



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

**REORGANIZATION MEETING MINUTES**

- 1) **CALL TO ORDER:** This meeting was called to order by Lisa Ellis as the Ex Oficio, at 7:16 pm.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**

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

MEMBERS ABSENT: None

ALSO PRESENT: Lisa Ellis, Director of Business Development Events

MEMBERS OF THE PUBLIC: Susie Spholz, TAPinto Madison
- 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 2021. 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 return the written oath document via email to [ddc@rosenet.org](mailto:ddc@rosenet.org).
  - a) **Jim Hollenbach, Merchant/Landlord/Business Owner Representative**  
(Three year term through December 31, 2024)
  - b) **Christine Kosakowski, Merchant/Landlord/Business Owner Representative**  
(Three year term through December 31, 2024)
  - c) **John Morris, Chamber of Commerce Representative**  
(Three year term through December 31, 2024)
  - d) **Peter Woolley, Higher Education Representative**  
(Three year unexpired term through December 31, 2022)
  - e) **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.

There were no nominations submitted at the December meeting. Lisa Ellis serving as the election officer, called for nominations for the following positions:

- Nominations for Chairperson: Suzy Whitehorn  
*Nominated by M. Tomaszewski and Seconded by: Peter Flemming*
- Nominations for Vice Chairperson: Deb Starker  
*Nominated by B. Conley and Seconded by: M. Tomaszewski*
- Nominations for Treasurer: Peter Teshima  
*Nominated by D. Starker and Seconded by: B. Conley*
- Nominations for Secretary: Melanie Tomaszewski  
*Nominated by S. Whitehorn and Seconded by P. Flemming*
- Nominations for Member-at-Large: John Morris  
*Nominated D. Starker and Seconded by M. Tomaszewski*

Seeing no further nominations were presented, Lisa Ellis called for nominations to be closed and asked for a vote.

**Motion** to approve Slate of Officers for 2022 (as noted above) as a single block

Moved by: B. Conley and Seconded by: R. Stern

Voice Vote: Unanimous

## 7) ADJOURNMENT OF REORGANIZATION MEETING

**Motion** to adjourn at 7:23 pm.

Moved by: B. Conley and Seconded by: D. Starker

Voice Vote: Unanimous

## REGULAR MEETING MINUTES

1) **CALL TO ORDER:** This portion of the meeting was called to order by Chair Suzy Whitehorn at 7:25 pm.

2) **APPROVAL OF DECEMBER 17, 2021 MINUTES**

**Motion** to approve December 17 2021 Minutes as presented

Moved by: D. Starker and Seconded by: J. Morris

Voice Vote: Unanimous

3) **CHAIRMAN/EXECUTIVE BOARD REPORT**

a) **Review and Approve 2021 Meeting Schedule:** The schedule was reviewed and accepted.

b) **Election of Madison Main Street Foundation (MMSF) Representatives**

Nominations were made as follows:

(1) Representative: Suzy Whitehorn (nominated by D. Starker seconded by P. Flemming)

(2) Representative: Russell Stern (nominated S. Whitehorn, seconded by M. Tomaszewski)

(3) Representative: Peter Teshima (nominated by B. Conley, seconded by S. Whitehorn)

**Motion** to approve slate of MMSF Representatives

Moved by: B. Conley and Seconded by: P. Flemming

Voice Vote: *Unanimous*

**4) CHAIRMAN/EXECUTIVE BOARD REPORT**

a) **Idea Exchange & New Business:** It was decided that this section would be moved to the end of the agenda for the February meeting. Thanks to Mel Tomaszewski for the suggestion to leave the white lights on the lampposts through mid-February.

**5) TREASURER REPORT:** There was no report.

**6) MAYOR REPORT:** Mayor Conley welcomed the new and returning commissioners. The new commissioners were asked to introduce themselves to the group. He also welcomed back Council Member John Hoover who returns as the DDC liaison to the Borough Council.

**7) COUNCIL LIAISON REPORT:** Council Member John Hoover gave an overview of some of the items and issues currently before the Borough Council. He spoke about the hiring of an architect to address the East Wing renovation, space reconfiguration and utilization, and systems issues at the Hartley Dodge Memorial Building. He also noted that the Borough Council had adopted a resolution in support of the State's Clean Energy Plan.

**8) PLANNING BOARD REPORT:** Peter Flemming noted that the Planning Board had recently approved the plans for the redevelopment of 18 Madison Avenue, which will for a dental specialty practice. Some of the accommodation the applicant had made to meet the concerns of the board were also mentioned, including giving the new structure more of a residential look than originally planned and a shared parking agreement with neighboring Grace Episcopal Church.

**10) FOUNDATION REPORT:** There was no report. The foundation will schedule a meeting in the coming weeks for their reorganization.

**11) MADISON AREA CHAMBER OF COMMERCE REPORT:** John Morris reported that the Chamber has welcomed ten new members and there are more in process. He also mentioned some of the planned events and activities planned for the New Year including the return of the Monthly Happy Hour, a retail round robin event, a new take on what was Ladies Night in May, called Cinco De Madison.

**12) DIRECTOR OF BUSINESS DEVELOPMENT REPORT:** 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 spoke briefly about some of the new businesses that are planned to open and some that could potentially be in process.

i) [Commercial Property Worksheet](#)

e) **Misc.**

i) **Cook Avenue Parking Lot Reconstruction:** A brief update on the process for getting this project to the finish line in 2022 was discussed.

ii) **Waverly Place Reconstruction:** The Borough Council will finalize the hiring of Bohler Engineering for Landscape Architecture services to develop the plans for the Waverly Place Reconstruction.

**13) STANDING COMMITTEES:** Lisa Ellis will send out a sign up form to all Commissioners for the four

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**

**15) 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)

**16) OLD BUSINESS:** There was no old business discussed.

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

**18) ADJOURNMENT**

*Motion to adjourn at 8:15 pm.*

*Moved by: P. Teshima and Seconded by: J. Morris*

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