

# BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD

15 Main Street, Englishtown, NJ 07726 Office (732) 446-9235 Fax (732) 446-4979

Chairperson

WAYNE KRAWIEC

Vice Chairperson

HARVEY KLEIN

Secretary

CELIA HECHT

Board Attorney

DANIEL H. GREEN, ESQ.

Borough Engineer

THOMAS HERITS, P.E.P.P., P.L.S

Board Members

MAYOR THOMAS REYNOLDS

CINDY ROBILOTTI

WAYNE KRAWIEC

HARVEY KLEIN

JAMES MASTROKALOS

JERRY LEONARDIS

PAUL ROBILOTTI

KEITH MANDATO

THOMAS KIRKLAND

KATHY BIEN

**MEETING**  
**January 22, 2019**  
**7:30 p.m.**

Reorganization and first regular meeting of the Unified Planning/Zoning Board of the Borough of Englishtown, held in the municipal building, 15 Main Street, Englishtown, New Jersey 07726.

Swearing in of Daniel Green, Planning Board Attorney, Celia Hecht, Planning Board Secretary

1. Meeting called to order
2. Swearing in of re-appointed and new members:

|                                   |                              |
|-----------------------------------|------------------------------|
| Thomas Reynolds, Class 1 Official | 1 year term expires 12/31/19 |
| Harvey Klein Class IV Official    | 4 year term expires 12/31/22 |
| Keith Mandato Alternate 1         | 2 year term expires 12/31/20 |
3. Roll Call
4. Reading of the sunshine statement.
5. Moment of silent prayer and salute to the flag.
6. Public Portion- Agenda Items Only
7. Re-organization Resolutions:

|   |
|---|
| 2019-01 - Election of Chairperson and Vice-Chairperson                      |
| 2019-02 - Appointing Board Attorney and approval of Contract-Oath of Office |
| 2019-03 - Appointing Board Engineer and approval of contract-Oath of Office |

2019-04 - Appointing Secretary-Oath of Office  
2019-05 - Designating official newspapers  
2019-06 - Establishing meeting dates for 2019

8. Approval of September 25, 2018 minutes
  10. Public Portion- Non-agenda Items
  11. Adjournment of Meeting
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Meeting called to order at 7:32 PM

Celia Hecht and Dan Green are sworn in.

Dan Green swears in Tom Reynolds, Harvey Klein and Keith Mandato

Roll Call:

Present: Harvey Klein, Wayne Krawiec, Jerry Leonardis, Tom Kirkland, Tom Reynolds  
Kathy Bien, Keith Mandato

Absent: Jim Mastrokalos, Cindy Robilotti,

Also present were Dan Green Planning Board Attorney and Celia Hecht Planning Board Secretary.

Sunshine Statement was read, moment of silence observed and the Pledge of Allegiance said.

**Public Portion:** no one spoke

**RESOLUTION NO. 2018-01**  
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF  
THE BOROUGH OF ENGLISHTOWN ELECTING OFFICIALS FOR  
THE YEAR 2018**

NOMINATION FOR CHAIRMAN: Wayne Krawiec

Nominated by: Tom Reynolds

Seconded by: Tom Kirkland

Roll call:

Ayes:,Krawiec, P.Robilotti,Klein, Kirkland, Bien, Mandato, Reynolds

Nays: none

Abstain: none

Absent: C.Robilotti, Mastrokalos

NOMINATION FOR VICE-CHAIRMAN: Harvey Klein

Nominated by: Tom Reynolds

Seconded by: Paul Robilotti

Roll call:

Ayes: P. Robilotti, Reynolds, Klein, Krawiec, Kirkland, Bien, Mandato

Nays: none

Abstain: none

Absent: C. Robilotti, Mastrokalos

**RESOLUTION NO. 2019-02**  
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF  
ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN APPOINTING  
DANIEL H. GREEN BOARD ATTORNEY FOR THE YEAR 2018**

**Whereas**, the Unified Planning/Zoning Board of Adjustment of the Borough Of Englishtown desires to retain an attorney to advise said board on legal matters and to perform such other legal Services as may be required by the board under and pursuant to law; and

**Whereas**, the Unified Planning/Zoning board of Adjustment may employ an attorney pursuant to N.J.S.A. 40:55d; and

**Whereas**, funds are available for this purpose; and

**Whereas**, the local public contracts law, N.J.S.A. 40A:11-20 et. Seq., requires that notice of a passage of the resolution of appointment be publicly advertised when professional services are engaged without competitive bidding.

**Now, therefore, be it resolved** by the Unified Planning/Zoning Board of Adjustment of the Borough of Englishtown as follows:

1. That Daniel H. Green Esq., is appointed attorney for the term commencing January 01, 2019, and ending December 31, 2019.
2. That this appointment is made without competitive bidding because the appointment is of a member of a recognized profession, licensed and regulated by the state of New Jersey.
3. That the Chairperson and Secretary of the Board are authorized to execute a contract between and Board and the Attorney.
4. That the administrator of the board does the following:
  - a. Cause notice of the passage of this resolution to be published within 10 days of its passage in an official newspaper of the municipality.
  - b. File a copy of this resolution, as well as a copy of the written contract between the board and attorney with the Clerk of the Borough of Englishtown.

**Be it further resolved** that this resolution be approved pending a receipt of contract referring to budgetary limitation from, Daniel H. Green, Esquire.

Offered by: Paul Robilotti  
Seconded by: Kathy Bien  
Roll Call Ayes: Klein, Krawiec, Kirkland, P. Robilotti, Reynolds,  
Leonardis, Mandato  
Nays: None  
Absent: Mastrokalos, C. Robilotti  
Abstain: None

**RESOLUTION NO. 2019-03**  
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF  
ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN APPOINTING  
THOMAS HERITS P.E., P.L.S. AS BOARD ENGINEER FOR THE YEAR 2018**

**Whereas**, the Unified Planning/Zoning Board of Adjustment of the Borough Of Englishtown desires to retain an engineer to advise said board on planning and engineering matters and to perform such other professional services as may be required by the board under and pursuant to law; and

**Whereas**, the Unified Planning/Zoning board of Adjustment may employ an engineer pursuant to N.J.S.A. 40:55D-24 et Seq.; and

**Whereas**, funds are available for this purpose; and

**Whereas**, the local public contracts law, N.J.S.A. 11-20 et. Seq., requires that notice of a passage of the resolution of appointment be publicly advertised when professional services are engaged without competitive bidding.

**Now, therefore, be it resolved** by the Unified Planning/Zoning Board of Adjustment of the Borough of Englishtown as follows:

1. That Maser Consulting PA be and the same is appointed board engineer for the term commencing January 1, 2019, and ending December 31, 2019.
2. That this appointment is made without competitive bidding because the appointment is of a member of a recognized profession, licensed and regulated by the state of New Jersey.
3. That the Chairperson and Secretary of the Board are authorized to execute a contract between and Board and the Attorney.
4. That the administrator of the board does the following:
  - a. Cause notice of the passage of this resolution to be published within 10 days of its passage in an official newspaper of the municipality.
  - b. File a copy of this resolution, as well as a copy of the written contract between the board and engineer with the Clerk of the Borough of Englishtown.

Offered by: Paul Robilotti  
Seconded by: Kathy Bien

Roll Call: Ayes: Klein, Krawiec ,Reynolds, Kirkland, P. Robilotti, Klein, Bien,  
Leonardis  
Nays: none  
Absent: C. Robilotti, Mastrokalos  
Abstain: none

**RESOLUTION NO. 2019-04**  
**RESOLUTION APPOINTING CELIA HECHT AS ADMINISTRATIVE  
OFFICER AND SECRETARY OF THE UNIFIED PLANNING/ZONING BOARD  
OF ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN**

**Whereas**, the Unified Planning Board/ Zoning Board of Adjustment of the Borough of Englishtown continues to experience a substantial increase in applications and inquiries; and

**Whereas**, the additional work load continues to require the assistance and attention of a pod secretarial staff of one and an administrative officer; and

**Whereas**, Celia Hecht has filled the position of recording secretary since May 2007, and is familiar with procedure.

**Now, therefore, be it resolved** that the Unified Planning/Zoning Board of the Borough of Englishtown, does hereby appoint Celia Hecht to the position of secretary and administrative officer; and

**Be it further resolved** that Celia Hecht be paid at the rate set by the governing body, payable bi-weekly; and

**Be it further resolved** that said appointment shall be effective January 1, 2019 and shall terminate December 31, 2018; and

**Be it further resolved** that a copy of the above resolution be forwarded to the Englishtown Borough Clerk, Treasurer and Finance Committee Chairperson.

Offered by: Paul Robilotti  
Seconded by: Kathy Bien

Roll call: Ayes: Klein, Krawiec, Reynolds,Bien, Kirkland, P. Robilotti,Leonardis  
Nays: none  
Absent: C. Robilotti, Mastrokalos  
Abstain: none

**RESOLUTION NO. 2019-05**

**DESIGNATING OFFICIAL NEWSPAPERS FOR THE UNIFIED  
PLANNING/ZONING BOARD OF THE BOROUGH OF ENGLISHTOWN**

**Whereas**, there exists a need to designate official newspapers for the Unified Planning/Zoning Board of the Borough of Englishtown to inform the general public; and

**Whereas**, the “Asbury Park Press” and the “News Transcript” have been used in the past because of their likelihood of informing the general public.

**Now therefore, be it resolved**, by the Unified Planning/Zoning Board of the Borough of Englishtown that the “Asbury Park Press and the “News Transcript” be the official publishers of all legal notices and publications concerning the Unified Planning/Zoning Board for the year 2019.

**Be it further resolved** that a certified copy of the above resolution be forwarded to the Clerk of the Borough of Englishtown.

Offered by: Paul Robilotti  
Seconded by: Kathy Bien

Roll Call: Ayes: Klein, Reynolds, Kirkland, Krawiec, P. Robilotti, Leonardis, Bien  
Nays: None  
Absent: C. Robilotti, Mastrokalos  
Abstain: None

**RESOLUTION NO. 2019-06**  
**RESOLUTION OF THE UNIFIED PLANNING/ZONING BOARD OF THE  
BOROUGH OF THE ENGLISHTOWN ESTABLISHING MEETING DATES  
FOR THE YEAR 2019**

**Whereas**, there is a need to establish meeting dates for the year 2019; and

**Whereas**, prior meeting dates were scheduled on the fourth Tuesday of every month, and

**Now, therefore, be it resolved** that the following meeting dates, being the fourth Tuesday of every month be scheduled for the year 2019 at 7:30 PM:

|             |                            |
|-------------|----------------------------|
| January 22  | July 23                    |
| February 26 | August 27                  |
| March 26    | September 24               |
| April 23    | October 22                 |
| May 28      | November 26                |
| June 25     | December 17(third Tuesday) |

**Be it further resolved**, that the above meetings will be held in the Municipal Building, 15 Main Street Englishtown, New Jersey.

**Be it further resolved**, that a certified copy of the above resolution be forwarded to the Clerk of the Borough of Englishtown.

**Be it further resolved** that notice of this resolution be published in an official newspaper of the Borough of Englishtown as required by law.

Offered by: Cindy Robilotti  
Seconded By: Harvey Klein

Roll Call: Ayes: Klein, Krawiec, Reynolds, Kirkland, P. Robilotti, Bien, Mandato  
Nays: None  
Absent: C. Robilotti, Mastrokalos  
Abstain: None

**Motion to Approve Minutes for September 25, 2018 Meeting**

Offered: Harvey Klein  
Seconded: Paul Robilotti

Roll Call:  
Ayes: Klein, Kirkland, Reynolds, Krawiec, Bien, Mandato  
Nays: none  
Abstain: Leonardis, P. Robilotti  
Absent: C. Robilotti, Mastrokalos

**Public Portion (non-agenda items):**

Robert Lancsak 20 Harrison Ave. ,spoke about Hot Packet- the baseball training center in The Industrial Park. According to their resolution, they are supposed to be closed at 11 PM, and they are not. John Marini Englishtown's Zoning Officer did write them a letter, and the police were monitoring the situation. If they do not stop, either Attorney Green will write them a letter, or a summons will be issued.

**Motion to Adjourn 7:58 PM**

Anonymous



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Approved

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Planning Board Secretary