Township of Hillsborough – BOARD OF ADJUSTMENT
APPROVED Reorganization Meeting Minutes

January 18, 2023 – 7:00 pm

Committeeman Ciccarelli called the January 18, 2023 Board of Adjustment Reorganization Meeting to order at 7:00 pm and led the flag salute.

Committeeman Ciccarelli 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
Committeeman Ciccarelli administered the Oath of Office to newly appointed members:
Jarrett Dewelde (seat #4), **Catherin Payne** (seat #5), and **Tom Ramsey** (alternate #1)

ROLL CALL

Frank Herbert -	Present	Frank Valcheck -	Present
John Stamler -	Present	Jim Wohlmacher -	Present
Helen Haines -	Present	Tom Ramsey *(Alt#1)*-	Present
Jarrett Dewelde	Present	Scott Scherer *(Alt#2)* -	*Absent*
Catherin Payne	Present		

Also in attendance: Marcella McLaughlin, *Zoning Officer/Co-Board Secretary*; Committeeman John Ciccarelli; Mark Anderson Esq., *Board Attorney (Woolson Anderson Peach, P.C.)*; Drew Di Sessa, PE, *Board Engineer (Pennoni Associates)*; Christina Restuccia, CCR, *Covering Board Court Reporter.*

ELECTION OF CHAIRMAN
Committeeman Ciccarelli opened nomination for Chairman.
Ms. Haines made a motion to nominate Frank Herbert seconded by Mr. Stamler. Hearing no other nomination; nominations were closed. Committeeman Ciccarelli called for a roll call to elect **Frank Herbert** the **2023 Board of Adjustment Chairman**. **ROLL CALL:**

Mr. Herbert -	Yes	Mr. Valcheck -	Yes
Mr. Stamler -	Yes	Mr. Wohlmacher -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	Not applicable
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*absent/not applicable*
Ms. Payne -	Yes		

Motion carries.

Committeeman Ciccarelli turned the meeting over to Chairman Herbert.

ELECTION OF VICE CHAIRMAN
Chairman Herbert opened nomination for Vice Chairman. Ms. Haines made a motion to nominate Jim Wohlmacher, seconded by Mr. Stamler. Hearing no other nomination; nominations were closed. Chairman Herbert called for a roll call to elect **Jim Wohlmacher** the **2023 Board of Adjustment Vice Chairperson**. **ROLL CALL:**

Mr. Herbert -	Yes	Mr. Valcheck -	Yes
Mr. Stamler -	Yes	Mr. Wohlmacher -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	Not applicable
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*absent/not applicable*
Ms. Payne -	Yes		

Motion carries.

ELECTION OF SECRETARY

Chairman Herbert opened nomination for Secretary.
Ms. Haines made a motion to nominate Marcella McLaughlin seconded by Mr. Stamler. Hearing no other nomination; nominations were closed. Chairman Herbert called for a roll call to elect **Marcella McLaughlin** the **2023 Board of Adjustment Secretary**. **ROLL CALL:**

Mr. Herbert -	Yes	Mr. Valcheck -	Yes
Mr. Stamler -	Yes	Mr. Wohlmacher -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	*Not applicable*
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*Absent/not applicable*
Ms. Payne -	Yes		

Motion carries

APPOINTMENT OF SUBCOMMITTEE(S)

No subcommittees were appointed at this time.

CONSIDERATION OF 2023 SCHEDULE OF MEETINGS

Chairman Herbert spoke in favor of one meeting per month on the first Wednesday of the month with the exception of the third Wednesday of the month for January, February, March, April, July, and September with two meetings in March, two meetings in September and no meetings in August. Board members agreed. Ms. Haines motioned to approve the calendar, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

CONSIDERATION OF RESOLUTIONS

- **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 Ms. Haines, seconded by Mr. Stamler. All were in favor; none opposed; motion carries.

- **RESOLUTION APPOINTING BOARD ATTORNEY**
  Chairman Herbert called for a motion to approve the Board Attorney from the one proposal received. Ms. Haines made a motion to appoint **Woolson Anderson Peach, P.C.** the **2023 Board of Adjustment Attorney**, seconded by Mr. Stamler. **ROLL CALL:**

Chairman Herbert -	Yes	Mr. Valcheck -	Yes
Mr. Stamler -	Yes	Vice Chairman Wohlmacher -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	*Not applicable*
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*absent/not applicable*
Ms. Payne -	Yes		

Motion carries

- **RESOLUTION APPOINTING BOARD ENGINEER**
  Chairman Herbert called for a motion to appoint the Board Engineer from the one proposal received. Ms. Haines made a motion to appoint **Pennoni Associates, Inc.** the **2023 Board of Adjustment Engineer**, seconded by Mr. Stamler. **ROLL CALL:**

Chairman Herbert -	Yes	Mr. Valcheck -	Yes
Mr. Stamler -	Yes	Vice Chairman Wohlmacher -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	*Not applicable*
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*absent/not applicable*
Ms. Payne -	Yes		

Motion carries

- **<u>RESOLUTION APPOINTING BOARD COURT REPORTER</u>**
  Chairman Herbert called for a motion to appoint the Board Engineer from the one proposal received. Ms. Haines made a motion to appoint **Michael Lombardozzi, CCR, CRR** as the **2023 Board of Court Reporter**, seconded by Mr. Stamler. **ROLL CALL:**

Chairman Herbert -	Yes	Vice Chairman Wohlmacher -	Yes
Mr. Stamler -	Yes	Mr. Valcheck -	Yes
Ms. Haines -	Yes	Mr. Ramsey *(Alt#1)*-	*Not applicable*
Mr. Dewelde -	Yes	Mr. Scherer *(Alt#2)* -	*absent/not applicable*
Ms. Payne -	Yes		

  Motion carries

- **<u>RESOLUTION DESIGNATION OFFICAL NEWSPAPER</u>**
  Chairman Herbert called for a motion.
  A motion to approve as written was made by Mr. Stamler, seconded by Ms. Payne. Motion carries.

- **<u>RESOLUTION ADOPTING THE RULES OF ORDER</u>**
  Chairmen Herbert called for a motion
  A motion to approve as written was made by Mr. Stamler, seconded by Ms. Payne. Motion carries.

- **<u>RESOLUTION OF FIXING CHARGE FOR NOTICE OF MEETINGS</u>**
  Chairmen Herbert called for a motion
  A motion to approve as written was made by Ms. Payne, seconded by Mr. Stamler. Motion carries.

- **<u>RESOLUTION OF SETTING SCHEDULE OF MEETINGS</u>**
  Chairmen Herbert called for a motion
  A motion to approve as written was made by Ms. Payne, seconded by Mr. Stamler. Motion carries.

- **<u>RESOLUTION OF OPEN MEETING POLICY</u>**
  Chairmen Herbert called for a motion
  A motion to approve as written was made by Ms. Payne, seconded by Mr. Stamler. Motion carries.

<u>ADOPTION OF BYLAWS</u>
Chairmen Herbert called for a motion
A motion to approve as written was made by Ms. Payne, seconded by Mr. Stamler. Motion carries.

<u>COMMENTS FROM THE PUBLIC</u>
Chairman Herbert opens the meeting to public comment. No comment from the public.

<u>ADJOURNMENT</u>
A motion to adjourn was made by Ms. Haines, seconded by Mr. Stamler. Motion carries unanimously.

7:17 pm meeting is adjourned.

The regular meeting was scheduled to begin at 7:30 pm.

Submitted by Robyn Bittle-Abramo
Recording Secretary

Approved 3/1/23