

**Minutes**  
**Knowlton Township Zoning Board of Adjustment**  
**Tuesday, April 1, 2014**

There was the reorganization and regular meeting of the Knowlton Township Zoning Board of Adjustment on Tuesday, April 1, 2014. 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 Richard Tillman.

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

**Reorganization:**

**Election of Chairman**

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

**Election of Vice-Chairman:**

Chairman Tillman called for nominations for Vice-Chairman. Dr. Melillo made the motion to nominate Bill Suggs as Vice Chairman. Motion seconded by Mr. Kantor. Roll call vote: Melillo-yes, Suggs-abstain, McGuinness-yes, Kantor-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, as the Board Attorney; N.B. Rodman, of Rodman Associates; and Joseph Layton, of Maser Consulting. Motion seconded by Ms. McGuinness. Roll call vote: Melillo-yes, Suggs-yes, Sullivan-yes, McGuinness-yes, Kantor-yes, Peck-yes, and Tillman-yes.

**Appointment of Board Secretary:**

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

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

Ms. Peck 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 Dr. Melillo. Roll call vote: Melillo-yes, Suggs-yes, Kantor-yes, McGuinness-yes, Peck-yes, and Tillman-yes

**Approval of Minutes:**

Mr. Kantor made the motion to adopt the minutes of October 1, 2013. Motion seconded by Ms. McGuinness. Roll call vote: Melillo-abstain, Suggs-yes, Kantor-yes, Peck-abstain, McGuinness-yes, and Tillman-yes.

**Other:**

Mr. Suggs asked if the parking issue in regards to American Fuel has ever been resolved. Board Attorney Thomas stated that he will look into it.

**Annual Report**

Board Attorney Thomas reviewed the Annual Report that he prepared and distributed this evening.

Mr. Kantor made the motion to adopt the Annual Report. Motion seconded by Mr. Suggs. Roll call vote: Melillo-yes, Suggs-yes, McGuinness-yes, Kantor-yes, Peck-yes, and Tillman-yes

**Approval of Vouchers:**

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

**Other Business:**

Board Engineer Rodman stated that the Simpson Road Project is moving ahead and they will hopefully begin construction soon.

Mr. Suggs stated that he is going to contact Committeewoman Starrs to advise her that the information on the Township Website is incorrect and he will speak to her about updating it.

**Adjournment:**

In a motion made and seconded the meeting was adjourned.

Respectfully Submitted:

Alfia Schemm  
Board Secretary