

Township of Hillsborough – BOARD OF ADJUSTMENT

APPROVED Reorganization Meeting Minutes

January 15, 2025 – 7:00 pm

Committeeman Shawn Lipani called the January 15, 2025, Board of Adjustment Reorganization Meeting to order at 7:03 pm and led the flag salute.

Committeeman Lipani 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; The Courier News; the Township Clerk, posted on the Township’s website at <https://hillsboroughnj.portal.civicclerk.com/> and available at the Hillsborough Township Municipal Complex, in accordance with the public meeting notice.

OATH OF OFFICE

Committeeman Lipani administered the Oath of Office to newly appointed members:

- Seat #1 – **Frank Herbert** – 4-year term Expiring 12/31/28
- Seat #2 – **Tim Lockburner** – 4-year term Expiring 12/31/28
- Alt #1 – **Robert Movshin** – unexpired 2-year term to 12/31/25
- Alt #2 – **Mildred Molina** – 2-year term Expiring 12/31/26

ROLL CALL

Present - Frank Herbert	Present - Tom Ramsey
Present - Tim Lockburner	Present - Jim Wohlmacher
Present - Helen Haines	Present - Robert Movshin (Alt#1)
Present - Jarrett Dewelde	Present - Mildred Molina (Alt#2)
Present - Marguerite Gladstone	

Also in attendance: Marcella McLaughlin, Assistant Director / Zoning Official / Board Secretary; Randall Peach, Esq. Covering Board Attorney (Woolson Anderson Peach, P.C); Christina Restuccia, CCR, Covering Board Court Reporter.

ELECTION OF CHAIRMAN

Committeeman Lipani opened nomination for Chairman.

Mr. Wohlmacher made a motion to nominate Frank Herbert seconded by Ms. Haines. Hearing no other nomination; nominations were closed.

Committeeman Lipani called for a roll call to elect **Frank Herbert** the **2025 Board of Adjustment Chairman**.

ROLL CALL:

Yes - Mr. Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Mr. Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried.

Committeeman Lipani 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 Tom Ramsey, seconded by Mr. Wohlmacher.

Hearing no other nomination, nominations were closed.

Chairman Herbert called for a roll call to elect **Tom Ramsey** the **2025 Board of Adjustment Vice Chairperson**.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Mr. Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried.

ELECTION OF SECRETARY

Chairman Herbert opened nomination for Secretary.

Ms. Haines made a motion to nominate Marcella McLaughlin, seconded by Mr. Wohlmacher.

Hearing no other nomination; nominations were closed.

Chairman Herbert called for a roll call to elect **Marcella McLaughlin** the **2025 Board of Adjustment Secretary**.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried.

APPOINTMENT OF SUBCOMMITTEES

Chairman Herbert stated there was not currently a need for any subcommittees, but should the need arise determination of the subcommittee will be brought to the appropriate meeting.

CONSIDERATION OF 2025 SCHEDULE OF MEETINGS

Chairman Herbert asked Ms. McLaughlin to review the schedule.

There was a discussion about which months may not need two meetings.

Ms. Haines motioned to approve the schedule as discussed, seconded by Ms. Gladstone.

All were in favor, none opposed.

Motion carried.

CONSIDERATION OF RESOLUTIONS

1. Resolution Ratifying Fair & Open Selection Process

Chairman Herbert opened the Board to discussion. There was none.

He called for a motion to approve the resolutions.

Ms. Haines motions to approve Resolution Ratifying Fair & Open Selection Process, seconded by Mr. Dewelde.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried.

2. Resolution Appointing Board Attorney

There is a nomination for Woolson, Anderson and Peach, P.C.

Ms. Haines motions to approve **Woolson, Anderson and Peach, P.C.**, seconded by Mr. Dewelde

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried.

3. Resolution Appointing Board Engineer

There is a nomination for Pennoni Associates – Mark Mayhew, PE, CME

Ms. Haines motions to approve **Pennoni Associates – Mark Mayhew, PE, CME**, seconded by Mr. Dewelde

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

4. Resolution Appointing Alternate Board Engineer

There is a nomination for CME Associates - David J. Samuel, PE, PP, CME

Ms. Gladstone motions to approve **CME Associates - David J. Samuel, PE, PP, CME**, seconded by Mr. Dewelde

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

5. Resolution Appointing Board Court Reporter

There is a nomination for Michael Lombardozzi, CCR, CRR

Mr. Wohlmacher motions to approve **Michael Lombardozzi, CCR, CRR**, seconded by Vice Chairman Ramsey.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

6. Resolution Adopting the Rules of Order

It is stated there are no new changes.

There is a motion and second to approve.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

7. Resolution Designating Official Newspapers

Chairman Herbert states they will be utilizing the same newspapers as 2024.

There is a motion and seconded to approve the two newspapers.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

8. Resolution of Fixing Charge for Notice of Meetings

Chairman Herbert states there may be changes which have been posted on Civicclerk.

There is a motion and seconded to approve the two newspapers.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

9. Resolution for Setting Schedule of Meetings

Ms. Haines motions to approve the 2025 schedule, seconded by Ms. Gladstone.

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

10. Resolution of Open Meeting Policy

Mr. Wohlmacher motions to approve the Open Meeting Policy, seconded by Vice Chairman Ramsey

ROLL CALL:

Yes - Chairman Herbert	Yes - Ms. Gladstone
Yes - Mr. Lockburner	Yes - Vice Chairman Ramsey
Yes - Ms. Haines	Yes - Mr. Wohlmacher
Yes - Mr. Dewelde	Yes - Mr. Movshin (Alt#1)
	Yes - Ms. Molina (Alt#2)

Motion carried

ADOPTION OF BYLAWS

- Amendment to section 3:1
Ms. Gladstone motions to the Bylaws, seconded by Vice Chairman Ramsey

ROLL CALL:

Yes - Chairman Herbert
Yes - Mr. Lockburner
Yes - Ms. Haines
Yes - Mr. Dewelde

Yes - Ms. Gladstone
Yes - Vice Chairman Ramsey
Yes - Mr. Wohlmacher
Yes - Mr. Movshin (Alt#1)
Yes - Ms. Molina (Alt#2)

Motion carried

COMMENTS FROM THE PUBLIC

Chairman Herbert opens the meeting to comments from the public for items not on the agenda. He reminds the regular meeting will be starting shortly.

- None

ADJOURNMENT

A motion to adjourn was made by Mr. Wohlmacher, seconded by Ms. Haines. Motion carries unanimously.

7:20 pm meeting is adjourned.

*Submitted by Robyn Bittle-Abramo
Recording Secretary*