

**BOROUGH OF SPOTSWOOD PLANNING BOARD**  
**MINUTES - February 3, 2015**

**CALL TO ORDER**

John Meyer called this meeting to order.

**NOTICE REQUIREMENT**

Mr. Meyer read the notice requirement for the Open Public Meetings Act.

**ROLL CALL**

**present:** John Meyer, Curtis Stollen, Mark Koppel, Charles McCook, Larry Kraemer, Dawn McDonald, James Farley, James Kinneally, Esq., Todd Bletcher, P.P., Bruce M. Koch, P.P., P.E.

**absent:** Mayor Nicholas Polisenno, Jose Rivera, Robert Drako, Daniel Auciello, Robert McNutt, Kellen Decker

**NOTE:** Mr. Rivera attended at 7:40 pm.

**REORGANIZATION**

**Chairman:** Upon motion by Mr. Stollen and second by Mr. Koppel, John Meyer was unanimously reappointed as Board Chairman.

**Vice-Chairman:** Upon motion by Mr. Stollen and second by Mr. Kraemer, Charles McCook was unanimously appointed as Vice-Chairman.

**Board Attorney:** Upon motion by Mr. Meyer and second by Mr. McCook, James Kinneally was unanimously appointed as Board Attorney.

**Board Engineer:** Upon motion by Mr. Koppel and second by Mr. Stollen, CME Associates was unanimously reappointed as Board Engineer.

**Board Planner:** Upon motion by Mr. Kraemer and second by Mr. Meyer, Bignell Associates was unanimously reappointed as Board Planner.

**Board Secretary:** Upon motion by Mr. Meyer and second by Mr. Koppel, Susan Milko was unanimously reappointed as Board Secretary.

**MINUTES - October 7, 2014 & November 18, 2014**

The minutes of October 7, 2014 were approved with a motion from Mr. McCook, seconded by Mr. Meyer, and all eligible members agreed.

The minutes of November 18, 2014 were approved with a motion from Mr. Stollen, seconded by Mr. Koppel, and all eligible members agreed.

**VOUCHERS**

Bills were paid with a motion from Ms. McDonald, seconded by Mr. Stollen, and all agreed.

**APPLICATIONS**

None before the Board this evening.

**OTHER BUSINESS**

Billing procedures were discussed. In an effort to timely pay for services rendered, Mr. Koppel motioned to have attorney bills automatically submitted for payment when two consecutive meetings are not held by the Board. A second was made by Mr. McCook, and all agreed.

**ADJOURNMENT**

There was no other business before the Board, and this meeting was adjourned.

Respectfully submitted,

Susan Milko  
Board Secretary