 2014 at a cost of \$2500.00 dollars.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks			x			
Dr. Winfred Ginter			x			
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia		x	x			
Vic Pocerobba			x			
Kathy Robbins						x
Leigh Ann Von Hagen			x			
Dave Weippert						x

- XII. Motion to approve Strike Sound to provide the PA system for Netcong Day 2014 at a cost of \$1035.00 dollars.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks	x		x			
Dr. Winfred Ginter			x			
Bob Hathaway		x	x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocerobba			x			
Kathy Robbins						x
Leigh Ann Von Hagen			x			
Dave Weippert						x

- XIII. Motion to approve Skyland’s Insurance as the broker of record for Workers Compensation insurance for Netcong Community Partnership at a premium cost of \$307.00.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks	x		x			
Dr. Winfred Ginter			x			
Bob Hathaway		x	x			
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia			x			
Vic Pocerobba			x			x
Kathy Robbins						
Leigh Ann Von Hagen			x			
Dave Weippert						x

- XIV. Motion to approve Christina Bulger at a cost of \$150.00 to solicit information from members needed for Netcong Day as well as NCP’s master list. Cost of \$150 to be donated by the Growing Stage.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks			x			
Dr. Winfred Ginter		x	x			
Bob Hathaway					x	
Bill Lerman			x			
Joseph Nametko				x		
Maria Patamia			x			
Vic Pocerobba			x			
Kathy Robbins						x
Leigh Ann Von Hagen	x		x			
Dave Weippert						x

- XV. Motion to approve Step One Signs to provide 50 2’x4’ plaque at a cost of \$225.00.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks	x		x			
Dr. Winfred Ginter			x			
Bob Hathaway					x	
Bill Lerman			x			
Joseph Nametko			x			
Maria Patamia		x	x			
Vic Pocerobba					x	
Kathy Robbins						x
Leigh Ann Von Hagen			x			
Dave Weippert						x

- XVI. Motion to approve the selection of the financial software by the executive Committee not to exceed \$350.00.

	Motion	Second	Yes	No	Abstain	Absent
Ralph Blakeslee						x
Stephen Fredericks			x			
Dr. Winfred Ginter			x			
Bob Hathaway	x		x			
Bill Lerman			x			
Joseph Nametko		x	x			
Maria Patamia			x			
Vic Pocerobba					x	
Kathy Robbins						x
Leigh Ann Von Hagen			x			
Dave Weippert						x

- XVII. Old Business - no old business presented
 XVIII. New Business – no new business presented
 XIX. Adjournment Motion to adjourn made by Bob Hathaway with a second from Maria Patamia...Voice vote “ALL IN FAVOR” meeting adjourned at 8:30pm

NCP Committee Members 2014

Executive Committee

Bill Lerman-President
Maria Patamia-Vice President
Kathy Robbins-Treasurer
Ralph Blakeslee- Assistant Secretary
Leigh Ann Von Hagen- Secretary
Gina Thomas-Executive Director

Finance

Kathy Robbins-Chairperson
Bill Lerman
Maria Patamia
Bob Hathaway
Gina Thomas

Special Events

Maria Patamia-Chairperson
Joe Nametko
Bob Hathaway
Sharon Still
Leigh Ann Von Hagen
Dr. Winfred Ginter
Marty Pisano
William Baumgartner

Publishing

Stephen Fredericks-Chairperson
Bill Lerman
Maria Patamia
Eric Koby
Marty Pisano
William Baumgartner

Property Enrichment/Streetscape/Parking Lot/Town Center

Bob Hathaway-Chairperson
Bill Lerman
Kathy Robbins
Leigh Ann Von Hagen
Maria Patamia

By Laws and Legal Issues

Vic Pocarobba-Chairperson
Bob Hathaway
Bill Lerman
Dave Weippert

