

**Neptune Township ~ Zoning Board
Re-Organization Meeting Minutes
Wednesday January 6, 2016 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, Monica Kowalski, Esq. – Board Attorney, Matt Shafai - Board Engineer, Jennifer Beahm - Board Planner, and Torro Reporting, LLC.

Absent: Joe Sears and Carol Rizzo

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 2016

William Frantz offered the name of **Monica Kowalski, Esq.** as attorney to the Board of Adjustment.

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

Absent from vote – Joe Sears and Carol Rizzo.

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

Appointment of Board of Adjustment Engineer for 2016

William Frantz offered 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 – Joe Sears and Carol Rizzo

Voted Yes – Barbara Bascom, 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 2016; 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: Thomas Healy, James Gilligan, and Dr. James Brown – Carol Rizzo is absent and will be sworn in at the next meeting.

The Board asks for a small recess at 7:45 PM so they may enter into an Executive Session.

Board returns from Executive at 8:00 PM, roll call is taken and Board Members are still present.

The following elections were made and approved:

Election of Chairperson: Paul Dunlap was offered the position for 2016. Moved by James Gilligan and seconded by Thomas Healy. Motion was adopted and approved by all members present.

Election of 1st Vice Chairperson: James Gilligan was offered the position for 2016. Moved by Thomas Healy and seconded by Dianna Harris. Motion was adopted and approved all members present.

Election of 2nd Vice Chairperson: Joe Sears was offered the position for 2016 in absentia. Moved by William Frantz and seconded by James Gilligan. 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.

RESOLUTION MEMORIALIZED:

ZBA16/01 – Establish the 2016 Zoning Board of Adjustment Regular and Special Meeting dates, commencement time, and location of hearings.

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

DISCUSSIONS:

None.

ADJOURNMENT:

Motion to adjourn the Re-Organization Meeting and to open the Regular Meeting at 8:03 PM made by James Gilligan and seconded by William Frantz. All in favor.

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