



DOWNTOWN
MILLBURN

Downtown Millburn Development Corporation
Executive Board Meeting Minutes
July 9, 2018

Present: D. Sorkin, N. Stone, J. Rosenberg, A. McDonald, I. Martin-Novoa, T. Lee

Also Present: B. Lippman

The meeting was called to order at 7:20pm.

Minutes from the June Meeting have not been distributed. The minutes will be emailed to the Executive Board and will be approved via e-mail.

Treasurer's Report

N. Stone reported that there is approximately \$22,000.00 in the bank account. She is still sorting through QuickBooks and identifying expenditures. B. Lippman explained that for future meetings the following QuickBooks reports should be included in the Agenda packet:

P & L Standard for the month, P & L Standard Year to Date, Balance Sheet Standard, Profit & Loss Budget vs. Actual, Check Detail for the month. Reports should be emailed to President one week prior to meeting for review.

B. Lippman noted that the Audit for 2017 needs to be done. B. Lippman recommended an accountant that she uses for all her groups. The cost will be approximately \$3750 to do the audit and prepare the tax forms for 2017. B. Lippman reported that K. Clayton specializes in performing audits and Tax Returns for BIDs/SIDS. A motion was made to hire B. Lippman's recommendation to do the DMDA's audit & taxes, Kathleen Clayton of the Spire Group at a cost of \$3750. The motion was seconded and approved unanimously. B. Lippman will contact her to get this process started. B. Lippman stated that the Accountant will need access to the QuickBooks and files relating to expenditures over the year.

President's Report

- **Consultant**
D. Sorkin introduced B. Lippman to the group. B. Lippman gave a synopsis of her experience with BID's/SID's. B. Lippman presented a brief history of BID's and explained that a BID is the Economic Development arm of a Town. Their purpose is to help businesses survive and thrive. The BID represents the commercial property owners and their tenants in the district and advocates in the best interest for this group. B. Lippman explained that a BID is a private corporation different than other non-profits because it is funded by public dollars. It is a public/private partnership with the municipality put in place to benefit the commercial segment of the Town.
- **July 17 Township Meeting**
D. Sorkin reported that he will be presenting to the Township Committee what the DMDA has accomplished since he took office as President. He will stress the steps taken to move forward and plans for the future. This includes Financial Responsibilities, Civic Engagement, Events. Discussion ensued regarding the payment due the DMDA from the town on September 1. The payment will be made. It was explained to the group that once the Township Committee passes the Budget the funds are committed to the group. D. Sorkin's presentation will be to update the Township Committee on the progress being made.
- **Business List**



D. Sorkin will work on developing DMDA business list. He will look into hiring an intern to develop this list.

- **Committee Reports**

- **Bylaw Committee Update**

T. Lee reported that the committee met and reviewed the revisions made. T. Lee will update the bylaws to include the revisions made by the committee. The group would like to finalize the revised bylaws by the end of August. The main revisions include the size of the Board. The Board will be reduced to eight elected directors and one appointed (Town Committee Liaison). The Township Committee Liaison will be a voting member. Discussion on the Ex-Officio members took place. The Ex-Officio members will be reduced from four to three to include the Township Business Administrator, Chamber representative & Papermill Playhouse Representative.

To adhere to the existing bylaws, a motion to revise the bylaws was introduced by a T. Lee and discussed by the Executive Board. On or about July 20, a letter will be mailed that will include the language of the motion and the time, place and date that the motion will be introduced and forwarded by certified mail to every member of the Board. The meeting will be held on August 7, 7:00pm at the DMDA office. The motion will be brought to a vote at the September 11 Board meeting.

T. Lee will email B. Lippman the motion to revise the bylaws to include in the letter.

- **Design Review Applications**

A. McDonald reported that they (the building department) are working on a form to provide to people applying for signage permits. The form will explain the process for permit application and for Design Review by the BID committee. B. Lippman reported that she does reviews through email and once she has the required submissions, she sends it to the committee for review and gives the committee three days to get back to her. If approved, she emails an approval letter with the sign/s attached and dated to the building department. She will forward a copy of the form she uses. She noted the application for review needs improvement, but it can be used as a template for a review application for Millburn.

- **Old/New Business**

- **Signage Ordinance Enforcement**

A. McDonald asked the DMDA to assist in enforcement of code issues. He is composing a letter to businesses to let them know that they have to maintain their signs, windows, etc. D. Sorkin will include in his communication information on the codes and notify them that the Town will be enforcing them. A discussion took place regarding issues that affect the visual attractiveness of the downtown. Low hanging wires and leaning electric poles were mentioned as an eyesore. A. McDonald talked about doing a walk around the downtown with D. Sorkin. He reported on parking spots that were added to the downtown. Restoring the left turn onto Main St. was discussed. A. McDonald reported that the intersection will be evaluated.

- **Google Business Registration**

D. Sorkin reported that he noticed that many of Millburn's businesses have not registered with Google and are not easily found on the Internet. He will include in his next communication with the businesses the information and instructions to register.

- **Budget**

B. Lippman stated that the Board needs to appoint a Finance/Budget Committee to begin working on the 2019 budget. The budget needs to be submitted to the Town by Sept. 1.

N. Black and D. Sorkin will serve on this committee with B. Lippman. The budget needs to be completed to be approved by the Executive Board at the August 7 meeting.



There being no further business the meeting was adjourned at 8:32pm.

Respectfully submitted by:
Beth Lippman, July 10, 2018

**The next meeting will be held on Tuesday, August 7, 2018, 7:00pm, at the DMDA Office.