

**PLANNING BOARD REORGANIZATION MEETING MINUTES**  
**January 10, 2013**

Robert Ringelheim, Township Planner, opened the Planning Board Reorganization Meeting of January 10, 2013 at 7:00 p.m. The meeting took place in the courtroom of the Municipal Complex. All stood for the Pledge of Allegiance.

Mr. Ringelheim announced that the meeting had been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 ("Sunshine Law").

**OATH OF OFFICE**

Eric M. Bernstein, Esq., Board Attorney, administered the Oath of Office to all newly appointed members: Mayor Frank DelCore; Committeewoman Gloria McCauley; Michael Merdinger; Neil Julian; Sam Conard; Robert Wagner, Jr.; and Daniel Marulli.

**ROLL CALL**

Mayor Frank DelCore - Present	Sam Conard – Present
Michael Merdinger – Present	Steven Sireci, Jr. – Present
Committeewoman Gloria McCauley–Present	Robert Wagner, Jr. – Present
Steve Cohen – Present	Daniel Marulli – Present
Tod Mershon – Present	Robert Peason - Present
Neil Julian - Present	

Also present: Robert Ringelheim, P.P., A.I.E.P., Township Planner; Eric M. Bernstein, Esq. (Eric M. Bernstein, & Associates); William H.R. White, III, P.E., C.M.E., (Maser Consulting, P.A.); Lucille Grozinski, C.C.R.; and Caz Bielen, Premier Media, LLC, Videographer.

**NOMINATIONS:**

**CHAIRMAN**

Mr. Ringelheim called to open nominations for Chairman.

Mr. Wagner made a motion to nominate Steven Sireci, Jr., seconded by Mr. Mershon.

Hearing no other nomination, Mr. Ringelheim called to close nominations and elect by acclaim **Steven Sireci, Jr.** as **Planning Board Chairman for 2013.**

A motion and second was made. All were in favor; none opposed. Motion carries.

Mr. Ringelheim turned the meeting over to Chairman Sireci.

**VICE-CHAIRMAN**

Chairman Sireci called for nominations for Vice Chairman.

Mr. Mershon made a motion to nominate Steve Cohen, seconded by Mr. Conard.

Chairman Sireci called to close nominations and elect **Steve Cohen** as **Planning Board Vice Chairman for 2013.**

A motion and second was made. All were in favor; none opposed. Motion carries.

**SECRETARY**

Chairman Sireci called for nominations for Secretary.

Mr. Conard made a motion to nominate Tod Mershon, seconded by Committeewoman McCauley.

Chairman Sireci called to close nominations and elect **Tod Mershon** as **Planning Board Secretary for 2013.**

A motion and second was made. All were in favor; none opposed. Motion carries.

**RESOLUTION RATIFYING FAIR & OPEN SELECTION PROCESS**

Chairman Sireci called for a motion.

A motion to adopt was made by Mr. Mershon, seconded by Mr. Conard. All were in favor; none opposed. Motion carries.

**APPOINTMENTS:**

**PLANNING BOARD ATTORNEY**

Chairman Sireci called for a motion for Board Attorney from the proposals received.

A motion to appoint **Eric M. Bernstein Associates** as **Planning Board Attorney for 2013** was made by Mr. Conard, seconded by Mr. Julian. All were in favor; none opposed. Motion carries.

**PLANNING BOARD ENGINEER**

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Chairman Sireci called for a motion for Board Engineer from the proposals received. A motion to appoint **Maser Consulting, P.A.**, as **Planning Board Engineer for 2013** was made by Mr. Cohen, seconded by Mr. Mershon. All were in favor; none opposed. Motion carries.

**ALTERNATE PLANNING BOARD ENGINEER**

Chairman Sireci called for a motion for Alternate Board Engineer from the proposals received.

A motion to appoint **Carroll Engineering** and **CME Associates**, each as **Alternate Planning Board Engineer for 2013** was made by Mr. Conard, seconded by Mr. Julian. All were in favor; none opposed. Motion carries.

**PLANNING BOARD COURT REPORTER**

Chairman Sireci called for a motion for Court Reporter.

A motion to appoint **Lucille Grozinski** as **Planning Board Court Reporter for 2013** was made by Mayor DeCore, seconded by Mr. Cohen. All were in favor; none opposed. Motion carries.

**PLANNING BOARD VIDEOGRAPHER**

Chairman Sireci called for a motion for Videographer.

A motion to appoint **Caz Bielen** of **Premier Media, LLC**, as **Planning Board Videographer for 2013** was made by Mr. Mershon, seconded by Mr. Cohen. All were in favor; none opposed. Motion carries.

**MASTER PLAN SUBCOMMITTEE**

Chairman Sireci called for the appointment of 4 members and an alternate member for the Master Plan Subcommittee noting Marian Fenwick is not part of the Planning Board this year but is now the Chairman of the Board of Adjustment.

Mr. Ringelheim noted this subcommittee is at the pleasure of the Chairman.

Chairman Sireci appointed Mr. Wagner, Mr. Merdinger, Committeewoman McCauley and himself, with Mayor DeCore as the Alternate member.

**RULES OF ORDER**

Chairman Sireci called for a motion to adopt the Rules of Order, as provided.

A motion to adopt was made by Mr. Mershon, seconded by Mr. Julian. All were in favor; none were opposed. Motion carries.

**RESOLUTIONS:**

**DESIGNATION OF OFFICIAL NEWSPAPER**

Mr. Ringelheim said the local paper is usually the official paper plus there should be a back-up. The Hillsborough Beacon has a much tighter deadline schedule since it runs weekly; the Courier News runs daily.

Chairman Sireci called for a motion to adopt the Resolution naming the *Hillsborough Beacon* as the official newspaper of the Board. The *Courier News* was named as the back-up publication.

A motion to adopt was made by Mr. Cohen, seconded by Mr. Conard. All were in favor; none were opposed. Motion carries.

**FIXING CHARGE FOR NOTICE OF MEETINGS**

Chairman Sireci called for a motion.

A motion to adopt was made by Mr. Mershon, seconded by Committeewoman McCauley. All were in favor; none were opposed. Motion carries.

**SETTING THE SCHEDULE OF MEETINGS**

Chairman Sireci called for a motion.

A motion to adopt as presented was made by Committeewoman McCauley, seconded by Mr. Merdinger. All were in favor; none were opposed. Motion carries.

**OPEN MEETING POLICY**

Chairman Sireci called for a motion.

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A motion to adopt was made by Mr. Conard, seconded by Committeewoman McCauley. All were in favor; none were opposed. Motion carries.

**ADOPTION OF ADMINISTRATIVE PROCEDURES**

Chairman Sireci called for a motion to adopt the Administrative Procedures as presented.

A motion to adopt was made by Mr. Mershon, seconded by Mr. Cohen. All were in favor; none were opposed. Motion carries.

**ADJOURNMENT**

The meeting adjourned at 7:16 p.m.

*Submitted by:  
Debora Padgett  
Planning Board/Board of Adjustment Clerk*

Approved