

**TOWNSHIP OF WEST MILFORD  
PLANNING BOARD**

**MINUTES  
January 17, 2008  
Reorganization**

Planning Director, William Drew, opened the meeting at 7:30 p.m. with the reading of the Legal Notice.

**ROLL CALL**

Present: Mayor Bettina Bieri, Steven Castronova, Andrew Gargano, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Alternates Michael Siesta, Dennis Kirwan, Planning Director: William Drew, P.P.

Absent: None.

The oath of office was administered by Planning Director William Drew to the newly appointed Planning Board members: Mayor Bettina Bieri, Andrew Gargano, Richard McFadden, Chris Rosica, Geoffrey Syme, Councilman Philip Weisbecker, Alternates Michael Siesta and Dennis Kirwan.

**REORGANIZATION**

The following appointments were made for the period ending December 31, 2008:

**APPOINTMENT OF CHAIRMAN**

**Motion** by Mayor Bettina Bieri to nominate Andrew Gargano for the position of Chairman.

**Motion** by Councilman Philip Weisbecker to nominate Steven Castronova for the position of Chairman.

There being no other nominations, a **motion** was made by Councilman Philip Weisbecker, **seconded** by Mayor Bettina Bieri, to close and confirm the nominations.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None

Planning Director William Drew asked if the Board had any discussion on the nominations. Michael Siesta asked the Board to consider appointing an experienced Planning Board member as Chairman in light of the issues, including the Highlands Master Plan, coming before the Board in the year ahead. With no further discussion, Mr. Drew proceeded with a roll call on the nomination for the appointment of Andrew Gargano as Chairman:

Roll Call: Yes - Mayor Bettina Bieri, Andrew Gargano, Richard McFadden, Chris Rosica, Geoffrey Syme.  
No - Steven Castronova, Douglas Ott, Clinton Smith, Philip Weisbecker.

With the majority of the Board votes for Andrew Gargano as Chairman, Mr. Gargano assumed the Chair of the Planning Board.

**APPOINTMENT OF VICE CHAIRMAN**

**Motion** by Mayor Bettina Bieri to nominate Jeffrey Syme for the position of Vice Chairman.

**Motion** by Clinton Smith to nominate Douglas Ott for the position of Vice Chairman.

There being no other nominations, a **motion** was made by Mayor Bettina Bieri, **seconded** by Geoffrey Syme, to close and confirm the nominations.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None

Mr. Siesta reiterated his previous comments about the need for an experienced Planning Board member assuming a position of authority on the Planning Board. There being no further discussion, a roll call was taken by the Chairman for the appointment of Geoffrey Syme as Vice Chairman.

Roll Call: Yes - Mayor Bettina Bieri, Andrew Gargano, Richard McFadden, Douglas Ott, Chris Rosica, Geoffrey Syme.  
No - Steven Castronova, Clinton Smith, Philip Weisbecker.

The majority of the Board votes were for Geoffrey Syme as Vice Chairman. Chairman Gargano extended his congratulations to Mr. Syme as he assumed the position of Vice Chairman of the Planning Board.

#### **APPOINTMENT OF SECRETARY**

**Motion** by Mayor Bettina Bieri to nominate Tonya Cubby for Secretary, **seconded** by Douglas Ott. There being no other nominations, a **motion** was made to close and confirm, followed by a roll call vote.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None

Ms. Cubby assumed the position of Secretary for the Planning Board.

#### **APPOINTMENT OF ALTERNATE MEMBERS OF THE PLANNING BOARD**

The terms of the Alternate members were made by Mayor Bettina Bieri:

Alternate 1 - Michael Siesta – 2 year term  
Alternate 2 - Dennis Kirwan – 1 year term

#### **APPOINTMENT OF SUBCOMMITTEES**

Chairman Gargano requested Mr. Drew to review appointments to subcommittees. Mr. Drew advised that the alternates are permitted to serve on subcommittees. He further advised that, in the past, the former chairman would request members to volunteer for the subcommittees they wished to serve on, adding that the chairman is a member of all subcommittees.

Mr. Drew reviewed the three subcommittees under the Planning Board: the Site Plan Committee, the Ordinance Committee, and the Master Plan Committee. He noted that the Subcommittees are formed as a group, but not a quorum of the Board. The Site Plan Committee reviews sites for Board hearings, and may provide memos to the Board for review. The Ordinance Committee acts as a liaison between the Planning staff and the full Board. This subcommittee helps to set the parameters of the proposed ordinances under consideration. The Master Plan Committee examines the pending regional master plan, working closely with the Planning staff to review and analyze documents and give input on the impact to the Township as a result of the regional plans proposed. The subcommittees report back to the full Board.

Chairman Gargano asked members to indicate their interest in a particular subcommittee.

The following members were appointed for 2008:

Site Plan Committee: Mayor Bettina Bieri, Steven Castronova, Clinton Smith, and Chairman Andrew Gargano

Ordinance Committee: Geoffrey Syme, Mayor Bettina Bieri, Rich McFadden, and Chairman Andrew Gargano

Master Plan Committee: Chris Rosica, Douglas Ott, Dennis Kirwan, and Chairman Andrew Gargano.

#### **PLANNING BOARD ATTORNEY**

Appointment of Planning Board Attorney:

**Motion** by Mayor Bettina Bieri to nominate Thomas Germinario for Board Attorney, seconded by Geoffrey Syme.

**Motion** by Douglas Ott to nominate Glenn Kienz for the position of Board Attorney, seconded by Clinton Smith.

Mr. Siesta commented on the credentials of the former Board Attorney. A Board member inquired whether RFP's had been requested, to which Mr. Drew replied in the affirmative, noting that Mr. Kienz, Mr. Germinario, and a Mr. Weiner had submitted proposals to the Planning Department for consideration. Discussion followed on the qualifications on those nominated for the position of Board Attorney, and several comments were made from the Board members on possible conflicts with applications before the Board. Mr. Germinario, who was present, addressed the Board about attendance at meetings, general information about his practice, and his qualifications and experience. The Chairman noted the fees included in the proposals by Mr. Germinario and Mr. Kienz. Following the Board's discussion, a **motion** was made to close and confirm with a roll call vote taken.

For the appointment of Thomas Germinario, Esq. as Planning Board Attorney:

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None.

Mr. Drew advised that the adoption of the Resolution approving the Planning Board Attorney's contract would be carried to next meeting in anticipation of receipt of the Certification of Funds for this contract.

#### **PLANNING BOARD ENGINEER**

Appointment of Planning Board Engineer:

**Motion** made by Mayor Bettina Bieri to nominate Paul Ferriero, P.E. for the position of Planning Board Engineer.

**Motion** made by Douglas Ott to nominate Robert Kirkpatrick P.E. for the position of Planning Board Engineer.

**Motion** to close and confirm the nominations by Chris Rosica and **seconded** by Steven Castronova.

The Board opened for discussion of the nominees and invited Mr. Ferriero, who was present, to address the Board regarding his qualifications. He advised the Board regarding the municipalities he represents as Township or Board Engineer, he reviewed the composition of his firm, including professional staff, fee schedule, and general practice with regard to review of applications before the Planning Board. Roll call followed the discussion.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None.

Mr. Drew advised that the adoption of the Resolution approving the Planning Board Engineer's contract would be carried to next meeting in anticipation of receipt of the Certification of Funds for this contract.

#### **ADOPTION OF 2008 MEETING SCHEDULE**

Adoption of Meeting Schedule for January 1, 2008 to December 31, 2008:

The Board discussed reducing the Planning Board meetings to one per month. It was determined that two meetings per month would be scheduled, with a cancellation of one if there were no matters to come before the Board. The Board Engineer noted that he had a conflict with the first meeting of the month, but would have his partner attend in his stead. The Board discussed Board policy and procedures regarding the Workshop meetings. Mr. Drew reviewed the various matters that are brought before the Board at the Workshop meetings, in addition to review of the Master Plan, Highlands issues, and dissemination of documents and plans for upcoming public hearings. Mr. Germinario advised that the Workshop meetings may be utilized for presentations on land use matters. It was noted by several members and the Chairman that the dates had been printed on the Township calendar and the members had made arrangements to be available on the proposed dates. Following a discussion about carrying the matter to the next meeting, it was determined that the calendar, as presented, should be adopted at this re-organization meeting.

**Motion** made by Geoffrey Syme, **seconded** by Bettina Bieri, to adopt the 2008 meeting schedule as presented.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano, Alternate Michael Siesta.  
No - Alternate Dennis Kirwan

#### **DESIGNATION OF OFFICIAL NEWSPAPERS**

**Motion** made by Chris Rosica, **seconded** by Douglas Ott, to designate the Herald News/ Suburban Trends as the official newspaper of the Planning Board.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano, Alternates Michael Siesta and Dennis Kirwan.  
No - None.

#### **PLANNING BOARD LANDSCAPE ARCHITECT**

Following a review by Mr. Drew of the consultant's qualifications, and discussion by the Board, Michael Hakim was appointed as the Board's consulting Landscape Architect. It was noted that his fees, at an hourly rate, are charged to the escrow accounts of the applications before the Board.

**Motion** made by Councilman Philip Weisbecker, **seconded** by Mayor Bettina Bieri, to appoint Michael Hakim, Landscape Architect as consultant for the Planning Board.

Roll Call: Yes - Mayor Bettina Bieri, Steven Castronova, Richard McFadden, Douglas Ott, Chris Rosica, Clinton Smith, Geoffrey Syme, Councilman Philip Weisbecker, Chairman Andrew Gargano.  
No - None.

#### **ADJOURNMENT**

Meeting adjourned by unanimous consent at 8:44 p.m. followed by the Planning Board Workshop Meeting.

Approved: February 28, 2008

Respectfully submitted,

Tonya E. Cubby  
Secretary