

**Minutes**  
**Knowlton Township Zoning Board of Adjustment**  
**Tuesday, January 30, 2018**

There was the reorganization and regular meeting of the Knowlton Township Zoning Board of Adjustment on Tuesday, January 30, 2018. Attorney Roger Thomas led the Board in the pledge of allegiance. Secretary Alfia Schemm announced that adequate notice of the meeting has been provided in accordance with the “Open Public Meetings Act” by publishing notice of all meetings in the Official Newspapers as well as providing said schedule in the Municipal Clerk’s Office.

**Swearing in of New/Reappointed Members:**

Attorney Thomas administered the oath of office to Mr. Tillman, Ms. O'Neill, and Mr. Wunschuh.

**Roll call: Present:** Tillman, Wunschuh, Schad, Melillo, and O'Neill  
**Absent:** Suggs, McGuinness, Peck, and DeVincenzi  
**Also Present:** Attorney Thomas and Engineer Rodman.

**Reorganization:**

**Election of Chairman**

Attorney Thomas called for a nomination for Chairman. Dr. Melillo made the motion to nominate Richard Tillman as Chairman. Motion seconded by Ms. O'Neil. Attorney Thomas asked if there were any other nominations. With there being no further nominations, the nominations were closed. Roll call vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Election of Vice-Chairman:**

Chairman Tillman called for a nomination for Vice-Chairman. Ms. Schad made the motion to nominate Bill Suggs as Vice Chairman. Motion seconded by Dr. Melillo. Roll call vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Appointment of Board Attorney, Board Planner, Board Engineer**

Dr. Melillo made the motion to appoint Roger Thomas, of Dolan & Dolan; N.B. Rodman, of Rodman Associates; and Joseph Layton, of Maser Consulting. Motion seconded by Ms. O'Neill. Roll call vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Designation of Official Newspapers**

Dr. Melillo and to designate the Official Newspaper, to receive notices as per the Open Public Meetings Act, the same as the Municipality (the Star Gazette and the Express Times). Motion seconded by Ms. Schad. Voice vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Designation of Meeting Date, Time and Place**

Dr. Melillo made the motion to Designate the Meeting Date, Time and Place as per the schedule distributed. Motion seconded by Mr. Wunschuh. Voice vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Appointment of Board Secretary**

Ms. O'Neill made the motion to appoint Alfia Schemm as the Board Secretary . Motion by Dr. Melillo. Roll call vote: Winschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes.

**Approval of Minutes:**

The December 5, 2017 minutes were distributed prior to the meeting. Ms. Schad questioned whether there was a conflict with the Zoning Officer being the Planner on the PMG application. Board Attorney Thomas stated that Mr. Snyder has a Planners License and he sees no conflict.

Dr. Melillo made the motion to approve the minutes of December 5th, 2017. Motion seconded by Mr. Winschuh. Roll call vote: Winschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-abstain.

**Completeness:**

**#ZB17-008 Delaware Gap Realty, LLC, Block 51, Lot 1.01**

Richard Keiling, Esq. was present on behalf of the Applicant. He reviewed Board Engineer Rodman's January 25th report. He stated that he has emailed the Fire Chief and he hopes to be in contact with him so he can get his review for the March meeting. He asked that the Board deem the Application complete and grant waivers for items #4, #5, and #6. Chairman Tillman questioned the 200 foot location of wells and septic. Attorney Keiling stated that they should be able to provide that information.

Dr. Melillo made the motion to deem the application complete and to grant the waivers. Motion seconded by Ms. O'Neill. Roll call vote: Winschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes .

Board Attorney Thomas confirmed that notice was being provided for the Board's February 5th meeting. Attorney Keiling confirmed that notice was provided and that he will review the matter with his client and confirm their attendance with the Board Secretary. Board Attorney Thomas announced that this matter is being carried to the Board's February 6, 2018 meeting, at 7:30 p.m., without any further additional notice. Board Engineer Rodman asked if the Board wished to retain a Traffic Expert. Board Attorney Thomas stated that Maser Consulting should have a Traffic Engineer/Expert on their Staff. Board Engineer Rodman stated that they will follow up with that.

**Old Business:**

**#ZB17-006 PMG NJ II LLC, Block 28, Lots 7, 8, 9 & 10**

Jason Tuvel, Esq. was present and he stated that he was advised that there may not be a full quorum of Board Members this evening and he is asking that his matter be carried to the Board's March 6th meeting and he asked if the Board would consider starting at 7:00 p.m. to accommodate both applications to be heard that evening. Board Engineer Rodman also questioned retaining a Traffic Engineer/Expert. Board Attorney Thomas stated that he can make some recommendations. Attorney Tuvel reviewed the experts that they will be presenting at the March meeting and he stated that they do not anticipate concluding at that meeting. Board Attorney Thomas announced that this matter is being carried to the Board's March 6th meeting at 7:00 p.m., without further notice.

**Open to the Public:**

Chairman Tillman opened the meeting to the public.

Jeff Milesky commented on the dam and the resurvey of his property.

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

**Other Business:**

**48 Hour Resolution**

Mayor Starrs was present and she reviewed the Resolution that was passed by the Township Committee in regards to their 48 Hour advance notice policy. The Board discussed a possible policy of posting the Agenda on the website 48 hours ahead of time and posting the Resolutions on the website after they are adopted.

Ms. Shad made the motion to approve the Board Policy of posting the Agenda on the website at least 48 hours ahead of the meeting, along with the posting of the adopted Resolutions. Motion seconded by Ms. O'Neill. Roll call vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes .

**Approval of Vouchers:**

Ms. Schad made the motion to approve the vouchers. Motion seconded by Dr. Melillo. Roll call vote: Wunschuh-yes, Schad-yes, Melillo-yes, O'Neill-yes, and Tillman-yes

**Other:**

**Annual Report**

Deferred.

**Adjournment:**

In a motion made and seconded the meeting was adjourned at 8:00 p.m.

Respectfully Submitted:

Alfia Schemm  
Board Secretary  
2/28/18