**TOWN OF HACKETTSTOWN**

**MINUTES**

**Land Use Board**

**January 23, 2024 Meeting**

Adequate notice of this regular public meeting has been provided in accordance with the Open Public Meetings Act by posting notice on the bulletin board in the Municipal Building; by publishing in the New Jersey Herald and Daily Record, the official newspapers of the Town of Hackettstown; by posting notice on the website of the Town of Hackettstown; filing said notice with the Town Clerk of Hackettstown; as well as furnishing said notice to those persons requesting it pursuant to the Open Public Meetings Act. As advertised, action may be taken at this meeting.

**CALL TO ORDER**

The January 23, 2024 Meeting of the Town of Hackettstown Land Use Board was called to order by Board Attorney Zakin at 7:00 p.m.

**FLAG SALUTE**

**ANNOUNCEMENT OF PROPER NOTICE**

**SWEARING IN OF NEW MEMBERS**

Mr. Zakin swore in Mr. Lambo to the position of Class III Land Use Board Member with a term expiring December 31, 2024, Mr. Wolfrum to the position of Class II Land Use Board Member with a term expiring December 31, 2024, Mr. Graf to the position of Class IV Land Use Board Member with a term expiring December 31, 2027, Mr. Stout to the position of Class IV Land Use Board Member with a term expiring December 31, 2027 and Ms. Medcraft to the position of Alternate #1 Land Use Board Member with a term expiring December 31, 2025.

**ATTENDANCE**

**Board Members Present**

Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Also Present: Board Engineer Wisniewski , Board Attorney Zakin

**Board Members Absent**

Becker, Anthony

Also absent: Board Planner Bloch

**NOMINATION OF CHAIRPERSON**

Mr. Stead made a motion to nominate Mr. Camporini to the position of Chairperson for 2024. Mr. Stout seconded the motion. There being no other nominations, Mr. Moore made a motion to close the floor seconded by Mr. Lambo. All were in favor.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

Mr. Camporini led the meeting at this time.

**APPOINTMENT OF VICE CHAIRPERSON**

Mr. Moore made a motion to nominate Mr. Stead to the position of Vice Chairperson for 2024. Mr. Stout seconded the motion. There being no other nominations, Mr. Moore made a motion to close the floor seconded by Mr. Lambo. All were in favor.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**APPOINTMENT OF CLERK**

Mr. Wolfrum made a motion to appoint Mary Matusewicz to the position of Clerk of the Board. Mr. Moore seconded the motion.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**APPOINTMENT OF PROFESSIONALS**

Mr. Stead made a motion to appoint Mr. Wisniewski of Colliers Engineering and Design, Inc. to the position of Board Engineer and Mr. Bloch of Colliers Engineering and Design, Inc. to the position of Board Planner for 2024. Mr. Lambo seconded the motion. There being no further discussion, Mr. DaRonco made a motion to close the floor seconded by Mr. Moore. All were in favor.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**SWEARING OF THE PROFESSIONALS**

Mr. Wisniewski was sworn in by Board Attorney Zakin.

**APPROVAL OF CONTRACTS FOR PROFESSIONAL ENGINEERING AND PLANNING SERVICES**

Ms. Medcraft made a motion to have the Board Chairperson and the Board Clerk sign the 2024 Professional Services Contracts for the Board Engineer and the Board Planner. Mr. DeAngelis seconded the motion.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

Ms. Medcraft made a motion to approve the following items. Mr. DeAngelis seconded the motion.

**ADOPTION OF MEETING DATES AND TIMES**

the official meeting dates and times as follows: January 23, 2024, February 27, 2024, March 26, 2024, April 23, 2024, May 28, 2024, June 25, 2024, July 23, 2024, August 27, 2024, September 24, 2024, October 22, 2024, November 26, 2024, December 17 , 2024, January 28, 2025.  
All meetings of the Board shall be held at 7:00 PM at the Municipal Building, 215 Stiger Street, Hackettstown, New Jersey.

**ADOPTION OF OFFICIAL NEWSPAPERS**

The Daily Record and NJ Herald are designated as the official newspapers of the Board.

**APPOINTMENT OF THE FINANCIAL OVERSITE COMMITTEE**

Mr. Stead and Mr. Moore will serve as the Financial Oversite Committee.

**ADOPTION OF ROBERTS RULES OF ORDER AS OPERATING PROCEDURES**

Roberts Rules of Order are adopted for 2024.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**MINUTES**

Mr. DaRonco made a motion to approve the minutes of the regular Land Use Board meeting held on December 11, 2023 as submitted. Mr. DeAngelis seconded the motion.

In Favor: Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: Moore, Stout, Lambo

Mr. Wolfrum made a motion to approve the minutes of the executive session meeting held on December 11, 2023 as submitted.

In Favor: Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: Moore, Stout, Lambo

**RESOLUTIONS**

**Resolution Authorizing the Award of a Non-Fair and Open Contract for Land Use Board Attorney.**

Ms. Medcraft made a motion to adopt the Resolution Authorizing the Award of a Non-Fair and Open Contract for Land Use Board Attorney. Mr. Stout seconded the motion.

In Favor: Moore, Lambo, Wolfrum, Camporini, Stead, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**Allentown SMSA/All North Hackettstown d/b/a/ Verizon Wireless – 100 Bilby Road – Block 45, L2.01 – Extension of Time**

Mr. Moore made a motion to approve the resolution of Extension of Time. Mr. Stout seconded the motion.

In Favor: Moore, Lambo, Wolfrum, Camporini, Stead, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**PUBLIC HEARING**

Application #23-14 – HOTGS, Inc. – 3 Park Avenue & 798 Willow Grove Street – B116, L2&8 – Preliminary Major Site Plan/Use Variance/Bulk Variance

Board Engineer Wisniewski informed the Board that the applicant has changed the application to allow the public to use the pool and workout facilities. With this change, the applicant would be required to supply additional information regarding the parking, traffic and other impacts to the public these changes may have. The applicant requested that their notice be carried to the February 27, 2024 Land Use Board meeting. Mr. Zakin stated he spoke to the applicant’s attorney regarding the need to re-notice, and agreed this would be considered to be a material change to the application and if the Board required the applicant to re-notice, the applicant would agree to do so.

The Board agreed that this change to the application is considered a material change and would impact the public, which would require the applicant to re-notice for the February 27, 2024 Land Use Board meeting.

Jamie DeAngelis made a motion to consider the change to the application a material change and to require the application to re-notice for the February 27, 2024 Land Use Board meeting.

In Favor: Moore, Stout, Lambo, Wolfrum, Camporini, Stead, Graf, Medcraft, DeAngelis, DaRonco

Opposed: None

Abstained: None

**FINANCIAL COMMITTEE REPORT**

Mr. Stead reported the financial status for the month of January.

**PUBLIC COMMENT**

Peg Sheldon-Russack, 209 Maple Avenue, Hackettstown, thanked the Board for their service and that it is appreciated.

Greg Gaertner, 20 Seymour Terrace, Hackettstown, spoke regarding the need for a crosswalk on Bells Lane. The Board advised that it is the purview of the Town Council to regulate crosswalks within the Town.

**OLD BUSINESS**

Discussion was held regarding following up with the Zoning Official with issues the Land Use Board may want looked into. Mr. Lambo suggested forming a sub-committee to meet and discuss what issues to bring to the Zoning Official. It was agreed to add a line item to the agenda pertaining to Zoning concerns that the Board may want to bring to the attention of the Zoning Official.

Mr. Lambo addressed the Board regarding his concern with the McDonald’s and Dunkin

Donuts signs on Mountain Avenue.

Mr. Camporini addressed his concern regarding the traffic lights and sidewalks not being completed on Main Street.

**ADJOURNMENT**

Mr. Moore made a motion to adjourn this meeting at 8:06 PM. Mr. Stout seconded the motion.

All were in favor.

Respectfully submitted,

Mary Matusewicz

Land Use Board Clerk