

**Downe Township Combined Planning Board
Regular Meeting Minutes
October 9, 2018
At 7:00 p.m.**

The October meeting of the Downe Township Combined Planning Board was called to order at 7pm by the Planning Board Chairman Doug Cook and he read the Open Public Meeting Notice.

OPEN PUBLIC MEETING NOTICE: "Pursuant to the Open Public Meetings Act adequate notice of this meeting has been sent to the official newspaper and was posted on the Township Bulletin Board and Website."

FLAG SALUTE

ROLL CALL

Members in attendance: Mike Rothman, Chairman Doug Cook, Brent Daly, Nancy Hartem, & John Gilligan

Absent: Mayor Robert Campbell, Steven Burt, & Jeff Sanza (Due to prior engagements)

APPROVAL OF MINUTES: May 8, 2018

A motion was made by Brent Daly and seconded by Nancy Hartem to approve the meeting minutes for the May 8, 2018 regular meeting. A voice vote was called and the motion passed unanimously.

PRESENTATION OF BILLS FOR PAYMENT

Solicitor: Edward F. Duffy - May Invoice:	Solicitorship 2018:	\$ 244.00
Solicitor: Edward F. Duffy - June Invoice:	Solicitorship 2018:	\$ 354.00
Solicitor: Edward F. Duffy - July Invoice:	Solicitorship 2018:	\$ 222.00
Solicitor: Edward F. Duffy - August Invoice:	Solicitorship 2018:	\$ 299.00
Solicitor: Edward F. Duffy - September Invoice:	Solicitorship 2018:	\$ 244.00

APPROVAL OF BILLS

A discussion took place between the Board and Mr. Duffy regarding the bills. Brent Daly sought verification from Mr. Duffy that he had been taken care of by receiving payment even though there hasn't been a meeting for several months. Duffy confirmed and went on to explain to explain why there had been an increase in his charges from June. Afterward, he requested a copy of the site plan ordinance from the board secretary. Mr. Duffy also explained why his August invoice also had additional charges and the board secretary provided additional explanation.

A motion was made by Brent Daly and seconded by Mike Rothman to approve the fees as described in the invoices submitted.

Roll Call: Aye – Mike Rothman, Chairperson Doug Cook, Brent Daly, Nancy Hartem, John Gilligan
Nay – 0 Abstained – 0
Absent: Mayor Robert Campbell, Steven Burt, & Jeff Sanza
Vote: The bills were approved for payment.

BOARD BUSINESS

Mr. Duffy presented to the Board his letter of interest in continuing his services as the Planning Board Solicitor for 2019 and stated that he proposes to continue at his current retainer fee and his recently increased rate. Duffy stated he was unsure of how the Board wished to proceed with the matter of choosing the 2019 Planning Board Solicitor. He listed the Board's options: send out for RFP's and choose from RFP's received or just consider his proposal. Duffy also advised that the Board could have an executive session at the end of this meeting if they wished to discuss the matter without him present. A discussion ensued between Mr. Duffy and the Board regarding his past mentioned proposal of a fixed flat rate versus his current hourly rate. The Board expressed a desire to continue with his current arrangement.

A motion was made by Mike Rothman and seconded by Nancy Hartem to accept Mr. Duffy's proposal for the 2019 Planning Board Solicitor position at his current retainer fee of \$2,400 for his attendance at Board meetings and his hourly rate of \$110.

Roll Call: Aye – Mike Rothman, Chairperson Doug Cook, Brent Daly, Nancy Hartem, John Gilligan
Nay – 0 Abstained – 0
Absent: Mayor Robert Campbell, Steven Burt, & Jeff Sanza
Vote: All in favor.

Brent Daly started a discussion regarding the letter from Cumberland County Department of Planning requesting time before the Planning Board at the November Meeting. He asked whether or not the Cumberland County Department of Planning had made the same request a couple months prior and cancelled. It was determined that they had indeed. Chairman Cook then listed the rest of the correspondences.

PUBLIC COMMENT

On a motion by John Gilligan and seconded by Mike Rothman, the meeting was opened to the public for comment. A voice vote was called and the motion passed unanimously.

There being no comments from the public, the public comment segment was closed on a motion by Mike Rothman and seconded by Brent Daly. A voice vote was called and the motion passed unanimously.

NEXT SCHEDULED MEETING

Doug Cook informed the members the next meeting will be on Tuesday, November 13, 2018 at 7pm.

ADJOURNMENT OF MEETING

A motion was made by Mike Rothman and seconded by Brent Daly to adjourn the meeting. A voice vote was called and the motion passed unanimously.

Meeting adjourned,

Respectfully submitted,



Prepared by Nicole Marlette
Planning Board Secretary

Approved: Dec. 11, 2018