

**MINUTES
ECONOMIC DEVELOPMENT COMMISSION
TOWNSHIP OF MONROE
FEBRUARY 13, 2012**

The Regular Meeting of the Monroe Township Economic Development Commission was called to order by Chairperson Michael Kretschmer at 7:00PM in the Joe Pace Meeting Room of the Municipal Complex. Notice of this meeting was given as required by the annual notice of meetings.

Chairperson Michael Kretschmer led the Commission in the salute to our flag.

ROLL CALL

Present: Christine Feggans, Sherene Ginyard, Michael Kretschmer, Anthony (Tony) Langella, Victor Peters, John (Bud) Robinson, Jared Valdez, Cncl. Ron Garbowski

APPROVAL OF MINUTES

Bud Robinson made a motion to approve the minutes as submitted of the Economic Development Commission Meeting of January 9, 2012. The motion was seconded by Christine Feggans and approved by all remaining members of the Commission in attendance; abstain by Vic Peters, who was not in attendance of the January meeting.

CORRESPONDENCE, REPORTS AND OTHER MATTERS

In attendance at the meeting was Jason Painter from Astro Signs, the company that is making the new Monroe Township Welcome Signs. Jason and the Commission reviewed the status of the signs – NJDOT permits have been approved, location of signs agreed upon; the final artwork was discussed: in the gold band, “An effort to grow our community by the 2011 Economic Development Committee” will be removed; “Proud Home of Your new business!” will be removed and will only read “Come Grow With Us”; “Come Grow With Us” will also be a larger font and be straight, not slanted, and also white and reflective, with the font used originally for “Proud Home...” Cncl. Garbowski asked that Jason make these changes and email the artwork for final approval to the members before making the signs. As Vendor, Jason signed the purchase order generated by the Township for payment in the amount of \$4,750.00 for (2) signs.

Michael mentioned that the next Citizen’s Campaign Call to Service Summit is scheduled for March 8, 2012 and spoke in reference to the Commission sponsoring the Call to Service to help fill (14) member vacancies available in Monroe Township boards/commissions. The Citizen’s Campaign is a non-profit/non-partisan group and not a government group; the Monroe Township Public Library will charge them \$200 to rent a room. If a township board/commission sponsors the event, a room rental fee charge will not be applied. Michael Kretschmer asked the Commission if they would like to make a motion that the Monroe Township Economic Development Commission sponsors the Citizen’s Campaign Call to Service Summit; Bud Robinson made a motion, the motion was seconded by Jared Valdez and approved by all remaining members of the Commission in attendance.

Cncl. Garbowski was excused from the meeting at 7:25pm to attend a township meeting.

CORRESPONDENCE, REPORTS AND OTHER MATTERS (*cont'd*)

The Commission spoke in reference to the Business Directory. Michael mentioned that he and Jared met with Adams, Rehmann & Heggan Engineers, the township engineers. The members received information by way of Google Docs and emailed Excel spreadsheets containing combined business data information compiled by ARH, Dun & Bradstreet, Gloucester County and business information previously obtained by the Commission. ARH compiled the information and categorized spreadsheets by “Businesses in Monroe”, “Unmatched Businesses” and “Businesses Outside of Monroe”. Aileen printed these spreadsheets for the meeting, which the members reviewed; these spreadsheets can be modified online on Google Docs. The members were asked to review and edit these 1,300 businesses listed to determine who will be contacted by mailer for current information to be listed on the township business directory. Michael noted that the Business Seminar will be held April 26, 2012 at the Monroe Township Library. He wondered if mailer postcards could be mailed in March, before the seminar; Bud felt there would not be enough time to get everything ready, the card designed and priced and printed, the township approval of the budget costs for the mailers. Michael will put together a proposed mailer and get a price and asked if anyone would like to help; Jared said he would help Michael and Aileen said she can help with making the labels for the mailers with the company name and address provided on the spreadsheets. Aileen will also check with the Township Clerk on the cost of postage for a postcard. She also asked if it will be posted on the Monroe Township Economic Development Commission Facebook page; Michael said that can be done. Jared asked if it could be posted on the township website, under “Announcements”; Aileen will ask Administration if it can be posted on the website and also ask if it can be posted on Comcast Channel 9 and Comcast Channel 9 Announcements on the township website. Michael had paid Staples to make some color copies of the flyers, but needs more printed; Aileen will also ask about having some more flyers printed by the Township Clerk’s color printer, approximately 20 copies.

Bud asked if there are speakers for the Small Business Seminar. Michael said that he has been in contact with Lisa Morina from the Gloucester County Economic Development Department and that she may have a planned agenda. Michael mentioned that he and Vic spoke previously about Vic finding a financial lender to speak and asked if that could still be an option; Vic said that maybe Lisa can find somebody from CPAC. Michael asked Vic if he could help get somebody for the seminar to speak in reference to business loans. Michael spoke to Beth Lillie about putting together something; she will ask the Executive Director Center for Innovation & Entrepreneurship of Rowan University to attend to speak about the classes they want to start at the library in reference to starting businesses. Michael asked Bud if he reached out to anyone from the labor unions; he had, but with no successful result.

Michael had previously invited members by email to the DRMI Session in Red Bank, NJ for February 15, 2012. This event helps a town to promote areas of their town, such as their business district. Jared and Christine cannot make it, but are interested. Tony is interested in attending with Michael; he will give Michael a definite answer the next day.

Bud expressed his concern that members of township boards/commissions have used their own personal money to pay for services, supplies, costs of seminars for the matters of the board/commission and feels that they should be reimbursed for monies put out; he also asked about Petty Cash accounts for boards/commissions. Aileen explained that township boards/commissions do not have Petty Cash accounts, but have budgets and that purchase orders can be processed through the Finance Office for payment of services, supplies and for costs such as seminars.

ROUNDTABLE

Jared – no matters to discuss.

Christine – expressed that she is proud to be a part of this team; Michael welcomed her as the newest member.

Sherene – no matters to discuss.

Bud – no matters to discuss.

Victor – no matters to discuss.

Tony – expressed he is pleased the Commission has the first set of welcome signs in the works.

ADJOURNMENT

With no further business to discuss, Chairperson Michael Kretschmer asked for a motion to adjourn. Bud Robinson made a motion to adjourn the Monroe Township Economic Development Commission Meeting of February 13, 2012. The motion was seconded by Vic Peters; all in favor. Meeting adjourned at 8:30pm.

Respectfully submitted,

Aileen Wojciechowski, Substitute Secretary

The next scheduled Monroe Township Economic Development Commission meeting is Monday, March 19, 2012 at 7:00pm.

These minutes were prepared from excerpts of the tape-recorded proceedings of the Regular Economic Development Commission Meeting of February 13, 2012 and serve as only a synopsis of the proceedings.

Approved as submitted _____ Date _____

Approved as corrected _____ Date _____