



**DOWNTOWN DEVELOPMENT COMMISSION
Committee Room - Hartley Dodge Memorial Building**

Date: January 26, 2023 Time: 7:15 pm

REORGANIZATION MEETING MINUTES

1) **CALL TO ORDER:** This meeting was called to order by Mayor Conley at 7:16 pm.

2) **PLEDGE OF ALLEGIANCE**

3) **ROLL CALL**

MEMBERS PRESENT: R. Conley, J. Hoover, P. Teshima, C. Kosakowski, M. Tomaszewski, P. Flemming, S. Tindall, J. Morris, D. Starker, P. Woolley, R. Rocco, J. Desmond, R. Stern, S. Whitehorn, Michael Pellessier

MEMBERS ABSENT: J. Hollenbach

ALSO PRESENT: Lisa Ellis, Director of Business Development

MEMBERS OF THE PUBLIC: No members of the public were present.

4) **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 2022. Copies of said notice were made available to members of the general public.

5) **OATH OF OFFICE:** Mayor Conley administered the oath of office to the following commissioners. They were then asked to sign and submit the document.

a) **John Desmond, At Large Member**

(Three-year term through December 31, 2025)

b) **Russell Stern, At Large Member**

(Three-year term through December 31, 2025)

c) **Robert Rocco, Merchant/Landlord/Business Owner Representative**

(Three-year term through December 31, 2025)

d) **Peter Woolley, Higher Education Representative**

(Three-year term through December 31, 2025)

6) **ELECTION OF NEW EXECUTIVE BOARD**

Note: At the December meeting of each year, the ex-officio member, who will be the election officer, will then accept nominations for the position of Chair, Vice-Chair, Secretary, Treasurer and Member-At-Large.

All nominations, whether oral or written, must be made, seconded and then accepted by the individual nominated. At the beginning of the January meeting, the election officer will accept any

nominations from the floor and call the roll to determine those eligible to receive ballots and cast votes. The election officer will prepare the ballots indicating the officers' title and a space in which the eligible voters can write in their choice for each officer's position. The election officer will distribute the ballots to those eligible to vote. Upon completion of the actual vote, the election officer will collect the ballots and will then tabulate the results. The results will be verified by the Council Liaison and by any member of the Commission who is not running for election and who has been appointed by the election officer. The results for each office will also be posted so all present may view the final count.

- a) There were no nominations submitted at the December meeting. Mayor Conley serving as the election officer, called for nominations for the following positions:
- Nomination for Chairperson: Deb Starker
Nominated by S. Whitehorn and Seconded by M. Tomaszewski
 - Nomination for Vice Chairperson: Sue Whitehorn
Nominated by D. Starker and Seconded by M. Tomaszewski
 - Nomination for Treasurer: Peter Teshima
Nominated by M. Tomaszewski and Seconded by Russell Stern
 - Nomination for Secretary: Melanie Tomaszewski
Nominated by R. Conley and Seconded by S. Whitehorn
 - Nominations for Member-at-Large: John Morris
Nominated by R. Conley and Seconded by D. Starker
- b) Additional Nominations: Seeing no further nominations were presented, After thanking Sue Whitehorn for her service as chair for the last two years, Mayor Conley called for nominations to be closed and asked for a vote.
- Motion to approve Slate of Officers for 2023 (as noted above) as a single block*
Moved by: B. Conley and Seconded by: D. Starker
Voice Vote: Unanimous

7) ADJOURNMENT OF REORGANIZATION MEETING

Motion to adjourn at 7:27 pm.
Moved by: and Seconded by: J. Morris

REGULAR MEETING MINUTES

1) CALL TO ORDER: This portion of the meeting was called to order by Chair Deb Starker at 7:28 pm.

2) APPROVAL OF DECEMBER 15, 2022 MINUTES

Motion to approve Regular Meeting Minutes of December 15, 2022, as presented
Moved by: R. Stern and Seconded by: S. Tindall
Voice Vote: Unanimous

3) CHAIRMAN/EXECUTIVE BOARD REPORT

- a) **Review and Approve 2023 Meeting Schedule:** [2023 DDC Meeting Calendar.pdf](#)
- b) **Election of Madison Main Street Foundation (MMSF) representatives**

Nominations were made as follows:

- (1) Representative: John Morris (*nominated by J. Morris seconded by R. Conley*)
- (2) Representative: Melanie Tomaszewski (*nominated D. Starker, seconded by R. Conley*)
- (3) Representative: Peter Teshima (*nominated by R. Stern, seconded by R. Conley*)

Motion to approve slate of MMSF Representatives
Moved by: B. Conley and Seconded by: S. Whitehorn
Voice Vote: Unanimous

c) **Membership Bylaw and Ordinance Change:** Please see documents sent with agenda.

Motion to approve the changes to the bylaws and send them to council recommending the ordinance be updated to reflect the bylaws.

Moved by: P. Flemming and Seconded by: S. Tindall

Voice Vote: Unanimous

- 5) **TREASURER REPORT:** Peter Teshima reviewed the monthly financial report and reviewed the 2022 budget, expenses, and revenues: [2022.12.Dec.TR.pdf](#)
- 6) **MAYOR REPORT:** Mayor Conley makes an annual trip to many of the stores downtown on Christmas Eve. This year most businesses noted a that they had very good holiday shopping seasons and they appreciated all the programs that the DDC and Chamber sponsors for the holidays including “Find Rosie”, Secret Santa, and holiday caroling. He also noted that plans for the reconstruction of the Cook Avenue Parking Lot have been finalized and the project will go out to bid soon with work scheduled for this coming summer. The Mayor also noted that the plans for Waverly Place reconstruction are in the final stages and will be ready for a public meeting shortly. This project is planned for 2024.
- 7) **COUNCIL LIAISON REPORT:** Council Member John Hoover reported on the latest Borough Council meeting and initiatives presented there including the Climate Action Committee Report. The plan for the renovation of the Dodge Field Playground has been finalized. All ordinances associated with medical cannabis dispensaries have now been rescinded. The new Pickleball/Basketball Courts planned for the MRC property have been approved.
- 8) **PLANNING BOARD REPORT:** Peter Flemming gave an update on the redevelopment projects slated for 3 and 5 Central Avenue.
- 9) **FOUNDATION REPORT:** There was no report.
- 10) **MADISON AREA CHAMBER OF COMMERCE REPORT:** John Morris thanked the borough and the DDC for the continued support of the Chamber, He reported on the success of the holiday programming and noted that plans are underway for Easter Fun Fest and Mad-opoly.
- 11) **DIRECTOR OF BUSINESS DEVELOPMENT REPORT:** Lisa Ellis requested that the commissioners all signup for the DDC Standing Committees so that work can begin in the coming weeks. There is a lot that to accomplish this year. She also spoke briefly regarding making Madison “film ready” as part of the state’s overall initiative lead by the New Jersey Motion Picture & Television Commission. She also encouraged everyone to check out [Awakened Films](#), a relatively new state of the art video production studio located on Main Street. Here are the websites for two organizations to which the Borough belongs. The offer a lot of different resources that I thought you may find of interest.
 - a) **Downtown New Jersey:** <https://www.downtownnj.com/>
 - b) **Main Street America:** <https://www.mainstreet.org/home>
 - c) **Downtown Redevelopment Pipeline:**
 - i) **For your information, all meeting information can be found through these links:**
 - (1) **Zoning Board of Adjustment:** <https://www.rosenet.org/505/Zoning-Board-of-Adjustment>
 - (2) **Planning Board:** <https://www.rosenet.org/457/Planning-Board>
 - d) **New Business Report:** Lisa Ellis reported on the new businesses that will be opening and the few that have closed.
 - i) [Commercial Property Worksheet](#)
 - e) **New! Madison Marketplace Newsletter, Current Edition:** <https://conta.cc/3SB0HOx>
 - f) **Misc.:** These items were covered in the Mayor’s report.
 - i) **Cook Avenue Parking Lot Reconstruction**

ii) **Waverly Place Reconstruction (Project Webpage):**

<https://www.rosenet.org/1410/Waverly-Place-Reconstruction>

12) STANDING COMMITTEES: All information including meeting dates for 2023 Standing Committees can be accessed via this link: https://docs.google.com/spreadsheets/d/1btkRAnw8Kqmak5kNK_D9Vo8T8-CG20XsrEQ1Wpaw1SM/edit?usp=sharing

Please sign up for committee assignments via the form in the link above or by emailing ddc@rosenet.org

- a) **Sign & Façade:** (2022 Membership: Jim Hollenbach, Barry Kroll, John Morris, Karen Giambra, Sue Whitehorn)
- b) **PIC (Public Improvement):** (2022 Membership: Russell Stern, John Morris, John Hoover, Paul Daly Sue Whitehorn)
- c) **Marketing and Economic Development:** (2022 Membership: Michael Pellessier, John Morris, Karen Giambra, Russell Stern, Deb Starker, Bob Rocco, Melanie Tomaszewski, Sue Whitehorn, Christine Kosakowski, Peter Teshima)
- d) **Arts & Events:** (2022 Membership: Barry Kroll, John Morris, Stephen Tindall, Karen Giambra, Deb Starker, John Hoover, Bob Rocco, Melanie Tomaszewski, Sue Whitehorn, Peter Teshima)

13) AD HOC COMMITTEE AND PROJECT UPDATES:

- a) **Taste of Madison (April 24, 2023):** The Taste will again be held at the Brooklake Country Club. More details to follow.
- b) **May Day (TBD)**
 - i) Lisa Ellis suggested that an ad hoc committee be formed to re-evaluate May Day for this year. Sue Whitehorn, Steve Tindall, John Morris, Deb Starer, Melanie Tomaszewski, Christine Kosakowski, and Russell Stern volunteered to participate. The group will look at the possibilities of a new name and format. A meeting will be scheduled as soon as possible.
- c) **Farmers Market (TBD)**
 - i) A community survey in progress and report will be given at the next DDC meeting.
- d) **Bottle Hill Day (Saturday, October 7, 2023)**
- e) **Downtown Concert Series w/METC (TBD)**
- f) **Rose City Summerfest**
 - i) It was proposed that an ad hoc committee to discuss feasibility of holding this event this year. Bob Rocco, Melanie Tomaszewski, Christine Kosakowski, Steve Tindall, and Sue Whitehorn volunteered to participate.

15) OLD BUSINESS: There was no old business discussed.

16) IDEA EXCHANGE & NEW BUSINESS: There was nothing discussed.

17) INVITATION FOR DISCUSSION FROM THE PUBLIC: There were no members of the public present.

18) ADJOURNMENT

Motion to adjourn at 8:34 pm.

Moved by: J. Hoover and Seconded by: B. Conley

NEXT MEETING: Thursday, February 16 at 7:15 pm. (The meeting date was changed to February 23)