

Borough of South Bound Brook

Office of the Planning/Zoning Board
12 Main Street
South Bound Brook, New Jersey 08880

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**SOUTH BOUND BROOK PLANNING/ZONING BOARD
12 MAIN STREET
SOUTH BOUND BROOK, NEW JERSEY 08880
MINUTES
JANUARY 17, 2024**

Meeting Location:

12 Main Street
South Bound Brook, NJ 08880

RE-ORGANIZATION

I. CALL TO ORDER

The Planning/Zoning Board met on **Wednesday, January 17, 2024**, in person at Borough Hall. The meeting was opened at **7:00 P.M.** by Ms. Maria Vallejo, Esq.

II. SALUTE TO THE FLAG

All attendants recited the Pledge of Allegiance.

III. SUNSHINE ANNOUNCEMENT

Ms. Vallejo read the Open Public Meeting Law Statement of 1975 Chapter 231.

IV. OATH OF OFFICE FOR NEW AND RE-APPOINTED MEMBERS

The following members were sworn into office by Ms. Vallejo:

- A.** Class II – Christina Fischer - 1-Year Term – Expires: December 31, 2024
- B.** Class IV – Greg Bender - 4-Year Term – Expires: December 31, 2027
- C.** Class IV - Michael John Tomaro - 4-Year Term – Expires: December 31, 2027

V. ROLL CALL

Mayor Caryl Shoffner	N	John Thiessen	N
Christina Fischer	Y	Michael John Tomaro	Y
Greg Bender	Y	Maria Vallejo, Board Attorney	Y

Ned Scannell	N	Robert Russo, Board Engineer	Y
Michael J. Kelly	N	Malvika Apte, Board Planner	N
Andrew Gehman	Y		

(P) = present (A) = absent

VI. REORGANIZATION OF THE BOARD:

- A.** Nomination of Chairperson – Ms. Fischer nominated Greg Bender; the nomination was seconded by Mr. Tomaro. Since there were no other nominations, they were closed.

VOTE:

Christina Fischer	Y	Andrew Gehman	Y
Greg Bender	Y	Michael John Tomaro	Y

(Y) = yes (N) = no

The nomination was approved and Chairman Bender took over the meeting:

- B.** Nomination of Vice Chairperson – Ms. Fischer nominated Michael John Tomaro; the nomination was seconded by Chairman Bender. Since there were no other nominations, they were closed.

VOTE:

Christina Fischer	Y	Andrew Gehman	Y
Greg Bender	Y	Michael John Tomaro	Y

(Y) = yes (N) = no

- C.** Appointment of Secretary/Administrator - Ms. Fischer nominated Erin LaGrua; the nomination was seconded by Chairman Bender. Since there were no other nominations, they were closed.

VOTE:

Christina Fischer	Y	Andrew Gehman	Y
Greg Bender	Y	Michael John Tomaro	Y

(Y) = yes (N) = no

- D.** Appointment of Interim Secretary - Chairman Bender nominated Christina Fischer; the nomination was seconded by Mr. Tomaro. Since there were no other nominations, they were closed.

VOTE:

Christina Fischer	Y	Andrew Gehman	Y
Greg Bender	Y	Michael John Tomaro	Y

(Y) = yes (N) = no

VII. RESOLUTIONS:**A.** Appointment of Professionals (Resolution No. P24-001 through P24-003):

Mr. Bender made a nomination to appoint the following professionals for 2024:

- a. Board Attorney - Resolution No. P24-001 – Maria Vallejo, Esq. (Chasan, Lamparello Mallon & Cappuzzo, PC);
- b. Board Planner - Resolution No. P24-002 – Malvika Apte, PP, AICP (CME Associates); and
- c. Board Engineer - Resolution P24-003 – Robert J. Russo, PE, PP (CME Associates).

Ms. Fischer motioned to approve the resolution; the motion was seconded by Mr. Gehman seconded.

VOTE:

Christina Fischer	Y	Andrew Gehman	Y
Greg Bender	Y	Michael John Tomaro	Y

(Y) = yes (N) = no

B. Establishment of Meeting Dates & Official Newspapers - Courier News and/or Star Ledger - (P24-004)

Ms. Fischer motioned to approve the resolution; the motion was seconded by Mr. Gehman. All were in favor, none opposed.

VIII. PUBLIC QUESTION & COMMENT PERIOD

Ms. Fischer motioned to open the meeting to the public; the motion was seconded by Chairman Bender. All were in favor, none opposed.

Ms. Fischer motioned to close the meeting to the public; the motion was seconded by Chairman Bender. All were in favor, none opposed.

IX. ADJOURNMENT TO REGULAR MEETING

Ms. Fischer motioned to adjourn the meeting; the motion was seconded by Chairman Bender. All were in favor, none opposed.

REGULAR MEETING

I. CALL TO ORDER

II. ROLL CALL

Mayor Caryl Shoffner	N	John Thiessen	N
Christina Fischer	Y	Michael John Tomaro	Y
Greg Bender	Y	Maria Vallejo, Board Attorney	Y
Ned Scannell	N	Robert Russo, Board Engineer	Y
Michael J. Kelly	N	Malvika Apte, Board Planner	N
Andrew Gehman	Y		

(P) = present (A) = absent

III. APPROVAL OF MINUTES

A. December 20, 2023

- Mover: Fischer
- Secunder: Bender
- Ayes: All.
- Nays: None.
- Abstention: None.
- Result: **APPROVED.**

IV. RESOLUTIONS OF MEMORIALIZATION

None.

V. WORK SESSION / NEW BUSINESS / OLD BUSINESS

A. Annual Report 2023.

Ms. Fischer motioned to the approve the Annual Report for 2023 as written; Gehman seconded. All were in favor, none opposed.

VI. CARRYING OF PENDING MATTERS

- #### **A. Souza, Gilsimar (App # 2022-0004) / 69 Remsen Street / Block 38, Lot 25.04 / Bulk Variance (Atty. - Justin R. Calta, Esq.) – CARRIED TO FEBRUARY 21, 2024 WITHOUT FURTHER NOTIFICATION AND PUBLICATION REQUIRED.**

VII. PUBLIC HEARINGS – None.

VIII. COMMUNICATIONS – None.

IX. COMMITTEE REPORTS

- A. Mayor – Not present.
- B. Councilperson – Not present.
- C. Board Engineer – Discussed the sewer cleaning and grouting project.
- D. Board Attorney – Thanked the Board for the re-appointment and spoke to the members about reading the staff reports issued by the Borough Professionals when applications come before the board.

X. PUBLIC QUESTION & COMMENT PERIOD

Ms. Fischer made a motion to open the meeting to the public; Mr. Tomaro seconded. All were in favor, none opposed.

Ms. Fischer motioned to close the meeting to the public; Chairman Bender seconded. All were in favor, none opposed.

XI. ADJOURNMENT

Ms. Fischer motioned to adjourn the meeting; the motion was seconded by Chairman Bender. All were in favor, none opposed

Meeting Closed at 7:18 P.M.

Respectfully Submitted,

Christina Fischer, Clerk/Administrator
Interim Board Secretary