



**DOWNTOWN DEVELOPMENT COMMISSION**  
**Committee Room - Hartley Dodge Memorial Building**  
Date: February 18, 2016 Time: 7:15pm

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**DRAFT - MEETING MINUTES**

- 1) **CALL TO ORDER:** This meeting was called to order at 7:15pm by Chairman Mike Kopas
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**

MEMBERS PRESENT:

A. Baillie	L. Jasen	B. Short
R. Stern	J. Hollenbach	S. Whitehorn
M. Fabyanski	M. Kopas	M. Zimmerman
B. Cramer	L. Lajewski	
C. Brady	E. Range	

MEMBERS ABSENT:

R. Conley, J. Burnet, M. Byrne, P. Flemming, G. Herzog, J. Hoover, L. Jasen, D. Starker

ALSO PRESENT: Lisa Ellis, DDC Program Director

MEMBERS OF THE PUBLIC: Robert Rocco and Michael Pellessier

**OPEN PUBLIC MEETINGS ACT:** In compliance with the open public meetings act, adequate notice of this meeting of the Downtown Development Commission was provided by distributing the Annual Meeting schedule to the Madison Eagle and Morris County Daily Record, posting a copy on the bulletin board at the main entrance to the Hartley Dodge Memorial Building, posting a copy on the Borough website, and filing a copy with the Borough Clerk, all on or about the first week of January 2015. Copies of said notice were made available to members of the general public.

- 4) **OATH OF OFFICE:** Council Member Astri Baillie administered the Oath of Office to Susan Whitehorn, Owner/Merchant/Landlord.
- 4) **APPROVAL OF JANUARY 2016 REORGANIZATION AND REGULAR MEETING MINUTES**  
*Motion to approve January 2016 Reorganization and Regular Meeting Minutes as presented*  
*Moved by: E. Range and Seconded by: B. Short*  
*Voice Vote: Unanimous*
- 5) **TREASURER'S REPORT:** Brad Cramer gave the Treasurer's report. He reported that there had been very little activity as is typical in the first few months of the year.
- 6) **MAYOR'S REPORT:** There was no report.
- 7) **COUNCIL LIAISON REPORT:** Council Member Astri Baillie reported that the Borough Council is currently focused primarily on developing the annual budget.
- 8) **PLANNING BOARD REPORT:** Representing the Planning Board, Council Member Astri Baillie reported that their sub-committee continues to work on the redrafting of the Master Plan. They are also focusing on historic preservation right now.
- 9) **FOUNDATION REPORT:** Eric Range reported that the MMSF would be scheduling the first meeting of 2016 in early March.

**10) ASSISTANT BOROUGH ADMINISTRATOR'S REPORT:** There was no report.

**11) PRESENTATION/DISCUSSION:** Chairman Mike Kopas lead a discussion on what the expectations for the four standing committees for 2016 will be. He asked that the focus be on accountability, efficiency and productivity. He suggested that the committees all meet between tonight and the March meeting and select a Committee Chair, establish a regular meeting schedule and develop a few goals for 2016. It was also discussed that once this is established brief written reports would be included on the agendas every month as applicable. Also any new ideas or expenditures would need to be vetted by the Executive Board at their meetings a week prior to the regular meeting. The committee rosters for 2016 are;

**PIC (Public Improvement):** Jim Hollenbach, John Hoover, Maureen Byrne, Russell Stern, Brad Cramer, Suzy Whitehorn

**University Relations:** Carla Brady, Deb Starker, Marsha Ann Zimmerman, Mark Fabyanski, Eric Range, Larry Jasen, Mike Kopas

**Marketing and Economic Development:** Eric Range, Barb Short, Leslie Lajewski, Russell Stern, Michael Pellessier

**Sign & Façade: John Hoover, Chair Members:** Eric Range, Leslie Lajewski, Karen Giambra.

**Update on Water Fountain/Filler Project:** Jim Hollenbach presented an update on the installation cost estimates he received from a local plumber. The estimate was in the \$2500.00 to \$3100.00 range depending on the variables at each of the potential sites. There was a discussion on the potential sites for the new fountains and it was suggested that the locations in the immediate Downtown be given priority. Further development of the project will be managed by the PIC Committee.

## **12) COMMITTEE REPORTS:**

a) **Sign & Façade:** In John Hoover's absence, Eric Range reported that the committee had already reviewed three applications to date.

## **13) AD HOC COMMITTEE AND PROJECT UPDATES**

a) **Taste of Madison** (Monday, March 7, 2016)

b) **May Day** (Saturday, May 7, 2016)

c) **DDC/MACA Sidewalk Art Gallery & Gala:** Lisa Ellis reported that the canvasses which will be slightly larger this year have been ordered and should be delivered shortly.

d) **Farmers' Market** (Thursdays, June 2<sup>nd</sup> to October 13<sup>th</sup>. The hours will be 2:00 - 7:00pm): Lisa Ellis will be finalizing the 2016 application. She reported that the Eboard had approved the removing the registration fee of \$75.00 in order to simplify the process. She had reviewed the fee structures of other local markets and determined that our current fee structure was within the range and would not be an impediment to attracting new vendors. The plan is to add 4-5 new vendors for the 2016 season.

e) **Drew University Town Tour** (Saturday, August 27, 2016)

f) **Bottle Hill Day** (Saturday, October 1, 2016)

g) **Sidewalk Sounds:** There was no report.

h) **Historic Town Tour:** Lisa Ellis will contact Mark DeBiasse at Madison High School and Craig Erezuma to get a status update prior to the March meeting.

i) **Friday Night Concert Series w/METC**

j) **Wayfinding;** The four signs from the PILOT program have been installed on the Ridgedale Avenue

near Cook Avenue, Park Avenue (James Park) at the intersection with Ridgedale, at the MRC exit and on Ridgedale near the intersection with Central. Everyone is encouraged to take a look at them.

**14) OLD BUSINESS**

**15) NEW BUSINESS**

- a) Updated 2016 Meeting Schedule
- b) Madison Storytellers Festival (Saturday, June 11<sup>th</sup>): Barb Short reported that the plans are progressing for this event and that more information would be presented at a subsequent meeting.
- c) Prison Ball Tournament (Saturday, March 19<sup>th</sup>): Carla Brady. This event will be a community-wide partnership and will benefit a scholarship fund being established for the children of the late MPD Capt. Joseph Cirella.

**16) INVITATION FOR DISCUSSION FROM THE PUBLIC:** There was no discussion.

**17) ADJOURNMENT**

*Motion to adjourn at 8:09pm*

*Moved by: M. Fabyanski and Seconded by: B. Cramer*

*Voice Vote: Unanimous*

**NEXT MEETING: Thursday, March 17, 2016 at 7:15pm, Committee Room - Hartley Dodge Memorial Building. Executive Board Meeting will be held on Thursday, March 10, 2015 at 8:15am.**