



## Board of Directors

Pamela B. Daniels, *President*  
Dr. Aubrey Gregory, *Vice President*  
Leonard Robbins, *Secretary*  
Evelyn Littles, *Treasurer*  
Pasquale Romagnuolo, *Assistant Secretary*  
Cesar A. Vizcaino  
Tomas Porturas  
Dumerzier Charles  
Sandy Castor  
Hon. Joseph A. McCallum  
Hon. Ras J. Baraka

### Partnership West, Inc.

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973.973.3145

## Meeting Minutes of PWI Board of Directors

Wednesday, September 5, 2018

9:00 am - 10:30 am

### UVSO Ivy Hill Preschool

475 Irvington Avenue | Newark, NJ | 07106

#### 1. **BID Operations:** The meeting was called to order at 9:23 am.

##### A. Roll Call

**Present:** Dr. Mamie Bridgeforth, Cesar A. Vizcaino, Pamela B. Daniels, Evelyn Littles, Leonard Robbins, Rev. Dr. Aubrey Gregory, Councilman Joe McCallum and Alonzo Harran. **Absent:** Tomas Porturas, Sandy Castor, Houston Stevens, Rev. Dr. Dumerzier Charles, Pasquale (Pat) Romagnuolo and Freeholder Rufus Johnson.

Mr. Alonzo Herran, Chief of Staff to Councilman Joe McCallum introduced himself to the board as the new representative for the Councilman.

##### B. Minutes Review & Adoption: 09/05/18 Full Board

The motion was put forth by Evelyn Littles to accept the minutes and Dr. Gregory seconded it. The minutes were passed unanimously.

#### 2. **Administration:**

##### A. Finance

###### Review of September budget reports

PWI's accountant Carlos Fraser, of Fraser CPA reviewed the budget reports with the Board. He focused on sharing what he looks for when reviewing a budget.

###### Discussion on PWI's Tax Assessment funds received from the City of Newark

A meeting was held at City Hall with the Tax Assessor, Tax Collector, and PWI board member, Cesar Vizcaino and Executive Director, Tracy Fredericks to discuss billing errors for Phase 2. It was learned that in 2017 and currently in 2018, Phase 2 taxpayers are being charged a tax assessment during Phase 1 and are not receiving the appropriate program services.

###### There were two solutions put forth to rectify this issue:

- 1) Funds for 2017 and 1st and 2<sup>nd</sup> Quarters 2018 *would be* credited to Phase 2 taxpayers by the City of Newark. Board members would have to create an amended budget for Phase 1. That budget would go to the Newark Municipal Council by September 20<sup>th</sup> for approval. There would be the possibility that taxes could be raised in order to increase the budget from \$281,855.16 to cover the work that needs to take place in Phase 1.

2) Instead of waiting 18 months to start Phase 2, PWI would begin right away. The financial resources *would not* be credited back to tax payers instead they would go toward Phase 2 services. These services would include beautifying, cleaning, and maintaining the corridors set forth in the Ordinance. The service contract would be increased to cover the additional corridors cleaned by CDS from \$157,000 to \$238,000 annually. The amended contract would run from September 2018 to January 2019. We would review the contract and renew if agreed upon for February 2019. The Executive Director's contract would also have to be reviewed and renegotiated since her current contract only covers Phase 1.

There was a strong suggestion to make sure that a community outreach process is completed as was done for Phase 1. The Executive Director was asked to reach out to Seth Grossman to find out how long the community outreach process would take.

It was suggested that we create a new budget to reflect the increase in cost for cleaning and beautification services. Several members felt that it was difficult to create an accurate budget without knowing the strategic priorities for 2019.

Tracy, the Executive Director was asked to present a proposal for her new contract.

**The following fundraising ideas were suggested:**

- Once we have a revised budget if possible hire a grant writer.
- Provide Councilman McCallum with a strategic list of needs. When he works with new developers these items can be incorporated into the developer's budgets when possible.
- Seek a partnership with the County. Three of the corridors in the BID are County roads.
- Research other partners for financial and in-kind support within the BID boundaries such as University Hospital on South Orange Avenue and the Rutgers Medical School.
- Create a board Fundraising Committee.

The Board unanimously agreed to go with scenario B and start Phase 2 right away.

**B. Governance**

**Review of proposed amended bylaws**

Tabled for discussion. To be put on the October agenda.

**C. Executive Director's Report**

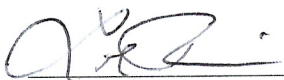
**Update on the Rental office remodel – 1026 SO Ave, Store B**

The City of Newark's law department reviewed the title and found it to be clear but suggested that PWI order its own preliminary title report. Tracy checked with two title companies and received a quote of \$500 to do the title check. The Board agreed unanimously to move ahead with the title search.

**D. New Business/Next Steps**

The County voted to conduct streetscaping between Bergen and 15<sup>th</sup> Street. No start date was given.

The motion was made to adjourn the meeting at 10:30 am by Evelyn Littles and seconded by Dr. Gregory. All board members where in favor.

 10/23/18

Secretary

Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date