

**RIVERTON BOROUGH PLANNING BOARD
MINUTES
January 18, 2011**

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 25, 2010.
2. Required Service of notice and publication in the Burlington County Times on January 24, 2010.

PRESENT: Joseph Creighton, Armand Bianchini, Joseph Threston, Cheryl Progin, Mayor Robert Martin, Councilwoman Suzanne Wells, and Mary Lodato.

Also Present: Solicitor Tom Coleman and secretary Ken Palmer.

ABSENT: Robert Bednarek.

REORGANIZATION - 2011

Solicitor Tom Coleman swore in Class II Member Mary Lodato, Class III Member Councilwoman Suzanne Wells, and Regular Member Joe Creighton. 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 second alternate member had not yet been appointed. Joe Threston continues as the board member of the Environmental Commission and Cheryl Progin is the Borough's Municipal Housing Liaison.

Chairman: Joseph Creighton was nominated by the Joe Threston and seconded by Mayor Martin to serve as chairman for 2011. 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 Joe Creighton to serve as vice chairman for 2011. 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 Armand Bianchini to serve as the Planning Board Solicitor for 2011. 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 Mayor Martin to serve as the board's Planner for 2011. The nominations were closed. A voice vote was taken and the vote was unanimous.

Engineer: The secretary reported that he had received an e-mail from Stout & Caldwell that they would not be submitting for the board engineer. Councilwoman Wells stated she had received a proposal from Alaimo Associates and had requested a proposal from Land Engineering and Surveying. Following discussion among the board, the appointment of an engineer for 2011 was tabled until the next meeting.

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 Cheryl Progin to serve as the Administrative Officer pursuant to N.J.S.A. 40:55D-3 for the Planning Board for 2011. The nominations were closed. A voice vote was taken and the vote was unanimous.

2011 Calendar of Meetings and Professional Appointment Resolutions – The secretary presented the following resolutions for board approval:

- **Board Meetings for 2011** – Resolution P2011-01, the calendar of meetings for February 2011 through January 2012 was reviewed. A motion was made by Joe Threston and seconded by Councilwoman Wells 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 P2011-02 announcing the appointment of board professionals for the period February 2011 through January 2012 was reviewed. A motion was made by Joe Threston and seconded by Councilwoman Wells 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.

MINUTES: A motion was made by Mayor Martin and seconded by Councilwoman Wells to adopt the minutes of the December 21, 2010 regular meeting as distributed. The voice vote was unanimous.

CORRESPONDENCE/ANNOUNCEMENTS

1. **12/28/10, copy of letter from PSE&G regarding notification of General Permit Application for repair, replacement & maintenance of natural gas distribution mains in public rights-of-way.**
2. **1/11/11, copy NJLM Mayor's Fax Advisory regarding COAH Reform Bill (S-1) going to governor for signature and league's concern it cannot support the bill as adopted.**
3. **3 vouchers/invoices as presented under New Business.**

OLD BUSINESS

Council Matters of Importance to the Board and 2011 Budget – The mayor discussed that the consensus of Council was to keep the ARC in force as an advisory committee since it feels it does have value and a positive impact on the community. The mayor will talk to Hank and Elmer and perhaps seek to replace some members as warranted. The board discussed the decision, was in favor of the committee being retained, and suggested changing the meeting requirements to an on call basis. Suzanne Wells stated that there were no new developments concerning the 2011 preliminary board budget. The mayor was excused from the meeting.

COAH – Tom Coleman reported that there was nothing additional to report other than related by the secretary in his review of correspondence. He stated that he would provide Cheryl Progin a planner's concise summary of S-1 so she can become familiar with the bill.

Zoning and Related Land Use Code changes – Suzanne reported that Bruce had forwarded to her the proposed ordinance for revising the zoning map and she would have it for the next meeting. There had been no further development on the other proposed changes. The secretary stated that the annual report from the Zoning Board will be available following the board's February meeting or when they next meet.

Environmental Commission – Joe Threston reported that the commission has not met since his report last month and will meet on the 20th.

Minor Site Plan Applications – Mary Lodato reported that none had been submitted since the last board meeting.

Mandatory Education – The secretary reviewed that all members except Bob Bednarek were certified and that he had forwarded details of NJPO's Winter/Spring schedule to Bob. Cheryl asked if there were courses for the Municipal Housing Liaison. Ken Palmer stated he was not aware of them through NJPO and suggested Cheryl contact Mary Longbottom.

NEW BUSINESS

Invoices and vouchers:

1. 12/22/10, Stout & Caldwell Engineers, LLC, \$106.25, "REVISED#2" Antonucci Site Plan Application Review work through 8/31/10. PAY FROM ESCROW (Includes credit on first invoice.)
2. 1/12/11, Stout & Caldwell Engineers, LLC, \$535.00, "REVISED#2" Antonucci Site Plan Application Review work through 9/30/10. PAY FROM ESCROW (Includes "Alaimo services.")
3. 12/22/10, Stout & Caldwell Engineers, LLC, \$50.00, "REVISED" Antonucci Site Plan Application Review work through 10/31/10. PAY FROM ESCROW

The secretary discussed that he had also received another invoice but there was no voucher. A motion was made by Joseph Threston, seconded by Suzanne Wells, and unanimously approved to pay the submitted vouchers and invoices as presented. The secretary will have them signed and submitted for payment.

2011 Goals and Objectives – Suzanne Wells asked if everyone had a copy of last year's goals and objectives. It was reviewed that most of the goals had been met and that the board was fulfilling its ongoing objectives. It was suggested and agreed the members would review the goals and objectives and suggest any changes to Suzanne. Suzanne stated she would release a draft of the 2011 goals and objectives for review and comment at the next meeting.

PUBLIC COMMENT – The chair noted for the record that there were no members of the public present.

Meeting adjourned at 7:50 PM. (motion by Wells, second by Progin)

Next meeting is on 2/15/2011 at 7:00 pm in the Borough Hall.

Tape is on file.

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