

**BOROUGH OF SPOTSWOOD**  
**77 Summerhill Road**  
**Spotswood, New Jersey**

**Planning Board**  
**February 7, 2017**  
**7:30 PM**

The regular meeting of the Planning Board of the Borough of Spotswood was called to order by Charles McCook at the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

The notice requirements provided for in the "Open Public Meetings Act" have been satisfied. Notice of this meeting was properly given in the new schedule of meetings of the Spotswood Planning Board on December 30, 2016. The new schedule was transmitted to The Home News Tribune; it was filed with the Clerk of the Borough of Spotswood and posted in the Spotswood Municipal Building, 77 Summerhill Road, Spotswood, NJ.

**The following Planning Board Members and Professionals were present at the meeting:**

Mayor Edward Seely, Business Administrator Dawn McDonald, Councilman Curtis Stollen, Charles McCook, Larry Kraemer, Mark Koppel, James Farley, Vincent Davis, Bruce M. Koch, P.P., P.E, C.M.E. and James Kinneally, Esq.

**The following Planning Board Members and Professionals were absent from the meeting:**

Richard Williamson, Daniel Auciello, and Andrew Mashanski, Zoning Officer

**Note:** There is currently one member seat vacant, (unexpired term, 12/31/2018), and two vacant alternate positions (#3 & #4) on the Board roster.

Mr. McCook announces that the reorganization meeting will take place at tonight's meeting, but first the Board would like to welcome our new member, Mr. Davis, and say thank you to Mr. Meyer for his stewardship as the Board Chair for many years.

**REORGANIZATION**

Mr. McCook asked for nominations for Chairman. Mr. Stollen nominated Charles McCook, which was seconded by Mr. Farley. There were no other nominations. All members present voted in favor.

Mr. McCook asked for nominations for Vice-Chairman. Mr. Koppel nominated Curtis Stollen. Mr. McCook questioned Mr. Kinneally if the Councilman could serve, to which Mr. Kinneally replied that the position must be filled by a Class IV member and the nominee cannot hold an official position with the Borough. Mr. McCook asked if there were any additional nominees for the position of Vice Chairman. If not, Mr. McCook nominates Larry Kraemer. Mr. Stollen seconded the nomination. There were no further nominations for Vice Chairman. All members present voted in favor.

Mr. McCook nominated Kimm Zielinski for Board Secretary, which was seconded by Mr. Stollen. There were no other nominations. All members present voted in favor.

Mr. McCook asked for nominations for Board Engineer. There were no competing applications, and Mr. Stollen nominated CME Associates as represented by Bruce M. Koch, P.P., P.E, C.M.E. Mr. Koppel seconded the nomination. There were no other nominations. All members present voted in favor.

Mr. McCook asked for nominations for Board Attorney. There were no competing applications, and Mr. Koppel nominated Marriott, Callahan & Blair, P.C. as represented by James Kinneally, Esq. Mr. Farley seconded the nomination. There being no other nominations. All members present voted in favor.

Mr. McCook asked for nominations for Board Planner. There were two applications for the position. Mr. Stollen nominated CME Associates as represented by Bruce M. Koch, P.P., P.E, C.M.E Mr. Kraemer seconded the nomination. There were no other nominations. All members present voted in favor.

Mr. Kinneally advised the Board that it must appoint two official publications having a paid circulation. It was decided that the Home News Tribune and the Sentinel would be the official newspapers. A motion to adopt was made by Ms. McDonald, and seconded by Mr. Stollen. All present voted in favor.

**APPLICATIONS** - There were no applications before the Board.

**MINUTES – November 1, 2016**

The draft minutes of November 1, 2016 were reviewed by the Board. A motion to adopt was made by Mr. Stollen, and seconded by Mr. McCook. All present voted in favor, and the above minutes from November 1, 2016 were approved without amendment.

**MINUTES – November 15, 2016** – The Planning Board Meeting that had been scheduled for November 15, 2016 was cancelled due to lack of agenda items; therefore, no minutes of the meeting will be prepared.

**MINUTES – December 6, 2016** – The Planning Board Meeting that had been scheduled for December 6, 2016 was cancelled due to lack of agenda items; therefore, no minutes of the meeting will be prepared.

**MINUTES – January 17, 2017** – The Planning Board Meeting that had been scheduled for January 17, 2017 was cancelled due to lack of agenda items; therefore, no minutes of the meeting will be prepared.

**MEMORIALIZATION** – There were no matters before the Board.

**PAYMENT OF VOUCHERS**

Vouchers were circulated to the Board. Mr. McCook moved that the vouchers be approved for payment. Mr. Kraemer seconded the motion. All present were in favor, and the vouchers were approved for payment.

**PUBLIC COMMENT**

Mr. McCook made a motion to open the meeting to the public, which was seconded by Ms. McDonald. All present were in favor, and the public portion of the meeting was opened.

There being no questions or comments from the public, Mr. Stollen made a motion to close the public portion of the meeting, which was seconded by Mr. Kraemer. All present were in favor, and the public portion of the meeting was closed.

**CORRESPONDENCE**

Prior to the meeting, members received copies of correspondence for their review and comment. Correspondence did not need acted on and was for informational purposes only.

**BOARD COMMENTS**

Mr. Stollen advised the Board that the Mayor and Borough Council honored John Meyer at the Council Meeting held on January 23, 2017 with a Certificate of Appreciation in recognition of his many years of service to the Planning Board and Zoning Board of Adjustment, and in gratitude for his unselfish devotion to the Borough of Spotswood.

Mr. Stollen wishes Mr. McCook all the best as the new Board Chairman, and welcomes Mr. Davis as a new Board Member.

Mr. Farley proposes an idea to the Board regarding planting apple blossom or cherry trees near DeVoe Lake; possibly offering them for purchase like the bricks near Borough Hall. Mr. Stollen advises the Board the Borough started a "Tree Fund" for purposes like this, to allow for donations to be placed into a fund for the Borough to use for the purchase of trees. Discussion continues among the Board members, Engineer Koch offers guidance on placement and types of trees, and Mayor Seely updates the Board on the Borough's current plans for the lake.

**ADJOURNMENT**

There being no further business before the Board, Mr. Stollen made a motion to adjourn, seconded by Ms. McDonald. All present were in favor, and the meeting was adjourned at 7:45 P.M.

**NEXT SCHEDULED MEETING**

February 21, 2017 at 7:30 P.M

Location: Court Room, 77 Summerhill Road, Spotswood, NJ

Respectfully submitted,

*Kimm Zielinski*

Kimm Zielinski  
Board Secretary

Approved at meeting held on:  
March 21, 2017