

**BOROUGH OF SPRING LAKE HEIGHTS
PLANNING BOARD RE- ORGANIZATION and REGULAR MINUTES**

January 31, 2018 at 7:00 PM

The meeting was called to order by Chairperson Eileen Eilenberger at 7:00 p.m. and opened with a silent reflection and Pledge of Allegiance.

Roll Call taken:

Roy Francolino - absent
James Hackett - present
Nancy Hayduk - present
Councilman Richard Diver - absent
Frederic Manger – present
Nate Novak – absent
Mayor O’Brien – present
Stephen Clark – present
Chairperson Eileen Eilenberger - present

Alt. #1 Carlos Santos - present
Alt. #2 Erik Gardner - present

Chairperson Eilenberger announced that newly appointed and reappointed members had been sworn prior to the meeting by Mr. Leckstein. Following members were sworn: Nancy Hayduk, Stephen Clark, Carlos Santos, Erik Gardner

She announced that the meeting is called pursuant to the provisions of the open public meeting law, notice of this meeting was included in a list of meetings sent to the Coast Star and Asbury Park Press, posted on the bulletin board in the municipal building and on the borough web-site

New Business:

- Mr. Hackett made a nomination to elect Mrs. Eilenberger as Board Chair, seconded by Ms. Hayduk; roll call taken.
AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O’Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

- Chair Eilenberger made a nomination to elect Mr. Manger as Board Vice Chairman, seconded by Mayor O’Brien; roll call taken.
AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O’Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Janine Gillis announced that she will be resigning as Board recording secretary due to her new position with the Borough as Assistant Borough Administrator.

- Mayor O'Brien made a nomination to appoint Mary Ellen Karamus as Recording Secretary to the Planning Board, seconded by Mr. Manger; roll call taken.

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger,
Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Resolution 2018-01 – Planning Board Attorney

- Chair Eilenberger made a motion to appoint Marc Leckstein as Planning Board Attorney, seconded by Mr. Hackett; roll call taken.

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger,
Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Mr. Leckstein thanked the Board for their appointment and stated he looks forward to working with the Board.

Resolution 2018-02 – Planning Board Engineer

- Chair Eilenberger made a motion to nominate East Point Engineering, Mr. May's firm as Planning Board Engineer, seconded by Mr. Hackett; roll call taken.

Mr. May informed the Board that he was appreciative and thankful for serving the Board but that due to his workload with the Borough in different capacities, he will be prevented from serving the Board. He stated that his associate Brent Papi, who has filled in for Mr. May in the past, and who is also a principal of the firm would be serving as the Planning Board Engineer.

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Resolution 2018-03 – Planning Board Designated Meeting Dates

There was discussion by board members concerning whether the dates were acceptable. Members decided to add November 14 to the meeting schedule and corrected the December meeting from December 20th to December 19th, 2018.

- Mayor O'Brien made a motion to approve the meeting dates with the revisions noted, seconded by Mr. Manger; roll call taken:

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Resolution 2018-04– Planning Board Designated Newspapers

- Mayor O'Brien made a motion for the Coast Star and the Asbury Park Press to be designated as the official newspapers, seconded by Mr. Manger; roll call taken:

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

Chair Eilenberger presented Ms. Gillis with a gift and card in gratitude for all of her service to the Board.

Chair Eilenberger asked about the procedure for closing the re-organization meeting and opening the regular meeting; Attorney Leckstein replied to adjourn with roll call and then restart the regular meeting.

Adjournment:

On a motion by Mr. Manger and seconded by Mayor O'Brien the re-organization meeting was adjourned without objection at 7:11 p.m.

AYES: Chair Eilenberger, Mr. Hackett, Ms. Hayduk, Mr. Manger, Mayor O'Brien, Mr. Clark, Mr. Santos and Mr. Gardner
NAYS: None
ABSTAIN: None

REGULAR MEETING

Roll Call taken:

Roy Francolino - absent
James Hackett - present
Nancy Hayduk - present
Councilman Richard Diver - absent
Frederic Manger – present
Nate Novak – absent
Mayor O'Brien – present
Stephen Clark – present
Chairperson Eilenberger - present

Alt. #1 Carlos Santos - present
Alt. #2 Erik Gardner - present

Chair Eilenberger announced that the meeting is called pursuant to the provisions of the open public meeting law, notice of this meeting was included in a list of meetings sent to the Coast Star and Asbury Park Press, posted on the bulletin board in the municipal building and on the borough web-site

Chair Eilenberger informed the Board that Board Member Nate Novak had informed her that he would be resigning from the Board due to attending graduate classes so there will be a vacancy on the Board. Ms. Gillis asked Chairperson Eilenberger if Mr. Novak would be providing a letter stating that he would be resigning; Chair Eilenberger responded yes.

Approval of Minutes: November 1, 2017

- On a motion by Ms. Hayduk; seconded by Mayor O'Brien, the minutes of November 1, 2017 were approved by the following vote:
All in favor; none opposed

Correspondence and Discussion:

Chairperson Eilenberger brought up that this is the year for the Master Plan Re-Examination, she inquired about the procedure of hiring a planner for the re-examination; should a letter be sent to Council? Attorney Leckstein said either the Board can hire their own planner if they wish, or request Council to appoint one. Mr. Leckstein asked if the Borough has a planner; Joseph May said no. Mr. Leckstein suggested requesting a RFP from the Borough Administrator requesting a planner for the re-examination.

- On a motion by Mr. Manger; seconded by Mayor O'Brien, a letter will be submitted by the Board Secretary for an RFP approved by the following vote:
All in favor; none opposed

Chairperson Eilenberger also mentioned forming a committee to start review of the Master Plan. Mr. Leckstein suggested a sub-committee to work with the planner, who then can report back to the full Board, present the plan to the full board, and then have the necessary public meeting. Chairperson Eilenberger advised the Board to think if they would like to be on the Committee. Mr. Manger said he would like to be on the committee. Mr. Leckstein said there can be 4 members so as not to have a quorum. Mr. Leckstein clarified that it is not a new Master Plan but a Master Plan Re-Examination report.

Chairperson Eilenberger brought up two ordinances she would like looked at; one is the requirement for employee parking at commercial locations. The second one is building height, which she feels the height information is in different sections so that needs to be looked at as well. Ms. Hayduk volunteered to look into it. Ms. Hayduk confirmed that Chair Eilenberger wanted everything on building height. Chair Eilenberger said yes.

Ms. Gillis commented that there was an additional letter from Monmouth County stating that the subdivision for Essex and Sussex was filed, and that there was also correspondence regarding a property in Spring Lake, Villa Park seeking a permit. She added that the property was addressed by Ms. Hayduk at a previous meeting. It was clarified that it was received in Spring Lake Heights for informational purposes.

- On a motion by Chair Eilenberger and seconded by Mayor O'Brien, voice of the public was opened by the following vote:
All in favor; none opposed

Voice of the Public: George Corbeels, 6 Nadine Drive. Mr. Corbeels asked the Board to take a look at the sight triangles on corners. He pointed out that property at Nadine and Wall has a fence on the corner, which he feels interferes with the sight triangle. He pointed out there are numerous corners in town that he feels need to be looked at. He would like the site triangle regulations reviewed.

Old Business: None

New Business: None

Adjournment: On a motion by Mayor O'Brien and seconded by Mr. Hackett, the meeting was adjourned without objection at 7:35 p.m.

All in favor; none opposed

Respectfully submitted and approved:

Mary Ellen Karames

Date: February 21, 2018