



their comments to a reasonable length of time.

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**RESOLUTION #PB 2023-01**

**RESOLUTION OF THE BOROUGH OF CHATHAM PLANNING BOARD ADOPTING MEETING MINUTES**

**BE IT RESOLVED** by the Borough of Chatham Planning Board that the minutes from the December 7, 2022, meeting is approved as prepared and shall be filed as a permanent record in the Borough Clerk’s office.

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**ANNUAL REORGANIZATION**

- a. Vote and election of Chairperson
- b. Vote and election of Vice Chairperson
- c. Vote and Election of Secretary
- d. Appointment of Sign Committee

**ANNUAL RESOLUTIONS**

**RESOLUTION PB #2023-02**

**RESOLUTION TO APPOINT THE BOROUGH OF CHATHAM PLANNING BOARD OFFICERS FOR 2023**

**WHEREAS**, the New Jersey Municipal Land Use Law, *N.J.S.A.* 40:55D, requires that the Planning Board elect a Chairperson, a Vice Chairperson and a Secretary for the year 2023; and

**WHEREAS**, at its Reorganization Meeting on January 18, 2023, the Borough of Chatham Planning Board did hold an election for Board officers; and

**WHEREAS**, the elected members did agree to accept and hold such offices.

**THEREFORE, BE IT RESOLVED** by the Planning Board, that as the result of the elections, the following offices will be held by the indicated members of the Planning Board during the year 2023, and until replaced by a subsequent election:

Chairperson: \_\_\_\_\_  
Vice Chairperson: \_\_\_\_\_  
Board Secretary: \_\_\_\_\_

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**RESOLUTION PB #2023-03**

**RESOLUTION SETTING THE MEETING DATES FOR THE BOROUGH OF CHATHAM PLANNING BOARD FOR CALENDAR YEAR 2023**

**WHEREAS**, the Open Public Meetings Act, *N.J.S.A.* 10:4-6 et. seq., requires that public bodies provide adequate notice of meetings.

**THEREFORE, BE IT RESOLVED**, by the Borough of Chatham Planning Board that during the calendar year 2023, meetings shall be held by the Borough of Chatham Planning Board to discuss

or act upon official business at 7:30 p.m. prevailing time, in the Council Chambers, in Borough Hall as follows:

1. Regular Meetings of the Borough of Chatham Planning Board for the year 2023 will be held on the first and third Wednesday of each month, at 7:30 p.m. prevailing time, in the Council Chambers, in Borough Hall on the following dates:
2.

January 18	
February 1	February 15
March 1	March 15
April 5	April 19
May 3	May 17
June 7	June 21
July 5	July 19
August 2	August 16
September 6	September 20
October 4	October 18
November 1	December 6
3. The Reorganization Meeting and first Regular Meeting for 2024 will be held on Wednesday, January 17, 2024.
4. Notice is hereby given that an executive (closed) session may be convened at any of the herein referenced Board meetings
5. Certified copies of this resolution shall be e-mailed to the Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch, and the Alternative Press and posted on the bulletin board outside the office of the Borough Clerk and filed in the Office of the Administrator.
6. A copy of this resolution shall be sent to any interested person who has requested that they be sent copies of notices of the Borough Planning Board meetings pursuant to N.J.S.A. 10:4-19, and who has paid the required fee.

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#### **RESOLUTION PB #2023-04**

#### **RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF ADVERTISEMENTS AND ALL NOTICES REQUIRED BY LAW TO BE PUBLISHED BY THE BOROUGH OF CHATHAM PLANNING BOARD FOR THE YEAR 2023**

**WHEREAS**, the New Jersey Municipal Land Use Law, *N.J.S.A.* 40:55D, provides that certain notices required by its terms are to be published in the official newspaper of the municipality; and

**WHEREAS**, the Open Public Meetings Act, *N.J.S.A.* 10:4-6 *et seq.*, requires that notification be given of meetings of public bodies as therein defined and, in the manner, therein set forth; and

**WHEREAS**, the Borough of Chatham has by resolution selected the official newspapers of the Borough for publication of legal notices.

**THEREFORE, BE IT RESOLVED**, by the Borough of Chatham Planning Board that pursuant to N.J.S.A. 40:53-1, the *Daily Record* is hereby designated as the official newspaper for all advertisements and all notices required by law to be published by this municipality and the *Chatham Courier* is hereby designated as an alternate official newspaper; and

**BE IT FURTHER RESOLVED**, that all notices required to be published shall be placed upon the bulletin board on the main level of Borough Hall, outside the office of the Borough Clerk; and

**BE IT FURTHER RESOLVED**, that pursuant to N.J.S.A. 10:4-19, a copy of this resolution shall be provided to any person who requests a copy of the regular meeting schedule, special or rescheduled meetings of this public body, and upon prepayment by such person of a reasonable sum, if any has been fixed by resolution to cover the costs of providing such notice; and

**BE IT FURTHER RESOLVED**, that in accordance with N.J.S.A. 10:4-14, minutes of the meetings of the Borough of Chatham Planning Board will be made available for public viewing in the Administration office and on the Borough website. Paper copies of the minutes will be provided to individuals who request same in accordance with the Open Public Records Act, N.J.S.A. 47:1A-1 et. seq.

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**RESOLUTION PB #2023-05**

**RESOLUTION APPOINTING THE BOARD ATTORNEY AND APPROVING CONTRACT FOR LEGAL SERVICES FOR 2023**

**WHEREAS**, the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, requires that a resolution be adopted and publicly advertised to authorize the award of contracts for Professional Services without competitive bidding; and

**WHEREAS**, there exists a need for legal services for the Borough of Chatham Planning Board; and

**WHEREAS**, the Board has considered the services rendered by Vincent K. Loughlin, Esq. during the year 2022.

**THEREFORE, BE IT RESOLVED**, that Vincent K. Loughlin, Esq., 1838 East Second Street, Scotch Plains, New Jersey 07076, is hereby appointed Legal Counsel for the Borough of Chatham Planning Board for the year 2023 at rates to be set forth in a contract with the Board; and

**BE IT FURTHER RESOLVED**, that the Planning Board Chairman is authorized to execute the necessary agreement with the appointed attorney on behalf of the Board.

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**RESOLUTION PB #2023-06**

**RESOLUTION APPOINTING THE BOARD PLANNER AND APPROVING CONTRACT FOR PLANNING SERVICES FOR 2023**

**WHEREAS**, the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* requires that a resolution be adopted and publicly advertised to authorize the award of contracts for “Professional Services”; and

**WHEREAS**, the Board has determined that the services of a professional planner are necessary for the Board; and

**WHEREAS**, the Board has considered the services rendered by Kendra Lelie, P.P, AICP, ASLA, of the firm T & M Associates during the year 2022; and

**WHEREAS**, the Board Attorney will review and revise the contract for services as necessary.

**THEREFORE, BE IT RESOLVED**, as follows:

1. Kendra Lelie, P.P, AICP, ASLA, of the firm T & M Associates is hereby appointed as Planner to the Borough of Chatham Planning Board effective from January 1, 2023, through December 31, 2023;
2. Kendra Lelie shall render services based upon an hourly rate and a rate fixed for public meeting attendance;
3. The Board Attorney is directed to provide a professional services contract in accordance with this Resolution to Kendra Lelie of the firm T & M Associates for signature;
4. Upon recommendation of the final contract by the Board Attorney, the Planning Board Chairman is authorized to execute the contract on behalf of the Board, and the Chairman's signature shall be duly witnessed by the Secretary to the Board;
5. Kendra Lelie, P.P, AICP, ASLA, and the firm T & M Associates is directed to comply with all appropriate document requests of the Borough Clerk with respect to this contract, including financial disclosures and Pay-to-Play requirements.

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**RESOLUTION PB #2023-07****RESOLUTION APPOINTING CONSULTING ENGINEER AND APPROVING CONTRACT FOR ENGINEERING SERVICES FOR 2023**

**WHEREAS**, the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* requires that a resolution be adopted and publicly advertised to authorize the award of contracts for "Professional Services"; and

**WHEREAS**, the Board has determined that the services of a professional engineer are necessary for the Board; and

**WHEREAS**, the Board has considered the services rendered by Robert C. Brightly, P.E. during the year 2022; and

**WHEREAS**, Board Attorney will review and revise the contract for services as necessary.

**THEREFORE, BE IT RESOLVED**, as follows:

1. Robert C Brightly of the firm of Ferriero Engineering, is hereby appointed as Consulting Engineer to the Borough of Chatham Planning Board effective from January 1, 2023, through December 31, 2023;
2. Mr. Brightly shall render services on a piecemeal basis as assigned by the Board, at a fixed hourly rate to be billed on a monthly basis. A fee schedule is attached to this Resolution;
3. The Board Attorney is directed to provide a professional services contract in accordance with this Resolution to Mr. Brightly for signature;
4. Upon recommendation of the final contract by the Board Attorney, the Planning Board Chairman is authorized to execute the contract on behalf of the Board, and the Chairman's signature shall be duly witnessed by the Secretary to the Board;
5. Robert Brightly and the firm of Ferriero Engineering are directed to comply with all appropriate document requests of the Borough Clerk with respect to this contract, including financial disclosures and Pay-to-Play requirements.

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**RESOLUTION PB #2023-08**

**RESOLUTION RE-ADOPTING RULES AND REGULATIONS FOR OPERATION OF THE PLANNING BOARD**

**WHEREAS**, the Municipal Land Use Law, *N.J.S.A.* 40:55D-8, provides that Rules and Regulations shall be adopted by the Planning Board; and

**WHEREAS**, the Board has previously adopted the Rules and Regulations and Amendment #1 and Amendment #2 of the Rules and Regulations.

**THEREFORE, BE IT RESOLVED**, that the Planning Board does hereby re-adopt the document entitled “Rules and Regulations of the Planning Board of the Borough of Chatham”, consisting of the Introduction and Articles I through VII, and all Amendments thereto; and

**BE IT FURTHER RESOLVED**, that the Board Rules and Regulations shall be available upon request upon payment of fees as required by the Borough.

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**RESOLUTION PB #2023-09**

**RESOLUTION TO APPOINT MEMBERS OF THE SIGN COMMITTEE FOR 2023**

**WHEREAS**, the duly adopted and amended Rules and Regulations of the Borough of Chatham Planning Board provide for the appointment of the members of the Borough Sign Committee, which shall serve as a sub-committee of the Planning Board; and

**WHEREAS**, at its Reorganization Meeting on January 18, 2023, the Planning Board did appoint the members of the Sign Committee; and

**THEREFORE, BE IT RESOLVED**, by the Planning Board that the following persons are hereby appointed to the Borough of Chatham Sign Committee:

	Planning Board
	Regular Member
	Chamber of Commerce
	ZBA and Planning Board
Glen Turi	Zoning Enforcement Officer
	Historic Preservation Commission
Frances Boardman	Administrative Secretary

**BE IT FURTHER RESOLVED**, that each member shall serve at the will of the Planning Board, for a term of one year from January 18, 2023; and

**BE IT FURTHER RESOLVED**, that the Board Administrative Secretary is directed to advise each appointee of the appointment and determine that each has accepted the appointment and his or her duty to serve on the Sign Committee with objectivity and fairness.

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**APPLICATION RESOLUTIONS**

**a.**

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**DISCUSSION ITEMS**

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## **NEW AND RETURNING APPLICATIONS**

- a. Application No. PB 22-003  
Robert & Erin Zotti  
142 North Passaic Avenue  
Block: 45, Lot: 2  
Minor Subdivision with Variances
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## **NEW AND PENDING BUSINESS**

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## **CLOSED SESSION**

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## **ADJOURNMENT**