

Fort Monmouth Economic Revitalization Authority

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MEMORANDUM

TO: Members of the Board of Directors

FROM: Bruce Steadman
Secretary & Executive Director

DATE: April 20, 2011

SUBJECT: Agenda for Board Meeting of the Authority

1. **Call to Order – James Gorman, Chairman**
2. **Pledge of Allegiance**
3. **Notice of Public Meeting - Roll Call – Tim Lizura**
4. **Approval of Previous Month's Board Meeting Minutes**
5. **Welcome - James Gorman, Chairman**
6. **Public Comment Regarding Agenda Items**
7. **Treasurer's Report:**
 - Summary of Status of Federal Grant
8. **Secretary's Report:**
 - Status of any FMERA discussion items
9. **Executive Director's Report:**
 - Update on Meetings with Matrix Design Group
 - Update on Meetings with Army Representatives
 - Update on Fort Security
 - Update on Meetings & Tours
 - Update on Communications Plan
 - Update on Professional Planning Consulting Services RFP
 - Action Items for Next Month
10. **Committee Reports**
 - Audit Committee – James Gorman, Chairman
 - Real Estate Committee – Michael Pane, Esq., Chairman

- Environmental Staff Advisory Committee – Michele Siekerka, Esq., Chairwoman
- Housing Staff Advisory Committee – Charles Richman, Chairman
- Veterans Staff Advisory Committee – Lillian Burry, Chairwoman

11. **Matrix Design Group Presentation**

- Overview of BRAC Process
- Business Plan/Infrastructure Summary
- Review of Environmental Status

12. **Public Comment**

13. **Adjournment**

Fort Monmouth Economic Revitalization Authority
Board Meeting
March 16, 2011
Maple Place School, Oceanport, New Jersey

MINUTES OF THE MEETING

I.

Members of the authority present:

- James Gorman, Chairman of the Fort Monmouth Economic Revitalization Authority (FMERA)-V
- Michael Pane, Jr. Esq. Vice Chairman- V
- Brandon Minde, Office of the Governor, Authorities Unit - V
- Alfred Koeppe, Chairman of the NJ Economic Development Authority (NJEDA)-V
- Dr. Robert Lucky, Public Member -V
- Lillian Burry, Monmouth County Freeholder -V
- Gerald Tarantolo, Mayor of Eatontown -V
- Michael Mahon, Mayor of Oceanport -V
- Michael Skudera, Mayor of Tinton Falls -V
- Colleen Kokas, Manager of Redevelopment and Business Assistance, Economic Growth and Green Energy, NJ Department of Environmental Protection
- Robert DeSando, Assistant Commissioner, NJ Department of Transportation.

V- Denotes Voting Member

Also present:

- Bruce Steadman, Executive Director of the Fort Monmouth Economic Revitalization Authority
- Fort Monmouth Economic Revitalization Authority Staff
- Caren Franzini, CEO of the NJ Economic Development Authority
- Gabriel Chacon, Deputy Attorney General
- NJ Economic Development Authority Staff

Not present:

- Charles Richman, Assistant Commissioner, NJ Department of Community Affairs
- Mary Ellen Clark, Assistant Commissioner, NJ Department of Labor and Workforce Development

II.

The meeting was called to order by Chairman Gorman at 7:08 p.m., who led the meeting in the Pledge of Allegiance.

In accordance with the Open Public Meetings Act, FMERA Executive Director and Secretary Bruce Steadman announced that notice of this meeting has been sent to the Asbury Park Press and the Star Ledger at least 48 hours prior to the meeting, that a meeting notice has been duly posted on the Secretary of State's bulletin board at the State House, and the FMERA and the NJEDA websites.

The first item of business was the approval of the February 16, 2011 meeting minutes. A motion was made to approve the minutes by Alfred Koepp and seconded by Gerry Tarantolo and unanimously approved by all voting members present. Michael Skudera had not arrived yet.

The second item of business was the approval of the February 16, 2011 Executive Session meeting minutes. A motion was made to approve the minutes by Alfred Koepp and seconded by Gerry Tarantolo and was unanimously approved by all voting members present. Michael Skudera had not arrived yet.

III.

WELCOME

Chairman Gorman welcomed everyone to the meeting and encouraged participation from the public. Chairman Gorman described two opportunities for public comment during FMERA Board Meetings. The first opportunity will be at the beginning of the meeting. These comments must pertain to items on the agenda and will be limited to two minutes per citizen. The second opportunity for public comment will be at the end of the meeting where any topic may be discussed as long as it is relevant to the Fort Monmouth Economic Revitalization Authority's business and affairs. The second round of public comment will be limited to five minutes per citizen.

Michael Skudera of Tinton Falls arrived at 7:12 pm.

IV.

PUBLIC COMMENT REGARDING AGENDA ITEMS

- a. Bob Rumsby of Oceanport suggested that in order to increase public understanding, the Authority should re-state their overall mission and objectives prior to each meeting.

- b. Tom Mahedy of Wall Township questioned the decrease in the time allowed for public comment. Chairman Gorman said that the change was made in the interest of speed and effectiveness. Mr. Mahedy inquired about the DEP proposed Waiver Rule. Mr. Mahedy also sought feedback on the proposed resolution by Senator Beck and Senator Kean. *The resolution petitions the US Congress and the Department of Defense to create a federally funded program that would provide post deployment assistance for veterans.* Additionally, Mr. Mahedy requested that meeting minutes be made more readily available to the public. Gabriel Chacon explained that under the Open Public Meetings Act, the minutes from Executive Session will not be made available to the public until the confidentiality that caused the Executive Session is no longer necessary.

V.

TREASURER'S REPORT

Bruce Steadman, as acting Treasurer, reported that FMERA met with Schnieder & Company, CPAs. Schneider & Company is working on the Audit of FMERPA and will complete Audit Services for FMERA as well. Beverlee Akerblom, Senior Financial Officer provided a financial update that included status on FMERA's request for an extension on our OEA grant scheduled to end March 31, 2011.

VI.

SECRETARY'S REPORT

The Secretary stated that the members of Real Estate Committee, chaired by Michael Pane, will include the following Board Members: Lillian Burry, Dr. Robert Lucky and Michele Siekerka.

VII.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Bruce Steadman reported that updates on Staff Advisory Committees will now be covered under the Committee Report section of the agenda. Mr. Steadman then asked FMERA Staff to report on FMERA work activities.

Frank Cosentino, Director of Plans and Programs, described FMERA's ongoing work with the Matrix Design Group completing the infrastructure analysis. Matrix is also performing studies as new environmental information is released by the Army. Mr. Cosentino continued by discussing the Fort Monmouth Commissary. It appears that the collective efforts of the elected officials at the local, state and federal level, as well as the persistent encouragement of the FMERA Staff, has resulted in the Secretary of the Army's recommendation that the Commissary at Fort Monmouth remain open for two (2) years beyond September 15, 2011

Odis Jones, Director of Real Estate Development, described FMERA meetings and tours of the Fort with potential employers and investors. Mr. Jones also provided an overview on meetings with members of the N.J. Congressional Delegation held in Washington, DC on March 2, 2011.

Mr. Steadman reported on FMERA meetings with Army representatives. FMERA Staff discussions with the local Garrison and representatives of the Office of the Deputy Assistant Secretary of the Army (Installation and Housing), related to the closure process and property disposition have continued on a regular basis, and conference calls are used to update the status of key issues, such as the business plan draft, environmental issues, utilities, caretaker agreement, golf course and others.

The Executive Director's Report ended with Mr. Steadman providing an overview of FMERA action items for the next month.

Colleen Kokas of the NJ Department of Environmental Protection arrived at 7:37 pm.

Chairman Gorman called for a motion to approve FMERA's work activities as outlined in the Executive Director's report. A motion was made to approve FMERA's work activities by Gerry Tarantolo and seconded by Lillian Burry and was unanimously approved by all voting members.

VIII.

COMMITTEE REPORTS

- a. AUDIT COMMITTEE (CHAIR – JAMES GORMAN) Chairman Gorman will chair the Audit Committee and Alfred Koeppel and Michael Mahon were named members. The first meeting of the Audit Committee will take place in the next few weeks.
- b. REAL ESTATE COMMITTEE (CHAIR – MICHAEL PANE) Michael Pane will chair the Real Estate Committee and Lillian Burry, Dr. Robert Lucky and Michele Siekerka were named as members. The first meeting of the Real Estate Committee will take place in the next few weeks.

- c. ENVIRONMENTAL STAFF ADVISORY COMMITTEE (CHAIR-MICHELE SIEKERKA) Colleen Kokas, representing Michele Siekerka, stated that the Committee has met three times and is tackling many issues including "Best Practices Regarding Environmental Risks". Ms. Kokas offered to provide a formal response to Mr. Mahedy's question regarding the DEP proposed Waiver Rule at the next Board Meeting.
- d. HOUSING STAFF ADVISORY COMMITTEE (CHAIR- CHARLES RICHMAN) Bruce Steadman provided an update on behalf of Charles Richman. Mr. Steadman went over the points noted at the Committee Meeting on March 10, 2011, including Mayor Tarantolo's request to have the Committee's Mission updated to reflect that the Committee will discuss how best to move the effort to redevelop Fort Monmouth forward within "guidelines potentially imposed by state mandates". Charles Richman noted at the Committee meeting that the future of housing regulations lies with the Courts and/or Legislature.
- e. VETERANS STAFF ADVISORY COMMITTEE (CHAIR-LILLIAN BURRY) Lillian Burry reported that the Committee continues to focus on its mission to reutilize existing Fort Monmouth facilities to create a Veterans Center (Veterans Clinic, Transition and Learning Center and a Morale, Welfare and Recreation aspect that would include the Golf Course and the Commissary.

Chairman Gorman called for a motion to approve the Committee Reports. A motion was made to approve the Committee Reports by Mayor Tarantolo and seconded by Alfred Koeppel and unanimously approved by all voting members.

IX.

PUBLIC COMMENT


- a. Phil Welch of Lincroft provided the board with a document titled, "Implementation Principles for Fort Monmouth Residential Development". The proposal outlines a mixed-use of the property.
- b. Elaine Mann of Colts Neck asked for clarification on the scope and size of the clinic/hospital. Lillian Burry responded by saying that the goal is for a full hospital that will serve veterans, retirees and active duty personnel as well. Ms. Mann then inquired about the number of "Superfund" clean-ups at the Fort and asked who would be responsible for them. Mr. Steadman responded by saying that we are not aware of any "superfund" clean-ups and the Army is forever responsible for clean-up. Ms. Mann also questioned why the Treasurer's report did not include any figures. Chairman Gorman explained that a detailed financial report was presented at the February 16, 2011 Authority meeting and that the public can expect detailed financial reporting quarterly.
- c. Ernest Janssen of Colts Neck asked if any of the existing housing at the Fort could be used for housing for veterans. Bruce Steadman responded that every possible use for facilities, that are not functionally obsolete, is being evaluated and housing is a very critical component.
- d. Enis Bengul of Long Branch commented that there are too many houses on the market and many homes are in foreclosure. Mr. Bengul suggested that a Research and Development Industrial Park would be a better option.

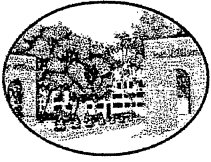
- e. Stewart Briskey of Oceanport asked who will be responsible for Police, Fire and First Aid when the Army leaves on September 15, 2011. Bruce Steadman told Mr. Briskey that the Army, as owner of the property, will still have a responsibility to provide a measure of security and fire support by way of an agreement with FMERA, a third party, the local towns or the county.
- f. Tom Mahedy of Wall Township shared his concern over the proposed DEP Waiver Rule and its potential impact on environmental policy in the State of NJ. Mr. Mahedy also expressed his skepticism over the Army's willingness to meet their environmental obligations. Mr. Mahedy urged the Board to consider more transparency in terms of public participation with Committees, specifically, the Real Estate Committee.
- g. Phil Welch of Lincroft asked when the Business Plan will be available to the public. Bruce Steadman stated that once it is approved by the Board, it will be used as a negotiating tool with the Army. After negotiations are complete, public access to the plan will be available.
- h. Kevin Kornel of Oceanport asked what percentage of the Authority lives locally. Chairman Gorman responded by reporting that all members of the Authority live in Monmouth County with the exception of some of the State Commissioners.
- i. Phil Welch requested a list of all the environmental issues identified at the Fort. Mr. Cosentino informed Mr. Welch that a detailed list (created under FMERPA) is easily available to the public at the FMERA offices or the Eastern Branch of the Monmouth County Library.
- j. Ernest Janssen of Colts Neck cautioned the Board in terms of dealing with the Army.
- k. Enis Bengal suggested improving transportation hubs from New York and Philadelphia to attract more investors and businesses.
- l. Diana Piotrowski of Colts Neck asked for a timeline for a completed Business Plan. Bruce Steadman said that a completed Business Plans is contingent upon many variables, including data to be provided by the Army, which is now late, but that FMERA should have more information by the next Board Meeting.

There being no further business on a motion by Gerry Tarantolo and seconded by Michael Mahon and unanimously approved by all voting members, the meeting was adjourned at 8:34 pm.

X.

Certification: The foregoing and attachments represent a true and complete summary of the actions taken by the Fort Monmouth Economic Revitalization Authority at its Board Meeting.


Bruce Steadman, Secretary



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MEMORANDUM

TO: Members of the Board of Directors

FROM: Bruce Steadman
Executive Director

DATE: April 20, 2011

SUBJECT: Monthly Status Report

Summary

The following are brief descriptions of the FMERA Staff's monthly activities which include an Update on the Status of the Federal Grant; Meetings with the Matrix Design Group; Meetings with Army Representatives; Update on Fort Security; Update on Meetings and Tours; Update on Communications Plan; Update on Professional Planning Consulting Services RFP; and Action Items for Next Month.

Treasurer's Report

Existing Grant

The Authority submitted a no-cost Extension Request for the existing grant. The extension of this grant through June 30, 2011 allows for continued funding of the contracts previously approved under this grant until their completion.

New Grant

A new Grant Application was submitted for federal funds in support of the Authority's operations. The funds requested were consistent with the budget approved by the Authority's Board for fiscal year 2011 and presented to the State's Office of Management and Budget in support of the Authority's appropriation request for the fiscal year ending June 30, 2012.

The Authority's Grant Application totaling \$1,625,028 (Federal Total \$1,462,525; Non-Federal Total \$162,503) has been approved and signed. This grant provides funding of the Authority's operating expenses, and select existing and proposed contractual commitments for the period April 1, 2011 through March 31, 2012.

Budget

Spending continues to be strictly monitored.

Executive Director's Report

1. Meetings with Matrix Design Group.

FMERA Staff continue to hold weekly conference calls with Matrix, to stay on track with progress we are making in our discussions with the Army.

Environmental

Matrix is working towards identifying Areas of Concern (AOC) within the Fort footprint, based on available Army and the New Jersey Department of Environmental Protection (NJDEP) data. It is the Army's responsibility under CERCLA to fund and manage a cleanup of contaminated areas to the cleanup standards set under CERCLA, based on the past use of the property.

Pro forma and Business Plan

Matrix is developing a 20 year pro forma, with input from the FMERA Staff. The pro forma is a tool with which FMERA will negotiate with the Army for the transfer of the Fort property. The pro forma and the business plan will form the basis for the EDC application, and become an effective guide for our implementing the Reuse Plan, and any modifications thereto, over the next 20 years.

2. Meetings with Army Representatives.

FMERA Staff continues its discussions with representatives of the Office of the Deputy Assistant Secretary of the Army (Installation and Housing), related to the closure process and property disposition. Weekly conference calls are used to update the status of key issues, such as the business plan draft, draft MOA, the environmental work plan, utilities, caretaker agreement and others. These discussions continue to build a positive working relationship with the Army toward finding appropriate solutions to mutual issues we must address.

3. Update on Fort Security.

As of September 15, 2011 at noon, the Army will no longer provide the high level of professional police protection for the Fort property. Therefore, with the assistance of the Governor's Office and the Lt. Governor's Office, FMERA has asked the New Jersey State Police, and the New Jersey Office of Homeland Security and Preparedness, to assist with addressing the issue of securing the Fort after the Army vacates the property. The goal is to have a highly trained, professional police force on-site to protect the Fort property after September 15, 2011. This will promote the safety and security of all of our visitors, tenants, buyers, facilities, and employees and employers.

4. Update on Meetings and Tours.

Our goal in meeting with potential employers and investors with regard to the redevelopment of the property is to provide them, on a consistent basis, access to public information as well as a cursory tour of the property. We believe it is essential during this period of time before the transfer occurs, to introduce the Fort Monmouth property along with all of its opportunities, to as many potential employers and investors as possible. This will ultimately aid with the sale, lease, and/or redevelopment of the property, and the creation of jobs.

5. Update on Communications Plan.

Staff in Eatontown and Trenton are working together to establish a communications plan that will keep the public engaged and informed on the effort to redevelop Fort Monmouth. The Plan will include a new FMERA logo and website. The website will serve as the central repository for all pertinent public information regarding the redevelopment effort. It will contain updates on the effort and will provide another avenue for members of the Community to stay updated on FMERA activities.

6. Update on Professional Planning Consulting Services RFP.

The Fort Monmouth Economic Revitalization Authority is currently soliciting proposals from qualified firms to provide Professional Planning Consulting Services to prepare and finalize development and design guidelines and land use regulations, including zoning maps, for the Fort Monmouth property, in accordance with the Fort Monmouth Reuse and Redevelopment Plan ("Reuse Plan"). The Authority will select one firm to provide these consulting services.

A mandatory pre-proposal conference was held on April 19, 2011. Responses are due by noon on May 2, 2011. For more information please visit FMERA's website www.nj.gov/fmera or NJEDA's website www.njeda.com.

7. Action Items for Next Month.

- Continued work with Matrix to finalize the business plan and pro forma
- Continued work with Matrix to identify environmental issues of concern
- Continued work with Washington, D.C. and local Army/BRAC representatives regarding property transfer, caretaker agreement, environmental issues, costs and timing
- Continued meetings and tours with the interested prospective employers and investors
- Continued outreach to our stakeholders
- Continued collaboration with our Trenton office on marketing and business development opportunities
- FMERA anticipates the Office of the Attorney General issuing an RFP in the next 30 days for outside municipal law legal services

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Prepared by: Bruce Steadman