

## PLANNING BOARD REORGANIZATION MEETING

January 14, 2021

### Approved Minutes

Planning Board Attorney, Eric Bernstein, Esq. called the Planning Board Reorganization Meeting of January 14, 2021 to order at 7:02 pm. The meeting was conducted virtually. Mr. Bernstein advised all Board Members, Staff and Consultants would be participating remotely. The public would be given an opportunity to participate remotely through the advertised Zoom link or optional phone numbers identified in the public meeting notice. Meeting documents had been made available at <https://hillsboroughnj.civicclerk.com/> in accordance with the public meeting notice.

Mr. Bernstein announced this meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975. Notice of this meeting has been provided to the Hillsborough Beacon and The Courier News, to the Township Clerk, posted on the bulletin board at the Hillsborough Township Municipal Complex, and posted on the Township's Website.

Additional notice has been provided to communicate that this meeting is being conducted according to the Governor's Executive Orders and pursuant to P.L. 2020,c.11, which allows for meetings to be conducted electronically; and pursuant to the local Finance notices recently established by the State of New Jersey.

### OATH OF OFFICE

Mr. Bernstein administered the Oath of Office to the newly appointed members present: Class I – Mayor Shawn Lipani; Class III - Deputy Mayor Frank DelCore; Class IV – Neil Julian (PB Liaison to the EC); and Class IV - John Ciccarelli.

Absent Board Members Mr. Wagner, Mr. Santaromita and Mr. Hesthag will be sworn at a future meeting.

### ROLL CALL

Mayor Shawn Lipani - Present  
Robert Wagner, Jr. - Absent  
Deputy Mayor Frank DelCore - Present  
Robert Peason – Present  
Carl Suraci - Present  
Neil Julian - Present

Nathan Santaromita – Absent  
Ron Skobo – Present but inaudible until 7:20pm  
Kenneth Hesthag - Absent  
John Ciccarelli - (Alt. #1) – Present  
Curt Emmich (Alt. #2) – Present

Also present: David K. Maski, PP, AICP, Planning Director; Eric M. Bernstein, Esq., Board Attorney (Eric M. Bernstein, & Associates); Michael Lombardozzi, Court Reporter.

### NOMINATIONS:

- **CHAIRMAN**

Mr. Bernstein opened nominations for Chairman.

Deputy Mayor DelCore made a motion to nominate Mr. Suraci, seconded by Mayor Lipani.

Hearing no other nomination; nominations were closed with a motion; second; all in favor.

Mr. Bernstein called for a roll call to elect **Carl Suraci** as the **2021 Planning Board Chairman**.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Mr. Julian – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Chairman Suraci - yes. Motion carries.

Mr. Bernstein turned the meeting over to Chairman Suraci.

- **VICE CHAIRMAN**

Chairman Suraci opened nominations for Vice Chairman.

Mayor Lipani made a motion to nominate Mr. Julian, seconded by Deputy Mayor DelCore.

Hearing no other nomination; nominations were closed with a motion; second; all in favor.

Chairman Suraci called for a roll call to elect **Neil Julian** as the **2021 Planning Board Vice Chairman**.

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**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Chairman Suraci – yes; Vice Chairman Julian – yes. Motion carries.

- **SECRETARY**

Chairman Suraci opened nominations for Secretary.

Mayor Lipani made a motion to nominate Mr. Hesthag as Secretary, seconded by Mr. Peason.

Hearing no other nomination; nominations were closed with a motion; second; all in favor.

Chairman Suraci called for a roll call to elect **Kenneth Hesthag** as the **2021 Planning Board Secretary**.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

**RESOLUTION RATIFYING FAIR AND OPEN SELECTION PROCESS**

Chairman Suraci called for a motion to approve the Fair and Open Selection Process, as provided.

A motion to approve was made by Mayor Lipani, seconded by Mr. Peason.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

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| <b>APPOINTMENTS:</b> |
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- **PLANNING BOARD ATTORNEY**

Chairman Suraci called for a motion to appoint the Board Attorney from the one proposal received.

Mayor Lipani made a motion to appoint (Eric M. Bernstein, Esq.) **Eric M. Bernstein Associates, LLC** as the **2021 Planning Board Attorney**, seconded by Mr. Peason.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **PLANNING BOARD ENGINEER**

Chairman Suraci called for a motion for Board Engineer from the five proposals received.

Mayor Lipani made a motion to appoint Pennoni as the **2021 Planning Board Engineer**, seconded by Deputy Mayor DelCore.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **ALTERNATE PLANNING BOARD ENGINEER**

Chairman Suraci called for a motion for Alternate Board Engineer from the three proposals received.

Mayor Lipani made a motion to appoint two firms, **Bright View Engineering** and **CME Associates**, as the **2021 Alternate Board Engineering** firms, seconded by Deputy Mayor DelCore.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **PLANNING BOARD COURT REPORTER**

Chairman Suraci called for a motion for Court Reporter from the one proposal received.

Mayor DelCore made a motion to appoint **Michael Lombardozzi, CSR, CRR**, as the **2021 Planning Board Court Reporter**, seconded by Mr. Peason.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

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- **MASTER PLAN SUBCOMMITTEE**

Chairman Suraci reviewed the names of those who served on the subcommittee in 2020. He then asked incumbent members, Mr. Julian to be a member and the subcommittee Chairman, with himself, Mayor Lipani, Mr. Peason, and Alternate Member, Mr. Ciccarelli.

*The Master Plan Subcommittee is an appointment by the Planning Board Chairman and does not require any further action by the Board.*

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| <b>RESOLUTIONS:</b> |
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- **RESOLUTION ADOPTING THE RULES OF ORDER**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve was made by Mayor Lipani, seconded by Vice Chairman Julian.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

Mr. Kinzler said there was a number that has been on the line but not identified. He opened the line for the speaker, which turned out to be Mr. Skobo. Mr. Skobo said he could see and hear everything but had not been able to be heard until that time. It was noted that Mr. Skobo was marked in as audible at 7:20 pm.

- **RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve the Hillsborough Beacon (primary newspaper), and The Courier News (alternate newspaper), was made by Mayor Lipani, seconded by Mr. Peason. No further comments.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **RESOLUTION FIXING CHARGE FOR NOTICE OF MEETINGS**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve was made by Mr. Peason, seconded by Mayor Lipani. No further comments.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **RESOLUTION SETTING SCHEDULE OF MEETINGS**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve was made by Mr. Peason, seconded by Mayor Lipani. No further comments.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **RESOLUTION OF OPEN MEETING POLICY**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve was made by Mayor Lipani, seconded by Mr. Skobo. No further comments.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

- **RESOLUTION OF ADMINISTRATIVE PROCEDURES**

Chairman Suraci called for a motion to adopt, as presented.

A motion to approve was made by Mr. Peason, seconded by Mayor Lipani. No further comments.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

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The 2020 Board Engineer, Robert Yuro, PE, CME of T&M Associates asked Chairman Suraci if he could address the Board.

Mr. Yuro thanked the Board and Planning Department for their professionalism and dedication, as he experienced over the course of the past two years.

Board members thanked Mr. Yuro for the same.

Mr. Bernstein noted Mr. Yuro would be continuing on with several applications. Mr. Bernstein concurred with Mr. Yuro's compliments of the Board.

Mr. Maski noted the Board would be able to extend T&M's contract, as presented, allowing Mr. Yuro the ability to continue to work on applications already started.

A motion to extend the Professional Services Agreement with T&M Associates as Board Engineer for certain applications, at the 2020 rate, was made by Mayor Lipani, seconded by Deputy Mayor DelCore.

**Roll Call:** Mr. Emmich – yes; Mr. Ciccarelli – yes; Mr. Skobo – yes; Mr. Peason – yes; Deputy Mayor DelCore – yes; Mayor Lipani – yes; Vice Chairman Julian – yes; Chairman Suraci – yes. Motion carries.

**ADJOURNMENT**

A motion to adjourn the Reorganization Meeting was made by Mayor Lipani, seconded by Mr. Peason. All were in favor; motion carries.

The meeting adjourned at 7:28 p.m.

*Submitted by:  
Debora Padgett  
Planning Board Clerk*