

STEERING COMMITTEE  
NOTES  
May 31, 2007

Present at meeting: Linda Geever, Heidi Kleinman, Chris Marion, Mike Herbert, Pat Ward, Jamie Watson, Marvin Gardner. Absent: Mayor Shing-Fu Hsueh - vacation, Bradley Walters - scheduling conflict.

- Taping of Meetings:
  1. Re-establish protocols for having meeting tapes. Official requests to tape are to come from Christine Oransky.
  2. Jamie Watson to organize volunteer work force to assist him.
  3. Protocols to be included in new Inter-Local Services Agreement. Mr. Gati to be of assistance.
  4. Mr. Huey not available for June 4.
- 6/4 Logistics
  - Seating arrangements with mikes. Estimate 20 adults to include professionals and Councilman Elect Mr. Borek.
  - Presentation from Hillier
  - Council/Planning Board/Professionals comments and questions after presentation then the public will be allowed to make comments and/or ask questions.
  - Meeting to be handled similar to presentation and interview of Professional Planners and Architectural firms.
  - 4-5 p.m. Jamie Watson will set up at Grover Middle School
- Council and Planning Board (16) will be seated at tables on stage –microphones for every other person minimum. One public microphone and a podium will be needed. Reserve front row for stage attendees. Jamie to reach out to Bradley Walters for additional logistics.
- Jamie Watson to work with Sarah from Grover Middle School to set up stage and tables and coordinate with Christine. Jamie to contact main office for information.
- Professionals should also sit at the tables on stage all facing forward toward audience. Skirted tables, microphones for every other person. Four tables: One for Council; Two for Planning Board and One for the Professionals – all facing forward. **(Christine to coordinate)**.
- Bottom of screen cannot be lower than five feet – adjustable height stand for protector. Find out who will control lights and/or dimmers during the meeting. **(Christine to coordinate)**
- Exact length of stage needed. **(Christine to coordinate)**
- Jamie to contact Chris Marion by 3:30 Friday 6/1 to let everyone know status of request from Grover Middle School and Mr. Watson. Chris then to speak to Linda and Heidi.
- Find out if there are any other programs going on at school and time of access to building (4 p.m. entry optimal). **(Christine to coordinate)**

- No material to review as of 5/30 from Hillier. Hillier Architecture urged to get materials to Council, Planning Board and Township Professionals as soon as possible.
- Meeting cut-off 10:30 p.m. realizing that meeting should be completed by 11 p.m. Put parameters on the meeting.
- Need for the June 4<sup>th</sup> meeting to be continued on June 18<sup>th</sup> at 7 p.m. at Grover Middle School.
- Set a time to start public comment – somewhere around 9:30. Hillier presentation from 7:00 to 8:15 p.m.; Council/Planning Board/Professionals comments 8:15 to 9:30 p.m. and Public Comment from 9:30 until 10:30 p.m. followed by a wrap-up.
- Questions that arise during conversation should be documented to get answers from Hillier after within few days after the meeting.
- Secretary for Zoning Board to be contacted by Pat Ward to see if she is available on 6/4 to make list of questions and prepare minutes.
- Summation needed at the end of the meeting.
- 6/18 meeting date is good for Planning Board.
- Goal is to give direction to Hillier after the 6/18 meeting.
- Herbert suggests a consensus in a form of a resolution asking Hillier to move forward within certain parameters.
- 3<sup>rd</sup> Joint meeting for Council and Planning Board to vote on resolution containing parameters. Hillier does not need to be present. Schedule for last week in June.
- Miller/Herbert to work on resolution after the 6/18 meeting.
- Elements should be tracked during the 6/18 meeting and get a consensus on specific elements to then be placed in the form of a resolution.
- Summary of activities, infrastructure, goals, traffic circulations, to be reviewed 6/4.
- Discussion Re: Ortho Rodgers involvement in the redevelopment as to traffic circulation and Vaughn Drive extension. Compare EIS study to proposed plans.