



PHILIP D. MURPHY
GOVERNOR

State of New Jersey
CAPITAL CITY REDEVELOPMENT CORPORATION

SHEILA OLIVER
LT. GOVERNOR

**CAPITAL CITY REDEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
36 WEST STATE STREET
BOARD ROOM
September 19, 2019 @ 10:00 AM**

- A. READING OF THE PUBLIC MEETING NOTICE**
Muneerah Sanders, Executive Assistant
- B. ROLL CALL**
Muneerah Sanders, Executive Assistant
- C. APPROVAL OF MINUTES FROM THE BOARD OF DIRECTORS MEETING OF
June 27, 2019*** (Chairman Inverso)
- D. PRESENTATION OF FINANCIAL REPORT**
Nickie Papadopoulos, Department of Treasury
- E. PRESENTATIONS**
- Historical Context of CCRC Renaissance Plan (Ingrid Reed)
 - Introductory Presentation on Update to CCRC Renaissance Plan (Annie Hindenlang, AICP/PP, COO + Principal, Topology)
- F. CITY OF TRENTON UPDATE**
- G. STAFF UPDATE**
- Status update on CCRC Renaissance Plan project (Danielle Esser)
- H. CHAIRMAN'S UPDATE**
- Updates to CCRC Committee Membership/Appointments
- I. OLD BUSINESS**
- Memo on process for indefinite placement of historical CCRC images* (Danielle Esser)
- J. PUBLIC COMMENT**
- K. ADJOURNMENT**

*An asterisk indicated as * reflects agenda items being presented for a vote for the CCRC Board*

Note: Items with an asterisk () require action by the CCRC Board of Directors.*



**CAPITAL CITY REDEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

**NJEDA OFFICES
36 WEST STATE STREET
BOARD ROOM**

June 27, 2019 @ 10 AM

MINUTES

Members of the Board Present:

Peter Inverso, Chair
Robert Prunetti, Vice Chair
JoAnn Povia, Secretary/Treasurer, representing State Treasurer Elizabeth Maher Muoio
Robert Tessier, representing DCA Commissioner Sheila Oliver
Susan Weber, representing DOT Commissioner Diane Gutierrez-Scaccetti
Mayor Reed Gusciora
Elvin Montero
George Sowa

Members of the Board absent:

Former Councilman Manuel Segura

Staff Members Present:

Danielle Esser, Deputy Chief of Staff, EDA
Patience Purdy, Assistant Secretary, CCRC; EDA
Muneerah Sanders, Executive Assistant, EDA
Anthony Martinez, Small Business Division, EDA

Others Present:

Stephanie Brown, Governor's Authorities Unit
Ryan Brown, Counsel, DAG
Tom Solecki, Treasury
Nickie Papadopoulos, Treasury

CALL TO ORDER:

Chairman Peter Inverso called the meeting to order at 10:00 am with a quorum of the Board members present. Ms. Sanders read the Open Public Meetings announcement and performed the roll call of the Board.

MEETING MINUTES:

The Board was presented with minutes from the Board of Directors' April 16, 2019 meeting. **A motion to approve the April 16, 2019 minutes was made by Mayor Gusciora, seconded by Mr. Prunetti, and approved by the Board in a vote of 6-2-0.**

Mr. Montero abstained because he was absent.

Mr. Sowa abstained because he was absent.

PRESENTATION OF FINANCIAL REPORT:

Ms. Nickie Papadopoulos, Department of Treasury, stated that insurance payments for officers were made from the CCRC account, leaving a balance of \$171,041.00.

Mr. Tighue asked if it was okay for him to continue on as a signatory on the CCRC account, since he is no longer board Treasurer. It was determined that since he is a Treasury designee, he may remain as a signatory on the account.

STAFF UPDATE:

Chairman Inverso asked Ms. Esser to provide an overview on CCRC artifacts. Ms. Esser stated that Treasury informed her of many historic drawings which were left from a previous CCRC office, that might get thrown out. Ms. Esser stated that the Arts Council would probably be interested in displaying them. Ms. Povia stated that if we donate them, we want to be sure they're displayed and not just stored away.

The old photographs were brought for viewing by DPMC staff. Mr. Tighue held them up for viewing for meeting attendees. It was determined that the drawings may date back to the 1800s. Mayor Gusciora expressed interest in displaying the drawings. Ms. Esser stated that she would research and speak with the Arts Council about the drawings. Chairman Inverso requested that an inventory be taken and made available for the next meeting

CITY OF TRENTON UPDATE:

Mayor Gusciora stated that Governor Murphy has approved \$10,000,000 in City aid. He noted that last year, the City received \$30,000,000 so he was hoping for an increase.

Mayor Gusciora stated that the Van Sciver building was ceded over to the City. He added that 120 market rate units will be available, and that the façade will remain.

He stated that Benjamin Delisle, the City's new Housing and Economic Development Director, continues to work on a major overhaul of the City's zoning and he'll send a draft to DCA.

Mayor Gusciora added that parking meters are coming to Trenton soon. He stated that one third of the meters were installed; the City collected \$7,000.00 last year, and \$9,000.00 this year over a shorter period of time.

Mayor Gusciora stated that the City is in the process of creating a Memorandum of Understanding with DCA.

Mayor Gusciora stated that system upgrades are needed at Trenton Water Works, and that fortunately a water quality benchmark hasn't been missed since December 2018.

Ms. Esser stated that she received notice of Planning Grant application, and she wanted to congratulate the City.

Mayor Gusciora stated that the City continues to move forward with its Innovation Challenge program. He added that the Initiative consist of five colleges, and that Princeton Seminary has asked to be the sixth.

APPROVAL OF RECOMMENDATION OF CCRC RFQ/P EVALUATION COMMITTEE OF WINNING BID:

Ms. Esser summarized the item before the board, the approval of a one (1) year contract to update the CCRC Renaissance Plan to Topology NJ, LLC (Topology). Ms. Esser stated that two proposals were received prior to the bid opening due date of May 21, 2019, one from Wallace Roberts & Todd, LLC (WRT), and the other from Topology.

Ms. Esser advised that the CCRC Evaluation Committee reviewed, evaluated and scored the proposals based on evaluation criteria and weighting percentages that were formalized and time stamped prior to the bid opening. To ensure a neutral evaluation, the Evaluation Committee did not review or consider fee proposals during the evaluation process. The Evaluation Committee also conducted interviews with both firms as part of the evaluation process.

After the review and scoring of bids received, the fee proposals were reviewed by a separate procurement team, which later conducted a Best and Final Offer (BAFO) process which ultimately resulted in final reduced pricing.

The RFQ/P required a bidder to receive a score of total score of three or higher to be considered for Award. The Contract for Professional Services, Exhibit A of the RFQ/P indicated a not to exceed one-year contract amount of \$100,000.00.

WRT's ultimate fee proposal after the BAFO process exceeded the not-to-exceed amount of \$100,000.00 for the one-year contract. Accordingly, the Evaluation Committee could not recommend WRT for a contract award under the RFQ/P.

Topology received a total score of 3.63, which exceeded the minimum score requirement and provided an ultimate fee proposal following the BAFO process totaling \$73,500.00. Therefore, Topology is recommended for a contract award under the RFQ/P.

Ms. Povia noted that there were only two responses to the RFQ/P and wondered if the amount of the contract was the reason for that.

Chairman Inverso asked what the deliverable time was. Ms. Esser stated one year, with two extensions, but once the contract is awarded we'll sit down and discuss the deliverable process.

Mr. Prunetti suggested that a subcommittee be created to work with Ms. Esser on a regular basis. Chairman Inverso stated that the board already has a Renaissance Committee established, and since there are two new members he wants to think about who he'll appoint to which committee.

Ms. Povia asked if the board had the option of deciding whether to approve or cancel the bid and rebidding. Ms. Esser stated if the RFQ/P is rebid, the board has to change the scope and increase the amount of funding. Ms. Povia asked if the award to Topology was unanimous. Ms. Esser stated that it was unanimous.

Ms. Ingrid Reed stated that it would be good to have the firm come in and speak, so the Board can meet them and get to know them and help the firm get a better understanding of the CCRC.

The Members were asked to approve the award of the one (1) year contract to update the CCRC Renaissance Plan to Topology, as its score of 3.63 exceeded the minimum score requirement set forth in the RFQ/P and its final total fee proposal of \$73,500.00 does not exceed \$100,000. Subject to the availability of funding, the contract may be extended by the CCRC at its sole discretion via two (2), six (6) month extension options.

MOTION TO APPROVE: Mr. Prunetti **SECOND:** Mr. Tessier **AYES: 8**

Chairman Inverso asked that Topology come into the next meeting.

Mayor Gusciora asked if the board could have someone update us on the Renaissance Plan. Ms. Esser stated that it should be the role of the consultant. Ms. Reed stated that she's willing to help the Board try to find background information. Chairman Inverso added that perhaps Ms. Purdy can make copies of what was previously given to the board. Ms. Esser added that she could provide an overview and summary.

PUBLIC COMMENT:

There were no public comments.

Mr. Prunetti stated that now that the firm has been selected, we need to talk about the process for redevelopment within the City and how it interacts with the CCRC. Is legislation needed?

Ms. Povia stated that perhaps we need a timeline from the City on zoning. Mr. Delisle stated that something was in motion before he arrived, but, if he can accelerate it, he will.

Ms. Povia stated that the current plans conflict with one another and one even indicated a building in front of the Department of Labor - where the new Taxation is being built.

Mr. Tessier stated that the State only needs to advise the CCCRC.

STAFF UPDATE:

Mr. Martinez stated the EDA's Small Business Services division approved two new Small Business Lease Program Incentives recently. Artie's Raw Blends has opened their second location on South Warren Street, and Halima's Islamic Fashions has opened on East State Street.

Mr. Sowa provided a brief update regarding a draft RFI for the Trenton parking garage that he is working on.

There being no further business a motion to adjourn the meeting was approved by a unanimous vote.

NEXT MEETING DATE:

The next meeting date for the Capital City Redevelopment Corporation is scheduled for Thursday, September 19, 2019, at 10:00 am. The meeting location will be 36 West State Street, Trenton, NJ 08625.

CERTIFICATION:

The foregoing and attachments represent a true and complete summary of the actions taken by the Capital City Redevelopment Corporation Board of Directors at its Meeting on June 27, 2019.

A handwritten signature in black ink, appearing to read "JoAnn Povia". The signature is fluid and cursive, with the first name "JoAnn" and the last name "Povia" clearly distinguishable.

JoAnn Povia
Chief of Staff, Department of Treasury
Secretary/Treasurer, CCRC

CAPITAL CITY REDEVELOPMENT CORPORATION
FY20 FINANCIAL STATEMENT, as of September 17, 2019
(Prepared by Treasury Administration)

ACCOUNT AND DESCRIPTION	FY19 COSTS	FY20 BUDGET	FY20 YTD EXPENDED	FY20 PROJECTED REMAINING EXPENSES
Account 12-Salaries				
Salaries	0		0	0
Fringes	0		0	0
Sub-Total	0	0	0	0
Account 21-Printing and Office				0
Copier Rental and Supplies	0		0	0
Sub-Total	0	0	0	0
Account 33-Insurance				
Property & Casualty - Hartford Insurance Co	0		0	0
Officers & Directors - ACE Insurance Co	5,031	5,100		5,100
Sub-Total	5,031	5,100	0	5,100
Account 36-Professional Services				
Auditing Services	4,290	5,000		5,000
Sub-Total	4,290	5,000	0	5,000
Account 38-Other Services				
Other	0	1,000	0	1,000
Sub-Total	0	1,000	0	1,000
TOTAL	9,321	11,100	0	11,100

Resources:	
Balance in the State account	92,571
Balance in CCRC Bank Account	78,868
Total Resources	171,439



PHILIP D. MURPHY
GOVERNOR

State of New Jersey
CAPITAL CITY REDEVELOPMENT CORPORATION

SHEILA OLIVER
LT. GOVERNOR

MEMORANDUM

TO: Capital City Redevelopment Corporation Board

FROM: Danielle Esser, Deputy Chief of Staff, CCRC/NJEDA

DATE: September 19, 2019

RE: Recommendation for process for indefinite placement of historic CCRC images

Summary:

Staff is requesting approval of a process for indefinite placement of historic images that are considered property of the Capital City Redevelopment Corporation (CCRC) and are currently being stored by the Department of Treasury, Division of Property Management and Construction (DPMC).

Background:

DPMC contacted the NJ Economic Development Authority (EDA) in June about historical images (such as photographs) that remained at the former CCRC office space located at 135 West Hanover, 2nd floor, Trenton, NJ.

The images are of a historical nature and could be used for display either by the State Arts Council or in vacant spaces in State office buildings, or in other appropriate vacant spaces as may be determined.

DPMC cleaned out the former office space of the CCRC office over the summer due to humidity concerns, and the remaining historical images were relocated to the DPMC's office for storage and custodial care.

At the last Board meeting on June 27, staff presented this information to the CCRC Board. The Board directed staff to undertake the following:

1. Work with DPMC to inventory any documents of a historic nature; and
2. Reach out to the State Council on the Arts and local museums to determine if any of these parties would be interested in displaying the images, which would be conditioned on the party's agreement to frame (as needed), provide attribution/acknowledgement to the CCRC for ownership of the image as part of the display; and
Agree that if the image is no longer on display, that it would be returned to the CCRC for safekeeping.

DPMC graciously took inventory of the historical photos and images. As DPMC manages and maintains/maintained the former CCRC office space, it would typically hold onto these items for future use within CCRC and Treasury. In this case, DPMC is storing the items until future uses are determined.

The inventory is as follows:

1. 15"x30" print D&R Canal, Zarepath, NJ circa 1903
2. 8"x10" photo of a Victorian House, mounted on foamcore
3. 8"x10" photo in front of DEP, mounted on foamcore
4. 8"x10" photo of children w their artwork, mounted on foamcore
5. 8"x10" photo of State Street Pedestrian Mall/Cap Center, mounted on foamcore
6. 11"x14" photo of the sculpture in front of 20 W State Street, mounted on foamcore
7. 11"x14" photo of Trenton Tourism Center, mounted on foamcore
8. 36"x48" print of Central House (corner of Warren and Perry)
9. 36"x48" print of Ice Cream Garden (Mill Hill Park?)
10. 36"x48" print of The State House
11. 36"x48" print Trenton City Hall circa late 1800s(?)
12. 36"x48" print South Broad Street Bridge circa late 1800s(?)

This listing is of the historical photos/images only that were stored at the 135 West Hanover location. Additional historical items being stored were not itemized for inventory purposes, which include maps, blueprints, etc., as such items are unlikely candidates for display.

Based on the size of most of the items, we have determined that they are likely all to be blown-up images and copies, not originals, and therefore not of value to a museum. Staff confirmed this sentiment with a curator at the NJ State Museum and staff at the NJ State Council on the Arts. The NJ State Council on the Arts also confirmed that it no longer maintains gallery space to display such images.

Recommendation:

Permit staff to work with State agencies, non-profit organization, and other entities as appropriate to find placement for historic CCRC images with the conditions that:

1. The artwork be framed (as needed) and displayed in a publicly accessible location;
2. Attribution/acknowledgement to the CCRC for ownership of the image be included as part of the display; and
3. The image be returned to the CCRC if the image is no longer on display.

Staff will keep track of the placement of all CCRC images and keep records of each image and its placement and/or storage location.

Prepared by:

Danielle Esser, Deputy Chief of Staff, CCRC/EDA

CAPITAL CITY REDEVELOPMENT CORPORATION		
COMMITTEE ASSIGNMENTS- 2019		
EXECUTIVE COMMITTEE	CHAIR	PETER INVERSO
	VICE CHAIR	ROBERT PRUNETTI
	TREASURER	JOANNE POVIA
	SECRETARY	JOANNE POVIA
	BOARD MEMBER	GEORGE SOWA
	STAFF	DANIELLE ESSER
	BOARD MEMBER	MAYOR GUSCIORIA
FINANCE COMMITTEE		
	CHAIR	JOANNE POVIA
	BOARD MEMBER	PETER INVERSO
	BOARD MEMBER	ROBERT PRUNETTI
	BOARD MEMBER	MANUEL SEGURA
	STAFF	OPEN
AUDIT COMMITTEE		
	CHAIR	GEORGE SOWA
	BOARD MEMBER	GINA FISCHETTI
	BOARD MEMBER	MANUEL SEGURA
	BOARD MEMBER	BOARD MEMBER
	STAFF	OPEN
EVALUATION COMMITTEE		
	CHAIR	ANDREW SWORDS
	BOARD MEMBER	ELVIN MONTERO
	BOARD MEMBER	JOANNE POVIA
RENAISSANCE PLAN REVIEW COMMITTEE		
	CHAIR	ROBERT PRUNETTI
	BOARD MEMBER	PETER INVERSO
	BOARD MEMBER	ANDREW SWORDS
	BOARD MEMBER	GINA FISCHETTI
	BOARD MEMBER	JOANNE POVIA
	PUBLIC MEMBER	CITY REPRESENTATIVE
	PUBLIC MEMBER	INGRID REED *
	STAFF/CONTRACT MANAGER	DANIELLE ESSER

* PENDING APPROVAL OF EXECUTIVE COMMITTEE AND COMMITTEE CHAIR