

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

KEITH MANDATO

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

DANIEL FRANCISXO

CHRIS DIBENEDITO

ARUN SWAMI

DEENA MANN

JAMES MASTROKALOS

JERRY LEONARDIS

LAUREN ROTH

PATSY FIERRO

KEITH MANDATO

THOMAS KIRKLAND

MEETING
January 24, 2023
7:30 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, 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 12/31/22
James Mastrokalos, Class II Official	1 year term expires 12/31/22
Daniel Francisco Council Rep.	1 year term expires 12/31/22
Lauren Roth Class IV Official	4 year term expires 12/31/27
Chris DiBenedito Class IV Official	4 year term expires 12/31/27

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:
 - 2023-01 - Election of Chairperson and Vice-Chairperson
 - 2023-02 - Appointing Board Attorney and approval of Contract-Oath of Office
 - 2023-03 - Appointing Board Engineer and approval of contract-Oath of Office
 - 2023-04 - Appointing Secretary-Oath of Office
 - 2023-05 - Designating official newspapers
 - 2023-06 - Establishing meeting dates for 2023
 8. Approval of November 22, 2022 Minutes
 9. Public Portion- Non-agenda Items
 10. Adjournment of Meeting
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Meeting called to order at 7:40 PM

Celia Hecht, Tom Herits and Dan Green are sworn in.

Dan Green swears in Tom Reynolds, Jim Mastrokalos, Daniel Francisco, Lauren Roth are sworn in.

Roll Call:

Present: Tom Reynolds, James Mastrokalos, Deena Mann, Daniel Francisco, Lauren Roth, Patsy Fierro, Arun Swami and Tom Kirkland

Absent: Jerry Leonardis and Chris DiBenedito

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

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

Public Portion: no one spoke

RESOLUTION NO. 2023-01
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF
THE BOROUGH OF ENGLISHTOWN ELECTING OFFICIALS FOR
THE YEAR 2023**

NOMINATION FOR CHAIRMAN: Lauren Roth

Nominated by: Patsy Fierro

Seconded by: Tom Reynolds

Roll call: Reynolds, Mastrokalos, Mann, Roth, Kirkland, Francisco, Fierro, Swami

Nays: none

Abstain: none

Absent: Leonardis, DiBenedito

NOMINATION FOR VICE CHAIRMAN: Patsy Fierro

Nominated by: Lauren Roth

Seconded by: Tom Reynolds

Roll call:

Ayes:, Reynolds, Swami, Mastrokalos, Kirkland, Mann, Francisco, Roth, Fierro

Nays: none

Abstain: none

Absent: Leonardis, DiBenedito

All other resolutions were anonymously passed

PLEASE NOTE RESOLUTION 2023-05 DESIGNATING NEWSPAPER , AFTER THE MEETING, E-MAIL WAS RECEIVED STATING THAT THE NEWS TRANSCRIPT WILL NO LONGER BE PRINTING.

RESOLUTION NO. 2023-02

RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN APPOINTING DANIEL H. GREEN BOARD ATTORNEY FOR THE YEAR 2023

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, 2023, and ending December 31, 2023.
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:

Seconded by:

Roll Call Ayes:

Nays: None

Absent:

Abstain: None

RESOLUTION NO. 2023-03
**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 2023**

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, 2023, and ending December 31, 2023.
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:
 Seconded by:

Nays: none
 Absent:
 Abstain: none

RESOLUTION NO. 2023-04
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, 2023 and shall terminate December 31, 2023; 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:
 Seconded by:

Roll call: Ayes:
Nays: none
Absent:
Abstain: none

RESOLUTION NO. 2023-05
**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 2023.

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

Offered:
Seconded by

Roll Call: Ayes:
Nays: None
Absent:
Abstain: None

**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF THE BOROUGH
OF THE ENGLISHTOWN ESTABLISHING MEETING DATES FOR THE YEAR 2023**

Whereas, there is a need to establish meeting dates for the year 2023 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 2023 at 7:30 PM:

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

December 19th (3rd Tuesday)

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:

Seconded By:

Roll Call: Ayes:

Nays: None

Absent:

Abstain: None

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Unified Planning/Zoning Board of Adjustment of the Borough of Englishtown on the 24th day of January 2023.

Celia Hecht Secretary

Motion to Approve Minutes for November 22, 2022 Meeting

Offered

Seconded: T. Reynolds

Roll Call:

Ayes: Reynolds, Fierro ,Mann, ,Mastrokales, Roth, Kirkland & Francisco

Nays: none

Abstain: ,Swami

Absent: Leonardis, DiBenedito

Motion to Adjourn 7:50PM

Anonymous

Celia Hecht

Approved

Planning Board Secretary