

**UPPER TOWNSHIP PLANNING BOARD  
REGULAR MEETING MINUTES  
JUNE 15, 2023**

The meeting of the Upper Township Planning Board was held at Township Hall at 2100 Tuckahoe Road, Petersburg. The meeting was called to order at 7:00 p.m.

**SUNSHINE ANNOUNCEMENT**

**SALUTE TO THE FLAG**

**ROLL CALL**

Member	Attendance
Matthew Davidson, Class IV	Present
Gary DeMarzo, Class II	Present
Brooke Handley Alt	Absent
Joseph Harney, Class IV	Present
Kimberly Hayes, Class III	Absent
Ted Kingston, Class IV	Present

Member	Attendance
Chris McGuire, Chairman	Present
Colby Meloy Alt	Absent
Jay Newman, Class I	Present
Gary Riordan, Vice Chair	Present
Sean Whelan, Class IV	Present

Also, in attendance were Jeffrey Barnes, Board Solicitor, Paul Dietrich Township Engineer and Liz Oaks, Board Secretary and Zoning Officer.

**APPROVAL OF THE MAY 18, 2023 MEETING MINUTES**

A motion to approve the minutes was made by Mr. Harney and seconded by Mr. Riordan.

In favor: Davidson, Harney, Kingston, Newman, Riordan, McGuire

Abstain: DeMarzo, Whelan

**NEW BUSINESS**

No new applications

**DISCUSSION**

**Board Engineer Position**

Mayor Newman – He has spoken with Mr. Dietrich, and he has agreed to stay on for a few meetings during the search for a replacement engineer for the planning board. They have compiled a list of engineers; some were eliminated immediately because they would only agree if the position were for the entire township, and some were scheduling conflicts. If any member would like to add anyone new to the list or have any opinion of the ones that are currently on the list, please reach out to either himself or Mr. McGuire.

Mr. McGuire – He has spoken with each of the board members, except maybe Mr. Meloy. He has also spoken with Mr. Casaccio, Chairman for the zoning board, as they are in the same position. We can compile a list, add and subtract from that. We are not in a hurry due to the availability of Mr. Dietrich.

Mr. Harney – Questions Mr. DeMarzo about the threshold.

Mr. DeMarzo – He is not aware of what Mr. McGuire is talking about regarding lists of engineers. He has not been included in any email nor seen any list of potential engineers. He does suggest a sub-committee.

Mayor Newman – This is a professional contract. We do not have to go out for RFP.

Mr. Harney – What is the purchasing threshold.

Mr. Dietrich – Explained that it was 39,000 but it depends on how it is worded.

Mr. Harney – Believes having the same engineer for the planning board and zoning board would be beneficial. He thinks it is a good idea to find someone that is a licensed planner.

Mr. DeMarzo – The planning board engineer is more in line with the city engineer. We do not know what the future will be.

There was a brief discussion about the billing.

Mayor Newman – Agrees with the suggested process by Mr. McGuire and urges an email to board members. He suggests members to let us know if anyone is interested in serving on a sub-committee for the selection process.

There was a brief discussion about the different ways that the engineer and billing practices can affect the applicant and the township.

### Zoning and Land Use Ordinances

Mr. Dietrich – The lighting ordinance sub-committee has been passed over to the business association and is provided for your review. The sub-committee met three times and went over many aspects of the ordinance. There was some general language added for commercial properties. The residential portion is for all residential but broken down into two components. If the lot is greater than 25, 000 square feet you are complying with the current standard of 0.1-foot candles at the property line. If your lot is less than 25,000 square feet, there is a break down of what you can do more specifically. He thinks the board and sub-committee have come up with the best of both worlds.

Mr. Harney – Will this affect existing sites.

Mr. Dietrich – This is for new construction only. He adds the recent discussions about adding a farm use to the CM zone, evaluating the lot coverage in the R2 zone and the stormwater ordinance that was supposed to be adopted by April has been in review with the Pinelands since February.

### **RESOLUTIONS**

PRC of Corbin City – BLOCK 382 LOT 3 – PB 02-2022

A motion to approve the resolution was made by Mr. Harney and seconded by Mayor Newman.

In favor: Davidson, Harney, Kingston, Newman, Riordan, McGuire

Abstain: DeMarzo, Whelan

TUCKAHOE SAND AND GRAVEL COMPANY, INC

BLOCK 247 LOTS 4, 9, 10, BLOCK 248 LOTS 1 THRU 8, BLOCK 249 LOT 1 AND BLOCK 453 LOT 2 – PB 05-2023

A motion to approve the resolution was made by Mayor Newman and seconded by Mr. Riordan.

In favor: Davidson, Harney, Kingston, Newman, Riordan, McGuire

Abstain: DeMarzo, Whelan

Professional Services Contract with CME

A motion to approve the resolution was made by Mr. Harney and seconded by Mr. Riordan.

In favor: Davidson, DeMarzo, Harney, Kingston, Newman, Riordan, Whelan, McGuire

**PUBLIC PORTION**

The meeting was open to the public, hearing no one and seeing no one this portion was closed.

**BILLS**

A motion to pay the bills as submitted was made by Mr. Riordan and seconded by Mr. Harney, with all Board members present voting in the affirmative.

A motion to the bill for CME was made by Mr. Riordan and seconded by Mr. Harney, with all Board members present voting in the affirmative.

**ADJOURNMENT**

A motion was made by Mr. Harney and seconded by Mr. Riordan to adjourn the meeting, with all Board members present voting in the affirmative. The meeting was adjourned at 7:37 p.m.

Submitted by,

Liz Oaks