

**MINUTES
REGULAR MEETING
RED BANK REDEVELOPMENT AGENCY
OCTOBER 22, 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 Huber, Massey, Reynolds-Lewis and Wouters and Council member and Yassin.

ALSO PRESENT: Borough Administrator Shehady, Borough Clerk Borghi, Attorney Denson, Consultant DeRoberts and members of the Advisory Board.

ABSENT: Commissioner Beebe and Councilwoman Triggiano

MINUTES AND REPORTS

Chairman Huber asked members of the Advisory Committee to introduce themselves.

Chairman Huber noted the several of the Agency's consultants were in attendance to offer reports to the Board.

Executive Director Shehady called up Financial Advisor Mike Hanley from MW Financial Group.

Mr. Hanley reviewed the firm's experience and other municipalities they have worked with. He also reviewed various projects some initiated by a municipality and some by developers. He said they would review the projects for things such as costs, revenues, community benefits, etc. He said they would work for the best deal for the municipality.

Consultant DeRoberts spoke highly of the value the firm would bring particularly when dealing with Developers by clarifying financials.

Chairman Huber asked if they had a standard rate they looked for on rate of return.

Mr. Hanley said it varied on different types of projects and the location.

Advisory Board member Frank Corrado asked how they typically were paid.

Mr. Hanley said they were paid an hourly rate which was typically paid by the Developer.

Consultant DeRoberts said if the firm was working on a Municipal project, any fees would be charged against the project so it wouldn't be coming directly out of the Municipal operating budget.

Mr. Corrado asked if there were any commissions or any incentivized program.

Consultant DeRoberts said there was not.

Councilman Yassin left the meeting at 4:45pm.

Mr. Shehady asked Matt Jessup of Redevelopment Counsel McManimon, Scotland & Baumann to come forward. He said something the Agency would need to consider was Affordable Housing issues and noted that was something the firm was well versed in.

Mr. Jessup introduced himself and reviewed the firm's experience, various clients they have worked with and types of projects. He said projects often called for firms with experience in multiple principles/disciplines.

Mr. Shehady asked him to provide a snapshot of a sample process/timeline noting that he was aware that there was no "typical" project.

Mr. Jessup agreed that each project was unique but reviewed a standard process which would start with the Governing Body adopting a resolution to refer one or more parcels of property to the Planning Board where they would investigate to determine if the property met the criteria as an Area in Need of Redevelopment/Area in Need of Rehabilitation. He reviewed the differences between those designations. He said the Planning Board would then prepare a report and hold a hearing on the report. He said, once the Planning Board determined the property met the criteria, they would refer the matter back to the Governing Body where they would adopt a resolution to declare the property an Area in Need of Redevelopment/Rehabilitation. He said the next step would be to adopt a Redevelopment Plan which would set the Zoning for the project. He said that process also typically went from the Governing Body to the Planning Board and back to the Governing Body. He reviewed more details of the process with and without a Developer in place. He said once the area was designated and a plan was in place, the next step

would be to negotiate the terms with a Developer. He added that there may be an additional step if a PILOT is negotiated and that would have to be approved by the Governing Body by Ordinance. He said, on average, the process should take four to six months.

Consultant DeRoberts noted the firm and Mr. Jessup had a history of working with the Borough in the past. He credited Mr. Jessup with the fact that the Borough had received unanimous approval for the creation of the Redevelopment Agency.

Chairman Huber asked how the firm would receive direction.

Mr. DeRoberts said he was essentially the “quarterback” of the project who would coordinate the various professionals. He said it was really a triumvirate effort between the Executive Director/Administrator, the Agency Attorney and himself.

Executive Director Shehady ask the Municipal Facilities Team to come forward which he said consisted of Mark Lescavage of Maser Consulting and Pradeep Kapoor of DMR Architects.

Mr. Kapoor offered information on his firm and said they had been hired to do a facilities study for the Municipal project. He said the first step that they were doing now was to analyze the existing facilities. He said the next step was to determine what was needed. He said they had distributed questionnaires to Department Heads which they would use to determine what the Borough had and what it needed. He said then they would bring Maser in and said they were reviewing sites in the municipality. He said they would then start the concept design.

Mr. Lescavage thanked the Commissioners and said he was excited to work on the project. He also offered information on his firm. He said they had reviewed the various properties owned by the Borough and categorized them. He said they also looked into other properties within the Redevelopment Zone. He said they had identified properties that may be possibilities in a public/private partnership or land swap. He said they would be narrowing the list and discussed various needs of specific municipal properties.

Mr. DeRoberts said they were looking at all municipal properties and reviewed those being included. He said they were also looking at suitable locations whether single site locations or multiple sites.

Mr. Shehady asked about the timeline.

Mr. Kapoor said once they get the information back, they would work to narrow down the number of sites over the next month. He said, once they get down to two or three sites, they would do concept layouts which he said would take about four weeks. He said he felt the concept layouts would be ready by the first week of January. He said they would also be looking at cost implications and constraints such as DEP issues. He said they would also be looking at the existing location to consider an addition or renovation.

Mr. Lescavage said they had a lot of data but noted a lot of the parcels were not going to be viable. He said he felt the January timeline was viable for their end.

Mr. DeRoberts said this was the fact finding stage and, ultimately, the Redevelopment Agency would be making the recommendation to the Mayor and Council. He said the Mayor and Council would make the decision, come up with the funding and would be in charge of execution.

Mr. Shehady said the final presenter would be speaking on the Borough-wide Threshold Analysis and introduced Shannon Warner of ARH Associates.

Ms. Warner offered information on her firm and thanked the Commissioners for the opportunity. She said the Threshold Analysis would consist of putting a report together of properties that might qualify for redevelopment. She said the report would be able to guide policymakers regarding what sections of the Borough they should focus their redevelopment efforts. She said the initial phase would be gathering GIS data. She said they would be going around town taking video footage and photos. She said they would take that information to present to the Board.

Chairman Huber asked if there was clear criteria for what constituted redevelopment.

Ms. Warner said, for the most part, it would be pretty clear to the Planner. She reviewed his experience with this type of study.

Mr. DeRoberts said the criteria that would be use. He noted that this was the front end of the process. He said the goal was to assist the Borough with being proactive rather than reactive. He noted that, in the past, Developers would come to the Borough and request the designation and it was looked at in isolations. He said the goal was to look at the entire Borough. He said the Agency would review and make recommendation to the Mayor and Council. He said the Mayor and Council would then refer their decision to the Planning Board. He also noted that ARH was just getting started and said their work would tie into the Municipal Facilities project.

Ms. Reynolds-Lewis asked what the time line would be for the data collection and analysis.

Ms. Warner said it would be about four months. She said they were just scheduling dates to come out and gather data and expected that would happen in the next week or two.

Commissioner Massey asked if four months was a standard time frame for a town of Red Bank’s size.

Ms. Warner said it was.

Ms. Massey asked for more information on the GIS component.

Mr. DeRoberts explained that it was Geographic Information Systems and reviewed what it would be used for.

Chairman Huber thanked the professionals for attending.

Minutes of 9/24/2019

Commissioner Wouters made a motion to approve the minutes as amended, seconded by Commissioner Massey.

ROLL CALL:

AYES: Huber, Massey, Reynolds-Lewis, and Wouters

NAYS: None

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

New Business

No new business.

Resolutions

Resolution 19-13: A Resolution of the Red Bank Redevelopment Agency Awarding a Professional Services Contract to Government Strategy Group for Project Management Consulting & Oversight Services

Chairman Huber said the Commissioners had previous authorized an RFP for Project Management Consulting & Oversight Services. He reported that information had been sent to three interested firms but only one had responded.

Commissioner Reynolds-Lewis made a motion to adopt the resolution, Commissioner Wouters seconded.

ROLL CALL:

AYES: Huber, Massey, Reynolds-Lewis, and Wouters

NAYS: None

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

PUBLIC COMMENT

No one appeared.

EXECUTIVE SESSION

No Executive Session needed.

ADJOURNMENT

Commissioner Massey offered a motion to adjourn the meeting, seconded by Commissioner Reynolds-Lewis.

ROLL CALL:

AYES: Huber, Massey, Reynolds-Lewis, and Wouters

NAYS: None

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

Respectfully submitted,

Pamela Borghi