

Minutes
Knowlton Township Zoning Board of Adjustment
Tuesday, February 3, 2015

There was the reorganization and regular meeting of the Knowlton Township Zoning Board of Adjustment on Tuesday, February 3, 2015. 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 regularly scheduled 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 George Trongone and Kate McGuinness.

Roll call: Present: McGuinness, Peck, Trongone, Tillman, and Suggs.
Absent: McGeehin, Melillo, and Kantor
Also Present: Attorney Thomas and Engineer Rodman.

Reorganization:

Election of Chairman

Attorney Thomas called for a nomination for Chairman. Mr. Trongone made the motion to nominate Richard Tillman as Chairman. Motion seconded by Mr. Suggs. Attorney Thomas asked if there were any other nominations. With there being no further nominations, the nominations were closed. Roll call vote: Suggs-yes, Trongone-yes, McGuinness-yes, Peck-yes, and Tillman-abstain.

Election of Vice-Chairman:

Chairman Tillman called for nominations for Vice-Chairman. Ms. McGuinness made the motion to nominate Bill Suggs as Vice Chairman. Motion seconded by Mr. Trongone. Roll call vote: Suggs-abstain, McGuinness-yes, Trongone-yes, Peck-yes, and Tillman-yes.

Appointment of Board Attorney, Board Planner, and Board Engineer:

Mr. Suggs 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 Mr. Trongone. Roll call vote: Suggs-yes, Trongone-yes, McGuinness-yes, Peck-yes, and Tillman-yes.

Appointment of Board Secretary:

Mr. Trongone made the motion to appoint Alfia Schemm as the Board Secretary. Motion seconded by Mr. Suggs. Roll call vote: Suggs-yes, Trongone-yes, McGuinness-yes, Peck-yes, and Tillman-yes

Designation of Meeting Date, Time and Place/Designation of Official Newspapers

Ms. McGuinness made the motion to designate the meeting dates, as the first Tuesday of the month, at 7:30 p.m. at the Municipal Building; and to designate the Official Newspaper, to receive notices as per the Open Public Meetings Act, the same as the Municipality. Motion seconded by Mr. Suggs. Roll call vote: Suggs-yes, Trongone-yes, McGuinness-yes, Peck-yes, and Tillman-yes

Approval of Minutes:

Mr. Suggs made the motion to adopt the minutes of November 4, 2014. Motion seconded by Ms. McGuinness. Roll call vote: Suggs-yes, Trongone-abstain, Peck-yes, McGuinness-yes, and Tillman-yes.

Memorializing Resolutions:

#11-201 Simpson Road Project, Block 14, Lots 1 & 2-Extension Request

Mr. Suggs made the motion to adopt the Resolution. Motion seconded by Ms. McGuinness. Roll call vote: Suggs-yes, Trongone-abstain, Peck-yes, McGuinness-yes, and Tillman-yes.

Board Engineer Rodman noted that the project is moving forward.

Other:

Annual Report

Ms. Peck made the motion to adopt the Annual Report. Motion seconded by Ms. McGuinness. Roll call vote: Suggs-yes, Trongone-abstain, Peck-yes, McGuinness-yes, and Tillman-yes.

Other:

The Board discussed the codification of the Ordinances.

Mr. Suggs made the motion to recommend to the Governing Body that the Ordinances be codified. Motion seconded by Mr. Trongone. Roll call vote: Suggs-yes, Trongone-yes, Peck-yes, McGuinness-yes, and Tillman-yes.

Approval of Vouchers:

Mr. Suggs made the motion to approve the vouchers. Motion seconded by Ms. McGuinness. Roll call vote: Melillo-yes, Suggs-yes, McGuinness-yes, Kantor-yes, Peck-yes, and Tillman-yes

Other Business:

The Board then discussed inviting the Zoning Officer to a future meeting. The Board also discussed the status of Delaware Truck Stop and it was noted that another gas station has LED lighting. Board Secretary Schemm stated that she did receive an inquiry on whether an application was made to the Board for LED lighting. The Board then discussed the Township Sign Ordinance and they requested to receive a copy of the draft Sign Ordinance that was recommended by the Planning Board, but not adopted by the Governing Body. The Board Secretary will email that out to everyone.

Adjournment: In a motion made and seconded the meeting was adjourned.

Respectfully Submitted:

Alfia Schemm
Board Secretary
1/5/16