



**CAPITAL CITY REDEVELOPMENT CORPORATION  
SPECIAL BOARD OF DIRECTORS MEETING  
135 WEST HANOVER STREET  
1<sup>ST</sup> FLOOR CONFERENCE ROOM  
April 29, 2011 @ 8 AM**

**MINUTES**

***Members of the Board Present:***

Mayor Tony Mack  
Steven Sutkin  
Lynn Rich  
Joyce Paul  
Gwendolyn Harris  
Christopher Brashier  
Martin Johnson (*status uncertain*)

***Members of the Board Not Present:***

Ingrid Reed (*status uncertain*)  
Thomas Moran (*status uncertain*)  
Phillip Miller (*status uncertain*)

***Staff Members Present:***

Monique King-Viehland, Executive Director  
Diana Rogers, Project Manager

***Others Present:***

Sudi Solomon, Counsel  
Christopher Chianese, Treasury Fiscal  
Nicole Crifo, Assistant Counsel, Governor's Authorities Unit

**Call to Order:**

Steven Sutkin called the meeting to order @ 8:19 a.m. with a quorum of the Board present. The meeting was noticed in accordance with the Open Public Meeting Act.

Steve Sutkin asked Monique King-Viehland, Executive Director, to take roll call of the board members.

**Meeting Minutes:**

Approval of the December 2010 minutes – both executive and regular sessions – were tabled until the next board meeting.

Board Strategic Priorities: Progress Report:

The first item of business was a resolution authorizing a member of the board – Steven Sutkin – to run the Board of Directors meeting in the absence of a Chair and Vice Chair (*Agenda Item III-A*). **A motion to approve the resolution was made by Gwendolyn Harris, seconded by Joyce Paul and approved by the Board in a roll call vote of 6-0-0.**

The second item of business was the election of a Secretary/Treasurer (*Agenda Item III-B*). Monique King-Viehlund, Executive Director explained the need for a Secretary/Treasury for CY 2011 and noted that Gwendolyn Harris had previously preformed the role in an acting capacity. Gwendolyn Harris was nominated to serve as Secretary/Treasury for CY 2011. **A motion to approve the nomination of Gwendolyn Harris as Secretary/Treasury for CY 2011 was made by Mayor Tony Mack, seconded by Christopher Brashier and approved by the Board in a roll call vote of 6-0-0.**

The third item of business was a resolution nominating and approving the committee structure and membership for CY 2011 (*Agenda Item III-C*). Monique King-Viehlund, Executive Director explained that per the bylaws the corporation has a standing committee structure – Executive Committee, Finance Committee, Renaissance Plan Review Committee, Audit Committee and the Evaluation Committee. Given the lack of a board chair and high number of vacancies on the board, those committees have not been filled. However, the corporation needs to make preparations to undergo an annual audit and therefore the Audit and Evaluation Committees must be filled. Membership on the two committees cannot overlap. Monique King-Viehlund, Executive Director recommended that the Audit Committee be comprised of Lynn Rich, Mayor Tony Mack and Christopher Brashier and that the Evaluation Committee Steven Sutkin, Joyce Paul and Gwendolyn Harris. **A motion to approve the committee structure and the assignment of Lynn Rich, Mayor Tony Mack and Christopher Brashier to the Audit Committee and Steven Sutkin, Joyce Paul and Gwendolyn Harris to the Evaluation Committee was made by Gwendolyn Harris, seconded by Joyce Paul and approved by the Board in a roll call vote of 6-0-0.**

Operating Strategic Priorities: Progress Report:

The fourth item of business was a resolution approving a memorandum of understanding with the Department of the Treasury (*Agenda Item IV-Ai*). Monique King-Viehlund, Executive Director explained that as part of the organizational transition Treasury will provide administrative and other assistance to the corporation. However, organizational funding will be held by the corporation and the corporation will provide Treasury funding to cover those costs. **A motion to approve the memorandum of understanding with the Department of the Treasury and authorizing the executive director to execute the final agreement was made by Gwendolyn Harris, seconded by Mayor Tony Mack and approved by the Board in a roll call vote of 6-0-0.**

The fifth item of business was a resolution approving the selection of a financial institution for the corporation (*Agenda Item IV-Aii*). Monique King-Viehlund, Executive Director reiterated that although Treasury would continue to provide administrative and other assistance to the corporation, the organizational funding will be held by the corporation. Therefore, a financial institution needs to be selected to house corporation funds. The corporation staff conducted a review of six financial institutions that have branches in Downtown Trenton to assess the types of accounts they offer, fees, minimum balance requirements, etc. Each financial institution was contacted and asked to provide detailed information about their government offerings. Based on that review the corporation staff recommended the selection of PNC Bank. **A motion to approve the selection of PNC Bank as the financial institution to house corporation funds and authorizing the executive director to take all necessary actions to effectuate the opening of the account was made by Joyce Paul and seconded by Lynn Rich. However, during subsequent discussion one of the board members, Christopher Brashier,**

**noted that he would need to recuse himself from voting due to a conflict of interest. With the recusal there would not be six affirmative votes which are required by statute to approve the motion. Therefore the resolution did not pass.**

The sixth item of business was a resolution approving the selection of an insurance provider or providers for the corporation (*Agenda Item IV-Aiii*). **A motion to approve the selection of Hartford as the vendor to provide the corporation with the casualty and property insurances and ACE as the vendor to provide the corporation with FinPro insurance with total premiums not to exceed \$6,000 annually was made by Gwendolyn Harris, seconded by Mayor Tony Mack and approved by the Board in a roll call vote of 6-0-0.**

The last item of business was the review and discussion of the corporation's financial status report as of March 28, 2011. Monique King-Viehlend, Executive Director reminded the board that a strategic discussion of the corporation's finances and the development of reoccurring revenue streams needs to be discussed at the next meeting. Board members Christopher Brashier and Gwendolyn Harris stressed the importance of taking up those discussions as soon as possible.

Public Comment:

There was no comment from the public.

There being no further business, **a motion to adjourn was made by Christopher Brashier, seconded by Gwendolyn Harris and approved by the Board in a vote of 6-0-0.**

The meeting was adjourned @ 8:47 a.m.

Next Meeting Date:

The next meeting date for the Capital City Redevelopment Corporation is Tuesday, May 10, 2011 at 2:00 p.m. The meetings location is 135 West Hanover Street, 1st Floor Conference Room, Trenton, NJ 08625.

Certification:

The foregoing and attachments represent a true and complete summary of the actions taken by the Capital City Redevelopment Corporation Board of Directors at its April 29, 2011 meeting.

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Gwendolyn Harris, Secretary/Treasury