

Hillsborough Township Board of Adjustment
Approved Reorganization Meeting Minutes
January 20, 2021

Committeewoman Janine Erickson called the January 20, 2021 Board of Adjustment Reorganization Meeting to order at 7:03 p.m., stating this meeting will be conducted virtually. All Board Members, Staff and Consultants will be participating remotely. The public will be given an opportunity to participate remotely through the advertised Zoom link or optional phone numbers identified in the public meeting notice.

All recited the Pledge of Allegiance

Committeewoman Erickson stated this meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 ("Sunshine Law"). 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.

OATH OF OFFICE

Committeewoman Erickson administered the Oath of Office to newly appointed Members: Frank Herbert (Seat #1); John Stamler (Seat #2); Jim Wohlmacher (Seat #7); James Vinchur (Alternate #1); and Kelly Compher (Alternate #2).

ROLL CALL (*"Present" indicates participating remotely*):

Frank Herbert – present	Frank Valcheck - present
John Stamler – present	Jim Wohlmacher - present
Helen Haines – present	James Vinchur (Alt. #1) - present
Curtis Suraci – present	Kelly Compher (Alt. #2) - present
Philomena Cellilli - present	

Also present: David K. Maski, PP, AICP, Township Planning Director; Patrick Gorman, PP, AICP, Assistant Zoning Officer / Assistant Planner; Fred Kinzler, IT Staff; and Christina Restuccia, CCR, Court Reporter.

• **ELECTION OF CHAIRMAN**

Committeewoman Erickson opened nominations for Chairman.

Ms. Cellilli made a motion to nominate Mr. Herbert, seconded by Ms. Haines.

Hearing no other nomination; nominations were closed.

Committeewoman Erickson called for a roll call to elect **Frank Herbert** the **2021 Board of Adjustment Chairman**.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher – yes. Motion carries.

Committeewoman Erickson turned the meeting over to Chairman Herbert.

• **ELECTION OF VICE CHAIRMAN**

Chairman Herbert opened nominations for Vice Chairman.

Mr. Stamler made a motion to nominate Ms. Haines, seconded by Ms. Cellilli.

Hearing no other nomination; nominations were closed.

Chairman Herbert called for a roll call to elect **Helen Haines** the **2021 Board of Adjustment Vice Chairman**.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher – yes. Motion carries.

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- **ELECTION OF SECRETARY**

Chairman Herbert opened nominations for Secretary.

Vice Chairman Haines made a motion to nominate Zoning Officer/Assistant Planner, Patrick Gorman, seconded by Mr. Stamler.

Hearing no other nomination; nominations were closed.

Chairman Herbert called for a roll call to elect **Patrick Gorman** the **2021 Board of Adjustment Secretary**.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes. Motion carries.

- **RESOLUTION RATIFYING FAIR AND OPEN SELECTION PROCESS**

Chairman Herbert called for a motion to approve the Fair and Open selection process.

A motion was made by Mr. Stamler, seconded by Vice Chairman Haines. All were in favor; none opposed; motion carries.

- **RESOLUTION APPOINTING BOARD ATTORNEY**

Chairman Herbert called for a motion to appoint the Board Attorney from the two proposals received.

Vice Chairman Haines made a motion to appoint **Woolson Anderson Peach, P.C.** the **2021 Board of Adjustment Attorney**, seconded by Mr. Stamler.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes. Motion carries.

- **RESOLUTION APPOINTING BOARD ENGINEER**

Chairman Herbert called for a motion to appoint the Board Engineer from the four proposals received.

Vice Chairman Haines made a motion to appoint **Pennoni Associates, Inc.** the **2021 Board of Adjustment Engineer**, seconded by Mr. Stamler.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes. Motion carries.

- **RESOLUTION APPOINTING BOARD ALTERNATE ENGINEER**

Chairman Herbert called for a motion to appoint the Alternate Board Engineer from the two proposals received.

Vice Chairman Haines made a motion to appoint **Bright View Engineering** the **2021 Board of Adjustment Alternate Engineer**, seconded by Mr. Stamler.

Roll Call: Mr. Herbert - yes; Mr. Stamler - yes; Ms. Haines - yes; Mr. Suraci - yes; Ms. Cellilli - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes. Motion carries.

- **RESOLUTION TO EXTEND THE 2020 T&M ASSOCIATES CONTRACT**

Mr. Gorman advised the Board it can extend the 2020 T&M Contract to continue as Board Engineer for certain applications already started.

Vice Chairman Haines made a motion to **extend the 2020 T&M Associates Contract** at the same rate, for certain applications, as noted, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

- **RESOLUTION APPOINTING BOARD COURT REPORTER**

Chairman Herbert called for a motion to appoint the Board Court Reporter from the one proposal received.

Vice Chairman Haines made a motion to appoint **Michael Lombardozzi, CCR, CRR**, as the **2021 Board of Adjustment Court Reporter**, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

- **APPOINTMENT OF SUBCOMMITTEE(S)**

Chairman Herbert addressed the need for a subcommittee.

Vice Chairman Haines made a motion to continue the subcommittee to include Chairman Herbert, Vice Chairman Haines and Mr. Stamler, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

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- **RESOLUTION ADOPTING THE RULES OF ORDER**

Chairman Herbert called for a motion.

A motion to approve as written was made by Mr. Stamler, seconded by Ms. Cellilli. All were in favor; none opposed; motion carries.

- **RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

Chairman Herbert called for a motion.

A motion to approve as written was made by Ms. Cellilli, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

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

Chairman Herbert called for a motion.

A motion to approve as written was made by Vice Chairman Haines, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

- **RESOLUTION SETTING THE SCHEDULE OF MEETINGS**

Chairman Herbert called for discussion.

Mr. Stamler spoke in favor of having only one meeting per month, with the exception of March and September. Board members agreed.

A motion to approve one meeting per month, except for March and September, was made by vice Chairman Haines, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

- **RESOLUTION OF OPEN MEETING POLICY**

Chairman Herbert called for a motion.

A motion to approve as written was made by Mr. Stamler, seconded by Ms. Cellilli. All were in favor; none opposed; motion carries.

- **ADOPTION OF BYLAWS**

Chairman Herbert called for a motion.

A motion to approve as written was made by Mr. Stamler, seconded by Vice Chairman Haines. All were in favor; none opposed; motion carries.

Robert Yuro, PE, CME of T&M Associates thanked the Board.

ADJOURNMENT

A motion to adjourn was made by Ms. Cellilli, seconded by Mr. Stamler. All were in favor.

The meeting adjourned at 7:23 p.m. The regular meeting was scheduled to begin at 7:30 p.m.

*Submitted by: Patrick Gorman, PP, AICP
Board of Adjustment Secretary/Clerk*

Approved 06-02-21