

**MINUTES  
ECONOMIC DEVELOPMENT COMMISSION  
TOWNSHIP OF MONROE  
JANUARY 25, 2021**

**CALL TO ORDER**

By way of electronic communication/live streaming, the Economic Development Commission meeting of the Township of Monroe was called to order by Chairperson Michael Mellace at 7:00pm. Adequate notice of this meeting was given as required by the annual notice of meetings.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

Present: Richard Coe, Christine Feggans, Brian McBride, Michael Mellace, Janet Schaefer, Peter Sideris, Thomas Swartz

Absent: Daniel Ryan, Steven Slotnick, Chelsea Valcourt, Shannon Morgan-Leonen

**APPROVAL OF MINUTES**

Thomas Swartz made a motion to approve the minutes as submitted of the Economic Development Commission Meeting of January 7, 2021. The motion was seconded by Peter Sideris; all in favor.

**CORRESPONDENCE, REPORTS AND OTHER MATTERS**

In an attempt to make sure that the council liaison can be as present as possible, Michael would like to move the February meeting as it conflicts with the Council meeting. Peter Sideris made a motion to approve the meeting date change. The motion was seconded by Janet Schaefer; all in favor. The next scheduled meeting will be Tuesday, February 16<sup>th</sup> at 7pm.

All members of the Commission have an equal voice, so if there is ever a topic that a member would like to see on the agenda, please contact Michael. Agendas will be sent out approximately one week before the meeting date.

Each member introduced themselves and gave some information on their background and goals for the Commission.

The following goals were set up for each sub-committee:

1. Township Code Review Committee – review code section 26 and suggest any recommended changes
2. Commercial Development & Occupancy Committee – create an event with commercial developers and commercial real estate agents for the May meeting
3. Main Street Event Committee – develop a contact list of Main St. business owners & get together with them to discuss future events
4. Budget Committee – things we would like to include in the budget: bleed study, economic impact report & expand survey of businesses
5. Outreach, Support & Training Committee – will be meeting next Monday via zoom

Christine reported that she will begin the Spotlight on Business again and will be presenting the businesses to Council.

Michael reported that he set up a meeting for himself, the mayor, the council president and the EDC liaison. The mayor did not attend that meeting, but items that were discussed were:

- setting up Township emails for each member of the Commission
- funding (approximately \$30,000-\$40,000)
- the importance of the consultant attending Commission meetings & her responsibilities

**PUBLIC PORTION**

Alan agrees with the budget recommendation. If the EDC needs any reports from Parks and Rec or Open Space Committee, he can help with that. Michael suggested the Commission develop a working relationship with other boards & commissions, such as historical society and the Environmental Protection Commission.

Brian asked how the EDC fits in with the mission of the Township and who is responsible for attracting new businesses in town. Michael responded that the Economic Development Consultant and the Economic Development Commission should be working together to bring new commercial ratables to the Township. Peter commented that Township offices could provide contact information for businesses who visit and inquire on the business process. Too often, potential businesses visit Municipal offices and become discouraged with the process of opening a business. If the Commission had contact information for the businesses it could help ease frustration.

**ADJOURNMENT**

With no further business to discuss, Chairperson Michael Mellace asked for a motion to adjourn. Thomas Swartz made a motion to adjourn the Monroe Township Economic Development Commission Meeting of January 25, 2021. The motion was seconded by Peter Sideris; all in favor. Meeting adjourned at 7:47pm.

Respectfully submitted,

Jennifer Ballard, Secretary

The next scheduled Monroe Township Economic Development Commission meeting is February 16, 2021 at 7:00pm by way of electronic communication/live streaming.

***These minutes were prepared from excerpts of the tape-recorded proceedings of the Economic Development Commission Meeting of January 25, 2020 and serve as only a synopsis of the proceedings.***

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