

**BOROUGH OF BERNARDSVILLE**  
**PLANNING BOARD REORGANIZATION MEETING**  
**Minutes – January 10, 2019**  
**Public Meeting - 7:30 PM**

- 1. Open Public Meeting Statement:** Read by Associate Board Attorney Amanda Wolfe.
- 2. Oaths of Office:** Administered by Ms. Wolfe to: Class III – Council Member, Thomas O'Dea (1 yr. term) and Class IV – Borough Resident, Robert Graham (4 yr. term).
- 3. Roll Call:** Present - Members Gardner, Graham, Kellogg, O'Dea, Paluck, Thompson and Simoff.  
Absent –Newly appointed Class I member Jeffrey Horowitz.  
Board Professionals Present: Ms. Wolfe, Mr. Szabo and Mr. Brightly.
- 4. Election of Officers:**
  - A.** Ms. Thompson nominated Robert Graham for Chair.  
Second: Ms. Paluck. There were no other nominations.  
Roll call vote: All members voted to affirm the nomination.
  - B.** Ms. Gardner nominated Terry Thompson for Vice Chair:.  
Second: Ms. Paluck. There were no other nominations.  
Roll call vote: All members voted to affirm the nomination.
  - C.** Ms. Kellogg nominated Frank Mottola as Board Secretary.  
Second: Ms. Thompson. There were no other nominations.  
Roll call vote: All members voted to affirm the nomination.
- 5. Appointments:**  
Chairman Graham appointed Frank Mottola as Recording Secretary for 2019.
- 6. Resolutions:**
  - A. #2019-01: Re-adopt By-Laws** (as last revised January 8, 2015).
  - B. #2019-02: Board Attorney** – Ventura, Miesowitz, Keough & Warner, (Steven Warner, Esq.)
  - C. #2019-03: Planning Consultant** – Burgis Associates, Inc. (John P. Szabo, Jr., P.P. AICP).
  - D. #2019-04: Engineering Consultant** – Ferriero Engineering, Inc.
  - E. #2019-05: 2019 Schedule of Meetings.**
  - F. #2019-06: 2019 Budget Request.**
  - G. #2019-07: Board Administrative Officer** – Frank Mottola.
  - H. #2019-08: Official Newspapers** – Bernardsville News & Courier News.

Ms. Gardner noted a typographical error in resolution #2018-01. Motion to adopt resolutions **#2019-01, #2019-05, #2019-07 and #2019-08** as corrected and without further discussion: Mr. Simoff. Second: Ms. Thompson.  
Roll call vote: All members voted in the affirmative.

Motion to adopt resolution **#2019-02** as presented: Ms. Kellogg. Second: Ms. Thompson.  
Roll call vote: All members voted in the affirmative.

Motion to adopt resolution #2019-03 as presented: Ms. Kellogg. Second: Ms. Thompson.  
Roll call vote: All members voted in the affirmative.

Motion to adopt resolution #2019-04, with the date of Ferriero's fee schedule cited in the resolution corrected to January 3, 2019: Ms. Kellogg. Second: Ms. Thompson.  
Roll call vote: All members voted in the affirmative.

Regarding resolution #2019-06 Budget Request, pending prioritization of Planning Board initiatives for 2019 (such as updating the zoning map, creating commercial zone design standards, reviewing the sign ordinance, extending center designation, etc.), obtaining related planning costs input from the Board Planner and discussion of the Planning Board budget by Mr. Mottola with the Borough Administrator/CFO, the Board agreed to table adoption of the resolution.

Mr. Szabo discussed with the Board the process of creating design standards, based on the work his firm has done for other communities. Mr. Simoff suggested the Board revisit the regulations requiring parking decals for downtown businesses. Ms. Thompson opined that parking meters should be considered in the CBD. Mr. Szabo said he would provide budget estimates for various possible Planning Board initiatives.

**7. Committee Assignments:** Chairman Graham.

- A. All members were assigned to both committees.
- B. Mary Kellogg was assigned Subdivision and Site Plan Review Committee Chair
- C. Karen Gardner was assigned Evaluation Committee Chair.

It was noted that the Class II Board member for 2019 had not yet been appointed by the Mayor.

**8. Communications:** Copies of the following documents were provided to the Board:

- A. The New Jersey Planner, November/December 2018, Vol. 79, No. 6.

Responding to Ms. Thompson's comment on an article about NJDEP proposed stormwater management rules, Mr. Brightly said he had not yet read the proposed rule changes but would do so and advise the Board if he thinks it should comments during the public review and comment period.

- B. Draft 2019 Planning Board membership roster.

- C. 12/27/18 Letter to Bernardsville Centre attorney Susan Rubright, Esq. by Jolanta Maziarz, Esq.

**9. Business of Visitors not related to agenda:** None.

**10. Old Business:**

Ms. Kellogg asked if it is permissible for the Bernardsville Centre to allow certain businesses to reserve parking spaces solely for their customers. Mr. Szabo said that it is not, based on the approved site plan, which relies on cross use of the entire parking lot. There are other spaces that are marked for 15-minute parking but not tied to any certain business, some of these precede the latest site plan approval. The Board was of the opinion that the single business and 15-minute spaces are unenforceable and would not fall under Title 39 enforcement of accessible parking spaces. With site work still incomplete, the Board instructed Mr. Brightly to add to his punch list notifying the Centre of the unauthorized space markings. The Board discussed the current parking layout and how it derived from DOT requirements for keeping ingress and egress driveways in the same pre-development locations, which was wanted by the Centre.

**11. Board Reviews/Public Hearings/Pending Applications:**

Public Hearing to amend Master Plan Conservation Plan Element with adoption and inclusion of 2019 updated Environmental Resource Inventory, ***Scheduled to be heard 1/24/19.***

Chairman Graham stated that the draft ERI is not ready for adoption as there are significant mistakes. The Board questioned whether the list of know contaminated sites could be modified to remove or acknowledge that the vast majority are home heating oil tanks. Mr. Szabo said the hearing could be carried on the 24<sup>th</sup> to a future date or the ERI could be both corrected and adopted on the 24<sup>th</sup>, the latter of which he recommended so as not to lose time. The Board agreed and directed Mr. Mottola to ask the Environmental Commission how Princeton Hydro would like to receive the Board's markups and comments. Mr. Graham will compile his findings first and forward them to Mr. Mottola to send to other Board members for use in compiling their own. Mr. Szabo will review the current master plan's conservation element and advise the Board on the extent to which it must be modified to include the updated ERI.

**12. New Business: Payment of vouchers**

Motion to pay bills in the amount of **\$2,258.50**: Ms. Thompson.

Second: Ms. Kellogg.

Roll call vote: All members voted in the affirmative.

**13. Business of Visitors not related to agenda, second opportunity:** None.

**14. Executive Session:** None.

**15. Adjournment:** Chairman Graham adjourned the meeting at 9:00 pm.

Respectfully submitted,

Frank Mottola, Planning & Zoning Boards  
Administrative Officer & Recording Secretary

Keywords: Reorganization-oaths-resolutions-Centre-ERI-environmental-conservation-master-plan.