

**Stanhope Land Use Board  
January 9, 2023  
Reorganization Meeting Minutes**

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STANHOPE  
BOROUGH

**CALL MEETING TO ORDER:**

Board Secretary Ellen Horak called the meeting to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE:**

Board Secretary Ellen Horak invited all those present to stand in a salute to the colors.

**STATEMENT:**

Adequate notice for this meeting has been provided according to the Open Public Meetings Act, Assembly Bill #1030. Notice for this Regular Meeting was forwarded to the New Jersey Herald and Daily Record on January 12, 2022 and was placed on the municipal bulletin board.

In the event that the Board has not addressed all the items on its agenda by 10:00 p.m., and it is of the opinion that it cannot complete the agenda in a reasonable period, the Board may exercise its option to continue this meeting at an agreed time and place.

At this time, please turn off all cell phones.

**ROLL CALL:**

Najib Iftikhar - absent	John Rogalo - present
Glenn Kurtz – present	Edward Schwartz - present
Christine Lipinski - absent	Michael Vance - absent
Thomas Pershouse – absent	Paula Zelif-Murphy - present
	Rosemarie Maio - present

Others Present: Board Secretary Ellen Horak

**REORGANIZATION BUSINESS:**

**Election of Chairwoman:**

On nomination by Mr. Schwartz and seconded by Ms. Zelif-Murphy, Rosemarie Maio was elected Land Use Board Chairwoman for 2023 by the following unanimous roll call vote:

**ROLL CALL:**

Mr. Kurtz – yes	Mr. Schwartz - yes
Mr. Rogalo – yes	Ms. Zelif-Murphy - yes
	Ms. Maio - yes

Chairwoman Maio took over the meeting at this time.

**Election of Vice-Chairwoman:**

On nomination by Mr. Rogalo and seconded by Mr. Schwartz, Paula Zelif-Murphy was elected Land Use Board Vice-Chairwoman for 2023 by the following unanimous roll call vote:

**ROLL CALL:**

Mr. Kurtz – yes	Mr. Schwartz - yes
Mr. Rogalo – yes	Ms. Zelif-Murphy - yes
	Chairwoman Maio - yes

**Resolutions**

**Board Secretary**

**RESOLUTION OF THE STANHOPE LAND USE BOARD APPOINTING BOARD SECRETARY**

**WHEREAS**, there exists the need within the Land Use Board (the “Board”) for the retention of personnel to perform such secretarial services/clerical duties and office work as required by the Board’s job description to hold a monthly public meeting, at the annual salary of \$10,600.00, and in addition, other such work as deemed necessary by the Board at a \$20.00 hourly rate or other rate negotiated per task;

**WHEREAS**, the annual salary of \$10,600.00 for the Board Secretary is the salary paid for the year 2022; and

**WHEREAS**, upon determination of the salary increase for Borough employees, the Board will provide the same salary increase for the Board Secretary, which increase shall be retroactive to January 1, 2023; and

**WHEREAS**, the funds for such duties and services are available for this purpose;

**NOW, THEREFORE, BE IT RESOLVED** by said Board that it hereby appoints Ellen Horak as the Board’s Secretary, to be retained for the calendar year 2023 to perform such duties and office work outlined in the Board’s job description, with reimbursement for all expenses, at the annual salary of \$10,600.00;

**BE IT FURTHER RESOLVED**, by said Board that, after a salary increase percentage has been determined for Borough employees, the Board shall determine the salary increase for the Secretary which salary increase shall be retroactive to January 1, 2023.

On motion by Ms. Zelif-Murphy, seconded by Mr. Schwartz and carried by the following unanimous roll call vote, the above resolution was adopted:

**ROLL CALL:**

Mr. Kurtz – yes  
Mr. Rogalo – yes

Mr. Schwartz - yes  
Ms. Zelif-Murphy - yes  
Chairwoman Maio - yes

**Board Attorney:**

**RESOLUTION OF THE STANHOPE LAND USE BOARD APPOINTING BOARD ATTORNEY**

**WHEREAS**, the Land Use Board of the Borough of Stanhope is in need of Professional Legal services; and

**WHEREAS**, R.S. 40A:11-5 specifically exempts professional services from this provision of the local public contracts law of 1971,

**NOW, THEREFORE, BE IT RESOLVED** that the firm of **Gavan, Criscuoli, Lenar Law Group** is hereby appointed as Attorney for the Land Use Board of Stanhope for a period of for the period January 1, 2023 through December 31, 2023, with the understanding that **Glenn Gavan, Esq.** will be primarily responsible for the work done for the Board.

**BE IT FURTHER RESOLVED** that the aforesaid is a member in good standing of his profession.

**BE IT FURTHER RESOLVED** that this Resolution is contingent upon receipt of a fully executed professional service contract with attached fee schedule established for Gavan, Criscuoli, Lenar Law Group's professional services.

**BE IT FURTHER RESOLVED** that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Mr. Rogalo, seconded by Ms. Zeliff-Murphy and carried by the following unanimous roll call vote, the above resolution was adopted:

ROLL CALL:

Mr. Kurtz – yes  
Mr. Rogalo – yes

Mr. Schwartz - yes  
Ms. Zeliff-Murphy - yes  
Chairwoman Maio - yes

Board Engineer:        **RESOLUTION OF THE STANHOPE LAND USE BOARD APPOINTING BOARD ENGINEER**

**WHEREAS**, the Land Use Board of the Borough of Stanhope is in need of Professional Engineering Services; and

**WHEREAS**, R.S. 40A:11-5 specifically exempts professional services from the provisions of public bidding as provided in the Local Public Contracts Law;

**NOW, THEREFORE, BE IT RESOLVED** that the firm of Bowman Consulting is hereby appointed as Engineer for the Land Use Board of Stanhope for the period January 1, 2023 through December 31, 2023, with the understanding that **Eric Keller, P.E.** will be primarily responsible for the work done for the Board;

**BE IT FURTHER RESOLVED**, that the aforesaid is a member in good standing of his profession;

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon receipt of a fully executed professional services contract with attached fee schedule established for Bowman Consulting professional services, and

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Mr. Kurtz, seconded by Mr. Schwartz and carried by the following unanimous roll call vote, the above resolution was adopted:

ROLL CALL:

Mr. Kurtz – yes	Mr. Schwartz - yes
Mr. Rogalo – yes	Ms. Zeliff-Murphy - yes
	Chairwoman Maio - yes

Board Planner:            **RESOLUTION OF THE STANHOPE LAND USE BOARD APPOINTING BOARD PLANNER**

**WHEREAS**, the Land Use Board of the Borough of Stanhope is in need of Professional Planning services; and

**WHEREAS**, R.S. 40A:11-5 specifically exempts professional services from this provision of the local public contracts law of 1971,

**NOW, THEREFORE, BE IT RESOLVED** the firm of **Bowman Consulting** is hereby appointed as Planner for the Land Use Board of Stanhope for a period of one year from January 1, 2023 to December 31, 2023, with the understanding that **William Hamilton, P.P.** will be primarily responsible for the work done for the Board.

**BE IT FURTHER RESOLVED**, that the aforesaid is a member in good standing of his profession.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon receipt of a fully executed professional service contract with attached fee schedule established for Bowman Consulting professional services.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Ms. Zeliff-Murphy, seconded by Mr. Rogalo and carried by the following unanimous roll call vote, the above resolution was adopted:

ROLL CALL:

Mr. Kurtz – yes	Mr. Schwartz - yes
Mr. Rogalo – yes	Ms. Zeliff-Murphy - yes
	Chairwoman Maio - yes

Official Newspaper: **RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR THE 2023 CALENDAR YEAR**

**BE IT RESOLVED**, by the Land Use Board of the Borough of Stanhope that the New Jersey Herald is hereby designated the official newspaper of the Land Use Board for the calendar year 2023; and

**BE IT FURTHER RESOLVED**, that the New Jersey Herald and the Daily Record are hereby designated to receive all notices of Land Use Board meetings in the calendar year 2023 as required under the Open Public Meetings Act.

On motion by Mr. Rogalo, seconded by Ms. Zelif-Murphy and carried by unanimous voice vote, the above resolution was adopted:

Meeting Dates: **RESOLUTION ESTABLISHING MEETING DATES FOR THE CALENDAR YEAR 2023**

**BE IT RESOLVED** by the Land Use Board of the Borough of Stanhope that the following schedule of dates for Regular Meetings be established for 2023 and that all scheduled meetings shall convene at 7:00P.M. at the Stanhope Municipal Building, 77 Main Street, Stanhope, NJ:

January 9  
February 13  
March 13  
April 10  
May 8  
June 12  
July 10  
August 14  
September 11  
October 16  
November 13  
December 11

**BE IT FURTHER RESOLVED**, that the Annual Reorganization Meeting shall be on January 8, 2024, at 7:00 p.m.

On motion by Mr. Schwartz, seconded by Ms. Zelif-Murphy and carried by unanimous voice vote, the above resolution was adopted:

MINUTES

**November 14, 2022 Regular Meeting** – On motion by Ms. Zelif-Murphy, seconded by Mr. Kurtz, the Minutes of the November 14, 2022 meeting were approved by a majority voice vote. Mr. Rogalo abstained.

CORRESPONDENCE

11-22-22 New Jersey Planning Officials – New Jersey Planner (Sept/Oct)

On motion by Mr. Schwartz, seconded by Ms. Zelif-Murphy, and carried by unanimous voice vote, the Correspondence List was accepted and placed on file.

OPEN TO THE PUBLIC FOR NON-AGENDA ITEMS:

Chairwoman Maio opened the meeting to the public for non-agenda items. Seeing no one from the public wishing to speak, Chairwoman Maio closed the public portion of the meeting.

BILLS:

Miscellaneous

11/14/22	Linda Chirip – Secretarial Services	\$ 30.00
12/16/22	Local Media Group (NJ Herald) – Resolution of Memorialization re: Northwest Construction	\$ 17.25
	<b>Bowman Consulting Group, Ltd.</b>	
11/07/22	Re: Northwest Construction	\$700.00

On motion by Mr. Rogalo, seconded by Mr. Kurtz, the aforesaid bills were unanimously approved by the following roll call vote:

ROLL CALL:

Mr. Kurtz – yes	Mr. Schwartz - yes
Mr. Rogalo – yes	Ms. Zelif-Murphy - yes
	Chairwoman Maio - yes

NEW BUSINESS:

Annual Report – Chairwoman Maio stated the Annual Report has been prepared for submission to the Mayor and Council. Chairwoman Maio asked the members if there were any questions or comments on the report. Chairwoman Maio said 2022 was a productive year, noting the many variance applications that came before the Board. On motion by Ms. Zelif-Murphy, seconded by Mr. Rogalo and carried by unanimous voice vote, the Board accepted the Annual Report as written and instructed the Secretary to send the Annual Report to the Mayor and Council.

DISCUSSION:

Chairwoman Maio noted there was an applicant who appeared before the Governing Body to complain about treatment received by this Board. The applicant was Juntos Holdings, LLC and Ms. Yelinko went to the Council and said she was upset by the fact that the Board was requiring her to produce a new site plan and that it would be costing her an excessive amount of money. Ms. Yelinko did not tell the Council that she was present at the meeting where it was discussed or that her attorney and engineer were also present at the meeting. Chairwoman Maio noted it was the applicant’s attorney who said they would be presenting an entirely new site plan to encompass their additional properties. Chairwoman Maio said she would like to go to the Council and inform them of the facts and that the Board did not make this decision arbitrarily, there were facts behind the decision and that it was presented to them by the applicant’s attorney. Mr. Rogalo said he recalled at that meeting they were all in agreement and by adding the additional properties, it would require a new site plan. The Board was in favor of Chairwoman Maio going to the Council and informing them of the facts. Chairwoman Maio expressed her opinion that it is important that the Board goes on the record with the facts. Chairwoman Maio will attend a Council meeting and tell them what was done and why, without discussing the application. The



Board Secretary suggested Chairwoman Maio attend a Council meeting at which the Borough Attorney is present. Chairwoman Maio agreed and said she will attend the January 24, 2023 Council meeting.

OPEN TO THE PUBLIC FOR NON-AGENDA ITEMS:

Chairwoman Maio opened the meeting to the public for non-agenda items. Seeing no one from the public wishing to speak, Chairwoman Maio closed the public portion of the meeting.

ADJOURNMENT:

On motion by Mr. Rogalo, seconded by Mr. Kurtz, and carried by unanimous voice vote, it was the consensus of the Board to adjourn the meeting at 7:15 P.M.

Respectfully submitted,



Ellen Horak  
Board Secretary