

**MINUTES OF THE DECEMBER 20, 2022  
HILLSDALE PLANNING/ZONING BOARD MEETING  
BOROUGH OF HILLSDALE, NJ**

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**MEMBERS PRESENT:** Chairman D. Burleson, Vice Chairman S. Riordan, Secretary M. Kates, E. Alter , D. Friedman, J. MacEwen, S. Raymond, S. Griep

**MEMBERS ABSENT:** J. Miano, Mayor J. Ruocco, Council Liaison Z. Horvath

**EMPLOYEES PRESENT:** N. Nabbie, Esq., Board Attorney  
L. Neyman, P.E., Board Engineer  
Deputy Secretary N. Rowe

Chairman Burleson called the meeting to order at approximately 7:05 pm. Secretary Kates recited the Open Public Meeting Statement and Pledge of Allegiance.

**OPEN TO PUBLIC (for matters not on the Agenda):**

The meeting was opened to the public. No residents wished to speak; therefore, the meeting was closed to the public.

**RESOLUTION**

RESOLUTION NO. 2022-22; 2023 Meeting Calendar was presented. The below changes were discussed and agreed to by the board.

- January 24, 2023 (Tue) rescheduled to January 26, 2023 (Thu)
- November 9, 2023 (Thu) rescheduled to November 14, 2023 (Tue)
- All dates to reflect the 2023 calendar year.

A motion was made by Chairman Burleson and seconded by Mr. Raymond. The Board was polled and the motion passed.

**MEETING MINUTES**

A motion was made by Mr. Alter and seconded by Mr. Raymond to approve the minutes of December 8<sup>th</sup>, 2022. The board was polled and the motion passed.

**INVOICES**

A motion was made by Secretary Kates and seconded by Mr. Alter to approve the invoices for Cleary Giaccobe Alfieri Jacobs LLC. The Board was polled and the motion passed.

**DISCUSSION**

**Escrow Fees**

The board reviewed proposed increases to escrow fees to align with the estimated professional fees anticipated with variance applications. Sufficient escrow funds will facilitate timely payment to professionals and reduce administrative efforts to collect additional fees. Any monies remaining in escrow are returned to the applicant. A motion was made by Chairman Burleson and seconded by Mr. Alter. The Board was polled and the motion passed.

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**RFQ Responses/Proposals for Planning Board Professional services.**

Two (2) proposals were received for Planning Board Engineer.

One (1) proposal was received for Planning Board Planner.

No proposals were submitted for Planning Board Attorney.

A closed session was called to discuss contract negotiations. The professionals were excused.

**CLOSED SESSION**

The Board entered into closed session at approximately 7:21pm and returned at approximately 8:05pm.

**DISCUSSION (cont)**

Attendance was called upon returning to the open session.

Ms. Nabbie stated that no action was taken by the Board during the closed session.

**RFQ for Board Professionals for 2023**

The Board decided to re-issue an RFQ for Planning Board Engineer and Planning Board Attorney for 2023. An ad will be placed in the Bergen Record and Borough website on Tuesday, December 27<sup>th</sup>. The submission deadline will be set to January 5, 2023 at 10:00 am.

Chairman Burleson asked Ms. Nabbie to commit to stay on as Board Attorney until the 2023 negotiations for Planning Board Attorney are completed. Ms. Nabbie agreed pending approval from Cleary Giacobbe Alfieri Jacobs LLC. Ms. Nabbie will send a memo to the Mayor and Council regarding payment issues. Ms. Kates asked that the memo be circulated to the entire Board.

Chairman Burleson stated that the Centennial Field memo prepared by Ms. Nabbie's office was not received by the Council. Chairman Burleson asked Ms. Nabbie to follow up.

**OPEN SESSION:**

There being no further comment, the meeting was closed to the public.

**ADJOURNMENT:**

With no further discussion, the meeting was adjourned at 8:10 pm.