

**Downe Township Combined Planning Board
Reorganization Meeting Minutes
January 14, 2020
At 7:00 p.m.**

The January reorganization meeting of the Downe Township Combined Planning Board was called to order at 7pm by the Planning Board Solicitor, Nathan Van Embden.

FLAG SALUTE: Nathan Van Embden

NOMINATIONS & APPOINTMENTS

Mr. Van Embden opened the floor with nominations for the Planning Board Chair for 2020. Nancy Hartem made a nomination for Doug Cook to be the Planning Board Chair. With no other nominations, a motion was made by Nancy Hartem and seconded by Mayor Robert Campbell to appoint Doug Cook for the position of Planning Board Chairman. A voice vote was called and the motion passed unanimously.

OPEN PUBLIC MEETING NOTICE: Chairman Doug Cook read the 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."

OATHS OF OFFICE: Michael Rothman, Brent Daly, & Harry Levenknight were sworn in.

ROLL CALL

Members in attendance: Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Absent: None

APPOINTMENTS continued...

A motion was made by Brent Daly and seconded by Mayor Robert Campbell to appoint Nicole Marlette as the Board Secretary for the 2020 year.

Roll Call:	Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
	Nay – 0 Absent – 0 Abstain – 0
Vote:	Nicole Marlette was appointed as the Combined Planning Board Secretary for the 2020 year.

RESOLUTIONS

A motion was made by Mayor Robert Campbell and seconded by Brent Daly to adopted **Resolution No.2020-01 to appoint Nicole Marlette as the Board Secretary for the 2020 year.**

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Nay – 0 Absent – 0 Abstain – 0
Vote: Resolution No. 2020-01 was adopted.

A motion was made by Nancy Hartem and seconded by Mayor Robert Campbell to adopted **Resolution No. 2020-02 to appoint Nathan Van Embden, Esq. as the Board Solicitor for the 2020 year.**

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Nay – 0 Absent – 0 Abstain – 0
Vote: Resolution No. 2020-02 was adopted.

A motion was made by Brent Daly and seconded by Nancy Hartem to adopted **Resolution No. 2020-03 to appoint Thomas J. Tedesco as the Board Engineer for the 2020 year.**

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Nay – 0 Absent – 0 Abstain – 0
Vote: Resolution No. 2020-03 was adopted.

A motion was made by Nancy Hartem and seconded by Mayor Robert Campbell to adopted **Resolution No. 2020-04 to appoint Doug Cook as the Board Chairman as for the 2020 year.**

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Nay – 0 Absent – 0 Abstain – 0
Vote: Resolution No.2020-04 was adopted.

MEETING DATES & TIMES

A motion was made by Mayor Robert Campbell and was seconded by Nancy Hartem to establish the meeting dates and times listed below as the 2020 Combined Planning Board Meetings and 2021 Combined Planning Board Reorganization Meeting. Mr. Van Embden made a comment that he may have a conflict with the Oct. 13, 2020 meeting, but that he would let the Board know for certain closer to the date.

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
 Nay – 0 Absent – 0 Abstain – 0

Vote: The following meeting dates and times listed have been established as the 2020 Combined Planning Board Meetings and 2021 Combined Planning Board Reorganization Meeting.

Meeting Schedule time: 7pm and Meeting Dates to follow:

Tuesday, January	14 th	2020
Tuesday, February	11 th	2020
Tuesday, March	10 th	2020
Tuesday, April	14 th	2020
Tuesday, May	12 th	2020
Tuesday, June	9 th	2020
Tuesday, July	14 th	2020
Tuesday, August	11 th	2020
Tuesday, September	8 th	2020
Tuesday, October	13 th	2020
Tuesday, November	10 th	2020
Tuesday, December	8 th	2020
Tuesday, January	12 th	2021

NEWSPAPER DESIGNATION

A motion was made by Mayor Robert Campbell and was seconded by Mike Rothman to designate the South Jersey Times as the Official Newspaper for board business for the 2020 year.

Roll Call: Aye – Mayor Robert Campbell, Mike Rothman, Harry Levenknight, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
 Nay – 0 Absent – 0 Abstain – 0

Vote: South Jersey Times has been designated as the Official Newspaper for Board business for the 2020 year.

APPROVAL OF MINUTES: AUGUST 13, 2019

Brent Daly sought confirmation that the minutes do specifically mentioned the comments the Ricci Bros. Sand Co. Inc.'s reclamation bond had to be submitted to Downe Township no later than Nov. 1, 2019. The Board Secretary, Nicole Marlette, confirmed that it was mentioned twice in the minutes.

With no further questions or concerns, a motion was made by Mayor Robert Campbell and seconded by Jeff Sanza to approve the meeting minutes as presented for the August 13, 2019 meeting.

Roll Call: Aye – Mayor Robert Campbell, Doug Cook, Brent Daly, Nancy Hartem, John Gilligan, Jeff Sanza
Nay – 0 Absent – 0
Abstain – Mike Rothman & Harry Levenknight
Vote: The meeting minutes for the August 13, 2019 meeting as presented were approved.

PRESENTATION OF BILLS FOR PAYMENT

Solicitor: Nathan Van Embden	– Nov. Invoice:	Solicitorship 2019:	\$ 200.00
	– Dec. Invoice:	Solicitorship 2019:	\$ 200.00
Engineer: Tedesco Engineering	– Nov. Invoice:	Nov. Mtg. Attend.:	\$ 183.00

APPROVAL OF BILLS

A motion was made by Nancy Hartem and seconded by Mayor Robert Campbell to approve the legal fees as described in the invoices submitted.

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

BOARD BUSINESS

NEW BUSINESS

Mr. Van Embden announced that two Board members, Mike Rothman and Harry Levenknight, still needed to complete the ACMJIF Planning Board Training. He also stated that since most of the Board members had already reviewed and complete this training at the Nov. 12, 2019 meeting, that he would do the review at the end of the meeting so the other Board members wouldn't have to sit through the training all over again.

Brent Daly inquired as to whether or not the Ricci Bros. Sand Co. Inc.'s Mining Permit Renewal Application was complete. The Board Secretary, Nicole Marlette, and Mayor Campbell confirmed that the application had in fact been completed.

OLD BUSINESS None at this time.

CORRESPONDENCE

Chairman Cook listed the correspondences and asked if anyone had any questions regarding the letter from Tedesco Engineering regarding Downe Township's NJDEP Permit Application for the expansion of the Convenience Center for recycling. With there being no comments on the matter, a motion was made by Mayor Robert Campbell and seconded by Brent Daly to accept and file the correspondence. A voice vote was called and the motion passed unanimously.

PUBLIC COMMENT

On a motion by Mayor Robert Campbell and seconded by Brent Daly, the meeting was opened to the public for comment. A voice vote was called and the motion passed unanimously.

There being no comments, the public comment segment was closed on a motion by Mayor Robert Campbell and was seconded by Nancy Hartem. A voice vote was called and the motion passed unanimously.

CORRESPONDENCE continued...

Mr. Van Embden asked to revert back to correspondence. He announced that he had received an email from the Board Secretary regarding a letter she received from Sheldon Pepper, the Vice President of Pepper Construction Company. Mr. Van Embden explained that the Peppers had a question as to how much they owed in permit renewal fee because they haven't been keeping up with their renewal fees. Mayor Campbell inquired as to whose fees the Peppers were talking about. The Board Secretary confirmed they were asking about their own permit fees. Mr. Van Embden stated the letter referenced Resolution No. 2009-07. The Board Solicitor and the Board discussed what the referenced resolution states, what Mr. Pepper's letter was asking, and whether or not Mr. Pepper was misinterpreting Resolution No. 2009-07. The Board also discussed whether or not there has been any activity at the site. Mr. Van Embden expressed that he believes Mr. Pepper is under the impression that he has a mining permit. Mr. Van Embden stated that he would respond to Mr. Pepper's letter.

NEXT SCHEDULED MEETING

Doug Cook informed the members the next meeting will be on Tuesday, February 11, 2020 at 7pm.

ADJOURNMENT OF MEETING

A motion was made by Mayor Robert Campbell and seconded by Jeff Sanza 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: May 12, 2020