

# Chester Borough Land Use Board Reorganization Agenda

January 14, 2021  
7:00 P.M.

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**1. CALL TO ORDER**

**2. OPEN PUBLIC MEETINGS ACT**

Adequate notice of this meeting of the Chester Borough Land Use Board was given as required by the “Open Public Meetings Act” as follows: notice was sent to the Observer Tribune and Daily Record, posted on the bulletin board in the Borough Municipal Building and filed with the Borough Clerk.

**3. OATHS OF OFFICE**

Janet Hoven, Chris Heil, Kerry Brown, Adam Sorchini and Michael Ferrone

**4. ROLL CALL**

Janet Hoven  
Kerry Brown  
Don Storms  
Edd Creter  
Michael Ferrone  
Jason Rothamel, Alternate #2

Chris Heil, Council representative  
Kenneth Kasper  
Anita Rhodes  
Adam Sorchini  
Stan Quintana, Alternate #1

**5. SALUTE TO THE FLAG**

**6. REORGANIZATION OF THE BOARD**

Nomination and Appointment of Chairperson for the year 2021

Nomination and Appointment of Vice-Chairperson for the year 2021

Nomination and Appointment of Secretary for the year 2021

Resolution for appointment of Engineer and Planner for the year 2021

Resolution for professional charges for the year 2021

Resolution for meeting dates for 2021 and January 2022

Resolution designating the Observer Tribune as the official newspaper and the Daily Record as the secondary newspaper 2021 and January 2022

**7. ADJOURNMENT**

**BOROUGH OF CHESTER**  
**LAND USE BOARD**

***Resolution retaining professionals***

**Whereas**, there is a need for services of an attorney and budgeted funds are available for this purpose and the "Local Public Contracts Law" (N.J.S. 40A:11-1, *et seq.*) exempts professional services such as legal, planning, and engineering services from public bidding. **Therefore**, it is resolved as follows:

1. For the year 2021, the Board retains **David Banisch**, of Banisch Associates, Inc., or the firm's designee, a licensed New Jersey Professional Planner, as its consulting Planner.
2. For the year 2021, the Board retains **Paul Ferriero**, a licensed New Jersey Professional Engineer, of Ferriero Engineering, Inc., or the firm's designee, with preference to **Steven Bolio**, NJPE, as its consulting Engineer.
3. For the year 2021, the Board retains **Steven Warner**, a licensed New Jersey Attorney as its Board attorney.
4. The Contract with these licensed professionals is made without competitive bidding as a professional service. The contracts shall be on file with the Borough Clerk and available for public inspection.
5. The Board Clerk shall publish the information required by law about these contract awards in a timely way.

Chester Borough Land Use Board

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, Chair

Date: January 14, 2021

ATTEST: The chair signed this resolution, as authorized by the Land Use Board on the date indicated above.

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, Secretary

Date: January 14, 2021

**BOROUGH OF CHESTER**

**LAND USE BOARD**

**Resolution specifying charges for Planning and Engineering  
services on Land Use Board applications.**

**Whereas, N.J.S. 40:55D-53.2** requires that the Board adopt a schedule of professional charges by resolution;

**Therefore,** it is resolved as follows:

1. The Board's **Professional Planner** is authorized to charge a \$\_\_\_\_\_ hourly rate, plus actual and reasonably necessary expenses (fee schedule attached).
2. The Board's **Professional Engineer** is authorized to charge a \$\_\_\_\_\_ hourly rate, plus actual and reasonably necessary expenses (fee schedule attached).
3. The Board's **Attorney** is authorized to charge a \$\_\_\_\_\_ hourly rate, plus actual and reasonably necessary expenses (fee schedule attached).
4. These hourly rates apply to professional services in reviewing and reporting on applications and supporting materials for development applications, site visits, inspections, conferences with applicants or their representatives, and preparation for, and attendance at Board meetings on development applications. These are the same rates as specified in the Planner's and Engineers' compensation agreements for similar work done for the Board.
5. The Planner and Engineer shall submit monthly vouchers, for this work to the Municipal Finance Officer, backed up by detailed invoices. For each application, the invoices shall identify the date the services were performed, hours spent in quarter-hour increments, the hourly rate, and the expenses incurred, if any.

Chester Borough Land Use Board

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, Chair

Date: January 14, 2021

ATTEST: The chair signed this resolution, as authorized by the Land Use Board on the date indicated above.

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, Secretary

Date: January 14, 2021

**BOROUGH OF CHESTER**

**LAND USE BOARD**

***Resolution establishing a meeting schedule from  
January 2021 through January 2022***

**Whereas, N.J.S.** 10:4-6 et seq. the “Open Public Meetings Act,” requires public bodies in New Jersey to provide notice of meetings;

**Therefore,** the Land Use Board resolves as follows:

1. The meetings of the Chester Borough Land Use Board (Board) will hold **Regular Meetings by Remote Means** commencing at **7:00 pm** to discuss or act upon public business. These meetings will be open to the public remotely until further notice. Meeting agendas and details for public participation will be posted on the Borough’s website at [www.chesterborough.org](http://www.chesterborough.org). This information has been sent to two newspapers, posted on the Borough’s website, posted at the municipal building and available from Borough hall, 50 North Road, between 8 am and 4 pm Monday through Friday by contacting the Board Secretary at [kbrown@chesterborough.org](mailto:kbrown@chesterborough.org) or 908.879.3660 x2123.

January 14, 2021	July 15, 2021
January 28, 2021	August 12, 2021
February 11, 2021	August 26, 2021
February 25, 2021	September 9, 2021
March 11, 2021	September 23, 2021
March 25, 2021	October 14, 2021
April 8, 2021	October 28, 2021
April 22, 2021	November 10, 2021 (Wednesday)
May 13, 2021	November 22, 2021 (Monday)
May 27, 2021	December 9, 2021
June 10, 2021	December 27, 2021 (Monday)
June 24, 2021	January 13, 2022
July 8, 2021	January 27, 2022

2. The Borough Clerk shall mail certified copies of this Resolution, within seven days of its adoption to the Observer Tribune and the Morris County Daily Record.

3. The Board Clerk shall file certified copies of this Resolution with the Clerk of the Borough, and post on the official bulletin board in the Municipal Building.

4. On payment of fee, the Board Clerk shall mail a certified copy of this Resolution to any person requesting notice of the Board's meeting.

Chester Borough Land Use Board

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, Chair

Date: January 14, 2021

ATTEST: The chair signed this resolution, as authorized by the Land Use Board on the date indicated above.

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, Secretary

Date: January 14, 2021

**BOROUGH OF CHESTER**

**LAND USE BOARD**

***Resolution designating two newspapers to receive  
notices of public meetings of this Board from  
January 2021 through January 2022 and  
establishing a charge for persons requesting such  
notices and copies of the minutes.***

**Whereas**, N.J.S. 10:4-6 *et seq.*, the "Open Public Meetings Act," requires notices about meetings of public bodies, **Therefore**, it is resolved as follows:

1. The *Observer Tribune* shall be the designated newspaper of the Land Use Board of the Borough of Chester.
2. The *Morris County Daily Record* will be the secondary newspaper to be used in cases where time does not provide for the weekly publication deadline.
3. The bulletin board located in the main corridor of the Borough of Chester Municipal Building, 50 North Road, Chester, New Jersey, shall be the place for posting of all meeting notices of the Board.
4. The sum of \$25.00 annually shall be the fee paid by any person requesting mailing of Board meeting notices. However, any newspaper requesting the mailing of notices to its business office shall not be charged the fee. (N.J.S. 40:4-19). There shall be a \$7.00 charge each for copies of minutes of the Board's meetings.
5. The Land Use Board Secretary shall mail certified copies of this Resolution to the *Observer Tribune* and the *Morris County Daily Record* and file a copy with the Borough Clerk.

Chester Borough Land Use Board

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, Chair

Date: January 14, 2021

ATTEST: The chair signed this resolution, as authorized by the Land Use Board on the date indicated above.

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, Secretary

Date: January 14, 2021