

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

The December 7, 2016 meeting of the Mansfield Township Economic Development Advisory Council was called to order at 8:01 pm by Chairperson, Betsy Griggs.

Roll Call: Present were Betsy Griggs, Russ Onderko, Dawn Smith, and Ron Hayes. Absent were Mayor Shirley Kocher. Salute to the Flag.

Approval of the September 7th Minutes:

All in favor.

Membership

- With Ron Hayes reassignment to Township Committee and Russ Onderko, Dawn Smith and Betsy Griggs wishing to continue in 2017, the EDAC is still in need of four (4) regular members to complete the team and continues to have interest in the addition of two (2) alternate members. A volunteer member request will be sent to the Township Clerk for advertising volunteer needs.

Liaison Updates

- Green Team/Environmental Commission – Shower Head Exchange program nearly complete, Photo Contest ongoing – November hike cancelled due to weather.
- Open Space – Mt. Bethel Church – Electric meter and power to the church completed. Backfill of kitchen/basement with millings and other materials completed.
- Recreation – Committee is seeking two commissioners in 2017 to replace two members that will not be returning. Basketball began in November.
- Township Committee – 2016 Annual Report presented to Township on 11/22/2016 and will be shared with County EDAC 12/8/2016. Name change from EDIAC to EDAC requested of Township Committee.
- Land Use –
 - Residential properties for Meadows of Mansfield currently in a holding pattern as American Jersey Water has not issued permits statewide.
 - Breikenhoff Builders requested that the township take over the paved Brantwood Road extension, the Township sent this request back to Land Use.

Commerce Activities

- Openings – none reported
- Closing– Buddy's Lots targeted for February closure. The team discussed whether lease costs were higher as compared to other localities.
- Events – Donaldson's Farm advertising a Produce Pete special

Current Projects

- 1) 2016 Year End Report – Completed. Awaiting posting to Township Website.
- 2) Ordinance Request/Name Change – Requested as an agenda item for December 2016 Township Meeting.
- 3) Flyer/Announcement - 2016 New Business Openings. Draft of flyer presented to team awaiting approval of one business, otherwise, will remove logo and call out info and distribute highlighting three of the four businesses before end of year.
- 4) Business Listings
 - a. There was discussion regarding collection of websites and issues concerning links from the Township website (if they will be able to be included and be live links as is done at the County Level via County Website and County-controlled Tourism website (ExploreWarren.com))
 - b. There was discussion of prominence and placement of Business Listing on Township Website as well as what is minimally required to attain points on behalf of the Green Team in support of Sustainable Jersey re-certification in 2018.
 - c. A google form was created following the format of the existing PDF business listing form created by the Green Team. The form will be distributed among team members to pilot use of the form and provide feedback. Team member assignments to target businesses within shopping plazas and other commercial areas to solicit participation in the business listing for the town and when tourism related with the County.
 - d. A suggestion was made to develop a formal timeline for creating and disseminating the business listings
- 5) Round-Table Input Sessions – the team discussed new dates for round-table discussion topics with businesses and the County EDAC to accommodate Reorg activities at the beginning of January.
 - a. A February workshop of 2/13 will be held with local business owners, the January 9, 2017 Workshop meeting will be held to discuss format of February and March Round-table events and if needed, finalization of Residential Survey
 - b. A March workshop of 3/13 will be conducted to have a round-table discussion with the County EDAC. Written invitations were suggested to be sent in advance of meeting.
- 6) Draft Strategies – Proposed strategies were distributed with the December Agenda to be further discussed in upcoming meetings along with recommendations for 2017 budget.

2016 Budget Versus Actual Year End

2016 Plan Budget	\$200.00
2016 Amended Budget	\$300.00
2016 Actual Spend	\$300.00

Budget money was appropriated to the purchase on an annual membership of Survey Monkey for conducting several questionnaires in 2017. Membership expires December 2017.

Meeting closed at 9:45 pm

Upcoming Meeting Schedule (8 p.m. unless otherwise indicated)

December 12, 2016 – Workshop Cancelled

January 4, 2017 – Regular Meeting

Upcoming Meeting Schedule (8 p.m. unless otherwise indicated)

January 9, 2017 – Workshop – Prep for RoundTable Events

February 1, 2017 – Regular Meeting

February 13, 2017 – Workshop Meeting – Local Business Owners

March 1, 2017 – Regular Meeting

March 13, 2017 – Workshop Meeting – County EDAC (**start time 7:30pm**)

April 5, 2016 – Regular Meeting

April 10, 2017 – Workshop Meeting

May 3, 2017 – Regular Meeting

May 8, 2017 – Workshop Meeting

June 7, 2017 – Regular Meeting

June 12, 2017 – Workshop Meeting

July 5, 2017 – Regular Meeting

July 10, 2017 – Workshop Meeting

August 2, 2017 – Regular Meeting

August 14, 2017 – Workshop Meeting

September 6, 2017 – Regular Meeting

September 11, 2017 – Workshop Meeting

October 4, 2017 – Regular Meeting

October 9, 2017 – Workshop Meeting

November 1, 2017 – Regular Meeting

November 13, 2017 - Workshop Meeting

December 6, 2017 – Regular Meeting

December 11, 2017 – Workshop Meeting