

Phillipsburg Urban Enterprise Zone  
Minutes of Meeting - February 26, 2018

This meeting was called to order at 6:10 pm by chairman Zwicker. In attendance were Chairman Keith Zwicker, Helene Meissner, Councilwoman Danielle DeGerolamo, Pat Dragotta, Gayle Rogers, Dorothy Kays, Charee Carney, Kelly Sheedy and Carrie Scott.

Ms. Meissner motioned to approve the January 22, 2017 minutes and Mr. Zwicker seconded. The motion carried.

**New Business - Presentation by Lee's Services**

Lorraine D'Sylva-Lee from Changewater N.J. gave a brief professional, educational summary and a history of LEE Services. Her statement of purpose is to serve the needs of persons with intellectual and developmental disabilities and their families. She described the necessity for the parenting component for a successful education. LEEs Services provides community inclusion services, prevocational training and day habilitation. They plan to participate in local functions and recreational activities and plan to be open by the end of summer.

Ms. D'Sylva-Lee provided the board with a tables that explained start up expenses, income projection, and staffing and a three year projection of costs.

There is a plan to redevelop the newly purchased 401 South Main Street and have 2 fulltime and 6 part time employees. Funds are needed to reconstruct the office space. Ms. D'Sylva stated that she would be OK with a lien on the building if the UEZ provided them with a loan. The maximum capacity is 35 to 40 and they can have a staffing ratio of 6 to 1 but would like 3 to 1.

Ms. Meissner asked about how they get clients and about transportation for the clients and Ms. D'Sylva-Lee stated that they will be on a list for the State and LEEs Services provides transportation for those that are in a five mile radius in N.J. The state decides the percentage of need. Mr. Zwicker was concerned about a safety plan and Ms. D'Sylva stated that there is a plan as per state regulations.

Ms. D'Sylva stated that they will be back in front of the board because they need a signage.

**Executive Session**

Mr. Zwicker motioned for an executive session at 7:07 and Ms. Meissner seconded. The motion carried.

Mr. Zwicker feels LEEs Services will bring in business for the town of Phillipsburg. Ms. Scott doesn't feel like it's the proper business in that area and would prefer retail. Ms. Meissner said

they need her financials and maybe they can loan her a different amount as well. Mr. Dragotta recommends for the council to approve the request.

If LEEs Services comes back for signage, the grant for signage would be a separate request.

The board decided they need 3 years of financials before giving recommendations.

### **Presentation from Angela Knowles**

Angela Knowles from Van Cleef gave a brief history of the redevelopment plan of Union Square. She described the different ideas they had for the area, like the redevelopment of the parking lot etc. and how they came up with many ideas from the charrett last year. The Historic Preservation Committee is adding design guidelines and have a goal presentation for the Planning Board about the historic preservation plan for Union Square.

### **For the Good of the Board**

Ms. Heissner asked Councilman DeGerolamo about the parking lot on Union Square, if council is going to vote on it and wished they would have talked to the UEZ before deciding. The board discussed the funds from the parking meters and how the funds are running out.

Councilwoman DeGerolamo motioned to adjourn and Ms. Kays seconded. The meeting adjourned at 7:55.

Respectfully submitted,

Charee Carney  
Board Secretary