

**Minutes**  
**Knowlton Township Zoning Board of Adjustment**  
**Tuesday, February 7, 2017**

There was the reorganization and regular meeting of the Knowlton Township Zoning Board of Adjustment on Tuesday, February 7, 2017. 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 Ms. Peck.

**Roll call: Present:** Peck, Tillman, Schad, Melillo (arriving at 8:00 p.m.) and DeVincenzi.  
**Absent:** Suggs, McGuinness, Trongone, and Winschuh.  
**Also Present:** Attorney Thomas and Engineer Rodman.

**Reorganization:**

**Election of Chairman**

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

**Election of Vice-Chairman:**

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

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

Ms. Peck made the motion to appoint Roger Thomas, of Dolan & Dolan; N.B. Rodman, of Rodman Associates; Joseph Layton, of Maser Consulting; and Alfia Schemm, as Board Secretary. Motion seconded by Ms. DeVincenzi. Roll call vote: Peck-yes, Schad-yes, DeVincenzi-yes, and Tillman-yes.

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

Ms. Schad 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 (the Star Gazette and the Express Times) Motion seconded by Ms. Peck. Voice vote: Peck-yes, Schad-yes, DeVincenzi-yes, and Tillman-yes.

**Approval of Minutes:**

The November 1, 2016 minutes were distributed prior to the meeting. Board Secretary Schemm noted a correction. Ms. Schad made the motion to adopt the minutes as corrected. Motion seconded by Ms. DeVincenzi. Voice vote: Peck-abstain, Schad-yes, DeVincenzi-yes, and Tillman-yes.

**Completeness:**

**#ZB17-001 Brook Hollow LLC, Block 10, Lot 6**

Richard Keiling Esq, was present and he stated that he recently represented Ms. DeVincenzi and he believes that there will be an issue with a quorum if she needs to step down. Board Attorney Thomas reviewed the issue with the Public and the Board and he stated that it looks as if this matter will need to be carried to the Board's March 7th meeting. Board Secretary Schemm stated that she can call and see if Dr. Melillo is on his way.

**Approval of Vouchers:**

Ms. Schad made the motion to approve the vouchers. Motion seconded by Ms. Peck. Roll call vote: Peck-yes, Schad-yes, DeVincenzi-yes, and Tillman-yes.

The Board then took a brief recess. The regular meeting resumed at 8:00 p.m. Ms. DeVincenzi left for the evening and Dr. Melillo arrived.

**Completeness-Continued:**

**#ZB17-001 Brook Hollow LLC, Block 10, Lot 6**

Board Engineer Rodman reviewed his completeness report of January 27, 2017 and he recommended that the items outlined in his report be waived for completeness and the application be deemed complete.

Ms. Schad made the motion to grant the waivers outlined in Board Engineer Rodman's review letter of January 27, 2017 and to deem the application complete. Motion seconded by Ms. Peck. Roll call vote: Peck-yes, Schad-yes, Melillo-yes, and Tillman-yes.

Board Attorney Thomas stated that Attorney Keiling did provide notice as per the certified list prepared by the Tax Assessor; however, the Department of Transportation should be notified. Attorney Keiling stated that he will provide that notice.

Board Attorney Thomas announced that this matter is being carried to the Board's March 7th, 2017 meeting, without further public notice.

**Open to the Public:**

Chairman Tillman opened the meeting to the public. With there being no public comment, the meeting was closed to the public.

**Other:**

**Annual Report**

Board Attorney Thomas stated that he will check back and prepare a report for 2016.

**Adjournment:**

In a motion made and seconded the meeting was adjourned at 8:05 p.m.

Respectfully Submitted:

Alfia Schemm  
Board Secretary

2/28/17