

**MANCHESTER COMMUNITY JOINT PLANNING COMMISSION  
OCTOBER 10, 2007 MEETING MINUTES  
BRIDGEWATER TOWNSHIP HALL**

I. CALL TO ORDER

The meeting was called to order by Pat Vaillencourt at 8:00.

II. PLEDGE

II. ROLL CALL

Present: Jolea Mull, Bob Little, Larry Lindemann, Ron Mann, Deena McIntosh, Pat Vaillencourt, Gina Lentz

Absent: Christopher Brown

Others Present: Sybil Kolon (A), Peter DeLoof (A), Amy Riley (A), Mark Iwanicki (A), Marty Way (A), Jeff Wallace (A), Mark Roby, Brett Lenart, Ray Berg

III. AGENDA APPROVAL

Mull moved to approve agenda as presented (Support: Little). The motion carried unanimously.

IV. AUDIENCE PARTICIPATION

Don Limpert: Requested that the Joint Planning Commission members stand and be recognized for identification.

V. NEW BUSINESS

a. Confirmation of representatives

Each participating jurisdiction confirmed both the elected (E) and appointed (A) representatives to the Joint Planning Commission and their alternates (\_ Alt). Each member present stood as introduced. The following were confirmed as representatives and/or alternates to the Joint Planning Commission:

Bridgewater Township  
Jolea Mull (E)  
Christopher Brown (A)  
Amy Riley (E Alt)

From Freedom Township  
Robert Little (E)  
Larry Lindemann (A)  
Jennifer Alexa (E Alt)  
Peter DeLoof (A Alt)

Manchester Township  
Ron Mann (E)  
Deena McIntosh (A)  
Sybil Kolon (E Alt)  
George Daubner (A Alt)

Village of Manchester  
Pat Vaillencourt (E)  
Gina Lentz (A)  
Martin Way (E Alt)  
Jeff Wallace (A Alt)

b. Election of Officers

Little nominated Vaillencourt for Chair. Vaillencourt thankfully refuses the nomination due to other commitments. Vaillencourt nominates Mull for Chair and Mull accepts. R. Mann moved to close nominations and to elect Jolea Mull as Chair of the Manchester Community Joint Planning Commission (MCJPC) (Support: Little), and the motion carried unanimously.

Little nominated Vaillencourt for Vice Chair and Vaillencourt accepted the nomination. Mann moved to close nominations and elect Pat Vaillencourt as Vice Chair of the MCJPC (Support: McIntosh), and the motion carried unanimously.

Mann nominates McIntosh for Secretary, supported by Vaillencourt. McIntosh accepted the nomination. Little moved to close nominations and elect Deena McIntosh as Secretary (Support: Vaillencourt), and the motion carried unanimously.

Little nominated Mann for Treasurer. Vaillencourt supported the nomination and Mann accepted. Vaillencourt moved to close nominations and elect Ron Mann as Treasurer (Support: Little) and the motion carried unanimously.

The MCJPC also discussed the role of recording secretary and acknowledged that while Brett Lenart was performing the function at this meeting, a community volunteer would be sought for future meetings. The Commission also discussed the publication of a meeting synopsis.

Vaillencourt moved that Ray Berg be designated the official webmaster for the MCJPC (Support: Mann) and the motion carried unanimously.

c. Adoption of By-laws

M. Roby introduced a draft by-laws document that was modeled after other planning commission by-laws. The MCJPC discussed several proposed changes to the draft (attached) and Roby will coordinate with Jesse O'Jack and present an updated version for adoption at the next meeting.

In the course of discussion of the by-laws and the requirement that each officer position represent a different jurisdiction, R. Mann resigned from Treasurer position to comply with the draft by-laws and Joint Planning Agreement. Mann nominated R. Little as Treasurer and Vaillencourt supported the nomination. Little accepted the nomination.

Vaillencourt moved to close nominations and to elect Robert Little as Treasurer (Support: Mann) and the motion carried unanimously.

P. Vaillencourt moved that Manchester Village be the coordinating FOIA entity and that Jeff Wallace be the FOIA Coordinator (Support: Little); and the motion carried unanimously.

d. Scoping Exercise

Due to the late hour, M. Roby suggested the scoping exercise be performed at the training session and the members of the Commission concurred.

e. Review and agree on the timeline/workplan

M. Roby presented the draft workplan that was provided in each member's binder ahead of the meeting. Roby requested that each member review and be prepared to discuss as a workplan and timeline template at the upcoming training.

f. Finalize LIAA Citizen Information mailer

Mull had several comments on the mailer and indicated she would fax them to Mark Roby for incorporation. The Commission agreed that the document should be consistent in its use of terminology and that the questions on the back and front of the document should be different.

g. Role of the Planning Consultants

M. Roby discussed future interaction with Planning Consultants and R. Mann suggested that coordination with the respective consultants should be the responsibility of MCJPC members. This coordination should extend to communication with other participating jurisdictions' boards and the commission suggested that this be included in the by-laws.

h. Training Session

Roby reminded the MCJPC that the training session would be held on October 27<sup>th</sup> and that it would be held at the Village of Manchester Hall. Jeff Wallace indicated that if he did not communicate further, the Village Hall location was acceptable. Roby reminded that the training had to be posted as a quorum would be present for compliance with the Open Meetings Act. The Commission discussed the importance that meetings are posted in each jurisdiction as well as the location where the meeting will be held.

M. ADJOURNMENT

Little moved to adjourn meeting at 9:25 (Support: Mann) and the motion carried unanimously.