

**Borough of Highlands  
Planning Board  
Regular Meeting  
September 8, 2016**

Meeting Location: Robert D. Wilson Memorial Community Center, 22 Snug Harbor Ave, Highlands, NJ 07732.

Mr. Stockton called the meeting to order at 7:35pm.

Mr. Stockton asked all to stand for the Pledge of allegiance.

Mr. Stockton read the following statement: As per requirement of P.L.1975, Chapter 231 notice is hereby given that this is a Regular Meeting of the Borough of Highlands Planning Board and all requirements have been met. Notice has been transmitted to the Asbury Park Press and the Two River Times. Notice has been posted on the public bulletin board.

**Roll Call:**

**Present: Mr. Braswell, Mr. Kutosh, Mr. Nolan, Mr. Card, Mr. Colby, Mr. Stockton, Mr. Gallagher, Mr. Francy, Ms. Ryan, Mr. Nolan,**

**Absent: Mr. Fox,**

**Also Present: Elizabeth Merkel, Acting Board Secretary  
Jack Serpico, Esq. Board Attorney  
Robert Keady, P.E., Board Engineer**

Motions for adjournment and any other motions: None

**New Business:**

**Discussion and possible formal action on appointing a Board Secretary until December 31, 2016.** Mr. Stockton indicated that Kathy Burgess is sitting at the dais and asked Ms. Burgess to give a little information in regards to her background. Ms. Burgess introduced herself and indicated that she works in the Borough of Keansburg for the past 11 years. She is working in the Highlands Construction Department Part Time currently.

Mr. Francy offered a motion to appoint Kathy Burgess as Planning Board Secretary, seconded by Mr. Gallagher and approved by the following roll call vote:

**ROLL CALL:**

**AYE: Mr. Braswell, Mr. Kutosh, Mr. Nolan, Mr. Stockton, Mr. Knox, Mr. Gallagher, Mr. Card, Mr. Kolby, Ms. Ryan, Mr. Francy.**

**NAY: None**

**Review of proposed Borough Ordinance 16-14, Standards and requirements for the Use of Small Wind Energy Systems.** Mr. Stockton distributed a draft copy of this Ordinance to all the members and hopefully everyone has it with them tonight. This was a request sent to the Board for review and comments from the Council who recently introduced this Ordinance. Mr. Card offered that the Board

do their homework on the matter and not make any quick decisions at this time. Mr. Card indicated that there are a lot of parameters that we need to make sure are spelled out in this Ordinance. Mr. Stockton asked if there is a timeline for the Council to approve this Ordinance. The members of the Planning Board had further discussion regarding this Ordinance. Mr. Stockton offered a motion to table this until the October meeting so there can be more research.

Mr. Gallagher offered a motion to ask for an extension to the 45 days of 45 more days by the Council regarding this Ordinance, seconded by Mr. Nolan.

**ROLL CALL:**

**AYE:** Mr. Braswell, Mr. Kutosh, Mr. Nolan, Mr. Stockton, Mr. Knox, Mr. Gallagher, Mr. Card, Mr. Kolby, Ms. Ryan, Mr. Francy.

**NAY:** None

**Approval of Resolutions:**

**Resolution to go into Executive Session to Discuss Employment of a Board Secretary.** Mr. Serpico indicated that this was not necessary in light of the action that was taken with Ms. Burgess, and there is no approval necessary for the **Resolution containing Board comments on the proposed Ordinance 16-14** because that is being tabled.

**Unfinished or Adjourned Hearings:** None

**Hearings on New Business:**

**SJD Design LLC:** Set hearing date for application for extension of prior approvals. Mr. Stockton explained that this was sometime back in 2012 SJD came in a received approval from the former Zoning Board the approvals were extended by the Permit Extension Act, but have now expired. Mr. Colby stepped down and recused himself. Mr. Wolfe indicated that he represented SJD back in 2012. He spoke of the request for the extension and that it was due in part by Hurricane Sandy. He asked that this application be put on for October 2016. This would be for the property across the street from the Fire House on Shore Drive. This is block 40; lot 18.19.

Mr. Gallagher wants it on the record that he finds it appalling that an application was made a month ago and that he has a sense of urgency and that we can't approve this now. This cannot be acted on tonight because there are no documents at this meeting. This will be put on the Agenda for October 13, 2016.

Mr. Keady stated there are still conditions of the prior approval that have to be complied with administratively through Mr. Keady before he can proceed with the work.

Mr. Knox offered a motion to have a special meeting on this matter and Mr. Card indicated that if a special meeting is necessary we will accommodate for a meeting. Mr. Gallagher offered that if this is adopted the board will go fully through with it that night. Mr. Wolfe asked that a Resolution will be prepared and ready for that night.

Mr. Knox offered a motion for a special meeting on September 25, 2016, seconded by Mr. Card and approved on the following roll call vote:

**ROLL CALL:**

**AYE:** Mr. Braswell, Mr. Kutosh, Mr. Nolan, Mr. Stockton, Mr. Knox, Mr. Gallagher, Mr. Card, Ms. Ryan, Mr. Francy.

**NAY: None**

**ABSTAIN: Mr. Colby**

**Action of Any Other Business:**

**Master Plan subcommittee update:** Mr. Stockton reported that there are no updates. Mr. Stockton indicated that they are in the process of updating the Master Plan and there is a committee of the Board that is working on that first round of updates, the draft preparation of that report. The committee has been meeting the Monday before so they can report to the Planning Board at their meetings on Thursdays. The committee will meet on the following dates September 28, October 10, October 24 and November 7, 2016, starting at 7:30pm. These dates will be published and they are held at the Fire House.

**Approval of Minutes: None**

**Communication & Vouchers: None**

**Adjournment:**

Mr. Gallagher offered a motion to adjourn, seconded by Mr. Card and all were in favor.

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Elizabeth M. Merkel