

**EAST AMWELL  
ZONING BOARD OF ADJUSTMENT - MINUTES  
Municipal Building – 7:30 PM  
Reorganization Meeting - January 14, 2014**

**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 14, 2014 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 re-organization meeting as published in the December 19, 2013 issue of the Hunterdon County Democrat, filed in the Township Clerk's Office, and posted on the Bulletin Board on January 8, 2014.

**Roll Call and Agenda Review**

**Present:** Sherrie Binder  
Nancy Cunningham  
Gloria Frederick  
Paul Gavzy  
Kendra Schroeder  
Anne Williams  
Diana Garrett – Alt. #1  
Jamie Atkeson – Alt. #2  
Attorney Kevin Van Hise

**Absent:** Gael Gardner

The Board welcomed new member Jamie Atkeson.

**Election of Officers**

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

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

Chair Binder asked for nominations for the Board's Vice Chair. A nomination by Kendra Schroeder, seconded by Nancy Cunningham to nominate Anne Williams as the Board's Vice Chair was made. Hearing no other nominations, a motion by Nancy Cunningham, seconded by Kendra Schroeder to close the nominations was unanimously approved. The motion to nominate Anne Williams as the Board's Vice Chair was unanimously approved by voice vote.

Chair Binder asked for nominations for the Board's Secretary. Ms. Cunningham pointed out that according to the Board's Policies Ms. Andrews cannot hold the Secretary position for more than 3 consecutive years and she remarked that she believes this would be the fourth year. Several Board Members suggested that this matter be carried to next month's meeting in order to give the Policy Committee time to amend the document.

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A motion by Gloria Frederick, seconded by Paul Gavzy to appoint Maria Andrews as the Board's Administrative Officer was unanimously approved by voice vote.

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 and Gloria Frederick as alternate #1.

Application Review Committee – Sherrie Binder, Kendra Schroeder and Maria Andrews.

A motion by Paul Gavzy, seconded by Gloria Frederick to appoint Trishka Cecil as the Board's Attorney and approve her contract for 2014 was unanimously approved.

A motion by Paul Gavzy, seconded by Diana Garrett to appoint Dennis O'Neal as the Board's Engineer and approve his contract for 2014 was unanimously approved by voice vote.

A motion by Paul Gavzy, seconded by Anne Williams to appoint Frank Banisch as the Board's Planner and approve his contract for 2014 was unanimously approved by voice vote.

**Adoption of Policies and Procedures**

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

A motion by Paul Gavzy, seconded by Gloria Frederick to adopt the public hearing procedures pamphlet was unanimously approved by voice vote.

The Board was provided with a copy of Attorney Cecil's outline of the duties of the Board members. Ms. Cunningham asked Attorney Van Hise if Attorney Cecil will be providing her annual informal training session to provide additional policy and procedure information in greater detail to any interested Board members. Ms. Andrews commented that she intended to ask Attorney Cecil about this when she returns from her leave of absence.

**Confirmation of 2014 Meeting Schedule**

A motion by Kendra Schroeder, seconded by Gloria Frederick to approve the Board's 2014 meeting schedule was unanimously approved by voice vote.

**Presentation of Minutes**

A motion by Nancy Cunningham, seconded by Paul Gavzy to approve the Board's minutes from 11/12/13 with no revisions noted was unanimously approved by voice vote.

**Correspondence**

It was noted for the record that no comments were made regarding any of the correspondence listed on the agenda.

**Applications to be Deemed Complete or Incomplete**

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

**Old Business**

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

**New Business**

**Memorialization of Resolution AJ-13-01: Hess Corporation – Preliminary and Final Site Plan Approval with Variances – Block 15.01 Lot 2**

A motion by Nancy Cunningham, seconded by Paul Gavzy to approve Resolution AJ-13-01 was unanimously approved by roll call vote.

**Roll Call Vote:** Nancy Cunningham: Yes, Paul Gavzy: Yes, Sherrie Binder: Yes, Gloria Frederick: Yes, Kendra Schroeder: Yes, Diana Garrett: Yes

**Executive Session**

A motion by Kendra Schroeder, seconded by Gloria Frederick to approve Resolution AJ-14-04 authorizing the Board to enter into Executive Session for the purpose of discussing possible litigation was unanimously approved by roll call vote.

**Roll Call Vote:** Kendra Schroeder: Yes, Gloria Frederick: Yes, Sherrie Binder: Yes, Nancy Cunningham: Yes, Paul Gavzy: Yes, Anne Williams: Yes, Diana Garrett: Yes

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*The Board was in Executive Session from 7:52 PM to 8:09 PM.*

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A motion by Paul Gavzy, seconded by Gloria Frederick to return to open session was unanimously approved by voice vote.

**Presentation of Bills for Payment**

A motion by Gloria Frederick, seconded by Paul Gavzy to approve the vouchers for payment as listed on the agenda was unanimously approved.

**Attorney Comments**

It was noted for the record that Attorney Van Hise made no comments.

**Open to the Public**

A motion by Gloria Frederick, seconded by Nancy Cunningham to open to the public was unanimously approved. Peter Harnett of 8 Orchard Road came forward with his Attorney Christopher Midura and stated he wanted to address the legal memo listed on the agenda under correspondence. Attorney Van Hise commented that the legal memo was written regarding an application that has since been withdrawn so there is nothing to discuss. He also noted that it would be inappropriate to allow discussion without the other parties present.

Seeing no other members of the public come forward, a motion by Nancy Cunningham, seconded by Kendra Schroeder to close to the public was unanimously approved.

**Board Member Comments**

Ms. Cunningham wished everyone a Happy New Year.

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**Adjournment**

A motion by Paul Gavzy, seconded by Nancy Cunningham to adjourn the meeting was unanimously approved.

The meeting adjourned at 8:19 PM.

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Maria Andrews, Administrative Officer