

**BOROUGH OF WESTWOOD
PLANNING BOARD MINUTES
REORGANIZATION/REGULAR PUBLIC MEETING
JANUARY 14, 2016**

APPROVED 3/24/16

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/Regular Public 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
Thomas Constantine
Ann Costello
Beth Dell, Councilmember
Dan Olivier, Vice-Chairman
Jaymee Hodges, Chairman
Yash Risbud (Alt. #2)

ALSO PRESENT:

Thomas Randall, Esq., Board Attorney
Ed Snieckus, Burgis Associates, Board Planner
Louis Raimondi, Board Engineer

ABSENT: Keith Doell (Alt. #1) (excused absence)

4. REORGANIZATION MEETING

SWEARING IN OF MEMBERS:

Thomas Constantine and Yash Risbud were sworn in as Class IV Members by the Board Attorney Thomas Randall, Esq.

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NOMINATIONS FOR CHAIRMAN OF THE PLANNING BOARD:

Thomas Randall, 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 William Martin and seconded by Mayor Birkner. There were no further nominations.

Upon motion of William Martin, seconded by Mayor Birkner, 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 of the Planning Board:

A motion to nominate Dan Olivier as Vice-Chairman of the Planning Board was made by Mayor Birkner and seconded by Thomas Constantine. There were no further nominations.

Upon motion of Mayor Birkner, seconded by Thomas Constantine, 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 for the Planning Board:

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

Upon motion of William Martin, seconded by Dan Olivier, 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 a Board Attorney:

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

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

NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL ENGINEER FOR PLANNING BOARD:

Chairman Hodges advised they have had two RFQ's for the Engineer. One was received from Louis Raimondi, having served as Board Engineer for 41 years, and one from Boswell Engineering, having served as Borough Engineer for about 15 years. In all fairness, the Zoning Board had decided to appoint a committee of three to review the RFQ's and come back to the Board to make a knowledgeable decision of who to select. Chairman Hodges asked if all were in favor, or if the Board felt it could select an engineer that evening and called for a motion. A motion was so made by Ann Costello for the appointment of a separate committee of three persons to review the RFQ's and bring a report back to the Board for the Board to make a decision. The motion was seconded by Ms. Dell. On roll call vote, all members voted yes. As such, the Zoning Board and Planning Board would be following this same procedures. Mr. Martin explained he had appointed the Vice-Chairman of the Zoning Board, and called for two volunteers. The Planning Board may do the same. Chairman Hodges appointed the Vice-Chairman, Dan Olivier, and two other volunteers were Yash Risbud and Thomas Constantine. Until a decision is made, Mr. Raimondi would serve as Planning Board Engineer.

NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL PLANNER FOR THE PLANNING BOARD:

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

A motion to nominate Ed Snieckus and Burgis Associates, as Professional Planner for the Planning Board was made by Ann Costello and seconded by Thomas Constantine. There were no further nominations.

Upon motion of Ann Costello, seconded by Thomas Constantine, all in favor, none opposed, the Board closed the

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nominations for Professional Planner. On roll call vote, all members voted yes.

ADOPTION OF 2016 MEETING DATES:

Upon motion of Dan Olivier, seconded by William Martin, all ayes, the Board adopted the 2016 Meeting Dates for the Planning Board as amended. A November 3rd meeting was added. The December dates were changed to the 1st and 15th. The meeting dates will be published in the Official Newspaper.

ADOPTION OF PROCEDURAL RULES & BY-LAWS:

Upon motion of William Martin, seconded by Dan Olivier, all ayes, the Board tabled its Procedural Rules and By-Laws for 2016 until the next meeting. Distribution of same would be made.

REGULAR MEETING

5. **MINUTES:** The Minutes of the **12/3/15 & 12/17/15 meetings were approved** on motion made by Thomas Constantine, seconded by William Martin and carried on roll call vote.

6. **CORRESPONDENCE:** As read

7. **RESOLUTIONS:** None

8. **PENDING NEW BUSINESS:** None

9. **VOUCHERS: \$5,221.25** - A motion to approve Vouchers totaling \$5,221.25 was made by Thomas Constantine, seconded by Ann Costello and carried unanimously on roll call vote.

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

11. **DISCUSSION:**

COAH/Housing Plan - A motion for Ed Snieckus of Burgis Associates to continue working on the Housing Plan from 2015 through 2016, was made by Ann Costello, seconded by Dan Olivier and carried unanimously on roll call vote.

Chairman Hodges suggested the Board appoint Alternate Professionals, such as a Substitute Board Planner, noting

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Kathryn Gregory has acted as such on an as-needed basis. Mr. Martin advised they retained Ms. Gregory for a specific application on the Zoning Board, but not in general as an alternate. A brief discussion ensued. Attorney Randall advised it could be done on a case-by-case basis. Mr. Martin commented the Borough Clerk would probably want an RFQ.

There were no further discussions.

12. ADJOURNMENT - On motions, made seconded and carried, the meeting was adjourned at approx. 8:50 p.m.

Respectfully submitted,

MARY R. VERDUCCI, Paralegal
Planning Board Secretary