

Media Business Authority Board of Directors Meeting Minutes

Tuesday October 8, 2013

In Attendance: Bryan Messick, Debbie Pitt, Tom Hibberd, Loic Barnieu, Courtney Roszas, Jack Cunicelli, Zubair Khan, Deborah Shipley, Eric Stein

Absent: Peter Bendistis, Christopher Dougherty, Warren Kuo, Harry Havnoonian

Guests: Bob McMahon (Mayor), Brian Hall (Borough Council President), Jeremy Alvarez (Urban Planner), Carol Wills (Carol's Auto Tags 4 U), Sherman Cohen (ICP Consulting) Jean Leone (One or Two of a Kind)

Meeting called to order at 6:09PM.

1. Public Comments: (Zubair Khan)

- a. **Bob McMahon (Mayor)**- Bob McMahon announced that Dining Under the Stars was a big success this year, but with the growth also came some new problems to be worked out for next year's season. He mentioned that finding more volunteers for next year during the busy hours would be a priority as well as finding additional parking lots to promote to social media followers of Dining Under the Stars. Bryan Messick asked Eric Stein to ask the MBA Solicitor if there would be an issue with the MBA tapping into local nonprofits for volunteers in exchange for having a table at this event. Eric Stein also added that a task force of restaurants, retail, and nonprofits could all be brought together to make this event even stronger for the town.
- b. **Brian Hall (Borough Council President)**-Bryan Hall announced that he was primarily attending the meeting to listen. He briefly mentioned some borough beautification projects that were under consideration with possibilities of receiving grant money
- c. **Jeremy Alvarez (Urban Planner)**- Jeremy Alvarez made a presentation of his proposal at the end of the evening. See below under Old Business.
- d. **Carol Wills (Carol's Auto Tags 4 U)**- Carol Wills announced that she was interested in having Baltimore Pike businesses be given more attention. See below in Borough Liaison section.

2. Approval of Minutes

- a. **September Minutes**- Debbie Pitt made a motion to approve the September minutes, Jack Cunicelli seconded the motion, and the motion passed.

3. Treasurer's Report (Debbie Pitt)

- a. **Approval of Bills**- Debbie Pitt requested approval for the payment of the bills for the month of September for \$18,278. Debbie Pitt made motion to approve the bills, Tom Hibberd seconded the motion, and the motion passed.
- b. **Third Quarter Financial Report**- Debbie Pitt announced that the 3rd Quarter Financial Report was showing a net profit of \$35,000 due to a good event season thus far and expenses being down. She also mentioned that the preliminary budget for 2014 would be brought before the Borough Finance Committee on October 10th with highlights of what was accomplished this year. Debbie Pitt made a motion to approve the budget as a preliminary budget for 2014 pending discussions with the Borough Finance Committee, Tom Hibberd seconded the motion, and the motion passed unanimously.

4. Old Business (Bryan Messick)

- a. **Jeremy Alvarez Proposal**- Jeremy Alvarez was asked by the MBA to give a report card on the original 1999 urban planning Houston Report and to add to it with current business and consumer surveys and updated recommendations. Jeremy Alvarez added that Media has never looked better and that much of the original report had been accomplished. He mentioned that this was a good time to review and to propose a second

phase of business district planning. It was discussed that it would be important to compliment the Comprehensive Plan rather than duplicating efforts. It was decided that the next step would be to find out the preliminary recommendations and findings from the Comprehensive Plan.

5. New Business (Bryan Messick)

- a. Welcome Harry Havnoonian to Board- Bryan Messick announced that Harry Havnoonian had been approved by Borough Council as a new member of the MBA Board, but that he had an emergency and couldn't attend this first meeting. Bryan Messick made a motion to ratify Harry Havnoonian to the board, Tom Hlbbberd seconded the motion, and the motion passed unanimously.
- b. 2014 Officer Elections- Bryan Messick announced that the election of officers would be at the November meeting and if anyone wanted to be considered, he/she could let the board know or nominate someone else to a position.

6. Borough Liaison Report (Eric Stein)

- a. Parking Meters- Eric Stein informed the board that the parking meters should all be working and asked for any feedback if a meter was found not to be functioning for any reason. He also mentioned that the meters were run by battery power.
- b. IT Focus Group- Eric Stein reminded the board of the IT Steering Committee with an outside IT consultant that would benefit from a member or two from the MBA to serve on the committee for business feedback.
- c. Comprehensive Plan- Eric Stein mentioned that the Comprehensive Plan was still ongoing and that there were meetings left to attend in order to contribute.
- d. Free Parking on Black Friday Weekend- Zubair Khan asked if the borough could approve free parking on the weekend of Black Friday. Carol Wills from Auto Tags 4U also asked if Baltimore Pike could be included in this request. She mentioned that she feels like an outcast with her business on Baltimore Pike. Eric Stein answered that the borough was currently looking to put together a task force for that end of town with the industrial area included. He also invited Carol Wills to attend any Comprehensive Plan meetings. Debbie Pitt added that she thought that part of the comprehensive planning process also included an aspect of including all of Media and not just State Street businesses.

7. Committee Reports (Zubair Khan)

- a. Events Committees
 - Food Festival- Zubair Khan informed the board that the Food Fest was a success with a great turnout. He added that more info would follow in an upcoming report.
 - CAC- Bryan Messick announced that the CAC was very happy with the Arts Show this year.
 - Jazz by Night- Zubair Khan mentioned that preparations were currently underway for this event.
 - Holidays- Zubair Khan announced that Santa's Arrival would again be held at the Courthouse this year and that the Mass Gathering Permit was approved. He added that the choice was made to have it at this venue again this year due to logistical purposes to alleviate congestion and to leave State Street open for retail on a busy night for holiday shopping.
- b. Promotions Committee- Report distributed; some items discussed above.
- c. Executive Director's Update- Report distributed;
 - Mass Gathering Updates
- d. Technology Report- Distributed; discussed throughout the meeting.

Meeting Adjourned at 7:50PM

Respectfully Submitted,
Deborah Shipley
MBA Coordinator