

**B R O A D W A Y I M P R O V E M E N T  
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**Broadway Improvement Corporation  
Board of Trustee Regular Meeting  
Fair Lawn Community Center  
10-10 20<sup>th</sup> Street  
Thursday September 11, 2014**

**Minutes**

**Attendance:** The following Board members were in attendance: Bate, Berke, Beshlian, Frenkel, Godfrey, Kapotis and Noorigian (7). Liaisons: Peluso and Van Kruiningen (2)

**Unable to Attend:** Trustees Cummins, Guy and Kerbekian (3)

**Staff Present:** Smartt, Gordon, Sprow & Davis (4)

**Convene & Welcome**

Bob Beshlian convened the meeting at 7:00 PM

Welcome Guests

The trustees welcomed Jeff Wahdat and his associate Mark Fanton of Juicy Platters located at 23-16 Broadway as guests at this evening's meeting.

**Administration**

Minutes of June 12, 2014 Board of Trustee Meeting

The Minutes of the June 12, 2014 Board of Trustee Meeting were accepted as presented.

Minutes of July 10, 2014 Executive Committee Meeting – for Information

The Minutes of the July 10, 2014 Executive Committee Meeting were provided to all for information.

**Financial/Audit/Insurance**

2013 Audit Report prepared by Weinstein & Weinstein

All received a copy of the 2013 Audit Report and Findings letter as prepared and submitted to the Board of Trustees by Weinstein & Weinstein, the BIC audit firm.

It was noted that there were no findings and the audit report was accepted as presented. A copy of the report will be forwarded to the Borough Clerk as required.

It was further noted that the BIC 2013 Tax Return and CRI filing were being processed for signature this evening for forwarding the respective Federal and State agencies.

September 11, 2014 Monthly Financial Report & Voucher Register

Rich Davis reviewed the September 11, 2014 Financial Statement and Voucher Register which were accepted as presented.

**Maintenance of the District**

Bob and George reported on the district maintenance program. George highlighted his on site review this past week with Jerry Blankman, CDS Director of Operations, of Broadway properties and visits to business owners in terms of the aesthetics of the district.

## **Marketing**

### Website Committee Update Report

Rich Noorigian reported on the status of the website updates and reminded all to use an updated browser to open the new website – such as Google Chrome.

### August 2014 Website Report & Website Update

All received and reviewed a copy of the August 2014 Website Hosting & Maintenance Report.

### August 2014 Public Relations Report

All received and reviewed a copy of the August 2014 Public Relations Report.

### Co-op Ad Program Update

Don reported on the status of the BIC co-op ad program – now in Phase II of the 2014 program with 10 of 12 ad spaces sold for each of the August and September ads and with 9 of the 10 business advertisers committed to the entire Phase II program.

## **Borough Liaisons Report**

There was no specific liaisons report at this time.

Bob Beshlian noted for the reference of the liaisons that the Borough should review the intersection at 17<sup>th</sup> Street and Broadway and to give consideration to a delayed light at this location. Kurt and Jim noted that they would request that Traffic Officer Tim Franco follow up and review this request.

## **Broadway Master Plan Updates**

### Implementation of Broadway Vision Plan

Don and Mark reported on the following:

#### BIC Fall Legislative Agenda

A copy of a revised legislative agenda was provided to all and it was noted that Craig Kerbekian and Mark continue to focus on the BIC's objectives in preparation for presentation to Borough Council.

Don reported that Mark has now been engaged by the RRIC to perform a similar review of how the Borough's Master Plan will impact River Road and the respective development of a legislative agenda for the RRIC.

#### Viaduct Electric Project

Mark provided an overview of the status of this project, the projected cost vs. budget for implementation (\$9,000 estimated vs. an \$11,100 budget) and the cooperative partnership between the BIC and Borough in the implementation of this safety upgrade at the viaduct. Lighting fixtures are being ordered this month with installation to follow.

#### Other Projects

All received a copy of a 'white paper summary' report delineating the status of BIC focused projects. Don noted that the legislators have not aggressively pursued the BIC agenda as previously committed by them. The BIC and the Borough will continue to pursue follow up by the legislators to move the Broadway bump outs and HAWK projects forward. Jim confirmed that the Borough has been unable to get some additional project funding because the bump out discretionary grants have not been expended due to the lack of movement by NJDOT.

## **Other Business**

### EDC Meeting

Dan Berke reported on the September 9<sup>th</sup> EDC Meeting noting that the language in the NJT prepared agreement reflected a study area within 2 miles of Radburn Station which is what had been previously requested by the BIC. Additionally it was noted that the Borough has committed to support this study with a \$10,000 commitment to the EDC in 2015 to help offset the anticipated costs of hiring a Project Manager to oversee the study. The Borough Council had previously provided \$1,000 annually.

Finally, it was noted to date no Project Manager has been engaged and that the Scope of Services, received from NJT and forwarded to EDC trustees in late August by Stu Herrmann, has yet to be reviewed and finalized by the EDC.

### BIC 2015 Budget Draft

Don noted that the staff will be working with the Executive Committee to develop a draft of a 2015 BIC budget for recommendation to the Board of Trustees at the November 13<sup>th</sup> BIC Board of Trustee Meeting.

## **Next Meetings**

Next Executive Committee Meeting: Thursday, October 9, 2014 at 10:00 AM at Bob Beshlian's Office

Next Board Meeting: Thursday, November 13, 2014 at 7:00 PM at the Fair Lawn Community Center

## **Public Comment**

Jeff Wahdat and his associate Mark Fanton provided an overview of their business and the anticipated openings of additional sites in northern New Jersey. Jeff confirmed his interest in working with the BIC Board of Trustees as a Broadway business owner.

Board representatives will follow up with Jeff to confirm his time, talent and treasure commitment in service as a trustee on the BIC Board of Trustees.

## **Adjournment**

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Rich Davis