

**RIVERTON BOROUGH PLANNING BOARD**  
**MINUTES**  
**January 15, 2013**

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 18, 2012.
2. Required Service of notice and publication in the Burlington County Times on January 25, 2012.

**PRESENT:** Kerry Brandt, Ken Mills, Joe Della Penna, Craig Greenwood, Joseph Threston, Mayor William Brown, Councilman William Corbi, Mary Lodato, Deborah Weaver, Robert Martin, and Michael Powers.

**Also Present:** Solicitor Tom Coleman and secretary Ken Palmer.

**ABSENT:** Robert Kennedy and Tracy Foedisch.

**REORGANIZATION - 2013**

Mrs. Lodato, Mr. Corbi, and Deb Weaver were sworn in by Solicitor Tom Coleman. 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 Ken Mills and seconded by William Brown to serve as chairman for 2013. The nominations were closed. A voice vote was taken and the vote was unanimous.

**Vice Chairman:** Ken Mills was nominated by Kerry Brandt and seconded by William Corbi to serve as vice chairman for 2013. 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 Joseph Threston and seconded by Deborah Weaver to serve as the Planning Board Solicitor for 2013. The nominations were closed. A voice vote was taken and the vote was unanimous.

**Planner:** The chair reviewed the several RFP's submitted. Joe Della Penna wished it noted that comments regarding staying with an existing professional reflect that the board is very satisfied with the job performed by the professional; not that it was easier than starting from scratch with a new professional. Members concurred that the former and not the latter reason was the intent. There was no further discussion and Tamara Lee, of Tamara Lee Consulting LLC, was nominated by Deborah Weaver and seconded by Craig Greenwood to serve as the board's Planner for 2013. 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 Joseph Threston and seconded by William Corbi to serve as the board's Engineer for 2013. 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 Joseph Threston and seconded by Deborah Weaver to serve as the Administrative Officer pursuant to N.J.S.A. 40:55D-3 for the Planning Board for 2013. The nominations were closed. A voice vote was taken and the vote was unanimous.

Chairman Kerry Brandt took over as chair of the meeting.

**MINUTES:** A motion was made by Ken Mills and seconded by Joe Della Penna to adopt the minutes of the December 18, 2012, regular meeting of the planning board as distributed. The voice vote was unanimous.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

1. **12/31/12, copy of letter with attachment from Alaimo Associates announcing the date and time for the NJPO Mandatory Training Course offered by their firm. (The item was discussed at this time as reported under the last topic in Old Business.)**
2. **Three vouchers/invoices to be presented under New Business.**

#### **OLD BUSINESS**

**Adopt and Memorialize Resolution P2012-09, Case #2012-05, Mary Ellen Meehan, 15 Carriage House Lane, variance application for property lot coverage and various other bulk variances required to build an addition consisting of a garage and sunroom** – The chair asked if everyone had received a copy of the resolution and if there were any questions or comments. A few typographical errors were noted and corrected on pages one and two. There were no further comments and a motion was made by Ken Mills and seconded by Joe Threston that reading of the resolution be suspended and the corrected resolution referenced by title be adopted and memorialized. The resolution was adopted and memorialized by a unanimous voice vote of the seven members present who were eligible to vote.

**Affordable Housing** – Tom Coleman reported that there was nothing new on the court cases. Deb Weaver reported that the annual update reports were due 3/31/13 and that she will be working with Borough Treasurer Betty Boyle to compile the data.

**Council Matters of Importance to the Board** – Councilman Corbi and Mayor Brown reported that there was a new council member and that the police contract had been approved. The old grandstand in the park is being demolished as it was deemed beyond repair. Demolition should be complete by 1/31. Bids for the construction of the replacement of the grandstand are due to come out on 2/6. The costs for the project are being 100% funded by grant monies. It is hoped the new grandstand will be ready for July 4.

**Environmental Commission** – Joe Threston reported the commission met in December and continues to work on obtaining Sustainable Jersey credits. The next meeting is Jan. 17.

**Minor Site Plan Applications** – Mary Lodato reported that an application had been approved for Top Notch Travel to operate out of office space at the back of Zena's. Mary reported an application may be submitted to operate a photo studio at 535 Howard Street (formerly occupied by Out of Bounds). The minor site plan procedure and its applicability were reviewed for the board.

**Mandatory Education Course** – (Discussed during review of correspondence.) Ken Palmer reported that the course schedule had been released by NJPO. Joe Augustyn from Alaimo Associates presented information on the NJPO sanctioned and state approved course that Alaimo Associates offers to their client municipalities free of charge. Mike Powers and Joe Threston expressed interest in attending the new member session (Powers) and experienced member refresher session (Threston) respectively. Mr. Augustyn thanked the board for its time. Ken Palmer stated he would get the members registered.

#### **NEW BUSINESS**

##### **Invoices and vouchers:**

1. 1/10/13, Raymond Coleman Heinold & Norman, LLP, \$229.50, legal services during December 2012 regarding the Meehan application. (MEEHAN ESCROW)
2. 1/10/13, Raymond Coleman Heinold & Norman, LLP, \$136.50, legal services during December 2012 regarding the Porch Club application. (PORCH CLUB ESCROW)
3. 1/5/13, Burlington County Times, \$41.24, publish the Porch Club Notice of Decision in December. (PORCH CLUB ESCROW)

The secretary reported that the Porch Club escrow will again go short based on the new bills and that Mrs. Daniel will be advised of the need to provide an additional deposit. A motion was made by Joe Threston, seconded by Ken Mills and unanimously approved to pay the vouchers as presented. The secretary will have them signed and submitted for payment.

**Resolutions** – The following resolutions were adopted by title:

- **Board Meetings for 2013** – Resolution P2013-01, the calendar of meetings for February 2013 through January 2014 was reviewed. The board concluded there should be no change to the dates and time of the meetings. A motion was made by Ken Mills and seconded by Bill Brown to adopt Resolution P2013-01 to that effect. The board unanimously approved that the resolution: be adopted, published in the Burlington County Times and posted in Borough Hall.
- **Appointment of Solicitor, Planner, and Engineer** – Resolution P2013-02 announcing the appointment of board professionals for the period February 2013 through January 2014 was reviewed. A motion was made by Joe Threston and seconded by Deb Weaver 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 the draft of Resolution P2013-03 which is the annual report to Borough Council of applications heard by the board in 2012 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 Ken Mills and seconded by Joe Della Penna to adopt and forward the report as presented to Council. The motion was approved by a unanimous voice vote.

**2013 Goals and Objectives** – A draft of the proposed goals and objectives had been prepared and distributed by the secretary. The board discussed the draft. A motion was made by Joe Threston, seconded by Bill Brown and unanimously approved to adopt the 2013 Goals and Objectives as presented.

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

**Meeting adjourned at 7:53 PM. (motion by Mills, second by Threston)**

**Next meeting is at 7:00 pm on 2/19/2013**

**Tape is on file for one year.**

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