

**BOROUGH OF INTERLAKEN
MINUTES- PLANNING BOARD
FEBRUARY 16, 2015, 7:30 P.M.
BOROUGH HALL, 100 GRASMERE AVE**

An organizational meeting of the PLANNING BOARD of the Borough of Interlaken, Monmouth County, New Jersey was held on February 16, 2015 at 7:30 p.m. in the Borough Hall.

Chairman Gunn, opened the meeting, announced that the meeting was being held in accordance to the Open Public Meetings Act and that Notice of the Meeting had been published in the Coaster and was followed by The Pledge of Allegiance.

ROLL CALL:

Present: Mr. Gunn, Ms. Dalton, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid, Mr. Wasilishen
Absent: Mr. Miller
Also Present: Sanford Brown, Planning Board Secretary Gina Kneser

UPON MOTION of Mr. Papp, seconded by Mr. Menditto, carried, the Board approved the minutes of December 15, 2014 meeting.

Ms. Jodi Heinz was sworn in as a Class IV member by Board Attorney Brown.

Mr. Gunn asked if anyone would like to volunteer as Chairperson.

The Board and Board Attorney Brown had a discussion regarding board member eligibility for the Chairperson position.

Chairman Gunn stated that Richard Tilton was recommended by another Planning Board member and Ms. Umfrid offered her support should Mr. Tilton agree to take the position.

Ms. Dalton NOMINATED Mr. Tilton as PLANNING BOARD CHAIRMAN, seconded by Mr. Wasilishen.

With no additional nominations, the Board voted and carried. The following resolution was adopted:

BE IT RESOLVED by the Interlaken Planning Board that the APPOINTMENT of Richard Tilton as Chairman for the year 2015 is hereby approved.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

Chairman Tilton opened the floor for nominations for Vice Chairwoman.

Mr. Gunn NOMINATED Ms. Umfrid as PLANNING BOARD VICE CHAIRPERSON, seconded by Ms. Dalton.

With no additional nominations, the board voted and carried. The following resolution was adopted:

BE IT RESOLVED by the Interlaken Planning Board that the APPOINTMENT of Kathy Umfrid as Vice Chairwoman for the year 2015 is hereby approved.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

Chairman Gunn opened the floor for nominations for the Planning Board Secretary.

Mr. Papp NOMINATED Gina Kneser as PLANNING BOARD SECRETARY, seconded by Mr. Wasilishen.

With no additional nominations, the Board voted and carried. The following resolution was adopted:

BE IT RESOLVED by the Interlaken Planning Board that the APPOINTMENT of Gina Kneser as Board Secretary for the year 2015 is hereby approved.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

UPON MOTION of Mr. Gunn, seconded by Ms. Dalton, carried, the following resolution was adopted:

BE IT RESOLVED by the Interlaken Planning Board the The Coaster and the Asbury Park Press are hereby designated as Official Newspapers for notices and matters as may be deemed necessary, according to law.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

UPON MOTION of Ms. Dalton, seconded by Mr. Menditto, carried, the following resolution was adopted:

WHEREAS, the Open Public Meetings Act is the law of the State of New Jersey and provides for Public Notices to be given to certain requirements concerning meetings of the Planning Board of the Borough of Interlaken, and

WHEREAS, the Planning Board of the Borough of Interlaken, and regular meetings and such meetings as may be necessary to carry out the business of the Planning Board and the Board wishes to adopt certain basic rules and regulations.

NOW, THEREFORE, BE IT RESOLVED that the following schedule is hereby adopted by said Board.

The regularly scheduled meetings of the Planning Board of the Borough of Interlaken shall be held at 7:30 PM on the third Monday of each month except in the case of legal holidays and other appropriate reasons when the meeting will be set forth as provided by law.

In the event of the Board's lack of business, notice will be given to an official newspaper of the Board on the cancellation of said meeting.

All meetings shall be held in the Borough Hall, 100 Grassmere Avenue, Interlaken, New Jersey.

THEREFORE, PURSUANT TO THIS RESOLUTION, the following dates for regular meetings shall be:

March 16, 2015	August 17, 2015
April 20, 2015	September 21, 2015
May 18, 2015	October 19, 2015
June 15, 2015	November 16, 2015
July 20, 2015	December 21, 2015

THEREFORE, PURSUANT TO THIS RESOLUTION, the dates for work sessions shall be determined on an as needed basis and notice of work sessions will be published in The Coaster or the Asbury Park Press.

BE IT FURTHER RESOLVED that in the event regular meetings or additional meetings have to be held at a date, time and place other than set forth herein due to unforeseen circumstances or in any emergency or for other appropriate reason, same shall be held at a date, time and place set forth by the

chairman or according to law, and published in The Coaster or the Asbury Park Press and one in the office of the Borough Clerk.

BE IT REOLVED that the Board requires that all applications and appropriate plans in support thereof be received at least fourteen (14) days prior to the regular meeting at which it is proposed that the matter be heard.

THEREAFTER, the Board, at its discretion, will advise the applicant of the specific hearing date to appear for public hearing by the Planning Board Administrative Officer when the application and plans have been determined to be complete.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

UPON MOTION of Mr. Papp, seconded by Ms. Umfrid, carried, the following resolution was adopted:

WHEREAS, There is a need for a Board Attorney and a Board Engineer and Planner, and

WHEREAS, FUNDS ARE AVAILABLE FOR THIS PURPOSE and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires that the appointments made without competitive bidding must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Interlaken, that:

The Planning Board hereby engages the services of SANFORD D. BROWN, ESQ. and the firm of Sanford D. Brown, L.L.C. and PETER R. AVAKIAN, P.E., of Leon S. Avakian, Inc., as Board Engineer and Planner. This appointment is being made under the same terms and conditions as 2015 and for the term of one (1) year, effective January 1, 2015.

1. These appointments are being made without competitive bidding because this appointment involves a member of a recognized profession, licensed and regulated by law, and are, therefore, exempt under N.J.S.A. 40A:11-5.
2. The Planning Board Chairman and Secretary are hereby authorized and directed to execute agreements with SANFORD BROWN, ESQ. and PETER R. AVAKIAN, P.E.
3. A copy of this Resolution shall be published in The Coaster as required by law.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

UPON MOTION of Ms. Umfrid, seconded by Mr. Gunn, carried, the following resolution was adopted:

WHEREAS, the Planning Board of the Borough of Interlaken is required, pursuant to the N.J. S. A. 40:55D-70.1 and 40:55D-25c., reviewed at least once a year its decision on applications and appeals for variances, and to prepare and adopt by Resolution a report on its findings on Zoning Ordinance provisions which were subject of variance requests and its recommendations for Zoning Ordinance amendments or revisions, if any, and

WHEREAS, the Board has prepared a report, has discussed same, and find the report to be proper;

NOW, THEREFORE, BE IT RESOLVED, by the Planning Board of the Borough of Interlaken, as follows,

1. The report, a copy of which is attached hereto and incorporated herein, is approved.
2. The Chairman of the Board is hereby authorized to execute the report.
3. A copy of the report and the herein Resolution shall be forwarded to the Mayor and Council.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

Planning Board Secretary Kneser stated that the ordinances proposed by the Planning Board regarding Land Use Ordinance changes and Escrow Fee increases were delivered to Borough Clerk/Administrator Reibrich and were put on the Council workshop meeting agenda for Wednesday, February 18, 2015. Planning Board Professional, Allison Coffin of James W. Higgins Associates has agreed to be present at the workshop meeting to be available to answer any questions the Council may have.

The Board discussed the Capital Project Review of the Interlaken Pump Station requested by the Township of Ocean Sewerage Authority (TOSA).

Mr. Papp MOTIONED to authorize Planning Board Attorney Brown to contact TOSA to advise preliminary recommendations regarding the Capital Review Project in reference to sprinklers and plantings, seconded by Ms. Dalton, carried the meeting was adjourned.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

UPON MOTION of Mr. Gunn, seconded by Ms. Dalton, carried the meeting was adjourned.

ROLL CALL:

Ayes: Ms. Dalton, Mr. Gunn, Ms. Heinz, Mr. Menditto, Mr. Papp, Mr. Tilton, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Mr. Miller
Abstain: none

Approved: _____
Richard Tilton, Chairman

Attest: _____
Gina Kneser, Secretary