

**BOROUGH OF INTERLAKEN
MINUTES- PLANNING BOARD
JANUARY 23, 2017, 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 23, 2017 at 7:30 p.m. in the Borough Hall.

Chairman Papp, 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 Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton, Mr. Wasilishen

Absent: Councilman Gunn, Ms. Dalton

Also Present: Planning Board Attorney Representative Nicholas Falcone and Planning Board Secretary Gina Kneser

UPON MOTION of Ms. Heinz, seconded by Mr. Menditto, carried, the Board approved the minutes of December 19, 2016 meeting.

ROLL CALL:

Ayes: Chairman Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton, Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

Mr. Richard Tilton was sworn in as a Class IV member by Board Attorney Representative Falcone.

Chairman Papp opened the floor for nominations for Chairperson.

Mr. Tilton NOMINATED Mr. Papp as PLANNING BOARD CHAIRPERSON.

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 2017 is hereby approved.

ROLL CALL:

Ayes: Chairman Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

Chairman Papp opened the floor for nominations for Vice Chairperson.

Chairman Papp NOMINATED Ms. Umfrid as PLANNING BOARD VICE CHAIRPERSON, seconded by Mr. Tilton.

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 2017 is hereby approved.

ROLL CALL:

Ayes: Chairman Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

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

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

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 2017 is hereby approved.

ROLL CALL:

Ayes: Chairman Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

UPON MOTION of Chairman Papp, seconded by Mr. Wasilishen, 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 Chairperson Papp, 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:

February 27, 2017	August 21, 2017
March 20, 2017	September 18, 2017
April 17, 2017	October 16, 2017
May 15, 2017	November 20, 2017
June 19, 2017	December 18, 2017
July 17, 2017	January 22, 2018

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: Chairman Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

UPON MOTION of Chairman Papp, seconded Mr. Wasilishen, 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. as Board Attorney and PETER R. AVAKIAN, P.E., of Leon S. Avakian, Inc., as Board Engineer and Planner. These appointments are being made under the same terms and conditions as 2016 and for the term of one (1) year, effective January 1, 2017.

1. These appointments are being made without competitive bidding because these appointments involve 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 Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

UPON MOTION of Ms. Heinz, seconded by Chairman Papp, 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 Papp, Vice Chairwoman Umfrid, Ms. Heinz, Mr. Menditto, Mr. Tilton,
Mr. Wasilishen

Nays: None

Absent: Councilman Gunn, Ms. Dalton

Abstain: None

Chairman Papp presented a letter received from applicant, Michael Desarno, 729 Raymere Avenue, stating that the applicant has been charged beyond the collected escrow of \$1,500 and owes approximately \$293.00. The letter from the applicant expresses that the applicant does not feel the amount is owed for additional work that was requested by the Board.

Chairman Papp stated that he feels the additional fees were legitimate. The work was done as part of the Board's required analysis of the application. The Board has a right to ask all questions

Board Attorney Representative Falco stated that the applicant came before the Board without an attorney and just one professional. The information provided by that professional was insufficient. Work was done by the Borough Engineer, Peter Avakian that the applicant's professional should have done to provide the information that the Board required.

The Board had a brief discussion and agreed that the applicant must supplement the escrow account to pay for the additional work.

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

Approved: _____
Thomas Papp, Chairman

Attest: _____
Gina Kneser, Secretary