

**MINUTES OF THE JANUARY 5, 2023
HILLSDALE PLANNING/ZONING BOARD MEETING
BOROUGH OF HILLSDALE, NJ**

MEMBERS PRESENT: Vice Chairman S. Riordan, Secretary M. Kates,
E. Alter , J. Miano, S. Raymond, S. Griep

MEMBERS ABSENT: D. Friedman, J. MacEwen, Council Liaison, Mayor J. Ruocco,

EMPLOYEES PRESENT: N. Nabbie, Esq., Board Attorney
C. Statile, P.E., Board Engineer
Deputy Secretary N. Rowe

Vice Chairman Riordan called the meeting to order at approximately 7:30 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.

ADMINISTERING OATH OF OFFICE

The oath of office for the position of Alternate #1 to the unexpired portion of the Alternate 1 term ending December 31, 2023 was administered to Mr. Seth Griep by the Board attorney. The administration of additional appointments to the class II, III and IV positions will be deferred to the January 26th meeting.

Vice Chairman Riordan expressed gratitude for all volunteers past and present and specifically thanked former Chairman Burleson for the time dedicated to the Planning Board.

ELECTIONS FOR PLANNING BOARD MEMBERS

A motion to nominate Stephen Riordan to the position of Chairman was called by Mr. Alter and seconded by Mr. Raymond. The Board was polled and the motion passed.

The oath of office for the position of Chairman, Class IV ending December 31, 2027 was administered to Mr. Riordan was by the Board attorney. Secretary Kates thanked Mr. Riordan for stepping into the role of Chairman.

A motion for vice chair was deferred.

A motion to nominate Mr. Raymond to the position of Secretary was called by Ms. Kates and seconded by Mr. Alter. The Board was polled and the motion passed.

RESOLUTION

RESOLUTION NO. 2022-21; PZ-08-22; Block 1210 Lots 6&7; Westwood Banana Co.
This vote was deferred to the January 26, 2023 meeting pending receipt of revised plans.

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MEETING MINUTES

A motion was made by Mr. Raymond and seconded by Mr. Alter to approve the minutes of December 20th, 2022. The board was polled and the motion passed.

2023 Meeting Calendar

The approved 2023 meeting calendar was distributed to the Board members.

INVOICES

Invoices for Burgis associates totaling \$2203.75 were presented for approvals. Ms. Miano raised concerns regarding the approval process and timely payment to professionals. Chairman Riordan has reached out to the council and the town administrator regarding payment delays. Chairman Riordan stated that he will investigate the issues to determine what the barriers are and follow up accordingly. Board members expressed the importance of timely payment and resolving any issues preventing it. A special meeting may be warranted to address this.

A motion was made by Mr. Alter and seconded by Ms. Kates to approve the invoices for Burgis Associates. The Board was polled and the motion passed.

DISCUSSION

RFQ Responses/Proposals for Planning Board Professional services.

A first Request for Quotes for 2023 professional services was advertised in early December for the positions of Planning Board Attorney, Engineer and Planner.

- 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 second Request for Quote 2023 professional services was advertised on December 27th for the positions of Planning Board Attorney and Engineer; however, no bids were received.

Engineers from CP Statile and Colliers Engineering were in attendance for interviews per the Board's request. A motion to enter into closed session was called at 7:54 pm by Mr. Raymond and seconded by Ms. Kates to conduct interview under personnel exception the Open Public Meetings Act (OPMA). The Board returned at approximately 9:34 pm.

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.

A short break was called at 9:36. Attendance was called upon return.

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Appointment of Board Engineer

Chairman Riordan called for a nomination for the position of Board Engineer. Mr. Alter made a motion to appoint CP Statile and Associates based on the consistency Mr. Statile has provided fostered by the longstanding relationship with the Board and Borough of Hillsdale. Mr. Alter cited examples of how Mr. Statile has assisted the town. Ms. Miano seconded the motion. The Board was polled and the motion passed.

The Appointment of Board Planner

Burgis Associates was appointed as Board Planner at the December 20, 2022 meeting.

Appointment Board Attorney

Bids for current Board Attorney have not been received. Per Ms. Nabbie the Board's options are as follows.

1. The Board may appoint an attorney based on a non – Open and Fair Basis
2. The Board may submit another advertisement for bids.

Ms. Nabbie stated that the payment issue previously cited is the reason for the firm not moving forward into a contract; however, she expressed her admiration for the Board and hopes that a resolution can be achieved. The 2022 contract can be extended until such time a resolution to the payment issue is achieved or another attorney is appointed. The Board members thanked Ms. Nabbie for her guidance over the years.

A motion was made by Mr. Alter and seconded by Mr. Griep to appoint Cleary, Giacobbe Alfieri Jacobs as the Planning Board attorney. The Board was polled and the motion passed.

ADJOURNMENT:

With no further discussion, the meeting was adjourned at 9:55 pm.