

Township of Hillsborough – BOARD OF ADJUSTMENT

APPROVED Reorganization Meeting Minutes

January 17, 2024 – 7:00 pm

Deputy Mayor John Ciccarelli called the January 17, 2024, Board of Adjustment Reorganization Meeting to order at 7:02 pm and led the flag salute.

Deputy Mayor 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

Deputy Mayor Ciccarelli states there are five Board of Adjustment members who need to take the Oath of Office for 2024. He administers the Oath of Office to the four members present:

Peggy Gladstone (seat #5), Tom Ramsey (seat #6), Jim Wohlmacher (seat #7), Tim Lockburner (Alt. #2)

Vivek Rao (Alt. #1) is absent.

ROLL CALL

Present - Frank Herbert, Chairman

Present - John Stamler

Absent - Helen Haines

Present - Jarrett Dewelde

Present - Peggy Gladstone

Present - Tom Ramsey

Present - Jim Wohlmacher, *Vice Chairman*

Absent - Vivek Rao (Alt#1)

Present - Time Lockburner (Alt#2)

Also in attendance: Marcella McLaughlin, *Assistant Planning Director/Zoning Officer/Board Secretary*; Randall J. Peach, Esq., *Covering Board Attorney (Woolson Anderson Peach, P.C.)*; Mark Mayhew, PE, CME, *Board Engineer (Pennoni Associates)*; Michael Lombardozzi, CCR, *Court Reporter*.

ELECTION OF CHAIRMAN

Deputy Mayor John Ciccarelli opened nomination for Chairman.

Mr. Stamler made a motion to nominate **Frank Herbert**, seconded by Mr. Ramsey. Hearing no other nomination; nominations were closed. Mr. Lombardozzi called for a roll call to elect **Frank Herbert the 2024 Board of Adjustment Chairman.**

ROLL CALL:

Yes - Mr. Herbert

Yes - Mr. Stamler

Yes - Mr. Dewelde

Yes - Ms. Gladstone

Yes - Mr. Ramsey

Yes - Mr. Wohlmacher

Yes - Mr. Lockburner (Alt. #2)

Motion carries.

Deputy Mayor Ciccarelli turned the meeting over to Chairman Herbert.

ELECTION OF VICE CHAIRMAN

Chairman Herbert opened nomination for Vice Chairman.

Mr. Stamler made a motion to nominate **Jim Wohlmacher**, seconded by Mr. Ramsey. Hearing no other nomination; nominations were closed. Mr. Lombardozzi called for a roll call to elect **Jim**

Wohlmacher the 2024 Board of Adjustment Vice Chairperson.

ROLL CALL:

Yes - Mr. Stamler
Yes - Mr. Dewelde
Yes - Ms. Gladstone

Yes - Mr. Ramsey
Yes - Mr. Wohlmacher
Yes - Mr. Lockburner (*Alt. #2*)
Yes - Chairman Herbert

Motion carries.

ELECTION OF SECRETARY

Chairman Herbert opened nomination for Secretary.

Mr. Stamler made a motion to nominate **Marcella McLaughlin**, seconded by Mr. Ramsey. Hearing no other nomination; nominations were closed. Mr. Lombardozzi called for a roll call to elect **Marcella McLaughlin** the **2024 Board of Adjustment Secretary**.

ROLL CALL:

Yes - Mr. Stamler
Yes - Mr. Dewelde
Yes - Ms. Gladstone

Yes - Mr. Ramsey
Yes - Mr. Lockburner (*Alt. #2*)
Yes - Vice Chairman Wohlmacher
Yes - Chairman Herbert

Motion carries.

APPOINTMENT OF SUBCOMMITTEE(S)

Mr. Stamler propose re-instating a subcommittee to review the bylaws and ordinances as needed.

Mr. Stamler made a motion to establish a subcommittee, seconded by Mr. Ramsey. All were in favor; none opposed; motion carries.

CONSIDERATION OF 2024 SCHEDULE OF MEETINGS

Chairman Herbert states there are some proposed dates but would like some more input from Ms. McLaughlin.

Mr. Stamler suggests scheduling a regular once-a-month meeting then address additional meetings as needed, Ms. McLaughlin can let them know if the docket is getting full.

Ms. McLaughlin reports what applications are currently pending.

Chairman Herbert suggests February 21, 2024, as the date of the next meeting.

There is a suggestion of scheduling a second meeting in September as there are no meetings in August.

Mr. Stamler motions to schedule one meeting a month with the option to schedule a second as needed, seconded by Mr. Ramsey. All were in favor, none opposed. The 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 Wohlmacher. 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.

Mr. Stamler made a motion to appoint **Woolson Anderson Peach, P.C.** to the **2024 Board of Adjustment Attorney**, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION APPOINTING BOARD ENGINEER

Chairman Herbert called for a motion to appoint the Board Engineer.

Mr. Stamler made a motion to appoint **Pennonni Associates** the **2024 Board of Adjustment Engineer**, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION APPOINTING BOARD ALTERNATE ENGINEER

Chairman Herbert called for a motion to appoint the Alternate Board Engineer.

Mr. Stamler made a motion to appoint **CME Associates** the **2024 Board of Adjustment Alternate Engineer**, seconded by Vice Chairman Wohlmacher. 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.

Mr. Stamler made a motion to appoint Michael Lombardozzi the **2024 Board of Court Reporter**, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION ADOPTING THE RULES OF ORDER

Chairman Herbert called for a motion to adopt the Rules of Order

Mr. Stamler made a motion to approve, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

Chairman Herbert opens the discussion by stating he has been disappointed by the Hillsborough Beacon which in the past year has failed to publish notices which has impacted applicant's time and money. He states The Courier News would be another option. He suggests opening a subcommittee to review the options but designating the Hillsborough Beacon temporarily.

Mr. Stamler makes a motion to appoint **temporarily appoint the Hillsborough Beacon and to create a subcommittee to review other options**, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION FIXING CHARGE FOR NOTICE OF MEETINGS

Chairman Herbert opens for discussion. There is none.

Mr. Stamler made a motion to approve, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

RESOLUTION OF OPEN MEETING POLICY

Chairman Herbert opens for discussion. There is none.

Mr. Stamler made a motion to approve, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

ADOPTION OF BYLAWS

Chairman Herbert opens for discussion. There is none.

Mr. Stamler made a motion to approve, seconded by Vice Chairman Wohlmacher. All were in favor; none opposed; motion carries.

COMMENTS FROM THE PUBLIC

Chairman Herbert opens to public comment.

ADJOURNMENT

A motion to adjourn was made by Mr. Stamler, seconded by Vice Chairman Wohlmacher. Motion carries unanimously.

7:17 pm Reorganization meeting is adjourned.

*Submitted by Robyn Bittle-Abramo
Recording Secretary*