

# Township of Manalapan

## Department of Planning & Zoning

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## Planning Board Minutes

### Reorganization and Public Meeting

**January 11, 2018**

The meeting was called to order by Acting Recording Secretary Lisa Nosseir with the reading of the Open Public Meetings Act and the TV Disclosure Statement at 7:35 p.m. and followed with a salute to the flag.

Mayor McNaboe then administered the Oaths of Office of Mr. Ginsberg, Mr. Brown, Chief Hogan, Mr. Fisher and Mr. Kastell. After the members were sworn in and joined the dais, Ms. Nosseir continued with Roll Call of the members:

In attendance at the meeting:

John Castronovo, Todd Brown, Daria  
D'Agostino, Alan Ginsberg, Barry Jacobson,  
Kathryn Kwaak, Jack McNaboe, David Kane,  
Richard Hogan, Barry Fisher, Steven Kastell

Absent:

All present

Ms. Nosseir read the Resolution Authorizing an Executive Session to discuss personnel matters; the Motion for such Executive Session was moved by Mr. Jacobson and seconded by Ms. D'Agostino, agreed to by all and commenced at 7:40. Roll call was taken for Executive Session and the Board exited the dais and held the Executive Session behind closed doors. Executive Session was closed at 7:55 and the Board returned to the dais.

Ms. Nosseir requested a nomination for Chairperson.

**NOMINATIONS FOR CHAIRPERSON** - Mr. Jacobson offered a Motion nominating Kathryn Kwaak and seconded by Ms. D'Agostino. All were in favor. Chairwoman Kwaak then presided over the meeting and called for a Motion for Secretary.

**NOMINATIONS FOR SECRETARY** - A Motion was offered by Ms. D'Agostino nominating Barry Jacobson as Board Secretary, seconded by Mr. Castronovo. The Resolution was adopted by unanimous vote. None were opposed.

**NOMINATIONS FOR VICE CHAIRPERSON** - A Motion was offered by Mr. Jacobson nominating Ms. D'Agostino as Vice Chairwoman, seconded by Mr. Ginsberg. The Resolution was adopted by unanimous vote. None were opposed.

**RECORDING SECRETARY** - A Motion was offered by Chief Hogan and seconded by Mr. Jacobson nominating Lisa Nosseir as Recording Secretary. The Resolution was adopted by unanimous vote. None were opposed.

**2018 MEETING SCHEDULE** - The Planning Board meetings will be held on the second and fourth Thursday of the month. A Motion was offered by Mr. Jacobson and seconded by Chief Hogan to accept the meeting schedule for 2018. All voted in favor. None were opposed.

**ADMINISTRATIVE OFFICER** – A Motion was offered by Chairwoman Kwaak and seconded by Chief Hogan nominating Nancy DeFalco as Administrative Officer. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD ATTORNEY** – A Motion was offered by Chairwoman Kwaak and seconded by Mr. Jacobson nominating Ronald Cucchiaro, Esq. of Weiner Law Group, LLP as Board Attorney. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD ENGINEER** – A Motion was offered by Chairwoman Kwaak seconded by Mr. Jacobson nominating CME Associates as Board Engineer. The Resolution was adopted by unanimous vote. None were opposed.

**BOARD PLANNER** – A Motion was offered by Mayor McNaboe and seconded by Mr. Jacobson nominating CME Associates as Board Planner. The Resolution was adopted by unanimous vote. None were opposed.

Professionals were not chosen for a Consulting Conflict Planner or Consulting Conflict Engineer.

Mr. Cucchiaro sworn in Brian Boccanfuso – Professional Engineer and Peter Van den Kooy – Professional Planner, both of CME Associates.

Chairwoman Kwaak stated for the record that the designated newspaper for the 2018 Manalapan Township Planning Board is the Asbury Park Press.

**MINUTES:**

A Motion was made by Chief Hogan, Seconded by Mr. Jacobson to approve the Minutes of December 14, 2017 as written.

Yes: Brown, D'Agostino, Jacobson, Kwaak, McNaboe, Hogan  
No: None  
Absent: None  
Abstain: None  
Not Eligible: Castronovo, Ginsberg, Kane, Fisher, Kastell

**APPLICATIONS:**

**PMS1728**     **Nicholas Borghetti**  
                 **351 Pine Brook Road, Block 12 / Lot 1**  
                 **Minor Subdivision**

Chairwoman Kwaak announced that the above-mentioned application is being carried to the February 8, 2018 Planning Board meeting. There will be no further noticing to property owners.

**PUBLIC PORTION:**

Chairwoman Kwaak opened the floor to the public for any non-agenda items. Seeing there were none, the public section of the meeting was closed.

**CORRESPONDENCE:**

There were no correspondence matters to be discussed, but Ms. Nosseir requested that the Board review the 2018 Planning Board Member List and let her know of any corrections or additions to their contact information.

Mr. Cucchiaro addressed the Board and stated that there is a statutory education requirement for newly appointed Class IV members. Within the next 18 months

they are required to take a class ran by the New Jersey Planning Officials and there are several locations where they can take the classes.

Mr. Cucchiaro made a statement regarding social media. Things that we write impact our ability to sit on applications. When you respond to something on social media about any of our applications, it could cause you to have to recuse yourself. When there are applications with objectors, one of the first things an objector's attorney does is troll around the social media sites to see if members of the Boards are commenting. If you comment in the middle of a hearing, the only way to remedy the conflict is to actually start the hearing all over again. Emails can become part of a public record, so don't write anything in an email that you wouldn't want to see in the Asbury Park Press. Some board members and elected officials believe they can evade the OPRA requirements by using alternative emails, however that means you have subjected your personal email to OPRA requests.

Mayor McNaboe thanked all the returning members and new members for volunteering their time. He pointed out that on the Planning Board Member Sheet, each members term is listed and this way at the end of the year, those with expiring terms can fill out a new volunteer application for 2019 if they so wish.

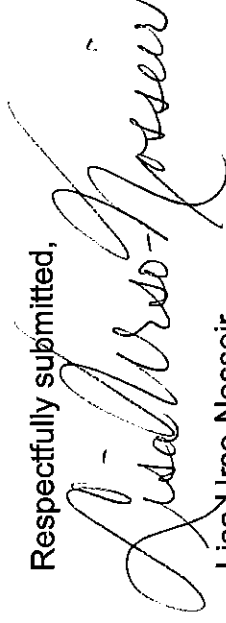
Mayor McNaboe asked the professionals that if the meeting isn't running late and there is something that you want to share with the Board, such as issues that are happening in other towns, please do so. This will help keep our Board members educated on some of the newer matters going on.

Chairwoman Kwaak pointed out that the future tentative applications are listed on the Agenda. They will be put on the Agenda accordingly and the next meeting will be January 25, 2018 at 7:30 pm.

**ADJOURNMENT:**

A Motion was offered by Mr. Jacobson to adjourn the meeting at 8:15. All were in favor and none were opposed.

Respectfully submitted,



Lisa Urso-Nosseir  
Recording Secretary

**A RECORDED CD OR DVD OF THE MEETING IS AVAILABLE FOR PURCHASE  
BY CONTACTING THE PLANNING BOARD OFFICE.**