

**TOWNSHIP OF MANSFIELD
ECONOMIC AND INDUSTRIAL DEVELOPMENT ADVISORY COUNCIL
MEETING MINUTES
September 7, 2016**

The September 7, 2016 meeting of the Mansfield Township Economic Development Advisory Council was called to order at 7:59 pm by Chairperson, Betsy Griggs.

Roll Call: Present were Betsy Griggs, Ron Hayes, Mayor Shirley Kocher, Russ Onderko, and Dawn Smith. Absent were Cate Oakley.

Approval of the Minutes:

Ron Hayes moved to approve the minutes of the August 3, 2016 Regular meeting, seconded by Dawn Smith. All in favor: Betsy Griggs, Ron Hayes, Dawn Smith. Abstain: Ron Onderko.

Ron Hayes moved to approve the minutes of the August 8, 2016 Workshop meeting, seconded by Dawn Smith. All in favor: Betsy Griggs, Ron Hayes, Dawn Smith. Abstain: Ron Onderko.

Committee liaison assignments were discussed and was offered that a liaison responsibility should not be strictly resigned to attendance at meetings but to strive for dialog with chair or other committee person concerning activities of assigned committees.

Betsy Griggs stated that the requested website change concerning the clarity statement for the Open Public Meetings Act at August 2016 regular meeting was posted to the EDAC page of the Township website.

It was noted that Cate Oakley will resign her position due to a health issue. The current membership status is 5 members. It was discussed that replacements and alternates be sought.

Community Input/Data Collection

- Betsy Griggs assembled and distributed the draft survey questions discussed during the August workshop.
- Dawn Smith suggested that the team review an alternate to SurveyMonkey due to greater flexibility in analysis and availability of a matrix side-by-side question format not currently offered by SurveyMonkey.
- Betsy Griggs to follow up with alternate vendor to determine if a purchase order process would be acceptable in place of using a credit card for payment.
- Russ Onderko aired his concern as to the inability of the Township to utilize a credit card to conduct business.

Commerce Activities:

- Events:
 - **Help Bag for Hunger** – Shoprite – Mayor Kocher reported that local government officials have been invited to participate in the event September 23rd
 - **Photo Contest Photography Lesson** – Dawn Smith reported that the Orchard View Lavender Farm will be hosting the next photo lesson event sponsored through the Mansfield Township Environmental Commission on Sunday, October 23rd at 10 a.m.
- Grand Opening: Nothing reported
- Commercial Vacancies/Closings: Russ Onderko reported that Buddy's Lot was leaving due to a significant rental increase at the end of its 5-year lease.

Liaison Report – Land Use

It was reported that during the Land Use Board meeting there was some discussion generated by the developer bringing forth ideas for potential changes to the Phase I project slated to begin Spring 2017 that would potentially result in an increase in the number of units of Phase I. The team discussed types of services that may be in more demand as the homes become occupied including Warren County bus services, ideas for new services such as delivery for dry cleaning, and the types of items that could be targeted for a Welcome Packet that targets the demographic age group of the residents of Meadows of Mansfield.

Commercial Real Estate Vacancies/Building Inventory List

The team discussed information needs. Mayor Shirley Kocher agreed to inquire concerning availability of commercial tax list. Dawn Smith stated that she has inquired with a resident who is a local real estate agent to see if her office would have an interest in assisting with an evergreen process for keeping the inventory list up to date assuming they have a commercial real estate activity within the office.

Business Listings

Dawn Smith stated that she is in receipt of a copy of the business listings developed by Green Team and is awaiting the electronic file of the spreadsheet that was developed. All supporting materials are planned to be transferred at the next meeting of the Green Team on September 8th.

Welcome to Mansfield

The team discussed the welcome packet in that the initial project should include the 55+ population given the expected increase in residential housing due to the activities of Meadows of Mansfield. The team also discussed that the other target audience should focus on Commercial with the idea for creating a relocation guide for businesses.

Other items discussed:

It was brought up by Betsy Griggs the importance for each member to think about taking an active role and volunteer to be a point/lead person for action items identified as important by the team. This would encourage greater momentum on more than one project at a time. At the time of the meeting, not everyone on the team had volunteered to lead a project.

Scenic By-Way: Mayor Kocher announced that the signs indicating the scenic by-way have been posted in main roadway corridors within Mansfield Township to raise awareness.

Media Planning: Betsy Griggs suggested a process to feed announcements. Dawn Smith stated that she would supply information on local media that the Green Team targets for press releases and event announcements.

A workshop will not be held on September 12, 2016.

Meeting closed at 9:32 pm

Next meeting date: October 5, 2016

Workshop date: October 10, 2016