

DRAFT
STEERING COMMITTEE
NOTES

February 2, 2007

ATTENDEES: Mayor Hsueh, Council President Geever, Council Vice President Kleinman, Planning Board Chairperson Gardner, Township Attorney Mike Herbert (Advisor), Representatives from Hillier Architecture: Bob Hillier, Anish Kumar, Anda French, Gwen McNamara, Business Administrator: Chris Marion, Director of Community Development: Pat Ward, Deputy Township Clerk, Gay M. Huber

Video Taping of charrettes has been discussed with School Board Representatives and Mr. Watson will coordinate the videoing. Ms. Ward will be the point person between Rick Cave and Jamie Watson for coordination of videoing taping of meetings.

Suggested to have one main camera with two additional cameras, one main mike for group leaders, wireless handheld mikes, lapel mikes for speakers.

Cable TV Advisory Board members have volunteered to help.

Suggestion was made to contact NJN to see if they want to tape meetings.

Separate Web-site has been developed for the redevelopment which can be accessed through the Township web-site. Additional items to be placed on web-site would be editorials, news articles. Suggestion was made to have the RSVP section bigger and to have an additional button for updates as the project moves forward. This web-site will go live 2/2/07.

Summary of findings from each meeting will be placed on the web-site within 7-10 business days.

Post cards announcing the meetings have been developed and are being mailed this weekend to all residents. Web-site RSVP should include: name, address, email address, which meeting and number attending.

Art Work for posters has been developed. 50 posters will be ordered for each meeting to be placed around the Township, a banner will be placed at the train station and another at Route 571 and Clarksville Road corner.

A second mailing of post cards will be done announcing the second meeting.

Hillier will compose a letter announcing the meetings to be sent to all business and property owners within 200 feet of the redevelopment area.

Mayor is sending a letter to the 65 business owners within the redevelopment area inviting them to a meeting prior to the February 22 meeting. A representative from Hillier will attend the meeting.

Mayor's Office will send a courtesy letter to surrounding municipalities and government agencies as well as members of the school board inviting them to attend the meetings.

Additional Steering Committee meeting has been tentatively scheduled for February 15th.