Meeting called to order and a quorum declared by Vice Chairman Cegelka at 7:00 p.m.

SALUTE TO FLAG

OPEN PUBLIC MEETINGS ACT STATEMENT
This meeting has been advertised in the Daily Record in compliance with the New Jersey Open Meetings Act.

ROLL CALL

IN ATTENDANCE Mayor Dave Holeman, Jim Glass, Diane Feola, John Cegelka, , Hector Lorenzo Jr., Jim Janone, Valerie Williams, Barrie Palumbo

ABSENT Avis Byfield, Ken Diehl

REORGANIZATION (continued from January meeting)
At the request of the Board, the attorney explained that there could be a public or secret ballot but a nomination must first be made.

Motion to nominate Diane Feola for Chairman made by Mayor Holeman, second by Ms. Palumbo.
Motion to nominate Mr. Cegelka for Chairman made by Ms. Williams, second by Mr. Janone.
Mr. Cegelka declined the nomination.
Motion to nominate Mr. Janone for Chairman made by Mr. Cegelka, second by Ms. Williams.

Motion to close nominations made by Mr. Janone, second by Mr. Cegelka. All in favor.

Roll Call for Ms. Feola:
4 Yes Votes: Mayor Holeman, Mr. Glass, Ms. Feola, Ms. Palumbo
4 No Votes: Mr. Cegelka, Mr. Lorenzo, Mr. Janone, Ms. Williams
Tie Vote

Roll Call for Mr. Janone:
4 Yes Votes: Mr. Cegelka, Mr. Lorenzo, Mr. Janone, Ms. Williams
4 No Votes: Mayor Holeman, Mr. Glass, Ms. Feola, Ms. Palumbo
Tie Vote

The attorney advises that the options are a secret ballot or leave the Vice Chairman in charge.

Motion to leave Vice Chairman in charge made by Ms. Williams, second by Mr. Janone.
Roll Call: Yes Votes: Mr. Cegelka, Mr. Lorenzo, Mr. Janone, Ms. Williams
No Votes: Mayor Holeman, Mr. Glass, Ms. Feola, Ms. Palumbo
Tied Vote

Attorney advised Vice Chairman remains in charge until a later vote.

REGULAR MEETING

APPROVAL OF MINUTES
No minutes at this time.

APPLICATIONS
None

CORRESPONDENCE
The Budget letter to the Mayor and Council prepared by Ms. Palumbo.

BILLS
Two bills from the Daily Record were received and corrected in the amounts of $8.32 and $14.56 for publication of a resolution and meeting dates.

Motion to pay bills made by Mr. Janone, second by Mayor Holeman.
Roll Call: 8 Yes: Mayor Holeman, Mr. Glass, Ms. Feola, Mr. Cegelka, Mr. Lorenzo, Mr. Janone, Ms Palumbo
1 No: Ms. Williams
Motion carries.

OLD BUSINESS
Recording Secretary

Two applicants agreed to $90 per meeting for transcription of meeting minutes. The board discussed obtaining more modern equipment to record the meeting. Included in that discussion was the need for the minutes to not only be recorded but also typed up as hard copy to comply with regulations.

Mr. Janone and Ms. Williams stated their position that Ms. Palumbo type up the minutes. Ms. Williams stated that Ms. Palumbo was never given a job description so this could be included in her responsibilities. Mayor Holeman corrected that misperception and confirmed that Ms. Palumbo does have a job description for her position with the Board.

Mr. Janone suggests the person retained for transcription attend the meetings in person to take notes. The other Board members responded that previously typing up the minutes did not require attending the board meetings and that it is unlikely that the board would be able to retain anyone if attending the board meetings is a requirement for being paid $90/per meeting.

Motion made by Mr. Janone, second by Mr. Cegelka for Teresa Mendoza to transcribe minutes.
Roll Call: 3 Yes: Mr. Cegelka, Mr. Janone, Ms. Palumbo
4 No: Mayor, Mr. Glass, Ms. Feola, Ms. Williams
1 Abstain: Mr. Lorenzo
Motion Fails

Motion by Diane Feola, second by Mr. Glass to approve Leslie M. Schack to transcribe minutes.
Roll Call: 4 Yes: Mayor Holeman, Mr. Glass, Ms. Feola, Ms. Palumbo
3 No: Mr. Cegelka, Mr. Janone, Ms. Williams
1 Abstain: Mr. Lorenzo
Motion Passes

Ms. Palumbo will contact Ms. Schack.

NEW BUSINESS
Motion made by Mayor Holeman to made to limit the meetings to one hour, except when an application is presented, second by Mr. Glass.
Roll Call: All in favor
Motion passes.

Motion made by Mayor Holeman to limit meetings to months when an application is to be presented, and/or the board wishes to address by-laws, budget and other administrative issues as presented by the Administrative Committee, second by Ms. Feola.

Roll Call: Deferred at this time to determine if the motion violates any guidelines.

COMMITTEE REPORTS
Policy/Administrative Committee

Mr. Janone, Ms. Williams and Mr. Lorenzo met and are working on By-Laws.

Mr. Janone suggests that the Board purchase the following books: A Guide to Planning and Zoning Board Adjustment, Municipal Land Use Law Book, as well as Planning Board Training books. Membership in industry groups should be considered and may reduce the costs of books. Additionally, training expenses for board members should be included in future expenses.

Mr. Janone asked the Board's attorney what would happen if the Board runs out of money.
The attorney replied that the Board cannot overspend its budget. Under-spending the budget leaves a surplus in the budget.

A draft of By-Laws is being created by the Committee and will be submitted to the attorney and Board for review.

Motion made by Mr. Cegelka for Ms. Williams to attend an advanced training class and Mr. Lorenzo to attend the mandatory class for total of $200, second by Mr. Janone.
Roll Call: All in favor.
Motion passes.

MOTION TO OPEN MEETING TO PUBLIC
Motion made by Mr. Janone, second by Ms. Palumbo to open the meeting to the public. All in favor.

Joan Cegelka, 23 Franklin Road, Victory Gardens, discussed Notice requirements to the newspaper which Ms. Palumbo confirmed that was being done. Ms. Cegelka reminded Board members that background noise during a meeting (tapping, shuffling papers) will make it difficult for them to be heard on the tape.

MOTION TO CLOSE MEETING TO PUBLIC
Motion made by Mr. Glass, second Mr. Lorenzo to close the meeting to the public. All in favor.

MOTION TO ADJOURN
Motion made by Mr. Janone, second Mr. Glass, to adjourn. All in favor. Meeting adjourned.

Respectfully submitted,

Barrie Palumbo
Planning Board Secretary