

**BOROUGH OF PALMYRA**  
**LAND USE BOARD VIRTUAL REORGANIZATION MEETING MINUTES**  
**JANUARY 19<sup>th</sup>, 2022 -7:00 PM ZOOM**

**CALL TO ORDER**

The Borough of Palmyra Land Use Board Reorganization meeting was called to Order by Land Use Board Secretary, Doretha Jackson at 7:00 pm.

The pledge of Allegiance was recited.

**OPEN PUBLIC MEETINGS ACT**

Secretary Jackson read the following into the record:

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Borough of Palmyra Land Use Board does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of the board the reorganization meeting of the Land Use Board will be a Virtual meeting. Members of the public are invited to “attend” the Virtual Land Use Board meeting, but members of the public may be muted, and their video image disabled. Notice of this meeting was published in the Burlington County Times on January 26<sup>th</sup>, 2021, and notice was given to all Land Use Board Members.

**SWEARING IN OF NEW LAND USE BOARD MEMBER APPOINTEES**

Mr. Brewer administered the oath of office to the following people:

John Gural – Class II, one-year term expiring 12/31/2022

Dr. Laura Craig Cloud – Class III – one-year term expiring 12/31/2022

Timothy Beck – Class IV – four-year term expiring 12/31/2025

Emma Melvin – Alternate #1 – two-year term expiring 12/31/2023

**ROLL CALL**

Secretary Jackson called the roll of the board:

PRESENT: Mayor Tait, Mr. Beck, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O’Connor, Mr. Robinson, Mr. Rossignol, Mrs. Melvin, Mr. Yetter

ABSENT: None

Also present, Tracy Kilmer, Zoning Officer

## REORGANIZATION

Mrs. Jackson requested a motion to open nominations for Land Use Board Chairman. Mayor Tait made a motion to open the nominations. Mr. Beck seconded the motion.

All voted in favor of the motion.

Ms. Jackson asked for nominations for the position of Chairperson of the Board.

Mayor Tait nominated Mr. Yetter. Mr. Beck second the nomination

Ms. Jackson asked for any further nominations, seeing none she asked for a motion to close the nominations. Mr. Beck made a motion to close the nominations. Mr. Gural seconded the motion.

All voted in favor of the motion.

Mr. Beck made a motion to accept the nomination of Mr. Yetter as Land Use Board Chairperson.

Mayor Tait second the motion.

At the call of the roll the vote was as follows:

AYES: Mayor Tait, Mr. Beck, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol, Mr. Yetter, Mrs. Melvin

NAY: None

Motion carries

Mr. Brewer then administered the Oath of Office to Mr. Lewis Yetter.

Ms. Jackson congratulated Mr. Yetter and turned the meeting over to him.

Chairman Yetter asked for a motion to open nominations for the position of Land Use Board Vice-Chairman.

Mr. Beck made a motion to open the nominations. Councilwoman Cloud seconded the motion.

All voted in favor of the motion.

Chairman Yetter asked for nominations for the position of Vice-Chairman of the Land Use Board.

Chairman Yetter nominated Mr. Beck. Mayor Tait second the nomination.

Chairman Yetter asked for any further nominations, seeing none he asked for a motion to close the nominations. Mr. Gural made a motion to close the nominations. Mayor Tait seconded the motion. All voted in favor of the motion.

Chairman Yetter made a motion to accept the nomination of Mr. Beck as Land Use Board Vice-Chairperson. Mr. Robinson second the motion.

At the call of the roll the vote was as follows:

AYES: Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol, Chairman Yetter, Mrs. Melvin

NAY: None

ABSTAIN: Mr. Beck

Motion carries

Mr. Brewer then administered the Oath of Office to Vice-Chairman Timothy Beck.

#### **APPROVAL OF THE MINUTES**

Chairman Yetter asked if there were any questions or comments regarding the June 16<sup>th</sup>, 2021, Land Use Board Meeting minutes. Hearing none, he requested a motion to approve the minutes as written. Councilwoman Cloud made the motion to approve the minutes as written and Mr. Robinson second the motion. Chairman Yetter asked for a call of the roll.

**At the call of the roll the vote was as follows:**

AYES: Chairman Yetter, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAYS:

ABSTAIN: Vice-Chairman Beck, Ms. Belton, Ms. Melvin

Chairman Yetter asked if there were any questions or comments regarding the October 20<sup>th</sup>, 2021, Land Use Board Meeting minutes. Chairman Yetter requested a motion to approve the minutes as written. Vice-Chairman Beck made the motion to approve the minutes as written and Mr. Gural second the motion. Chairman Yetter asked for a call of the roll.

**At the call of the roll the vote was as follows:**

AYES: Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAYS:

ABSTAIN: Chairman Yetter, Ms. Melvin

Mr. Brewer explained his inability to come to the land use board meetings if held on the third Wednesday of the month. There was discussion regarding the potential of changing the meeting dates. It was decided to change the meeting dates to the fourth Wednesday of the month beginning next month.

## LUB RESOLUTIONS

Chairman Yetter then read the following resolutions:

**LUB Resolution 2022-1**, Designation of Official Newspaper for Notifications to the Public

### **BOROUGH OF PALMYRA**

#### **LAND USE BOARD RESOLUTION 2022-1**

**WHEREAS**, the “Open Public Meetings Act” requires that advance written notice of all meetings of the Land Use Board be posted in one public place designated by the Land Use Board and emailed, mailed, telephoned, faxed or hand delivered to two newspapers designated by Resolution and mailed to all persons requesting a copy of the same.

**Now, therefore, be it resolved** by the Land Use Board of the Borough of Palmyra, County of Burlington, and State of New Jersey, that,

Section 1. All advance written notices of the Land Use Board meetings shall be posted by the Secretary on the Official Bulletin Board located in the Borough Municipal Building.

Section 2. All advance written notices of the Land Use Board meetings shall be given to the two newspapers:

**Burlington County Times**

**Courier Post**

Section 3. All advance written copies notice of the Land Use Board meetings throughout the year shall be mailed to all persons requesting copy of the same, after payment by such persons of fee of \$50.00, News Media shall be exempt from such fees.

Section 4. The schedule of regular official Land Use Board meetings and regular work sessions for the period from and after this reorganization meeting on January 19, 2022, shall be in accordance with Resolution #2022-2, designating the dates, times and places of such meetings which incorporated within this Resolution by reference.

Chairman Yetter asked for a motion to approve Resolution 2022-1. Vice-Chairman Beck made a motion to approve LUB Resolution 2022-1. Mr. Robinson second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2022-1 was approved

**LUB Resolution 2022-2** Notice of Annual Scheduled Meeting/ "Open Public Meeting Act" of Palmyra Land Use Board for 2022

**BOROUGH OF PALMYRA**  
**LAND USE BOARD RESOLUTION 2022-2**  
**NOTICE OF ANNUAL SCHEDULED MEETINGS**

Notice is hereby given by the Land Use Board of the Borough of Palmyra that the following is a list of the regular meeting dates of 2022 and Reorganization Meeting of 2023 for the Land Use Board of the Borough of Palmyra, County of Burlington, State of New Jersey.

**REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS**

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Borough of Palmyra does hereby notify the public, all meetings will be held on the fourth Wednesday at 7:00 PM and ending no later than 10:30 PM, meetings may be virtual or at the Municipal Building, 20 W Broad Street, Palmyra, New Jersey. Information regarding meeting will be placed on the Borough of Palmyra website prior to each meeting. Formal action may be taken at any and all scheduled meetings. The Land Use Board reserves the right to enter into closed session and The Land Use Board also reserves the right to schedule additional meetings on an "As Needed" basis.

February 23, 2022	August 24, 2022
March 23, 2022	September 28, 2022
April 27, 2022	October 26, 2022
May 25, 2022	November 23, 2022
June 22, 2022	December 28, 2022
July 27, 2022	January 25, 2023 (Reorganization)

Chairman Yetter asked for a motion to approve Resolution 2022-2. Mayor Tait made a motion to approve LUB Resolution 2022-2. Vice-Chairman Beck second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2022-2 was approved

**LUB Resolution 2022-3**, Resolution Appointing Doretha R Jackson as Land Use Board Secretary for the Palmyra Land Use Board

**BOROUGH OF PALMYRA  
LAND USE BOARD  
RESOLUTION 2022-3**

**RESOLUTION APPOINTING DORETHA R JACKSON AS THE LAND USE BOARD  
SECRETARY FOR THE BOROUGH OF PALMYRA**

**BE IT RESOLVED**, by the Land Use Board of the Borough of Palmyra in the County of Burlington and State of New Jersey, that Doretha R Jackson is hereby appointed secretary of the Land Use Board of the Borough of Palmyra, term to expire December 31, 2022.

Chairman Yetter asked for a motion to approve LUB Resolution 2022-3. Mr. Gural made a Motion to approve LUB Resolution 2022-3. Mr. Robinson second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2021-3 was approved

Chairman Yetter asked for nominations for the position of Land Use Board Attorney.

Mayor Tait nominated Mr. Andrew Brewer of Maraziti Falcon, LLP. Vice-Chairman Beck second the nomination.

**BOROUGH OF PALMYRA  
LAND USE BOARD RESOLUTION 2022-4**

**RESOLUTION AUTHORIZING THE APPOINTMENT AND AWARD OF CONTRACT FOR  
PROFESSIONAL SERVICES OF LAND USE BOARD ATTORNEY TO ANDREW BREWER, ESQ.  
OF MARAZITI FALCON, LLP**

**WHEREAS**, there exists a need for a Land Use Board Attorney and;

**WHEREAS**, Requests for Qualifications and Proposals were solicited through a fair and open process in accordance with N.J.A.C. 19:44A-20.5 et seq.

**NOW, THEREFORE, BE IT RESOLVED**, by the Land Use Board of the Borough of Palmyra, in the County of Burlington, and the State of New Jersey, that the Chairperson and Land Use Board Secretary are hereby authorized and directed to execute agreement for the following qualified professional:

**SECTION I:**

Andrew Brewer, of Marizetti Falcon as Land Use Board Attorney, term to expire December 31, 2022.

**SECTION II:** These contracts are awarded without competitive bidding as “Professional Services,” in accordance with *NJSA 40A: 11-5(1) (a) et seq.* of the Local Public Contract Law, and/or awarded with *N.J.S.A 19:44A-20.4 et seq.*; the above-named Professional is licensed to practice in the State of New Jersey.

Pursuant to NJSA 40A:11-5(1) (a) the following information is set forth:

- A. Duration of Contracts: All terms are for one-year.
- B. Amount of Contracts: All specified per contract and budget appropriation.
- C. This resolution and the above-mentioned contract will be on file and available for public inspection in the office of the Clerk of the Borough of Palmyra.

Mayor Tait made a motion to accept LUB Resolution 2022-4 the appointment of Mr. Brewer of Maraziti Falcon, LLP as Land Use Board Solicitor. Vice-Chairman Beck second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O’Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2021-4 was approved

Mr. Brewer thanked the Land Use Board for the appointment and the trust placed in him and his firm.

Chairman Yetter asked for nominations for the position of Land Use Board Engineer.

Mayor Tait nominated Mr. James Winckowski of Consulting & Municipal Engineers. Vice-Chairman Beck second the nomination.

**BOROUGH OF PALMYRA**

**LAND USE BOARD RESOLUTION 2022-5**

**RESOLUTION AUTHORIZING THE APPOINTMENT AND AWARD OF CONTRACT FOR PROFESSIONAL SERVICES OF LAND USE BOARD ENGINEER TO JAMES T WINCKOWSKI OF CONSULTING AND MUNICIPAL ENGINEERS**

**WHEREAS**, there exists a need for a Land Use Board Engineer and;

**WHEREAS**, Requests for Qualifications and Proposals were solicited through a fair and open process in accordance with N.J.A.C. 19:44A-20.5 et seq.

**NOW, THEREFORE, BE IT RESOLVED**, by the Land Use Board of the Borough of Palmyra, in the County of Burlington, and the State of New Jersey, that the Chairperson and Land Use Board Secretary are hereby authorized and directed to execute agreement for the following qualified professional:

**SECTION I:**

James T. Winckowski of Consulting and Municipal Engineers as Land Use Board Engineer, term to expire December 31, 2022.

**SECTION II:** These contracts are awarded without competitive bidding as “Professional Services,” in accordance with *NJSA 40A: 11-5(1) (a) et seq.* of the Local Public Contract Law, and/or awarded with *N.J.S.A 19:44A-20.4 et seq.*; the above-named Professional is licensed to practice in the State of New Jersey.

Pursuant to NJSA 40A:11-5(1) (a) the following information is set forth:

- D. Duration of Contracts: All terms are for one-year.
- E. Amount of Contracts: All specified per contract and budget appropriation.
- F. This resolution and the above-mentioned contract will be on file and available for public inspection in the office of the Clerk of the Borough of Palmyra.

Mayor Tait made a motion to approve LUB Resolution 2022-5 the appointment of Mr. James Winckowski of Consulting & Municipal Engineers as Land Use Board Engineer. Chairman Yetter second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O’Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2022-5 was approved

Mr. Winckowski thanked the Land Use Board for the appointment of Land Use Board Engineer.



Chairman Yetter asked for nominations for the position of Land Use Board Planner. Mayor Tait nominated Elena Gabel of Heyer Gruel & Associates. Vice-Chairman Beck second the nomination.

**BOROUGH OF PALMYRA**  
**LAND USE BOARD RESOLUTION 2022-6**

**RESOLUTION AUTHORIZING THE APPOINTMENT AND AWARD OF CONTRACT FOR PROFESSIONAL SERVICES OF LAND USE BOARD PLANNER TO ELENA GABEL, P.P. OF HEYER, GRUEL AND ASSOCIATES**

**WHEREAS**, there exists a need for a Land Use Board Planner and;

**WHEREAS**, Requests for Qualifications and Proposals were solicited through a fair and open process in accordance with N.J.A.C. 19:44A-20.5 et seq.

**NOW, THEREFORE, BE IT RESOLVED**, by the Land Use Board of the Borough of Palmyra, in the County of Burlington, and the State of New Jersey, that the Chairperson and Land Use Board Secretary are hereby authorized and directed to execute agreement for the following qualified professional:

**SECTION I:**

Elena Gable, P.P. of Heyer, Gruel & Associates as Land Use Board Planner, term to expire December 31, 2022.

**SECTION II:** These contracts are awarded without competitive bidding as “Professional Services,” in accordance with *NJSA 40A: 11-5(1) (a) et seq.* of the Local Public Contract Law, and/or awarded with *N.J.S.A 19:44A-20.4 et seq.*; the above-named Professional is licensed to practice in the State of New Jersey.

Pursuant to NJSA 40A:11-5(1) (a) the following information is set forth:

- A. Duration of Contracts: All terms are for one-year.
- B. Amount of Contracts: All specified per contract and budget appropriation.
- C. This resolution and the above-mentioned contract will be on file and available for public inspection in the office of the Clerk of the Borough of Palmyra.

The Chairperson and Land Use Board Secretary are hereby authorized and directed to execute agreement.

Mayor Tait made a motion to accept LUB Resolution 2022-6 the appointment of Elena Gable of Heyer Gruel & Associates as Land Use Board Planner. Vice-Chairman second the motion.

At the call of the roll the vote was as follows:

AYES: Chairman Yetter, Vice-Chairman Beck, Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Ms. O'Connor, Mr. Robinson, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2022-6 was approved

## **CORRESPONDENCE**

Mr. Jackson noted no correspondence was received.

## **BOROUGH COUNCIL UPDATES**

Councilwoman Cloud stated, Council held its Reorganization Meeting earlier this month and the newly elected council members Mr. Howard and Mrs. McCann were sworn in for new three-year terms.

Councilwoman Cloud also noted the appointment of the new junior students, Mikil Williams and Gabriella Gillespie as Student Council representatives and all the 2022 appointments by Mayor and Council including committee appointments. nothing further to report currently. Mayor Tait noted the vaccine clinic will be reopening at the Community Center February 1<sup>st</sup>, 2022, from 10-4 pm on Tuesdays. Mayor Tait noted that council meetings are still being held virtually but they look forward to getting Back to in person meeting soon.

## **OLD BUSINESS**

No Old Business

## **NEW BUSINESS**

**Application 2021-LUB08** – 311 West 5<sup>th</sup> Street, Block 115, Lot 8 & 9, Palmyra School District, Use Variance.

Mr. Brewer swore in Mr. McBride, who was representing the Palmyra School District for application 2021-LUB08 for a use variance.

Mr. McBride explained the application, he explained that a grant was applied for and received by PHSFEE for a wall mural which they donated to the Palmyra School District. Mr. McBride indicated that the mural would be on wall of the building but would be painted indoors and then transferred to the wall. Vice-Chairman Beck, Ms. Belton, and Councilwoman Cloud all recused themselves due to conflicts.

Chairman Yetter asked what side of the building it was going to be placed on; Mr. McBride indicated on the 4<sup>th</sup> Street side down by the gym across from parking lot. Mr. McBride noted the need for a variance as murals are not permitted on buildings in the Borough of Palmyra. Mr. McBride noted it was not marketing or advertising of any type but a rendering of art approximately 15 ft high and 40 ft wide. Mr. McBride indicated it was designed by a student. Mr. McBride explained how the mural will be painted by the students and how it would be adhered to the building. Mr. McBride noted the copy of the rendering was enclosed with the application, noting that anyone wishing to see the mural could contact the High School or Board of Education to see exactly what was being put on the wall.

Mr. Winckowski explained why the variance was needed, noting the per the Borough of Palmyra code such signs/murals are prohibited in the Borough of Palmyra. Mr. Winckowski indicated it is not a marketing sign but an artistic sign with a beneficial use for the community. Mr. Winckowski noted it will not be a lighted sign.

Chairman Yetter asked for a motion to open the application to the public for comment. Mr. Robinson made a motion to open the application to the public for comment. Chairman Yetter second the motion.

All voted in favor of the motion.

Seeing none, Chairman Yetter asked for a motion to close the application to the public for comment.

Mr. Gural made a motion to open the application to the public for comment. Chairman Yetter second the motion.

All voted in favor of the motion.

Chairman Yetter asked for a motion to approve Application 2021-LUB08, as presented, subject to all fees/escrow being paid.

Mayor Tait made a motion to approve application 2021-LUB08. Mr. Robinson second the motion.

**At the call of the roll the vote was as follows:**

AYES: Chairman Yetter, Mr. Gural, Ms. O'Connor, Mr. Robinson, Mr. Rossignol, Mrs. Melvin

NAY: None

RECUSED: Vice-Chairman Beck, Ms. Belton

## **PUBLIC COMMENT**

Chairman Yetter requested a motion to open the meeting to the public for comment. Mayor Tait made a motion to open the meeting for public comment. Mr. Beck second the motion.

All voted in favor of the motion.

Lisa Jablonski thanked everyone for their help noting that many students are looking forward to helping to put the mural together. Mrs. Jablonski also noted that anyone is interested in helping to paint the mural, you can reach out to her at the School District at ext. 1015.

Ms. Weiner thanked everyone and noted this would be an addition to the Arts District which was put into the Master Plan.

Chairman Yetter asked anyone making comments to state their name and address for the record.

Chairman Yetter requested a motion to close the public comment portion of the meeting. Vice-Chairman Beck made a motion to close the public comment portion. Mayor Tait second the motion.

All voted in favor of the motion.

Having no further business, Chairman Yetter requested a motion to adjourn the meeting. Vice-Chairman Beck made a motion to adjourn the meeting. Councilwoman Cloud second the motion.

All voted in favor of the motion.

Meeting was adjourned at 7:49 pm

Doretha R. Jackson, RMC

Land Use Board Secretary

Borough of Palmyra

Approved: March 23<sup>rd</sup>, 2022