

**Frenchtown Planning Board  
Reorganization and Regular Meeting  
January 28, 2015**

Mayor Cooper called the Reorganization and Regular Meeting to Order at 7:30 P.M. and stated that all the requirements of the “Open Public Meeting Law” have been met. The meeting has been advertised, the Agenda has been posted in the Borough Hall and copies distributed to the designated newspapers.

**OATH OF OFFICE**

Brenda S. Shepherd administered the Oaths of Office to William Sullivan (Class II), Cathy Suttle (Class IV), John DenBleyker (Class IV), Gordon Dragt (Class IV), Jack Weeks (Alternate I) and Sarah Scott (Alternate II).

They all accepted their Oath of Office.

**ROLL CALL**

Present:	Absent: Case
Cooper	Dougherty
DenBleyker	
Dragt	
Eckel	
Musolino	
Scott	
Sullivan	
Suttle	
Weeks	

**NOMINATION OF CHAIRMAN**

Mayor Cooper asked for nominations for Chairman of the Board. Cathy Suttle nominated Randi Eckel for Chairman of the Board. William Sullivan seconded the nomination. No other nominations were made. The Planning Board elected Randi Eckel Chairman of the Planning Board by favorable roll call vote.

Chairman Eckel took over the meeting.

**NOMINATION OF VICE-CHAIRMAN**

Chairman Eckel asked for nominations for Vice-Chairman of the Board. Warren Cooper nominated John DenBleyker for Vice-Chairman of the Board. William Sullivan seconded the nomination. No other nominations were made. The Planning Board elected John DenBleyker Vice-Chairman of the Planning Board by unanimous favorable roll call vote.

**CHAIRMAN’S COMMENTS**

Chairman Eckel noted that she invited Doug Wright to attend this evening but he was unable to attend. She wants to acknowledge his services. He stayed on the Board longer then he wanted to and worked hard on the Board. Chairman Eckel read the certificate of appreciate for Doug Wright. Chairman Eckel and the Planning Board thanked Doug Wright.

## **MINUTES**

William Sullivan moved to accept the minutes of the November 12, 2014 Regular meeting. Gordon Dragt seconded the motion. The minutes of the November 12, 2014 Regular meeting were approved by favorable roll call vote.

## **CONSENT AGENDA**

All matters listed on the Consent Agenda are considered to be routine by the Planning/Zoning Board of Adjustment and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

### **RESOLUTIONS**

- a. Resolution #2015-01 – 2015 Regular Meeting Schedule & 2016 Reorganization Meeting Schedule
- b. Resolution #2015-02 - Designation of Newspapers for 2015
- c. Resolution #2015-03 - Appointment of Planning Board Attorney for 2015
- d. Resolution #2015-04 – Appointment of Planning Board Planner for 2015
- e. Resolution #2015-05 - Appointment of Planning Board Engineer for 2015
- f. Resolution #2015-06 - Appointment of Planning Board Architect for 2015
- g. Resolution #2015-07 - Appointment of Planning Board Landscape Architect for 2015
- h. Resolution #2015-08 - Professional Appointments

Chairman Eckel noted that these resolutions will appoint the same team of professionals for the Board. Their fee amounts are the same as last year. Chairman Eckel noted that most fees are covered by escrows posted by applicants.

On motion by William Sullivan, seconded by Gordon Dragt, and carried by unanimous favorable roll call vote, the Planning Board approved by unanimous favorable roll call vote the consent agenda approving Resolution #2015-01 - #2015-08 as follows:

## **FRENCHTOWN BOROUGH PLANNING BOARD**

### **RESOLUTION #2015-01**

#### **Dates, Time and Place for 2015 Regular Meetings and 2016 Reorganization & Regular Meeting**

WHEREAS, Section 13 of the “Open Public Meeting Act”, Chapter 231, Public Law 1975, requires that at least once a year every Public Body shall post and mail to the newspapers designated by said body, a schedule of the location, date and time of each Regular Meeting of said Body during the succeeding year.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Frenchtown, County of Hunterdon and State of New Jersey, as follows:

1. The Regular Meetings of the Planning Board of the Borough of Frenchtown, County of Hunterdon and State of New Jersey, shall be held at 7:30 p.m. at the Borough Hall, 29 Second Street, Frenchtown, New Jersey, on the Fourth Wednesday of each month, for the year 2015, with the exception of the months of November and December. The Regular Meeting for the month of November shall be the second Wednesday and the regular meeting for the month of December shall be the third Wednesday.

The Meeting dates and time of all Regular Meetings for 2015 and the Reorganization and Regular Meeting for 2016 are as follows:

January 28	7:30 p.m. Reorganization & Regular Meeting
February 25	7:30 p.m.
March 25	7:30 p.m.
April 22	7:30 p.m.
May 27	7:30 p.m.
June 24	7:30 p.m.
July 22	7:30 p.m.
August 26	7:30 p.m.
September 23	7:30 p.m.
October 28	7:30 p.m.
November 11	7:30 p.m.
December 16	7:30 p.m.
January 27, 2016	7:30 p.m. Reorganization & Regular Meeting

2. This Resolution shall take effect immediately.

Dated: January 28, 2015

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Brenda S. Shepherd, Secretary  
Frenchtown Planning Board

**FRENCHTOWN BOROUGH  
PLANNING BOARD**

**RESOLUTION #2015-02**

**Designated Newspapers**

BE IT RESOLVED that the following newspapers shall be designated for the advertising of Legal and Public Notices for the Borough of Frenchtown:

Hunterdon County Democrat, Flemington, New Jersey  
The Express Times, Easton, PA  
Courier News, Bridgewater, New Jersey  
The Star Ledger, Newark, New Jersey

Dated: January 28, 2015

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Brenda S. Shepherd, Secretary  
Frenchtown Planning/Zoning Board

**RESOLUTION #2015-03**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN**  
**ATTORNEY TO SERVE AS PLANNING BOARD ATTORNEY FOR THE BOROUGH**  
**OF FRENCHTOWN**

**WHEREAS**, the Planning Board for the Borough of Frenchtown has a need to acquire an Attorney to serve as Planning Board Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Planning Board has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Archer & Greiner has submitted a proposal dated December 16, 2014 indicating they will provide that attorney services for the amount of \$200.00 per hour in addition to costs incurred for out of pocket and travel expenses; and

**WHEREAS**, Guliet Hirsch of Archer and Greiner has completed and submitted a Business Entity Disclosure Certification which certifies that Archer & Greiner has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Archer & Greiner from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Borough of Frenchtown will authorize the Chairman to enter into a contract with Archer & Greiner as described herein; and

**BE IT FURHTER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on February 5, 2015.

Dated: January 28, 2015

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Brenda S. Shepherd,  
Planning Board Secretary

**RESOLUTION #2015-04**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR A PLANNER**  
**TO SERVE AS PLANNING BOARD PLANNER FOR THE BOROUGH OF**  
**FRENCHTOWN**

**WHEREAS**, the Planning Board of the Borough of Frenchtown has a need to acquire a Planner to serve as Planning Board Planner as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Planning Board has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Elizabeth McKenzie has submitted a proposal dated December 10, 2014 indicating she will provide planner services for the amount \$175.00 per hour; and

**WHEREAS**, Elizabeth McKenzie has completed and submitted a Business Entity Disclosure Certification which certifies that Elizabeth McKenzie has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Elizabeth McKenzie from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Borough of Frenchtown authorizes the Chairman to enter into a contract with Elizabeth McKenzie as described herein; and

**BE IT FURHTER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on February 5, 2015.

Dated: January 28, 2015

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Brenda S. Shepherd,  
Planning Board Secretary

**RESOLUTION #2015-05**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN ENGINEER  
TO SERVE AS PLANNING BOARD ENGINEER FOR THE BOROUGH OF  
FRENCHTOWN**

**WHEREAS**, the Planning Board for the Borough of Frenchtown has a need to acquire a professional engineer to serve as the Board's Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Planning Board has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Robert J. Clerico of Van Cleef Engineering has submitted a proposal dated 01/02/15 indicating they will provide engineering services for the amount of \$135.00 per hour; and

**WHEREAS**, Robert J. Clerico of VanCleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that VanCleef Engineering has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit VanCleef Engineering from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Borough of Frenchtown authorizes the Chairman to enter into a contract with Robert J. Clerico of VanCleef Engineering as described herein; and

**BE IT FURHTER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on February 5, 2015.

Dated: January 28, 2015

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Brenda S. Shepherd,  
Planning Board Secretary

**RESOLUTION #2015-06  
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN  
ARCHITECT TO SERVE AS PLANNING BOARD ARCHITECT FOR THE BOROUGH  
OF FRENCHTOWN**

**WHEREAS**, the Planning Board of the Borough of Frenchtown has a need to acquire an Architect to serve as the Planning/Zoning Board of Adjustment Architect as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Planning Board has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Christopher Pickell has submitted a proposal dated 01/13/15 indicating they will provide architectural services for the amount \$145.00 per hour; and

**WHEREAS**, Christopher Pickell has completed and submitted a Business Entity Disclosure Certification which certifies that Christopher Pickell has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Christopher Pickell from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Borough of Frenchtown authorizes the Chairman to enter into a contract with Christopher Pickell as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on February 5, 2015.

Dated: January 28, 2015

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Brenda S. Shepherd,  
Planning Board Secretary

**RESOLUTION #2015-07**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR A**  
**LANDSCAPE ARCHITECT TO SERVE AS PLANNING BOARD LANDSCAPE**  
**ARCHITECT FOR THE BOROUGH OF FRENCHTOWN**

**WHEREAS**, the Planning Board of the Borough of Frenchtown has a need to acquire a Landscape Architect to serve as the Planning Board Landscape Architect as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Planning Board has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Brian Bosenberg has submitted a proposal dated 12/15/14 indicating he will provide Landscape Architect services for the amount \$145.00 per hour; and

**WHEREAS**, Brian Bosenberg has completed and submitted a Business Entity Disclosure Certification which certifies that Brian Bosenberg has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Brian Bosenberg from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Borough of Frenchtown authorizes the Chairman to enter into a contract with Brian Bosenberg as described herein; and

**BE IT FURHTER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on February 5, 2015.

Dated: January 28, 2015

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Brenda S. Shepherd,  
Planning Board Secretary

**FRENCHTOWN BOROUGH  
PLANNING BOARD**

**RESOLUTION #2015-08  
PROFESSIONAL APPOINTMENTS**

WHEREAS there exists a need for the Planning Board to hire an Attorney to serve as the Board Attorney, an Engineer to serve as the Board Engineer, a Planner to serve as the Board Planner; a Landscape Architect to serve as the Board Landscape Architect and an Architect to serve as the Board Architect; and

WHEREAS the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contracts themselves must be available for public inspection; and



WHEREAS sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Borough of Frenchtown for such services,

NOW THEREFORE BE IT RESOLVED by the Planning Board of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, as follows:

1. The Planning Board Chairman and Board Secretary are hereby authorized and directed to execute an agreement with the following persons and/or firms for the year 2015:
  - a. Guliet Hirsch, Archer & Greiner, Attorney
  - b. Robert Clerico, Van Cleef Engineering, Engineer
  - c. Elizabeth McKenzie, Planner
  - d. Christopher Pickell, Pickell Architecture, LLC, Architect
  - e. Brian Bosenberg, B.W. Bosenberg & Company, Inc., Landscape Architect
2. These contracts are being awarded as described above without competitive bidding as "Professional Services" as defined under the appropriate section of the Local Public Contracts Law because each of the above mentioned individuals is a member in good standing of his respective profession.
3. Notice of this action shall be printed in the February 5, 2015 issue of the Hunterdon County Democrat.

Dated: January 28, 2015

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Brenda S. Shepherd, Secretary  
Frenchtown Planning Board

**PUBLIC COMMENTS**

Chairman Eckel announced that before we start the public comment section, comments are welcomed on matters not listed on the agenda. Comments related to agenda items should be held until that specific item comes up on the agenda. Chairman Eckel opened the public comment session.

Having no public comments, Chairman Eckel closed the public comments session.

**INFORMAL PRESENTATION – BLOCK 46 LOT 5, 49 KINGWOOD AVENUE – JOHN AND NANCY WEST**

John West and his wife, Nancy, of 49 Kingwood Avenue were present for the informal presentation. Mr. West noted that he sent a letter requesting to be here informally. They are thinking of turning their home into a Bed & Breakfast. He added that both daughters are in grad school and they have 8 bedrooms in their home. He talked to the zoning officer and zoning officer told him to come to the Planning Board. He is not asking for a variance and not changing the footprint of the house. They have nine parking spaces, 8 bedrooms and 2 kitchens. They are getting ready to overhaul the property and need direction or comments. Mr. West added that the next door neighbor is a Bed & Breakfast which is an appropriate zoning for that part of town. This is a large investment and we want to make sure we do it the right way. Mr. West noted that

he has been in contract with the DCA, fire inspector, etc. They have been here for 15 years and are betting on the future of Frenchtown.

Chairman Eckel thanked Mr. West for coming to the Planning Board. She added that she reviewed the land use ordinance and a Bed and Breakfast is a conditional use for that zone. There is a list of requirements that must be met. She believes it will require a site plan and she is not sure how detailed it must be. Chairman Eckel also noted that the lot must conform, the setbacks must be met, etc. There are 15 different items that the Board would need testimony for. John West noted that Mr. Barczyk has been to his house. From what he can tell, his is in compliance. They are just doing interior work. They have parking and will comply. It is a major investment and they are ready to do it. They would have 5 suites with private baths. They will turn one of the kitchens to an ADA pet friendly suite. Chairman Eckel noted that she will touch base with the Board Attorney and provide guidance. There will have to be a site plan review. John West stated that he does not think there is an issue with the sewer hook up. They currently have four bathrooms and will have six. Mayor Cooper stated that it will require a letter to the Council and a certification from the engineer as to capacity.

#### **NEW BUSINESS:**

#### **Joint meeting of the Council and Planning Board and Frenchtown Business Association at 8:30 am- February 28<sup>th</sup>.**

Chairman Eckel noted that the reason for this special meeting is the signage. The crack down on signage came at a bad time. An amnesty letter never went out and we have business owners who are upset. We asked the Business Association to review the sign ordinance as it stands and the point of the meeting is to get public input. A review of the directional signs as proved last year will also be discussed. One business owner has come to her with a recommendation for wording for special events. Currently, only food establishments can have sandwich boards. The Mayor and she will come up with an agenda for the meeting. Originally, the meeting was going to be here for recording purposes. It was proposed to use little recorders. If a meeting is continued, planning board members who were not present at the meeting can listen to the tape to participate. Mayor Cooper noted that there will be 20 to 30 people present and there is not a big advantage to having the meeting here. He recommending using the elementary school because we need to provide space for people to write things down. He also noted that the recommendation was to have several of us to bring small recorders which will allow us to back up the recordings from various locations in the room. Jack Weeks recommended using a microphone which may limit any out of orderness. Chairman Eckel commented that having that type of meeting in this room will set up barriers. Mayor Cooper added that it is more congenial at the school. It will give both bodies and the association an opportunity to address perceived problems and come up with solutions to work forward as a community. Gordon Dragt noted that not everyone is associated with the Business Association. Do the other businesses, not part of the Business Association, get copies of the documents? He noted that the sign on George Michael's property does not comply. William Sullivan responded that we need enforcement and the tools to enforce. It is not working for the zoning officer with the time he is schedule. Chairman Eckel stated that we will look for recommendations for the sign ordinance. There are other items to discuss so that there is one set of changes recommended by this body to the Council which she believes would include a consideration of all three bodies on how to best enforce it. Mayor Cooper stated that we need to make sure that every business owner in town and every property owner gets a copy of the sign ordinance ahead of that meeting as we will not have a lot of time at that meeting because businesses will open at 10 or 11 a.m. Cathy Suttle commented that in a broader context, we should think about signage issues including the Village Center Plan. Are they thinking about how the town looks and do they want signs all over the sidewalks in order to make a living.

Chairman Eckel recommended that the sign ordinance and Village Center Plan be posted on the website. She added that several years ago, it was suggested that when a new business comes to town, they get a welcome package from the Business Association. We could work with the Business Association to hand out the ordinance or say it is posted online at this website. We can give contact numbers, applications, etc. Mayor Cooper noted that he will reach out to Christina from the school about noise. If it is a problem, we may be able to use the gym. Gordon Dragt stated that he is excited about this meeting and feels strongly about listening to the community. Frenchtown attracts businesses and Frenchtown would not be same without the businesses. Some of the businesses have not done well over the past year. We will hear what they say and encourage and support each other. Chairman Eckel noted that we had a Downtown Revitalization Committee that was formed and met for a year and a half. Most of the members of the committee were businesses. Seth A. Grossman was instrumental in the process. We developed a long term plan to make the downtown a more managed and pleasant place to improve the business community including lighting, surface of sidewalks, and signage to show people where other businesses are in other locations. She hopes we manage to find money for that. Mayor Cooper noted that the Borough applied for a grant for one million dollars. The fact that we created a committee and went through the process shows the State this is something we vetted. He was told it helps in the grant process. If we get the grant, it will be a huge benefit for the downtown. We need to have all parties recognize the integration of the community and interdependence of the community.

Chairman Eckel noted that the copies the Planning Board received this evening are the copies of the Land Use Ordinance with all the updates written in by hand by the Board Attorney. Do not throw out the original book or zoning map.

**ANNUAL REPORT TO THE GOVERNING BODY**

Chairman Eckel noted that in 2014, it was brought to our attention that the MLUL requires an annual report be submitted by the Board of Adjustment. Since we are a joint Board, we need to do the report. Planner McKenzie did the report for us for the first time. The Board needs to adopt the report and send it to Council. It only involves variances. This is an opportunity for the Board to make recommendations to the Council. Responding to Cathy Suttle, Chairman Eckel stated that we will correct the spelling of the names that are spelled wrong. On motion by Warren Cooper, seconded by Rocco Musolino, and carried by unanimous favorable roll call vote, the Planning Board approved the 2014 Annual Report and to send it to the Governing Body.

**VOUCHERS**

Brenda Shepherd, Board Secretary, presented the following vouchers for approval:

**VOUCHER LIST 1/28/15**

Elizabeth McKenzie	Professional Services for General Representation through 11/30/14	\$ 481.25
Elizabeth McKenzie	Professional Services for General Representation through 11/30/14	\$ 262.50

Archer & Greiner, P.C.	Professional Services for General Representation through 12/8/14	\$ 991.60
Archer & Greiner, P.C.	Professional Services for General Representation through 11/8/14	\$ 1,600.00
Archer & Greiner, P.C.	Professional Services for General Representation through 12/31/14	\$ 140.00
Van Cleef Engineering	Professional Services for General Representation through 11/30/14	\$ 990.00

**ESCROW ACCOUNT – BLOCK 3 LOT 1 – Redevelopment Study**

Elizabeth McKenzie	Professional Services for Redevelopment through 11/4/14	\$ 918.75
DiFrancesco, Bateman, Yospin, Kunzman	Professional Services for Redevelopment through 9/30/14	\$ 273.00 Coley,
DiFrancesco, Bateman Coley, Yospin, Kunzman	Professional Services for Redevelopment through 11/30/14	\$ 418.64
Archer & Greiner	Professional Services for Redevelopment through 12/31/14	\$ 20.00
Ricciplanning	Professional Services for Redevelopment through 11/16/14	\$ 330.00
Elizabeth McKenzie	Professional Services for Redevelopment through 11/30/14	\$131.25
Archer & Greiner, P.C.	Professional Services for Redevelopment through 10/31/14	\$ 748.00
Archer & Greiner, P.C.	Professional Services for Redevelopment through 12/8/14	\$ 80.00
Elizabeth McKenzie	Professional Services for Redevelopment through 12/31/14	\$ 87.50

**ESCROW ACCOUNT – BLOCK 45 LOT 2 – Jackmarc**

Van Cleef Engineering	Professional Services for Jackmarc through 11/30/14	\$ 510.00
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On motion by Warren Cooper, seconded by Gordon Dragt, and carried by unanimous favorable roll call vote, the Planning Board approved payment of the above bills list.

### **CORRESPONDENCE, COUNCIL REPRESENTATIVE REPORT AND OTHER RELATED ITEMS**

Mayor Cooper noted that Council will be discussing the unimproved roads. The hilltop roads are unimproved. The status of those streets have been in limbo for 30 or 40 years. The developer never completed the roads. There are legal impediments for us going forward and there are cost impediments. Last year, we promised that we would address the issue and figure out how to go forward. We got an estimate from the Borough Engineer which includes creating roads with drainage, sidewalks, sewer, water etc. It will cost approximately 2.5 million including engineering and legal fees. Council will discuss proposals to get that done. To make it happen, every property owner would have to deed over the property from the edge of their property to the center of the road. He has a question into the tax assessor. It effects 20 some houses. The problem for us going forward is if one property owner says he does not want to do it, we cannot do it. They will have to pay for it or pay a part of it. That will be part of the discussion. It is a benefit to the property owners but he believes it is a benefit to the town as a whole. It will be hard for a third street resident to pay for those roads. For 24 homeowners, it would be a large increase in taxes. There are grants and low interest loans available because part of project would be sewer and water infrastructure and stormwater improvements. It will cost money. Mayor Cooper noted that this will be discussed at the February 4<sup>th</sup> Council meeting. Brenda Shepherd informed the Board that this subdivision was filed in the County Clerk's office prior to the Planning Board being created in Frenchtown.

As to a non Council issues, Mayor Cooper noted that the owners of the Frenchtown Pharmacy came to him personally with a concern that the light outside the pharmacy walking north including the four parking spots is insufficient and could become dangerous. Chairman Eckel noted that light emanation is a problem. Jack Week commented that the lighting there was a concern with having to park at the Citgo and walk to the downtown. They want us to get a light installed. Mayor Cooper stated that he does not agree that it is so dark that it creates a problem. He has been walking it for years. He asked Tara Shepherd, Executive Director of HART and a member of the safe streets and road committee to walk that area. It was her opinion that there was sufficient lighting there. He asked if the Pharmacy could put a light on the building to shine into the parking spaces? John DenBleyker responded that it is hard because the light will be casting out and that type of light cannot be shielded. Chairman Eckel noted that the downtown revitalization committee spent a long time on lighting and improvement of the lighting. One solution is that a street lamp could be put on that property. The business can put lights out for safety. Mayor Cooper stated that he is not asking this body to come up with a solution. Chairman Eckel noted that a light could be installed to match the light at the park and ride which would be a matching light scheme. That would be the beginning of the transition. Jack Weeks stated that there was talk amongst the business owners about installing their own lights per the recommendation of the downtown revitalization committee. Chairman Eckel noted that she attended a conference and they noted that homeowners would sponsore a section of the town to have evasive species removed. Sponsoring is an interesting idea. They would have to work that out with Council. Mayor Cooper stated that it would have to be a coordinated effort because we would have to bring in JCP&L. He added that it is a great idea and should be part of a discussion.

Mayor Cooper reported that HART will be coming Council on February 4<sup>th</sup> for the Drive Safe and Walk Safe program and will do an assessment of drivers' behaviors and walking behaviors

reviewing jay walking, motorist not stopping in the crosswalk, etc. You can have a town wide intervention where people put signs on the lawn, police give out “tickets” for good or bad behavior. This program lets people know where crosswalks are. Where the crosswalks are is a function of the road design. You cannot have a crosswalk in the middle of an uninterrupted block. You can only have them at street intersections. There has been three pedestrian deaths in the town of Clinton in the last 18 months. We are concerned about that in town.

As to the Wastewater Treatment Plant, Mayor Cooper reported that the weather is a problem. Because it is so cold, the biological elements are not building up as anticipated. The sewer committee is working on a rate change. They are looking at changing the way people pay for the sewer plant which includes water usage and a service fee. It encourages people to conserve. They are taking the water use information from New Jersey American Water Company as part of the sewer usage fees. When the fee structure changes, the first year’s fee will be 50% based on usage and 50% will be a service fee. The following year, usage will be 75% and the service fee will be 25%. Responding to Chairman Eckel as to well users, Mayor Cooper noted that people with wells would get a choice to pay an average usage calculation or install their own meter and pay that fee based on water usage. He will follow up with sewer committee.

Responding to Rocco Muslino as to the George Michael Development, Mayor Cooper stated that the project must be completed by the last day of August 2015. Chairman Eckel noted if the deadline is not met, the developer would come before Council because it is part of the redeveloper’s agreement. John DenBleyker commented that in this recession, if you cannot sell them, you cannot build them. Mayor Cooper commented that we financed the sewer plant construction based on an agreement with him that at a certain point in the construction process he would pay a portion of the sewer hook-up fees. Based on a debt service plan, we took into account that we would have that money to help pay for it. If he does not complete the project on schedule, the Borough is on the hook to make the debt service payment. Mayor Cooper noted that he suspects that when George Michael comes to seek an extension, he will seek to change that aspect of the agreement. Sarah Scott asked if inspections are being done on the design elements? Chairman Eckel noted that there are items where the historical architect will be on site and has to approve those design elements as part of the redeveloper’s agreement. Engineer Clerico and the building department will also inspect.

Chairman Eckel reported that there was an email from Planner McKenzie that the proposed developer of the Eighth Street property was looking to meet with the Technical Review Committee. She recommended that Warren Cooper, Cathy Suttle, Gordon Dragt and/or John Dougherty be part of the committee. Most of the other members have to recuse themselves. She has not heard any more on the meeting. Mayor Cooper noted that there is a wrinkle in the process. The developer says to create a plant that he knows the Planning Board would favor with access, traffic flow, openness to the river, he needs to have entrances and exits configured in a certain way. Under the rules of the County, because that section of Harrison Street is County owned, the developer cannot create that plan. He cannot create a lower Ninth Street. The Borough has proposed swapping Milford Road for that portion of Harrison Street with the County. Three years ago, the County agreed to that and as part of that agreement, we agreed to raise the speed limit on Milford Road which has been done. Under the new director of roads, there is considerable hesitation to do swap roads. We are trying to work out an agreement with the County but they want us to take Harrison Street. This is an economic development issue. The County spent money preparing a Comprehensive Economic Development plan for the County and we do not know why they would not consider the swap for economic development.

Chairman Eckel asked that the minutes of the work session be placed on the next agenda for approval.

Chairman Eckel noted that all the board members have the new books marked up with the ordinances. Also, in the packet is a list of training sessions. Board members must be trained within 18 months. Sarah Scott and Jack Weeks will have to go to training. The Board pays for that training.

Regarding the members of the Board, Chairman Eckel noted that John Dougherty came on the Board with good intentions but then was sent to Africa for work and missed several of meetings. She would like him to stay on the Board if he can make the meetings. John Dougherty is a valuable board member. Mayor Cooper commented that the Board needs to set an expectation amongst ourselves to the point where good intentions are not sufficient. The value diminishes if a member does not attend and bring value to the Board. He is concerned with the Eighth Street development. Chairman Eckel noted that we have excused members on the Board for six months at a time for class situations, etc. None of our work schedules are predictable. If it pleases the rest of the Board, she will sit with John Dougherty and see if he has an expectation to make the vast majority of the meetings. Cathy Suttle commented that in a month or two, he may be in a better position. Mayor Cooper stated that we have an obligation to be able to function in a particular way and it is not unreasonable to set expectations. He asked if there was a rule about it? Chairman Eckel noted that the bylaws address it. Rocco Muslino added that three members of the Board will recuse themselves on the Eighth Street development. Chairman Eckel also noted that the Council members on the Board must recuse themselves on use variances because the Council is the appeal Board. Chairman Eckel noted that the Chairman of the Planning Board cannot dismiss anyone from the Planning Board. She believes that the Mayor can dismiss a member. Chairman Eckel stated that she will contact John Dougherty to discuss the matter but knows that he will not be here in February because of work.

## **ADJOURNMENT**

Sarah Scott moved adjournment at 9:43 PM, and Jack Weeks seconded. The motion passed on favorable voice vote.

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Brenda S. Shepherd  
Planning Board Secretary