

**Highlands Business Partnership
 District Management Corporation
 Highlands Business Improvement District
 PO Box 375, 140 Bay Ave, Highlands, NJ 07732
 732-291-4713 F/732-872-1031 www.highlandsnj.com
 Regular Meeting – September 26, 2013**

HBP President, Carla Cefalo Braswell, called the HBP regular public session of the Board of Directors to order at 7:30pm. The meeting notice was read into the record. The meeting was held at the Henry Hudson Regional School, 1 Grand Tour, Highlands, NJ. HBP President, Carla Cefalo-Braswell read the meeting public notice announcement.

Meeting Attendance: P = Present A = Absent	
	Kevin Redmond – Planning Liaison - P
Ara Jamgochian - P	Larry Colby - A
Carla Cefalo-Braswell - P	Leo Cervantes - A
Douglas Lentz - P	Kim Slate - A
Jay Cosgrove - P	Nancy Burton - A
James Filip - A	Rebecca Kane (Council Liaison) - P
William Weber - A	Rafaella Lee - P

Also in attendance were Andrew Stockton, Ken Braswell of ShoreGrafx, Joe Burke of JWB Contracting and Renovations, Richard Hershlag, representing Gert’s Snacks and Spices, Lynn Sosnowski, Dr. Susan Compton, Rosemary Ryan.

FEMA Reps: Ken Spedding, John Jennings and Mark Rollovs

Introductions of all in attendance were made and we welcomed Dr. Susan Compton, who is serving as the shared Superintendent for Highlands and Atlantic Highlands Elementary Schools and Henry Hudson Regional School and Rosemary Ryan, School Board President and Hope For Highlands Chair.

A motion was made by Rafaella Lee to adopt the minutes of the June 26, 2013 meeting and second by Doug Lentz. All were in favor and the motion carried.

The Treasurer’s report and Profit and Loss was presented. There is \$29,079.94 in the Valley National Bank checking account, less outstanding checks of \$2,791.10, leaving a balance of \$26,288.84. Rebecca Kane made a motion to accept the Treasurer’s report. Second by Carla Cefalo, all were in favor and motion carried. In the Valley National Hope for Highlands account there is a balance of \$122,249.33 with no outstanding checks. Doug Lentz made a motion to accept the HFH Treasurer’s Report. Second by Rafaella Lee, all were in favor and the motion carried.

EXECUTIVE COMMITTEE REPORT – Cefalo-Braswell, Cosgrove, Lee

HBP Audit- The extension was granted due to Superstorm Sandy and emailed to the board. Audit will be received by October to be approved by board.

Robin Hood Grant- Sarah Thoma reported that as of today there are 34 ELIGIBLE APPLICANTS, 2 completed projects (kitchen and roof) and 3 signed contracts (kitchen, roof and bathroom). There is one application pending a signature for sliding doors, 1 application pending a homeowner review (sliding doors and deck railing). There are 14 projects out to bid and 28 bids outstanding. There are 3 Applicants pending additional funding availability. There have been 2 joint projects completed by A Future With Hope and 4 referrals for consideration of a joint project with A Future With Hope. There are 7 approved applications with projects on hold due to RREM funding/tear down/or other collaborative venture. Sarah reported a financial update as follows, 2 projects completed, kitchen and roof for a total of \$9,711.46, 1 bathroom in progress, at \$7,758.39. Three projects awarded, kitchen/roof/sliding doors/railings - \$18,210.55. Total RH Grants to date \$35,680.40.

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Representatives from FEMA gave an extensive workshop for Floodproofing of no-residential buildings. The presentation was a power point and handouts, cd's, maps and hard copies were provided to HBP for distribution. There was a Q&A session following the presentation. Any commercial property owner can obtain the information from the HBP Office.

A motion was made to table the remaining items on the agenda in light of the FEMA Flood Mitigation Commercial Flood Proofing Presentation.

A motion was made to close the public portion at 9:46 by and second by. All were in favor and the meeting adjourned at 9:46PM.

Submitted by Diane Keaveny