

Charles Village Community Benefits District Management Authority
Minutes of Meeting of Board of Directors
May 8, 2007
Future Care 2700 N. Charles Street, Baltimore, Md. 21218

Board Members Present:

Rob Books	Derek Demaree
Ron Griffin	Dawna Cobb
Jeff Millard	Steve Gewirtz
Pat Cronin	Robin Truitt-Theodorson
Salem Reiner	Dana Moore
Richard Burnham	Mary Pat Clarke
Gary Letteron	

Staff Present:

David Hill
Members of the Safety and Sanitation Team Joey Fair, Nikia Johnson, Satrice Foster, Edward Goins, Russell Vincent, Darmon Anderson
Michael DuFresne

Public Present:

Jay Orr

I. Preliminary Matters

The meeting was called to order at 7:06. Members of the Safety and Sanitation Team were introduced and board members expressed appreciation for their work.

II. Executive Director's Report

Line of Credit

This was an action item. Mr. Hill explained that in the past, the CVCBDMA has experienced cash flow problems in the first six weeks of the fiscal year. This is caused by the lag between the dates that the City bills, receives and sends surtax revenue to the CVCBDMA. It is common practice in these circumstances for organizations to obtain a line of credit to assist in meeting expenses and other costs or obligations.

Jeff Millard made a motion to pass a resolution authorizing Mr. Hill to negotiate a line of credit with a lending institution of no more than \$50,000 with favorable terms and at a competitive interest rate. The motion was seconded and passed by a unanimous vote.

Mr. Hill explained that to date he had approached two banks seeking proposals: Bank of America, where CVCBDMA's current accounts are held, and M & T Bank, which has a branch in Charles Village. He discussed the terms proposed to date, which generated a discussion about what would happen if no line of credit were obtained.

Mr. Hill stated that he would contact Harbor Bank and First Mariner banks for a proposal. Dana Moore volunteered to ask a friend who works at Citi Bank whether it would give the CVCBDMA free checking.

Proposed City Contract

This was an information item called the "Harbor to Hopkins Street Cleaning Project." In recognition that the City's services to the District have declined over the years and that it is a goal of the CVCBDMA to increase its capacity to keep the District clean, Mr. Hill has been exploring with the City the possibility of entering into a subcontract with the City to clean certain parts of the District. Mr. Hill stated that he believed that the CVCBDMA would do a more thorough job because CVCBDMA staff would clean sidewalks, and tree wells whereas the City uses a mechanical street sweeper that doesn't reach those areas. The proceeds from the contract would enable the CVCBDMA to double the sanitation staff to 6 1/2 FTEs. A staff of this size would enable the CVCBDMA to provide baseline services plus residential and business areas would be swept more often. Costs to the CVCBDMA associated with this contract would include a \$6,000 lease for a truck. A discussion concerning the pros and cons of this arrangement followed. Mr. Hill stated that discussions with the City were continuing and that he would report back to the Board at the next meeting.

III. Committee Reports

Finance Report:

Jeff Millard reported that he would be meeting the CVCBDMA's accountant the following day to go over balance sheets. It appears that there will not need to be an adjustment out of cash for the next year, i.e., that income and expenses would be a wash." It was noted that the cost of insurance has increased. David Hill will investigate whether the cost can be reduced.

Executive Committee:

The committee is searching for an appropriate evaluation tool for evaluation Mr. Hill's job performance to date.

Governance Committee:

Quad 2 vacancy: This was an action item. Ron Griffin reported that the CVCBDMA had received 5 nominations for the vacant quad 2 representative. The committee reviewed the nominations and opted to interview 3 of the nominees. Jeff Millard made a motion that the Board to appoint Jay Orr to fill the vacancy. The motion was seconded and passed by a unanimous vote. Mr. Orr resides at 34 East 25th Street. He is an architect who works from his home.

By-law change: A vote to remove paragraph 4.08 was tabled until the June meeting.

Public Information Act Policy and Procedure-An amendment was reviewed. Jeff Millard made a motion to approve the policy. The motion was seconded and passed by a unanimous vote subject to correcting one typographical error (“ours” to “hours” on page two.)

Safety and Sanitation Committee

Rob Books made a motion that this committee be merged with the Housing and Economic Revitalization Committee (HERC). This leaves Communication and Outreach Committee as a stand-alone committee. The motion was seconded and passed by a unanimous vote. The website will be amended accordingly.

Communication and Outreach Committee

There were no minutes from the last meeting though the committee aims to provide better information in The Charles Villager and the CVCBDMA newsletter. Dawna Cobb asked about the status of a message to be included with tax bills. David Hill said that he was working on it. It was also reported that Katie Beltz is wrapping up her stint as an AmeriCorps volunteer. She has prepared a “welcome packet” for new residents.

Housing and Community Revitalization Committee

Salem Reiner reported that the social event with the GHCC and CVCBDMA boards went well, that the transfer of Peter Duvall’s position is proceeding, that the LIVE Baltimore Trolley tour went well, that the Old Goucher Association had a low turn out for its house tour, and that Streuver Bros., Eccles & Rouse (SBER) is re-configuring the building at 32nd and St. Paul to include a greater number of smaller units. Dana Moore confirmed that she had received similar information from SBER’s Emily Baratta. She added that SBER is committed to the building and to providing additional parking. She said that she would look into the status of the street-scape project and the TIF (tax incentive financing) problem between SBER and the City.

IV. New Business

Fall meeting dates

October 16, 2007 will be the annual meeting. A location will be announced.

Announcements

Dana Moore announced that there will be a Charles Village Civic Association general meeting on July 25, 2007. Mayor Dixon will attend. It starts with a light supper at 6:30 and the meeting begins at 7:00 pm. at St. Philips and James Church, 28th and N. Charles Streets.

V. Adjourn

The meeting adjourned at 9:03 p.m.