

BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD

15 Main Street, Englishtown, NJ 07726 Office (732) 446-9235 Fax (732) 446-4979

Chairperson

WAYNE KRAWIEC

Vice Chairperson

KATHY BIEN

Secretary

CELIA HECHT

Board Attorney

DANIEL H. GREEN, ESQ.

Borough Engineer

THOMAS HERITS, P.E.P.P., P.L.S

Board Members

MAYOR THOMAS REYNOLDS

CINDY ROBILOTTI

WAYNE KRAWIEC

JOYCE STIPPLE

JERRY LEONARDIS

PAUL ROBILOTTI

RON MEDEIROS

LIZ CANARIO

KATHY BIEN

HARVEY KLEIN

THOMAS KIRKLAND

MEETING January 26, 2016 7:00 p.m.

Reorganization and first regular meeting of the Unified Planning/Zoning Board of the Borough of Englishtown, held in the municipal building, 15 Main Street, Englishtown, New Jersey 07726.

Swearing in of Daniel Green, Planning Board Attorney, Thomas Herits, Planning Board Engineer, Celia Hecht, Planning Board Secretary

1. Meeting called to order
2. Swearing in of re-appointed and new members:

Thomas Reynolds, Class 1 Official	1 year term expires 12/31/16
Wayne Krawiec, Class II Official	1 year term expires 12/31/16
Cindy Robilotti, Class III Official	1 year term expires 12/31/16
Paul Robilotti Class IV Official	4 year term expires 12/31/19
Thomas Kirkland Class IV Official	4 year term expires 12/31/19
Liz Canario Class IV Official	4 year term expires 12/31/19
3. Roll Call
4. Reading of the sunshine statement.
5. Moment of silent prayer and salute to the flag.
6. Public Portion- Agenda Items Only
7. Re-organization Resolutions:

- 2016-01 - Election of Chairperson and Vice-Chairperson
- 2016-02 - Appointing Board Attorney and approval of Contract-Oath of Office
- 2016-03 - Appointing Board Engineer and approval of contract-Oath of Office
- 2016-04 - Appointing Secretary-Oath of Office
- 2016-05 - Designating official newspapers
- 2016-06 - Establishing meeting dates for 2016

8. Approval of Resolution 2015-005 1A Victory Dr. Front Yard Variance
 9. Approval of October 26, 2015 minutes
 10. Public Portion- Non-agenda Items
 11. Adjournment of Meeting
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Meeting called to order at 7:30 PM

Dan Green swore in Tom Herits, Celia Hecht, Wayne Krawiec, Cecilia Robilotti, Tom Kirkland, Liz Canario and himself.

Sunshine Statement was read, moment of silence observed and the Pledge of Allegiance said.

Roll Call:

Present: Harvey Klein, Wayne Krawiec, Cindy Robilotti, Kathy Bien,
Tom Kirkland, Liz Canario

Absent: Jerry Leonardis, Ron Medeiros, Paul Robilotti, Tom Reynolds

Also present were Tom Herits, Planning Board Engineer, Dan Green Planning Board Attorney and Celia Hecht Planning Board Secretary.

Public Portion: no public in attendance

RESOLUTION NO. 2016-01
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF
THE BOROUGH OF ENGLISHTOWN ELECTING OFFICIALS FOR
THE YEAR 2016**

NOMINATION FOR CHAIRMAN: Wayne Krawiec

Nominated by: Liz Canario

Seconded by: Cindy Robilotti

Roll call:

Ayes:,Krawiec, C.Robilotti, Canario, Klein, Bien, Kirkland,

Nays: none

Abstain: none

Absent: Reynolds, P.Robilotti, Madeiros, Leonardis

NOMINATION FOR VICE-CHAIRMAN: Kathy Bien

Nominated by: Tom Kirkland

Seconded by: Liz Canario

Roll call:

Ayes: C. Robilotti, Bien, Canario, Reynolds, Klein, Krawiec, Kirkland

Nays: none

Abstain: none

Absent: Reynolds, P. Robilotti, Madeiros, Leonardis

RESOLUTION NO. 2016-02
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF
ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN APPOINTING
DANIEL H. GREEN BOARD ATTORNEY FOR THE YEAR 2016**

Whereas, the Unified Planning/Zoning Board of Adjustment of the Borough Of Englishtown desires to retain an attorney to advise said board on legal matters and to perform such other legal Services as may be required by the board under and pursuant to law; and

Whereas, the Unified Planning/Zoning board of Adjustment may employ an attorney pursuant to N.J.S.A. 40:55d; and

Whereas, funds are available for this purpose; and

Whereas, the local public contracts law, N.J.S.A. 40A:11-20 et. Seq., requires that notice of a passage of the resolution of appointment be publicly advertised when professional services are engaged without competitive bidding.

Now, therefore, be it resolved by the Unified Planning/Zoning Board of Adjustment of the Borough of Englishtown as follows:

1. That Daniel H. Green Esq., is appointed attorney for the term commencing January 01, 2016, and ending December 31, 2016.
2. That this appointment is made without competitive bidding because the appointment is of a member of a recognized profession, licensed and regulated by the state of New Jersey.
3. That the Chairperson and Secretary of the Board are authorized to execute a contract between and Board and the Attorney.
4. That the administrator of the board does the following:
 - a. Cause notice of the passage of this resolution to be published within 10 days of its passage in an official newspaper of the municipality.
 - b. File a copy of this resolution, as well as a copy of the written contract between the board and attorney with the Clerk of the Borough of Englishtown.

Be it further resolved that this resolution be approved pending a receipt of contract referring to budgetary limitation from, Daniel H. Green, Esquire.

Offered by: Liz Canario

Seconded by: Wayne Krawiec

Roll Call: Ayes: Klein, Krawiec, Canario, Bien, Kirkland, C. Robilotti

Nays: None

Absent: Reynolds, Leonardis, Medeiros, P. Robilotti

Abstain: None

RESOLUTION NO. 2016-03

**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF
ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN APPOINTING
THOMAS HERITS P.E., P.L.S. AS BOARD ENGINEER FOR THE YEAR 2016**

Whereas, the Unified Planning/Zoning Board of Adjustment of the Borough Of Englishtown desires to retain an engineer to advise said board on planning and engineering matters and to perform such other professional services as may be required by the board under and pursuant to law; and

Whereas, the Unified Planning/Zoning board of Adjustment may employ an engineer pursuant to N.J.S.A. 40:55D-24 et Seq.; and

Whereas, funds are available for this purpose; and

Whereas, the local public contracts law, N.J.S.A. 11-20 et. Seq., requires that notice of a passage of the resolution of appointment be publicly advertised when professional services are engaged without competitive bidding.

Now, therefore, be it resolved by the Unified Planning/Zoning Board of Adjustment of the Borough of Englishtown as follows:

1. That Maser Consulting PA be and the same is appointed board engineer for the term commencing January 1, 2016, and ending December 31, 2016.
2. That this appointment is made without competitive bidding because the appointment is of a member of a recognized profession, licensed and regulated by the state of New Jersey.
3. That the Chairperson and Secretary of the Board are authorized to execute a contract between and Board and the Attorney.
4. That the administrator of the board does the following:
 - a. Cause notice of the passage of this resolution to be published within 10 days of its passage in an official newspaper of the municipality.
 - b. File a copy of this resolution, as well as a copy of the written contract between the board and engineer with the Clerk of the Borough of Englishtown.

Offered by: Harvey Klein
Seconded by: Liz Canario
Roll Call: Ayes: Klein, Krawiec ,Canario, Bien, Kirkland, , C. Robilotti
Nays: none
Absent: Reynolds, Madieros, P. Robilotti, Canario
Abstain: none

RESOLUTION NO. 2016-04
**RESOLUTION APPOINTING CELIA HECHT AS ADMINISTRATIVE
OFFICER AND SECRETARY OF THE UNIFIED PLANNING/ZONING BOARD
OF ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN**

Whereas, the Unified Planning Board/ Zoning Board of Adjustment of the Borough of Englishtown continues to experience a substantial increase in applications and inquiries; and

Whereas, the additional work load continues to require the assistance and attention of a pod secretarial staff of one and an administrative officer; and

Whereas, Celia Hecht has filled the position of recording secretary since May 2007, and is familiar with procedure.

Now, therefore, be it resolved that the Unified Planning/Zoning Board of the Borough of Englishtown, does hereby appoint Celia Hecht to the position of secretary and administrative officer; and

Be it further resolved that Celia Hecht be paid at the rate set by the governing body, payable bi-weekly; and

Be it further resolved that said appointment shall be effective January 1, 2016 and shall terminate December 31, 2016; and

Be it further resolved that a copy of the above resolution be forwarded to the Englishtown Borough Clerk, Treasurer and Finance Committee Chairperson.

Offered by: Liz Canario
Seconded by: Wayne Krawiec

Roll call: Ayes: Klein, Krawiec, Canario, Bien, Kirkland, C. Robilotti
Nays: none
Absent: Reynolds, Leonardis, Medeiros, P. Robilotti
Abstain: none

RESOLUTION NO. 2016-05
**DESIGNATING OFFICIAL NEWSPAPERS FOR THE UNIFIED
PLANNING/ZONING BOARD OF THE BOROUGH OF ENGLISHTOWN**

Whereas, there exists a need to designate official newspapers for the Unified Planning/Zoning Board of the Borough of Englishtown to inform the general public; and

Whereas, the “Asbury Park Press” and the “News Transcript” have been used in the past because of their likelihood of informing the general public.

Now therefore, be it resolved, by the Unified Planning/Zoning Board of the Borough of Englishtown that the “Asbury Park Press and the “News Transcript” be the official publishers of all legal notices and publications concerning the Unified Planning/Zoning Board for the year 2015.

Be it further resolved that a certified copy of the above resolution be forwarded to the Clerk of the Borough of Englishtown.

Offered by: Liz Canario
Seconded by: Cindy Robilotti

Roll Call: Ayes: Klein, Canario, Bien, Kirkland, Krawiec, C. Robilotti
Nays: None
Absent: Reynolds, Leonardis, P. Robilotti, Medeiros
Abstain: None

RESOLUTION NO. 2016-06
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF THE
BOROUGH OF THE ENGLISHTOWN ESTABLISHING MEETING DATES
FOR THE YEAR 2016**

Whereas, there is a need to establish meeting dates for the year 2016; and

Whereas, prior meeting dates were scheduled on the fourth Tuesday of every month, and

Now, therefore, be it resolved that the following meeting dates, being the fourth Tuesday of every month be scheduled for the year 2016 at 7:30 PM:

January 26	July 26
February 23	August 23
March 22	September 27
April 26	October 25
May 24	November 22
June 28	December 27

Be it further resolved, that the above meetings will be held in the Municipal Building, 15 Main Street Englishtown, New Jersey.

Be it further resolved, that a certified copy of the above resolution be forwarded to the Clerk of the Borough of Englishtown.

Be it further resolved that notice of this resolution be published in an official newspaper of the Borough of Englishtown as required by law.

Offered by: Harvey Klein
Seconded By:Liz Canario

Roll Call: Ayes: Klein, Krawiec, Bien, Kirkland, C. Robilotti, Canario
Nays: None
Absent: Reynolds, Leonardis, Medeiros, P. Robilotti
Abstain: None

Motion to Memorialize Resolution for Application 2015-04 1A Victory Dr. Front Yard Variance

Offered: Liz Canario
Seconded: Cindi Robilotti

Roll Call:
Ayes: Harvey Klein,C Robilotti,Kathy Bien,Liz Canario , Tom Kirkland
Nays: None
Abstain: Wayne Krawiec
Absent: Tom Reynolds, Ron Mederios, Paul Robilotti, Jerry Leonardis

Motion to Approve Minutes for October 26, 2105 Meeting

Offered: Harvey Klein
Seconded: Liz Canario

Roll Call:
Ayes: Harvey Klein, Cindy Robilotti, Kathy Bien, Tom Kirkland
Nays: none
Abstain: Wayne Krawiec
Absent: Tom Reynolds, Ron Medeiros, Paul Robilotti, Jerry Leonardis

Public Portion (non-agenda items):

Tom Kirkland spoke about Extra Inning trying to have a flea market, and that they were stopped. Wayne Krawiec spoke about the parking at the facility. The board discussed that

Motion to Adjourn 7:35 PM

Offered: Liz Canario
Seconded: Harvey Klein

Roll Call:

Ayes: Harvey Klein, Cindy Robilotti, Wayne Krawiec, Kathy Bien, Tom Kirkland

Nays: none

March 22, 2016

Celia Hecht

Approved

Planning Board Secretary