

**EAST AMWELL
ZONING BOARD OF ADJUSTMENT – MINUTES
Municipal Building – 7:30 PM
Reorganization Meeting – January 9, 2018**

Call to Order and Compliance with the Open Public Meetings Act

The reorganization meeting of the Board of Adjustment was called to order at 7:30 PM on January 9, 2018 in the Main Meeting Room of the Municipal Building, 1070 Route 202/31, Ringoes, NJ by Administrative Officer Andrews.

In compliance with the Open Public Meetings Act, the Administrative Officer announced this was a reorganization meeting as published in the January 19, 2017 issue of the Hunterdon County Democrat, filed in the Township Clerk's Office, and posted on the Bulletin Board on January 3, 2018.

Roll Call and Agenda Review

Present: Gael Gardner
Paul Gavzy
Joe Nyce
Kendra Schroeder
Anne Williams – *Chair*
Michele Doherty – *Alt. #2*

Absent: No one

Election of Officers

Administrative Officer Andrews asked for nominations for the Board's Chair. A nomination by Paul Gavzy, seconded Kendra Schroeder to appoint Anne Williams as the Board's Chair was made. Hearing no other nominations, the motion to nominate Anne Williams as the Board's Chair was unanimously approved by voice vote.

The Board congratulated Chair Williams and she took over the meeting.

Chair Williams asked for nominations for the Board's Vice Chair. A nomination by Michele Doherty, seconded by Paul Gavzy to nominate Kendra Schroeder as the Board's Vice Chair was made. Hearing no other nominations, the motion to appoint Kendra Schroeder as the Board's Vice Chair was unanimously approved by voice vote.

The following Sub-Committees were formed:

On-Site Inspection – Michele Doherty, Gael Gardner and Joe Nyce with Anne Williams as the alternate.
Policy Committee – Paul Gavzy, Kendra Schroeder and Anne Williams

It was noted there is no Application Review Committee anymore because the Board decided last year to have the professionals deem applications complete. The Policy Review Committee will review the "*Policies of the Board of Adjustment*" document and suggest the necessary revisions.

Selection of Employees and Approval of Professional’s Contracts and Resolutions

Administrative Officer Andrews noted she had resigned to pursue the Clerk position in West Amwell Township and stated she believes her job has been posted. She expressed what a pleasure it has been serving the Board of Adjustment for the past 15 years and thanked everyone for the friendships she’s made and for the experience. The Board Members wished her well.

A motion by Kendra Schroeder, seconded by Anne Williams to appoint the following professionals and approve the related resolutions was unanimously approved by roll call vote:

Attorney Trishka Cecil – Mason, Griffin & Pierson – Resolution AJ-18-01

Engineer O’Neal – Ferriero Engineering, Inc. – Resolution AJ-18-02

Planner Joanna Slagle – Banisch Associates, Inc. – Resolution AJ-18-03

A motion by Kendra Schroeder, seconded by Gael Gardner to adopt the Policies of the Zoning Board of Adjustment, Robert’s Rules of Order and the Public Hearing Procedures pamphlet was unanimously approved by voice vote.

Attorney Cecil commented on her brief outline of the *Duties of Zoning Board of Adjustment Members* noting it was drafted in 2015 but stated it is still relevant and she volunteered to conduct her annual tutorial session once all of the new board members are appointed.

Confirmation of the 2018 Schedule

A motion by Gael Gardner, seconded by Kendra Schroeder to approve the Board’s 2018 meeting schedule was unanimously approved by voice vote.

Presentation of Minutes

A motion by Kendra Schroeder, seconded by Anne Williams to approve the Board’s minutes from 11/14/17 with no revisions noted was approved with Ms. Doherty, Ms. Gardner and Mr. Nyce abstaining.

Correspondence

Chair Williams noted the informative article in the NJ Planner newsletter on By-Laws and suggested everyone read it.

Applications for Public Hearing

It was noted for the record that no applications were listed on the agenda for public hearing.

Old Business

It was noted for the record that there were no old business matters listed on the agenda.

New Business

It was noted for the record that there were no new business matters listed on the agenda.

Presentation of Bills for Payment

Administrative Officer Andrews noted a \$63.00 bill from Banisch Associates had been received but did not make the agenda. A motion by Kendra Schroeder, seconded by Gael Gardner to approve the voucher for payment was unanimously approved by voice vote.

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Open to the Public

A motion by Paul Gavzy, seconded by Kendra Schroeder to open to the public was unanimously approved by voice vote. Frances Gavigan of 123 Wertsville Road came forward and thanked Administrative Officer Andrews for being a “superb” administrator to the zoning board. Seeing no other members of the public come forward, a motion was made by Paul Gavzy and seconded by Kendra Schroeder to close to the public.

Adjournment

A motion by Paul Gavzy, seconded by Michele Doherty to adjourn the meeting was unanimously approved by voice vote.

The meeting adjourned at 7:51 PM.

Maria Andrews, Administrative Officer

Note: These minutes have not been formally approved and are subject to change at the Board’s 2/13/18 meeting.