

TOWNSHIP OF LOWER MAKEFIELD
AD HOC PROPERTY COMMITTEE
MINUTES - NOVEMBER 7, 2022

The regular meeting of the Ad Hoc Property Committee of the Township of Lower Makefield was held remotely on November 7, 2022. Mr. Childs called the meeting to order at 7:30 p.m.

Those present:

Ad Hoc Property Committee: Fred Childs, Vice Chair
Bette Sovinee, Secretary
Joe Camaratta, Member (joined meeting in progress)
John Mohan, Member
Jim Scott, Member

Absent: Dennis Steadman, Ad Hoc Property Committee Chair
Sarah Daubert, Ad Hoc Property Committee Member
James McCartney, Supervisor Liaison
Fredric K. Weiss, Supervisor Liaison

APPROVAL OF MINUTES: Ms. Sovinee

Mr. Mohan moved and Mr. Scott seconded to approve the Minutes of October 13, 2022 as written. Motion carried with Ms. Sovinee abstained.

CREATION OF A PATTERSON FARM MASTER PLAN: Mr. Childs/All

Project Management Proposal Approved by Board of Supervisors on November 2 and Reduced to Contract Form as Motioned

Mr. Childs stated a Contract Form was developed, and he asked Ms. Stark to update the Committee on the status.

Ms. Jenifer Stark was present and introduced Ms. Candace Ly who is an Assistant Project Manager, and will be working on this project.

Ms. Stark stated the Contract should be executed shortly, and she has been working on this with Mr. Truelove.

Kick Off of Phase 1: Ms. Stark, Avison Young

Ms. Stark stated there is a nine-month projected project period. She stated in month one she wants to have a kick-off meeting with the Committee and any stakeholders that the Committee identifies. Ms. Stark stated stakeholders would be people who are active in the process, and it could be anyone who is interested in historic preservation and the cultural history of the community.

Ms. Stark stated there is a draft of the RFP for professional services that will be shared with the Committee to get feedback, and the first task is to submit that to the qualified short list. Ms. Stark stated she also has the qualified short list to share with the Committee, and will add or subtract to it based on Committee comments. She stated they will be seeking competitive Bids for the Township with a minimum of three participants so that there can be a field of qualified people to look at and review their fee proposals as well.

Ms. Stark stated the Bid period will be approximately three weeks, and she anticipates having a site visit at the property pre-proposal so that the professionals can walk the property, see the structures, and tour the buildings inside and out.

Ms. Stark stated she will be coordinating this with the Committee and a proper representative from the Township to get access to the properties. Ms. Stark stated any questions will be fielded through Avison Young, and they will direct them to the proper people within the Township and disseminate the answers to the entire pool of Bidders.

Ms. Stark stated Bids will be shared with the Committee when they come in, and there will be a leveling sheet prepared where the commonalities are pulled out from each proposal so that the Committee can have a snapshot of what each of the professionals are saying about their project approach, their fee, any issues with experience levels, consultants they have on their team, and things that will give the Committee a good way to evaluate team to team.

Ms. Stark the proposal will be received in month two and both month one and month two are interconnected.

Mr. Childs stated he understands that the Contract is still being finalized, and Ms. Stark stated the Contract is Final and is being signed.

Mr. Childs asked how soon Ms. Stark anticipates setting up a stakeholders meeting. Ms. Stark stated she feels they could try to have this next week. She stated since we are heading into the holidays, she would like to get this started so that the proposals are in hand and possibly an entity selected before the beginning of the new year. Ms. Stark stated they would like to have this happen quickly and efficiently so that the Township is in good shape for 2023.

Ms. Sovinee asked if the stakeholders would be the public, the Committee, the Board of Supervisors, and the Township; and Ms. Stark agreed. Ms. Stark stated she would like to have a working group with representation, although it should not be too large. She stated she is looking to the Committee to help identify those who should be on this working group and be consistent through the process to provide feedback and represent who the Committee feels should be involved. Ms. Stark stated they will also be reporting to larger groups going forward, and she had discussed previously having public information sessions, milestone presentations to the Supervisors, etc. She stated at this point she is talking about this “intimate, working, hands-on group.”

Mr. Childs asked Ms. Stark if she has specific organizations or individuals in mind, or was she depending mostly on the Committee to come up with that; and Ms. Stark stated she would like to rely on the Committee first since they have been working on this for some time and understand who would be appropriate.

Mr. Childs stated they will need to get everyone’s availability in the next week or two. He stated he is not sure whether one week will be adequate to identify and notify other individuals. He stated after that it is Thanksgiving week. Ms. Stark suggested seeing what progress can be made. Mr. Mohan stated if they wait until after Thanksgiving, it will then be the December holidays. He feels we should be aggressive in trying to get the group going.

Ms. Sovinee stated she assumes there would have to be public notification if there was to be a meeting next week. Mr. Mohan stated he feels they could decide who should be on this small working group, and those suggestions should be provided to Mr. Steadman.

Mr. Camaratta joined the meeting at this time.

Mr. Childs stated Ms. Stark has indicated the first step is a meeting with the stakeholders to be identified as a focused working group to guide the process through along with Ms. Stark and her staff. He asked if anyone has any specific

individuals in mind who could be contacted in the next week or so. Mr. Mohan stated he will consider this and will come up with some names. Mr. Camaratta stated he understands that these individuals would be in addition to those on the Ad Hoc Committee, and Mr. Childs agreed. Mr. Childs asked that the Committee consider this tomorrow and advise Mr. Steadman as suggested by Ms. Sovinee, and they will coordinate by e-mail who should be included.

Mr. Camaratta asked if the idea is to engage them now during the development of the RFP or later when we start to develop the Master Plan, and Mr. Childs stated it would be now. Mr. Childs stated Ms. Stark has indicated that she will distribute the draft RFP to the Committee. He added that at a prior meeting it was indicated that Mr. Mohan and Mr. Scott have some background in that respect, and he would like to get their input on the RFP itself. Mr. Mohan stated if Ms. Stark is comfortable sharing it with the Committee, he would like to look at it. Ms. Stark stated she will send Mr. Steadman and Mr. Childs the draft RFP requesting comment, and they will also be kept up to date with regard to the executed Agreement. Mr. Childs asked if there is any issue with regard to Ms. Stark moving forward before the final signatures are on the document, and Ms. Stark stated there is not.

Mr. Childs stated he or Mr. Steadman will check with the Township tomorrow to see what the availability is to having a meeting by Zoom next week or so. Mr. Childs asked if there is no availability would there be any objection to having in-person meeting at the Township. Mr. Camaratta stated next week would be difficult but after that he would be fine. Mr. Mohan stated the sooner he knows the date the easier it will be for him to make arrangements. Mr. Childs asked the Committee to make available by e-mail their availability is over the next two weeks along with any ideas for additional people to invite as part of the focus group.

Discussion of Process and Potential Division of Responsibilities/Areas of Focus: All

Mr. Childs stated he feels the Committee has discussed looking at the RFP and providing input to Ms. Stark. Mr. Childs stated he assumes that possibly in December or early January, Ms. Stark would be ready to go the next step. Ms. Stark stated if there is consensus that the RFP can proceed, she would issue it with the hope of getting it back before Christmas so that a selection could be made in January.

Mr. Childs asked Ms. Stark with regard to the site visit, if she needed the Committee to be involved in that or would that be between Ms. Stark and the Township staff. Ms. Stark stated she would invite anyone who wants to, to attend as it would be an opportunity to meet the firms. She stated she will do the coordination with the Township for access and will advise the Committee, and whoever is available can come. Mr. Childs stated Ms. Stark will also be inviting the consultants, and Ms. Stark agreed.

Mr. Mohan asked if Ms. Stark could provide the list of potential bidders when she sends the draft RFP, and Ms. Stark stated she will.

PUBLIC COMMENT: All

There was no one from the public wishing to speak at this time.

OTHER BUSINESS: All

Mr. Camaratta stated in his experience when doing community projects like this, usually the discussion around the project is done in a public forum; and he asked the rationale for selecting individuals as opposed to holding a public forum at different points during the process. Mr. Childs stated Ms. Stark had indicated that there will be public forums at some point as we get further into the process. He stated once the RFP is issued, Bids come in, and a consultant is selected, he believes that is when there will be public forums. Ms. Sovinee stated during the Master Plan development, she is sure that there will be public meetings in order to gauge where the public and the community want to go with this.

Mr. Mohan stated he feels they wanted to have a small group of people to review the RFP and make sure that all of the aspects that we are looking for are captured within it.

Mr. Childs stated the key is that in the next week, we need to identify some additional people and get local individuals who could be helpful in this process as a working group.

Mr. Camaratta asked if they are looking for people with certain types of experience that we are missing. Ms. Sovinee stated she feels both Mr. Scott and Mr. Mohan have great levels of experience in RFP development.

Mr. Mohan stated he would want there to be someone involved from the Historical Commission so that we can capture their points of view and to make sure that we are not missing something. Ms. Sovinee stated Mr. Camaratta is on the Historical Commission. Mr. Camaratta stated he could make recommendations for others from the Historical Commission. Mr. Mohan stated he also feels the farmer should be involved if he is available and willing to be involved. Mr. Childs stated he agrees adding that Mr. Steadman brings the farming aspect from his experience as well as his involvement with Farmland Preservation, Inc. Mr. Childs stated Ms. Sovinee's involvement with AOY is another key element, and he asked if there should be someone else from AOY included who may have another aspect of AOY's involvement on the property. Ms. Sovinee stated she would let the Committee know if she has another person from AOY.

Mr. Camaratta asked if someone from the Township should be involved to make sure that the process we are going through meets Township regulations. Mr. Mohan stated he feels it would be necessary to have Mr. Majewski involved. Mr. Childs stated we also have the two Supervisor Liaisons although they are not present this evening. He stated it may also be good to have the new Township Manager involved once selected.

ACTION ITEMS AND ASSIGNMENTS: Ms. Sovinee

1. All – E-mail Mr. Steadman by Wednesday any other names for the working group.
2. Mr. Steadman/Mr. Childs – Check with the Township regarding a Zoom meeting next week to see if there is sufficient notification time. Committee to e-mail Mr. Steadman their availability.
3. Ms. Stark – Send out RFP Draft for comments from the Committee.
4. Ms. Stark – Set up site visit with the Bidders during the two to three week review period. Committee members welcome to attend.

November 7, 2022

Ad Hoc Property Committee

FUTURE MEETING SCHEDULE: All

Ms. Sovinee stated the regular meeting for December is December 8, and there may be an interim meeting to be determined.

There being no further business, Mr. Camaratta moved, Mr. Mohan seconded and it was unanimously carried to adjourn the meeting at 8:05 p.m.

Respectfully Submitted

Bette Sovinee, Secretary

