



PARTNERSHIP WEST INC.
Business Improvement District

Board of Directors

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Evelyn Littles, *Treasurer*

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Tomas Porturas

Dumerzier Charles

Sandy Castor

Hon. Joseph A. McCallum

Hon. Ras J. Baraka

Partnership West, Inc.

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Meeting Minutes of PWI Board of Directors

Wednesday, July 11, 2018

10:00 am - 11:30 am

UVSO Ivy Hill Preschool

475 Irvington Avenue | Newark, NJ | 07106

1. **BID Operations:** The meeting was called to order at 10:17 am.

A. **Roll Call**

Present: Pamela Daniels, Leonard Robbins, Dr. Aubrey Gregory, Houston Stevens, Rev. Dumerzier Charles, Councilman Joe McCallum, Cesar Vizcaino, Sandy Castor, and Evelyn Littles. **Absent:** Pasquale (Pat) Romagnuolo, Tomas Porturas and Dr. Mamie Bridgeforth. **Staff present:** Tracy Fredericks.

Guests: Freeholder Rufus Johnson and Jerry Blankman, CDS.

B. **Minutes Review & Adoption:** 06/06/18 Full Board

The motion was put forth to accept the minutes with a minor spelling correction by Pamela Daniels and second by Sandy Castor. It was passed unanimously.

C. **Administration:**

• **Councilman Joe McCallum**

The Councilman reiterated his decision to have one ward wide BID for Phase I and II. The organizational hierarchy would include one Executive Director with a Program Manager serving each Phase (corridor boundaries) and support staff.

Board members began a conversation on what the size of the board should be to govern the organization when Phase I and II are up and running. A suggestion was made to enlarge the Executive Board by appointing a representative from each area who would meet on a monthly basis while the full board would meet only two to four times a year. It was also stated that committees would be very important in this new structure to get the work done. No decision was made. Further discussion will follow.

Councilman McCallum shared that two code enforcement officers have been assigned to the City of Newark Municipal Council members and that he would find out the process for utilizing them in the West Ward. He also suggested that we invite Tommy McDonald, Director of Code Enforcement from the City of Newark to attend one of our meetings to discuss how we can work with him and his team.

• **CDS Update:**

Jerry Blankman, Vice President, CDS gave a brief update on the work happening on South Orange, Sanford, and 18th Avenues, and Mt Vernon Place.

Cesar Vizcaino requested that at some point we let East Orange know that we are working on their behalf by cleaning their streets in the BID areas even though they are not yet a part of PWI.

D. Finance:

• **Branding/Marketing Consultant Fee**

There were seven (7) responses to the RFQ and three to five will be interviewed in the upcoming weeks. It was decided that if none of the firms fit our needs we would reissue the RFQ. The board approved the fee estimates ranging from \$32,550 - \$43,500 for the scope of work designated in the RFQ. There was some discussion about encouraging Newark based consultants to apply for future contracts and to reach out to some if we reissue the current RFQ.

• **Review of office remodel contract estimates**

The Board decided to hire a professional to inspect 1026 South Orange Avenue, Store B before inviting any more contractors to bid on the remodel. Once the inspection report is completed and we know what is required to remodel the space, potential contractors will be informed so that they can all bid on the same scope of work.

2. New Business

A. Board Retreat

The retreat will be held on Saturday, September 29 from 9:00 am – 6:00 pm. The location will be announced shortly.

B. Sponsorships

Board member Houston Stevens requested support of \$1000 for the 19th Annual IHNA Hill Picnic and Music Festival in Ivy Hill Park on August 11, 2018. Board member Leonard Robbins requested \$1000 for the Fairmont Heights Street Fair, Saturday August 25th. Both have agreed to submit a sponsorship package in writing with their request to the Executive Director before the next board meeting. The Business Development Committee will create a sponsorship process with criteria at its next meeting on July 19th.

The motion was made to adjourn the meeting at 11:30 am by Houston Stevens and second by Rev. Dumerzier Charles. All board members where in favor.

 8/3/18
Secretary Date

President Date