

**Neptune Township ~ Zoning Board
Re-Organization Meeting Minutes
Wednesday January 4, 2017 at 7:30 PM
Municipal Complex, 2nd Floor, 25 Neptune Blvd.**

ATTENDANCE:

Present : Barbara Bascom, Dr. James Brown, Paul Dunlap, William Frantz, James Gilligan, Dianna Harris, Thomas Healy, Frances Keel, Joe Sears (arrived 7:39 PM), Monica Kowalski, Esq. – Board Attorney, Matt Shafai - Board Engineer, Jennifer Beahm - Board Planner, and Torro Reporting, LLC.

Absent: None.

OPENING:

Meeting called to order by Paul Dunlap at 7:30 PM. The public was advised of the fire exits.

REORGANIZATION:

Kristie Armour asks that a member of the Subcommittee that reviewed the bid proposals for bid professionals submitted to the Township Clerk make a motion to appoint the following:

Appointment of Board Attorney for 2017

RFQ Subcommittee offers the name of **Monica Kowalski, Esq.** as attorney to the Board of Adjustment. Moved by **Thomas Healy** and second by **William Frantz**

Absent from vote – Joe Sears.

Voted Yes – Barbara Bascom, Dr. James Brown, Paul Dunlap, William Frantz, James Gilligan, Dianna Harris, Thomas Healy, Frances Keel

Appointment of Board of Adjustment Engineer for 2017

RFQ Subcommittee offers the name of **Matt Shafai of Leon S. Avakian, Inc.** as Engineer to the Board of Adjustment.

Moved by **William Frantz** and second by **Dianna Harris**

Absent from vote – Joe Sears

Voted Yes – Barbara Bascom, Dr. James Brown, Paul Dunlap, William Frantz, James Gilligan, Dianna Harris, Thomas Healy, Frances Keel

Jennifer Beahm of CME Associates is the Board Planner *De facto* since the Zoning Board assumes the Planner as appointed by the Planning Board; however, the Planning Board has not reorganized for 2017; therefore, Jennifer Beahm, PP, AICP remains the Planner for the Zoning Board of Adjustment at this time.

Monica Kowalski, Esq. swears in the Board Members who have been appointed/re-appointed to serve on the Zoning Board of Adjustment, including: Paul Dunlap and Frances Keel.

The Board asks for a small recess at 7:39 PM so they may enter into an Executive Session. A motion is made by William Frantz and seconded by Thomas Healy. Mr. Sears arrives at 7:39 PM.

Board returns from Executive at 7:45 PM, roll call is taken and Board Members are still present including Mr. Sears.

The following elections were made and approved:

Election of Chairperson: Paul Dunlap was offered the position for 2017. Moved by William Frantz and seconded by Thomas Healy. Motion was adopted and approved by all members present.

Election of 1st Vice Chairperson: William Frantz was offered the position for 2017. Moved by Paul Dunlap and seconded by Barbara Bascom. Motion was adopted and approved all members present.

Election of 2nd Vice Chairperson: James Gilligan was offered the position for 2017. Moved by Thomas Healy and seconded by Joe Sears. Motion was adopted and approved by all members present.

Confirm Designation of Newspapers for Publication of Legal Notices of the Zoning Board of Adjustment: The Coaster has been designated by the Township Committee as the official newspaper of the Township of Neptune and the Asbury Park Press has been designated by the Township Committee to receive all notices of meetings as required under the Open Public Meetings Act. It is the opinion of the Township Committee that the Asbury Park Press has the greatest likelihood of informing the public within the jurisdiction of this Board. The Zoning Board of Adjustment accepts the designation of the Coaster and the Asbury Park Press for legal notices on behalf of the Board of Adjustment. Motion made by William Frantz and seconded by Thomas Healy. Motion was adopted and approved by all members present.

RESOLUTION MEMORIALIZED:

ZBA17/01 – Establish the 2017 Zoning Board of Adjustment Regular and Special Meeting dates, commencement time, and location of hearings.

Motion to adopt and memorialize: *William Frantz* **Second by:** *James Gilligan*
Those in favor: *Barbara Bascom, Dr. James Brown, William Frantz, James Gilligan, Dianna Harris, Thomas Healy, Joe Sears, Frances Keel, and Paul Dunlap*

ADJOURNMENT:

Motion to adjourn the Re-Organization Meeting and to open the Regular Meeting at 7:51 PM made by James Gilligan and seconded by William Frantz. All in favor.

Minutes submitted by Kristie Armour, Administrative Officer - Board of Adjustment.