

**MINUTES  
ECONOMIC DEVELOPMENT COMMISSION  
TOWNSHIP OF MONROE  
February 11, 2013**

The Meeting of the Monroe Township Economic Development Commission was called to order by Chairman Tony Langella at 7:06 p.m. in the Joe Pace Meeting Room of the Municipal Complex. Notice of this meeting was given as required by the annual notice of meetings.

Flag salute .

**Update from Councilman Bill Sebastian:** Cncl. S spoke with Jim Morrison (Construction official) and Fred Wwikel (Zoning Official). Jim Morrison spoke to Skip Tomarchio (Fire Inspector) regarding the new business packets. Everyone is on board with getting a new business packet together for Monroe Twp new business owners. (packet will be submitted to EDC for review) Cncl. S discussed Mercantile licenses at the last Ordinance meeting/since some offices are not on the same computer system it will be looked into to have all offices compatible. (Cncl. Dan Teeefy will look into an IT program to link offices) Cncl. S will readdressed the License fee: suggestion was to waive fee for first few years to get a business data base created.

**Report on Welcome Signs:**

Cncl. S spoke with Chris Rehmann from ARH/ discussed approvals from the DOT for Welcome signs Cncl. S suggested Chris hold off on approvals for foundations for signs until he gets back to him. Cncl. S let EDC know that ARH is charging only for the engineering design of the signs. Cncl. S will work with Chris Rehmann to look into the possibility of putting the Welcome Signs on private property (Kanter Group) Cncl S will talk with Kanter) . Cncl. S spoke with Stuart Wainberg regarding redevelopment of Williamstown Sq.- group is having a hard time finding businesses was discussed-Target and Kohl's have pulled out-there are no anchor stores lined up at the moment/ Pike traffic is not there at the moment-looking into extending redevelopment zone down to Malaga Road, will need approval from the Council. TL posed the question... when will we see the sign? Cncl. S needs to hear back from Kanter if they say no then the group is back to the DOT sign that is eight feet tall. Orig. sign moved outside the DOT area will take longer to produce, must look into the time line for production.

**ROLL CALL**

**Present:** Christine Feggans/ CF, , Anthony (Tony) Langella/TL, Jared Valdez/JV, Aileen Wojciechowski/AW, Elaine Moore-Wright/EMW, Cncl. Bill Sebastian/Cncl. S (left at 7:15 for Council Meeting)

**Absent:** Victor Peters/ VP

**Guest:**

**Summary of the Minutes**

Minutes were highlighted by Secretary Susan Iannucci.

**APPROVAL OF MINUTES**

**January 22, 2013** Minutes were approved as corrected. Motion was made to accept the minutes as corrected by *Elaine Moore-Wright* and second by *Aileen Wojciechowski*. All were in favor.

**OLD BUSINESS/UNFISHED BUSINESS**

TL: Tax abatements don't seem to want to be offered by the Twp. How can the EDC help to get this offered? Can the paperwork be put on the website? Can the EDC committee go to Economic Development Events throughout the state. EDC committee needs to pick up the costs for the seminars?

AW read the object codes for the budget and suggested contacting CFO and Business administrator that meetings/seminars be put into the budget. EMW quoted from EDC paperwork given to her by the commission that each EDC committee members and officers shall receive their actual disbursements for their expenses for performing their duties. JV will bring a calendar of upcoming events for EDC members to attend to help educate EDC. JV and CF suggested we contact the business administrator as to what the EDC needs to do regarding expenses. AW let the group know they are awaiting the new budget to be approved. TL will go to Kevin Heydel to discuss the EDC budget. CF feels the businesses/property owners are not getting information about what is going and the EDC needs the ability to help get information to Monroe Twp business and property owners. Approval needs to be given for all purchases prior to the purchase. AW let the EDC know that all purchases start with Kevin. CF asked if TL the Chairperson needs to sign off on purchase before it goes to Kevin. The EDC needs to give approval before invoices are submitted. Business Cards/Badges for the EDC group were discussed. AW will have the business cards made up for the EDC group. Engraved badges TL will speak to Jake (Twp. business) regarding the badges. AW will do a purchase order for the cards. Email address and phone number extension access is needed. AW will contact Michael Kretschmer regarding the password or IT to have password changed.

### **NEW BUSINESS**

Business Assoc. update from CF-- 12 new businesses came to the meeting as well as regular businesses that have attended in the past. A marketing team and web team were started. The Bus. Assoc. would like to have Twp. website access for the Twp businesses and residents to know what their group is up to. By-laws are set up for the group. Bus Assoc is up and running with dues (\$100 per business) If Twp. website can't be used the Bus. Assoc. will have their own website. Monroe Twp Seals are not being used on Bus. Assoc. materials. Bus. Assoc. has invited businesses outside Monroe Twp. to join/ hopefully will encourage them to start businesses in Monroe Twp. Webpage update from JV-- get the packet uploaded to the page and the abatement form once approved. TL EDC needs to take up the position to get the big businesses to Monroe Twp and the Town along with the Bus Assoc. needs push development on Main Street. CF would like to see a weekly advertisement as to what is going on (EDC information) in the town. Sherry the secretary from the Twp. office puts the advertisement on the website, channel 9 advertisements and the EDC will contact her to have information put out there. EMW feels an advertisement (TV ad) about the EDC should be drafted and approved by the group. Members will bring suggestions to next month's meeting. EMW suggested the group read the Chapter 26 guidelines and duties to discuss at next month's meeting. EMW asked about the budget. AW let the EDC know that the final budget has not yet been finalized. CF suggested an invoice be put in for advertising on radio to do some marketing. AW asked if the Bus Assoc will take over the breakfast business seminar? CF thinks the EDC should pass the seminar on to the Bus Assoc. More professional environment brings a larger groups. TL suggested a breakfast/seminar be planned and promoted for businesses. AW suggested to speak with Cncl. S next month and enlist his help with the seminar.

### **ROUNDTABLE**

The Chairman asked the commission for a recap of what they will be doing...

~Tony – I would like to have a project each year. This year the Town needs to know us as a group. The question of having a tax abatement should it be given attention to have one here in Monroe twp. I will find out from Kevin Heydel what we need to do.

~Christine – EDC should be representing the grand opening of the Grand Theatre. Have tickets been purchased? EDC should be representing the town. The commission should get a PO to purchase the tickets. I received a call from a gentleman regarding having a play/ there is interest in having plays and

using the theatre. Advertising using brochures and their website. Gala has been sold out but tickets should be looked into to have representation there.

~Jared- The signs should be checked in with Bill during the month so the group is not starting at square one each month. I will bring a calendar back to the group and check in with Michael regarding the passwords.

~Vic- absent

~Aileen-- I wanted to bring up the local business seminar and get that straightened out. Next meeting I will have the business cards available.

~Elaine- I reviewed the information that was given to me and am very excited to work on the EDC board. The duties seem to be challenging but very worthwhile. I am hoping there is some previous information I could review, if not we could just work on that to move forward.

~Cncl S- (left early for the regular council meeting at 7:15.)

**ADJOURNMENT**

With no further business to discuss, Chairperson Tony Langella asked for a motion to adjourn. *Motion to adjourn was made by Jared Valdez. The motion was seconded by Christine Feggans; everyone was in favor.* Meeting adjourned at 8:20 p.m.

Respectfully submitted,  
Susan H. Iannucci, Secretary

**NEXT MEETING**

The next scheduled Monroe Township Economic Development Commission meeting is Monday, March 18, 2013 at 7:00 p.m.

**These minutes were prepared from notes and recordings taken during the proceedings of the Regular Economic Development Commission Meeting of January 22, 2013.**

Approved as submitted  Date 3-20-2013

Approved as corrected \_\_\_\_\_ Date \_\_\_\_\_