

RRIC Board of Trustee Meeting

December 3, 2015

8:30 a.m.

Empress Diner

Minutes

Attendance: Trustees in attendance were, Kellerman, Landzettel, Levine, Malkin, Melissas, Noorigian, Pace, Reynoso and Wrubel (9) Borough Liaison Swain (1).

Unable to Attend: Trustees Kuiken and Simon and Borough Liaison Van Kruiningen (3)

Staff in attendance: Smartt and Davis (2)

Call to Order

Rich Noorigian called the meeting to order at 8:30 a.m.

It was noted that Jim Van Kruiningen is away on vacation. Don reported that Barbara called him from the hospital this morning reporting she has been in Valley Hospital for 2 days and will not make the meeting.

Welcome Dhana Reynoso – River Road Columbia Bank

Rick Kellerman noted that Dhana would be late due to a traffic accident on her travel route. Rick will introduce Dhana upon her arrival noting to the Board members who had not met Dhana that she is the new River Road Columbia Bank branch manager and as such is now the banks representative on the RRIC Board.

FLCC RRIC Representation: Rick Kellerman replaced Stu Herrmann

Rich Noorigian reported that Rick Kellerman has been appointed as the FLCC representative on the RRIC Board which will allow him to continue as treasurer as well as to serve on the Executive Committee.

RRIC 2016 Meeting Calendar

All received a copy of a draft of a 2016 RRIC meeting schedule that reflects the model adopted in 2015 that has Full Board of Trustee Meetings quarterly with all trustees extended the invitation to also attend the Executive Committee Meetings.

The calendar incorporates the Executive Committee Meetings on the 1st Thursday every month, except August, and on 2nd Thursday exception as noted below, with the Full Board Meetings listed running concurrently with Executive Committee Meetings.

The Executive Committee reported that the 8:30 a.m. start time for meetings can be troublesome in the winter months for those that travel to Fair Lawn and the ability of all to have a later start time for meetings.

The RRIC Executive Committee confirmed the calendar below and all meetings will begin effective January 1, 2016 at 10:00 a.m. rather than 8:30 a.m. The calendar was approved as presented.

<u>Executive Committee</u>	<u>Full Board</u>
January 7	
February 4*	February 4*
March 3	
April 7	
May 5	
June 2	June 2

July 7	
September 8**	September 8**
October 6	
November 3	
December 1	December 1

* Annual Meeting

**2nd Thursday to avoid Labor Day Weekend

Both the Executive and Executive/Full Board Meetings are scheduled for 10:00 a.m. and all meetings are at Columbia Bank.

RRIC 2016 Annual Meeting Actions: Thursday, February 4, 2016

It was noted that the Annual Meeting is scheduled for Thursday February 4, 2016 and that at that meeting the following actions will be addressed:

- Slate B Trustee Reappointments: Kuiken, Landzettel, Noorigian
- Officer Nominations - The Executive Committee will review the nominations at the January 7th Executive Committee Meeting for nomination at the February Board Meeting.
- Other - it was noted that any trustee who has a recommendation for potential trustee nominees should advise the Board.

Administration

Minutes of the September 10, 2015 Board of Trustee Meeting

The Minutes of the September 10, 2015 Board of Trustee meetings were accepted as presented.

Minutes of October 1, 2015 Executive Committee Meeting - For Information

The Minutes of the October 1, 2015 Executive Committee Meeting were provided for information.

Minutes of November 5, 2015 Executive Committee Meeting - For Information

The Minutes of the November 5, 2015 Executive Committee Meeting were provided for information.

Financial

December 3, 2015 Voucher Register & Financial Statement

Rick Kellerman reviewed the December 3, 2015 Financial Statement and Voucher Register which were accepted as presented.

RRIC 2016 Budget

Don and the Executive Committee reviewed the 2016 RRIC budget which was accepted as presented. The budget will be provided to the Borough Council for presentation in their 2016 budget process.

Marketing

November 2015 Web & Public Relations Report

All received a copy of the report by email which Rich Noorigian reviewed with the trustees.

Banner Program 2015-2016 Rotation Schedule:

- Green Banners – Early November 2015 thru Mid May 2016
- Blue Banners – Mid May thru Early November 2016

It was noted that the blue banners will be rotated on Monday, December 7th.

Holiday Lighting & Window Painting

The holiday lights were installed on Friday November 20th and business owners have contracted for 55 window paintings for the holidays. Rich Davis provided a 14 year analysis of the program to the trustees.

Don noted in response to a question that evening surveys are done of the holiday wreaths to identify any outages and that if anyone notes a PSE&G light is out they should email Don with the pole location and pole number so staff can notify PSE&G.

Marketing Committee Report

It was reported that the BIC and RRIC will meet in January to review potential marketing synergies that can be realized as benefits to both entities. Several BIC trustees have noted their availability if the meeting is held in the evening – specifically Elyss Frenkel, Margie Hochkeppel and Bob Beshlian. RRIC trustees – specifically

Rich Noorigian, Bob Landzettel and Charlie Wrubel noted that they can attend the BIC January 14th Board Meeting scheduled for 7 PM at the Fair Lawn Community Center Card Room to follow up on this dialogue for the BIC and RRIC.

Borough Liaisons Report

Lisa Swain reported on the following:

- Gratitude Project – business owners allowing customers to write on the business windows about things that they are thankful for and that she has special markers that can be used by any business owner interested in the program
- Borough Recycling Outsourcing – the Borough’s new program which will save the Borough money and in the process the Borough was able to reassign personnel with no employee losing their job
- RRIC Borough Liaison - She has been reappointed to serve as the Borough Council RRIC liaison in 2016
- Green Team Program – special event to be held on March 9th noting if any business has any giveaways to provide as handouts at the event that they should contact her – Rich Noorigian noting the if the RRIC has any pens left from the 2015 programs that they could be provided to Lisa

Development/Redevelopment

Don reported that he and Mark, along with Bob Beshlian, held their third informal meeting with the Fair Lawn Planning Board Master Plan Subcommittee on November 17th. The group was able to work through all remaining items on the two-page a summary of the June 9th letters from RRIC and BIC to Mayor and Council.

The respective representatives reached agreement on about 90% of the recommendations from the two districts.

Don reported that there were some exceptions in terms of the Planning Board representatives on the subcommittees having mixed views on setting a residential dwelling cap in business zones and it will be left to the Planning Board to iron out a direction in this regard.

Don reported that Planning Board subcommittee members indicated that they would like to adopt the RRIC Design Manual but that some portions of the RRIC Design Manual may need updating before being incorporated into the zoning ordinance. Don noted – with consensus of the RRIC trustees – that he will contact some local architects to ascertain quotes for updating the manual and will report back to the Board.

The Subcommittee intends to initiate discussions with the full Planning Board in January 2016. The RRIC will include this on the February 4th Board of Trustee meeting Agenda for review by the entire Board.

Master Plan Subcommittee re RRIC Strategic Plan Updates

Don reported that Mark has updated the Co-op parking chronology. Mark will incorporate this section into the RRIC Strategic Plan adding comments as provided by both Don and Arthur.

Other Business

River Road Benches

It was reported that 29 benches were refurbished at a cost of \$200 per bench.

Other

Bob reported that he has received a quote for the projected River Road paver repairs that is lower in the square foot cost from the first proposal reviewed by the trustees. The trustees finalized direction in this regard to engage the services of the lower proposal contractor. Don will review with Bob the insurance requirements prior to project implementation.

Meeting Schedule

Executive Committee Meeting: Thursday, January 7, 2016 at 10:00 A.M. at Columbia Bank

Full Board Meeting: Thursday, February 4, 2016 at 10:00 A.M. at Columbia Bank.

Adjournment

The Board of Trustee Meeting adjourned at 9:35 a.m.

Respectfully submitted,

Rich Davis