

**HIGH BRIDGE PLANNING BOARD/
BOARD OF ADJUSTMENT**

REORGANIZATION MEETING MINUTES

January 21, 2013 - 7:30 p.m.

CALL TO ORDER and PUBLIC NOTICE:

Board Attorney, Bill Caldwell, called the meeting to order at 7:34 pm. He stated this is the reorganization meeting of the Planning/Zoning Board of the Borough of High Bridge. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act in that a Notice was published in the Hunterdon County Democrat and the Express Times, and the notice of and agenda for this meeting were posted on the bulletin board in the Borough Hall.

SWEARING IN/OATHS OF OFFICE: *John Moskway as Planning Board liaison to the Environmental Committee.*

FLAG SALUTE: *Led by Board Attorney, Bill Caldwell.*

ROLL CALL:

Present: Mayor Mark Desire, Steve Dhein, Tom Richards, Keith Milne, John Moskway and Malte Pendergast-Fischer. Alternates Brent Dugan and Jon Valenta. Councilman Tom Flynn arrived at 7:36 pm. Absent: Don Howell.

Recorded by MaryBeth Griffith

NOMINATIONS AND ELECTIONS:

ELECTION OF CHAIRPERSON - Board Attorney, Bill Caldwell, asked for nominations for Chairman. Motion to elect Steve Dhein was made by Tom Richards and seconded by Keith Milne. With all members in favor, the voice motion was passed.

The newly elected Chairman, Steve Dhein, continued with the remaining nominations.

ELECTION OF VICE-CHAIRPERSON – Chairman, Steve Dhein, asked for nominations for Vice Chairperson. Motion to elect Don Howell was made by Keith Milne and seconded by Malte Pendergast-Fischer. With all members in favor, the voice motion was passed.

APPOINTMENT OF PROFESSIONALS – Chairman, Steve Dhein, asked for nominations for: Board Attorney, Engineering Expert, Planning Expert and Environmental Expert.

Tom Richards motioned to elect Bill Caldwell to remain as Board Attorney, Joe Modzelewski to remain as Engineering Expert, Darlene Green to continue as Planning Expert and Mark Gallagher as Environmental Expert. The motion was seconded by Keith Milne. With all members in favor, the voice motion was passed.

APPOINTMENT OF SECRETARY – Chairman, Steve Dhein, asked for nominations for Board Secretary. Tom Richards motioned to elect MaryBeth Griffith as Planning Board Secretary and this was seconded by John Moskway. With all members in favor, the voice motion was passed.

APPOINTMENT OF NEWSPAPERS FOR PUBLICATION OF LEGAL NOTICES – Chairman, Steve Dhein, asked for nominations for Publications of Legal Notices. Malte Pendergast-Fischer motioned to continue advertising in The Hunterdon Democrat and The Express Times. This was seconded by Tom Richards. With all members in favor, the voice motion was passed.

APPROVAL OF 2013 CALENDAR – Chairman, Steve Dhein, asked for the motion to approve the proposed calendar for 2013. The motion was made by Tom Richards and seconded by John Moskway. With all members in favor, the voice motion for the approval of dates was passed.

Comments and Questions of By-laws: Mr. Caldwell suggested that Board members should not utilize any electronic based communication to discuss specific applications. Mr. Caldwell stressed the importance of all correspondence going through the Board Secretary so that it is properly logged and matched to the appropriate file. Board members may communicate with each other about basic information regarding a meeting. For future reference, the term “email” should relate to all electronic communication. Discussion took place about sub-committees and site visits.

APPROVAL OF BY-LAWS FOR 2013 – Chairman, Steve Dhein, asked for the motion to approve the by-laws with the amendment as “email” relating to all electronic communication. Tom Richards motioned and was seconded by Keith Milne. With all members in favor, the voice motion for the approval of by-laws was passed.

NEW BUSINESS: None at this time.

ADJOURNMENT:

Chairman Steve Dhein asked if there was any further discussion at this time. A motion to adjourn the Reorganization meeting was made by Tom Richards and seconded by Malte Pendergast-Fischer. With all members in favor, the voice motion was passed. The meeting was adjourned at 7:58pm.

Respectively submitted,

MaryBeth Griffith, Secretary
Planning Board/Board of Adjustment

