

**MINUTES
REGULAR MEETING
RED BANK REDEVELOPMENT AGENCY
SEPTEMBER 24, 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, Massey and Wouters and Council members Triggiano and Yassin.

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

ABSENT: Commissioner Reynolds-Lewis

Commissioner Reynolds-Lewis arrived at 4:45.

MINUTES AND REPORTS

Executive Director

Opportunity Zone Challenge Grant—Administrator Shehady asked if there were any questions regarding the Opportunity Zone Challenge Grant. He reviewed the application and said the Borough had a one in fifteen chance of success. He said if the Borough received full funding it would be \$100,000.

Chairman Huber said Administrator Shehady had done a wonderful job and said the information provided was very informative.

Commissioner Beebe asked how the work in the proposal would interface with work being done by ARH.

Administrator Shehady said there could be an overlap. He said the application was to get professionals that would help take inventory for both development and job opportunities. He said ARH would develop opportunities for areas in need of rehabilitation and areas in need of redevelopment rather than job development.

Consultant DeRoberts said the work would be similar but different.

Municipal Facilities Project Report—Administrator Shehady noted that the agency had authorized professional services contracts at the last meeting for Maser for Engineering and DMR for Architect services. He said Agency Representatives had held a kick off meeting with the Borough Engineer, the DPW Director and the Construction Officials. He said they outlined the process, the data sets that they would need and who would be involved. He said they had distributed questionnaires for Department Heads to fill out to assist in understanding the needs of the Borough.

Consultant DeRoberts said it had been very productive and felt both firms had hit the ground running. He said they would be holding meetings with them the week prior to the Commission meetings.

Administrator Shehady said there had been a major issue in the Police Department during a tour he was giving the professionals which illustrated the need for major infrastructure changes.

October Meeting—Consultant DeRoberts said an invitation would be extended to the Advisory Board members and all of the professionals for the October meeting. He said he felt it would be productive for Maser and DMR to provide an overall update report. He said it would be an opportunity for Advisory Board members to offer input which he said would be helpful.

Chairman Huber asked if they should allow extra time for that meeting.

Administrator Shehady said he didn't see any action items being on the agenda but said it would be more of a reporting meeting. He noted there was one item on today's agenda regarding an RFP for Project Management Consulting and Oversight. He said, if the RFP was issued and they received proposals in time, an award could be made at that meeting. He said he did not foresee any other action items.

Minutes of 8/27/2019

Councilman Yassin made a motion to approve the minutes as amended, seconded by Commissioner Beebe.

ROLL CALL:

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

NAYS: None

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

NEW BUSINESS

Project Management Consulting

Chairman Huber noted Consultant DeRoberts' firm had been working with the Borough for the past year and had been originally contracted by the Borough prior to the formation of the Redevelopment Agency. He said the contract was running out and it was up to the Commission to select an Advisor. He said it had to be put out to bid and noted a copy of the RFP had been distributed. He said after it was issued and responses received, the Commission would discuss it at the next meeting. He reviewed the reasons why he felt a project manager was needed.

Mayor Menna made a motion to issue the RFP, Councilman Yassin seconded.

ROLL CALL:

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

NAYS: None

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

Chairman Huber noted there had been some questions about a resolution at the last meeting and it had been carried. He said he understood there had been a follow up meeting that had satisfied the questions. He said a summary memo had been provided to the Commission members.

Mayor Menna asked Mr. DeRoberts or Mr. Shehady to summarize the memo for the public and/or press. He also expressed some concern about contract details and asked that the terms be carefully reviewed.

Consultant DeRoberts said the Commission's attorney had developed a standard contract with the Agency's terms rather than accepting contract documents from vendors.

Administrator Shehady said they had requested that the respondents provide a breakdown of the estimated hours allocated to the analysis of the study area. He said they included a timeline for the completion and the materials that would be needed from the Borough. He said the review had illuminated some areas to determine if it was sufficient. He said they had also reduced the number of hours that would be allocated in certain areas and by certain individuals such as more senior members of the firms with a higher hourly rate. He asked if Commissioner Massey would like to add to the comments.

Commissioner Massey said he had hit on the three main points of the discussion

Chairman Huber called for a motion to approve Resolution 19-10, "Resolution of the Red Bank Redevelopment Agency Awarding a Professional Services Contract to ARH Associates for a Borough-Wide Threshold Conformance Analysis Study."

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

ROLL CALL:

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

NAYS: None

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

PUBLIC COMMENT

No one appeared.

EXECUTIVE SESSION

No Executive Session needed.

ADJOURNMENT

Councilman Yassin offered a motion to adjourn the meeting, seconded by Commissioner Beebe.

ROLL CALL:

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

NAYS: None

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

Respectfully submitted,

Pamela Borghi