MEETING MINUTES OF
THE PLANNING BOARD/BOARD OF ADJUSTMENT
OF HIGH BRIDGE BOROUGH

Meeting Date: December 19,2022 **Meeting Time**: 7:30 P.M.
Meeting Location: Zoom online Planning Board Meeting

1. CALL TO ORDER:

This is regular 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 on December 15,2022 and the Notice of and agenda for this meeting were posted on the bulletin board in the Borough Hall.

2. FLAG SALUTE: Led by presiding officer.

3. ROLL CALL:

Delgado, present; Ferry, present; Giordano, present; Lee, absent; Mart, present; Suozzo, present; Yu, absent; Musnuff, absent; Dhein, present; Conroy, present; Epstein, present; Matos, present.

Also present were Board Attorney Kevin VanHise, Board Secretary, Barbara Kinsky and two members of the public.

4. PUBLIC COMMENTS: It is the policy of the Planning Board/Board of Adjustment that all public comments on an issue shall be limited to five (5) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Board issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to the Chairman and Board members at the public microphone. NONE.

5. READING AND APPROVAL OF MINUTES: September 19, 2022

Motion to dispense with the reading of the prior meeting minutes: Motion/ Second: Suozzo/Ferry Voice vote: Eight yes votes and Mart abstained.

Motion to approve September 19, 2022, meeting minutes. Motion/Second: Suozzo/Ferry
Delgado, yes; Ferry, yes; Giordano, yes; Lee, absent; Mart, abstain; Suozzo, yes; Yu, absent; Musnuff, absent; Dhein, yes; Conroy, abstain; Epstein, abstain; Matos, abstain. 5 yes votes and 4 abstentions, motion passed.

6. PLANNING BOARD NEW BUSINESS

a. **Resolution PB-11-2022:** Motion to adopt 2023 meeting dates, including Reorganizational Meeting Date of January 9, 2023. Motion to adopt Resolution PB11-2022: Giordano Second: Mart

Delgado, yes; Ferry, yes; Giordano, yes; Lee, absent; Mart, yes; Suozzo, yes; Yu, absent; Musnuff, absent; Dhein, yes; Conroy, yes; Epstein, yes; Matos, yes. 9 yes votes, motion passed.

b. Motion to request proposals for Planning Board Engineer: Mart, Second: Giordano
Delgado, yes; Ferry, yes; Giordano, yes; Lee, absent; Mart, yes; Suozzo, yes; Yu, absent; Musnuff, absent; Dhein, yes; Conroy, yes; Epstein, yes; Matos, yes. 9 yes votes, motion passed.

Board Member Suozzo if the board secretary to ascertain the reason that Mott Mac was no longer wanting to work with the Board. The Board secretary said she would email the engineer and ask.

7. PUBLIC COMMENTS: It is the policy of the Planning Board/Board of Adjustment that all public comments on an issue shall be limited to one (1) minute per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Board issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to the Chairman and Board members at the public microphone. NONE

8. ADJOURNMENT: Motion to adjourn: Mart Second: Delgado Voice vote: 9 yes votes, motion passed.

Next Meeting date: January 9, 2023
Meeting Location: High Bridge Rescue Squad, 95 West Main Street, High Bridge, NJ 08829
Meeting Time:

REORGANIZATIONAL AND REGULAR MINUTES OF PLANNING BOARD/BOARD OF ADJUSTMENT OF HIGH BRIDGE BOROUGH

Meeting Date: January 9, 2023 - **Meeting Time:** 7:30 P.M.
Meeting Location: 95 West Main Street, High bridge, NJ 08829

1. **2023 BOARD MEMBERS AND OATHS OF OFFICE (bolded are appointed this year)**
   a. Michele Lee-Mayor- Class I - term expiring 12/31/2026
   b. Natalie Ferry- Class III – term expiring 12/31/2023
   c. Alan Mart- Class II - Environmental Commission Liaison-term expiring 12/31/2025
   d. Steve Dhein - Class IV-term expiring 12/31/2025
   e. Benjamin Yu-Class IV-term expiring 12/31/2025
   f. Willian Giordano- Class IV -term expiring 12/31/2024
   g. Joseph Suozzo - Class- IV - term expiring 12/31/2024
   h. John Musnuff – Class IV – term expiring 12/31/2023
   i. Pablo Delgado-ClassIV- term expiring 12/31/2023
   j. Vacant- Alternate #1- term expiring 12/31/2024
   k. Coleen Conroy- Alternate # 2-term expiring 12/31/2023
   l. Kelly Matos- Alternate #3- term expiring 12/31/2024
   m. Leah Epstein-Alternate #4-term expiring 12/31/2023

At this point all reappointed will read the Oath of Office.

2. CALL TO ORDER:
This is a reorganizational 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 on, December 22, 2022, and the notice of and agenda for this meeting were posted on the bulletin board in the Borough Hall.

3. FLAG SALUTE: Led by presiding officer, Barbara Kinsky

At this point all reappointed and new members will read the Oath of Office.

4. ROLL CALL:
Delgado, present; Ferry, present; Giordano, present; Lee, present; Mart, present; Suozzo, present; Yu, present; Musnuff, Present; Dhein, absent; Conroy, present.

Also present were Board Attorney Kevin Van Hise, Board Secretary, Barbara Kinsky, Board Alternate Leah Epstein, Board Alternate Kelly Matos and one member of the public.

5. NOMINATIONS AND ELECTIONS:

a. Election of Chairperson
Motion to nominate Steve Dhein as Board Chairperson and approve Resolution PB01-2023:
Motion/ Second: Giordano/Lee
Delgado, yes; Ferry, yes; Giordano, yes; Lee, yes; Mart, yes; Suozzo, yes; Yu, yes; Musnuff, yes; Dhein, absent; Conroy, yes. 9 yes votes, motion passes.

b. Election of Vice-chairperson
Motion to nominate John Musnuff as Board Vice-chairperson and approve Resolution PB02-2023:
Motion/Second: Lee/Suozzo
Delgado, yes; Ferry, yes; Giordano, yes; Lee, yes; Mart, yes; Suozzo, yes; Yu, yes; Musnuff, abstain; Dhein, absent; Conroy, yes. 8 yes votes, motion passes.

Vice chairperson now presiding.

6. It is the policy of the Planning Board that all public comments on an issue shall be limited to five (5) minute per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Board issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to the Chairman and Board members at the public microphone. NONE

7. CONSENT AGENDA:

a. Resolution PB03-2023 – Selection of contract professionals
- Attorney, Mason, Griffin & Pierson, Kevin Van Hise
- Planner, Colliers Engineering & Design, Darlene Green
- Princeton Hydro

c. Resolution PB04-2023: -Temporary selection of Planning Board / Board of Adjustment Engineer,
- Colliers Engineering and Design

d. Resolution PB05-2023: Selection of newspaper(s) for publications of legal notice-.
The Express Times and Hunterdon Democrat be designated as the official newspapers.

e. Resolution PB06-2022: Selection of Board Secretary and Deputy Board Secretary
- Board Secretary, Barbara Kinsky
- Deputy Board Secretary, Adam Young

f. Resolution PB07-2022: Meeting dates for 2023

Motion to adopt **Resolutions PB03-2023 through PB07-2023**
Questions/Comments:
Board Member Suozzo inquired about the selection of a temporary Board Engineer. Discussion with the Board ensued.
Motion/Second: Giordano/Conroy
Delgado, yes; Ferry, yes; Giordano, yes; Lee, yes; Mart, yes; Suozzo, yes; Yu, yes; Musnuff, yes, Dhein, absent; Conroy, yes. 9 yes votes, motion passes.

8. PLANNING BOARD NEW BUSINESS:

Motion to approve **RESOLUTION PB-08-2023 OF THE BOROUGH OF HIGH BRIDGE PLANNING BOARD ESTABLISHING COMPLETENESS REVIEW FOR APPLICATIONS BE DETERMINED BY *THE BOARD'S PROFESSIONALS* PURSUANT TO ORDINANCE #2022-004**:
Questions/Comments:
Discussion with the Board ensued regarding the entity that would determine completeness. Topics discussed were: the newness of the temporary engineer and the affect this could have on the applicant.

Motion/Second: Giordano/Mart
Delgado, yes; Ferry, yes; Giordano, yes; Lee, yes; Mart, yes; Suozzo, yes; Yu, yes; Musnuff, yes, Dhein, absent; Conroy, yes. 9 yes votes, motion passes.

9. ADJOURNMENT: Motion/Second: Lee/Conroy Voice vote: 9 yes votes, motion passes.

Next Meeting Date: January 23, 2023
Meeting Location:: Rescue Squad Building, 95 West Main Street, High Bridge, NJ 08829
Meeting Time: 7:30 P.M.

RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

NOMINATION OF CHAIRMAN FOR THE REMAINDER OF 2023
(2/27/2023-12/31/2023)

NUMBER: PB09-2023 **ADOPTED:**

WHEREAS, the Borough of High Bridge Planning Board takes nominations and elects a Chairman annually; and

WHEREAS, having taken nomination at this meeting and votes were counted.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board of the Borough of High Bridge does hereby approve the nomination of _____ as Chairperson for 2023. **(2/27/2023-12/31/2023)**

_____ _____

Planning Board Secretary
Barbara Kinsky

Chairperson

RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

NOMINATION OF VICE-CHAIRMAN FOR THE REMAINDER OF 2023
(2/27/2023-12/31/2023)

NUMBER: PB10-2023 **ADOPTED:**

WHEREAS, the Borough of High Bridge Planning Board takes nominations and elects a Vice-Chairman annually; and

WHEREAS, having taken nomination at this meeting and votes were counted.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board of the Borough of High Bridge does hereby approve the nomination of _____ as Vice-Chairman for the year 2023. **(2/27/2023-12/31/2023)**

_____ _____

Planning Board Secretary
Barbara Kinsky

Chairman

RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
CONTRACTED BOARD ENGINEER PROFESSIONAL FOR THE YEAR 2023

NUMBER: PB11-2023 **ADOPTED:**

WHEREAS, on January 1, 2007, the "New Jersey Local Unit Pay-to-Play" Law, *N.J.S.A.* 19:44A-20.5 et. seq., became effective; and

WHEREAS, the Borough of High Bridge has a need to award certain professional contracts for services required by the municipality in calendar year 2023; and

WHEREAS, the Pay-to-Play Law permits such services to be acquired through two processes, including the "non-fair and open" process as defined in *N.J.S.A.*19:44A-20.7 on those contracts where it is anticipated that the total cost will exceed $17,500.00; and

WHEREAS, the public good and interest of the citizens of the Borough of High Bridge will best be served by the "non-fair and open" process to secure experienced professional services, rather than the "fair and open" process of awarding a contract to the lowest bidder; and

WHEREAS, the Borough C.F.O. has determined and certified in writing that the value of each of these professional services may, in the aggregate, exceed $17,500.00; and

WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous one year, and that their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Board of the Borough of High Bridge, County of Hunterdon and in the State of New Jersey as follows:

1. The following 2023 professional contracts shall be awarded under the "non-fair and open" process:
   - Engineer, Colliers Engineering & Design (formerly known as Maser Consulting) William Burr

2. The said professional, prior to securing such contract, shall execute and file with the Clerk of the municipality, a 2023 Business Entity Disclosure Certification pursuant to *N.J.S.A.* 19:44A-20.8 and the CFO shall provide a Determination of Value to be placed on file with this Resolution.

3. Each Contract is awarded without competitive bidding and the Board and Borough Clerk are authorized to execute Contracts for these professional services.

4. A notice of this action shall be published in the Borough's legal newspaper.

_____ _____

Planning Board Secretary Chairman