**Hillsborough Township Board of Adjustment**
**APPROVED Reorganization Meeting Minutes**
**January 19, 2022**

Mr. Anderson, Esq. called the January 19, 2022 Board of Adjustment Reorganization Meeting to order at 7:08 p.m

All recited the Pledge of Allegiance

Mr. Anderson, Esq. 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.

**OATH OF OFFICE**
Mr. Anderson, Esq. administered the Oath of Office to newly appointed Members: Dr. Robert Britting (Seat #4) and Kelly Compher (Alternate #1).

**ROLL CALL**

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| Frank Herbert – Present | Frank Valcheck - Present |
| John Stamler – Absent | Jim Wohlmacher - Present |
| Helen Haines – Absent | Kelly Compher (Alt. #1) - Present |
| Dr. Robert Britting – Present | Scott Scherer (Alt. #2) - absent |
| Philomena Cellilli – Absent | |

Also present: Marcella McLaughlin, Zoning Official; David Kois, PP, AICP, Deputy Zoning Official; and Christina Restuccia, CCR, Court Reporter.

**ELECTION OF CHAIRMAN**
Mr. Anderson, Esq. opened nominations for Chairman.

Mr. Valcheck made a motion to nominate Mr. Herbert, seconded by Ms. Compher. Hearing no other nomination; nominations were closed. Mr. Anderson, Esq. called for a roll call to elect **Frank Herbert** the **2022 Board of Adjustment Chairman.**
**Roll Call**: Mr. Herbert - yes; Dr. Britting - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes; Ms. Compher - yes. Motion carries. Mr. Anderson turned the meeting over to Chairman Herbert.

**ELECTION OF VICE CHAIRMAN**
Chairman Herbert opened nominations for Vice Chairman.

Mr. Valcheck made a motion to nominate Mr. Wohlmacher, seconded by Dr. Britting. Hearing no other nomination; nominations were closed. Chairman Herbert called for a roll call to elect **Jim Wohlmacher** the **2022 Board of Adjustment Vice Chairman.**
**Roll Call**: Dr. Britting - yes; Mr. Valcheck - yes; Mr. Wohlmacher - yes; Ms. Compher - yes; Chairman Herbert - yes. Motion carries.

**ELECTION OF SECRETARY**
Chairman Herbert opened nominations for Secretary.Mr. Valcheck made a motion to nominate Marcy McLaughlin, Zoning Official and David Kois, Deputy Zoning Official Co-Secretary, seconded by Ms. Compher. Hearing no other nomination; nominations were closed. Chairman Herbert called for a roll call to elect **Marcy McLaughlin and David Kois** the **2022 Board of Adjustment Co-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 Dr. Britting, seconded by Ms. Compher. 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 one proposal received.

Dr. Britting made a motion to appoint **Woolson Anderson Peach, P.C.** the **2022 Board of Adjustment Attorney,** seconded by Ms. Compher.

**Roll Call**: Dr. Britting - yes; Mr. Valcheck - yes; Ms. Compher – yes; Vice Chairman Wohlmacher – yes, Chairman Herbert – yes. Motion carries.

**RESOLUTION APPOINTING BOARD ENGINEER**
Chairman Herbert called for a motion to appoint the Board Engineer from the four proposals received.

Dr. Britting made a motion to appoint **Pennoni Associates, Inc**. the **2022 Board of Adjustment Engineer,** seconded by Vice Chairman Wohlmacher.

**Roll Call**: Dr. Britting - yes; Mr. Valcheck - yes; Ms. Compher – yes; Vice Chairman Wohlmacher – yes, Chairman Herbert – yes. Motion carries.

**RESOLUTION APPOINTING BOARD ALTERNATE ENGINEER**
Chairman Herbert called for a motion to appoint the Alternate Board Engineer from the three proposals received.

Dr. Britting made a motion to appoint **Bright View Engineering** the **2022 Board of Adjustment Alternate Engineer,** seconded by Vice Chairman Wohlmacher.

**Roll Call**: Dr. Britting - yes; Mr. Valcheck - yes; Ms. Compher – yes; Vice Chairman Wohlmacher – yes, Chairman Herbert – yes. Motion carries.

**RESOLUTION APPOINTING BOARD COURT REPORTER**
Chairman Herbert called for a motion to appoint the Board Court Reporter from the one proposal received.

Dr. Britting made a motion to appoint **Michael Lombardozzi, CCR, CRR**, as the **2022 Board of Adjustment Court Reporter,** seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

**APPOINTMENT OF SUBCOMMITTEE(S)**
Chairman Herbert addressed the need for a subcommittee to review bylaws and ordinances.

Ms. Compher made a motion to continue the subcommittee to include Chairman Herbert, Vice Chairman Wohlmacher and Ms. Haines, seconded by Dr. Britting. All were in favor; none opposed; motion carries.

**RESOLUTION ADOPTING THE RULES OF ORDER**
Chairman Herbert called for a motion.

A motion to approve as written was made by Mr. Valcheck, seconded by Dr. Britting. 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 Mr. Valcheck, seconded by Ms. Compher. 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 Ms. Compher, seconded by Dr. Britting. All were in favor; none opposed; motion carries.

**RESOLUTION SETTING THE SCHEDULE OF MEETINGS**
Chairman Herbert spoke in favor of having only one meeting per month, with the exception of February, March and September. Board members agreed.

A motion to approve one meeting per month, except for February, March and September, was made by Ms. Compher, seconded by Dr. Britting. 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 Ms. Compher, seconded by Dr. Britting. 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 Ms. Compher, seconded by Dr. Britting. All were in favor; none opposed; motion carries.

**ADJOURNMENT**

A motion to adjourn was made by Dr. Britting, seconded by Ms. Compher. All were in favor.

The meeting adjourned at 7:18 p.m. The regular meeting was scheduled to begin at 7:30 p.m.

*Submitted by: David Kois, PP, AICP*
*Co-Board of Adjustment Secretary*