PLANNING BOARD REORGANIZATION MEETING
January 13, 2022
APPROVED Reorganization Minutes

Planning Board Attorney, Eric Bernstein, Esq. called the Planning Board Reorganization Meeting of January 13, 2022 to order at 7:05 pm. All stood for the Salute to the Flag.

Mr. Bernstein advised: This meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 ("Sunshine Law"). Notice has been communicated to the Hillsborough Beacon; The Courier News; the Township Clerk; posted on the Township's Website at https://hillsboroughnj.civicclerk.com/; and available at the Hillsborough Township Municipal Complex, in accordance with the public meeting notice.

OATH OF OFFICE
Mr. Bernstein administered the Oath of Office to the newly appointed members present:
Seat #1 - Mayor Shawn Lipani (Class I); Seat #2 - Robert Wagener, Jr. (Class II); Seat #3 - Committeeman Frank DelCore – (Class III); and Alternate #2 - Patricia Smith (Class IV).

ROLL CALL

Mayor Shawn Lipani - Present
Robert Wagner, Jr. - Present
Committeeman Frank DelCore - Present
Robert Peason – Present
Carl Suraci - Present
Neil Julian - Absent
Nathan Santaromita – Absent
Ron Skobo – Present
Kenneth Hesthag - Present
John Ciccarelli - (Alt. #1) – Present
Patricia Smith (Alt. #2) – Present

Also present: David K. Maski, PP, AICP, Planning Director; Eric M. Bernstein, Esq., Board Attorney (Eric M. Bernstein, & Associates); Drew Di Sessa, PE, CME, (Pennoni Associates); Caz Bielen (Premier Media), Township Videographer; and Christina Restuccia, CCR, Court Reporter.

NOMINATIONS:

CHAIRMAN
Mr. Bernstein opened nominations for Chairman.

A motion to nominate Mr. Suraci was made by Mayor Lipani, seconded by Mr. Skobo.

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 **2022 Planning Board Chairman.**
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Mr. Suraci - yes; Mr. Skobo – yes; Mr. Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

Mr. Bernstein turned the meeting over to Chairman Suraci.

VICE CHAIRMAN
Chairman Suraci opened nominations for Vice Chairman.

A motion to nominate Mr. Julian was made by Mayor Lipani, seconded by Mr. Skobo.

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 **2022 Planning Board Vice Chairman.**

Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Mr. Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

SECRETARY
Chairman Suraci opened nominations for Secretary.

A motion to nominate Mr. Hesthag was made by Mayor Lipani, seconded by Mr. Ciccarelli.

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 **2022 Planning Board Secretary.**

Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Mr. Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – 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. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

APPOINTMENTS:

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

A motion was made by Mr. Skobo to appoint (Eric M. Bernstein, Esq.) **Eric M. Bernstein Associates, LLC** as the **2022 Planning Board Attorney,** seconded by Mr. Ciccarelli. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

PLANNING BOARD ENGINEER
Chairman Suraci called for a motion for Board Engineer from the four proposals received.

A motion was made by Committeeman DelCore to appoint Pennoni Associates (Drew Di Sessa, PE, CME) as the **2022 Planning Board Engineer,** seconded by Mayor Lipani. No further comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

ALTERNATE PLANNING BOARD ENGINEER
Chairman Suraci called for a motion for Alternate Board Engineer from the three proposals received.

A motion was made by Mayor Lipani to appoint two firms, **CME Associates** (David J. Samuel, PE, PP, CME), **and Carroll Engineering** (Christopher D. Briglia, PE, CME), as the **2022 Alternate Board Engineering** firms, seconded by Mr. Wagner. No further comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

PLANNING BOARD COURT REPORTER
Chairman Suraci called for a motion for Court Reporter from the one proposal received.

A motion was made by Mayor Lipani to appoint **Michael Lombardozzi, CSR, CRR,** as the **2022 Planning Board Court Reporter,** seconded by Committeeman DelCore. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

MASTER PLAN SUBCOMMITTEE
After discussion, Chairman Suraci appointed Mayor Lipani, Mr. Julian, Mr. Peason, Mr. Ciccarelli as those who will serve on the 2022 subcommittee, with Chairman Suraci as the alternate member should one of the four not be able to attend.

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

RESOLUTIONS:

- **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 Secretary Hesthag. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

- **RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

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

A motion to approve the Hillsborough Beacon and The Courier News, was made by Mayor Lipani, seconded by Mr. Wagner. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – 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. Wagner, seconded by Mr. Ciccarelli. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – 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 Secretary Hesthag. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – 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 Mr. Wagner, seconded by Committeeman DelCore. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

Mr. Ciccarelli asked if a time limit can be imposed.

Committeeman DelCore said the Township Committee imposed a limit of three minutes. However, it would not be appropriate to impose a time limit on testimony, but would be for business from the floor.

Mr. Ciccarelli said he believed the Township Committee's time limit was per person.

Several Board members concurred, and made suggestions as to the amount of time.

Mr. Bernstein advised that the Township Committee's policy is for a three-minute, one-time opportunity for the public to speak. However, the Committee has two public portions on their agenda.

After discussion, members agreed to a five minute one-time during matters not on the agenda.

Mr. Bernstein noted, Item #3 would be amended to: *That at each public meeting of the Planning Board (meaning the first and second Thursday of each month) any person wishing to address the Board on matters not on the agenda may do so during a time in the meeting listed as "Business From the Floor (For Matters Not on the Agenda)" on the agenda,* **to a limit of five minutes at one time for comment only.**

Mr. Bernstein said that would also apply for 4(b), which relates to the business meetings.

A motion to approve as amended was made by Mayor Lipani, seconded by Committeeman DelCore. No further comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

Mr. Bernstein suggested, as a procedural matter, Mr. Maski should be the one to keep the time.

- **RESOLUTION OF ADMINISTRATIVE PROCEDURES**

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

A motion to approve was made by Mayor Lipani, seconded by Mr. Peason. No comments.
Roll Call: Mayor Lipani - yes; Mr. Wagner – yes; Committeeman DelCore – yes; Mr. Peason – yes; Chairman Suraci - yes; Mr. Skobo – yes; Secretary Hesthag – yes; Mr. Ciccarelli – yes; Ms. Smith – yes. Motion carries.

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

The meeting adjourned at 7:26 p.m.

Submitted by:
Debora Padgett
Planning Board Clerk