

Lakewood Development Corporation

Meeting Minutes

July 7, 2015

Call to Order – A. Muller, Chairman 4:37pm

Announcement of Meeting in Compliance with the Sunshine Law.

Adequate notice of this meeting has been provided in accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231 by notice published in the Asbury Park Press and the Tri Town News, and by posting of same in the office of the Municipal Clerk, the office of the Lakewood Development Corporation, and upon the public bulletin board of the Lakewood Municipal Building.

Roll Call:

Present: R. Coles; M. McNeil; A. Muller; E. Rennert (4:38pm), Rabbi Weisberg (4:38pm) and alternate, T. Henshaw

Also Present: P. Komsa, Executive Director, Corporate Counsel, S. Kean and staff member Anita Doyle

Absent: A. Akerman and C. Tajfel

Flag Salute

Motion – R. Coles/M. McNeil

To accept Minutes from June 2, 2015 meeting.

Rabbi Weisberg and E. Rennert arrived at meeting 4:38pm

Old Business:

None

New Business:

None

Report of Corporate Counsel:

S. Kean brought to the members' attention to the contract (in their packet) for the apartment management submitted by Aggressive Property Maintenance indicated that management be held harmless when it should indicate that the owner be held harmless, both Mr. Kean and the Executive Director believe this was in error and will have Aggressive correct the language in the agreement.

Directors Report:

The Executive Director stated that there is a resolution to accept the 2014 audit further reminding the members that on June 23rd everyone was distributed a copy, via e-mail for review, no questions or concerns were received it was a clean audit, no findings nothing to be rectified so we are looking to accept the audit.

The Executive Director informed the members that they have been provided with summary version of the 2nd Quarter 2nd Generation Funds reports and advised that the full version is available for their review the difference is the full report has all the bank statements etc.

The Director wanting to update the members with respect to the Franklin Street Redevelopment stated that the planning board continues to have problems getting a quorum and John Jackson, the planning boards' attorney is working with the LDC to rectify the situation. Question was raised as to using the Zoning Board members and response was they still cannot get a quorum. The Director stated that the Planning Board is required statutorily to hear the report before it goes to the township, we simply need 4 warm bodies to hear the report.

The Director moved on to Resolution 15-7-4 which is a micro loan award to Fifth Avenue Bakery, informing the members that Mrs. Foutissi met with the finance committee last week, the business is currently located in the Capital Hotel which is being sold. They have received their eviction notice and is relocating to 4th and Clifton Avenue, a larger updated space with adequate parking. Fifth Avenue Bakery is also a Disaster Assistance loan recipient and is in good standing, this loan is secured with real estate and is to help with the build out of the store and to purchase new equipment. The Finance Committee recommends approval of the loan.

Resolution 15-7-3 is to award a contract for property maintenance at the Strand, this is a two (2) year contract with an option for a third (3rd). RFP's were received on June 22, 2015 in accordance with Public Purchasing Law. The award is to Aggressive Property Maintenance who have been with us for several years (contracts). Question was asked if anyone else submitted a proposal, response was only Aggressive responded and notice was advertised in the newspaper as well as on the township website.

The Director moved on to Resolution 15-7-2 which is authorizing a new project Financial Assistance Program VI otherwise known as FAP VI for \$1,000,000.00 which will allow for up to 28 loans at \$35,000 and also includes our Lenders Liability Insurance which we are required to have.

The Director also informed the members that she and Rabbi Weisberg have been discussing restructuring the loan payment plans so that they are still affordable at the front end but get paid off earlier than 10 years. They are in discussion with the Finance Committee to formulate and will come back to the board with a recommendation.

On a personnel matter the Director informed the board that although there is no conflict with her position at the LDC she wanted them to be advised that she has taken an adjunct position with Georgian Court University.

Moving on to a house keeping matter, the Director asked if we would be cancelling our August meeting as normally we cancel one summer meeting. Consensus by the board was to cancel the August 4th meeting.

With respect to project activity the Director informed the board that Serenity Health Group whom received a loan in 2011 and Pinpoint Design whom received theirs in December 2014 have paid off their loans. Reminding the members that back a few months ago we reached out to Office Advantage looking to increase their loan payment from \$100 to \$200 a month, while we have not heard from the business itself, we did receive a payment today in the amount of \$200.00.

Committee Reports:

None

Public Comment:

None

Trustees Comments:

Rabbi Weisberg wanted to expand Trish's remark about the loan program as it is important to get the full board feelings on this. We have an unbelievably low default rate on our loan program but on the other hand we are running out of money. So we would like to flesh it out to see how much additional funds we can have if we accelerate the program so that we can project out how much more we can lend out. We are going to try to balance it out.

This is a very tough decision because it's the same amount of money it's just a question of stretching it over 10 years. Currently a \$35,000 loan is costing \$335 or so a month if we go up to some of our other options we are going to raise it to \$500 or so, or do something in the middle and accelerate it later on. The question is going to be how do we trade this off? Is it going to be only a small amount of money back in the pot but put more pressure on the borrower? The primary thinking is to get the money in sooner so that we lend it out again. The Rabbi expressed that he felt they should flesh it out to see what the numbers would be before doing anything.

Discussion followed on different ways to implement - for the first 3 years amortized at 10 years and then bump up the payment at the end of third year so that it is paid off in 7 years. This still keeps it manageable as it gives the business that shot in the arm with a real reasonable payment up front. Or offering a discount if the loan is paid off sooner - ¼ point discount if they pay in 5 years. The Executive Director stated this is really in the early stages of formulating.

The Chairman asked if we are any smarter with respect to the busing. Mr. Henshaw stated he received a report but needs to review. Rabbi asked for confirmation that we are only going to be subsidizing the Industrial Park route only and not the other bus route. Response was correct the other route is not in the Zone. Tom Henshaw stated as of right now it is being funded though the general budget. Rabbi asked if we are getting the information on the bus ridership on the Industrial Park route. The Director along with the Township Manager stated that he just received the report 15 minutes ago and has not yet been able to review it or forward it on to Trish. Mr. Henshaw will provide it to Trish tomorrow.

Rabbi asked Mr. Henshaw if ridership on the other route has dropped with the introduction of fare, Mr. Henshaw's response was that with the summer approaching the "school route" that they have going has slacked off a bit. They were doing about 3,000 a month but he's not sure if this is back and forth as one. He needed to get more verification on some things so he can disseminate it. All agreed this is very frustrating trying to get information on something that funding is being requested for.

The Director wanted to disclose to the board that Christine Foglia who came to the board at the end of last year on Franklin Street has made another offer closer to what we are looking

for however, I have explained to her that we are going through the Redevelopment Process. Nothing on letterhead or hard copy. The offer was only by e-mail. The Director will update the board when more is provided.

Motion: R. Coles/M. McNeil

To accept Consent Agenda – Resolution 15-7-1

Rabbi Weisberg wanted to complement the staff for such a clean audit.

All in favor

Motion Carried

Motion: M. McNeil/R. Coles

To Accept Resolution 15-7-2

Roll Call:

All in favor

Motion Carried

Motion: Rabbi Weisberg/M. McNeil

To Accept Resolution 15-7-3

Conditioned on the change of language in Indemnification Clause

Roll Call:

Abstention: R. Coles

All others in favor

Motion Carried

Motion: R. Coles/M. McNeil

To Accept Resolution 15-7-4

Roll Call:

All in favor

Motion Carried

Closed Session:

No closed session

Motion: R. Coles/M. McNeil

To adjourn

4:54pm

Lakewood Development Corporation

Meeting Minutes

September 1, 2015

Call to Order – Ray Coles 4:37pm

Announcement of Meeting in Compliance with the Sunshine Law.

Adequate notice of this meeting has been provided in accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231 by notice published in the Asbury Park Press and the Tri Town News, and by posting of same in the office of the Municipal Clerk, the office of the Lakewood Development Corporation, and upon the public bulletin board of the Lakewood Municipal Building.

Roll Call:

Present: R. Coles, M. McNeil, E. Rennert, C. Tajfel and A. Muller (4:40)

Also Present P. Komsa, Executive Director, Corporate Counsel, S. Kean and staff members A Doyle and J. Wilkes

Absent: A. Akerman and R. Weisberg

Flag Salute

Motion – M. McNeil/E. Rennert

To accept Minutes from July 7, 2015 meeting.

All in favor

Motion Carried

Old Business:

None

New Business:

None

Report of Corporate Counsel:

Nothing to Report

Directors Report:

The Executive Director announced that we are now at an all-time high with business registrations into the UEZ with 564 registered businesses.

The Executive Director was happy to inform the board that the Franklin Street Redevelopment Designation was heard by the Planning Board on August 18th it was recommended to go to the township Committee for full designation, their resolution will be memorialized next week and then on to the Township for adoption

The Director moved on to the Resolutions on the Agenda:

Resolution 15-9-2 is to renew the Business to Business Networking Initiatives project in conjunction with the Lakewood Community Services Corporation for a total of \$65,500. This supports our networking events for UEZ businesses. We have hosted 7 events this past year and they have been very successful, well attended and we see new faces each time. As this

has been a popular program and well received we are requesting to move into year 2 and asking for authorization on use of the funds.

A. Muller arrived 4:40 – R. Coles announced he was turning the meeting over to the Chairman

Resolution 15-9-1 is to renew the Business Assistance Initiatives Year 5 in the amount of \$100,000.00 which covers the cost of some administration on the LDC's side of the program as well as the bulk of it in conjunction and cooperation with the Lakewood Community Services Corporation to prepare loan application, loan packages in conjunction with our UEZ loan program, mentor businesses and provide some consultation. Further stating that this has been very helpful to us (LDC) in getting businesses ready for our loan program which now has over 100 micro loans and businesses are still looking and growing.

Resolution 15-9-3 & 4 are to allow us to enter into Subrecipient Agreement with Lakewood Community Services Corporation with respect to both projects

Committee Reports:

None

Public Comment:

None

Trustees Comments:

None

Closed Session:

No closed session

Motion: M. McNeil/R. Coles
To accept Resolution 15-9-1

Roll Call:

All in favor

Motion Carried

Motion: M. McNeil/R. Cole
To accept Resolution 15-9-2

Roll Call:

All in favor

Motion Carried

Motion: M. McNeil/E. Rennert
To accept Resolution 15-9-3

Roll Call:

All in favor

Motion Carried

Motion: R. Coles/M. McNeil
To accept Resolution 15-9-4

Roll Call:

All in favor

Motion Carried

Motion: M. McNeil/R. Coles
To Adjourn
4:45pm

Lakewood Development Corporation

Meeting Minutes

October 13, 2015

Call to Order – R. Coles, Vice Chairman 4:35pm

Announcement of Meeting in Compliance with the Sunshine Law.

Adequate notice of this meeting has been provided in accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231 by notice published in the Asbury Park Press and the Tri Town News, and by posting of same in the office of the Municipal Clerk, the office of the Lakewood Development Corporation, and upon the public bulletin board of the Lakewood Municipal Building.

Roll Call:

Present: A. Akerman (4:50), R. Coles, M. McNeil (4:41), A. Muller (4:45), E. Rennert, Rabbi Weisberg and T. Henshaw

Also Present P. Komsa, Executive Director, Corporate Counsel, S. Kean and staff members A Doyle and J. Wilkes

Absent: C. Tajfel

Flag Salute

Motion – E. Rennert/Rabbi Weisberg

To accept Minutes from September 1, 2015 meeting.

Abstention – Rabbi Weisberg

All others in Favor

Old Business:

No old business, M. McNeil arrived at meeting (4:41) and T. Henshaw left upon Mr. McNeil's arrival.

New Business:

The Executive Director informed the members that Lakewood Hatzolah was in attendance to make a presentation. Mr. Waxman provided an overview of Hatzolah. Mr. Waxman stated that headquarters is located in the UEZ and they have a satellite station at 3rd and Monmouth. They are requesting funding to purchase a new ambulance. Discussion followed that Hatzolah received funding from the UEZ on June 2012. Issue is UEZ funding has not been replenished by the State. R. Coles asked Mr. Waxman to submit the numbers to the Executive Director so she can review the numbers and bring to the board what can be done.

A. Muller arrived at meeting 4:45. Mr. Coles was going to turn meeting over to the Chairman, but Mr. Muller indicated he would prefer the Vice Chairman to continue conducting the meeting.

Directors Report:

The Director brought the members attention to the monthly financial report and the 2nd Generation Quarterly report were in their packet for their review stating she would be happy to answer any questions.

The Executive Director moved on to Resolution 15-10-1 for the 2016 Zone Project Management and Administration Budget in the amount of \$38,800 advising the board that this budget is \$900.00 less than the 2015 budget.

Also included in the packet was the proposed 2016 meeting dates, and the Executive Director requested that each member review the dates for any conflicts informing them that this will be on the November agenda for approval.

The Executive Director was pleased to announce that Lakewood was approached by PBS, Voice in America to do an Economic Development Segment narrated by James Earl Jones and has been selected to do the segment.

A. Akerman arrived at meeting 4:50pm

The Director informed the members that Strand Venture has approached her and is requesting permission from the Board to remodel, at their expense, the Gallery to give it a warmer feel to be used as a separate venue. The Director emphasized this would not interfere with our Networking Events.

R. Coles informed the members that the Theater seats 1000, and a while back he introduced the back stage pass which occurs on stage with seating of 100 – 200 and now the “Gallery” can host small entertainment, local artist etc. This can bring in revenue and gives more opportunity to qualify for grants.

The Director stated that the facility has been under-utilized and stated that Strand has brought in an Artistic Director who has done this work to help jump start it. Asking and hearing no objections, the Executive Director will give the go ahead to Strand Ventures.

The Director was happy to inform the board that the next Networking Event is scheduled for October 27th, “the importance and value of networking” which will in fact be held back stage style, which Mr. Lowinger was excited about as this is a little bit of a change up for the program.

Committee Reports:

Rabbi Weisberg stated that the Networking Events is a very successful program and was pleased that it was continued again.

Public Comment:

No public

Trustees Comments:

None

Motion: A. Muller/M. McNeil

To Accept Resolution 15-10-1 – 2016 Zone Project Management & Admin Budget

Roll Call:

All in favor

Motion Carried

A. Akerman left meeting 4:57

Motion: Rabbi Weisberg/M. McNeil
To move to Closed Session
All in favor
4:57 PM

Motion: M. McNeil/Rabbi Weisberg
To move to Open Session
All in favor
5:07 PM

Motion: M. McNeil/Rabbi Weisberg
To Adjourn
5:07PM

Lakewood Development Corporation
November 10, 2015
Meeting Minutes

Call to Order – R. Coles, Vice Chairman 4:34pm

Announcement of Meeting in Compliance with the Sunshine Law.

Adequate notice of this meeting has been provided in accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231 by notice published in the Asbury Park Press and the Tri Town News, and by posting of same in the office of the Municipal Clerk, the office of the Lakewood Development Corporation, and upon the public bulletin board of the Lakewood Municipal Building.

Roll Call:

Present: R. Coles, M. McNeil, E. Rennert and Rabbi Weisberg

Also Present *Trish Komsa, Executive Director; S. Kean Corporate Counsel and staff members A. Doyle and J. Wilkes*

Absent: A. Akerman, A. Muller, C. Tajfel and T. Henshaw

Flag Salute

Motion – Rabbi Weisberg/M. McNeil

To accept Minutes from October 13, 2015 meeting

All in Favor

Motion Carried

Old Business:

The Executive Director reminded the members that she was asked to look into Hatzolah's request for ambulance funding, stating that their proposal has been received, the LDC has in the past only given grants in the amount of \$20,000 because there is no funds coming in from the state, but it is up to the board on how they want to proceed. Rabbi Weisberg requested that this be tabled so more information can be gathered, R. Coles stated that they have come to the township for funding. Consensus was to table matter till next meeting.

New Business:

None

Directors Report:

The Director informed the members that the resolution for the 2016 Calendar was on the agenda, reminding them that the dates were provided last month.

The Director stated on a housekeeping matter that with the growth of our loan program and in an effort to become more efficient and effective in terms of the loan management and reporting requirement we spoke with other non-profits and our auditor and have added a loan management software system that will interface with our account system. Roll out of the software is in progress and in 2016 you will notice a change in the look of the reports that are generated for the monthly and 2nd generation reports.

The Director also informed the board that she has meet with Sal Alfieri on our closing documents and he has provided us with a few more forms to include in our closing package

so as to tie up any loop holes. We will be incorporating those items into our standard document template going forward.

The Director was happy to inform the members that we have 556 business participating in the program, an increase of 1.4% from last year and 10% from November 2013, jobs has increased 7% from last year mainly Lakewood residents. Further stating that we are the 5th largest zone, but out of the four, three have decreased in size.

The Director moved on to the micro loan resolutions on the agenda; Elemen and Elite lighting giving a brief outline on the businesses and informed the board that these applicants have been vetted by the Finance Committee on November 5th, both loans are being secured with real estate.

The Director brought the members attention to Resolution 15-11-2 stating this is part of the HDSRF grant that Birdsall was handling 10 years ago and the contract was picked up by Partner, an underground storage tank was found and must be removed to be in compliance with DEP. Discussion followed with direction to hold off on resolution as E. Rennert is checking with another vendor for price of removal. A phone poll will be taken to authorize any movement on this project which can be memorialized at the December meeting.

The Director updated the member with respect to the Franklin Street Redevelopment Plan and stated that the first draft has been received for review and has requested a subcommittee to review and comment. R. Coles' directive was for it to be emailed to all members with a request for three (3) people to act as sub-committee. Suggesting that we have the planner attend the January meeting and have that meeting fully dedicated to Franklin Street.

Committee Reports:

None

Public Comment:

None

Trustees Comments:

Motion: M. McNeil/E. Rennert

To Accept Resolution 15-11-1 – 2016 LDC Calendar

Roll Call:

All in favor

Motion Carried

Motion: E. Rennert/M. McNeil

To Table Resolution 15-11-2

Roll Call:

All in favor

Motion Carried

Motion: E. Rennert/M. McNeil

To Accept Resolution 15-11-3 – Micro Loan Award

Roll Call:

All in favor

Motion Carried

Motion: E. Rennert/M. McNeil
To Accept Resolution 15-11-4 – Micro Loan Award
Roll Call:
All in Favor
Motion Carried

Report of Corporate Counsel:

S. Kean just wanted to inform the board that they have responded to foreclosure action on collateral which puts us in line to get paid if they foreclose – This does not affect the underlying loan as the loan is performing.

Motion: M. McNeil/E. Rennert
To adjourn
5:02PM