

**EAST AMWELL  
ZONING BOARD OF ADJUSTMENT - MINUTES  
Municipal Building – 7:30 PM  
Reorganization Meeting - January 8, 2013**

**Call to order and compliance with the Open Public Meetings Act**

The regular meeting of the Board of Adjustment was called to order at 7:30 PM on January 8, 2013 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 regularly scheduled meeting pursuant to the Annual Meeting Notice as published in the January 19, 2012 issue of the Hunterdon County Democrat, filed in the Township Clerk's Office, and posted on the Bulletin Board on January 3, 2013.

**Roll Call and Agenda Review**

**Present:** Sherrie Binder – *(arrived at 7:33 PM)*  
Nancy Cunningham  
Gael Gardner  
Paul Gavzy  
Sue Posselt  
Kendra Schroeder  
Diana Garrett – Alt. #1  
Anne Williams – Alt. #2

**Absent:** Gloria Frederick

Administrative Officer Andrews noted that the resolution of approval regarding the Amwell Valley Rescue Squad application will be listed on the Board's February 12, 2013 agenda for memorialization.

**Election of Officers**

Administrative Officer Andrews asked for nominations for the Board's Chair. A nomination by Gael Gardner, seconded by Nancy Cunningham to appoint Kendra Schroeder as the Board's Chair was made. Hearing no other nominations, a motion by Nancy Cunningham, seconded by Sue Posselt to close the nominations was unanimously approved. The motion to nominate Kendra Schroeder as the Board's Chair was unanimously approved by voice vote.

Ms. Andrews congratulated Chair Schroeder and she took over the meeting.

Chair Schroeder asked for nominations for the Board's Vice Chair. A nomination by Gael Gardner, seconded by Nancy Cunningham to nominate Sherrie Binder as the Board's Vice Chair was made. Hearing no other nominations, Chair Schroeder closed the nominations. The motion to nominate Sherrie Binder as the Board's Vice Chair was unanimously approved by voice vote.

Chair Schroeder asked for nominations for the Board's Secretary. A motion by Nancy Cunningham, seconded by Diana Garrett to nominate Maria Andrews as the Board's Secretary was made. Hearing no other nominations, Chair Schroeder closed the floor. The motion to nominate Maria Andrews as the Board's Secretary was unanimously approved by voice vote.

A motion by Nancy Cunningham, seconded by Sherrie Binder to appoint Maria Andrews as the Board's Administrative Officer was unanimously approved by voice vote.

East Amwell Township Board of Adjustment Minutes – 1/8/13

The following Sub-committees were formed:

On-site inspection – Sherrie Binder, Anne Williams, Nancy Cunningham and Diana Garrett as the alternate. It was noted that Ms. Binder will take the lead as the “point person” for the on-site committee.

Policy Committee – Paul Gavzy, Kendra Schroeder, Nancy Cunningham, Gloria Frederick as alternate #1 and Sue Posselt as alternate #2.

Application Review Committee – Kendra Schroeder, Sue Posselt and Maria Andrews.

(Ad-Hoc) Sign Subcommittee – Gael Gardner, Sherrie Binder and Anne Williams.

A motion by Gael Gardner, seconded by Paul Gavzy to appoint Trishka Waterbury Cecil as the Board’s Attorney and approve her contract for 2013 was approved by voice vote with Ms. Posselt opposing.

A motion by Sherrie Binder, seconded by Paul Gavzy to appoint Dennis O’Neal as the Board’s Engineer and approve his contract for 2013 was unanimously approved by voice vote.

A motion by Paul Gavzy, seconded by Sherrie Binder to appoint Frank Banisch as the Board’s Planner and approve his contract for 2013 was unanimously approved by voice vote.

A motion by Paul Gavzy, seconded by Anne Williams to appoint Jonathan Drill as the Board’s Special Counsel and approve his contract for 2013 was unanimously approved by voice vote.

**Adoption of Policies and Procedures**

A motion by Nancy Cunningham, seconded by Paul Gavzy to adopt the policies and procedures as adopted on 1/8/02 and revised on 2/12/02, 2/19/09, 1/19/10 and 1/10/12 was unanimously approved by voice vote.

A motion by Paul Gavzy, seconded by Sherrie Binder to adopt the Robert’s Rules of Order as also summarized by “Simplified Parliamentary Procedure” was unanimously approved by voice vote.

A motion by Sherrie Binder, seconded by Gael Gardner to adopt the public hearing procedures pamphlet was unanimously approved by voice vote.

The Board was provided with a copy of Attorney Waterbury Cecil’s outline of the duties of the Board members. Chair Schroeder commented that Attorney Waterbury Cecil said that she will be happy to provide her annual informal training session to provide additional policy and procedure information in greater detail to any interested Board members. It was the consensus of the Board to try and schedule an informal training session on an upcoming Saturday. Ms. Andrews will email a list of available meeting dates and get something scheduled.

**Confirmation of 2013 Meeting Schedule**

It was noted that the May meeting date should be the 14<sup>th</sup> and not the 8<sup>th</sup>. A motion by Paul Gavzy, seconded by Sue Posselt to approve the Board’s 2013 meeting schedule as revised was unanimously approved by voice vote.

**Presentation of Minutes**

A motion by Gael Gardner, seconded by Sherrie Binder to approve the Board’s minutes from 12/11/12 was approved with Mr. Gavzy abstaining.

**Presentation of Bills for Payment**

A motion by Nancy Cunningham, seconded by Sue Posselt to approve the vouchers for payment as listed on the agenda was unanimously approved.

**Old Business**

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

**New Business**

Ms. Cunningham asked about the Board's annual report to the Planning Board. Ms. Andrews indicated she was working on it and noted that it will be provided at the Board's next meeting.

**Attorney Comments**

It was noted that the attorney was excused from attending this evening's meeting.

**Open to the Public**

A motion by Paul Gavzy, seconded by Sherrie Binder to open to the public was unanimously approved. It was noted that there were no members of the public present at the meeting. A motion by Sue Posselt, seconded by Nancy Cunningham to close to the public was unanimously approved.

**Board Member Comments**

It was noted that no comments were made by any of the Board Members.

**Adjournment**

A motion by Paul Gavzy, seconded by Sherrie Binder to adjourn the meeting was unanimously approved.

The meeting adjourned at 8:15 PM.

---

Maria Andrews, Administrative Officer