

**EAST AMWELL
ZONING BOARD OF ADJUSTMENT - MINUTES
Municipal Building – 7:30 PM
Reorganization Meeting - January 13, 2015**

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 13, 2015 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 23, 2014 issue of the Hunterdon County Democrat, filed in the Township Clerk's Office, and posted on the Bulletin Board on January 7, 2015.

Roll Call and Agenda Review

Present: Sherrie Binder
Nancy Cunningham
Gael Gardner
Diana Garrett
Paul Gavzy
Kendra Schroeder
Anne Williams
Jamie Atkeson – Alt. #1
Michele Doherty – Alt. #2

Absent: No one

The Board welcomed new member Michele Doherty.

Election of Officers

Administrative Officer Andrews asked for nominations for the Board's Chair. A nomination by Kendra Schroeder, seconded by Nancy Cunningham to appoint Sherrie Binder as the Board's Chair was made. Hearing no other nominations, a motion by Paul Gavzy, seconded by Nancy Cunningham 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 Gael Gardner, seconded by Sherrie Binder 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.

A motion by Gael Gardner, seconded by Kendra Schroeder 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 and Nancy Cunningham with 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 and Nancy Cunningham with Anne Williams as the alternate.

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

A motion by Paul Gavzy, seconded by Nancy Cunningham to appoint Trishka Cecil as the Board’s Attorney and approve her contract for 2015 was unanimously approved.

A motion by Paul Gavzy, seconded by Nancy Cunningham to appoint Dennis O’Neal as the Board’s Engineer and approve his contract for 2015 was unanimously approved by voice vote.

A motion by Paul Gavzy, seconded by Nancy Cunningham to appoint Frank Banisch as the Board’s Planner and approve his contract for 2015 was unanimously approved by voice vote.

Adoption of Policies and Procedures

A motion by Nancy Cunningham, seconded by Paul Gavzy to adopt the policies of the Board of Adjustment as adopted on 1/8/02 and last revised 1/28/14 was unanimously approved by voice vote.

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 Kendra Schroeder, seconded by Sherrie Binder to adopt the public hearing procedures pamphlet was unanimously approved by voice vote.

Several board members expressed an interest in Attorney Cecil’s annual tutorial training session and asked Ms. Andrews to ask Attorney Cecil if she is willing to conduct another session this year. Ms. Andrews noted that she will follow up with Attorney Cecil and get back to the Board.

Confirmation of 2015 Meeting Schedule

A motion by Paul Gavzy, seconded by Gael Gardner to approve the Board’s 2015 meeting schedule was unanimously approved by voice vote.

Presentation of Minutes

A motion by Nancy Cunningham, seconded by Kendra Schroeder to approve the Board’s minutes from 12/9/14 with no revisions noted was approved by voice vote with Mr. Atkeson, Mr. Gavzy and Ms. Doherty abstaining.

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 for completeness.

Applications for Public Hearing

It was noted for the record that there were no applications 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

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

Attorney Comments

It was noted for the record that Attorney Cecil was not present at tonight's meeting.

Open to the Public

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

Board Member Comments

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

Adjournment

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

The meeting adjourned at 7:44 PM.

Maria Andrews, Administrative Officer