

# Elk Township Combined Planning and Zoning Board

## Reorganization Meeting

January 21, 2015

### Minutes

**Call to Order:** Board Secretary called the meeting to order at 7:34pm.

**Roll Call:**

**Present:** Jay Hughes, Dave McCreery, Ed McKeever, Terry Ratzell, Richard Schmidt, Eugene Shoultz, Jeanne White, Christine Yenner, Amber Gonzalez, Deborah Penza

**Absent:** James Rambo

**Open Public Meeting Act:** was read by the Board Secretary

**Flag Salute:** Secretary led the flag salute.

➤ **Membership Appointments for 2015**

The Board Secretary read the following appointments and reappointments to the Combined Planning/Zoning Board for 2015:

- *Christine Yenner, Class I, Mayor's designee 1 year term (12/31/15)*
- *David McCreery, Class II, Zoning Officer, 1 year term, expires 12/31/15*
- *James Rambo, Class III, Committee 1 year term (12/31/15)*
- *Richard Schmidt, Class IV, 4 year term, expires 12/31/18*
- *Terry Ratzell Class IV, 4 year term, filling unexpired term of Bill Carter, expires 12/31/15*
- *Amber Gonzalez, Alternate #1, 2 year term, filling unexpired term of James Rambo, expires 12/31/15*
- *Deborah Penza, Alternate #2, 2 year term, expires 12/31/16*

Board Secretary gave the oath of office to the reappointed and newly appointed members.

➤ **Nomination & Appointment of Chairperson**

*Member Jay Hughes moved to open the floor to nominations for the position of Chairperson. Seconded by Mr. McCreery. With all members in favor, the motion was carried.*

*Ms. Yenner made a motion to nominate Jeanne White for the position of Chairperson. Ms. Ratzell seconded the motion.*

With no other nominations *Ms. Ratzell moved to close the floor to nominations, seconded by Ms. Yenner.*

*Mr. Shoultz moved to appoint Jeanne White as Chairperson for the 2015 year, Seconded by Ms. Ratzell*

**Roll Call:**

*Voting in favor: Hughes, McCreery, McKeever, Ratzell, Schmidt, Shoultz, White, Yenner, Gonzalez*

*Against: None Abstain: None 9 yes*

➤ **Nomination & Appointment of Vice Chairperson**

Mr. Shoultz moved to open the floor to nominations for the position of Vice Chairman for the year 2015, Seconded by Ms. Ratzell. With all members in favor, the motion was carried.

Ms. Ratzell moved to nominate Jay Hughes as Vice Chairperson, seconded by Mr. Shoultz.

With no other nominations, Mr. Shoultz moved to close the floor to nominations, seconded by Mrs. White.

Ms. Ratzell moved to appoint Jay Hughes as Vice Chairman for the 2015 year, Seconded by Mr. McCreery.

**Roll Call:**

Voting in favor: Hughes, McCreery, McKeever, Ratzell, Schmidt, Shoultz, White, Yenner, Gonzalez  
Against: None Abstain: None 9 yes

➤ **Oath of office - Chair & Vice Chair**

Board Secretary swore in the 2015 Chair and Vice Chair. The meeting was turned over to Chairperson.

➤ **Nominations/Appointments/Resolutions:**

a. **Establish meeting dates, time and place for the year 2015 by Resolution #2015-01**

The Board reviewed the meeting dates as outlined below for the third Wednesday of each month for the 2015 year and the 2016 reorganization meeting date.

The following meeting dates, time and place were read into the record:

February 18, 2015	August 19, 2015
March 18, 2015	September 16, 2015
April 15, 2015	October 21, 2015
May 20, 2015	November 18, 2015
June 17, 2015	December 16, 2015
July 15, 2015	January 20, 2016

Meeting Time: 7:30 pm

Meeting Place: Elk Township Municipal Court Room, 680 Whig Lane, Monroeville, NJ

Mr. McCreery made a motion to adopt the meeting dates, time and place as read into the record. Seconded by Ms. Ratzell. With all members in favor, the motion was carried.

b. **Designation of official and secondary newspapers by Resolution # 2015-02.**

Mr. Hughes made a motion to designate "South Jersey Times" as the official newspaper and "The Sentinel" as the secondary newspaper for the year 2015. Seconded by Ms. Ratzell. With all members in favor, the motion was carried.

c. **Nomination & Appointment of a Board Secretary by Resolution #2015-03**

Mr. Hughes moved to open the floor to nominations for the position of Board Secretary. Seconded by Mr. McCreery. With all members in favor, the motion was carried.

*Ms. Ratzell moved to nominate Anna Foley. Seconded by Ms. Yenner. With no other nominations Ms. Ratzell moved to close the floor to nominations, seconded by Mr. Hughes. With all members in favor, the motion was carried*

*Ms. Ratzell moved to appoint Anna Foley as Board Secretary for the year 2015. Seconded by Ms. Yenner. With all members in favor, the motion was carried*

**Roll Call:**

*Voting in favor: Hughes, McCreery, McKeever, Ratzell, Schmidt, Shoultz, White, Yenner, Gonzalez  
Against: None Abstain: None 9 yes*

**d. Nomination & appointment of Board Solicitor by Resolution #2015-04:**

*Ms. Ratzell moved to open the floor to nominations for the position of Board Solicitor. Seconded by Mr. Shoultz. With all members in favor, the motion was carried.*

*Mrs. White moved to nominate the firm of Adams & Adams. Seconded by Mr. McKeever. With no other nominations Mr. Shoultz moved to close the floor to nominations, seconded by Ms. Ratzell. With all members in favor, the motion was carried.*

*Mrs. White moved to appoint Joan Adams, of the firm Adams & Adams, as board Solicitor for the year 2015. Seconded by Ms. Yenner.*

**Roll Call:**

*Voting in favor: McKeever, Shoultz, White  
Against: McCreery, Ratzell Schmidt, Yenner, Gonzalez  
Abstain: Hughes  
3 yes, 5 no, 1 abstain Not approved, Adams & Adams*

The current solicitor will carry over into the new year. The Board Secretary will contact the Township Clerk and the Township Solicitor to advertise for RFQ's (request for qualifications) for the position of Planning/Zoning Board Solicitor for the year 2015.

**e. Nomination & appointment of Professional Services of a Board Planner by Resolution #2015-05:**

*Ms. Ratzell moved to open the floor to nominations for the position of Professional Planner. Seconded by Mr. McCreery. With all members in favor, the motion was carried.*

*Mr. Hughes moved to nominate the firm of Bach Associates. Seconded by Mrs. White. With no other nominations, Ms. Ratzell moved to close the floor to nominations, seconded by Mr. Schmidt.*

*Ms. Ratzell moved to appoint the firm of Bach Associates, as Professional Planner for the year 2015. Seconded by Mr. Hughes.*

**Roll Call:**

*Voting in favor: Hughes, McCreery, McKeever, Ratzell, Schmidt, Shoultz, White, Yenner, Gonzalez  
Against: None Abstain: None 9 yes*

**9, yes Approved appointment of Bach Associates**

**f. Nomination & appointment of Professional Services of an Engineer by Resolution #2015-06:**

*Ms. Ratzell moved to open the floor to nominations for the position of Professional Engineer. Seconded by Ms. Yenner. With all members in favor, the motion was carried.*

*Ms. Yenner moved to nominate the firm of Federici & Akin. Seconded by Ms. Ratzell.*

*Mrs. White moved to nominate the firm of Fralinger Engineering, seconded by Mr. McKeever.*

*Ms. Ratzell moved to close the floor to nominations, seconded by Mr. Shoultz*

*Ms. Yenner moved to appoint the firm of Federici & Akin as Professional Engineer for the year 2015. Seconded by Ms. Ratzell.*

**Roll Call:**

*Voting in favor: Hughes, McCreery, Ratzell, Schmidt, Shoultz, Yenner*

*Against: McKeever, White*

*Abstain: none*

**7 yes, 2 no      Approved appointment of Federici & Akin**

**g. *Resolution #2015-07:*** Administrative Change and clarification to condition number 34 of Resolution 2014-09 approving preliminary major subdivision for a development commonly referred to as Aura, Phase II, to applicant, Aura Development Group, LLC

*Ms. Yenner moved to adopt resolution 2015-07, Seconded by Mr. McCreery.*

**Roll Call:**

*Voting in favor: McCreery, McKeever, Shoultz, White, Yenner*

*Against: none      Abstain: none      5 yes, Approved*

**h. *Resolution #2015-08:*** Final Major Subdivision approval for a four lot subdivision of lands identified as block 29 lots 28 and 29; block 29.01 lot 3; and block 32 lots 1- 9 on the tax map of the Township of Elk granted and memorialized under resolution 2014-10 which project is part of Aura, Phase II, to applicant, Aura Development Group, LLC

*Ms. Yenner moved to adopt resolution 2015-08, Seconded by Mrs. White.*

*Voting in favor: Hughes, McCreery, McKeever, Shoultz, White, Yenner*

*Against: none      Abstain: none      6 yes, Approved*

**➤ Oath of Office to Professionals for the year 2014**

Board Secretary administered the oath of office to the 2015 appointed Professionals that were present.

**➤ General Public Portion**

*Ms. Yenner moved to open the General Public Portion, Seconded by Ms. Ratzell. With all members in favor, the motion was carried.*

Joan Adams, Board Solicitor, thanked the Board and recommended an agenda change (procedural), concerning the general public portion of the meeting.

*Ms. Ratzell moved to close the public portion, seconded by Mr. Shoultz. With all members in favor, the motion was carried.*

➤ **Adjournment:**

*Ms. Ratzell moved to adjourn, Seconded by Madam Chair White.  
With all members in favor, the motion was carried.*

Adjournment time: 7:51 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Anna Foley".

Anna Foley  
Board Secretary