

**MINUTES FOR BOROUGH OF RIVERTON PLANNING BOARD
FEBRUARY 25, 2025**

Chairman Threston called the meeting to order at 7:00 PM and led the salute to the flag. Chairman Threston also read the Open Public Meetings Act Statement – Public Notice of this meeting has been given in the following manner:

- a. Posting written notice on the official bulletin board and the door of the Borough Hall on January 30, 2025
- b. Having written notice published in the Burlington County Times on February 2, 2025.
- c. Forwarding written notice for informational purposes only to the Courier Post on January 30, 2025

Roll call

Chairman Threston	Present
Vice Chair Brandt	Present
Mayor Quinn	Present
Mr. Ruggiano	Present
Mr. Wilburn	Present
Ms. Reis	Absent
Mr. Paszkiewicz	Present
Mr. Martin	Present
Mr. Della Penna	Present
Mr. Aird	Present
Mr. Levins	Present

2. Approval of Minutes

- a. January 28, 2025 Reorganization Meeting
- b. January 28, 2025 Regular Meeting

Motion to approve the minutes: Mr. Second: Mr.

Chairman Threston	Yes
Vice Chair Brant	Yes
Mayor Quinn	Yes
Mr. Ruggiano	Yes

Mr. Wilburn	Yes
Ms. Reis	Absent
Mr. Paszkiewicz	Yes
Mr. Martin	Yes
Mr. Della Penna	Yes
Mr. Aird	Yes
Mr. Levins	Yes

3. Old Business

- a. Resolution -Spot on Homes LLC, 713 Main St., Block 1401, Lot 7, Minor Subdivision

There was discussion that the applicant demolished a garage without HPC approval and also without the proper building permits. It was noted that the applicant agreed to go to the HPC and get a Certificate of Appropriateness *ex post facto* which was included in the resolution as a condition of approval. The Board also asked that it be a condition of approval that the applicant also get the appropriate building permits for the demolition.

Motion to approve the resolution as amended: Mr. Ruggiano Second: Mr.

Chairman Threston	Yes
Vice Chair Brant	Abstained
Mayor Quinn	Yes
Mr. Ruggiano	Yes
Mr. Wilburn	Yes
Ms. Reis	Absent
Mr. Paszkiewicz	Yes
Mr. Martin	Yes
Mr. Della Penna	Yes
Mr. Aird	Yes
Mr. Levins	Yes

4. Reports

- a. Council liaison – There was discussion of the budget meeting being March 6, 2025.
- b. Environmental Commission - Mr. Wilburn reported that the seawall was discussed, and the river clean up would be held March 22, 2025. It was also discussed that beginning in March the meetings would be held the second Monday of the month going forward.
- c. HPC – Mr. Aird reported on the applicants that attended the last meeting. One being for a garage demolition and they decided to not proceed with demolition but rather renovate it. He pointed out they had another application for a chicken coup and he did not feel residents need HPC for chicken coups or sheds. Lastly, he reported that 713 Main St. came as discussed earlier.
- d. Minor Site Plans – Mr. Ruggiano stated that he sent the resident to the HPC for the chicken coup because it fell in the HPC zone. He also added that the resident was given approval by him to place the coup in their backyard as there are no current Ordinances regulating chicken coups.

Mr. Ruggiano reported that Mr. Fort was issuing 713 Main St. fines for work without permits and Mr. Ruggiano will also issue a violation.

Mr. Ruggiano stated that Martha's Lane should be coming in March and that he, along with the Board Engineer, did a site visit with the applicant.

5. Correspondence

Mr. Koutsouris stated that relative to 302 Bank Ave. there was some back and forth as to who was responsible for noticing the decision of the Board and it was discussed the Board would take on the responsibility for publication. Mr. Burns, however, did provide a publication so that requirement has been satisfied. He added that in Ordinance discussions it should be provided for in the fee section that the applicant pays for the cost of publication.

- 6. Public Comment – Mr. Martin made a motion seconded by Mr. Ruggiano to open the public comment portion of the meeting. All were in favor. Motion carried and public comment was opened.

Mr. Kearney ,313 Bank asked about the issued discussed earlier regarding the garage. Chairman Threston responded that the applicant was supposed to go to HPC prior to demolishing the garage and is now doing that after the fact to be in compliance.

Mr. Augustyn welcomed the new secretary that is coming aboard.

Mr. Augustyn wanted to comment on Martha's Lane and Chairman Threston reminded him not to give testimony. Mr. Augustine commented that he is glad to hear they are coming back.

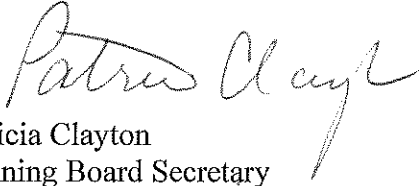
Mr. Augustyn asked if the Baptist Home Site will be coming back to the Board after their application was dismissed and Chairman Threston responded that there has been nothing new submitted and as far as he knows they are still in arrears with their escrow.

Mr. Augustyn stated that he had appeared before the Council to discuss enforcement against 401 Martha's Lane but now that they are coming to the Board he does not see that is necessary.

Motion made by Mr. Della Penna and seconded by Mr. Ruggiano to close public comment. All were in favor. Motion carried and the public comment portion of the meeting was closed.

7. Adjourn – Mr. Ruggiano made a motion seconded by Mr. Quinn to adjourn. All were in favor. Motion carried and meeting adjourned at 7:35 PM.

Respectfully submitted,



Patricia Clayton
Planning Board Secretary

Approved: 4/22/2025

BOROUGH OF RIVERTON PLANNING BOARD
MINUTES
MARCH 25, 2025

Chairman Threston called the meeting to order at 7:00 PM and led the salute to the flag. Chairman Threston also read the Open Public Meetings Act Statement – Public Notice of this meeting has been given in the following manner:

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Roll call

Chairman Threston	Present
Vice Chair Brandt	Absent
Mayor Quinn	Present
Mr. Ruggiano	Present
Mr. Wilburn	Present
Ms. Reis	Present
Mr. Paszkiewicz	Absent
Mr. Martin	Present
Mr. Della Penna	Present
Mr. Aird	Present
Mr. Levins	Present

Motion to appoint Ms. Clayton as Secretary: Mr. Ruggiano
Paszkiewicz

Second: Mr.

Chairman Threston	Yes
Vice Chair Brandt	Absent
Mayor Quinn	Yes
Mr. Ruggiano	Yes
Mr. Wilburn	Yes

Ms. Reis	Yes
Mr. Paszkiewicz	Yes
Mr. Martin	Yes
Mr. Della Penna	Yes
Mr. Aird	Yes
Mr. Levins	Yes

Mr. Koutsouris administered the Oath of Office to Ms. Clayton

New Business

Technical review Committee

Chairman Threston provided a draft Ordinance regarding the creation of a Technical Review Committee.

Mr. Ruggiano feels the Zoning Officer should be a member on this committee as well. Mr. Ruggiano expressed concern that the wording could be a problem, and this could drag out applications for months and cost applicants additional escrow fees for professionals to be part of the Committee.

Chairman Threston has no problem with the Zoning Officer being a member of the Committee. Chairman Threston feels the fees can be addressed in the Fee Ordinance.

Mr. Koutsouris stated that the purpose of the TRC is to reduce the expenditure to the Applicant. He added that if each professional has questions and is reaching out to applicants individually and the cost can be more than if they are sitting down for round table discussions with all the professionals together. Mr. Koutsouris agrees the Zoning Officer should be part of the TRC. Mr. Koutsouris added that an application can be complete but not in line with the professional's concerns.

Mr. Threston stated that the TRC would allow the Planning Board the ability to be prepared for the public hearing and he added a lot of towns have gone to this process. Mr. Ruggiano asked if it is fair to have an applicant come back multiple times prior to a public hearing and Chairman Threston responded that some of that is put on the applicant. Mr. Ruggiano stated that professionals would be charging for these meetings which will cost the applicants more money and if the applicant also has to go in front of the HPC as well that delays applications even longer. Chairman Threston stated that only a certificate of appropriateness from the HPC would hold an application up.

Mr. Quinn clarified that the Planning Board Secretary would send the application to the HPC and Environmental Committee for review and comment in advance of it being presented to the Planning Board. There was additional discussion of the process and Mr. Quinn stated that it would be valuable to understand the workflow.

Chairman Threston stated that the Planning Board has had sub committees set up before for applications with complex issues. Ms. Clayton gave input on the process and suggested if a TRC is created that it should be for larger scale development because it would mean extended approval time and additional escrows for homeowners. Mr. Della Penna agrees the Zoning Officer should be involved and has already given advice in the past on applications. Mr. Ruggiano stated that it might make more sense for the Zoning Officer to make a determination as to whether an application needs the TRC.

Chairman Threston added that he would like something in writing from the Zoning Officer saying that the TRC is not required. There was additional discussion as to when a TRC would be used and Mr. Quinn added that he does not think it should be used for every application. Mr. Quinn added that the Board could make a recommendation that we create a committee and determine when it should be used later. Chairman Threston asked the Board to get any other recommendations to the Chair and Solicitor.

Mr. Willburn stated that he would like a chart of the timeline and where each type of application goes. Mr. Martin appreciates the suggestions of the Secretary and Zoning Officer, and he added that he likes the gatekeeper mentioned earlier for determining who goes to the TRC. Mr. Martin added that he is very concerned about the charges to applicants.

Mr. Koutsouris stated that the Land Use Law provides for an informal review which is on the applicant to request, whereas having a TRC would be a mandatory requirement for at least some of the applications. Mr. Koutsouris stated that half the towns in NJ have this type of Committee.

Mr. Quinn questioned comments earlier that a TRC would provide for Board Members having a better understanding of an application prior to public hearing but since only the TRC members are part of this process and not the entire Board it doesn't seem that the whole Board would have that better understanding. There was discussion on last-minute information getting to the Board.

Mr. Aird stated that there may be questions that come up that should be solved prior to the public hearing and Mr. Quinn responded that this is what the hearing process is for, to identify those types of questions and address them with the approvals. Mr. Quinn stated that he doesn't want to replace right with quick, but this TRC does seem to extend the process, and he is curious at which applications that have come to the Board in the last few years would have triggered a TRC. There were further discussions on the benefits of the TRC and the process. Chairman Threston would like to include some of the recommendations from tonight and any additional comments from Board Members and continue this discussion at the next meeting.

Ordinance review

Chairman Threston mentioned that the Fee Ordinance needs updating. Chairman Threston asked the Secretary to report back next meeting on research regarding fees.

Chairman Threston stated that there have been a couple of items that have come in front of the Board, and they have been included in the Annual Report. He added that development in Riverton is very random, which is part of the uniqueness but also one of the challenges. Chairman Threston stated that the Board wants to try and preserve the nature of the town and should look at preserving the historic nature of the Borough in the Master Plan.

There was a discussion of getting all Board Members up to date on the Mandatory training required.

Old Business

Chairman Threston mentioned that in the last Master Plan Reexamination there was mention of the ARC but the Courts told the Township that they could not do an ARC. Mr. Koutsouris stated that language could be added into the Master Plan removing the ARC and replacing it with the HPC, but he added that he is not prepared to give guidance at this moment. Chairman Threston stated that we could approve a Master Plan amendment and ask Council to adopt the amendment to the Master Plan. Mr. Koutsouris stated that the Planning adopts a resolution, but you can't do it tonight because the Board would need to notice the amendment before the next meeting. Mr. Koutsouris added that the Planning Board would need to advertise and notify the State and County, but he is not sure what the Council needs to do. Mr. Koutsouris will research and report back.

Reports

Chairman

Annual report – Chairman Threston circulated the annual report and stated that this reports the actions of the Board and any recommendations to Council. Motion made by Mr. Martin and second by Mr. Quinn to approve the annual report. All in favor. Motion carried and the report will be forwarded to Council.

Chairman Threston stated that there are still two vacancies that need to be filled, and he added that Mr. Quinn has one recommendation and Chairman Threston has another and he would ask the Council to make these appointments prior to the April meeting.

Council liaison

Mr. Wilburn stated that there is a line item of \$500 for training but with the discussion earlier of the mandatory training this amount may need to be increased. He added that the Borough will pay for training either way.

Environmental Commission

Mr. Wilburn stated that the people along the river are reporting all sorts of pollution from the junkyard on the other side of the Delaware River. He added there are also complaints about lighting and noise. Mr. Wilburn reported that the Township is trying to address these issues and calls have been made to Philadelphia in an attempt to resolve.

Mr. Wilburn also reported on the cleanup in town.

Minor Site Plans

Mr. Ruggiano stated that he met with the Independent Group along with the Engineer and they plan on coming in April because they wanted to have a landscape architect make a submission as well.

HPC

Mr. Aird stated that there was a Certificate of Appropriateness issued. Mr. Aird stated that the appointment of an attorney needs to be addressed, as well as, getting a formal application made up with a checklist. Mr. Quinn confirmed that a building was taken down as a misstep and the Certificate of Appropriateness granted was backwards. He asked if the applicant can now move forward, and Mr. Ruggiano responded that they are now working with the Construction Official.

Correspondence - None


Public Comment

Motion made by Mr. Della Penna and seconded by Mr. Aird to open the meeting to public comment. All were in favor and the public Comment portion of the meeting was opened.

Hearing no one for public comment, a motion made by Mr. Della Penna seconded by Mr. Martin. All were in favor. Motion carried and the public comment portion of the meeting was closed.

Motion made by Mr. Ruggiano and seconded by Mr. Wilburn. Meeting was adjourned at 8:47 PM.

Respectfully submitted,


Patricia Clayton
Planning Board Secretary

Approved: 4/22/2025