

BOROUGH OF PALMYRA
LAND USE BOARD REORGANIZATION MEETING MINUTES
JANUARY 24th, 2024 -7:00 PM

CALL TO ORDER

The Borough of Palmyra Land Use Board Reorganization meeting was called to Order by Land Use Board Secretary, Doretha Jackson at 7:01 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. Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Land Use Board Secretary in the following manner:

- A. Posting written notice on the Official Bulletin Board at the Palmyra Borough Hall on January 30th, 2023
- B. Mailing written notice to the Burlington County Times and Courier Post on January 31st, 2023.
- C. Notice to all 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 12/31/2024

Dr. Laura Craig Cloud – Class III – one-year term expiring 12/31/2024

Lewis Yetter – Class IV – four-year term (12/31/2027)

Jayson Rossignol – Class IV – four-year term (12/31/27)

ROLL CALL

Secretary Jackson called the roll of the board:

PRESENT: Mayor Tait, Mr. Yetter, Councilwoman Cloud, Mr. Beck, Mr. Gural, Ms. Belton, Mr. Rossignol

ABSENT: Mrs. Cooper, Ms. Pappas

Also present, Tracy Kilmer, Zoning Officer

REORGANIZATION

Mrs. Jackson requested a motion to open nominations for Land Use Board Chairman. Dr. Cloud 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. Gural 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. Yetter 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, Councilwoman Cloud, Mr. Gural, Mr. Beck, Ms. Belton, Mr. Rossignol

NAY: None

Abstain: Mr. Yetter

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.

Ms. Belton made a motion to open the nominations. Dr. 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.

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

Chairman Yetter asked for any further nominations, seeing none he asked for a motion to close the nominations. Councilwoman Cloud made a motion to close the nominations. Mr. Gural seconded the motion.

All voted in favor of the motion.

Dr. Cloud made a motion to accept the nomination of Mr. Beck as Land Use Board Vice-Chairperson. Ms. Belton second the motion.

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

AYES: Mayor Tait, Councilwoman Cloud, Mr. Gural, Ms. Belton, Mr. Rossignol, Chairman Yetter

NAY: None

Abstain: Mr. Beck

Motion carries

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

APPROVAL OF THE MINUTES

Chairman Yetter asked if there were any questions or comments regarding the November 29, 2023, Land Use Board Meeting minutes. Hearing none, he requested a motion to approve the minutes as written. Mayor Tait made the motion to approve the minutes as written and Dr. Cloud 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, Mr. Gural, Ms. Belton, Mr. Rossignol

NAYS: None

ABSTAIN: Councilwoman Cloud, Chairman Yetter

LUB RESOLUTIONS

Chairman Yetter then read the following resolutions:

LUB Resolution 2024-1 Notice of Annual Scheduled Meeting/ “Open Public Meeting Act” of Palmyra Land Use Board for 2024

**BOROUGH OF PALMYRA LAND USE BOARD RESOLUTION 2024-1
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 the 2021 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., the Borough of Palmyra does hereby notify the public, all meetings will be held on the fourth Wednesday at 7:00 PM unless otherwise noted***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 28, 2024	August 28, 2024
March 27, 2024	September 25, 2024
April 24, 2024	October 23, 2024
May 22, 2024	November 20, 2024***
June 26, 2024	December 18, 2024***
July 24, 2024	January 22, 2025 (Reorganization)

LUB Resolution 2024-2, Designation of Official Newspaper for Notifications to the Public

BOROUGH OF PALMYRA

LAND USE BOARD RESOLUTION 2024-2

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 in January 24,2024 shall be in accordance with Resolution #2024-1, designating the dates, times and places of such meetings which incorporated within this Resolution by reference.

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 2023-3**

**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, 2024.

**BOROUGH OF PALMYRA
LAND USE BOARD RESOLUTION 2024-4**

**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, the Borough Council of the Borough of Palmyra has a need to acquire a non-fair and open contract pursuant to the provisions of N.J.S.A. *19:44A-20.4*: and

WHEREAS, Andrew Brewer, Esq., of Maraziti Falcon, LLP has performed the required professional services in previous years, and in an effort to keep continuity with the current redevelopment projects,

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 Andrew Brewer, Esq. of Maraziti Falcon, LLP is hereby appointed as Land Use Board Attorney for the Borough of Palmyra Land Use Board for a period of one (1) year, said appointment to expire December 31st, 2024. This appointment and/or any contract pursuant thereto, is awarded without competitive bidding as a "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 the agreement.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification be placed on file with this resolution.

Chairman Yetter asked for a motion to approve LUB Resolutions 2024-1, 2024-2, 2024-3 and 2024-4 Mayor Tait made a Motion to approve LUB Resolutions 2024-1, 2024-2, 2024-3 and 2024-4. Dr. Cloud second the motion.

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

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

NAY: None

Motion carries LUB Resolution 2024-1, 2024-2, 2024-3 and 2024-4 were approved

Chairman Yetter requested a motion to open nominations for Land Use Board Engineer.

Mr. Gural explained

Dr. Cloud made a motion to open the nominations. Vice-Chairman Beck seconded the motion.

All voted in favor of the motion.

Chairman Yetter asked for nominations for Land Use Board Engineer.

Mayor Tait nominated Mike Roberts - CME Mr. Gural second.

Dr. Cloud nominated William Kirchner – ERI. Chairman Yetter second.

Chairman Yetter asked for any further nominations, seeing none he asked for a motion to close the nominations. Vice Chairman Beck made a motion to close the nominations. Dr. Cloud seconded the motion.

All voted in favor of the motion.

discussion

Chairman Yetter asked for a motion to approve Resolution 2024-5.

BOROUGH OF PALMYRA

LAND USE BOARD RESOLUTION 2024-5

RESOLUTION AUTHORIZING THE APPOINTMENT AND AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES OF LAND USE BOARD ENGINEERS TO MICHAEL ROBERTS, P.E OF CONSULTING AND MUNICIPAL ENGINEERS AND WILLIAM KIRCHNER OF ENVIRONMENTAL RESOLUTIONS, INC.

Whereas there exists a need for several Land Use Board Engineers 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 the agreements for the following qualified professionals:

SECTION I:

Michael Roberts, P.E. of Consulting and Municipal Engineers and William Kirchner, P.E., CME of Environmental Resolutions, Inc. as Land Use Board Engineers, terms to expire December 31, 2024.

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.

Vice-Chairman Beck made a motion to accept and approve LUB Resolution 2024-5 the appointment of Michael Roberts of CME and William Kirchner of ERI as Land Use Board Engineers. Mayor Tait second the motion.

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

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

NAY: None

Motion carries LUB Resolution 2024-5 was approved

Chairman Yetter requested a motion to open nominations for Land Use Board Planner. Vice-Chairman Beck made a motion to open the nominations. Dr. Cloud seconded the motion.

All voted in favor of the motion.

Chairman Yetter asked for nominations for Land Use Board Planner.

Mayor Tait nominated Susan Gruel from Heyer Gruel & Associates

Chairman Yetter asked for any further nominations, seeing none he asked for a motion to close the nominations. Dr. Cloud made a motion to close the nominations. Vice-Chairman Beck seconded the motion.

All voted in favor of the motion.

Chairman Yetter asked for a motion to approve Resolution 2024-6.

**BOROUGH OF PALMYRA
LAND USE BOARD RESOLUTION 2024-6**

**RESOLUTION AUTHORIZING THE APPOINTMENT AND AWARD OF CONTRACT FOR
PROFESSIONAL SERVICES OF LAND USE BOARD PLANNER TO SUSAN GRUEL 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:

Susan Gruel, of Heyer, Gruel & Associates as Land Use Board Planner, term to expire December 31, 2023.

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.

Dr. Cloud made a motion to accept LUB Resolution 2024-6 the appointment of Susan Gruel of Heyer Gruel & Associates as Land Use Board Planner. Ms. Belton 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, Mr. Rossignol

NAY: None

Motion carries LUB Resolution 2024-6 was approved

Discussion

BOROUGH OF PALMYRA

LAND USE BOARD RESOLUTION 2024-7

RESOLUTION DELIGATING NEW MATTERS COMING BEFORE THE LAND USE BOARD TO LAND USE BOARD ENGINEERS WILL BE HANDLED BY A COMMITTEE OF THE BOARD COMPRISED OF THE LAND USE BOARD CHAIRMAN, MAYOR AND BUSINESS ADMINISTRATOR.

Whereas there exists a need for several Land Use Board Engineers 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. and,

Whereas, Michael Roberts, P.E. of Consulting and Municipal Engineers and William Kirchner, P.E. of Environmental Resolutions, Inc. were appointed as the Land Use Board Engineers for 2024,

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 Land Use Board Chairman, the Mayor and the Business Administrator as a committee will designate/ determine which engineer will handle which new matters coming before the Land Use Board.

CORRESPONDENCE

Mr. Jackson noted no correspondence was received.

BOROUGH COUNCIL UPDATE

Mayor Tait stated, that she and council were looking for volunteers for various community groups. Mayor Tait noted that for Black History month the Community center will be hosting an African dance group on February 10, 2024 at 2:00 pm.

Dr. Cloud noted that the reorganization of Borough Council was held January 5, 2024 and all professional and council committee appointments were made.

OLD BUSINESS

Continuation of Application LUB 2023-04-519 Jefferson Street, Blk 130 Lots 5,6,7 – TAC Investments, LLC

In attendance for the applicant were the following

Mr. Seth Broder, Esq.- Attorney for applicant. Mr. Broder reminded all that they were still under oath...

Mr. Citro -Applicant

Mr. Mancini – Engineer

Mr. Kuzowski - Architect

Exhibits presented are as follows:

A-4 Streetscape

A-5 Proposed conditions Plan

A-6 SD2, OC – Street scape

A-7 Exhibit Plan 9/12/23

A-8 Minor Subdivision 9/12/2023

Chairman Yetter asked for a motion to open the application to the public for comment. Mayor Tait made a motion to open the application to the public for comment. Vice-Chairman Beck second the motion.

All voted in favor of the motion.

Councilwoman Cloud asked

Mrs. Kilmer noted it is in a flood zone.

Seeing no more Chairman Yetter asked for a motion to close the application to the public for comment. Vice Chairman Beck made a motion to close the application to the public for comment. Mayor Tait second the motion.

All voted in favor of the motion.

Chairman Yetter asked for a motion to approve Application 2023-LUB-04 contingent upon Mr. Brewer's comments, and subject to all fees/escrow being paid.

Vice Chairman Beck made a motion to approve application 2023-LUB-04. Dr. Cloud 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, Mr. Rossignol

NAY: None

NEW BUSINESS

Fence issues on corner properties

Mr. Gural noted that the stormwater training was required and everyone on the Land Use Board must take that training. Mr. Gural stated he would forward all the information to everyone on the board so they can get it completed. Mr. Gural reminded all to make sure they filled out their completion forms and returned them to either the secretary or Mr. Kirchner from ERI.

PUBLIC COMMENT

Chairman Yetter requested a motion to open the meeting to the public for comment. Vice-Chairman Beck made a motion to open the meeting for public comment. Councilwoman Cloud second the motion.
All voted in favor of the motion.

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

Seeing none wishing to make a comment 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. Councilwoman Cloud 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 8:15 pm

Doretha R. Jackson, RMC

Land Use Board Secretary

Borough of Palmyra

Approved: