

Call to Order:

The regular meeting of the Monroe Township Planning Board was called to order at 7:00 p.m. by Chairman O'Brien. The Board saluted the flag. Roll call was as follows:

Present – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino, Mr. Teefy, Mr. Cotton, Mr. O'Brien. Absent – Mr. Agnesino, (excused), Ms. Flaherty, (excused), Ms. Hui, (excused), Mr. Kernan, (excused), Mr. Jordan, (excused). Also present – Mr. Rocco, Solicitor.

Proper notice of this meeting was given as required by the Open Public Meetings Act on January 6, 2017.

Chairman O'Brien read the following statement: "Be advised, no new item of business will be started after 10:30 p.m. and the meeting shall terminate no later than 11:00 p.m."

Memorialization of Resolutions:

1. PB-47-17 – App. #WSP-30-17 – Joe Vozzi – Site Plan Waiver Approved

Motion by Mr. Heffner, seconded by Mr. Crane to adopt resolution PB-47-17. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

2. PB-48-17 – App. #WSP-31-17 – Jennifer Carrigan – Site Plan Waiver Approved

Motion by Mr. Heffner, seconded by Mr. Crane to adopt resolution PB-48-17. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

3. PB-49-17 – App. #1847 – Mark Hernandez – Minor Subdivision Approved

Motion by Mr. Cooper, seconded by Mr. Masterson to adopt resolution PB-49-17. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

4. PB-50-17 – App. #469-SP – Mark Hernandez – Preliminary & Final Site Plan Approved

Motion by Mr. Crane, seconded by Mr. Scardino to adopt resolution PB-50-17. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

5. PB-51-17 – App. #433-SP – LRC Builders – One Year Extension Approved

Motion by Mr. Heffner, seconded by Mr. Masterson to adopt resolution PB-51-17. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

6. PB-52-17 – App. #437-SP – Williamstown Assembly of God – One Year Extension Approved

Motion by Mr. Heffner, seconded by Mr. Masterson to adopt resolution PB-52-17. Roll call vote: Ayes – Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino. Nays – Zero. Abstentions – Zero.

Site Plan Waivers:

1. #WSP-32-17 – Angela Beckett – Our Village Our Kids

Mr. O'Brien announced that this site plan waiver has been postponed to the June 8, 2017 Planning Board meeting.

Site Plan Waivers: (continued)

2. #WSP-33-17 – Matthew Miller – Site Plan Waiver

Present – Matthew Miller, applicant.

Member's packets contained: 1. A copy of the applicant's site plan waiver application and associated documents. 2. Letter dated May 17, 2017 prepared by Rosemary Flaherty, Zoning Officer.

The applicant is requesting a site plan waiver in order to open a screen printing and embroidery business, Williamstown Creative Screen Printing, in an existing building located at 430 Clayton Road, also known as Block 11801 Lot 14, Suite 1, in the RG-40 Zoning District.

Mr. Miller was sworn in by Mr. Rocco. Mr. Miller stated he would like to open a screen printing and embroidery business in an existing commercial building on Clayton Road across from the middle school. Mr. O'Brien reviewed Ms. Flaherty's letter. The applicant must testify as to the number of full-time and part-time employees and the hours of operation. Mr. Miller stated that there are two employees, one part-time and one full-time; the hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m. with some later hours for processing orders. There are twenty parking spaces on the site. With regard to chemicals used for processing Mr. Miller testified that mostly all the components used for the screen printing process, the inks, etc. are organic in nature; the only harsh chemical used is acetone which is just for removing spots so it's used minimally, on a much lesser basis than a nail salon. He submitted material safety information from the manufacturers for the different types of components that are used for processing. Mr. Miller testified that he does not have much experience in this business but his full-time employee has seven years of experience and his part-time employee also has some experience. He intends to use the existing framework for a new awning for signage and he will provide a color rendering of what the sign will look like. Materials are picked up by one of the employees or himself for the business. Mr. Miller understood he must apply for his zoning and construction permits as a condition of his approval.

Motion passed to open the application to the public. There being none, motion passed to close the application to the public.

Motion by Mr. Crane, seconded by Mr. Scardino to grant site plan waiver approval with the conditions stated on the record. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino, Mr. Cotton, Mr. O'Brien. Nays – Zero. Abstentions – Zero.

Extension Request:

1. #1792A – Lawrence A. Pray – One Year Extension Request

Present – Lawrence A. Pray, applicant.

Member's packets contained: 1. Copies of email correspondence with the applicant and his request for an extension as well as a copy of resolution PB-14-16.

Mr. Pray was sworn in by Mr. Rocco. Mr. Pray testified that his project is the Forest Hill extension development and he would like to request a one year extension on his approval. Mr. Rocco advised the applicant that this will be his last permitted extension. Mrs. Farrell commented that Mr. Pray will have to submit for final approval before his extension expires next June. Mr. Pray stated that he understood.

Motion by Mr. Cooper, seconded by Mr. Masterson to grant the one year extension on preliminary approval for application #1792A. Roll call vote: Ayes – Mr. Cooper, Mr. Crane, Mr. Heffner, Mr. Masterson, Mr. Scardino, Mr. Cotton, Mr. O'Brien. Nays – Zero. Abstentions – Zero.

Public Portion:

Motion passed to open the meeting to the public. There being none, motion passed to close the meeting to the public.

Correspondence:

1. Financial Disclosures – The Board members were reminded that their Financial Disclosure Statements must be completed by May 31st.

2. Mr. O'Brien read Mrs. Farrell's letter of resignation as the Board's secretary into the record. He commented on what an asset she has been to the Board over the years and how much she will be missed. He wished her well on her new position with the Township.

3. Mr. O'Brien read Mrs. Orbaczewski's letter of resignation as the Board's clerk transcriber into the record. He commented that the clerk transcriber position is not an easy one and is a very important position for the Board. He thanked Mrs. Orbaczewski for all the years she served on the Board as transcriber and did an excellent job. He wished her well in her new position with the Township.

4. Resume from Tara Park – Mr. O'Brien stated that the Board received a resume from Tara Park with regard to the secretarial position on the Board; however he deferred the matter of a new secretary and clerk transcriber to the Mayor. Mr. Teefy commented that there have been some employee moves in the last week or so with regard to the construction office and the upcoming retirement of an employee in the tax office. Mrs. Orbaczewski expressed interest in a transfer and she will moving to the tax office. Full time positions were created for the construction and zoning/planning office to take Mrs. Farrell's old position. With regard to the Planning Board secretary Mr. Teefy stated that Ms. Flaherty stated she will be taking over the secretary and transcriber positions until the end of the year. At that time they are hoping one of the two other ladies in the office will transition into those positions with Ms. Park taking over the secretary and transcriber position for the Zoning Board. He stated that they will put the positions up in November for the Planning Board so they can do interviews for those who are interested. Mr. O'Brien stated that he and the Board are in support of whatever the Mayor wants to do with regard to the open positions. Mr. Cooper asked if Ms. Flaherty's position on the Board and with Township will be a conflict if she is secretary. Mr. Rocco stated that it is not a conflict to be the secretary or transcriber for the Board. Mr. Masterson expressed concern with Ms. Flaherty taking both positions on the Board if she is unable to make a meeting; then there wouldn't be anyone whereas with two different people they could cover for each other if one was absent. Mr. Teefy agreed and stated there would need to be a back-up person in the event Ms. Flaherty could not attend a meeting. He stated maybe Ms. Park could do that or one of the other ladies in the office. Mrs. Farrell suggested that Ms. Wiley and Ms. Rossi start attending some of the meetings so they can familiarize themselves with the process and see if they would be interested in the position. Mr. Teefy agreed with that suggestion.

Mr. Cooper commented on the number of years he has been on the Board with Mrs. Farrell's mother-in-law and Mrs. Farrell. He asked how they will receive their packet with Mrs. Farrell out of the office and no longer the secretary. Mrs. Orbaczewski replied that Ms. Flaherty has been putting the packets together for the meetings since Mrs. Farrell transferred out of the office and she has been emailing them to the Board members. Mr. Cooper stated that he did not receive his packet in his email and he called the office today to let them know. Mr. Masterson and other members also commented that they have not been receiving the packets in their email. Mrs. Farrell stated that they are usually too large to send in one email as she had to send three separate emails at times to the members in order for them to get the entire packet. If it did not go through she would get an email message letting her know it did not go through. Mr. O'Brien commented that while getting the packet in his email is fine, he also wants to make sure they get the paper packet since he likes to have the paperwork in front of him for the meetings. Mr. Teefy stated he will mention that issue with regard to the emails to Ms. Flaherty.

Approval of Minutes:

1. 5/11/17 regular meeting.

Motion by Mr. Heffner, seconded by Mr. Crane to approve the minutes from the May 11, 2017 regular meeting. Voice vote; all ayes, motion passed.

Reports:

1. Mr. O'Brien read Ms. Flaherty's report concerning St. Matthew's proposed daycare center and the resident's concerns into the record. Mr. Teefy stated that calls have been made and St. Matthew's does not have the County approval yet. He commented that he drove by the site and he felt there would be some room to put an access drive on Fries Mill Road. There will be ongoing discussions.
2. Mr. Teefy stated that they met with the MMUA with regard to the water and sewer in the intersection at Route 322 and Fries Mill Road. The issue is not with the water but the sewer. Mr. DiVietro, the property owner's engineer did not attend the meeting so another meeting will be scheduled. He commented that GCUA will have to get involved in the matter as well since it is their infrastructure that is used in that area.
3. Mr. Teefy stated that he hoped to see everyone at the Memorial Day Parade on Monday at 11:00 a.m.

Adjournment:

The meeting was adjourned at 7:40 p.m.

These minutes are an extract from the meeting that was held on the above date and are not a verbatim account or to be construed as an official transcript of the proceedings. The tape of the meeting is stored in the office of the Board.

Ninette Orbaczewski
Clerk Transcriber