

**Elk Township Combined Planning and Zoning Board**  
**Regular Business Meeting**  
**January 18, 2023**

**Minutes**

**Call to Order:**

Board Secretary called the meeting to order at 7:07pm.

**Roll Call:**

**Present:** Mr. Afflerbach, Mr. Goetsch, Mr. Hughes, Mr. Lucas, Mr. McKeever,  
Mrs. Nicholson, Mr. Richardson, Mr. Shoultz, Mrs. White, Mr. Swanson (alt. 2)

**Absent:** Mr. Wolf (alt. 1)

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

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

- **Membership Appointments for 2023**

The Board Secretary read the following appointments and reappointments to the Combined Planning & Zoning Board for 2023:

- **Nate Lucas**, Class I, Mayor 's Designee, 1 year term, expires **12/31/23**
- **Al Richardson**, Class II, Environmental, 2 year term, expires **12/31/23**
- **Donna Nicholson**, Class III, Committee, 1 year term, expires **12/31/23**
- **Marques Goetsch**, Class IV Member, 3 year term, expires **12/31/26**
- **Ed Wolf**, Alternate #1, 1 year term, expires **12/31/23**
- **Wayne Swanson**, Alternate #2, 2 year term expires **12/31/24**

Mayor Sammons gave the oath of office to the reappointed and newly appointed members,

- **Nomination & Appointment of Chairperson**

*Mrs. Nicholson moved to open the floor to nominations for the position of Chairperson. Seconded by Mr. Afflerbach.* With all members in favor, the motion was carried.

*Mr. Hughes made a motion to nominate Jeanne White for the position of Chairperson. Seconded by Mr. McKeever.* With no other nominations, *Mr. Afflerbach moved to close the floor to nominations*  
*Seconded by Mr. Shoultz.*

*Mr. Hughes moved to appoint Jeanne White as Chairperson for the 2023 year. Seconded by Mr. Afflerbach,*

**Roll Call:**

Voting in Favor: Mr. Afflerbach, Mr. Hughes, Mr. Lucas, Mr. McKeever, Mrs. Nicholson,  
Mr. Richardson, Mr. Shoultz, Mrs. White, Mr. Swanson

Abstaining: Mr. Goetsch

**For: 9                      Against: 0                      Abstain: 1                      9-0-1**

- **Nomination & Appointment of Vice Chairperson**

*Mrs. White moved to open the floor to nominations for the position of Vice Chairperson. Seconded by Mrs. Nicholson.* With all members in favor, the motion was carried.

*Mrs. Nicholson made a motion to nominate Jay Hughes for the position of Vice Chairperson. Seconded by Mr. Swanson.* With no other nominations, *Mrs. White moved to close the floor to nominations*  
*Seconded by Mr. Richardson.*

*Mr. Afflerbach moved to appoint Jay Hughes as Vice Chairperson for the 2023 year. Seconded by Mrs. Nicholson,*

**Roll Call:**

Voting in Favor: Mr. Afflerbach, Mr. Hughes, Mr. Lucas, Mr. McKeever, Mrs. Nicholson,  
Mr. Richardson, Mr. Shoultz, Mrs. White, Mr. Swanson

Abstaining: Mr. Goetsch

**For: 9                      Against: 0                      Abstain: 1                      9-0-1**

- **Nominations/Appointments/Resolutions**

**a. Establish meeting dates, time and place for the year 2023 by Resolution #2023-01:**

The Board reviewed the meeting dates as outlined below for the third Wednesday of each month for 2023, .

The following meeting dates, time and place were approved:

February 15, 2023	August 16, 2023
March 15, 2023	September 20, 2023
April 19, 2023	October 18, 2023
May 17, 2023	November 08, 2023
June 21, 2023	December 20, 2023
Jul 19, 2023	January 17, 2024 Reorganization Only

Meeting Time: 7:00pm

Meeting Place: Elk Township Municipal Court Room, 680 Whig Lane, Monroeville, NJ 08343

*Mr. Afflerbach made a motion to adopt the meeting dates, time and place as outlined.  
Seconded by Mr. Hughes. With all the members in favor, the motion was carried.*

**b. Designation of Official and Secondary Newspapers by Resolution #2023-02:**

*Mr. Afflerbach made a motion to designate "South Jersey Times" as the official newspaper and "The Sentinel" as the secondary newspaper for the year 2023.  
Seconded by Mr. Shoultz. With all members in favor, the motion was carried.*

**c. Nomination & Appointment of a Board Secretary by Resolution #2023-03:**

*Mr. Hughes moved to appoint Ann Marie Weitzel as Board Secretary for the year 2023.  
Seconded by Mrs. Nicholson. With all members in favor, the motion was carried.*

**d. Nomination & Appointment of Board Solicitor by Resolution #2023-04:**

*Mr. Hughes moved to appoint the Law Firm of Dale T. Taylor as Board Solicitor for the year of 2023.  
Seconded by Mrs. Nicholson. With all members in favor, the motion was carried.*

e. Nomination & Appointment of Professional Services of a Board Planner by Resolution #2022-05:

*Mr. Swanson moved to appoint the firm of Bach and Associates, as Professional Planner for the year of 2023. Seconded by Mr. Richardson. With all members in favor, the motion was carried.*

f. Nomination & Appointment of Professional Services of an Engineer by Resolution #2023-06:

*Mr. Afflerbach moved to appoint the firm of Bryson & Yates as Professional Engineer for the year 2023. Seconded by Mr. Swanson. With all members in favor, the motion was carried.*

• **General Business:**

**Approval of Minutes:**

December 21, 2022

*Mrs. Nicholson moved to approve the minutes from December 21, 2022, Seconded by Mr. Shoultz*

Abstaining: Mr. Goetsch

With all members in favor, *the motion was carried*

**Resolution(s):**

- **Resolution 2022 - 15** granting Bulk Variances to Michael and Amanda Rhoads, regarding property located at 212 Winesap Way, and being further shown as Block 33, Lot 12.16 on the Tax Map of the Township of Elk.  
Application NO.: ZB-22-02

*Mr. Lucas moved to grant Final Subdivision Approval, seconded by Mrs. Nicholson*

**Roll Call:**

**Voting in favor:**

*Mr. Hughes, Mr. Lucas, Mrs. Nicholson, Mr. Richardson, Mr. Shoultz, Mrs. White, Mr. Swanson*

Abstaining: Mr. Goetsch

**For: 7**

**Against: 0**

**Abstain: 1**

**7-0-1**

➤ **Old Business:** None

➤ **New Business:** None

*Mr. Hughes moved to enter into our General Public Portion, seconded by Mr. Afflerbach.  
With all members in favor, the motion was carried.*

Mayor Sammons welcomed the Planning & Zoning Board and asked that the members take an ethics class to start this year out.

*With no comment from the public, Mr. Shoultz moved to close the General Public Portion,  
Seconded by Mr. McKeever*

Mrs. White asked if I would look into all members taking the Planning & Zoning Members Class and if the Twp would pay for that class.

Mrs. White also asked if our Professionals could present a refresher course to the Planning & Zoning Board when there is no meeting scheduled.

Mr. Taylor, Board Solicitor, stated that it might be helpful to know if there are specific topics that need to be covered.

Mrs. White asked if our Planner and Engineer could take one of their review letters and go over that in depth with the Planning & Zoning Board.

**Correspondence:** An applicant has started to turn in an application for a Self Storage Facility on Buck Rd and is hoping to be heard at our February Meeting.

Mrs. Nicholson asked when we will be looking at the Master Plan of the Township.

Candace Kanaplue, Board Planner, stated that the Master Plan will be due to be approved in 2026.

Mr. Hughes asked how far out should the Planning & Zoning Board be looking at the Master Plan.

Candace Kanaplue, Board Planner, stated that a proposal will be prepared and given out to Township Committee towards the end of 2025 so that they may budget for the Master Plan and then the Planning & Zoning Board will have the entire year to work on the Master Plan.

Mr. Taylor, Board Solicitor, stated that some towns appoint a professional on the Planning & Zoning Board to deem an application complete or not.

Mr. Bitgood, Township Engineer stated that he does not feel that either professional should make that determination and the decision should be left to the Planning & Zoning Board after getting input from both of the professionals.

Mrs. Nicholson asked what would be the benefit of a professional deeming an application complete.

Mr. Bitgood stated that a letter would be issued prior to the meeting and if that letter would contain exceptions and waivers the board would not hear of these beforehand.

Mr. Afflerbach stated that he liked the way we do it at an open meeting with the applicant present and the Professionals there to explain their respective review letters. He feels that everything is out in the open for discussion.

Ms. Kanaplue stated that she has never seen it done the way that Mr. Taylor had explained but that she concurs with Mr. Bitgood that it is better if the Planning & Zoning board deem the application complete at an open meeting.

Discussion ensued regarding what constitutes a completed Planning & Zoning Application

***Adjournment:***

***Mr. Shoultz moved to adjourn, seconded by Mr. Lucas  
With all members in favor, the motion was carried.***

Adjournment time: ***7:54 pm***

Respectfully submitted,

Ann Marie Weitzel, Board Secretary