

**BOROUGH OF WESTWOOD  
PLANNING BOARD MINUTES  
PUBLIC MEETING AGENDA  
REORGANIZATION PUBLIC MEETING  
January 10, 2013**

**APPROVED 1/24/13**

**1. OPENING OF THE MEETING**

The meeting was called to order at approximately 8:00 p.m.

Open Public Meetings Law Statement:

This meeting, which conforms with the Open Public Meetings Law, Chapter 231, Public Laws of 1975, is a Reorganization Meeting of the Planning Board.

Notices have been filed with our local official newspapers and posted on the municipal bulletin board.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:**

**PRESENT:** Mayor Birkner  
William Martin  
Daniel Olivier  
Richard Bonsignore  
Councilmember Ray Arroyo  
Philip Cerruti, Vice-Chairman  
Jaymee Hodges, Chairman  
Ann Costello (Alt. #1)

**ALSO PRESENT:**

Thomas Randall, Esq., Board Attorney  
By Steven Paul, Esq.  
Ed Snieckus, Burgis Associates, Board Planner  
By Donna Holmqvist  
Louis Raimondi, Brooker Engineering,  
Board Engineer

**ABSENT:** Thomas Constantine (excused absence)  
Keith Doell (excused absence)

Chairman Hodges extended thanks to Councilmember Quinn for her service to the Planning Board. The Chairman and also recognized and welcomed Councilmember Ray Arroyo, who previously

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served on the Zoning Board of Adjustment, with eight years of experience. He thanked Mayor Birkner for his appointment to the Planning Board. Chairman Hodges announced that James Schluter, who served as the Planning Board's Vice-Chairman, was no longer with the Board due to increased obligations at work. The Board thanked Mr. Schluter and wished him luck.

Richard Bonsignore was sworn in as Full Member by Steven Paul, Esq. Keith Doell was previously sworn in as Alternate #2 Member at the Mayor and Council meeting

**REORGANIZATION MEETING:**

**NOMINATIONS FOR CHAIRMAN OF THE PLANNING BOARD:**

Steven Paul, Esq. requested a nomination for the position of Chairman of the Planning Board.

A motion to nominate Jaymee Hodges as Chairman of the Planning Board was made by Philip Cerruti and seconded by Ann Costello. There were no further nominations.

Upon motion of Philip Cerruti, seconded by Ann Costello, all in favor, none opposed, the Board closed the nominations for Chairman. On roll call vote, all members voted yes.

**NOMINATIONS FOR VICE-CHAIRMAN OF THE PLANNING BOARD:**

Chairman Hodges requested a nomination for the election of a Vice-Chairman:

A motion to nominate Philip Cerruti as Vice-Chairman of the Planning Board was made by Mayor Birkner and seconded by William Martin. There were no further nominations.

Upon motion of Mayor Birkner, seconded by William Martin, all in favor, none opposed, the Board closed nominations for Vice-Chairman. On roll call vote all members voted yes.

**NOMINATIONS FOR APPOINTMENT OF RECORDING SECRETARY FOR THE PLANNING BOARD:**

Chairman Hodges requested a nomination for the appointment of a Recording Secretary:

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A motion to nominate Mary R. Verducci as Recording Secretary for the Planning Board was made by Richard Bonsignore William Martin and seconded by. There were no further nominations.

Upon motion of William Martin, seconded by Richard Bonsignore, all in favor, none opposed, the Board closed the nominations for Recording Secretary. On roll call vote, all members voted yes.

**NOMINATIONS FOR APPOINTMENT OF ATTORNEY FOR THE PLANNING BOARD:**

Chairman Hodges requested a nomination for the appointment of an Attorney:

A motion to nominate Thomas W. Randall, Esq. as Attorney for the Planning Board was made by Ann Costello and seconded by Philip Cerruti. There were no further nominations.

Upon motion of Ann Costello, seconded by Philip Cerruti, all in favor, none opposed, the Board closed the nominations for Attorney. On roll call vote, all members voted yes.

**NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL ENGINEER FOR PLANNING BOARD:**

Chairman Hodges requested a nomination for the appointment of Professional Engineer for the Planning Board:

A motion to nominate Louis Raimondi, Brooker Engineering as Professional Engineer for the Planning Board was made by Mayor Birkner and seconded by William Martin. There were no further nominations.

Upon motion of Mayor Birkner, seconded by William Martin, all in favor, none opposed, the Board closed the nominations for Professional Engineer. On roll call vote, all members voted yes.

**NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL PLANNER FOR THE PLANNING BOARD:**

Chairman Hodges requested a nomination for the appointment of a Professional Planner:

A motion to nominate Burgis Associates, as Professional Planner for the Planning Board was made by Mayor Birkner and seconded by Richard Bonsignore. There were no further nominations.

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Upon motion of Mayor Birkner, seconded by Richard Bonsignore, all in favor, none opposed, the Board closed the nominations for Professional Planner. On roll call vote, all members voted yes.

**ADOPTION OF 2013 MEETING DATES:**

Upon motion of Ann Costello, seconded by Richard Bonsignore, all ayes, the Board adopted the 2013 Meeting Dates for the Planning Board as attached and distributed. The meeting dates will be published in the Official Newspaper.

**ADOPTION OF PROCEDURAL RULES & BY-LAWS:**

Upon motion of William Martin, seconded by Ray Arroyo, all ayes, the Board tabled its Procedural Rules and By-Laws for 2013 until the next meeting, in order to review them.

**REGULAR MEETING**

**4. MINUTES:** The **Minutes of 12/6/12 were approved** on motion made by William Martin, seconded by Dan Olivier, and carried unanimously on roll call vote.

**5. CORRESPONDENCE:**

1. Annual Notice of Meeting Dates Scheduled for 2013;

2. Memo from Armand Marini, Construction Official, dated 1/10/13, RE: Pascack Valley Health Systems, 250 Old Hook Road - Sign Discrepancy;

**6. RESOLUTIONS:**

1. **Ginger and Cream of Westwood, Inc., 350 Center Avenue, Block 807, Lot 17 - Site Plan and Variance** - Board Attorney Paul read the Resolution of approval into the record. A motion for approval was made by Ann Costello and seconded by Philip Cerruti. There were no further questions, comments or discussion. On roll call vote, Mayor Birkner, William martin, Philip Cerruti, Dan Olivier, Richard Bonsignore Ann Costello, and Jaymee Hodges voted yes. Councilmember Arroyo was not eligible to vote.

**7. PENDING NEW BUSINESS: NONE**

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**8. VOUCHERS:** A motion to approve vouchers was made by Richard Bonsignore, seconded by Dan Olivier and carried unanimously on roll call vote.

**9. VARIANCES, SUBDIVISIONS AND/OR SITE PLANS:** NONE  
SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS  
The Board Professionals were sworn in

**10. DISCUSSIONS:**

**1. Pascack Valley Health Systems, 250 Old Hook Road - Sign Discrepancy** - Bruce Rosenberg, Esq. of the firm Winne Banta represented the applicant on behalf of Mr. Basralian, who was out with the flu. He appeared before the Board to clarify an error at the hearing. Due to an error in the presentation, the sign was specified as 817 sq. ft., and should be 1,013 sq. ft. They have an exhibit that depicts that. Revised plans were submitted. Mr. Marini wanted them to appear before the Board and give testimony on the record that the drawing was drawn incorrectly. It will be amended and the Resolution needs to be amended to reflect same.

Michele Segre from Exit Sign Co. displayed the revised drawing marked Exhibit B1. The scaling of the dimensions was incorrect and drawn improperly and is now drawn correctly.

A discussion ensued. It was determined that the Board approved the smaller sign and not the larger sign. The memo was incorrect. Mayor Birkner questioned Mr. Paul as to the procedure for amending a Resolution. Mr. Paul advised and asked Mr. Rosenberg to help clarify the statement that various exhibits of the size showed 40'9". Mr. Hodges stated his drawing had 38' x 21'6".

Mr. Arroyo asked if we are being asked to approve a modification to the sign, would a notice be necessary. Mr. Paul asked if there was any testimony on the record with the 40'9 "x 24'10" dimension. Mr. Rosenberg responded no, because the testimony was from the exhibit at the hearing. Mr. Paul would have to consult with Mr. Randall regarding this issue. They were not able to discuss it prior to this evening.

Ms. Holmqvist was looking at the plan and when she scaled the drawing with the architect's plan, it scales  $\frac{1}{4}$ " = 1', and measured the 38' x 21'6". She is not getting what they mention

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in the Memo. Chairman Hodges commented this is an entirely different circumstance, and a new Resolution would have to be drafted to vote on the larger sign, not the smaller sign that was approved. Mr. Martin suggested they renotice and return next month. Mr. Rosenberg agreed to renoticing. The rendering the night of the meeting it was approved is correct. Mr. Hodges stated that is not what the Board voted on.

Mayor Birkner commented the Board saw plan with the size being 38' x 21'6", which was a smaller sign than was depicted in the photo, which showed the larger sign. The Board voted on the numbers presented. Mr. Paul advised for clarification on the written record, we have an exhibit that was presented at the hearing--a rendering of the sign. It was page 4 of the signage detail, which was a photographic rendering that the Board approved, which is 40'9" x 24'10". However, the testimony and Resolution were of the lower numbers. Mr. Rosenberg said they would renotice and return for an amended Resolution. Mr. Bonsignore asked if they could remain with the current size, but they responded the numbers have already been fabricated, and they applied for the building permit. That is how Mr. Marini saw the discrepancy. There were no further discussions. The matter would be heard on 1/24/13.

**2. Cell Tower Ordinance** - Councilmember Ray Arroyo reported on the prior Zoning Board meeting. The Zoning Board's hands were tied in the recent cell tower hearing. A discussion ensued about tweaking the ordinance to make the inquiry about other sites a requirement in the ordinance to trigger completion. There should be something that says the application could not be deemed complete without this proof. It should be a procedural issue. If we could stop the clock during that period, it would save the time for action by the Board. Mr. Martin commented, with further discussion. The application is deemed complete by the Board Planner when all the requirements of the application are submitted. Mr. Arroyo suggested this be a Checklist item. Mr. Martin commented the ordinance would have to be amended. Mr. Hodges asked Mr. Arroyo to contact Mr. Snieckus regarding this, consulting with Mr. Snieckus and Ms. Holmqvist. Mr. Martin and Mayor Birkner agreed that it has to be done now. All members were also in agreement.

As liaison to the Board, Councilmember Arroyo would consult with Mr. Snieckus. Chairman Hodges pointed out that Mr. Arroyo's

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eight years of experience with the Zoning Board was an important aspect of why he was suggested to consult with Mr. Snieckus.

There were no further questions, comments or discussions.

**11. ADJOURNMENT** - On motions, made seconded and carried, the meeting was adjourned at approx. 9:23 p.m.

**Respectfully submitted,**

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**MARY R. VERDUCCI, Paralegal**  
**Planning Board Secretary**