

STEERING COMMITTEE NOTES

August 20, 2007

ATTENDEES: Planning Board Chairman: Marvin Gardner, Council Vice President: George Borek, Council Member: Heidi Kleinman, Mayor Hsueh, Township Attorney: Michael J. Herbert, Sr., Hillier Representatives: Robert Hillier, Bradley Walters, Business Administrator: Christopher Marion, Coordinator of Community Development: Pat Ward, Deputy Clerk Gay M. Huber

Council Report:

Council supports educational sessions

Open Mic Night after each educational session will be held by Council

At end of each educational session a consensus of some of the items will be sought

Conducting a survey will be reviewed by Council after educational sessions have concluded

Ad-hoc Committees were approved by Council for Financial and Infrastructure/Traffic review

Mayor Report

Mayor recommended a joint session with Council and Planning Board

Planning Board will perform technical review of concept plan.

Hand-out of draft chart on project

Suggested expanding members of Steering Committee

Suggested the possibility of a Policy Advisory Committee

Need to devise a plan (timeline) for the next six months

Request was made for the Planning Board to schedule a meeting with the Township Council on a Wednesday evening. This meeting would be to discuss roles and responsibilities of each group.

Clear scheduled needs to be developed and Planning Board should receive the concept plan between Thanksgiving and Christmas.

Planning Board

Planning Board needs to be more involved

Ad-hoc Committees proposed by the Township Council should have two members of the Planning Board to be determined by the Planning Board.

Planning Board and Council need to work together to move the project forward.

Hillier Representatives

Received comments back from memorandum of two weeks ago.

Three educational sessions should be sufficient.

Requested that the Steering Committee provide a more guiding role in the process

Steering Committee should be the hub for all information being disseminated to Hillier Representatives.

Separate short-term and long-term objectives

Suggestion was made to deal with infrastructure improvements, Vaughn Drive Connector and Additional Commuter parking first.

Need firm commitments from County, State and Federal Agencies

Project should be shown in Phases.

Supporting documents booklet should include: 10 top questions and answers received by Hillier, the three educational sessions and re-direct everyone to the ALL ABROAD website for further information.

First Educational Session will include: Existing Conditions and Parking

Second Educational Session will include: Traffic/Circulation

Third Educational Session will include: Economics

Hillier will provide a mock up of the hand-out to Steering Committee members for review and comment.

The Township will have the responsibility to mail-out the handout to residents

Hillier will provide scope of services and costs for additional meetings and work.

Fees for Township Professional Staff will be reviewed and funds reviewed

Next meeting is scheduled for September 4, 2007 at 1:30 p.m. in Room A.