

ENGLEWOOD SPECIAL IMPROVEMENT DISTRICT CORPORATION
Board Meeting Minutes
January 5, 2021

Board Members in Attendance:

- Albert Krull-Chairperson
- Linda Dunham - Vice Chairperson
- Wayne Hamer - City Council Representative
- Lori DiSimone

Board Members Excused:

- David Simon - Secretary
- Adam Brown

Other Attendee(s)

- Jacey Raimondo, SID ED
- Carol Rauscher, ECC ED

Meeting called to order by Chairperson Krull at 8:04am.

Chairman introduced motion to approve December 1, 2020 Board Meeting Minutes

Moved by Ms. DiSimone; Seconded by Vice Chair Dunham

Abstained: Mr. Hamer

Board Vote: Unanimous

December Board Meeting minutes accepted into the record

Financial Matters:

IRS not for profit determination application completed and being forward to Chairman from accountants for signature.

Draft Audit presented to Board. Board members to forward their comments and concerns to Chairman by close of business January 8, 2021. ED to follow up with Doug Bern Esq., regarding audit opinion letter re: no legal actions.

ED to arrange a special meeting with auditors to present final audit to SID Board.

Board approved the December Expenditures as outlined on the December check register.

ED to coordinate signors on new ConnectOne signature cards

Ms DiSimone agreed to gather payroll administrative costs for one SID staff member.

Ms DiSimone agreed to connect with Convery Tax & Accounting and provide them with quickbook access to SID ConnectOne accounts for purposes of reconciliations and creating monthly balance sheets.

Chairman confirmed that SID assessment would be initiated first quarter 2021 via the City. Mr. Hammer requested that Covid related impact on SID charges/collections for 2021 be discussed at February Board Meeting. Mr. Hamer suggested a strategy for supporting retailers be discussed. Vice Chair Dunham acknowledged the impact Covid has already had on retailers and the expectation that first quarter 2021 will continue to be difficult acknowledging that SID could be most helpful to its SID contributors and the City by continuing to focus on its mission: improving lighting/ downtown beautification/ease of parking options for City residents and guests.

Parking Meter Implementation - Phase I Palisades Avenue:

Mr. Hamer reported that the recently engaged City Manager would be spearheading the implementation of the IPS software/hardware training and communications with IPS. Phase I of the project will be the primary focus.

Mr. Hamer and ED agreed to meet weekly (Monday's 3:00pm) to coordinate the continued implementation of Phase I and installation of 3 IPS kiosks being stored at DPW.

Issues to be addressed:

- DPW/City locksmith to be contacted to gain access to meters that were not able to be opened with existing key.
- Signage Approval
- Signage installation to include removal of old signs
- IPS software programming details re meter charges and messaging
- Scheduling of remote meter training for meter collections and basic maintenance
Function of access cards, cleaning instructions, basic diagnostic functions, first line maintenance and DMS system management training.
- Removal of 3 outdated pay stations/storage with City
- Installation of 3 kiosk contract to include removal of ballasts and pay gate on third level of garage -Electrician and Installer need to be contracted and coordinated.

William Street Parking Lot:

Chairman asked Mr. Hamer to request City Engineer to review the preliminary construction drawings and forward comments to Lapatka Associates with the goal being to provide final drawings so that lot engineering and construction work can go out to bid in early spring 2021.

Mr. Hamer agreed to contact City Engineer and confirmed that the City Manager needs to be given time to be briefed on the William Street parking lot issue, re: current use/future use/construction work/parking revenue.

Bergen Lot Dumpster Lot E/Debris Issues:

ECC ED Ms. Rauscher reported that a coordinated effort was in place between City DPW, City Enforcement, City Department of Health and ECC regarding the dumpster and debris clean up of Lot E.

It was agreed that effective January 31st, 2021 SID would discontinue its weekly courtesy private dumpster debris clean up of the Lot E.

Ms Rauscher reported that the property owners are responsible for managing their dumpster providers and providing debris clean up, they will be receiving a certified letter from the City departments and ECC advising them of the requirements.

Ms Dunham requested a copy of the notification letter to retailers that Ms. Rauscher indicated would be forwarded shortly. Ms. Rauscher agreed to forward to SID.

Graffiti/City Alleyways:

Proposed lighting plan for City alley/access ways is continuing.
Inventory of the alleys and current condition(s) is continuing.

Board discussion followed regarding the issue of property owners being responsible for maintaining the alley ways including the removal of graffiti on the exterior walls of their own buildings. It was agreed that the SID should not become the property owners maintenance contractor.

Mr. Hamer suggested a process to deal with graffiti complaints be developed and shared with the City.

Chairman expects to address this issue with the new City Manager at a future date.

SID District Improvements:

Update and discussion tabled to February 2021 Board Meeting.

Chairman reported that Magnolia Garden Services would be planting the replacement trees within the next ten days and provide a detailed timeline for spring plantings and SID area beautification.

SID 2021 Newsletter:

Board agreed that the first issue of the 2021 newsletter be geared to education of what the SID is including territory and duties. Include brief description of its accomplishments; future plans: short and long term. Encourage public participation via Board Meeting attendance and promote email contact information.

Conflict of Interest Policy:

The completed Conflict of Interest Questionnaires to be reviewed and discussed at February Board meeting.

Miscellaneous Business:

Ms Rauscher agreed to forward LED State program contact information re: parking garage to Chairman

Chairman to provide quotes to continue powerwashing project on North and South Dean Streets and portions of Grand and Engle Streets, along with touch ups on Palisades Ave power washing work that was completed two years ago.

It was agreed since IT city issue regarding children's access for remote learning had been addressed by the City there was no need to continue including updates on the agenda. Mr. Hamer agreed to inform SID if there occurred any change in circumstances on this issue.

The Board confirmed that the SID new retailer awning reimbursement program is still in place and will be addressed on a case by case basis when submissions are received.

Vice Chair Dunham noted that NYT reported on the ongoing investigation of police department actions within the police force.

Chairman moved to close the meeting at 9:06am Moved by Vice Chair Dunham: Seconded by Mr. Hamer

Board Vote: Unanimous

Next Board Meeting: Tuesday, February 2nd 2021 at 8am via ZOOM