



West Deptford Township Beautification Committee
November 17, 2016
MINUTES

1. Call to Order

Chairman, Rick Nichols opened the meeting with the open public meetings notice. "Adequate notice of this meeting has been given by notifying the South Jersey Times and the Courier Post, posting the meeting date on the official bulletin board of the Township Municipal Building, posting on the Township website at www.westdeptford.com and filing written notice with the Municipal Clerk".

2. Administering Oath of Office to New Members

Mayor DiCarlo administered the Oath of Office to new member, Sharon Robinson.

3. Attendance/Roll Call, Secretary Hutchinson did Roll Call.

4. Approval of Minutes: Motion made by Kim Mehaffey, seconded by Nancy Miller. All in favor.

5. Old Business:

a. Adopt an Island Progress

Mayor DiCarlo created a Project Request Form to get us going on the Adopt An Island project.

The Mayor explained that we should have a packet ready for the Adopt An Island project. We can then invite landscapers to one of our meetings and give everyone a fair chance to participate in the project.

After we approve this packet, the Mayor explained it would then go to the Township Committee for their approval.

Kim Mehaffey volunteered to be in charge of this program and she will be the contact person. Nancy Miller volunteered to partner with Kim on this project.

Chairman Nichols asked Kim to complete the following:

1. Complete a Project Request Form
2. Develop the requirements and expectations of the program
3. Check on allowable signage and create a prototype of the signage
4. Develop an information sheet
5. Decide if we want to have an application

Matt Moore will provide us with inventory in the township.

Chairman Nichols discussed taking care of the 20 islands at RiverWinds first. He would like us to get commitments by February/March.

b. Signage

Covered above

c. Homeowners Update

Photo contest applications went out on the blast several weeks ago. Nancy Miller will follow up with the chairman of the Environmental Commission.

6. New Business:

a. 3 Year Plan

Chairman Nichols provided a prototype of our 3 Year Plan, with everything itemized. He asked the committee members to rank what they think our most important projects should be. He asked that we refer to Priority Focus of the committee where we will fill out, submit and develop a master plan for our committee for a 5 Year Plan. For example, there are 19 pocket parks and Chairman Nichols would like to target 3 of them for next year.

Matt Moore will email the list of parks.

Mayor DiCarlo explained that we cannot touch "Green Acres" parks.

b. Meetings dates for 2017

Discussed meeting dates, removing meetings in July and December.

c. Discussed the Facility Use Application

d. Sign Up Genius

Nancy Miller talked about the use of Sign Up Genius as a tool for our committee. Chairman Nichols, Secretary Hutchinson and Nancy Miller will all have access to Sign Up Genius. Nancy is working on our Facebook Page

7. Public Comment

- a. All voted in favor to open the meeting for public comment
- b. Jim Robinson was in attendance. No comment was made.
- c. Motion made by Secretary Hutchinson to close the public comment period, seconded by Kim Mehaffey, all in favor.

8. Adjourn

- a. Chairman Nichols made a motion to adjourn the meeting
- b. Kim Mehaffey seconded the motion
- c. All voted in favor to adjourn the meeting and confirmed the next meeting date of Thursday, January 19, 2016 @ 7:00 pm RiverWinds

Submitted by Secretary Hutchinson