

**Borough of Roosevelt**  
33 North Rochdale Avenue  
Roosevelt, NJ 08555  
**Planning Board Reorganization Meeting Minutes**  
January 7, 2020

**CALL TO ORDER**

Ms. Carpenter called the meeting to order at 7:08 p.m.

**ROLL CALL**

Present (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
Absent (3) Vroman, Hamilton, Hartley

Also in attendance were Michele Donato, Esq., Borough of Roosevelt Planning Board Attorney and Carmela Roberts, PE, CME, Borough of Roosevelt Professional Planning Engineer.

The Secretary read the Open Public Act Meeting Statement.

**REORGANIZATION/BOARD APPOINTMENTS & OATHS OF OFFICE**

Mayor Malkin appointed the following people to serve as members on the Borough of Roosevelt Planning Board on January 7, 2020, at the Borough Council reorganization meeting:

- Mayor Malkin shall serve as Mayor's Alternate to the Borough of Roosevelt Planning Board for a four (4) year term commencing January 1, 2020 and ending December 21, 2023.
- Michael Hamilton shall serve as Mayor's Alternate, as a Class I member for a one (1) year term commencing January 1, 2020 and ending December 31, 2020.
- Donna Taylor is reappointed as a Class II member for a one (1) year term commencing January 1, 2020 and ending December 31, 2020.
- Jacqueline Carpenter, Margaret Katz & Diane Hewlett-Lowrie are appointed as Class IV members for a four (4) year term commencing January 1, 2020 and ending December 31, 2020.
- Allen Newrath is appointed Alternate I member to fulfill the unexpired term of Jacqueline Carpenter, term ending December 2020.

At this time, Ms. Donato, Esq., administered ceremonial Oaths of Office to Margaret Katz and Diane Hewlett-Lowrie, chosen by Mayor Malkin to serve as Class IV members on the Borough of Roosevelt Planning Board. She also served as the Chairman Pro-Temp until the Chairman was voted into office at this meeting.

**REORGANIZATION**

Election of Chairperson: As Chairman Pro-Temp, Michele Donato, asked if there were any nominations for Chairperson of the Roosevelt Planning Board. Mayor Malkin nominated Jacqueline Carpenter as Chairperson with a second by Ms. Petrilla with no other nominations. It was a unanimous vote in favor of Jacqueline Carpenter, who then took over the duties of Chairperson of the meeting.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

Election of Vice Chairperson: Ms. Carpenter called for nominations of a Vice Chairperson. A Motion to nominate Ms. Petrilla as Vice Chairperson was made by Mayor Malkin and Seconded by Ms. Ord.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

Appointment of Board Secretary: Michele Donato explained that the Planning Board needed a Secretary to be appointed, who could serve as a member on the Board and who could sign official documents, such as site plans and subdivision plats. Kim Cuiffo would be the Administrative Assistant for the Planning Board. A Motion was made by Mayor Malkin to nominate Donna Taylor as Board Secretary and was Seconded by Ms. Ord.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

Adoption of a Monthly Meeting Schedule for 2020: A proposed Planning Board Monthly Meeting Schedule was prepared by the previous Board Secretary for review and acceptance by the Board Members. This schedule was based on last year's schedule for the first Tuesday of every month, with the exception of June and November due to elections. In the case of the latter two months, the date was proposed as the first Wednesday of the month. A Motion to adopt the meeting schedule was made by Mayor Malkin and Seconded by Ms. Ord.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

Designation of Official Newspapers: Ms. Carpenter asked for a motion to designate the Asbury Park Press and The Times of Trenton as the official newspapers for the Planning Board, which was so moved by Ms. Petrilla with a Second by Ms. Katz.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

#### **APPOINTMENT OF PROFESSIONAL STAFF**

Appointment of Board Attorney: Ms. Carpenter asked for a nomination for the Planning Board Attorney. A Motion was made by Ms. Petrilla to nominate Michele Donato with a Second by Ms. Ord.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

Appointment of Board Engineer: Ms. Carpenter asked for a nomination for the Planning Board Engineer. A Motion was made by Mayor Malkin to nominate Carmela Roberts with a Second by Ms. Ord.

AYES: (9) Carpenter, Malkin, Ord, Petrilla, Taylor, Connors, Newrath, Katz, Hewlett-Lowrie  
NAYS: (0)

#### **APPROVAL OF MINUTES**

It was agreed to table the September 3, 2019 Meeting Minutes until the next meeting to correct changes made. Regarding the November 6, 2019 Minutes, it was advised by Michele Donato that since it was not an official meeting due to the lack of a quorum, it does not need to be approved by a vote. The title of the record for the meeting on that date will be changed to "Notes" and filed in the Meeting Minutes binder.

#### **CORRESPONDENCE**

- The New Jersey Planner September/October 2019
- Monmouth County Planning Board 2019 Open Space Plan Hearing Notice & Resolution Adopting The Monmouth County Open Space Plan 2019
- 12/19 Notification to Municipal Planning Board Re: Coastal General Permit

#### **REPORT OF MAYOR/COUNCIL REPRESENTATIVE**

Newly reelected Council members Michael Hamilton, Luke Dermody and Mayor Malkin were sworn in, and all appointments for this year were made. The Council has been working on putting a tree ordinance in place and instituting a pet waste ordinance. In addition, they are continuing work on the infrastructure in

town, including Phase II of the paving and pipe replacement on Homestead Lane and Elm Court in the spring, as well as building and grounds so that it continues to be aesthetically improved.

**REPORT OF ENVIRONMENTAL COMMISSION REPRESENTATIVE** None

**SITE PLANS, SUBDIVISIONS, VARIANCES, INFORMAL REVIEWS, ETC.**

Before beginning the Planning Board Hearing for 4 Pine Drive (Nazarov) requesting a 24' X 24' addition be built onto the home, Michele Donato announced that this was a bulk variance due to a hardship with the land or flexible "c" variance, all notices were properly submitted, and that the Roosevelt Planning Board has jurisdiction to hear this application. Anyone with a conflict of interest was asked to leave the room or sit with the public; and Ms. Petrilla and Mr. Newrath both chose to do so. The homeowner requesting permission to build, Lilia Nazarov, was sworn in by Michele Donato. Ms. Nazarov stated she is requesting permission from the Board to build an addition onto her present structure to give living space to her parents. She mentioned that she has provided both architectural and topographical surveys to the Board.

Carmela Roberts read her report from a letter dated December 6, 2019 that she asked to be provided to Board members. She mentioned that setback measurements on the architectural plan show 30 ft. and should be corrected to agree with the survey which shows the setback with the new addition to be 19.7 ft. The Engineer outlined two areas of concern regarding stormwater. This property being a very flat slope, with the building of an addition, could cause a wet area between Lots 20 and 21. When the new addition is built, it will intercept the way the water moves from east to west. The applicant was asked to have the architect assure that the addition does not intercept water that presently flows through that area and cause problems. In small, developed towns, additional impervious coverage on a lot has an impact on neighboring lots. It is important that stormwater runoff generated from the addition be managed. The applicant needs to have an engineer evaluate whether land can be shaped to move the water properly at a proper slope. If that isn't possible, it was recommended that a dry well be installed and that the engineer take a look at the existing soils to make sure that water can be managed with no problems for the homeowner and neighbors. Ms. Roberts stated that if the Board decides to approve this application, we would recommend that at the end of construction as-built, grading plan be submitted before a Certificate of Occupancy be issued. There were various questions to the Engineer from Board Members and from Ms. Donato, as well as brief discussion about the issues presented by Ms. Roberts. Per Ms. Roberts, applicant will provide a drawing to show what they are proposing, such as a dry well and provide Mayor Malkin then read a letter from Mr. Hartley, a Board Member who was not in attendance, but wanted his opinions shared with everyone.

**PUBLIC COMMENT**

The meeting was opened by Ms. Carpenter to the public for comment at 7:53 p.m. A neighbor from the 200 feet property location, Kim Felong, spoke of her concerns about impervious cover, but stated that Ms. Roberts addressed the issues to her satisfaction, and she had no other objections.

Ms. Donato said at this time the Board can discuss the issues of the variance application before them. Mr. Connors stated he would like the applicant's architect to provide a projected plan showing how the stormwater issues will be alleviated to the satisfaction of the Borough Engineer prior to approval from the Board. Ms. Roberts' recommendation is that the applicant would prepare a drawing to show what they are proposing about the stormwater concerns, whether they are grading at the site or putting in a dry well and provide calculations, dig a hole in the back yard to see where ground water is, and submit a plan, after which Ms. Roberts would assess the proposal and make a decision whether it meets with her approval, and prepare a report for the Planning Board. Ms. Donato deduced that the application was deemed complete on December 6, 2019, which gives the Board 120 days to request additional information to address the concerns. Board members Ms. Petrilla and Ms. Katz expressed their concern about water run-off if the addition were to be approved. Ms. Donato explained to Ms. Nazarov and the Board that the application doesn't have to be approved unless the drainage issues are corrected and until the Board is

comfortable with any resolution presented to them from the applicant. Ms. Donato said the Board could make a motion to carry the application to the Planning Board meeting scheduled for March 3, 2020 at 7:00 p.m. and for the applicant to submit requested revised drainage plans and sawboarding to the Board Engineer at least two weeks prior to March 3<sup>rd</sup>, or by February 15<sup>th</sup>. The motion was made by Ms. Ord and Mayor Malkin seconded the motion. A vote was taken and everyone able to vote were in agreement.

AYES: (7) Carpenter, Malkin, Ord, Taylor, Connors, Katz, Hewlett-Lowrie  
NAYS: (0)

### **OLD BUSINESS**

A copy of the Portable Storage Containers Draft Ordinance with the approval letter from the Board Attorney was to be reviewed but was not included in the documents. Ms. Donato explained when there is an ordinance introduced by the Council, it must be referred to the Planning Board for comments and that applies even if the Planning Board prepares the ordinance. Kim Cuiffo will provide the documents for discussion at the meeting in March as Ms. Donato will not be available to attend the February 4<sup>th</sup> Planning Board meeting. However, Mayor Malkin relayed that she would like Ms. Donato to attend all of the Planning Board meetings this year.

### **NEW/OTHER BUSINESS**

Ms. Katz gave a synopsis of an incident she had regarding property lines between her property and her neighbor and wanted to know if it was something the Borough should know about. She relayed a story about how people were cutting trees down. She was presented with a new survey which turned into a boundary line dispute with her new neighbors. Ms. Donato recommended that she has another survey, specifically a map filed in the county and to hire an attorney to settle the private dispute and that it is not a Planning Board or Borough matter.

### **ADJOURNMENT**

Having no further business, Mayor Malkin made a motion to adjourn with a Second by Ms. Petrilla. All were in favor, and the meeting was adjourned at 8:35 p.m. with the next meeting scheduled for Tuesday, February 4<sup>th</sup>.

Respectfully submitted,

Kim Cuiffo  
Administrative Assistant

Approved: 4/21/20