

**MINUTES  
ORGANIZATION MEETING  
RED BANK REDEVELOPMENT AGENCY  
AUGUST 27, 2019  
4:30 P.M.**

**SUNSHINE STATEMENT**

Borough Clerk Borghi requested the minutes reflect that, in compliance with Public Law 1975, Chapter 231 (Open Public Meetings Act), notice of this meeting has been provided by notifying the Asbury Park Press, the Two River Times and the Star Ledger and by placing a notice on the bulletin board and filing same with the Borough Clerk on May 22, 2019.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Commissioners Beebe, Huber and Massey, and Council members Triggiano and Yassin.

**ALSO PRESENT:** Borough Administrator Shehady, Borough Clerk Borghi and Consultant DeRoberts.

**ABSENT:** Commissioners Wouters and Reynolds-Lewis

Commissioner Reynolds-Lewis arrived at 4:39.

Attorney Denison arrived at 4:45.

**MINUTES AND REPORTS**

Executive Director

Administrator Shehady said there were a number of resolutions on the agenda and he would be reviewing those recommendations. First, he said he wanted to advise the Commission on a grant opportunity the Borough was working on with the Borough's Grant Consultant. He said it was called the Opportunity Zone Challenge Grant and reviewed the criteria for the grant. It said it allowed the Borough to partner with a strategic partner which, in this case, would be the Red Bank Redevelopment Agency. He said they would be putting together a proposal not to actually implement a strategic plan but to develop one. He gave possible examples of the focus of such a plan. He said they were reviewing what would be the best subject for Red Bank's proposal. He said there a maximum of five grants available with a maximum of \$100,000 each. He said the project period was six months and the money was envisioned to go to strategic partners and professional firms. He said he hopes to have more information to present before the grant application was submitted. He said he felt the Borough had a good chance of receiving the grant.

Commissioner Huber asked if the Strategic Plan was something they would be doing anyway whether or not they received the grant or ask if it was dependent upon the grant.

Administrator Shehady said, as a best practice, it was a good idea to develop a strategic plan. He said Opportunity Zones were a relatively new concept in New Jersey and reviewed the process. He said he wasn't sure if the Borough had the funds or the manpower to go through the process without the grant.

There was a further discussion on the likelihood of success and competition for the grant. Consultant DeRoberts said many people believed the Opportunity Zone was for real estate development/investment, but, he said, there was also a major element for job creation. He said a unique aspect they wanted to explore for Red Bank was to take advantage of the artistic community presence to see how it could be used to create job opportunities.

Mayor Menna noted that studies have shown that the arts bring in over 250,000 visitors per year. He said part of the application would be to show that the arts as a creative factor in moving forward development and job creation. He said that type of application was a new concept and felt they could make a cogent argument.

Administrator Shehady reported that the Governor's Conference on Housing and Economic Development was coming up on September 16-17. He said he had attended previously and would be attending this year. He said it was a good idea for the Chair or Vice Chair to attend or, if they were unable to attend, other members of the Commission. He asking anyone interested to let the Chairman know and they would register them.

Minutes of 7/23/2019

Commissioner Beebe made a motion to approve the minutes as amended, seconded by Commissioner Reynolds-Lewis.

**ROLL CALL:**

**AYES:** Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

**NAYS:** None

There being six ayes and no nays, the motion was declared approved.

## **NEW BUSINESS**

### **Professional Services RFQs/Resolutions**

Chairman Huber asked Consultant DeRoberts to review the RFQ process/response.

Consultant DeRoberts said a Request for Qualifications had been issued for Financial Advisor Services. He reviewed the services that would be provided under that contract. He said a response was due the previous day and said two had been received. He said both were New Jersey based firms and very experienced. He said the recommendation was to adopt a resolution naming both firms with NW Financial Group being the primary advisory and Acacia Financial Group the secondary.

Chairman Huber asked what the designation of primary would mean.

Mr. DeRoberts said general questions would be directed to the primary advisory.

Mayor Menna said the Borough had done extensive work with NW Financial in the past and said they had been very helpful. He also noted that the contract would be on an as-needed basis only.

Administrator Shehady noted a resolution was on the agenda listed as 19-09.

Chairman Huber called for a motion to approve Resolution 19-09, "A Resolution of the Red Bank Redevelopment Agency Authorizing the Award of a Professional Services Contract for Financial Advisory Services."

Councilman Yassin made a motion to approve the resolution, seconded by Commissioner Beebe.

ROLL CALL:

AYES: Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

NAYS: None

There being six ayes and no nays, the motion was declared approved.

Administrator Shehady noted that the award did specify a contract amount because the award was for a pool of firms to be used as needed.

Consultant DeRoberts reviewed the additional resolutions on the agenda including 19-08 which would amend a previous resolution to designate Planning Services firms. He said DMR Architects had been omitted on the previous resolution which he said had been an oversight. He reviewed their experience. He said they have responded to the RFQs for both Planning Services and Architect Services.

Chairman Huber called for a motion to approve Resolution 19-08, "A Resolution of the Red Bank Redevelopment Agency Amending Resolution No. 18-03 which Authorized the Award of Professional Services Contracts for Redevelopment Planner Services."

Councilman Yassin made a motion to approve the resolution, seconded by Councilwoman Triggiano.

ROLL CALL:

AYES: Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

NAYS: None

There being six ayes and no nays, the motion was declared approved.

Mr. DeRoberts reviewed the remaining Resolutions. He said 19-10 would award a contract for a Threshold Conformance Analysis Study. He said the goal was to be proactive rather than reactive especially in regard to areas in need of redevelopment or rehabilitation. He said the study would evaluate the needs of the entire Borough to identify areas that could qualify for those designations. He said the report would be delivered to the Agency and they would make a recommendation to the Mayor and Council. He said the Council could then make a recommendation to the Planning Board to request that areas of the report or the full report be formally studied. He offered further details of the RFQ process and why they had chosen ARH Associates over Heyer, Gruel & Associates.

Commissioner Massey asked if DMR Architects had had the opportunity to submit.

Mr. DeRoberts said they had not as they had only just been added to the pool of planners at this meeting.

Commissioner Massey reviewed the details of each proposal and noted Heyer, Gruel already had a Red Bank presence.

A discussion followed on the specifics of the two proposals. Attorney Denson said a review of the proposals revealed ARH was offering a more comprehensive review.

Commissioner Massey said she felt Heyer, Gruel may have some of the data already which would explain why their proposal appeared to be less comprehensive.

Mayor Menna asked if there was an urgent need to act on this resolution at this meeting.

Mr. DeRoberts said there was not.

Mayor Menna suggested they further review the proposals and discuss it further at the next meeting.

The Commission's consensus was to carry the matter to the next meeting.

Consultant DeRoberts explained that the next two resolutions would deal with the municipal facilities project, one for Engineering and one for Architectural Services, and reviewed details of each. He said the two firms would be working in concert with each other. Regarding the Engineering contract, he said they had received two proposals were recommending the award go to Maser Consulting.

Commissioner Beebe asked questions about the review process and time line. He asked about the plan for vacated properties and the possibility of financial benefit to the Borough to help underwrite the cost of a new location.

Mr. DeRoberts said they were proposing a foundational study to determine the Borough's assets, resources and needs. He said before they could figure out where the Borough could go, they needed to determine needs or requirements. He said this would help guide them toward that. He said they also had to figure out potential locations and potential opportunities. He said they could then look at cost alternatives and reviewed options.

Commissioner Beebe said the Commission would not be in a position to make a recommendation for a new property until much further down the road when they knew more about the possible disposition of existing properties within a redevelopment plan.

Mr. DeRoberts confirmed and added more details on how the process would work.

Administrator Shehady reviewed a scenario where they would evaluate three municipal properties which were the Municipal Building, the Senior Center and the Department of Public Works and described the possible outcomes including getting rid of all three or only getting rid of one or two and combining elsewhere. He said until they knew what the Borough's needs were, they couldn't make decisions on new facilities.

Commissioner Beebe asked where the budget to pay for these services was coming from. He asked if it was coming out of a bond and the Borough's budget.

Administrator Shehady said the funds were not coming out of the Borough's Operating Budget but from the Capital Budget through Bond Ordinances.

Commissioner Huber said he had asked that spending be tracked so they would have a sense of how much had been spent.

Commissioner Massey noted that the discrepancy between the two Engineering firms were quite different in cost and scope. She went through specific differences and asked how the decision had been made.

Mr. DeRoberts reviewed the RFQ process and said Maser had provided a response that more closely aligned with what the Borough needed. He said ARH had provided a proposal offering more services but said he wasn't sure the Borough need them at this time.

A discussion followed regarding the specifics and differences between the proposals and how they would dovetail with the proposal from the Architectural firm.

Commissioner Beebe expressed concern about the wording of the Maser proposal that differed from the RFQ wording.

Attorney Denson reviewed the documents and said he believed it was simply a copy and paste error in the cover letter. He said the body of the proposal was correct which was what the contract would be based on.

Commissioner Massey again expressed concern about the different responses to the solicitation and asked if they should seek clarification.

Consultant DeRoberts said he believed the one firm had submitted more than the Borough had asked for.

Chairman Huber said it was an excellent discussion and called for a motion to approve Resolution 19-11, "A Resolution of the Red Bank Redevelopment Agency Authorizing the Award of Professional Services Contract to Maser Consulting P.A. for a Conceptual Engineering Site Review for Municipal Operations."

Councilman Yassin made a motion to approve the resolution, seconded by Commissioner Reynolds-Lewis.

ROLL CALL:

AYES: Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

NAYS: None

There being six ayes and no nays, the motion was declared approved.

Consultant DeRoberts reviewed the proposals received regarding Architectural Planning Review services and explained their recommendation.

Chairman Huber called for a motion to approve Resolution 19-12, "A Resolution of the Red Bank Redevelopment Agency Authorizing the Award of Professional Services Contract to DMR Architects for a Conceptual Architectural Planning Review for Municipal Operations."

Councilman Yassin made a motion to approve the resolution, seconded by Commissioner Beebe.

**ROLL CALL:**

**AYES:** Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

**NAYS:** None

There being six ayes and no nays, the motion was declared approved.

Councilman Yassin suggested that, while the Commission was waiting for the studies to be completed, the Commission could start looking toward design standards. He asked that it be added to the next agenda.

Consultant DeRoberts said they would be better served waiting for progress on the Threshold Conformance Analysis.

Mayor Menna agreed that it would be premature for the next meeting and said it would be more likely a topic of discussion for two meetings from this one.

Commission Massey agreed.

Councilman Yassin said it just wanted to make sure it was on their minds.

Commissioner Beebe asked if the firms would be coming in to present to the Commission.

Mr. DeRoberts suggested they should also include the Advisory Group.

Chairman Huber agreed.

Commissioner Beebe asked about the Mission Statement that had been previously discussed and asked if it would be coming back to the Board.

Administrator Shehady said both the Mission Statement and the Goals & Objectives documents had been adopted and were in the meeting folder.

Commissioner Beebe asked for a review of topics for the next several meetings.

Mr. DeRoberts said at the September meeting they would be reviewed the Grant Application which he said would be very enlightening. He said they would also have a report back on awarding a contract for the Threshold Conformance Analysis Study. He said in October, it had been suggested that they invite the Advisory Board and all of the professionals for an interactive discussion and the various projects.

**PUBLIC COMMENT**

Stephen Hecht—135 Branch Avenue—said he understood that there was a \$300,000 bond that was funding the Agency's needs. He asked if that was correct.

Consultant DeRoberts clarified that it was an improvement authorization to cover costs for professional fees and studies.

Mr. Hecht asked how the Agency would fund its ongoing operation.

Administrator Shehady said he wanted to further clarify that the \$300,000 was not to fund the Agency's operation but was strictly for the purpose of efforts related to the Municipal Operations Project. He said the operations of the Agency could be funding in a couple of possible ways. First, he said was through allocations by the Mayor and Council. He said they had already authorized seed money and those funds would be used for general purposes, not tied to a specific project. He said this would include the General Counsel and the Auditor. He said another way it could be funded was through future projects with Developer's escrow fees.

**EXECUTIVE SESSION**

No Executive Session needed.

**ADJOURNMENT**

Councilman Yassin offered a motion to adjourn the meeting, seconded by Councilwoman Triggiano.

**ROLL CALL:**

**AYES:** Beebe, Huber, Massey, Reynolds-Lewis, Triggiano and Yassin

**NAYS:** None

There being six ayes and no nays, the motion was declared approved.

Respectfully submitted,  
Pamela Borghi