

**BOROUGH OF INTERLAKEN
MINUTES- PLANNING BOARD
JANUARY 11, 2016, 7:30 P.M.
BOROUGH HALL, 100 GRASMERE AVE**

A meeting of the PLANNING BOARD of the Borough of Interlaken, Monmouth County, New Jersey was held on January 11, 2016 at 7:30 p.m. in the Borough Hall.

Chairman Tilton, 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: Chairman Tilton, Ms. Dalton, Ms. Heinz, Mr. Menditto, Ms. Umfrid,
Mr. Wasilishen

Absent: Councilman Gunn, Mr. Papp

Also Present: Planning Board Attorney Sanford Brown and Planning Board Secretary Gina Kneser

UPON MOTION of Ms. Heinz, seconded by Mr. Menditto, carried, the Board approved the minutes of December 14, 2015 meeting.

ROLL CALL:

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

Ms. Jodi Heinz, Mr. Rick Menditto and Mr. Tom Wasilishen were sworn in as a Class IV members by Board Attorney Brown.

Chairman Tilton opened the floor for nominations for Chairperson.

Ms. Dalton NOMINATED Mr. Tilton as PLANNING BOARD CHAIRPERSON.

Mr. Tilton DECLINED the nomination.

Mr. Tilton NOMINATED Mr. Papp as PLANNING BOARD CHAIRMAN, seconded by Mr. Menditto, carried.

Planning Board Secretary Kneser stated that she was informed by Mr. Papp previous to the meeting that he would accept a nomination as CHAIRMAN.

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 Thomas Papp as Chairman for the year 2016 is hereby approved.

ROLL CALL:

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

In Mr. Papp's absence, Mr. Tilton continued in the role of Chairman for the remainder of the meeting.

Acting Chairman Tilton opened the floor for nominations for Vice Chairperson.

Acting Chairman Tilton 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 2016 is hereby approved.

ROLL CALL:

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

Acting Chairman Tilton opened the floor for nominations for the Planning Board Secretary.

Mr. Menditto 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 2016 is hereby approved.

ROLL CALL:

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

UPON MOTION of Acting Chairman Tilton, seconded by Ms. Heinz, carried, the following resolution was adopted:

BE IT RESOLVED by the Interlaken Planning Board that 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.

UPON MOTION of Acting Chairperson Tilton, seconded by Ms. Dalton, 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:

February 22 2016	August 15, 2016
March 21, 2016	September 19, 2016
April 18, 2016	October 17, 2016
May 16, 2016	November 21, 2016
June 20, 2016	December 19, 2016
July 18, 2016	

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: Acting Chairman Tilton, Ms. Dalton, Ms. Heinz, Mr. Menditto, Ms. Umfrid,
Mr. Wasilishen
Nays: none
Absent: Councilman Gunn, Mr. Papp
Abstain: none

UPON MOTION of Acting Chairman Tilton, 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 2016 and for the term of one (1) year, effective January 1, 2016.

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: Chairman Tilton, Ms. Dalton, Ms. Heinz, Mr. Menditto, Ms. Umfrid,
Mr. Wasilishen

Nays: none

Absent: Councilman Gunn, Mr. Papp

Abstain: none

UPON MOTION of Ms. Heinz, seconded by Mr. Menditto, 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: Chairman Tilton, Ms. Dalton, Ms. Heinz, Mr. Menditto, Ms. Umfrid,
Mr. Wasilishen

Nays: none

Absent: Councilman Gunn, Mr. Papp

Abstain: none

UPON MOTION of Mr. Menditto, seconded by Mr. Wasilishen, carried, the meeting was adjourned.

Approved: _____
Richard Tilton, Acting Chairman

Attest: _____
Gina Kneser, Secretary