

**BOROUGH OF BERLIN ECONOMIC DEVELOPMENT
COMMITTEE MINUTES**

November 9th, 2015

Call to Order:

Flag Salute:

Roll Call:

| | |
|------------------------------|---------|
| Bob Foster | Present |
| Mike Latigona | Present |
| Marie Ryan | Present |
| Kevin McHugh | Absent |
| Casey Buchanan | Present |
| Bob Suchowierski | Present |
| James Knight | Absent |
| Carl Canfield Jr. | Present |
| Roger Strong | Absent |
| Stephanie-Hasbrouck-Spancake | Absent |
| Patricia Cummings | Present |

MINUTES:

Minutes from October 14th, 2015

A motion to approve the minutes from October 14th, 2015 was made by Mike Latigona and seconded by Bob Foster. Those eligible to vote all voted aye.

DISCUSSION:

Carl addressed the board members regarding a meeting with the Borough's CFO. This meeting is scheduled for November 24th at 3:30pm, with the budget committee.

Mike discussed the website, what format it is. HTML word press gives more options. He will discuss this with Charleen. Once we get this done, we can break up into subcommittees. Carl mentioned he could meet with the webmaster. Mike suggested if we could get a subdomain off of the Borough's website, it would save \$120, we would not have to register that domain name. For example we could do EDC@berlinnj.org. With a subdomain, we can access and monitor ourselves. Casey mentioned we need the Administrator Charleen's approval prior to posting. We can post standard things, such as meeting dates and times. Mike also suggested having one person from each group as the welcoming committee. Debbie will request copies of Mercantile Licenses, so we know

when the new businesses come in, and she will forward that to the EDC. We currently have Stephanie, Kevin, Bob, and Pat on the Welcoming committee.

Bob Foster gave a report from the Fall Fest. There were more vendors this year, suggestions were to stagger the vendors for timing of set up so there would be less confusion. Moving the stage a little, and having the food vendors more spread out. The cost of the trophies was pricey, we need to revisit that next year.

There was discussion regarding the Christmas Tree Lighting, and who is responsible for what part. Between the Rotary, Berlin Business Association, and Department of Public Works the lights will be on the tree, \$1000 from the community yard sale will be used to purchase lights, and Public Works will hang them.

CORRESPONDENCE:

None

ADJOURNMENT:

Mike Latigona made a motion to adjourn the meeting, Casey Buchanan seconded the motion.

Respectfully Submitted,

Debbie Simone

Cc: Charleen Santora, RMC, Business Administrator