

**Neptune Township ~ Zoning Board
Reorganization Meeting Minutes
Wednesday January 3, 2018 at 7:30 PM
Municipal Complex, 2nd Floor, 25 Neptune Blvd.**

ATTENDANCE:

Present : Paul Dunlap, William Frantz, James Gilligan, Thomas Healy, Frances Keel, Dr. James Brown, Theopolis Stewart, Monica Kowalski, Esq. – Board Attorney, Matt Shafai - Board Engineer, Jennifer Beahm - Board Planner, and Torro Reporting, LLC.

Absent: Barbara Bascom, Joe Sears, Naomi Riley, and Michael Pullano

OPENING:

Meeting called to order 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 2018

RFQ Subcommittee offers the name of **Monica Kowalski, Esq.** as attorney to the Board of Adjustment.

Moved by **James Gilligan** and second by **William Frantz**

Absent from vote – Barbara Bascom, Joe Sears, Naomi Riley, and Michael Pullano

Voted Yes – Paul Dunlap, William Frantz, James Gilligan, Thomas Healy, Frances Keel, Dr. James Brown, Theopolis Stewart

Appointment of Board of Adjustment Engineer for 2018

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 **Thomas Healy**

Absent from vote – Barbara Bascom, Joe Sears, Naomi Riley, and Michael Pullano

Voted Yes – Paul Dunlap, William Frantz, James Gilligan, Thomas Healy, Frances Keel, Dr. James Brown, Theopolis Stewart

Jennifer Beahm of Leon S. Avakian, Inc. 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 2018; 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: Frances Keel, Theopolis Stewart, and Dr. James Brown.

The following elections were made and approved:

Election of Chairperson: Paul Dunlap was offered the position for 2018. Moved by William Frantz and seconded by James Gilligan. Motion was adopted and approved by all members present.

Election of 1st Vice Chairperson: William Frantz was offered the position for 2018. Moved by Paul Dunlap and seconded by Dr. James Brown. Motion was adopted and approved all members present.

Election of 2nd Vice Chairperson: James Gilligan was offered the position for 2018. Moved by Dr. James Brown and seconded by Thomas Healy. 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.

Confirm the proposed regular and special hearing dates, designate commencement time and location of hearings: Moved by William Frantz and seconded by Thomas Healy. Motion was approved by all members present.

ADJOURNMENT:

Motion to adjourn the Reorganization Meeting and to open the Regular Meeting at 7:49 PM made by James Gilligan and seconded by William Frantz. All in favor.

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