
**STRATEGIC REVITALIZATION PLAN FOR WEST MAPLE
NEIGHBORHOOD
CAMDEN, MERCHANTVILLE & PENNSAUKEN
MINUTES
Meeting #1
December 2, 2010, 10am
Merchantville Borough Hall**

ATTENDEES:

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| Mike Wisnosky, RDG | Denise Brouse, Merchantville |
| Owen McCabe, RDG | Larry Cardwell, Pennsauken |
| Mara Wuebker, RDG | Terry Carr, Pennsauken |

1. Kick Off Meeting

- a. **Project Approach and Scope of Work** –Scope of Work is now revised to acknowledge the City of Camden as a project partner and includes in-kind services as the match for the grant. It includes 2 public workshops and 1 public presentation meeting at the end. There will be monthly task force meetings, as well as a neighborhood survey.
- b. **Timeline and Deliverables** –Timeline is about a year. The schedule is not set in stone. It is anticipated that the first public visioning session will be changed to March.
- c. **Project Boundaries**- The group decided to include the Save-A-Lot shopping center in the study. We will check with Ed on his opinion on the Camden portion. Even when parcels aren't included in the formal study boundary area, they can be included in task force discussions (ex. armory), but will not go into the same depth as areas inside the boundary.
 - i. Armory is being conveyed to Pennsauken. It is slated for Emergency Management Office, Public Works (salt-done storage) and Volunteers of America transitional housing. 25,000± sq ft building. We can look at plans, but can't get copies at this time.
 - ii. Route 130 is a designated Redevelopment Area in Pennsauken.
- d. **Status of Field Survey Data and Building Inventories Spreadsheet** – Merchantville is almost finished; they still need to put in site conditions into the spreadsheet. Pennsauken brought tax assessor's field cards to meeting. Larry is familiar with excel and will enter the information. Deadline for community completion of inventory is January 31, 2010.

2. Administrative Items

- a. **Task Force Members-** Deadline for providing list of task force appointees is December 31st. However, Pennsauken will have appointee names by January 7th because new Mayor will be coming in.

We will invite additional persons to the meetings who may be interested in attending, such as Andrew Levecchia of CCIA and Freeholder Carmen Rodriguez. They will be on e-mail list.

- b. **Monthly Task Force Meetings** – will tentatively be held on the second Thursday of every month at Merchantville Borough Hall at 10am. Confirm that this date will work with Ed. 2nd or 3rd week is best for Pennsauken. Each community will bring time sheets from prior month to every meeting. Need to have at least one municipal representative from each community at the mtg.
- c. **Public Workshops** there will be 2 evening public workshops. We will try to have them held at a location in the neighborhood, like the Masonry Preservation Group. If not, then we will likely hold them at the Pennsauken Municipal Building. Denise will check with Masonry Preservation Group to see if we could hold them there. Need to have at least one municipal representative from each community at the mtg.
- d. **Form 60/Staff Hours** – RDG handed out a copy of Form 60 that DVRPC requires. RDG can fill out the form, but will need community signatures.
- i. RDG needs annual salaries/hourly rate from all staff members working on the project a.s.a.p. so we can submit the Form 60 to DVRPC.
 - ii. Each community will provide monthly reports of staff hours to RDG at the task force meetings.
 - iii. Give RDG timesheet for time spent so far through end of November a.s.a.p. (Merchantville supplied its timesheet)
 - iv. RDG will prepare excel spreadsheet to keep track of hours so that we know how we are progressing towards meeting \$5,000 contribution from each community.
- e. **Municipal/RDG Agreement** –the group reviewed the draft written agreement that will be signed by all 3 communities and RDG. It puts in writing what everyone has verbally agreed to with respect to the project.

It will be revised to state that Merchantville agrees to provide payment to RDG when it receives grant money from DVRPC.

3. Next Meeting and Upcoming Deadlines

- a. **Post on Municipal Websites** –RDG will provide a flyer to the communities to use for posting task force meeting dates on municipal websites. Need to have info for Pennsauken newsletter by second week of the month.
 - i. We should try to schedule evening public workshops when there aren't municipal meetings.
 1. Pennsauken – PB 1st and 4th Tuesdays ZB 1st and 3rd wed, TC 1st wed
 2. Merchantville- PB 2nd Tuesday, TC-2nd and 4th Mondays, HPC?
 3. We need to get Camden's meetings schedule.
- b. **Field Survey Data and Building Inventories Spreadsheet** –January 31st
- c. **List of Task Force Members**- December 31st (January 7th)
- d. **Monthly Time sheets** – July 2010 - November 2010 provide a.s.a.p. Bring December time sheet to January task force meeting.
- e. **Staff Annual Salaries/Hourly Rates** – need a.s.a.p.
- f. **Public Workshop Location**- Denise will check with Masonry Preservation Group
- g. **Municipal/RDG Agreement**- Mara will revise. Denise will have Frank sign first and bring it to Larry for Administrator's signature. Mike W will get it from Larry and give to Ed for Camden's signature.
- h. **Sample Timesheet**- RDG will provide spreadsheet.
- i. **Revised Proposed Project approach/Schedule**- RDG will send to DVRPC. We will change 1st public workshop to March instead of February.