



DOWNTOWN DEVELOPMENT COMMISSION
Committee Room - Hartley Dodge Memorial Building
 Date: January 20, 2022 Time: 7:15 pm – **Via Zoom**

REORGANIZATION MEETING AGENDA

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**

R. Conley	M. Tomaszewski	P. Woolley	Senior Citizen Rep. TBD
J. Hoover	P. Flemming	R. Rocco	At Large Member TBD
J. Hollenbach	S. Tindall	R. Stern	Corporate Rep. TBD
P. Teshima	J. Morris	S. Whitehorn	M. Pellessier
C. Kosakowski	D. Starker		L. Ellis

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:**

- a) **Jim Hollenbach, Merchant/Landlord/Business Owner Representative**
 (Three year term through December 31, 2024)
Christine Kosakowski, Merchant/Landlord/Business Owner Representative
 (Three year term through December 31, 2024)
- b) **John Morris, Chamber of Commerce Representative**
 (Three year term through December 31, 2024)
- c) **Peter Woolley, Higher Education Representative**
 (Three year unexpired term through December 31, 2022)
- d) **Suzanne Whitehorn, Suzanne Whitehorn, At Large Member**
 Term Expires: December 31, 2024

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:
 - Nomination for Chairperson: _____
 - Nomination for Vice Chairperson: _____
 - Nomination for Treasurer: _____
 - Nomination for Secretary: _____
 - Nominations for Member-at-Large: _____
- b) Additional Nominations:
 - Nominations for Chairperson: _____
 - Nominations for Vice Chairperson: _____
 - Nominations for Treasurer: _____
 - Nominations for Secretary: _____
 - Nominations for Member-at-Large: _____

7) ADJOURNMENT OF REORGANIZATION MEETING

REGULAR MEETING AGENDA

- 1) CALL TO ORDER**
- 2) APPROVAL OF DECEMBER 16, 2021 MINUTES**
- 3) CHAIRMAN/EXECUTIVE BOARD REPORT**
 - a) **Review and Approve 2022 Meeting Schedule**
 - b) **Election of Madison Main Street Foundation (MMSF) representatives**

Nominations:

- Representative 1: _____
- Representative 2: _____
- Representative 3: _____

- 4) CHAIRMAN/EXECUTIVE BOARD REPORT**
 - a) **Idea Exchange & New Business**
- 5) TREASURER REPORT**
- 6) MAYOR REPORT**
- 7) COUNCIL LIAISON REPORT**
- 8) PLANNING BOARD REPORT**
- 8) FOUNDATION REPORT**
- 9) MADISON AREA CHAMBER OF COMMERCE REPORT**
- 10) DIRECTOR OF BUSINESS DEVELOPMENT REPORT:** Here are the websites for two organizations to

which the Borough belongs. There 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:**
 - i) [Commercial Property Worksheet](#)
- e) **Misc.**
 - i) **Cook Avenue Parking Lot Reconstruction**
 - ii) **Waverly Place Reconstruction**

11) STANDING COMMITTEES:

- a) **Sign & Façade:** (2021 Membership: Eric Range, Tom Honohan, Suzy Whitehorn, Peter Flemming, John Morris, Jim Hollenbach, Barry Kroll, Karen Giambra)
 - i) The following applications were reviewed and referred to the Borough Zoning Officer since the December DDC meeting.
 - (1) Grace Therapy Services, LLC, 50-52 Main Street, Suite 5
 - (2) F45 Fitness Studio, 306 Main Street
- b) **PIC (Public Improvement):** (2021 Membership: John Morris, Russell Stern, Suzy Whitehorn, Melanie Tomaszewski, Peter Flemming)
 - i) **2021 Potential Goals/Projects:**
 - **METC Park Design**
 - **Adopt A Space Program**
 - ii) **Action Items: TBD**
- c) **Marketing and Economic Development:** (2021 Membership: Eric Range, Deb Coen, John Morris, Russell Stern, Peter Teshima, Suzy Whitehorn, Jim Hollenbach, Bob Rocco, Melanie Tomaszewski, Deb Starker, Karen Giambra)
 - i) **2021 Potential Goals/Projects:**
 - **Gateway & Wayfinding Signage**
 - **Creation of Marketing Materials**
 - ii) **Action Items: TBD**
 - iii) **Next Meeting – TBD**
- d) **Arts & Events:** (2021 Membership: Stephen Tindall, Deb Coen, John Morris, Peter Teshima, Tom Honohan, Suzy Whitehorn, Bob Rocco, Melanie Tomaszewski, Deb Starker, John Pietrowski, Jerry Vezza, Karen Giambra)
 - i) **2021 Potential Goals/Projects:**
 - **Sidewalk Art Gallery analysis and reinvention**
 - **Support of Madison Community Arts Center programming and fundraising**
 - **Explore public art projects**
 - ii) **Action Items: TBD**
 - iv) **Next Meeting – TBD**

12) **AD HOC COMMITTEE AND PROJECT UPDATES:** There are no planned reports for these items at this meeting except for those highlighted.

- a) **Taste of Madison** (April 25, 2022 TBC))
- b) **May Day** (May 7, 2022)
- c) **Farmers Market** (Thursdays, May 19 – November 17, 2021)
- d) **Bottle Hill Day** (Saturday, October 1, 2022)
- e) **Downtown Concert Series w/METC** (June 24, July 8, July 22, August 5, August 19, September 2)

13) OLD BUSINESS

14) INVITATION FOR DISCUSSION FROM THE PUBLIC

15) ADJOURNMENT

NEXT MEETING: Thursday, February 17 at 7:15pm, via Zoom