

Elk Township Combined Planning and Zoning Board

Reorganization Meeting

January 15, 2025

Minutes

Call to Order:

Board Secretary called the meeting to order at 7:00pm.

Roll Call:

Present: Mr. Afflerbach, Mr. Goetsch, Mr. Hughes, Mr. Lucas, Mr. McKeever,
Mr. Richardson, Mr. Smith, Mr. Wolf, Mr. Swanson (alt. 2)

Absent: Mrs. Nicholson, Mr. Peterson (alt. 1)

Open Public Meeting Act (Sunshine Law): was read by the Board Secretary

Flag Salute: Secretary led the flag salute.

- **Membership Appointments for 2025**

The Board Secretary read the following appointments and reappointments to the Combined Planning & Zoning Board for 2025:

- David Smith, Class I, Mayor 's Designee, 1 year term, expires 12/31/25
- Al Richardson, Class II, Environmental Committee, 1 year term, expires 12/31/25
- Nate Lucas, Class III, Township Committee, 1 year term, expires 12/31/25
- Matt Afflerbach, Class IV Member, 3 year term, expires 12/31/28
- Donna Nicholson, Class IV Member, 3 year term, expires 12/31/28
- Wayne Swanson, Alternate #2, I year term, expires 12/31/26

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

- **Nomination & Appointment of Chairperson**

Mr. Lucas moved to open the floor to nominations for the position of Chairperson.
Seconded by Mr. Afflerbach.

Mr. Lucas made a motion to nominate Matt Afflerbach for the position of Chairperson.
 Seconded by Mr. Richardson.

With no other nominations, Mr. Hughes moved to close the floor to nominations.
 Seconded by Mr. McKeever.

Mr. Hughes made a motion to appoint Mr. Afflerbach as Chairperson.
 Seconded by Mr. Wolf.

Roll Call Vote to appoint Matt Afflerbach for the position of Chairperson.

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith	Y			
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach	Y			
Richardson	Y								

For: 9 Against: 0 Abstain: 0 9-0-0

Mr. Afflerbach was voted in as the Chairman for the Planning & Zoning Board for the year 2025

- Nomination & Appointment of Vice Chairperson**

Mr. Lucas moved to open the floor to nominations for the position of Vice Chairperson.
 Seconded by Mr. Richardson. With all members in favor, the motion was carried.

Mr. Afflerbach made a motion to nominate Jay Hughes for the position of Vice Chairperson.
 Seconded by Mr. Swanson.

With no other nominations, Mr. McKeever moved to close the floor to nominations.
 Seconded by Mr. Lucas.

Mr. Goetsch moved to appoint Jay Hughes as Vice Chairperson for the 2025 year.
 Seconded by Mr. McKeever.

Roll Call Vote to appoint Jay Hughes for the position of Vice Chairman.

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith	Y			
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 9 Against: 0 Abstain: 0 9-0-0

Mr. Hughes was voted in as the Vice-Chairman for the Planning & Zoning Board for the year 2025

Mayor Sammons gave the Oath of Office to the Chair and Vice Chairperson of the Planning & Zoning Board

Mr. Afflerbach and Mr. Hughes thanked the Board and are looking forward to continuing working together and doing the best we can for the Township's residents doing the people's business.

• Nominations/Appointments/Resolutions

a. Establish meeting dates, time, and place for the year 2025 by Resolution #2025-01:

The Board reviewed the meeting dates as outlined below for the third Wednesday of each month for 2025, except November which will be held on the first Wednesday of the month.

The following meeting dates, time and place were approved:

February 19, 2025	August 20, 2025
March 19, 2025	September 17, 2025
April 16, 2025	October 15, 2025
May 21, 2025	November 5, 2025
June 18 2025	December 17, 2025
July 16, 2025	January 21, 2026 Reorganization Only

Meeting Time: 7:00pm

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

Mr. Lucas made a motion to adopt the meeting dates, time and place as outlined.

Seconded by Mr. Wolf. With all the members in favor, the motion was carried.

b. Designation of Official and Secondary Newspapers by Resolution #2025-02:

Mr. Wolf made a motion to designate ""The Sentinel" and "South Jersey Times" as the official newspapers for the year 2025.

Seconded by Mr. Lucas. With all members in favor, the motion was carried.

c. Nomination & Appointment of a Board Secretary by Resolution #2025-03:

Mr. Hughes moved to appoint Ann Marie Weitzel as Board Secretary for the year 2025.

Seconded by Mr. Wolf. With all members in favor, the motion was carried.

d. Nomination & Appointment of Board Solicitor by Resolution #2025-05:

Mr. Hughes moved to appoint the Law Firm of Dasti & Staiger as Board Solicitor for the year 2025. Seconded by Mr. Goetsch. With all members in favor, the motion was carried.

e. Nomination & Appointment of Professional Services of a Board Planner by Resolution #2025-05:

Mr. Hughes moved to appoint the firm of Bach and Associates, as Professional Planner for the year 2025. Seconded by Mr. Wolf. With all members in favor, the motion was carried.

f. Nomination & Appointment of Professional Services of a Board Engineer by Resolution #2025-06:

Mr. Hughes moved to appoint the firm of Bach and Associates as Professional Engineer for the year 2025. Seconded by Mr. Richardson.

Roll Call Vote to appoint Bach & Associates as Professional Engineer for the position of Board Engineer.

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith	Y			
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)		X		
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 8 Against: 1 Abstain: 0 8-1-0

Mayor Carolyn Sammons gave the oath of office to the reappointed Board Professionals.

General Business:

1. Approval of Minutes:

December 18, 2024

Mr. Richardson moved to approve the minutes from December 18, 2024.

Seconded by Mr. Goetsch. With all members in favor, the motion was carried.

**2. Memorialize Resolution 2024 -16
granting Bulk Variance to Harry & Serena Holmes
Regarding property located at 930 Aura Rd, Block 54 Lot 26.03 on the Tax Maps
Application No. ZB-24-03**

Mr. Hughes moved to adopt resolution 2024 - 16. Seconded by Mr. Goetsch.

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith	Y			
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 9 Against: 0 Abstain: 0 9-0-0

Mr. Bach stated that the vote on memorializing the Bulk Variance to Harry & Serena Holmes 2024 – 16 was only open to members who were present at the time of the hearing, Mr. Smith was not at that hearing and thus unable to vote on the Memorialization of that Resolution.

Mr. Cheney, Board Solicitor, stated that the members of the Board could indicate by voice that Mr. Smith could change his vote to abstaining as he was not present at the prior meeting.

All of the members stated by voice that they consented to Mr. Smith changing his vote to abstain.

The new Roll Call Vote:

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith			Y	
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 8 Against: 0 Abstain: 1 8-0-1

3. Memorialize Resolution 2024 – 17
D.R. Horton Preliminary & Major Subdivision & Preliminary & Major Site Plan
Block 31 Lots 2.02, 5.02, 7 & 22;
Block 32 Lots 1 & 2
Block 58 Lot 1
Application No. SD- 24-03

Mr. Lucas moved to adopt resolution 2024 - 17. Seconded by Mr. Richardson

Mr. Hughes stated that the Resolution has Road Names that should read Whig Lane and Clems Run.

Mr. Cheney stated that the Board Secretary can make those administrative changes.

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith			Y	
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 8 Against: 0 Abstain: 1 8-0-1

New Business:

Country Roads Cannabis Establishment – Site Plan Approval

730 Buck Road Block 44 Lot 4 on the Tax Maps of Elk Township

Application NO.:SP – 25 – 01

Completeness Only

Board Engineer, Steven Bach of Bach Associates, referred to his letter dated January 13, 2025 which points out waivers being recommended and not being recommended. If the applicant were to get the necessary revised application materials into the Board Planner/Engineer for review there is a possibility that this application could be on for Completeness and Technical Hearing at the February Meeting.

Based on the submission of the application, Mr. Bach, Board Engineer would recommend that the Board deem the application incomplete at this time in accordance with the January 13, 2025 Review Letter.

Mr. Wolf moved to grant the waivers and deem the application incomplete.

Seconded by Mr. Hughes

Roll Call Vote					Roll Call Vote				
Committee	Aye	Nay	Abstain	Absent	Committee	Aye	Nay	Abstain	Absent
Goetsch	Y				Smith	Y			
Hughes	Y				Wolf	Y			
Lucas	Y				Peterson (Alt. 1)				A
McKeever	Y				Swanson (Alt. 2)	Y			
Nicholson				A	Afflerbach (Chair)	Y			
Richardson	Y								

For: 9 Against: 0 Abstain: 0 9-0-0

Mr. Afflerbach moved to enter into our General Public Portion.

With all members in favor, the motion was carried.

Mayor Carolyn Sammons stated that Deputy Mayor Rambo could not be at the meeting but expressed his thanks to everyone who has taken on a role on the Planning & Zoning Board and we all hope for a good year with the members of the Board.

Mr. Goetsch moved to close the General Public Portion, Seconded by Mr. Wolf.

With all members in favor, the motion was carried.

Correspondence:

Mr. Cheney, Board Solicitor stated that he would be doing a short training session before one of the upcoming meetings regarding procedures before, during and after meetings.

Mr. Afflerbach stated that he would like this training to happen starting at the next meeting.

Adjournment:

Mr. Wolf moved to adjourn, seconded by Mr. Richardson.

With all members in favor, the motion was carried.

Adjournment time: **7:30 pm**

These minutes are a brief summary of the proceedings that took place during the Elk Township Planning & Zoning Board meeting held January 15, 2025, and should not be taken as verbatim testimony.

Respectfully submitted,

Ann Marie Weitzel, Board Secretary