

RIVERTON BOROUGH PLANNING BOARD
MINUTES
January 17, 2012

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 26, 2011.
2. Required Service of notice and publication in the Burlington County Times on January 31, 2011.

PRESENT: Ken Mills, Joe Della Penna, Craig Greenwood, Joseph Threston, Mayor William Brown, Councilman William Corbi, Mary Lodato, Deborah Weaver, Tracy Foedisch, and Robert Martin.
Also Present: Solicitor Tom Coleman and secretary Ken Palmer.

ABSENT: Kerry Brandt, Robert Kennedy, and Robert Bednarek.

REORGANIZATION - 2012

Solicitor Tom Coleman swore in all the board members of the reconstituted board who were present. The absent members will be sworn in at the February meeting. Secretary Palmer announced that he continues as an employee of the Borough to serve as the secretary of the planning board. Ken stated that of course this was at the pleasure of the board.

Chairman: Kerry Brandt was nominated by William Brown and seconded by Ken Mills to serve as chairman for 2012. In Kerry's absence, Bill stated that Kerry had informed him he would accept the position if nominated. The nominations were closed. A voice vote was taken and the vote was unanimous.

Vice Chairman: Ken Mills was nominated by the Craig Greenwood and seconded by William Brown to serve as vice chairman for 2012. The nominations were closed. A voice vote was taken and the vote was unanimous.

Solicitor: Thomas Coleman, Esq. of Raymond, Coleman, Heinold, Norman, LLP, was nominated by William Brown and seconded by Joseph Threston to serve as the Planning Board Solicitor for 2012. 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 William Brown and seconded by Deborah Weaver to serve as the board's Planner for 2012. The nominations were closed. A voice vote was taken and the vote was unanimous.

Engineer: David V. Denton, of Land Engineering & Surveying Co., Inc., was nominated by Craig Greenwood and seconded by Ken Mills to serve as the board's Engineer for 2012. The nominations were closed. A voice vote was taken and the vote was unanimous.

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 Joe Della Penna and seconded by William Brown to serve as the Administrative Officer pursuant to N.J.S.A. 40:55D-3 for the Planning Board for 2012. The nominations were closed. A voice vote was taken and the vote was unanimous.

It was announced that Joe Threston continues as the board member of the Environmental Commission. Vice Chairman Ken Mills took over as chair of the meeting.

MINUTES: A motion was made by Joe Della Penna and seconded by Deborah Weaver to adopt the minutes of the October 20, 2011 regular meeting of the zoning board of adjustment as distributed. The voice vote was four ayes and six abstentions. A motion was made by Joseph Threston and seconded by Mary Lodato to adopt the minutes of the November 15, 2011 regular meeting of the planning board as distributed. The voice vote was three ayes and seven abstentions. (Secretary's note: Only former members of the two separate boards voted on the approvals respectively; the other members abstained.)

CORRESPONDENCE/ANNOUNCEMENTS

1. 12/2011, Copy of the 2nd Edition of The Redevelopment Handbook on CD from the NJ State DCA.
2. 1/2012, Copy of revised site plan and subdivision filing requirements and procedures for the Burlington County Planning Board.
3. 1 voucher/invoice as presented under New Business.

OLD BUSINESS

Council Matters of Importance to the Board and 2012 – The mayor discussed that there was no new information on the 2012 budget process and no new developments from Council to report.

COAH – Tom Coleman discussed that it is important that the Borough appoint a Municipal Housing Liaison to cover the annual reporting requirements and act as the point person in the Borough regarding affordable housing issues. Tom also stated that Tamara Lee is concerned on the status of the Borough's affordable housing funds; and, that the Borough may need to revise and have its Spending Plan approved to protect the funds. It was decided to table further discussion until additional information was supplied.

Environmental Commission – Joe Threston reported that the commission's next meeting is on 1/19.

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 Tracy Foedisch and Bob Martin are and remain certified and that he has forwarded details of NJPO's Winter/Spring schedule to Tracy and Bob.

Move Board Records to Borough Hall – The secretary updated the board on the process of relocating the board's files to the new file cabinets in Borough Hall.

NEW BUSINESS

Invoices and vouchers:

1. 12/9/11, Raymond, Coleman & Heinold, LLP, \$240.00, legal services during November 2011; and prepare and attend November planning board meeting. PAY FROM GENERAL FUNDS

A motion was made by Joseph Threston, seconded by Mary Lodato, and unanimously approved to pay the voucher and invoice as presented. The secretary will have it signed and submitted for payment.

2012 Resolutions – The secretary presented the following resolutions for board approval:

- **Board Meetings for 2012** – Resolution P2012-01, the calendar of meetings for February 2012 through January 2013 was reviewed. The board discussed where and when to hold the meetings; and with a motion by Joe Threston and second by Joe Della Penna unanimously decided that it should continue to hold the meetings at 7:00 pm on the third Tuesday of the month at Borough Hall. A motion was made by Joe Threston and seconded by Craig Greenwood to adopt Resolution P2012-01 to that effect. 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 P2012-02 announcing the appointment of board professionals for the period February 2012 through January 2013 was reviewed. A motion was made by Craig Greenwood and seconded by Joe Threston 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.
- **Annual Report of Variance Applications and Recommendations** – The secretary reviewed that he had prepared and distributed Resolution P2012-03 which is the annual report to Borough Council of applications heard by the zoning board in 2011 and recommendations for possible amendments to the zoning code. Approval is needed to send it to Council. The board reviewed and discussed the resolution. A motion was made by Joe Della Penna and seconded by Craig Greenwood to adopt and forward the report to Council. The motion was approved by a voice vote of four ayes and six abstentions.
- **Request for Refund of Unused Escrow** – The secretary reviewed that he had received a request from the applicants for the Bank on Main site plan application for a refund of any unused escrow funds. Ken Palmer reviewed that his research indicated that all final inspections had been performed and a final certificate of occupancy issued for the project. Resolution P2012-04 has been prepared authorizing the refund. A motion was made by Joe Threston and seconded by Tracy Foedisch to adopt the resolution. The motion was approved by a unanimous voice vote.

2012 Goals and Objectives – A draft of proposed goals and objectives had been prepared and distributed by Ken Palmer. The board discussed the draft. Bob Martin suggested and the board concurred that the objective concerning the proactive monthly review of open escrow accounts be retained and added to the draft. A motion was made by Joe Threston, seconded by Bill Brown and unanimously approved to adopt the 2012 Goals and Objectives as amended.

PUBLIC COMMENT – A motion was made by Deb Weaver and seconded by Bill Brown to open the meeting to public comment.

- William Long of Alaimo Associates congratulated the members of the new board. There being no further comment, a motion was made by Joe Threston and seconded by Bill Brown to close the meeting to public comment.

Meeting adjourned at 7:55 PM. (motion by Brown, second by Threston)

**Next meeting is at 7:00 pm on 2/21/2012 in Borough Hall.
Tape is on file for one year.**

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