

**RIVERTON BOROUGH PLANNING BOARD
MINUTES
January 19, 2010**

The Public Session of the Planning Board was called to order at 7:00 PM by Secretary Ken Palmer. Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2009.
2. Required Service of notice and publication in the Burlington County Times on January 22, 2009.

PRESENT: Joseph Creighton, Muriel Alls-Moffat, Mayor Robert Martin, Councilwoman Suzanne Wells, Mary Lodato, Joseph Threston (arrived 7:35PM), and Cheryl Progin.

Also Present: Solicitor Steve Raymond, Planner Tamara Lee, and Secretary Ken Palmer.

ABSENT: Armand Bianchini.

REORGANIZATION - 2010

Solicitor Raymond of Raymond and Coleman who substituted for Tom Coleman had sworn in Class II member Mary Lodato, Class III member Councilwoman Suzanne Wells, and Regular Member Joe Threston. Secretary Palmer announced that he continues as an employee of the Borough as the secretary of the planning and zoning boards. Ken stated that of course this was at the pleasure of the board. The mayor announced that a new alternate member had not yet been appointed but he expected this to be done by February.

Chairman: Joseph Creighton was nominated by the Mayor Martin and seconded by Councilwoman Wells to serve as chairman for 2010. The nominations were closed and Joe was affirmed by a unanimous voice vote.

Vice Chairman: Armand Bianchini was nominated by the Councilwoman Wells and seconded by Mayor Martin to serve as vice chairman for 2010. It was confirmed that Armand had stated he would accept the nomination. The nominations were closed and Armand was affirmed by a unanimous voice vote.

Solicitor: Thomas Coleman, Esq. was nominated by Councilwoman Wells and seconded by Mayor Martin to serve as the Planning Board Solicitor for 2010. The nominations were closed. A voice vote was taken and the vote was unanimous.

Planner: Tamara Lee, of Tamara Lee Consulting LLC was nominated by Councilwoman Wells and seconded by Muriel Alls-Moffat to serve as the board's Planner for 2010. The nominations were closed. A voice vote was taken and the vote was unanimous.

Engineer: Following discussion among the board, Mark Malinowski of Stout & Caldwell was nominated by Mayor Martin and seconded by Muriel Alls-Moffat to serve as the board's engineer for 2010. The nominations were closed. A voice vote was taken and the vote was six for and one against.

Administrative Officer: The secretary reviewed that the position dovetails with Mary Longbottom's position as Borough Clerk, is normally considered part of her duties, is required by the Municipal Land Use Law, and that Mary is the only qualified person in the Borough. Mary Longbottom was nominated by Councilwoman Wells and seconded by Joseph Threston to serve as the Administrative Officer pursuant to N.J.S.A. 40:55D-3 for the Planning Board for 2010. The nominations were closed. A voice vote was taken and the vote was unanimous.

Mayor/Council Appointments: In addition to the secretary's position, the mayor's/council's appointments for 2010 are:

- Ken Palmer remains secretary

- Mary Lodato serves as the board’s Class II member and Councilwoman Wells serves as the board’s Class III member.
- Joe Threston is board member of the Environmental Commission.
- Muriel Alls-Moffat is the COAH Official.

MINUTES: A motion was made by Mary Lodato and seconded by Joseph Threston to adopt the minutes of the December 15, 2009 regular meeting as distributed. The voice vote was unanimous.

CORRESPONDENCE/ANNOUNCEMENTS

1. No correspondence or announcements.
2. 3 vouchers/invoices as presented under New Business.

PUBLIC HEARINGS

Adopt the Revised Housing Element and Fair Share Plan to Amend the Master Plan of the Borough of Riverton in Conjunction With the Petition to COAH for Third Round Certification:

The secretary attested that all required notices were mailed and published as required. The chair introduced Board Planner Tamara Lee. Tamara explained the purpose of the hearing to allow for public input. She proceeded to recap the purpose of the revised housing element, amending the Master Plan, and the process for petitioning COAH for Third Round Certification. Once approved by COAH, the Borough will continue to be certified. Tamara reviewed that because of court rulings and subsequent revisions by COAH to its 3rd Round rules; this is the third time since 2005 that the Borough has filed for 3rd Round Certification. Tamara reviewed the salient points of how the Borough planned to satisfy its existing obligations as well as the new obligations under round three. Tamara clarified some points with the members of the board.

The chair asked the board if there were any comments or questions. There were none. A motion was made by Joe Threston and seconded by Suzanne Wells to open the hearing to public comment:

- Eric Saia, 401 Martha’s Lane, representing National Casein asked questions regarding the group home and accessory apartment components and the status of the submission process. His questions were answered.

There were no further questions and a motion was made by Joseph Threston and seconded by Cheryl Progin to close the hearing to public comment.

The chair asked if board members had any further questions or comments and there were none. Tamara explained that the next order of business was to consider a motion to adopt the Housing Element and Fair Share Plan amendment to the Master Plan for Round Three and forward it to Council for endorsement. Muriel Alls-Moffat motioned Suzanne Wells motioned and the mayor seconded to adopt the resolution as titled and forward it to Council for endorsement. The secretary read the resolution prepared by Tamara Lee. A roll call vote was called and the motion was approved by vote of 7 ayes and 0 nays as follows:

Mr. Creighton	aye	Mrs. Alls-Moffat	aye
Mr. Threston	aye	Mr. Martin	aye
Mrs. Wells	aye	Mrs. Lodato	aye
Mrs. Progin	aye		

The secretary read the resolution required to memorialize the action with an original signed copy becoming part of the submission to COAH. There was no discussion and the mayor motioned that the resolution referenced by title be adopted and memorialized. Joe Threston seconded the motion and it was passed by unanimous voice vote.

Tamara reviewed that the plan now goes to Council for endorsement and the materials are forwarded to COAH as part of the submission package.

OLD BUSINESS

COAH Matters – Tamara reviewed that COAH has the submission and is waiting for the adopted and endorsed plan and accompanying resolutions. She also stated that there is no concrete information from Trenton regarding the status of COAH and that all that can be done now is to wait and see. Muriel Alls-Moffat reviewed for the board that COAH had distributed a document that it is considering a requirement that municipalities be required to designate 30% of their trust funds for affordability assistance to qualified homebuyers.

Council Matters of Importance to the Board – Suzanne reported that the board was under budget for 2009 mostly due to the COAH expenses being covered by the Affordable Housing Trust funds. A preliminary budget for \$8,500.00 has been submitted for 2010. A community block grant has been obtained to construct an ADA compliant ramp at the entrance to the school gymnasium. Council is considering an ordinance to install more four way stop signs at intersections in town. The mayor reviewed the Council reorganization.

Zoning Code Changes – Suzanne reviewed the work done last year on revising the zoning code and a preliminary list of additional changes that have been recommended. Tamara stated that the issue of how building heights are defined could be clarified as the existing code is confusing at best. Suzanne said it would be added to the list. Suzanne stated that she felt a small subcommittee should be formed to address the review and possible changes. She volunteered to chair the committee and stated Armand Bianchini still wished to be on any committee. Joe Threston volunteered and Mary Lodato offered to be an alternate whenever there were not the three members available for subcommittee meetings.

Environmental Commission – Joe Threston reviewed that Council was considering the revisions to the Stormwater Ordinance. The next meeting of the commission is on January 21.

Minor Site Plan Applications – Mary Lodato stated that no applications had been received.

Delinquent Escrow Collections – The secretary reported that aside from Mr. Recchiuti there were no other outstanding or problem accounts. The chair asked and the board concurred that this topic should be dropped from the agenda unless there were updated or new developments that the board should be aware of. Ken was asked to continue to send notices.

Mandatory Education Schedule – The secretary reviewed that all members needing to take the course had signed up for the session in March and that he would notify them of their registrations in February.

Miscellaneous – Muriel wanted it on the record that Tamara Lee and Ken Palmer should be commended for the guidance and efforts extended at last month's zoning meeting in handling the logistics regarding the use variance application by BWC Realty Associates for the former post office building. Muriel had been requested at the last minute to help the zoning board have sufficient members to hear the application.

NEW BUSINESS

Invoices and vouchers:

1. 01/02/10, Tamara Lee Consulting, LLC, \$2096.26, planning work related to making the COAH submission during December. PAY FROM TRUST FUND DEVELOPMENT FEES
2. 01/06/10, Raymond & Coleman, \$476.00, for COAH related work including the letter of agreement with Quality Management during December. PAY FROM TRUST FUND DEVELOPMENT FEES
3. 01/06/10, Raymond & Coleman, \$300.00, general business advice and attend the December meeting.

A motion was made by Joseph Threston, seconded by the mayor, and unanimously approved to pay the vouchers as presented. The secretary will have them signed and submitted for payment.

2010 Calendar of Meetings and Professional Appointment Resolutions – The secretary presented the following resolutions for board approval:

- **Board Meetings for 2010** – Resolution P2010-01, the calendar of meetings for February 2010 through January 2011 was reviewed. A motion was made by the mayor and seconded by Muriel Alls-Moffat to adopt the resolution that meetings will be held on the third Tuesday of the month at 7:00 PM. The board unanimously approved that the resolution: be adopted, published in the Burlington County Times and posted in the Borough Hall.
- **Appointment of Solicitor, Planner, and Engineer** – Resolution P2010-02 announcing the appointment of board professionals for the period February 2010 through January 2011 was reviewed. A motion was made by Joe Threston and seconded by the mayor to adopt the resolution. The board unanimously approved that the resolution: be adopted, published in the Burlington County Times and the appointed parties formally notified and requested to submit contracts.

2010 Goals and Objectives – The chair asked if anyone had a copy of last year’s goals and objectives. The secretary stated he did and that he would distribute them to the board. The mayor had several suggestions. The chair stated that the item should be placed under old business for discussion next month.

PUBLIC COMMENT – Mary Lodato motioned and Cheryl Progin seconded to open the meeting to public comment. There was none and Cheryl Progin motioned and Muriel Alls-Moffat seconded to close the meeting to public comment.

Meeting adjourned at 8:10 PM. (motion by mayor, second by Threston)

**Next meeting is on 01/19/2010 at 7:00 pm in the Borough Hall.
Tape is on file.**

**Kenny C. Palmer, Jr., Secretary
RIVERTON PLANNING BOARD**