



**Present:**

Sue Asher  
John Holloway  
Diana Sieberg  
Matthew Brown  
Richard Onderko  
Secretary: Nanette Peterson

**Absent:**

Sharon Lukac  
Caitlin Cunningham  
Council Liaison: Joe DeVito

**Guests:**

Erika McGill  
Lewis Demeter Jr.  
Connor Kameronski  
Andrew Bielanski

Matt Brown called the meeting to order at 6:30 pm.

**ANNOUNCEMENTS:**

Starting in August 2023, our new meeting time will be the fourth Tuesday of every month at 6:30 pm.

**MINUTES**

Matt moved to accept the June 2023 and March 2023 meeting minutes as distributed. Diana seconded the motion and it carried.

**NEW BUSINESS**

**Municipal Updates:**

Mayor Onderko reported that he is receiving complaints about traffic flow on Main St. It seems that the Northbound lights are creating traffic flow issues that are impacting shopping and businesses. He went to the Board of County Commissioners meeting tonight to ask for help with Main Street's traffic flow and the warehouses that are planned for Kennedy Rd. He hopes the road diet is completed and repaved before Christmas 2023. If Hillsborough approves the warehouse plan, we are going to sue Hillsborough. There is no approved truck circulation route. The plan must go through the state and there must be signage, so the trucks know which way to go. Dukes Parkway to 13<sup>th</sup> is the proposed route, which circumnavigates the underpass. A question arose as to how we might limit traffic based on the height and weight of the vehicle.

John Holloway opened a training center behind 109 S. Main St. The business is called HSS Adult Computer Learning Center (HSSACL). The Model Railroading & R/C Shop at 1114 S. Main St. went out of business due to the owner's death.

**OLD BUSINESS**

**Updates Since June 2023 Meeting:**

New Business Protocols and Zoning Application Information

The Borough municipal offices are working to create a checklist of what is required to open a new business in Manville. They are working on automating and digitizing the process. New business protocols will be provided by Traci Dillingham.

Zoning applications processes and workflow will be provided by Joe Costa. He will take responsibility for informing the mayor about new businesses as of June 15<sup>th</sup>. The consensus is we would like to be informed as soon as the application comes in rather than given notice once the business is approved.

General Workflow Below:

- 1) New business creation requirements met by state
  - (<https://business.nj.gov/pages/register-your-business>)
- 2) Zoning application submitted by prospective business
  - Responsibility of zoning officer to determine if business type is permitted by ordinance
- 3) Application then forwarded to Building Department to issue CCO / CO, schedule inspections, etc.
- 4) All copies of CCOs/Cos distributed through interoffice mail to all departments that should be aware (Fire Safety, Tax Assessor, Zoning)

### Business Database Creation

This database drives the interactive map on the MyManville app. It is also our communication tool for email marketing platforms like Constant Contact.

The committee will take responsibility for vetting the information in the database to ensure it is current and complete. We need to have an actual conversation with the owner or manager of the businesses. To date, we have had a 25-30% success rate in contacting the decision makers. The timeline is as follows:

- Pull updated spreadsheet from database (7/18/23)
- Integrate any existing notes from previous iteration (7/25/23)
- Split list amongst committee to confirm and update contact information (8/22/23)

Matt suggested that we conduct a Google search, or look at social media pages, etc. to gather information about the primary contact name, phone, email, website, and mailing address. If direct contact occurs, ask if they have a different email address for EDC/Manville communications which is non-public. We will take this information and consolidate it into final list. The database will be reviewed once a year for accuracy and currency.

It was suggested that the committee put together a Manville Events list that we can reference when we go out to businesses. This should include Borough initiatives in which businesses might participate, like Community Day. A discussion about National Night Out and Community Day followed.

Sue Asher suggested that we contact old MBPA members and invite them to our next meeting.

### **NEXT MEETING**

Our next meeting is Tuesday, August 22, 2023 @ 6:30 pm at the Manville Library.

### **MOTION TO ADJOURN**

Matt moved to adjourn the meeting. The motion was seconded by the Mayor and the meeting adjourned at 7:15 pm.