

**Minutes**  
**Knowlton Township Zoning Board of Adjustment**  
**Tuesday, February 5, 2019**

There was the reorganization and regular meeting of the Knowlton Township Zoning Board of Adjustment on Tuesday, February 5, 2019. 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 Ms. Lund.

**Roll call: Present:** Peck, Lund, Melillo, Werner, and O’Neill  
**Absent:** Tillman, Suggs, Schad, 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: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Election of Vice-Chairman:**

Attorney Thomas called for a nomination for Vice-Chairman. Ms. O’Neill made the motion to nominate Bill Suggs as Vice Chairman. Motion seconded by Dr. Melillo. Roll call vote: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Appointment of Board Secretary**

Dr. Melillo made the motion to appoint Alfia Schemm as the Board Secretary . Motion by Ms. Peck. Roll call vote: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

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

Ms. O’Neill made the motion to appoint Roger Thomas, of Dolan & Dolan, as the Board Attorney. Motion seconded by Ms. Peck. Roll call vote: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

Dr. Melillo made the motion to appoint N.B. Rodman, of Rodman Associates, as the Board Engineer. Motion seconded by Ms. O’Neill. Roll call vote: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

Ms. Peck made the motion to appoint Dan Bloch, of Maser Consulting, as the Board Planner. Motion seconded by Dr. Melillo. Roll call vote: Melillo-yes, O’Neill-yes, Peck-yes, Werner-yes, and Lund-yes

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

Ms. Peck asked if the Board should address the months where there are elections being held. Board Attorney Thomas suggested that we address the months of June and November, as we get closer to those months.

Dr. Melillo made the motion to Designate the Meeting Date, Time and Place as per the schedule submitted. Motion seconded by Ms. Peck. Voice vote: Melillo-yes, O'Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Designation of Official Newspapers**

Board Attorney Thomas stated that the Board should designate the same Official Newspapers as the Governing Body, which was discussed by the Board.

Dr. Melillo made the motion to designate the Official Newspaper, to receive notices as per the Open Public Meetings Act, the same as the Municipality (the Star Gazette, NJ Herald, Star Ledger) . Motion seconded by Ms. Peck. Voice vote: Melillo-yes, O'Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Approval of Minutes:**

The October 2, 2018 minutes were distributed prior to the meeting. Ms. Peck made the motion to approve the minutes. Motion seconded by Dr. Melillo. Voice vote: Melillo-yes, O'Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Old Business:**

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

Board Attorney Thomas reviewed that the Applicant was not prepared to proceed this evening, without seven eligible Board Members, available for this evening. He recommended that the hearing be carried to the Board's March 5th meeting. Board Secretary Schemm stated that the Applicant may be requesting a special meeting night. Board Attorney Thomas announced that this matter is being carried to the Board's March 5th meeting at 7:30 p.m., without the need for further notice.

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

Board Attorney Thomas announced that this matter is being carried to the Board's March 5th meeting at 7:30 p.m., without the need for further notice.

**Other:**

**Annual Report**

Board Attorney Thomas prepared a letter which reflects that the Board did not hear any applications in 2018, besides the two applications currently being heard.

**Other Business:**

**Open to the Public:**

Board Attorney Thomas opened the meeting to the public for non-agenda items.

Jeff Milesky questioned a letter that was received, flood zone/plain, and pre-existing non-conforming uses, which was addressed by Board Attorney Thomas.

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

**Approval of Vouchers:**

Ms. O'Neil made the motion to approve the vouchers and authorize the Chair to sign them when he is back from vacation. Motion seconded by Ms. Peck. Roll call vote: Melillo-yes, O'Neill-yes, Peck-yes, Werner-yes, and Lund-yes

**Adjournment:**

In a motion made and seconded the meeting was adjourned at 7:55 p.m.

Respectfully Submitted:

Alfia Schemm  
Board Secretary  
3/1/19