Township of Hillsborough – PLANNING BOARD
Approved Public Meeting Minutes

January 9, 2025

Planning Board Attorney, Eric Bernstein called the Planning Board **Reorganization** Public Meeting of January 9, 2025, to order at 7:05 pm. The meeting was held in the Courtroom of The Peter J. Biondi Building.

Mr. Bernstein asks everyone to stand and observe a moment of silence in honor of the 39th President of the United States, James Earl Carter, Jr.

All remained stating for the flag salute.

NOTICE OF MEETING

Mr. Bernstein announced the meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 ("Sunshine Law"). Notice of the 2025 Annual Meeting Schedule has been provided to the officially designated newspapers, the Township Clerk, posted on the Township's website and available at the Hillsborough Township Municipal Complex.

Application documents have been made available on the Township's web site https://hillsboroughnj.portal.civicclerk.com/ . Complete applications files are available in the Planning and Zoning Department for inspection, in accordance with the public meeting notice.

OATH OF OFFICE TO NEWLY APPOINTED MEMBERS

Mr. Bernstein administered the Oath of Office nine members:

Seat 1 - John Ciccarelli, **Mayor** (Class #1),
Seat 2 - Robert Wagner, Jr. (Class 2),
Seat 3 - Committeeman Shawn Lipani (Class 3)
Seat 6 - Jason Flagg (Class 4)
Seat 7 – Bruce Radowitz (Class 4)
Seat 8 – Angelo Vitale (Class 4)
Seat 9 – Patricia Smith (Class 4)
Alternate 1 – Surajit Deb
Alternate 2 – Jason Smith

ROLL CALL

Present -	Mayor John Ciccarelli	Present -	Bruce Radowitz
Present -	Robert Wagner, Jr	Present -	Angelo Vitale
Present -	Committeeman Shawn Lipani	Present -	Patricia Smith
Present -	Robert Peason	*Absent* -	Surajit Deb (*Alt. #1*)
Present -	Carl Suraci	Present -	Jason Smith *(Alt. #2)*
Present -	Jason Flagg		

Also in attendance: David Kois, PP, AICP, *Township Planning Director*; Samantha Ball, *Assistant Planner / Sustainability Program Manager*; Eric Bernstein, Esq., *Board Attorney (Eric M. Bernstein & Associates)*; Mark Mayhew, PE, CME, *Board Engineer (Pennoni Associates*); Michael Lombardozzi, CSR, CCR, *Board Court Reporter.;* Alex Pallis, *Township Videographer (Fuerza Strategy Group)*

<u>ELECTION OF CHAIRMAN</u> Mr. Bernstein opened nominations for Chairman for 2025 Planning Board. A motion to nominate **Carl Suraci** was made by Committeeman Lipani, seconded by Ms. Smith. Hearing no other nominations, nominations were closed with a motion; seconded; all in favor.

Mr. Bernstein called for a roll call to elect **Carl Suraci** as the **2025 Planning Board Chairman**.

Roll Call:

Yes -	Jason Flagg	Yes -	Patricia Smith
Yes -	Jason Smith *(Alt. #2)*	Yes -	Committeeman Shawn Lipani
Yes -	Angelo Vitale	Yes -	Mayor John Ciccarelli
Yes -	Robert Wagner, Jr	Yes -	Robert Peason
Yes -	Bruce Radowitz	Yes -	Carl Suraci

Motion carries

Mr. Bernstein turned the meeting over to Chairman Suraci.

Chairman Suraci gives gratitude for being elected as the chairman for 2025.

<u>ELECTION OF VICE CHAIRMAN</u> Chairman Suraci opened nominations for Vice Chairman. A motion to nominate **Robert Peason** was made by Mr. Wagner, seconded by Ms. Smith. Hearing no other nominations, nominations were closed with a motion; seconded; all in favor. Chairman Suraci called for a roll call to elect **Robert Peason** as the **2025 Planning Board Vice Chairman**.

Roll Call:

Yes -	Jason Flagg	Yes -	Patricia Smith
Yes -	Jason Smith *(Alt. #2)*	Yes -	Committeeman Shawn Lipani
Yes -	Angelo Vitale	Yes -	Mayor John Ciccarelli
Yes -	Robert Wagner, Jr	Yes -	Carl Suraci
Yes -	Bruce Radowitz	Abstain -	Robert Peason

Motion carries

<u>ELECTION OF SECRETARY</u>
Chairman Suraci opened nominations for Secreatry. A motion to nominate **Patricia Smith** was made by Mayor Ciccarelli, seconded by Committeeman Lipani. Hearing no other nominations, nominations were closed with a motion; seconded; all in favor. Chairman Suraci called for a roll call to elect **Patricia Smith** as the **2025 Planning Board Secretary**.

Roll Call:

Yes -	Jason Flagg	Yes -	Committeeman Shawn Lipani
Yes -	Jason Smith *(Alt. #2)*	Yes -	Mayor John Ciccarelli
Yes -	Angelo Vitale	Yes -	Robert Peason
Yes -	Robert Wagner, Jr	Yes -	Carl Suraci
Yes -	Bruce Radowitz	Yes -	Patricia Smith

Motion carries

APPOINTMENT OF MASTER PLAN SUBCOMMITTEE

After a brief discussion, Chairman Suraci reappoints **Mayor Ciccarelli, Mr. Peason (Chair), Ms. Smith and himself** as those who will serve on the **2025 Master Plan Subcommittee**, **with Mr. Radowitz as the alternate** member should one of the four not be able to attend.

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

RESOLUTION ADPOTING THE 2025 MEETING SCHEDULE

There is a motion and second to confirm the 2025 Planning Board schedule.
There is no further discussion.

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Shawn Lipani
Yes -	Mr. Vitale	Yes -	Mayor John Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

CONSIDERATIONS

1. **RESOLUTION RATIFYING FAIR & OPEN SELECTION PROCESS**
   Chairman Suraci called for a motion to adopt as presented.
   A motion was made by Mr. Peason, seconded by Mr. Radowitz.

   Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

   Motion carries

2. **RESOLUTION APPOINTING BOARD ATTORNEY**
   Chairman Suraci states they received one fair and open proposal which was from:
   - **Eric M. Bernstein & Associates LLC.**

   A motion was made by Mr. Peason, seconded by Mr. Radowitz to accept **Eric M. Bernstein as Planning Board Attorney.**
   There is no further discussion.

   Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

3. **RESOLUTION APPOINTING BOARD ENGINEER**

Chairman Suraci states they received fair and open proposals from:

- **Pennoni Associates (Mark S. Mayhew, PE, CME)**
- **CME Associates (David J. Samuel, PE, PP, CME)**

Chairman Suraci states Pennoni Associates received the highest score in the evaluation.
A motion was made by Mayor Ciccarelli, seconded by Committeeman Lipani to appoint **Mark Mayhew as the Planning Board Engineer.**
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

4. **RESOLUTION EXTENDING PROFESSIONAL SERVICES AGREEMENT WITH T&M**

(2020 Contract - for ongoing applications)
Chairman Suraci explains this is a renewal of a 2020 contract for an ongoing 2020 application.
A motion was made by Committeeman Lipani, seconded by Ms. Smith to extend the professional services agreement with T&M.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

5. **RESOLUTION APPOINTING ALTERNATE BOARD ENGINEER**

Chairman Suraci states they received one fair and open proposals from:

- **CME Associates (David J. Samuel, PE, PP, CME)**

A motion was made by Mayor Ciccarelli, seconded by Mr. Wagner to appoint **David J. Samuel as Alternate Planning Board Engineer.**
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

6. RESOLUTION APPOINTING BOARD COURT REPORTER

Chairman Suraci states they received one fair and open proposals from:

- **Michael Lombardozzi, CSR, CRR**

A motion was made by Ms. Smith, seconded by Mr. Wagner, to appoint **Michael Lombardozzi as Planning Board Court Reporter.**
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

7. RESOLUTION ADOPTING THE RULES OF ORDER

A motion was made by Committeeman Lipani, seconded by Ms. Smith approve the Rules of Order.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

8. RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS

A motion was made by Vice Chairman Peason, seconded by Mayor Ciccarelli approve the official newspapers.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

Chairman Suraci states for the public's edification, The Hillsborough Beacon and The Courier News are the officially designated newspapers.

9. RESOLUTION FIXING CHARGE FOR NOTICE OF MEETINGS

A motion was made by Vice Chairman Peason, seconded by Mayor Ciccarelli approve fixing the charge for notice of meetings.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

10. RESOLUTION OF OPEN MEETING POLICY

A motion was made by Mayor Ciccarelli, seconded by Vice Chairman Peason approval of Open Meeting Policy.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

11. RESOLUTION OF ADMINISTRATIVE PROCEDURES

A motion was made by Mr. Radowitz, seconded by Mr. Vitale approval of Administrative Procedures.
There is no further discussion

Roll Call:

Yes -	Mr. Flagg	Yes -	Ms. Smith, Secretary
Yes -	Mr. Smith *(Alt. #2)*	Yes -	Committeeman Lipani
Yes -	Mr. Vitale	Yes -	Mayor Ciccarelli
Yes -	Mr. Wagner	Yes -	Vice Chairman Peason
Yes -	Mr. Radowitz	Yes -	Chairman Suraci

Motion carries

BUSINESS FROM THE FLOOR *(public comment for matters not on the agenda)*
Chairman Suraci opens comments from the public for items not on the reorganization agenda. He states the regular meeting is to follow and there will be another opportunity for public comment pertaining to that agenda.

- None

ADJOURNMENT
A motion to adjourn was made by Mr. Wagner, seconded by Mayor Ciccarelli. Motion carries unanimously.
7:23 pm meeting is adjourned.

Submitted by Robyn Bittle-Abramo
Recording Secretary