

Township of Millburn
Minutes of the Planning Board
January 19, 2022

A regular meeting of the Township of Millburn Planning Board was held on **Wednesday, January 19, 2022** at 7:30 PM via Zoom webinar.

Chairwoman Beth Zall opened the meeting by reading Section 5 of the Open Public Meetings Act.

The following members were present for the meeting:

Gaston Haupt
Jorge Mastropietro
Marc Matsil
Maggee Miggins
Craig Ploetner
Sujatha Shanmugasundaram
Dianne Thall Eglow
Srini Vijay
Daniel Baer, Vice Chairman
Beth Zall, Chairwoman

Also present:

Edward Buzak, Board Attorney
Graham Petto, Township Planner
Martha Callahan, Township Engineer
Eileen Davitt, Zoning Officer/Board Secretary

APPROVAL OF MINUTES

A motion to approve the minutes of December 1, 2021, was made by Beth Zall, seconded by Srini Vijay, and carried with a unanimous voice vote.

A motion to approve the minutes of December 15, 2021, was made by Beth Zall, seconded by Gaston Haupt, and carried with a unanimous voice vote.

MEMORIALIZATIONS

There were no resolutions to be memorialized.

APPLICATIONS

There were no applications scheduled.

BUSINESS

Board Attorney, Ed Buzak, and Township Planner, Graham Petto, gave a brief presentation on the responsibilities of the Planning Board and the roles of Planning Board members.

Ed Buzak, Board Attorney, discussed the Planning Board functions. He spoke about the Master Plan and the two required components -- a statement of objectives and a land use plan element. He also indicated 15 other components, such as a housing plan element, a circulation plan, a utility service plan, conservation plan, recreation plan, community service plan, conservation plan, an economic plan, recycling plan, and several others. The Master Plan has to be re-examined at least every 10 years.

Marc Matsil addressed the 2018 Master Plan revision and felt more could be done for both the short and long term goals. He stated that an enhanced green infrastructure is particularly relevant and should be implemented to enhance sustainable development and reduce flooding. Graham Petto agreed that reviewing the matrix would be a good idea.

The Board discussed the idea of forming subcommittees within the Board. Mr. Petto said this is something that other Planning Boards do, and is something worth considering. It would be an opportunity for a small group to meet, discuss issues and report back to the Planning Board.

Ed Buzak spoke to the application review process and explained the types of applications the Board receives. He also touched on the Residential Site Improvement Standards (RSIS), which is a set of construction standards for curbs and roads within residential developments required throughout the entire state.

Ed Buzak also reminded Planning Board members that there is a mandatory education requirement under the Municipal Land Use Law for all members of the Board, which must be taken within 18 months of their appointment to the Board. Ed Buzak also reminded Board members that applications are not to be discussed anywhere or anytime except at the Board meetings themselves, in a public forum.

Graham Petto outlined the development regulations and zoning ordinance and reminded members that they have an obligation to be active participants. They should prepare for each meeting by familiarizing themselves with the application material and the site. They must also acknowledge the public, and focus their attention on the applicant and application.

If there is ever a conflict with an application on the part of any Board member, they must recuse from voting and leave the meeting. Ed Buzak reiterated that all Board members should exercise their powers, but must have a legitimate basis for any abstentions.

ADJOURNMENT

A motion to adjourn was made by Beth Zall, seconded by Marc Matsil, and carried with a unanimous voice vote. (9:30 PM)

Eileen Davitt
Board Secretary

Motion: MMi
Second: GH
Date Adopted: 3/2/22