

**PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT  
CITY HALL  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421**

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**PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT  
PUBLIC MEETING**

Pursuant to the Open Public Meetings Act, please note that a regular public meeting has been scheduled for the Perth Amboy Business Improvement District to take place on **Thursday, July 30, 2020 at 4:00 pm** via Zoom Conference Call. Notice of this meeting has been given to the Star Ledger, the Home News Tribune, the Amboy Guardian and provided to the City Clerk's office.

**Join Zoom Meeting**

**Video Conference:**

<https://us02web.zoom.us/j/87171069546?pwd=dnJkOY5aUHRbkxQMC80VzFRdVdyQT09>

**Dial by your location:** +1 646 558 8656 US (New York)

Meeting ID: 871 7106 9546

Passcode: 943448

**AGENDA**

**I. Salute to the Flag**

**II. Roll Call**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
<b>Antonio Abreu</b>			
<b>Fausto Diaz</b>			
<b>Iris Diaz</b>			
<b>Mayor Diaz</b>			
<b>Sergio Diaz</b>			
<b>Lisett Lebron</b>			
<b>Asim Malik</b>			
<b>Wilma Matey</b>			
<b>Reyes Ortega</b>			
<b>Samuel Quezada</b>			
<b>Jeanette Rios*</b>			
<b>Barry Rosengarten</b>			

<b>Elizabeth Sanchez</b>			
<b>James Snyder</b>			
<b>Melvin Rodriguez</b>			
<b>Jeff Steuber</b>			

**\*Mayor's Designee**

**I. Approval of Minutes**

June 9, 2020

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

**II. Approval of Bill Lists**

Reyes Ortega, Treasurer

**a. Bill List \$10, 303.51**

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

**III. Chairman's Report**

Antonio Abreu, Secretary  
*Reviewed by Barry Rosengarten, Chairman*

**a. Resolutions**

- 1) Small Business Grant- Resolution 01/07-20
- 2) Repurposing Facade Grant funds for Outdoor Dining- Resolution 02/07-20
- 3) Mural Project- Resolution 03/07-20

**b. Approval of Outstanding Façade Grants**

- 1) 2020 Submission: Ciro's Italian Restaurant
- 2) 2019 Submission: Andrea's Beauty Salon
- 3) 2019 Submission: Jackson Hewitt Tax Services
- 4) 2019 Submission: YMCA Home Prevention Initiative

**c. Approval of Auditing Vendor Services**

- 1) Supplee, Clooney & Company

**d. Renewal of BID Board Insurance**

- 1) Declaration Page

**IV. Manager's Report**

- a. New Grant from NJEDA for Lease Agreements- \$6M in Cares Act Funds
- b. NPP Downtown Mural Project- update
- c. NPP Gum-Buster Program- update

**V. Closed Session (Personnel Matters)**

**VI. Motion to open Closed Session:**

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

VII. **Old Business:**

None

VIII. **New Business:**

None

IX. **Public Portion:**

**Motion to open the public portion:**

Motion \_\_\_\_\_

Second \_\_\_\_\_

**Motion to close the public portion:**

Motion \_\_\_\_\_

Second \_\_\_\_\_

X. **Adjourn:**

Motion \_\_\_\_\_

Second \_\_\_\_\_

**PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT  
CITY HALL  
260 High Street, Perth Amboy, NJ 08861  
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PUBLIC MEETING**

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**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/86991991586?pwd=M3FqODBTViNjakxBRkJPdG5Od09DQT09>**

**Meeting ID: 869 9199 1586**

Password: 914909

One tap mobile

+16465588656,,86991991586#,,1#,914909# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

**MINUTES**

**I. Salute to the Flag**

**II. Roll Call**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
<b>Antonio Abreu</b>	x		
<b>Fausto Diaz</b>	x		
<b>Iris Diaz</b>	x		
<b>Mayor Diaz</b>			x
<b>Sergio Diaz</b>	x		
<b>Lisett Lebron</b>	x		
<b>Asim Malik</b>	x		
<b>Wilma Matey</b>	x		
<b>Reyes Ortega</b>	x		
<b>Samuel Quezada</b>			x
<b>Jeanette Rios*</b>			x

<b>Barry Rosengarten</b>	<b>x</b>		
<b>Elizabeth Sanchez</b>			<b>x</b>
<b>James Snyder</b>	<b>x</b>		
<b>Melvin Rodriguez</b>			<b>x</b>
<b>Jeff Steuber</b>		<b>x</b>	

**\*Mayor's Designee**

**I. Approval of Minutes**

February 11, 2020

Motion L. Lebron  
 Second S. Diaz  
 All in Favor

**II. Approval of Bill Lists**

Reyes Ortega, Treasurer

a. **Bill Lists \$88,773.78**  
 Motion S. Diaz  
 Second A. Abreu  
 All in Favor

**III. Chairman's Report**

Barry Rosengarten, Chairman

- a. Event Cancelations  
*Events have been cancelled until further notice*
- b. Annual Meeting Postponed Until Further Notice  
*Annual meeting postponed until further notice*
- c. Support City's Small Business CDBG Grant  
*Tashi presented over Zoom about the Small Business Grant*
  - c) *\$150,000 of CDBG funds going towards grant for small businesses*
  - d) *Board motioned to approve \$30K to support the city grant (Motion: S. Diaz, 2<sup>nd</sup>: W. Matey)- Roll Call, All in Favor*
- d. Façade Grant Program Line Item Updates (Outdoor Dining)  
*Motion to approve (Motion: A. Abreu, 2<sup>nd</sup>: S. Diaz)- Roll Call*
- e. CPA COVID-19 Help Organization Fundraising  
Barry provided brief on the effort of the organization in lieu of the 2020 Fireworks fundraising event- visit link for more information, [www.perthamboycovidhelp.org](http://www.perthamboycovidhelp.org)

**IV. Sub-Committee Reports**

- a. Façade Grant Submission/Committee Approval  
James shared that the Façade committee approved the Ciro's Italian Restaurant application. Motion present to the board for approval of application. Approved (Motion: W. Matey, 2<sup>nd</sup>: S. Diaz)- Roll Call

- b. Reissue Check for YMCA Façade Improvement for 2019
  - *J. Snyder/N. Colon provided update on work complete at the YMCA location on Smith Street in April, but that original application was submitted in August 2019. Reissue check to YMCA 2019 façade grant submission- pending due to construction work delayed.*
  - *Reissue check to YMCA 2019 façade grant submission- pending due to construction work delayed. Reissue check to YMCA 2019 façade grant submission- pending due to construction work delayed*

**V. Manager's Report**

- a. BID and JRMC Partnership COVID-19 and Antibody Testing  
Wednesday, June 17<sup>th</sup>
- b. NJEDA Grant  
*Constant Contact Release and announcement*
- c. Outdoor Dining Application
  - 1) *Discussion and announcement of online application*
  - 2) *Creation of a grant program for the purchase of outdoor dining equipment for business owners*

*Motion to approve façade grants, not to exceed \$15,000 for outdoor dining equipment grant (Motion: L. Lebron; 2<sup>nd</sup>: T. Abreu) Roll Call*
- d. NPP Downtown Mural Project- 86 Smith Street
  - 1. *Discussion on current proposal for 86 Smith Street*
  - 2. *Motion to dedication \$5,000 in funds for downtown mural project under the NPP Grant (Motion: L. Lebron, 2<sup>nd</sup>: A. Abreu)*
- e. NPP Gum-Buster Program  
*Gumbuster Program currently in progress and being conducted by DPW through NPP grant funding*

**VI. Old Business:**

None

**VII. New Business:**

None

**VIII. Public Portion:**

**Motion to open the public portion:**

Motion S. Diaz  
Second W. Matey  
All in Favor

**Motion to close the public portion:**

Motion S. Diaz  
Second W. Matey  
All in Favor

**IX. Adjourn:**

Motion A. Abreu  
Second W. Matey  
All in Favor

**CITY OF PERTH AMBOY  
BUSINESS IMPROVEMENT DISTRICT**

**JULY 2020  
AS OF 5/20/2020  
BILL LIST**

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Open Balance</b>
Printing Copy Center	6/26/2020	Open for Business posters-11'x17" print	\$ 100.00
		<b>Total</b>	<b>\$ 100.00</b>
The Amboy Guardian	6/17/2020	Sidewalk Café Application; quarter page color ad	\$ 250.00
		<b>Total</b>	<b>\$ 250.00</b>
Cognito, LLC.	6/11/2020	Cognito Forms payment June 11-June 30	\$ 6.66
		<b>Total</b>	<b>\$ 6.66</b>
Ciro's Restaurant	6/18/2020	Personal Care Business Meeting-Refreshments	\$ 292.84
		<b>Total</b>	<b>\$ 292.84</b>
Cognito, LLC.	7/1/2020	Cognito Forms payment July 1-August 1	\$ 10.00
		<b>Total</b>	<b>\$ 10.00</b>
Downtown New Jersey	6/8/2020	Downtown New Jersey membership dues	\$ 295.00
		<b>Total</b>	<b>\$ 295.00</b>
Norris McLaughlin	7/7/2020	Legal counsel for month of June	\$ 1,600.99
		<b>Total</b>	<b>\$ 1,600.99</b>
Essential Communications	6/26/2020	PR services for month of May 2020	\$ 175.00
		<b>Total</b>	<b>\$ 175.00</b>
Verizon	5/24/2020	BID Cell Verizon; April 25-May 24	\$ 143.50
		<b>Total</b>	<b>\$ 143.50</b>
Verizon	6/24/2020	Payment for May 25-June 24; Credit Balance of -\$192.33 taken from previous \$121.61 charge	\$ (70.72)
		<b>Total</b>	<b>\$ (70.72)</b>
Veronica Pacheco	6/8/2020	Vendor Services; \$13/hr; 52 Hrs. from June 8-June 26	\$ 676.00
		<b>Total</b>	<b>\$ 676.00</b>
Hugo Fleites, Inc.	7/2/2020	BID Insurance	\$ 1,264.24
			<b>\$ 1,264.24</b>



**CITY OF PERTH AMBOY  
BUSINESS IMPROVEMENT DISTRICT**

**JULY 2020  
AS OF 5/20/2020  
BILL LIST**

Essential Communications	7/22/2020	PR Services for month of June 2020	\$ 800.00
		<b>Total</b>	<b>\$ 800.00</b>
Carlixto's Landscaping	5/20/2020	Maintenance for May 2020	\$ 2,380.00
		<b>Total</b>	<b>\$ 2,380.00</b>
Carlixto's Landscaping	6/20/2020	Maintenance for June 2020	\$ 2,380.00
		<b>Total</b>	<b>\$ 2,380.00</b>
		<b>TOTAL</b>	<b>\$ 10,303.51</b>

City of Perth Amboy  
Business Improvement District

<b>Total Bill List</b>	<b>\$ 30,303.51</b>
<b>Date</b>	<b>7/30/2020</b>

<b>NAME</b>	<b>SIGNATURE</b>
Antonio Abreu	
Lisett Lebron	
Asim Malik	
Sergio Diaz	
Mayor Wilda Diaz	
Fausto Diaz	
Iris Diaz	
Jeff Steuber	
Wilma Matey	
Reyes Ortega	
Jeanette Rios	
Samuel Quezada	
Melvin Rodriguez	
Elizabeth Sanchez	
James Snyder	
Chairman Rosengarten	

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

338 State Street  
Perth Amboy, NJ 08861 US  
(732) 826-3575  
theprintingshop@yahoo.com  
<http://www.printingcopycenter.com>



**BILL TO**  
Noelia Colon, BID/UEZ  
Executive Director  
City of Perth Amboy  
Business Improvement District

**SHIP TO**  
Noelia Colon, BID/UEZ

**INVOICE 100505A**

**DATE 06/26/2020 TERMS Net 15**

**DUE DATE 07/11/2020**

ACTIVITY	QTY	RATE	AMOUNT
<b>Posters</b> 12 x 18 / 100 lb Gloss Cover / Single Side / Color - (Open For business) (Total 500 posters)	100	1.00	100.00

Thank you for your business.  
We hope to see you again!

**TOTAL DUE \$100.00**

Sales Representative: Carolyn Maxwell

Today's Date: 6/21/2020

ORDER # BID—2020—0002



**PRINT EDITION  
AVAILABLE IN OVER  
100 LOCATIONS!**

P.O. Box 127, Perth Amboy, NJ 08862-0127

www.amboyguardian.com

Carolyn: 732-896-4446 or Katherine: 732-261-2610

amboyguardian@gmail.com

### INSERTION ORDER/INVOICE

- ADVERTISER \_\_\_\_\_ BID—Attn: Noelia Colon \_\_\_\_\_
- ADDRESS \_\_\_\_\_ 260 High St. \_\_\_\_\_
- EMAIL \_\_\_\_\_ ncolon@perthamboynj.org \_\_\_\_\_
- PHONE \_\_\_\_\_ 732-442-6421 \_\_\_\_\_
- FAX \_\_\_\_\_
- WEBSITE \_\_\_\_\_

- POSITION CHARGE \_\_\_\_\_
- ONE TIME IN-HOUSE DESIGN FEE \_\_\_\_\_
- PROOF REQUESTED \_\_\_\_\_
- PREMIUM WEB FEE \_\_\_\_\_
- PRE-PAYMENT REQ. BY \_\_\_\_\_
- FINAL PAYMENT REQ. BY \_\_\_\_\_

- SHORTS**
- # TIMES \_\_\_\_\_
  - 1x N/C \_\_\_\_\_

- SIZE: \_\_\_\_\_ Quarter Page \_\_\_\_\_
- NUMBER OF TIMES \_\_\_\_\_ 1 \_\_\_\_\_
- B&W \_\_\_\_\_
- COLOR \_\_\_\_\_ X \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

Attn: Noelia Colon  
Courtesy City Rates

6/17/2020—Sidewalk Café Applications, quarter page, color, p.3

DATES OF INSERTION		AMOUNT
6/17/2020		\$250.00

**REGULAR ADVERTISING RATES: FULL PAYMENT IS DUE UPON SIGNING. A 10% LATE FEE WILL BE APPLIED TO ANY UNPAID AD OVER 30 BUSINESS DAYS ON DATE OF INVOICE. MAKE CHECKS PAYABLE TO THE AMBOY GUARDIAN.**

TOTAL AMOUNT \_\_\_\_\_ **\$250.00** \_\_\_\_\_

I (THE ADVERTISER) AGREE TO PAY FOR THE ABOVE MENTIONED ADVERTISING BY THE DATE SPECIFIED ABOVE. IF ANY PAYMENT OBLIGATION UNDER THIS ACCOUNT IS NOT PAID WHEN DUE, THE INDIVIDUAL SIGNING BELOW PROMISES PERSONALLY TO PAY ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY FEES, WHETHER OR NOT A LAWSUIT IS COMMENCED AS PART OF THE COLLECTION PROCESS.

ADVERTISER \_\_\_\_\_



DATE \_\_\_\_\_

**BACK TO BUSINESS**

# SIDEWALK CAFÉ APPLICATIONS NOW ONLINE

Due to the impacts of COVID-19, the City of Perth Amboy is waiving all local application and permit fees (total savings of \$350). Apply at: <https://tinyurl.com/perthamboybid>

For questions regarding the application call the Department of Code Enforcement at: (732)826-0183.

## OBITUARY: Charlotte M. Hayes

PERTH AMBOY, NJ/SPOKANE, WA - Charlotte Maria Hayes, 74 of Atlantic City, NJ passed away on June 4, 2020, in Spokane, Washington. Born March 10, 1946, in Atlantic City, NJ to Charles Washington Lorenzo Hayes, Sr. and Edith L. Williams-Hayes, Charlotte was native of Perth Amboy, NJ. Charlotte graduated from Madison Township High School in 1964. She went on to work at Frigidaire in Edison for over 20 years.



**Charlotte M. Hayes**  
March 10, 1946 - June 4, 2020

She moved to Spokane, WA after the death of her mother, Edith L. Williams-Hayes in 2014 to be closer to her immediate family.

Charlotte loved her family very much. She had a deep love of the Lord and loved her many nieces, nephews, and the community of Perth Amboy, New Jersey.

Charlotte is preceded in death by her mother, Edith L. Williams-Hayes, father, Charles Washington Lorenzo Hayes, Sr. and Brother Charles Washington Lorenzo, Jr.

She is survived by her siblings; Edith L. Francis (California),

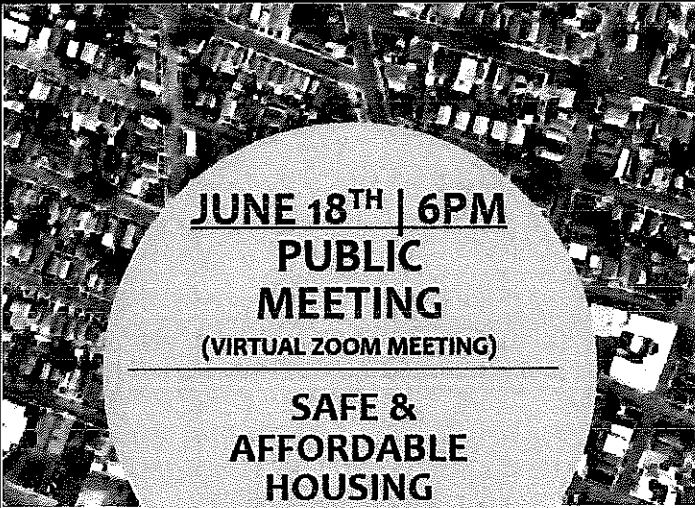
Horace Hayes (New Jersey), George Hayes (Pennsylvania), Reginald Hayes (Arizona), Albert Gardner (Iowa), Martha Hayes (Washington), Samuel Hayes (California), Jacqueline Jackson (North Carolina)

Charlotte's remains will be laid to rest in Perth Amboy, alongside her mother. Further, details to follow.

Please reach out to Aleana Jones at [ajones78@yahoo.com](mailto:ajones78@yahoo.com) for condolences to the family.



**CONGRATULATIONS CLASS OF 2020!**


**JUNE 18<sup>TH</sup> | 6PM**  
**PUBLIC MEETING**  
(VIRTUAL ZOOM MEETING)

**SAFE & AFFORDABLE HOUSING IN PERTH AMBOY**

Join the discussion with City Officials for the creation of a Housing Plan. We want to know what you think the City can do to better ensure safe and affordable housing for all residents. Due to the COVID-19 public health concerns, the meeting will be held virtually via Zoom.

Join the Zoom Meeting at:  
<https://us02web.zoom.us/j/81303149878>  
Meeting ID: 813 0314 9878

Join via telephone only: (646) 558-8656, 81303149878





CITY OF PERTH AMBOY  
THE HONORABLE MAYOR WILDA DIAZ




**The Barge**  
On The Waterfront in Historic Perth Amboy  
**Open for Lunch and Dinner**  
Lunch- 11:30 a.m.- 3:00 p.m.  
Dinner- 3:00 p.m.-9:30 p.m.  
Dining on our outside patio only or  
Orders to go  
Come have your favorite Sangria & Seafood Dishes  
Check our website for menu  
The Barge  
732-442-3000 / 201 Front Street, Perth Amboy  
VISIT OUR WEBSITE: [www.thebarge.com](http://www.thebarge.com)

**HAPPY FATHER'S DAY**

**GEORGE J. OTLOWSKI, JR.**  
**ATTORNEY AT LAW**

**Happy Father's Day!!**

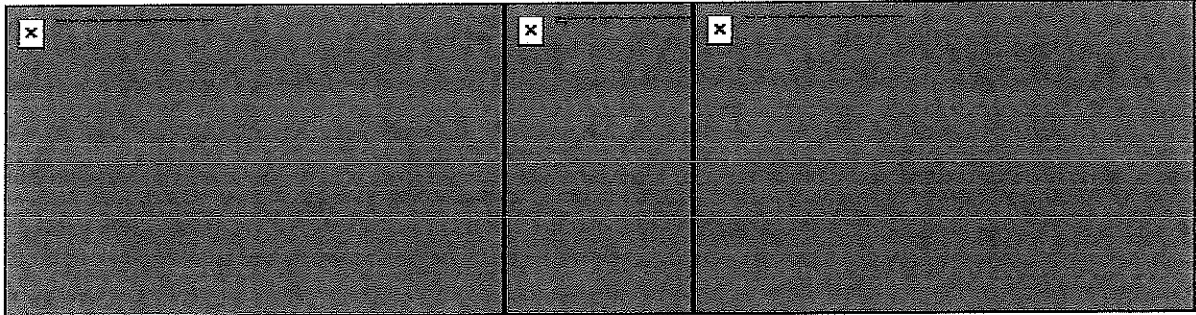


**717 CONVERY BOULEVARD (ROUTE 35)**  
**PERTH AMBOY NEW JERSEY 08861**  
**TEL: 732-826-5555. FAX: 732-826-4653**

**Noelia Colon**

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
**From:** Cognito Forms <receipts+havU2kOtSjwhATLimPYJ@stripe.com>  
**Sent:** Wednesday, June 10, 2020 8:03 PM  
**To:** Noelia Colon  
**Subject:** Your receipt from Cognito Forms #3057-2617



## Receipt from Cognito Forms

Invoice #C2ED2B27-0004

Receipt #2617-3057

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$6.66	June 11, 2020	 2942

 Invoice Changes Made to Plan

**SUMMARY**

JUN 11, 2020 – JUL 1, 2020

Remaining time on Pro after 11 Jun 2020 × 1 \$6.66

Subtotal \$6.66

**Amount paid \$6.66**

If you have any questions, contact Cognito Forms at [billing@cognitoforms.com](mailto:billing@cognitoforms.com) or call at +1 888-499-0856.

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You're receiving this email because you made a purchase at Cognito Forms, which partners with Stripe to provide invoicing and payment processing.

CIRO'S RESTAURANT  
273 HIGH ST  
Perth Amboy, NJ 08861  
(732) 442-8100

CIRO'S RESTAURANT  
273 HIGH ST  
Perth Amboy, NJ 08861  
(732) 442-8100

Server: Enzo	Station: 7
Order #: 1372	Take Out
5 Cheese Pizza LG Pepperoni	72.25
1 Cheese Pizza LG Sausage	14.45
1 Cheese Pizza LG Mushrooms	14.45
1 Combo Pizza LG (1)	16.95
1 Veggie Pizza LG (1)	16.95
6 Cheese Pizza LG	71.70
6 2 Liter soda	21.00
Bar Subtotal:	0.00
Food Subtotal:	227.75
Tax 1:	15.09
TOTAL:	<u>242.84</u>

>> Ticket #: 13 <<  
6/18/2020 1:34:18 PM

THANK YOU!

Date/Time: 2020-06-18 02:37 PM  
Order Number: 1372  
Account Type: CREDIT  
EDC Tran ID: 2085081  
Server: Enzo  
POS: 7

PURCHASE: APPROVAL

Entry Mode: Chip  
Card Number: XXXX2942  
Card Expire: XX/XX  
Card Type: Visa  
Cardholder: ROSENGARTEN/ BARRY  
Approval Code: 201897  
Ref Number: 1978  
Term RefNum: 5  
Term Info: 71921680110  
App Label: VISA DEBIT  
ATC: 0001  
AID: A0000000031010  
ARQC/TC: 9FC186015B921A67  
TVR: 8000008000  
TSI: 6800

PURCHASE: \$242.84

Gratuity: 50

Total: 292.84

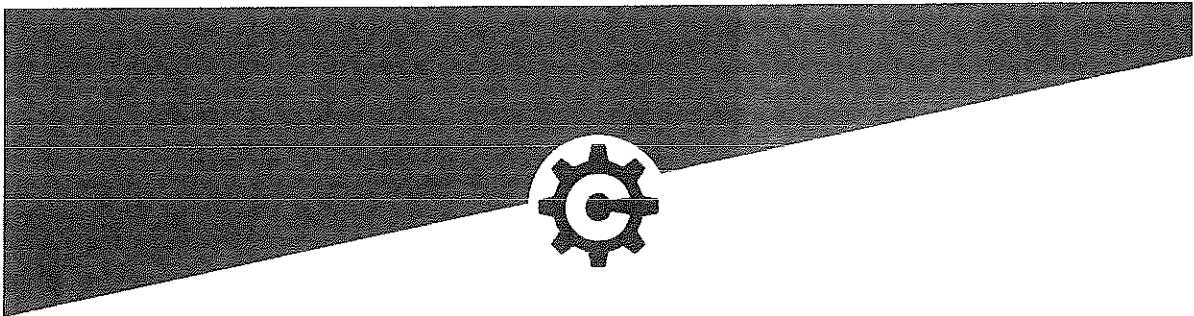
I AGREE TO PAY ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT (MERCHANT AGREEMENT  
IF CREDIT VOUCHER)

X.....  
SIGNATURE

**Noelia Colon**

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**From:** Cognito Forms <receipts+havU2kOtSjwhATLimPYJ@stripe.com>  
**Sent:** Tuesday, June 30, 2020 10:36 PM  
**To:** Noelia Colon  
**Subject:** Your receipt from Cognito Forms #7292-2693



## Receipt from Cognito Forms

Invoice #C2ED2B27-0005

Receipt #2693-7292

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$10.00	July 1, 2020	<b>VISA</b> – 2942

**SUMMARY**

**JUL 1, 2020 – AUG 1, 2020**

Pro × 1	\$10.00
Subtotal	\$10.00
<b>Amount paid</b>	<b>\$10.00</b>

If you have any questions, contact Cognito Forms at [billing@cognitofrms.com](mailto:billing@cognitofrms.com) or call at +1 888-499-0856.

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You're receiving this email because you made a purchase at Cognito Forms, which partners with Stripe to provide invoicing and payment processing.

**DOWNTOWN****NEW JERSEY**

June 8, 2020

Noelia Colon  
 Perth Amboy BID  
 260 High Street  
 Perth Amboy, NJ 08861

**Robert Zuckerman**  
*President*

**Jay S. Kruse**  
*Vice President*

**Jonathon Tyler**  
*Vice President*

**Vanessa Quijano**  
*Treasurer*

**Sherry Cronin**  
*Secretary*

**Nancy Adams**

**Susan Adelizzi-Schmidt**

**Gabe Bailor**

**Chris Bernardo**

**Jef Buehler**

**Michael Darcy**

**Julie Doran**

**Christina Fuentes**

**Deborah Hoffman**

**Robert S. Goldsmith, Esq**

**Stuart Koperweis**

**Beth Lippman**

**Emily Manz**

**Elayne McClaine**

**Robert Peluso**

**Michael Redpath**

**Michelle Richardson**

**Donald Sammet**

**Stephen A. Santola**

**Pamela Stefanek**

**Tom Strowe**

**Debra Tantleff**

Dear Noelia:

We know it's been rough for downtowns these past few months. Downtown New Jersey has been busy keeping up with the changing landscape for main streets and downtown communities in light of the state of emergency. Our ability to continue to advocate for New Jersey's downtowns during these especially challenging times depends on member support. Below you'll find a partial list of our efforts over the past year. We hope you will read it and see the value in **renewing your membership**.

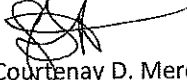
Here are just a few of the things you can look forward to as a member of DNJ:

- **COVID Response:** Within a week of the shutdown, Downtown New Jersey created a COVID-19 Resource Page on our website and began hosting near weekly Downtown Management Forums via ZOOM. Forum topics have ranged from BID budgeting to a market overview to re-launching farmers markets. We created a Reopening & Recovery Policy Paper based on input from our members, which we shared with the legislature and the NJ Restart & Recovery Council as a member of the Main Street Committee. View all of the resources at [www.downtownnj.com/covid](http://www.downtownnj.com/covid)
- **The Center of It All:** Downtown New Jersey's quarterly e-newsletter keeps members updated on statewide developments, including policies, trends, and events. Our *Member Spotlight* features best practices in member downtowns; this year we highlighted East Orange, Haddonfield, and Wildwood. We welcome member submissions for articles or upcoming events.
- **Downtown New Jersey online:** Visit [www.downtownnj.com](http://www.downtownnj.com) to see new articles and event postings. You can also follow us on Twitter (@downtownnj) and Facebook (@DowntownNewJersey) for the latest downtown-related news. We also started a Facebook Group where DNJ members and partners can discuss hot topics and exchange ideas. Join at [www.facebook.com/groups/DNJforum](http://www.facebook.com/groups/DNJforum).
- **Conference:** Last year's conference took place in Bloomfield Center in October. The event was well attended and included great discussions about downtown management and retail trends. Read the conference recap at [www.downtownnj.com/conference](http://www.downtownnj.com/conference). We will be shifting to a virtual conference in 2020 – stay tuned for more information.
- **Panels & Forums:** Our quarterly "lunch and learn" round tables are proving to be a great venue for downtown managers and economic development officials to network, discuss hot topics, and share best practices. We also began a partnership with NJTOD.org to host bi-annual forums about "TOD in Your Downtown". Stay tuned for more information about the round tables and forums at [www.downtownnj.com/events](http://www.downtownnj.com/events).
- **Watching out for you:** From event regulations to SID governance to liquor licenses, we've kept an eye on what goes on in Trenton and made sure you stay informed. To stay on top of what's happening in Trenton, check out our quarterly Policy Watch at [www.downtownnj.com/advocacy](http://www.downtownnj.com/advocacy).

DNJ members like you help to make all of these benefits possible. Please support Downtown New Jersey by sending in your dues today. We look forward to working with you and wish you a healthy summer.

Cordially,

  
 Emily Manz  
 Membership Committee Chair

  
 Courtenay D. Mercer, PP, AICP  
 Executive Director

**Courtenay D. Mercer, PP, AICP**  
*Executive Director*

**Downtown New Jersey**



**N E W J E R S E Y**

**Membership Dues for July 2020 to June 2021**

Thank you for renewing your Downtown New Jersey membership!

Please update below, as necessary:

Noelia Colon

---

Perth Amboy BID

---

260 High Street

---

Perth Amboy, NJ 08861

---

ncolon@perthamboynj.org

---

732-442-6421

---

www.perthamboynj.org

---

Facebook

---

Twitter

---

**Membership Type**

Government/Non-Profit

\$295

Amount Enclosed: \$ \_\_\_\_\_

**Please make check payable and mail payment and form to:**

Downtown New Jersey, Inc.  
344 Grove Street, Suite 251  
Jersey City, NJ 07302

Questions? Email [info@downtownnj.com](mailto:info@downtownnj.com) or call 201-472-0356.



400 Crossing Boulevard  
8<sup>th</sup> Floor  
P.O. Box 5933  
Bridgewater, NJ 08807  
T: 908-722-0700  
F: 908-722-0755

July 7, 2020

Perth Amboy Business Improvement Dist.  
Attn: Noelia Colon  
260 High Street  
Perth Amboy, NJ 08861

Invoice #: 11043372  
Client #: 117198  
Matter #: 1  
Billing Attorney: DRG

---

### INVOICE SUMMARY

For professional services rendered through June 30, 2020:

RE: Routine Advice Matters

Professional Services	\$ 1,575.00
Expenses	<u>\$ 25.99</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,600.99</b>



---

BRIDGEWATER, NJ | NEW YORK, NY | ALLENTOWN, PA

[WWW.NORRISMCLAUGHLIN.COM](http://WWW.NORRISMCLAUGHLIN.COM)

FEI# 62-1408127

July 7, 2020

Invoice #: 11043372  
 Client #: 117198  
 Matter #: 1  
 Billing Attorney: DRG

**RE: Routine Advice Matters**

**PROFESSIONAL SERVICES RENDERED**

Date	Tkpr	Description	Hours	Amount
6/02/20	DRG	OPRA REQUEST: advice and counsel to Noelia; advice and counsel [REDACTED]	.90	225.00
6/04/20	DRG	OPRA REQUEST: continued advice and counsel to Noelia; advice and counsel [REDACTED]	.80	200.00
6/05/20	DRG	OPRA REQUEST: continued advice and counsel to Noelia; advice and counsel regarding [REDACTED]	.60	150.00
6/09/20	DRG	Advice and counsel on previous OPRA Request and new OPRA Request	.80	200.00
6/11/20	DRG	OPRA REQUEST- advice and counsel on BID law	.50	125.00
6/29/20	AUP	Baratta; Call with Dan Guadalupe regarding background information for Plaintiff's verified complaint and order to show cause	.50	125.00
6/30/20	DRG	BARATTA: Review of complaint filed by Baratta; advice and counsel to the BID; follow up with strategy; communications with client;	2.20	550.00
<b>Totals</b>			<b>6.30</b>	<b>\$ 1,575.00</b>
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 1,575.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Timekeeper	Hours	Rate	Total
DANIEL R. GUADALUPE	5.80	250.00	1,450.00
AKSHAR U. PATEL	.50	250.00	125.00
<b>TOTALS</b>	<b>6.30</b>		<b>\$ 1,575.00</b>

**EXPENSES**

Date	Description	Amount
6/01/20	Computerized Legal Research, Westlaw use May 2020	25.99
<b>TOTAL EXPENSES</b>		<b>\$ 25.99</b>

Norris McLaughlin

---

Invoice #: 11043372

July 7, 2020

**TOTAL THIS INVOICE**

**\$ 1,600.99**



Essential Communications, LLC  
 29 Highpoint, Cedar Grove, New Jersey 07009  
 Phone: 973.509.3431, 973.768.2425  
 Fax: 973.509.3434 [rinkl@comcast.net](mailto:rinkl@comcast.net)

# INVOICE

INVOICE: #06.26.2020-01  
 DATE: JUNE 26, 2020

Payment Due on Receipt

**TO:**  
 Barry Rosengarten, Chairman  
**City of Perth Amboy**  
 Business Improvement District (BID)  
 260 High Street  
 Perth Amboy, New Jersey 08861  
 c/o Noelia Colon, BID Executive Director

**FOR:**  
 Public and Media Relations Activities & Projects  
 for the **Perth Amboy Business Improvement  
 District (BID)**  
 Timeframe: May 2020

PUBLIC RELATIONS PROJECTS	COST
<p>Essential Public Relations developed two Facebook posts for the Business Improvement District (BID) during May 2020. The first post on May 1, encouraged Perth Amboy residents to support local cafes and restaurants on Cinco de Mayo by taking out a meal. The second post on May 6, suggested that residents purchase a gift card or a present for Mother's Day from a local, essential businesses in the downtown district.</p> <p>We continued news media outreach and updated news media about the BID's efforts to support small businesses during the coronavirus pandemic.</p> <p>We also drafted a news release for the nonprofit Perth Amboy COVID Help organization. The news release recognizes that a number of the BID's board members are supporting the organization, and participating in its activities. The time to research and draft the news release as well as distribute the content, are <i>not</i> included in this invoice or will <i>not</i> appear in any future invoices from Essential PR.</p> <p>The cost to create the graphic design for the two Facebook posts was - absorbed by Essential PR, as part of our effort to assist small businesses during the COVID-19 crisis and company shutdown.</p>	
Public and Media Relations Activities in May 2020	\$ 175.00
<b>Total Due</b>	<b>\$175.00</b>

**Please make check payable to Essential Communications, LLC**

Thank you for choosing Essential Communications to provide public and media relations support and social media posts to the Historic City of Perth Amboy, the Business Improvement District (BID) and the BID's Board of Directors.





- Business Essential Plan

PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account <a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	Account Number 342311378-00001	Date Due 06/16/20
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number 9855327876	



PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861

00031766  
K105

*plan adjustment  
since Oct 2019*

### Quick Bill Summary

Apr 25 -- May 24

Previous Balance <i>(see back for details)</i>	\$598.02
Payment -- Thank You	-\$598.02
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$69.00
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$47.91
Surcharges and Other Charges & Credits	\$23.46
Taxes, Governmental Surcharges & Fees	\$3.13
<b>Total Current Charges</b>	<b>\$143.50</b>

**Total Charges Due by June 16, 2020**

**\$143.50**

Pay from phone #PMT (#768)	Pay on the Web At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a>	Questions: 1-800-922-0204 or *611 from your phone
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PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861

Bill Date: May 24, 2020  
Account Number: 342311378-00001  
Invoice Number: 9855327876

### Total Amount Due by June 16, 2020

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

**\$143.50**

\$    .

P.O. BOX 408  
NEWARK, NJ 07101-0408



98553278760103423113780000100000014350000000143503



Invoice Number Account Number Date Due Page

9855327876 342311378-00001 06/16/20 3 of 5

# Overview of Lines

Lines	Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming	
732-372-8772	Noelia Colon	4	\$69.00	—	\$47.91	\$23.46	\$3.13	—	\$143.50	116	2	.017GB	—	—
<b>Total Current Charges</b>			<b>\$69.00</b>	<b>\$47.91</b>	<b>\$23.46</b>	<b>\$3.13</b>	<b>\$0.00</b>		<b>\$143.50</b>					



**Summary for Noelia Colon: 732-372-8772**

**Your Plan**

**Play More Unlimited**  
Unlimited monthly minutes

**UNL Text Messaging**  
Unlimited M2M Text  
Unlimited Text Message

**Email and Web Unlimited**  
Unlimited monthly gigabyte

**UNL Picture/Video MSG**  
Unlimited monthly Picture & Video

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

Play More Unlimited Refund	05/05 - 05/11	-21.00
\$90.00 per month / 7 days refunded		
Play More Unlimited	05/25 - 06/24	90.00
		<b>\$69.00</b>

Save \$10 on your Play More Unlimited each month when you enroll in Auto Pay (using bank account or debit card) and paper-free billing. Enroll using [vzw.com/mybusinessaccount](http://vzw.com/mybusinessaccount).

**Equipment Charges**

Device Payment Agreement 1313274940 - Payment 7 of 24	47.91
Paid 287.61	
Past Due .00	
Balance (after this month's current payment) 814.47	
<b>\$47.91</b>	

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	116	---	---
Total Voice				\$ .00
Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	2	---	---
Total Messaging				\$ .00
Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	unlimited	.017	---	---
Total Data				\$ .00
<b>Total Usage and Purchase Charges</b>				<b>\$ .00</b>

**Surcharges**

Fed Universal Service Charge	1.53
Regulatory Charge	.15
Administrative Charge	1.78

**Other Charges and Credits**

Reconnect Fee	20.00
<b>\$23.46</b>	

**Taxes, Governmental Surcharges and Fees**

NJ 911 System/Emerg. Resp. Fee	.90
NJ State Sls Tax--Telco	2.23
<b>\$3.13</b>	

**Total Current Charges for 732-372-8772 \$143.50**



PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	342311378-00001	Do Not Pay
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9857368894

### Quick Bill Summary

May 25 – Jun 24



PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861

00029675  
K106

*Reflect  
Plan  
Adjustment*

Previous Balance (see back for details)	\$143.50
Payment – Thank You	-\$143.50
Adjustments	-\$192.33
<b>Credit Balance</b>	<b>-\$192.33</b>
Monthly Charges	\$69.36
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$47.91
Surcharges and Other Charges & Credits	\$2.41
Taxes, Governmental Surcharges & Fees	\$1.93
<b>Total Current Charges</b>	<b>\$121.61</b>

**Total Amount** **-\$70.72**

#### Verizon Wireless News

##### Change To Your Service

Thank you for your wireless business. You recently made a change to your service. Your new bill will reflect usage from your last bill and service adjustments resulting from the plan/feature change.

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a>	1-800-922-0204 or *611 from your phone



PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861

Bill Date: June 24, 2020  
Account Number: 342311378-00001  
Invoice Number: 9857368894

### Credit Balance

DO NOT PAY

**-\$70.72**

P.O. BOX 408  
NEWARK, NJ 07101-0408



98573688940103423113780000100000012161000000070723



Overview of Lines

Invoice Number 9857368894 Account Number 342311378-00001 Date Due Do Not Pay 3 of 6

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
732-372-8772 Noelia Colon	4	\$69.36	---	\$47.91	\$2.41	\$1.93	---	\$121.61	205	7	.05668	---	---	---
<b>Total Current Charges</b>		<b>\$69.36</b>	<b>\$0.00</b>	<b>\$47.91</b>	<b>\$2.41</b>	<b>\$1.93</b>	<b>\$0.00</b>	<b>\$121.61</b>						



**Summary for Noelia Colon: 732-372-8772 (Includes Plan Change)**

**Your Plan**

Plan from 5/25 – 6/23

**Play More Unlimited**

Unlimited monthly minutes

**UNL Text Messaging**

Unlimited M2M Text

Unlimited Text Message

Plan from 6/24 – 6/24

**Business Unlimited Smartphone**

\$45.00 monthly charge

Unlimited monthly minutes

**UNL Text Messaging**

Unlimited M2M Text

Unlimited Text Message

Plan from 5/25 – 6/24

**Email and Web Unlimited**

Unlimited monthly gigabyte

Plan from 6/24 – 6/24

**Email & Web Unlimited**

Unlimited monthly gigabyte

**UNL Picture/Video MSG**

Unlimited monthly Picture & Video

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

**Previous Plan**

Play More Unlimited Refund 06/24 – 06/24 -2.90  
\$90.00 per month / 1 day refunded

**New Plan**

Business Unlimited Smartphone 06/24 – 06/24 1.45  
\$45.00 per month / 1 day on new plan  
Addl Smartphn Data Access 06/24 – 06/24 .81  
\$25.00 per month / 1 day on new service

**Month in Advance**

Business Unlimited Smartphone 06/25 – 07/24 45.00  
Addl Smartphn Data Access 06/25 – 07/24 25.00

These are the normal monthly charges billed in advance.

**\$69.36**

**Equipment Charges**

Device Payment Agreement 1313274940 – Payment 8 of 24 47.91  
Paid 335.52  
Past Due .00  
Balance (after this month's current payment) 766.56

**\$47.91**

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
Previous Calling Plan (05/25 – 06/23) <i>minutes</i>	unlimited	185	---	---
New Calling Plan (06/24 – 06/24) <i>minutes</i>	unlimited	20	---	---
<b>Total Voice</b>				<b>\$ .00</b>

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	5	---	---
Picture & Video – Rcv'd <i>messages</i>	unlimited	2	---	---
<b>Total Messaging</b>				<b>\$ .00</b>

Data	Allowance	Used	Billable	Cost
Gigabyte Usage(06/24 – 06/24) <i>gigabytes</i>	unlimited	.001	---	---
Gigabyte Usage(05/25 – 06/23) <i>gigabytes</i>	unlimited	.055	---	---
<b>Total Data</b>				<b>\$ .00</b>

**Total Usage and Purchase Charges \$ .00**

**Surcharges**

Fed Universal Service Charge .48  
Regulatory Charge .15



## Need-to-Know Information

### Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

### Bankruptcy Information

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

### Returned Payments

In the event your check for payment of your wireless bill is returned by your bank for insufficient or uncollected funds, Verizon Wireless may resubmit your check electronically to your bank for payment from your checking account.

### Late Payment Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law. Failure to pay bills on time may result in negative credit reporting.

### Regulatory Charge Increase

Effective July 1, 2020, the monthly Verizon Wireless Regulatory Charge for voice-capable devices will increase from \$0.15 to \$0.19 - \$0.23 per line, depending on final regulatory program contribution rates. The charge for data-only devices remains at \$0.02. Please note that this is a Verizon Wireless charge, not a tax. This charge, and what's included, are subject to change from time to time. For further information regarding this charge, review the "Explanation of Surcharges" section of this bill, or consult your wireless service agreement.

### Credit Adjustment

A credit has been applied to your account as part of Verizon's efforts to help customers during the Covid-19 pandemic.

Veronica Pacheco  
441 Penn Street  
Perth Amboy, NJ 08861

# Invoice

Invoice # 0620  
Date: June 8, 2020

BILL TO:  
PABID  
260 High Street  
Perth Amboy, NJ 08861

DESCRIPTION	DATE(S)	UNIT	RATE	AMOUNT
Vendor Services (Clerical)	6/8/2020-6/26/2020	52.00	\$13.00	\$676.00
			<b>TOTAL</b>	<b>\$676.00</b>



**HUGO FLEITES INC**

PO BOX 968

Perth Amboy, NJ 08862

Phone:(732)826-1124

Fax:(732)826-2198

**INVOICE**

Date: 7/10/2020

Producer:

Entered by:

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT
<b>260 HIGH ST</b>
PERTH AMBOY, Nj 08861

Customer	Due Date	Invoice #
	<b>ASAP</b>	
Policy Number	Policy Effective	Policy Expiration
NDO1583762	07/10/2020	07/07/2021

-Please detach and return with remittance-

Amount Remitted \$ \_\_\_\_\_

-----  
Policy:

Effective:

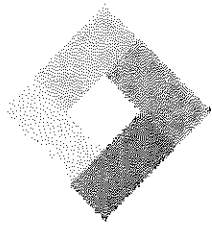
to

Company	Line of Business	Transaction	Description	Premium
USLT	E&O POLICY		260 HIGH ST PERTH AMBOY NEW JERSEY 08861	\$1,264.24
Please Pay This Amount				\$1,264.24

**NOTES**

PLEASE REMIT PAYMENT TO: HUGO FLEITES INC 362 STATE ST. PERTH AMBOY, NJ 08861
--

THANK YOU FOR YOUR BUSINESS!



# Tapco

TAPCO UNDERWRITERS (SMARTCHOICE)  
 P.O. BOX 286  
 BURLINGTON, NC 27216  
 Phone: (800) 334-5579  
 Fax: (336) 584-8880

To:

**\* BINDER \***

07/09/2020

Attn:

Renewal Of: NEW

From: Melissa Selvaggio  
 mselvaggio@gotapco.com/Ext 8210

Insured: **PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT**

Mailing **260 HIGH STREET**  
 Address: **PERTH AMBOY, NJ 08861**

**This policy is set up to be Agency Billed.**  
**Next year's renewal is set up to be Agency Billed.**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

## POLICY INFORMATION

<b>NON PROFIT MANAGEMENT LIABILITY POLICY</b>	
<b>Policy Number:</b>	<b>NDO1583762</b>
Policy Period:	07/07/2020 to 07/07/2021
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - XI
<b>COVERAGE PART</b>	<b>PREMIUM</b>
Management Liability	\$1,207.00
Directors and Officers Liability Each Claim Limit	\$1,000,000
Directors and Officers Liability In The Aggregate Limit	\$1,000,000
Directors and Officers Liability Retention	\$0
Employment Practices Liability Each Claim Limit	\$1,000,000
Employment Practices Liability In The Aggregate Limit	\$1,000,000
Employment Practices Liability Retention	\$0
Directors and Officers Retroactive Date	Full Prior Acts
Employment Practices Liability Retroactive Date	Full Prior Acts
Directors and Officers Prior or Pending Litigation Date	07/07/2020
Employment Practices Liability Prior or Pending Litigation Date	07/07/2020
<b>POLICY PREMIUM</b>	<b>\$1,207.00</b>
<b>ADDITIONAL COSTS</b>	
Wholesaler Broker Fee	\$50.00
NJGA Surcharge	\$7.24
<b>TOTAL</b>	<b>\$1,264.24</b>

## APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to the policy

DO-100 05/17	Directors and Officers Coverage Part	DO-101 05/17	Employment Practices Coverage Part
DO-168 NJ 05/17	Amendment of Exclusion Endorsement	DO-207 05/17	Failure to Maintain Insurance Exclusion
DO-283 05/17	Data and Security Plus Endorsement	DO-290 05/17	Fair Labor Standards Act Endorsement - Defense Costs and Indemnity Coverage
DO-GTC 05/17	General Terms and Conditions	Jacket 07/19	Policy Jacket
NPPLA 09/17	Nonprofit Management Liability Policy Application		



Public Relations Projects and Activities  
For Perth Amboy Business Improvement District (BID)

July 22, 2020

**Overview**

Essential PR completed a series of fast response actions as the Perth Amboy BID worked to assist and support local companies as downtown businesses reopened, following the COVID-19 shutdowns.

We drafted news releases about the "Back to Business" loan grant program, which BID is helping to fund. The news release help the BID secure an interview for Mayor Wilda Diaz with NJTV's business correspondent Rhonda Schaffler. The city and the BID were also profiled in the story published by NJBIZ, a statewide business newspaper, titled "Montclair and Perth Amboy are using their own funds to help businesses get through the pandemic."

Essential PR's team also drafted and distributed a news release about the many positive actions the BID is taking to assist local companies. The news release was widely distributed to traditional, digital and Spanish-language media. The news media outreach generated an interview for Mayor Wilda Diaz, who discussed the city's and BID's "Back to Business" incentives for local companies with WCTC-AM radio.

**Public Relations Activities**

Drafted news release about City of Perth Amboy and the BID's "Back to Business" Grant Program

- Distributed the approved news release to community and local news media as well as business news media on June 22
- News release and media outreach produced a story in NJBIZ and helped secure an interview for Mayor Wilda Diaz with NJTV
- News release was broadly circulated by CityBizList and EIN Presswire to newsroom as well as business and government leaders across New Jersey and the region.

Drafted a BID news release about the expanded Façade Grant program that provides funding for restaurants and cafes. According the BID, the modified façade grant funds may be used to purchase tables, chairs and serving stations for outdoor dining. The news release also reviewed the proposed "Toolkit" of information and communications that the BID planned to supply local businesses. The information would help guide the safe reopening of companies to protect the wellness of employees and clients

- News release reviewed by BID Chair Barry Rosengarten
- Awaiting final approval by the BID before distribution to local news media

Drafted a one-page statement that described the City of Perth Amboy's "Back to Business" grant funding for local companies. The statement was going to be submitted to New Jersey Economic Development Authority (NJEDA) to provide the organization with information about the city's grassroots, small business grant program.

- Funded by the City of the Perth Amboy and the BID, the “Back to Business” grant funding for small companies is one of few programs that is locally resourced in the New Jersey.

Draft a news release that reviewed the City of Perth Amboy and the BID’s many initiatives to assist small businesses in the downtown district with reopening as New Jersey phased out the restrictions on non-essential and personal care businesses as well as restaurants. The news release:

- Included content about the “Back to Business” grant program for small companies in Perth Amboy
- Reviewed the alliance with Jewish Renaissance Medical Center to provide antibody and COVID-19 testing to business owners, employees and local residents
- Recapped the meeting that was organized by BID with support from the city’s police department and office of Emergency Management to brief personal care businesses about New Jersey’s requirements to safely reopen
- Discussed the role of the BID’s director and board members assisted with forming the nonprofit Perth Amboy COVID-19 Help organization, which is raising funds to aid the city’s food relief efforts.
- Created signage for small businesses that alerted consumers to practice social distancing and wear a face coverings in in stores, personal care businesses and all in door businesses
- BID continues to update small businesses about grant funding that is available from federal and state agencies.

Essential PR and its colleagues, Donley Communications, made rapid edits to news release that reviewed the BID’s many actions to assist downtown businesses.

- Distributed the news release to traditional and digital news media including Spanish-language news outlets.

**Compensation:**

Time spent assisting Perth Amboy BID during June 2020: 16.0 hours. (We also participated in BID’s zoom call in June. The time is not included in the 16 hours.)

Essential Public Relations is serving the BID during June 2020 at the rate of \$50.00 an hour. The cost for public and media relations support during June 2020 is \$800.00.

**Carlixto's Landscaping**  
454 Stevenson Place  
Perth Amboy, NJ 08861  
**732-604-4051**

05/20/2020

PA Bid  
260 High Street  
Perth Amboy, NJ 08861

**Maintenance Contract**

**Weekly maintenance 63 Concrete Planters that are installed along Smith Street in the Business Improvement District from May 2020**

- A. Pick up debris three times a week including Convery Blvd and Smith St
- B. Remove any weeds on a weekly basis.
- C. Fumigate and fertilize whenever necessary.
- D. Water planters three times a week.
- E. If either bushes or flowers die out, Carlixto's Lanscaping promises to replace any bushes or flowers at no additional costs.

**MONTHLY COST \$2,380.00**

---

PA Bid

---

Carlixto Rosario  
Carlixto Landscaping

**Carlixto's Landscaping**  
454 Stevenson Place  
Perth Amboy, NJ 08861  
**732-604-4051**

06/20/2020

PA Bid  
260 High Street  
Perth Amboy, NJ 08861

**Maintenance Contract**

Weekly maintenance 63 Concrete Planters that are installed along Smith Street in the Business improvement District from June 2020

- A. Pick up debris three times a week including Convery Blvd and Smith St
- B. Remove any weeds on a weekly basis.
- C. Fumigate and fertilize whenever necessary.
- D. Water planters three times a week.
- E. If either bushes or flowers die out, Carlixto's Lanscaping promises to replace any bushes or flowers at no additional costs.

**MONTHLY COST \$2,380.00**

---

PA Bid

---

Carlixto Rosario  
Carlixto Landscaping

**RESOLUTION  
BY THE BOARD OF DIRECTORS OF  
DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC. (BID)  
APPROVING THE ALLOCATION OF AND PAYMENT OF \$30,000 TO SUPPORT THE  
CITY'S COVID-19 SMALL BUSINESS GRANT**

**WHEREAS**, on June 9, 2020, the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. (“the BID” or “the Corporation”), a non-profit corporation, held a Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6;

**WHEREAS**, at said meeting, upon quorum being established, a motion was made, seconded and duly passed, approving the allocation of \$30,000 to support the City’s Small Business Grant;

**WHEREAS**, qualifying businesses who provided all required documentation were eligible for grants of up to \$3,500 for businesses facing economic hardship as a result of the COVID-19 pandemic and to be used as a source of wage funding for low to moderate income employees;

**WHEREAS**, the Cares Act allocated COVID-19 Community Development Block Grant (CDBG) funds to the City of Perth Amboy totaling over \$388,000, with \$150,000 of the funding being allocated towards small business support;

**WHEREAS**, the BID has established a joint effort with the City’s Office of Economic and Community Development, allocating \$30,000 in funding sourced by BID-sponsored 2020 events that were canceled due to the pandemic and expenditures to provide small business grants to businesses strictly residing and located within the District managed by the BID;

**WHEREAS**, the release of the small business grant application as of June 19, 2020 is an element of the BID’s effort to stimulate economic activity in the downtown area through the launch of the Perth Amboy “Back to Business” program;

**WHEREAS**, the Office of Economic and Community Development has selected certain applicants located within the BID’s District to receive these grants; and

**WHEREAS**, this Resolution is intended by the BID and its Board to memorialize the corporate action taken by the BID through its Board,

**NOW, THEREFORE**, it is hereby resolved on Thursday, July 30, 2020, by the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. as follows:



Reso: No. R-01/07-20

1. THAT the Executive Director and the Chair are hereby authorized and empowered to take all necessary actions and execute such documents as required in order to implement the above action and small business grants; and
2. THAT the Chair and Treasurer are hereby authorized and empowered to make payments and distribute the grants to the respective businesses within the District selected to receive such grants by the City's Office of Economic and Community Development.

**ADOPTED this 30<sup>th</sup> of July 2020 at a duly noticed public meeting,**

**DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.**

\_\_\_\_\_  
**Barry Rosengarten, Chairman**

\_\_\_\_\_  
**Antonio Abreu, Secretary**

**ATTEST to form:**

\_\_\_\_\_  
**Noelia Colon**  
**BID Executive Director**

July 30, 2020

VOTING:

Reso: No. R-01/07-20

<b>First Name</b>	<b>Last Name</b>	<b>YES</b>	<b>NO</b>	<b>Abstain</b>	<b>Excused</b>
<b>Jeffrey</b>	<b>Steuber</b>				
<b>Lisett</b>	<b>Lebron</b>				
<b>Reyes</b>	<b>Ortega</b>				
<b>Wilma</b>	<b>Matey</b>				
<b>Melvin</b>	<b>Rodriguez</b>				
<b>Samuel</b>	<b>Quezada</b>				
<b>Elizabeth</b>	<b>Sanchez</b>				
<b>Fausto</b>	<b>Diaz</b>				
<b>James G.</b>	<b>Snyder</b>				
<b>Sergio</b>	<b>Diaz</b>				
<b>Antonio</b>	<b>Abreu</b>				
<b>Asim</b>	<b>Malik</b>				
<b>Iris</b>	<b>Diaz</b>				
<b>Mayor Wilda</b>	<b>Diaz</b>				
<b>Jeanette</b>	<b>Rios</b>				
<b>Chairman Barry</b>	<b>Rosengarten</b>				

**RESOLUTION  
BY THE BOARD OF DIRECTORS OF  
DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC. (BID)  
APPROVING THE REPURPOSE OF FAÇADE GRANT FUNDS TO SUPPORT  
BUSINESS DURING COVID-19**

**WHEREAS**, on June 9, 2020, the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. (“the BID” or “the Corporation”), a non-profit corporation, held a Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6;

**WHEREAS**, at said meeting, upon quorum being established, a motion was made, seconded and duly passed, approving a motion to repurpose Façade Grants for Outdoor Dining Equipment Grants, not to exceed \$15,000 out of the \$30,000 designated for the annual Façade Grants;

**WHEREAS**, Governor Murphy established an Executive Order No. 150 permitting outdoor dining starting on June 15<sup>th</sup> and the City of Perth Amboy waived all application and permit fees for the City’s ordinance on Sidewalk Cafés for 2019;

**WHEREAS**, the repurposed façade grant funds will support local restaurants and eateries to continue to do business during the COVID-19 pandemic;

**WHEREAS**, the Board of Directors deems this action to be in the best interests of the BID in order to aid local businesses in their recovery, expand business opportunities and engage the community in shopping and dining in Perth Amboy while under the Governor’s Executive Order established to keep public safe and practice social distancing; and

**WHEREAS**, this Resolution is intended by the BID and its Board to memorialize the corporate action taken by the BID through its Board,

**NOW, THEREFORE**, it is hereby resolved on Thursday, July 30, 2020, by the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. as follows:

1. THAT the funding for the BID’s Façade Grants for Outdoor Dining Equipment Grants is hereby re-purposed, not to exceed \$15,000 out of the \$30,000 designated for the annual Façade Grants; and
2. THAT the Executive Director and the Chair are hereby authorized and empowered to take all necessary actions and execute such documents as required in order to implement the above action.

Reso: No. R-02/07-20

**ADOPTED this 30<sup>th</sup> of July 2020 at a duly noticed public meeting,**

**DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.**

\_\_\_\_\_  
**Barry Rosengarten, Chairman**

\_\_\_\_\_  
**Antonio Abreu, Secretary**

**ATTEST to form:**

\_\_\_\_\_  
**Noelia Colon**  
**BID Executive Director**

July 30, 2020

VOTING:

<b>First Name</b>	<b>Last Name</b>	<b>YES</b>	<b>NO</b>	<b>Abstain</b>	<b>Excused</b>
<b>Jeffrey</b>	<b>Steuber</b>				
<b>Lisett</b>	<b>Lebron</b>				
<b>Reyes</b>	<b>Ortega</b>				
<b>Wilma</b>	<b>Matey</b>				
<b>Melvin</b>	<b>Rodriguez</b>				
<b>Samuel</b>	<b>Quezada</b>				
<b>Elizabeth</b>	<b>Sanchez</b>				
<b>Fausto</b>	<b>Diaz</b>				
<b>James G.</b>	<b>Snyder</b>				
<b>Sergio</b>	<b>Diaz</b>				
<b>Antonio</b>	<b>Abreu</b>				
<b>Asim</b>	<b>Malik</b>				
<b>Iris</b>	<b>Diaz</b>				
<b>Mayor Wilda</b>	<b>Diaz</b>				
<b>Jeanette</b>	<b>Rios</b>				
<b>Chairman Barry</b>	<b>Rosengarten</b>				

**RESOLUTION  
BY THE BOARD OF DIRECTORS OF  
DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC. (BID)  
APPROVING THE ALLOCATION OF AND FUNDING IN THE SUM OF \$5,000 TO  
SUPPORT THE CITY'S PERTH AMBOY NPP BID DISTRICT MURAL PROJECTS**

**WHEREAS**, on June 9, 2020, the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. ("the BID" or "the Corporation"), a non-profit corporation, held a Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6;

**WHEREAS**, at said meeting, upon quorum being established, a motion was made, seconded and duly passed, approving the allocation of \$5,000 to support the City's Perth Amboy BID area Mural Project;

**WHEREAS**, the Perth Amboy Mural Project funded by the New Jersey Department of Community Affairs' Neighborhood Preservation Program (NPP) will contribute to the beautification initiatives and economic development of the downtown area;

**WHEREAS**, the BID has agreed to pursue a joint effort with the City and the Office of Economic and Community Development to execute project funded by NPP and seek and review design proposals for outdoor murals in the Business Improvement District;

**WHEREAS**, this Resolution is intended by the BID and its Board to memorialize the corporate action taken by the BID through its Board,

**NOW, THEREFORE**, it is hereby resolved on Thursday, July 30, 2020, by the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. as follows:

1. THAT funding for the Perth Amboy Mural Project is hereby authorized in the amount of \$5,000; and
2. THAT the Executive Director and the Chair are hereby authorized and empowered to take all necessary actions and execute such documents as required in order to implement the above action.

**ADOPTED this 30<sup>th</sup> of July 2020 at a duly noticed public meeting,**

**DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.**

\_\_\_\_\_  
**Barry Rosengarten, Chairman**

\_\_\_\_\_

Reso: No. R-03/07-20

**Antonio Abreu, Secretary**

**ATTEST to form:**

\_\_\_\_\_  
**Noelia Colon, BID Executive Director**

July 30, 2020

**VOTING:**

<b>First Name</b>	<b>Last Name</b>	<b>YES</b>	<b>NO</b>	<b>Abstain</b>	<b>Excused</b>
<b>Jeffrey</b>	<b>Steuber</b>				
<b>Lisett</b>	<b>Lebron</b>				
<b>Reyes</b>	<b>Ortega</b>				
<b>Wilma</b>	<b>Matey</b>				
<b>Melvin</b>	<b>Rodriguez</b>				
<b>Samuel</b>	<b>Quezada</b>				
<b>Elizabeth</b>	<b>Sanchez</b>				
<b>Fausto</b>	<b>Diaz</b>				
<b>James G.</b>	<b>Snyder</b>				
<b>Sergio</b>	<b>Diaz</b>				
<b>Antonio</b>	<b>Abreu</b>				
<b>Asim</b>	<b>Malik</b>				
<b>Iris</b>	<b>Diaz</b>				
<b>Mayor Wilda</b>	<b>Diaz</b>				
<b>Jeanette</b>	<b>Rios</b>				
<b>Chairman Barry</b>	<b>Rosengarten</b>				

**CITY OF PERTH AMBOY  
BUSINESS IMPROVEMENT DISTRICT**

**JULY 2020  
AS OF 7/1/2020**

Name	Description	Open Balance
Façade Grant	Ciro's Restaurant- 273 High St; 2020 Application	\$ 5,000.00
	<b>Total</b>	<b>\$ 5,000.00</b>
Façade Grant	Andrea's Beauty Salon- 302 Elm St; 2019 Application	\$ 5,000.00
	<b>Total</b>	<b>\$ 5,000.00</b>
Façade Grant	Jackson Hewitt Tax Services- 258 Smith St; 2019 Application	\$ 5,000.00
	<b>Total</b>	<b>\$ 5,000.00</b>
Façade Grant	YMCA; Reissued check from Wells Fargo account; Check 2903 on 8/15/19	\$ 5,000.00
	<b>Total</b>	<b>\$ 5,000.00</b>
	<b>TOTAL</b>	<b>\$ 20,000.00</b>

<b>Façade Grant Approval</b>	<b>Ciro's Italian Restaurant</b>
<b>Total Bill List</b>	<b>\$5,000</b>
<b>Date</b>	<b>7/30/2020</b>
<b>Submitted</b>	<b>4/10/2020</b>

<b>NAME</b>	<b>SIGNATURE</b>
Antonio Abreu	
Lisett Lebron	
Asim Malik	
Sergio Diaz	
Mayor Wilda Diaz	
Fausto Diaz	
Iris Diaz	
Jeff Steuber	
Wilma Matey	
Reyes Ortega	
Jeanette Rios	
Samuel Quezada	
Melvin Rodriguez	
Elizabeth Sanchez	
James Snyder	
Chairman Rosengarten	



<b>Façade Grant Approval</b>	<b>Andrea's Beauty Salon</b>
<b>Total Bill List</b>	<b>\$5,000</b>
<b>Date</b>	<b>7/30/2020</b>
<b>Submitted</b>	<b>7/23/2019</b>

<b>NAME</b>	<b>SIGNATURE</b>
Antonio Abreu	
Lisett Lebron	
Asim Malik	
Sergio Diaz	
Mayor Wilda Diaz	
Fausto Diaz	
Iris Diaz	
Jeff Steuber	
Wilma Matey	
Reyes Ortega	
Jeanette Rios	
Samuel Quezada	
Melvin Rodriguez	
Elizabeth Sanchez	
James Snyder	
Chairman Rosengarten	

<b>Façade Grant Approval</b>	<b>Jackson Hewitt Tax Services</b>
<b>Total Bill List</b>	<b>\$5,000</b>
<b>Date</b>	<b>7/30/2020</b>
<b>Submitted</b>	<b>1/3/2020</b>

<b>NAME</b>	<b>SIGNATURE</b>
Antonio Abreu	
Lisett Lebron	
Asim Malik	
Sergio Diaz	
Mayor Wilda Diaz	
Fausto Diaz	
Iris Diaz	
Jeff Steuber	
Wilma Matey	
Reyes Ortega	
Jeanette Rios	
Samuel Quezada	
Melvin Rodriguez	
Elizabeth Sanchez	
James Snyder	
Chairman Rosengarten	

<b>Façade Grant Approval</b>	<b>YMCA</b>
<b>Total Bill List</b>	<b>\$5,000</b>
<b>Date</b>	<b>7/30/2020</b>
<b>Submitted</b>	<b>8/15/2019</b>

<b>NAME</b>	<b>SIGNATURE</b>
Antonio Abreu	
Lisett Lebron	
Asim Malik	
Sergio Diaz	
Mayor Wilda Diaz	
Fausto Diaz	
Iris Diaz	
Jeff Steuber	
Wilma Matey	
Reyes Ortega	
Jeanette Rios	
Samuel Quezada	
Melvin Rodriguez	
Elizabeth Sanchez	
James Snyder	
Chairman Rosengarten	



**SUPLEE, CLOONEY & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail [info@scnco.com](mailto:info@scnco.com)

Mr. Barry Rosengarten  
Perth Amboy Business  
Improvement District  
City of Perth Amboy  
260 High Street  
Perth Amboy, New Jersey 08861

Dear Mr. Rosengarten:

We appreciate the opportunity to submit a proposal to audit the Perth Amboy Business Improvement District for the year ended December 31, 2019.

We will audit the statement of financial position as of December 31, 2019 and the related statements of activities and cash flows for the year then ended.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide reports (which do not include opinions) on internal control related to the financial statements and compliance with laws, regulations, and the provisions or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

## SUPLEE, CLOONEY & COMPANY

Mr. Barry Rosengarten  
Perth Amboy Business  
Improvement District

-2-

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Identifying and ensuring that Organizations comply with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your Organization's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

You are responsible for establishing and maintaining internal control and for compliance with laws, regulations, contracts, and agreements. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

You are responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. You are also responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

## SUPLEE, CLOONEY & COMPANY

Mr. Barry Rosengarten  
Perth Amboy Business  
Improvement District

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In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on your Organization's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. (Tests of controls are required only if control risk is assessed below the maximum level.) Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

*Government Auditing Standards* require that we provide you with a copy of our most recent quality control review report. Our peer review report accompanies this letter.

Based on our preliminary estimates, the fee should approximate \$3,900.00 for the audit. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fees for additional services requested by your Organization will be mutually agreed upon prior to the commencement of any work.

**SUPLEE, CLOONEY & COMPANY**

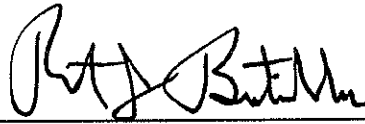
Mr. Barry Rosengarten  
Perth Amboy Business  
Improvement District

-4-

We appreciate the opportunity to be of service to your Organization and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Yours very truly,

SUPLEE, CLOONEY & COMPANY



Robert J. Butvilla, Partner

March 3, 2020

RJB:tc

RESPONSE:

This letter correctly sets forth the understanding of the Perth Amboy Business Improvement District.

OFFICER SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**NEW**

Renewal of Number

**POLICY DECLARATIONS**

**No. NDO1583762**

**United States Liability Insurance Company**

**1190 Devon Park Drive, Wayne, Pennsylvania 19087**

A Member Company of United States Liability Insurance Group

NAMED INSURED AND ADDRESS:

**PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT  
260 HIGH STREET  
PERTH AMBOY, NJ 08861**

POLICY PERIOD: (MO. DAY YR.) From: 07/07/2020 To: 07/07/2021

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Non-Profit Management Liability

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.

	PREMIUM
Non Profit Management Liability Coverage Parts	\$1,207.00
Wholesaler Broker Fee	\$50.00
NJGA Surcharge	\$7.24
<b>TOTAL:</b>	<b>\$1,264.24</b>

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue  
**See Endorsement EOD (1/95)**

Agent: **TAPCO UNDERWRITERS (SMARTCHOICE) (4399)**  
P.O. Box 286  
Burlington, NC 27216

Issued: 07/09/2020 2:13 PM

Broker:

By:   
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.



## EXTENSION OF DECLARATIONS

Policy No. NDO1583762

Effective Date: 07/07/2020

12:01 AM STANDARD TIME

### FORMS AND ENDORSEMENTS

The following forms apply to the Management Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
DO-100	05/17	Directors and Officers Coverage Part
DO-101	05/17	Employment Practices Coverage Part
DO-168 NJ	05/17	Amendment of Exclusion Endorsement
DO-207	05/17	Failure to Maintain Insurance Exclusion
DO-283	05/17	Data and Security Plus Endorsement
DO-290	05/17	Fair Labor Standards Act Endorsement - Defense Costs and Indemnity Coverage
DO-GTC	05/17	General Terms and Conditions
Jacket	07/19	Policy Jacket
NPPLA	09/17	Nonprofit Management Liability Policy Application

**NON PROFIT MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS**

**PLEASE READ YOUR POLICY CAREFULLY.**

**THIS IS A CLAIMS MADE POLICY COVERAGE FORM AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS FIRST MADE DURING THE POLICY PERIOD, OR THE EXTENSION PERIOD, IF APPLICABLE. DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.**

**No. NDO1583762**

**Effective Date: 07/07/2020**

**12:01 AM STANDARD TIME**

**ITEM I. PARENT ORGANIZATION AND PRINCIPAL ADDRESS**

**PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT  
260 HIGH STREET  
PERTH AMBOY, NJ 08861**

**ITEM II. POLICY PERIOD: (MM/DD/YYYY) From: 07/07/2020 To: 07/07/2021**

**Non Profit Directors and Officers Liability Coverage Part**

**ITEM III. LIMITS OF LIABILITY**

a. Non Profit Directors & Officers	\$1,000,000	EACH CLAIM
b. Non Profit Directors & Officers	\$1,000,000	IN THE AGGREGATE

**ITEM IV. RETENTION: \$0 EACH CLAIM**

**ITEM V. PREMIUM: \$872**

**RETROACTIVE DATE: Full Prior Acts**

**PRIOR OR PENDING LITIGATION 07/07/2020**

**Employment Practices Liability Coverage Part**

**ITEM III. LIMITS OF LIABILITY**

a. Employment Practices	\$1,000,000	EACH CLAIM
b. Employment Practices	\$1,000,000	IN THE AGGREGATE

**ITEM IV. RETENTION: \$0 EACH CLAIM**

**ITEM V. PREMIUM: \$335**

**RETROACTIVE DATE: Full Prior Acts**

**PRIOR OR PENDING LITIGATION 07/07/2020**

**THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.**

**NON PROFIT MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS**

**PLEASE READ YOUR POLICY CAREFULLY.**

**THIS IS A CLAIMS MADE POLICY COVERAGE FORM AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS FIRST MADE DURING THE POLICY PERIOD, OR THE EXTENSION PERIOD, IF APPLICABLE. DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.**

**No. NDO1583762**

Effective Date: **07/07/2020**

12:01 AM STANDARD TIME

**Fiduciary Liability Coverage Part**

ITEM III. LIMITS OF LIABILITY

a. Fiduciary Liability NOT COVERED

ITEM IV. RETENTION: NOT COVERED

ITEM V. PREMIUM: NOT COVERED

ITEM VI. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:  
**See Endorsement EOD (01/95)**

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

Perth Amboy Arts Council  
Mural Application

How to Submit: Applications can be submitted to the Chair of the Arts Council or to the City Clerk

Review Process

Mural applicants are asked to present their application to the Arts Council and answer any questions the council may have. The Arts Council will respond in a timely fashion regarding approval. The mural approval process is outlined in Perth Amboy Mural Ordinance #1741-2014.

Please Complete the Following Mural Application:

Submission Date:

Contact Information:

Lead Artist: Corey Fleming (Emilio Florentine)  
Mailing Address: 340 3<sup>rd</sup> Street Apartment 507  
City: Jersey City State: New Jersey Zip: 07302  
Phone#: (908) 581-6210  
Email: hello@emilioflorentine.com  
Website: emilioflorentine.com

Project Coordinator: Same as above  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone# \_\_\_\_\_  
Email \_\_\_\_\_

Sponsoring Organization: City of Perth Amboy – Neighborhood Preservation Program  
Street Address: 260 High Street  
City: Perth Amboy State: New Jersey Zip: 08861  
Phone #: (732) 826-0290 ext. 4863  
E-mail: TVazquez@perthamboynj.org Contact: Tashilee Vazquez, Asst. Director

Funding Source(s): Neighborhood Preservation Program Grant and Perth Amboy Business District funding. The mural project was included in the 1<sup>st</sup> year of the NPP Plan that was approved by council in February of 2020. The BID Board of Directors approved their funding in June 2020.

Proposed Site of Mural (Building/Address/Cross Streets)  
86 Smith Street, known and dedicated as Block 128, Lot 10 – Side of the building facing the path (see attached mural site)

Mural Title: Togetherness

Mural Dimensions: See Attached

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Estimated Schedule: 7 day project estimated start date in August pending Council approval.

1) Mural Proposal (describe proposed design, site, and theme and attach a separate document if needed): See Attached Proposal

---

2) Materials and processes to be used for wall preparation, mural creation and anti-graffiti treatment: See Attached Proposal

---

3) List individuals and groups involved in the mural design, preparation, and Implementation: Lead Artist – Emilio Florentine

---

Additional Documents to be attached to Mural Application

- Lead artist's resume/qualifications & work samples
- Three (3) letters of community support for project
- Permission letter from city department for public property
- Permission letter from private property owner (sample letter is available)
- Maintenance plan
- Scale drawing/color image of design (only final drafts will be given approval)
- One image of the proposed site and indicate mural dimensions

Emilio Florentine

Perth Amboy TOGETHERNESS Mural Proposal

908-581-6210 cell  
hello@emilioflorentine.com  
6/19/20

# 'Togetherness' Mock Up



Close Up

## Resume/CV

Corey Fleming (Emilio Florentine)  
340 3rd St. Apt 507  
Jersey City, NJ 07302

Cell - (908) 581- 6210  
Email - hello@emilioflorentine.com  
Website - emilioflorentine.com

## Education

2002 - School of Visual Arts NYC

## Gallery Group show

2018- Northern Soul – May Flowers-Hoboken, NJ  
2017- World of Street Art- Group Show- Flemington NJ  
2016- The Hive Gallery – Small Works- Jersey City, NJ  
2015 - Gallery 313 -Not for Sale – Jersey City, NJ  
2015 – Park Tavern – West Side Story – Jersey City, NJ  
2014 - Sole Gallery - Creation 2 Group Show - Jersey City, NJ  
2014 - Freshly Baked Gallery -Spring Theory - Jersey City, NJ

## Murals

2019- Jersey City Mural Arts Program- Jersey City NJ  
2018- Easton Mural Program- Easton PA  
2018- Archer Bar JCMAP Jersey City NJ  
2017- Get Juiced Farms Sussex NJ  
2016- Bone In Food JCMAP Jersey City, NJ  
2016- Hendersons Lumber Jersey City, NJ  
2015 - 58 Gallery - Jersey City, NJ  
2014 - Palisades Ave – Jersey City, NJ  
2014 - Joes Garage - Los Angeles, CA  
2014 - Gallery 313- Jersey City, NJ  
2014 - Bayside Park - Jersey City, NJ  
2013 - Hudson County Art Supply - Jersey City, NJ

## Work Experience

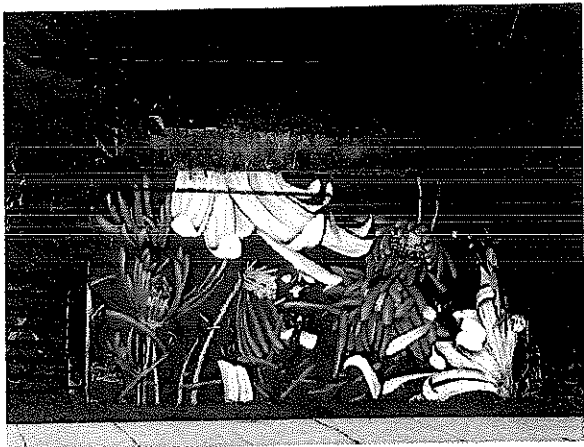
2014 – to Present - Mural Consultant to City of Jersey City Mural Program  
2012 – to Present Assistant to Artist WK Interact  
2014 - Printer Freshly Baked Gallery  
2012-13- Printer Jonathan Levine Gallery

## References

**Brooke Hanson -Jersey City Mural Director 201-469-7107**  
**WK Interact (Eddie) International Street Artist -917-334-0394**  
**Distort- Local Artist -info@distoart.com**



# EMILIO FLOERENTINE PREVIOUS MURALS



## **Perth Amboy Mural Project Estimated Budget & Time Line**

**Wall is 13x13' x 3 = 507sq ft**

**7 Days to paint (weather permitting)**

**Scissor Lift Rental, Delivery and fuel for 7 days \$1,000**

**Spray paint, Bucket paint, caps and brushes \$800**

**Artist Compensation \$4,000**

**Grand total \$5,800**

## **Materials and Process**

**Sherwin Williams Latex Exterior Paint**

**Montana BLACK and GOLD exterior spray paint**

**All paint is engineered to be weather and UV resistant.**

**Wall will be primed using electric paint sprayer**

**Art will be either projected or gridded on wall**

**Spray paint and exterior latex paint will be used to paint mural**

**In the event of vandalism to mural I the artist will return to wall with ladder and touch up art with exact colors asap.**

## **Statement of Intent**

**My work is reflection of the belief that there is Beauty within Chaos. It is hard to find beauty these chaotic days but its there.**

**The 'Togetherness' people of all colors from all countries speaking out in one loud voice together that change is needed is an example of beauty in chaos. My work is not a reflection of the times but merely a reminder to pause and look around for the beauty in everyday no matter what day it is.**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ZAKHARYAYEV, RASHBIL & MARINA FOR USE OF PROPERTY KNOWN AS 86 SMITH STREET (BLOCK 128, Lot 10 ON THE MAP OF THE CITY OF PERTH AMBOY) FOR ITS PERTH AMBOY MURAL PROJECT**

WHEREAS, the Perth Amboy Arts Council was established to promote the arts in Perth Amboy, and to advise the City Council and Mayor on art related initiatives and events; and

WHEREAS, the City Council put in place a Mural Ordinance, 1741-2015, to establish a rigorous set of criteria for creating an application and approval process for the creation of murals in public view throughout the City; and

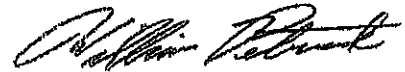
WHEREAS, the City of Perth Amboy, wishes to enter into an Agreement with Zakharyayev, Rashbil & Marina, for use of property known as 86 Smith Street (Block 128, Lot 10) for its Perth Amboy Mural Project; and

WHEREAS, this resolution is contingent upon and subject to all procedures set forth in Mural Ordinance 1741-2015 being completed; and

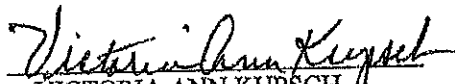
WHEREAS, this Agreement, a copy of which is attached hereto and made a part hereof, shall not be executed without all the requirements set forth in Ordinance 1741-2015 being followed.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF PERTH AMBOY:**

1. That the City Council authorizes the Agreement between Zakharyayev, Rashbil & Marina and the City of Perth Amboy for use of property known as 86 Smith Street (Block 128, Lot 10) for its Perth Amboy Mural Project contingent upon and subject to all procedures set forth in Ordinance 1741-2015.
2. This Agreement, as set forth above, shall not be executed by the proper City officials, without all requirements being followed.



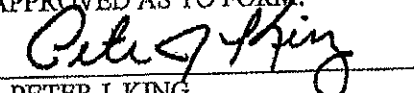
WILLIAM A. PETRICK  
Council President



VICTORIA ANN KUPSCH  
City Clerk

Dated: June 24, 2020

APPROVED AS TO FORM:



PETER J. KING.  
Law Director

## AGREEMENT

THIS AGREEMENT, made this 8th day of June, 2020, by and between Zakharyayev, Rashbil & Marina, whose address is 86 Smith St, Perth Amboy, NJ 08861 (hereinafter "Property Owner") and the City of Perth Amboy, whose address is 260 High Street, Perth Amboy, New Jersey 08861 (hereinafter "City").

## WITNESSETH

WHEREAS, the Property Owner owns land and buildings in the City of Perth Amboy known as 86 Smith Street, known and dedicated as Block 128, Lot 10 on the ta maps of the City of Perth Amboy (the "Property"); and

WHEREAS, the City has an interest in utilizing the Property for its Perth Amboy Mural Project (the "Project"); and

WHEREAS, the City has requested permission to utilize a certain designated portion of the Property related to the Project as depicted on Exhibit A, attached hereto and made part of this Agreement;

WHEREAS, the Property Owner wishes to grant the City a property agreement under the terms and conditions set forth herein;

NOW THEREFORE IN CONSIDERATION of the mutual promises, conditions and covenants contained herein, the Property Owner and the City do mutually agree as follows:

1. The Property Owner, hereby grants to the City and its employees, agents, consultants, volunteers and contractors and subcontractors a license to use, occupy and enjoy the Property, including without limitation; the right of ingress to and egress from the Property by foot, motor vehicle or equipment; to utilize the outside of the structure on the Property as a location for the creation of a mural consistent with the Project and in accordance with the terms and conditions set forth in Exhibit A.
2. The term of this Agreement shall commence on the date hereof and continue for no more than a three (3) year period, provided, however that the Property Owner may only terminate this Agreement if the City fails to perform any term, covenant or condition set forth in this Agreement and such failure continues uncured for a period of fifteen (15) days after notice to the City. The Property Owner may also, for any reason it deems necessary, terminate this Agreement with the City with sixty (60) days notice in writing. This Agreement may be renewed for an additional two (2) year period, upon mutually agreeable terms, after the Property Owner has inspected the conditions of the artwork.
3. Unless the Parties mutually agree to renew the terms of this Agreement or either Party terminates this Agreement, the City must restore the Property to its original condition or a condition that is satisfactory to Property Owner within 60 days after termination or expiration of the Agreement.

If during the term of this Agreement, the City is unable to continue maintenance of the Mural, Property Owner may terminate this Agreement and the City must restore the Property to its original condition or a condition that is satisfactory to Property Owner within 60 days of termination.

If City fails to restore the Property to its original or satisfactory condition, then Property Owner may restore the Property at its own expense and forward invoices and costs to City for reimbursement to be paid within 30 days.

4. The City shall provide the Property Owner at least three (3) days written notice prior to the initial entry onto the Property either through its employees, contractors or subcontractors.
5. The City shall enter the Property in such a manner so as not to unreasonably interfere with the Property Owner's use of the Property. No dangerous conditions shall be left unattended during the Project. At the conclusion of the Project, the City shall restore the Property to the condition which existed prior to the Project.
6. Any liability of the Property Owner hereunder shall be subject to provisions of the New Jersey Tort Claims Act, N.J.S.A. 59-1.1 et seq., and the availability of funds as designated by the Legislature of the State of New Jersey. The City shall be responsible for personal injuries and Property damage that may occur during the period that this Agreement is in effect, is as a result of the negligent acts of the City, its employees, contractors and subcontractors and which occur on the Property. Any claim for such personal injury or Property damage filed against the Property Owner must be filed in accordance with N.J.S.A. 59-8.1 et seq.
7. The City agrees to release, defend and hold harmless the Property Owner, its successors and assigns, from and against any and all claims, demands, suits or actions, and liability, loss damages, or judgment, which may in any manner arise out of, or be occasioned by, or result from the use of the Property by the City, employees, volunteers, contractors or subcontractors, including but not limited to, personal injury or Property damage of any kind, as well as against any reasonable and actual fees, cost, charges, or expenses which the Property Owner may incur in the defense of any such claim, suit, action or similar demand made or filed by anyone against the Property Owner to the extent that the same arises out of, or relates to the City, its employees, contractors or subcontractors entry onto the Property except insofar as the same is caused by the acts, omissions or negligence Property Owner or any party acting through and under the Property Owner.
8. The City shall provide and shall cause its contractors and subcontractors to name the Property Owner as additional insured on all liability insurance policies related to their entry onto the Property. Limits of liability insurance shall not be less than \$1,000,000.00 combined single limit. Evidence of such insurance shall be submitted to the Property Owner prior to entry onto the Property.

9. All notices under this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, personally delivered or delivered by a recognized national overnight courier service such as UPS or Federal Express to the address for each party written above. Either party may change its address by giving notice as provided above. Notice shall be considered given and received upon actual receipt, or if notice is sent as above provided and delivery is refused or cannot be completed, upon first attempted delivery.
10. The City may use the outside of the building on the Property only; the City accepts the conditions of the building as-is Exhibit A.
11. The City may use paint only for the proposed artwork, nothing may be affixed to the building by any means.
12. The City shall engage the Property Owner in the mural artist selection process. Property Owner shall be a member of the Selection Committee.
13. The City is responsible for all preparation and maintenance of the site including, to mural surface, preparation, and vandalism repair. The City shall maintain the mural to preserve the mural's original design and colors, including repairing and restoring the artwork and wall surface from deterioration, fading, and weather damage.
14. This Agreement shall be governed by the laws of the State of New Jersey. The parties hereby acknowledge that this Agreement has been executed and delivered in the State of New Jersey, and the parties submit to the jurisdiction of the courts of the State of New Jersey.
15. This Agreement shall constitute the entire agreement between the parties relating to the right of entry referenced herein. No changes, additions, or modifications to this Agreement shall be effective unless signed in writing by all parties.
16. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, legal representatives and assigns.
17. This Agreement may be executed in any number counterparts. Each such counterpart shall be deemed to be an original Agreement and all such counterparts as may executed shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have caused this Property Agreement to be executed the day and year set forth below.

ATTEST:

Victoria Ann Kupsch  
Victoria Ann Kupsch

City Clerk

Dated: July 8, 2020

CITY OF PERTH AMBOY

Wilda Diaz  
Wilda Diaz

Mayor

ATTEST:

Steven Zakharyayev  
Steven Zakharyayev

NAME: Steven Zakharyayev, Esq.

TITLE: Attorney for Property Owner

DATE: June 8, 2020

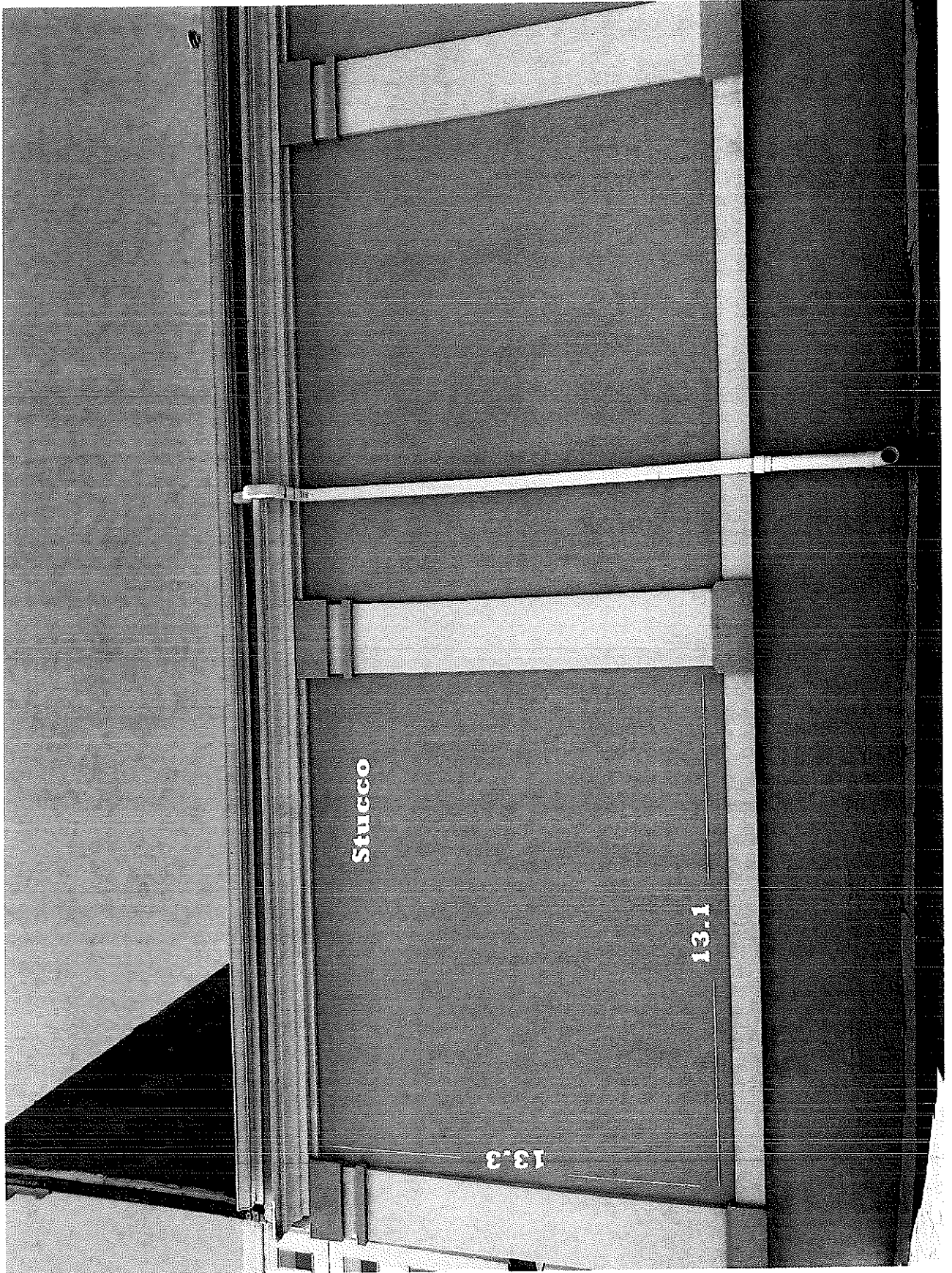
ZAKHARYAYEV, RASHBIL & MARINA

Rashbil Zakharyayev  
Rashbil Zakharyayev

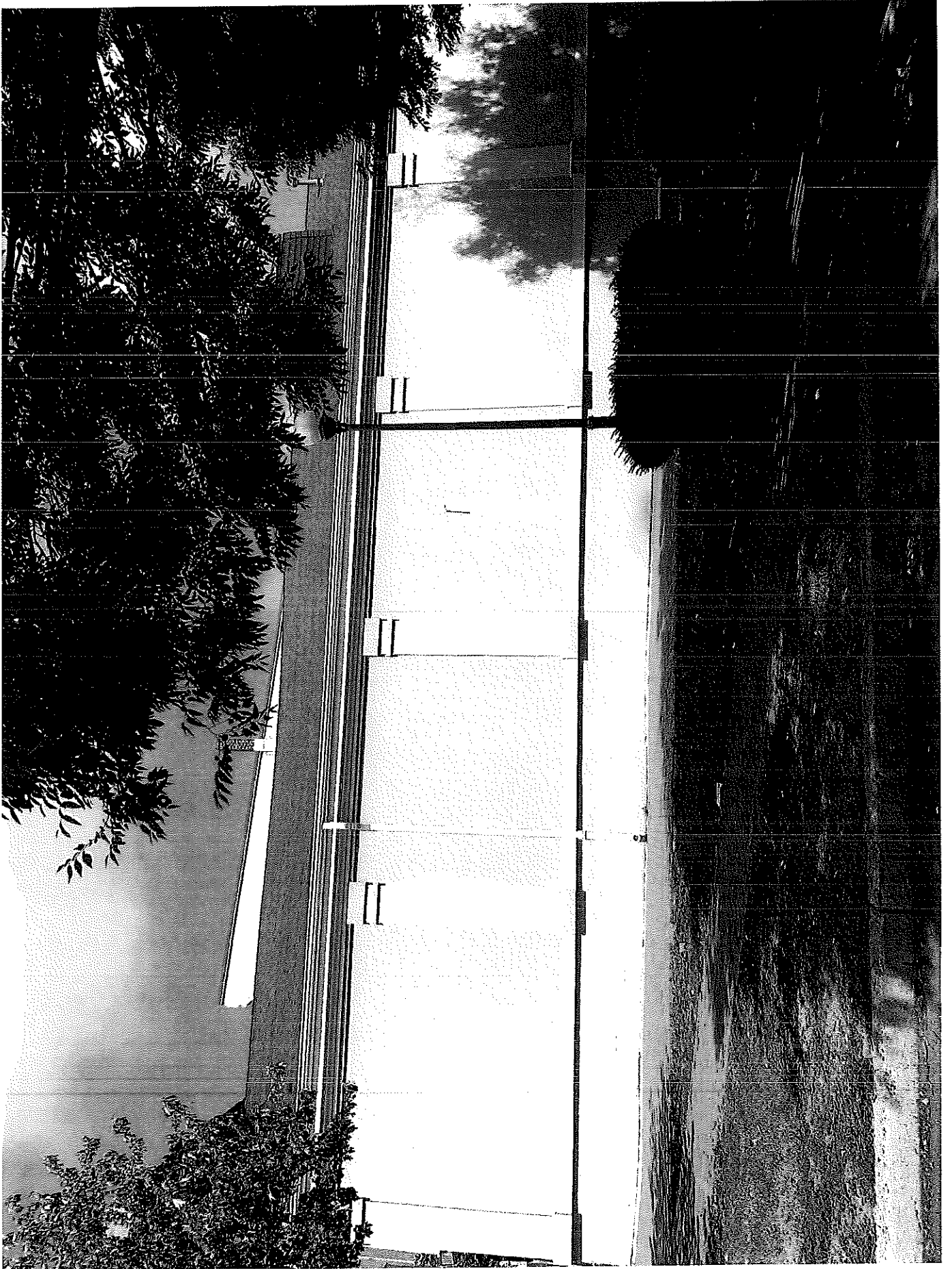
NAME: Rashbil Zakharyayev

TITLE: Property Owner









Harlem Club  
T. O'Neill  
D. McCarthy  
File

# City of Perth Amboy


## RESOLUTION PROCLAIMING THE MORNING GLORY THE OFFICIAL FLOWER OF THE CITY OF PERTH AMBOY

WHEREAS, the Morning Glory, naturalized here over one hundred years ago, is a tough and resilient flower that comes in different variations and colors and thrives in many different soil conditions; and

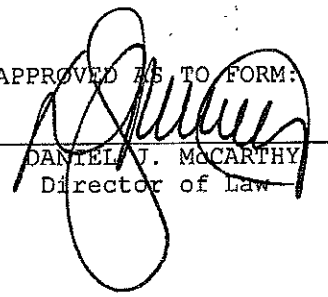
WHEREAS, the Royal Garden Club by the Bay has requested that the Morning Glory be named the official flower of the City of Perth Amboy.


NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PERTH AMBOY:

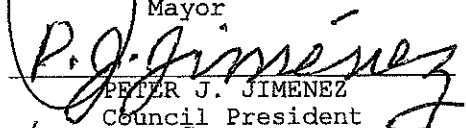
1. That the Morning Glory, which is symbolic of the City and its citizens, is hereby proclaimed to be the official flower of the City of Perth Amboy.
2. That an original of this Resolution shall be provided to the Royal Garden Club by the Bay.

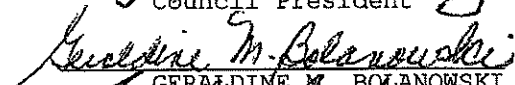
  
 ELAINE M. KICZULA  
 City Clerk

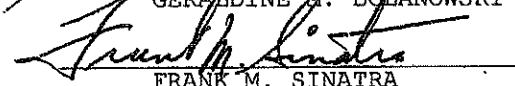
Dated: October 13, 1999

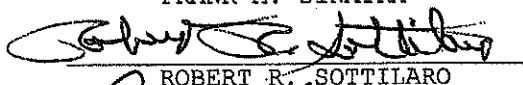
APPROVED AS TO FORM:  
  
 DANIEL J. MCCARTHY  
 Director of Law

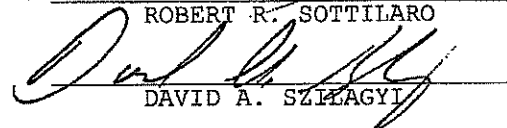
  
 JOSEPH VAS  
 Mayor

  
 PETER J. JIMENEZ  
 Council President

  
 GERALDINE M. BOLANOWSKI

  
 FRANK M. SINATRA

  
 ROBERT R. SOTTILARO

  
 DAVID A. SZILAGYI

"Old Glory", 1939

Gift of the Children

"Morning Glory"

Official City Flower



**THE LAW OFFICES OF STEVEN ZAKHARYAYEV, PLLC**

1430 BROADWAY, SUITE 402 NEW YORK, N.Y. 10018

Steven Zakharyayev, Esq.  
Managing Attorney

Tel: 954-604-4222  
Steven@StevenZLaw.com

July 8, 2020

Perth Amboy Arts Council

**Re: Letter in support of proposed mural by Emilio Florentine  
Property Owner: 86 Smith St. Perth Amboy, NJ**

Art Council:

Please accept this letter by the owner of the above property in support of Emilio Florentine's proposed mural.

The proposed mural adds an aesthetic beauty to Smith St where thousands of pedestrians and cars drive by daily. The artist has provided a portfolio of similar murals proving he can produce the same quality of work for this project.

Sincerely,

Steven Zakharyayev

Thursday, July 8, 2020

Perth Amboy Arts Council  
City of Perth Amboy  
260 High Street  
Perth Amboy, NJ 08861

**Re: Letter in support of proposed mural by Emilio Florentine  
Property Owner: 86 Smith St. Perth Amboy, NJ**

Dear Perth Amboy Art Council Members,

As an art teacher in the Perth Amboy School district for 31 years, I am writing a letter in support of Emilio Florentine's proposed mural. The morning glories carry a meaningful traditional symbolism that will add beauty to the neighborhood for years to come.

In Victorian times the morning glory symbolized both love and mortality. The tenacious vines climb undauntingly to the sun to greet a new day despite hardship and loss. What more fitting imagery for the year 2020 after all this community has endured.

Like the morning glory, we continue to love and be present for one another despite all we have lost due to Covid-19. Our unity and togetherness shone through like a beacon of hope in the wake of the murder of George Floyd. We marched peacefully along with law enforcement, elected officials, community members and clergy in a true show of the togetherness this mural of hope symbolizes.

In addition to its cherished meaning, this mural will add color and aesthetic beauty to the neighborhood with its vivid palette and floral imagery. If you would like to follow up with further questions, feel free to reach out to me at 908-731-2520

Respectfully,

Rachel H. Wintemberg  
Art teacher, Perth Amboy High School

July 8, 2020

Perth Amboy Arts Council  
City of Perth Amboy  
260 High Street  
Perth Amboy, NJ 08861

Dear Art Council Members,

Please accept this letter of support for Emilio Florentine's proposed mural at 86 Smith Street.

The proposed mural of the Morning Glory Flower truly encapsulates the beauty and history of this community and would act as a great addition to the downtown area. The artist's mural work and experience in other communities proves he can produce similar work for the Perth Amboy project. I believe the mural will attract visitors and shoppers and provide an aesthetically pleasing element to our streetscapes.

Sincerely,

Reinaldo E. Aviles, President

La Casa De Educacion y Cultura Latina



## PARTNER

### Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization

881 Amboy Avenue, P.O. Box 390, Perth Amboy New Jersey 08862

Tel: 732-826-3110 Fax: 732-826-3111

Board Members:  
E. Dorothy Carty-Daniel, President  
Bernadette Falcon-Lopez, Treasurer  
Della Ylli  
Fernando A. Gonzalez  
Hector Motta  
Josephine Smith  
Jason Conway

July 8, 2020

Perth Amboy Arts Council  
City of Perth Amboy  
260 High Street  
Perth Amboy, NJ 08861

Re: Letter in support of proposed mural by Emilio Florentine  
Property Owner: 86 Smith St. Perth Amboy, NJ

Dear Art Council Members,

I am writing to express my full support for the pending decision to place the "Morning Glory Flower" mural in the Perth Amboy Downtown Business District.

This mural initiative under the NPP grant through the Perth Amboy Office of Economic and Community Development sets to enhance the beautification of the designated area. On behalf of the Gateway Neighborhood Collaborative with the Perth Amboy Redevelopment Team of Neighborhood Enterprise and Revitalization (P.A.R.T.N.E.R.), we fully support this effort and concept.

We endorse the artist, Emilio Florentine, for the beautiful work expressed in this mural and see this as a great extension of the movement in enhancing a greater sense of place through public art with powerful momentum. The mural concept truly encapsulates the beauty and history of this community and acts as a great addition to the downtown area. The artist's mural work and experience in other communities proves he can produce similar work for the Perth Amboy project. I believe the mural will attract visitors and shoppers and provide an aesthetically pleasing element to our streetscapes.

I hope you support this worthwhile mural project.

Sincerely,

Lisett Lebron  
Program Director  
Gateway Neighborhood Collaborative  
P.A.R.T.N.E.R.

Thursday, July 8, 2020

Perth Amboy Arts Council  
City of Perth Amboy  
260 High Street  
Perth Amboy, NJ 08861

**Re: Letter in support of proposed mural by Emilio Florentine  
Property Owner: 86 Smith St. Perth Amboy, NJ**

Dear Perth Amboy Art Council Members,

I am submitting for your consideration the following letter of support for Emilio Florentine's proposed mural at 86 Smith Street.

As a former member of the Perth Amboy Arts Council, I understand the responsibility and appropriate vetting of intended projects. As such, in my opinion, Mr. Florentine's mural of the Morning Glory Flower speaks to the rich history of this community and will bring beauty to a hidden area in our downtown. The artist's mural work and experience in other communities proves he can produce a project that we can all be proud of, while activating an underutilized space. I believe the mural will help to encourage other artist to bring their art to Perth Amboy, with the hopes that will attract visitors and shoppers and provide an aesthetically pleasing element to our streetscapes.

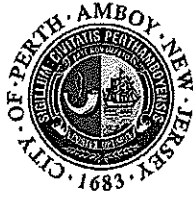
I hope that you will approve the application for the benefit of our city and residents. Thank you in advance for your consideration of the above.

Best,

*Dianne Roman*

Dianne Roman  
394 Fayette Street  
Perth Amboy, NJ 08861





# CITY OF PERTH AMBOY

## THE HONORABLE MAYOR WILDA DIAZ

### PERTH AMBOY MURAL PROJECT

#### Introduction

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The Perth Amboy Mural Project is an initiative led by Mayor Wilda Diaz and the Office of Economic & Community Development funded by the New Jersey Department of Community Affairs' Neighborhood Preservation Program, to bring new public art of high artistic quality and enduring value to our downtown district. The primary purpose of this project is to beautify downtown Perth Amboy; to revitalize the arts and culture identity while encouraging economic development through the creation of inspired spaces that make the downtown district an exciting area for residents and visitors to shop, dine, work, live, and connect.

#### Project Description

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Perth Amboy is seeking a creative, vibrant and engaging design proposal for an outdoor mural in Downtown Perth Amboy. The building's side façade faces a wide alleyway, and is receiving increased visibility and pedestrian traffic. To create a more inviting exterior to the walkway, the City with the support of the property and business owner are commissioning an original mural inspired by "TOGETHERNESS." Artists are welcome to submit a proposal on their own or as a group. The selected artist will be contracted to paint a mural on the exterior stucco wall. The mural must be original and unique to the site. The mural must be two-dimensional with no protrusions from the wall surface. The mural may be a single overall image or multiple images that create an overall composition. Interested applicants are encouraged to visit the site before submitting an application. Proposed designs will be reviewed by a committee, the finalist will be submitted to the Perth Amboy Arts Council and Perth Amboy City Council for approval in accordance with the mural approval process as outlined in Perth Amboy Mural Ordinance #1741-2014.

#### Project Timeline & Important Deadlines

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Call to Artist	May 26, 2020
Deadline to Submit Proposal	June 19, 2020 by 4:00 p.m.
Proposal Review	June 22 – 24, 2020
Artist Selected	June 25, 2020
Submission to Arts Council	June 25, 2020
City Council Approval	Next Council Meeting Date
Proposed Project Start Date	July (pending Council Approval)
Potential Project Completion	Pending Artist Timeline
Mural Unveiling/Mixer	TBD

#### Selection Process

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All eligible applications will be screened by a Selection Committee. The Selection Committee will consider all approaches to the project, including traditional and street art painted designs. Mural content should not contain political or religious themes. If artists are applying as a Team, the Team should be listed on the application form, specifying a Team leader to receive notifications. One artist or team will be selected pending Perth Amboy Arts Council and City Council permit approval by resolution—to be approved before starting the project.

Selection criteria will include:

- Aesthetic Excellence – the aesthetic quality of the artwork upholds the principles of art and design excellence, originality and innovation.
- Artist Experience – Experience in creating public art of similar scope and scale.
- Relevance/Theme – Design must be appropriate for the site, contextually relevant to the community. The application may include a written description describing the relevance of the theme or clarifying thematic references. The design must be clear and legible when enlarged to the final scale dimensions of the site location as well as translatable to the final media.
- Budget: A clear, line-item budget and a suggested commission appropriate to the scale of the project and commensurate with the experience of the artist will strengthen an application. Please include your rate per square footage.

Artist Eligibility

- Artist (s) must be 18 years or older to apply.
- This call is open to all artists who legally reside and are eligible to work in the United States. Proof of residency/work permit documentation may be requested.
- Artists must sign an agreement to participate. Per the agreement with the city of Perth Amboy, after a 3 year period the property owner will be free to replace the mural if so desired. An additional 2 years may be added if mutually agreed upon by the property owner and the City.
- Selected artists are strongly encouraged to attend and participate in events engaging the public in the project.

How to Apply

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All artists must submit application requirements via email to [Tvazquez@perthamboynj.org](mailto:Tvazquez@perthamboynj.org). Applications requirements can be found form online using the following link: [www.perthamboynj.org/](http://www.perthamboynj.org/) (add site page) Applications must be submitted by the deadline to be considered. Applications should be submitted as a PDF document formatted to Letter size paper.

Application Requirements

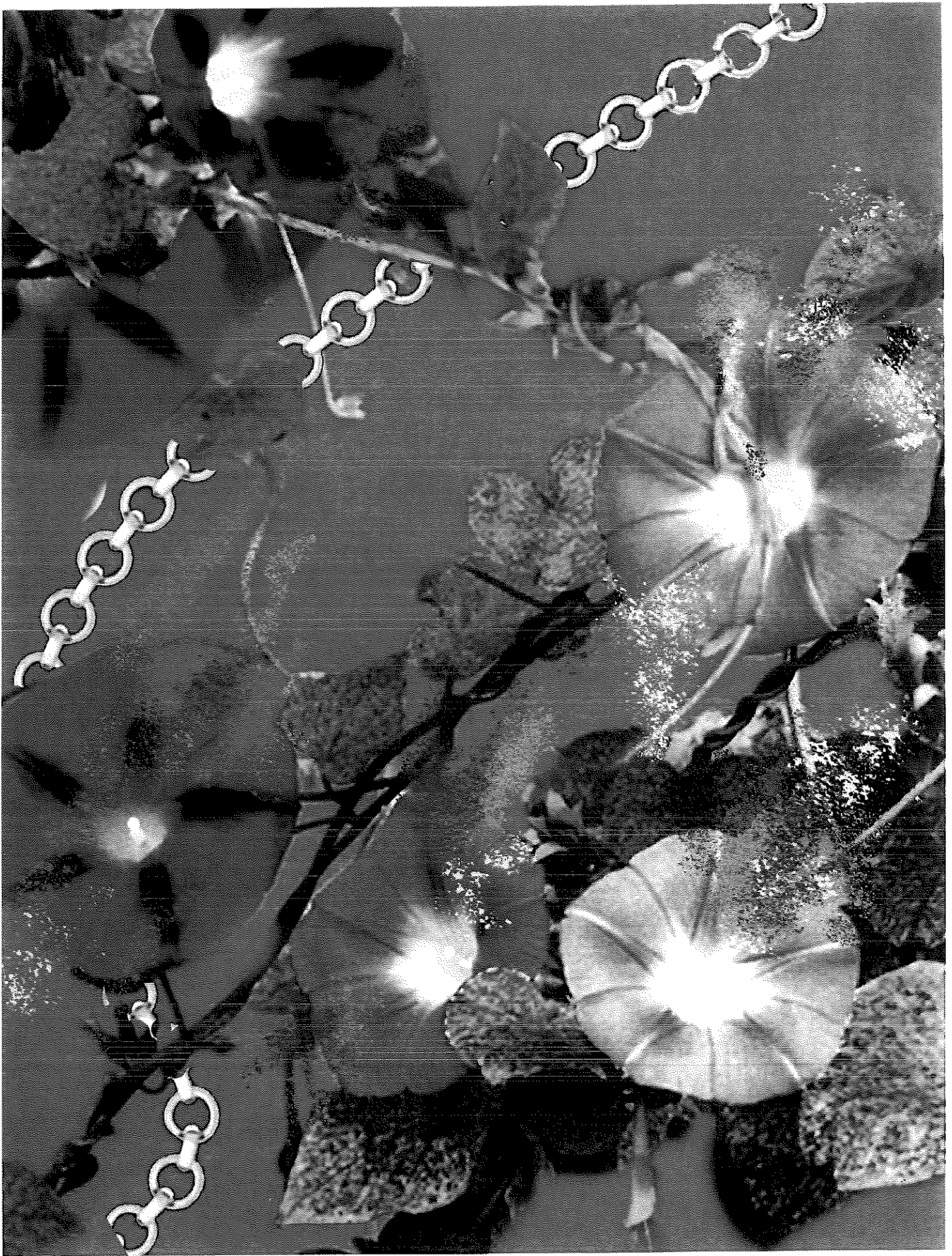
1. Application Cover Sheet – must include project name, artist name and contact information, and date of submission
2. Letter of Interest – Short narrative expressing your creative approach, relevant comments on the visual material you are proposing, and your interest. Can include an artist’s statement.
3. CV of relevant experience as a professional artist, with up to 3 professional references that can be contacted.

4. Images – Provide up to 3 images of previous relevant work, with an annotated list detailing work Title, location, and date completed.
5. Proposal: Scale drawing of proposed project on an 8 ½ by 11 paper (color image preferred). Theme inspired: TOGETHERNESS. Wall dimensions are 13.3 by 13.1 see attached image of wall.
6. Budget – A line item proposed budget including supplies, materials cost, and commission rate (\$/sq. ft). Proposals with competitive and realistic budgets will be given priority.









Perth Amboy Mural Project Estimated Budget & Time Line

Wall is 13x13'

Scissor Lift for 5 days \$800

Spray and Bucket paint including caps and brushes \$500

Artist Compensation \$1,500

Estimated 5 days to execute mural weather permitting.

Grand total \$2,800

Reso: No.

**RESOLUTION  
BY THE BOARD OF DIRECTORS OF  
DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC. (BID)  
AUTHORIZING EXECUTIVE CLOSED SESSION**

**WHEREAS**, on July 30<sup>th</sup> 2020, the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. (“the BID” or “the Corporation”), a non-profit corporation, held a Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 (“the Act”);

**WHEREAS**, at said meeting, upon quorum being established, a motion was made pursuant to the Act to hold an executive “closed session” in order to discuss a personnel / employment matter, which discussion is exempt from disclosure to the public under the Act;

**WHEREAS**, this Resolution is intended by the BID and its Board to memorialize the corporate action taken by the BID through its Board,

**NOW, THEREFORE**, it is hereby resolved on Thursday, July 30, 2020, by the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. as follows:

1. THAT at the July 30, 2020 meeting the BID Board of Directors shall conduct an executive “closed session” to discuss a personnel/ employment matter pertaining to the Executive Director; and
2. THAT the Minutes of the July 30, 2020 meeting when issued and approved at the next BID Board meeting to be held in September 2020 shall summarize the closed session discussion.

**ADOPTED this 30<sup>th</sup> of July 2020 at a duly noticed public meeting,**

**DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.**

\_\_\_\_\_  
**Barry Rosengarten, Chairman**

\_\_\_\_\_  
**Antonio Abreu, Secretary**

**ATTEST to form:**

\_\_\_\_\_  
**Noelia Colon, BID Executive Director**

July 30, 2020



Reso: No.

VOTING:

<b>First Name</b>	<b>Last Name</b>	<b>YES</b>	<b>NO</b>	<b>Abstain</b>	<b>Excused</b>
<b>Jeffrey</b>	<b>Steuber</b>				
<b>Lisett</b>	<b>Lebron</b>				
<b>Reyes</b>	<b>Ortega</b>				
<b>Wilma</b>	<b>Matey</b>				
<b>Melvin</b>	<b>Rodriguez</b>				
<b>Samuel</b>	<b>Quezada</b>				
<b>Elizabeth</b>	<b>Sanchez</b>				
<b>Fausto</b>	<b>Diaz</b>				
<b>James G.</b>	<b>Snyder</b>				
<b>Sergio</b>	<b>Diaz</b>				
<b>Antonio</b>	<b>Abreu</b>				
<b>Asim</b>	<b>Malik</b>				
<b>Iris</b>	<b>Diaz</b>				
<b>Mayor Wilda</b>	<b>Diaz</b>				
<b>Jeanette</b>	<b>Rios</b>				
<b>Chairman Barry</b>	<b>Rosengarten</b>				

## **NEW JERSEY'S OPEN PUBLIC MEETINGS ACT "THE SUNSHINE LAW"**

New Jersey's Open Public Meetings Act, known as "The Sunshine Law," is designed to ensure that decision-making government bodies in the state conduct their businesses in public except in specific circumstances where exclusion of the public is needed to protect the privacy of individuals, the safety of the public or the effectiveness of government in such areas as negotiations or investigations.

The main points of the Open Public Meetings Act, N.J.S.A. 10:4-6 (1973), are:

- All meetings of public bodies in New Jersey must be open to the public unless closure is specifically permitted by law. If a meeting by members of a public body is closed to the public, the reason given must be one specifically authorized under the law.
- A public body is a group of two or more persons, empowered as a voting body or public fund-spending body to perform a public governmental function. The judicial branch, the Parole Board and the State Commission of Investigation and all political parties are excluded.
- A public meeting is one held by a public body at any level of government – state, county or local – with the intent to discuss or act as a body on public business. A meeting may be in person, by telephone conference call or by other means of electronic communication.
- Advisory bodies are not subject to the Sunshine Law, such as when a mayor or governor meets with department heads. However, if an advisory body has the power to eliminate options available to a decision-making body, it too becomes subject to the law.
- It is not necessary that a meeting result in some action; mere discussion of public matters is enough to make it a meeting public.

- Violations of the law may result in voiding of decisions made by the public body. Also, executive session discussion may be made public by court order, and penalties may be assessed against individual members.
- **PUBLIC NOTICE:** Every public body must publish its meeting schedule by Jan. 10 or within seven days of its annual organization meeting, whichever is later. A 48-hour written notice must also be given for any regular, special, adjourned or unscheduled meeting giving the time, date, location and as complete an agenda as known at time of notice. The notice must be prominently posted in a public place, usually in the municipal building, and delivered to at least two previously designated newspapers. Exceptions to public notice requirements are:
  - Emergency meetings, which may be called by a three-quarters vote, may be held only if substantial harm to the public interest would result from a delay and the need for the meeting could not have reasonably be foreseen. Whenever possible, the body must provide at least 48-hour notice. Discussion must be limited to the matter which prompted the emergency meeting.
  - Closed or executive sessions.
- **CLOSED SESSIONS:** Closed or "executive" sessions may be held without public notice, or during the course of a public meeting, provided that the subject matter is covered by one or more of the following legal exemptions:
  - Matters made confidential by state, federal law or rule by court.
  - Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
  - Disclosure would impair the body's right to receive federal or state funds.

- o Collective bargaining.
- o Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
- o Investigations into violations of law.
- o Strategies to protect public security.
- o Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
- o Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
- o Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.
- Closed sessions are limited to discussion; all formal actions must be made in the open, regardless of subject matter.
- Prior to any closed session, the body must adopt a resolution stating the general nature of the subject to be discussed and the time when the discussion can be disclosed. The precise nature of the matter discussed may be withheld until the need for the closed session has passed.
- **MINUTES.** Minutes must be kept of closed sessions. The minutes should start with a statement of the time, place and manner of notice, or in the case of an emergency meeting, a statement sufficient to satisfy the emergency meeting notice requirements. Minutes should show, at a minimum, the names of the members

present, individual votes of each member, subjects considered and actions taken. Minutes must be promptly made available once the necessity of the closed session has passed.

**IF YOU WITNESS WHAT YOU BELIEVE TO BE A VIOLATION OF THIS LAW, SAY IN A CLEAR VOICE:**

"I am \_\_\_\_\_, resident of \_\_\_\_\_, (or reporter for \_\_\_\_\_.) I protest the closing of this meeting. I ask that you reconsider your intent to discuss this matter in closed session and further ask that this protest be recorded in the official minutes of the meeting."

**VIOLATIONS:** If you believe there has been a violation of the Open Public Meetings Act you can file a complaint with the appropriate county prosecutor or with the state Attorney General's office. Or you can file suit against the public body in state Superior Court.

**FOR MORE INFORMATION**

Society of Professional Journalists - New Jersey Chapter  
[www.njspj.org](http://www.njspj.org)

New Jersey Foundation for Open Government  
[www.njfog.org](http://www.njfog.org)

New Jersey Press Association  
[www.njpa.org](http://www.njpa.org)

*This summary is provided as a handy reference for journalists, public officials and the public by the Society of Professional Journalists, New Jersey Chapter. (Sept. 2007)*