

**JOINT LAND USE BOARD of
Woolwich Township
REGULAR BUSINESS MEETING
November 2nd, 2017**

“MINUTES”

Chairman Maugeri called the meeting to order at 7:02 pm.

Adequate notice of this meeting had been provided in accordance with the Open Public Meetings Act.

Chairman Maugeri led all present in the Pledge of Allegiance.

Roll call of JLUB members present:

Matt Blake –Absent, John Casella – Absent, Dave Glanfield – Absent, Mike Iskander – Present, John Juliano – Absent , Chairman Maugeri – Present, Sue O’Donnell –Present, Deputy Mayor Rizzi – Present, Beth Sawyer –Absent, Bob Rushton – Absent, Mayor Schwager – Present.

Also present: Mike Aimino – Solicitor

Next were the minutes from the Regular Meeting of October 19th, 2017. Mike Iskander made a motion to approve the minutes as written and was seconded by Sue O’Donnell. All were in favor except Mayor Schwager and Deputy Mayor Rizzi who abstained.

Resolution 2017-26 regarding application NO. JLUB-2017-007 of Curtis and Christine Suit. Granting use variance and bulk variance approvals and a waiver of a site plan for property located at 486 Monroeville Road (C.R. #684), designated as block 48, Lot 1.

Sue O’Donnell made a motion to approve the resolution which was seconded by Mike Iskander.

Roll call was as follows:

Sue O’Donnell – Yes, Mike Iskander- Yes, Chairman Maugeri- Yes.

Resolution 2017-27 regarding application NO. JLUB – 2017-014 of Chase and Sara Bittle. Granting a use variance and waiver of site plan for property located at 501 Glen Echo Avenue (C.R. #694), designated as block 53, lot 1.

Mike Iskander made a motion to approve the resolution which was seconded by Sue O'Donnell.

Roll call was as follows:

Sue O'Donnell – Yes, Mike Iskander- Yes, Chairman Maugeri- Yes.

Next on the agenda was the discussion of changing the JLUB checklist items that require compact disc submissions.

Chairman Maugeri explained that we are looking at the language. Rather than specifically saying CD, it was suggested that the wording be portable electronic media compatible with the Township. And we think what will happen is, if ten years from now, a flash drive or whatever it is we are using, becomes obsolete, we will be covered by that sentence. At that point to find out if it is compatible with the Township, they will ask Julie and Julie will say whatever is compatible at that time. But it is vague enough to give flexibility and specific enough to be accepted.

Chairman Maugeri continued that the specific compact disc wording exists on items 1, 2, 3, 6, 8, 9, 11, 12, 14, 15 and 55. So we want to eliminate that portion from those items, and add checklist item number 67 requiring all applications and supporting documents be submitted on "portable electronic media compatible with the Township". Rather than stating it on every checklist item, at the end say everything needs to be submitted electronically.

Chairman Maugeri asked the board if everyone feels that the language is correct on that.

Mike Iskander recommended that we say portable electronic media and/or transmittal compatible with the Township.

Chairman Maugeri responded if it is transmitted, it will be transmitted to Julie, once it's transmitted to Julie it's on Julie's computer and she is the only one who has access to her computer.

Deputy Mayor Rizzi stated he found out that the JLUB computer files are being backed up to the server.

Chairman Maugeri asked so it is not just on her computer?

Deputy Mayor Rizzi responded correct.

Julie asked if the board members could access the information at any time.

Deputy Mayor Rizzi responded it is not in a place where we could all access it right now, but it could be.

Mike Iskander chimed in explaining he suggests transmittal because we are going to end up sticking thumb drives somewhere but we can keep stuff electronically filed on that server; and maybe even as a third means of back up, on the cloud somehow. What I am saying is transmittal for the future if we are able to get it electronically via email.

Chairman Maugeri asked are you saying both.

Mike Iskander responded and/or. That's what I would say because where I work, we don't touch any files. Everything is on electronic servers. That is the future.

Mayor Schwager stated Jane wants a paper copy kept on file and as the administrator we will still have the paper copies.

Chairman Maugeri chimed in the question here is do we go with an actual device that stores it? Do we go with an electronic transmittal that is backed up to a cloud? Or do we do both?

Mike Iskander added if you think about it, even with the iPhone that's out now, they did away with the jack for the ear buds. The music is electronically transmitted to the headphones. They are even doing away with thumb drives. The new Mac comes with a different USB port. I think they are doing away with plug in.

Chairman Maugeri asked do we make it either/ or.

Deputy Mayor Rizzi asked of Julie is copying the thumb drives onto her computer.

Julie responded no.

Deputy Mayor Rizzi stated we would be doing the same thing with a thumb drive that we are doing with a compact disc. I think it all should be put on to the server because 10 years from now when we can't read thumb drives, it should all be housed.

Chairman Maugeri asked are we saying that we want a portable device and electronic transmittal or both.

Mike Iskander stated I say "and/or" transmittal will cover us now and in the future and we would never have to change the language.

Chairman Maugeri stated if you say "and/or" you're giving the applicant a choice.

Mike Iskander responded if the file is small enough to be sent via email then that would be good.

Mayor Schwager added don't lose sight of the fact there has to be a preservation of documents.

Mike Iskander responded you can still keep a paper file, but you don't have to keep a box full of thumb drives.

Mayor Schwager stated I was on the board when we decided to go with this because we were getting 15 copies of everything and it was ridiculous. So when we chopped it down, we decided to get the CD in lieu of some things. So that is what started the whole process of getting CD's. At the time CD's made sense, but now they are becoming outdated. I don't know that you can come up with something that's going to last forever.

Chairman Maugeri added rather than have the applicant transmit it, if it is going to be something that is always compatible with the Township, and then can you just put it in your computer, download it and have it both in the system and in your hand.

Mike Aimino added why not make it easier and have them transmit it. Because then you're eliminating Julie from having to do the work, and the ultimate goal is to have it on the computer. If I'm an applicant I'm not going to want to buy a thumb drive. It would be easier for me to download everything and transmit it.

Sue O'Donnell added and most people would do that but we are requiring this which is old technology. It sounds like everyone is transmitting stuff so I think transmission is the right way to go.

Mike Aimino stated if you give them a choice of one or the other, then they are probably going to pick the transmittal.

Deputy Mayor Rizzi stated one of the limitations to our emails here is size.

Mike Iskander added if it is too big of an email file then we would require them to submit it on a thumb drive.

Mike Iskander added and how do we do it now with the addendums? Do they come in with a separate CD?

Chairman Maugeri responded stating he spoke to Tim Kernan on the phone and he said this probably shouldn't be done until after they get final because when they submit the application, it could change three times.

Deputy Mayor Rizzi asked do you mean once they get their completeness letter.

Mike Aimino responded it could even change after that.

Chairman Maugeri added for example Summit, they change three or four times before they get final.

Mike Aimino added actually the plans can change after they've gotten final because there could be conditions and they have to adjust the plans again even after the hearing. Maybe it needs to be the final signed off plans that need to be submitted.

Mayor Schwager added then that would have to be captured as a condition in the resolution before they can pull permits. Or make it a condition of final approval and tell them that this board won't pass a resolution until we have that on file.

Mike Iskander added if they send it in Adobe format it'll be labeled and have the date. And if they update them you can check the dates and store them all in the same place. You can also check the history of what's changed.

Chairman Maugeri asked what is the reason we have the CD?

Mayor Schwager responded as a backup.

Chairman Maugeri asked what's the maximum amount of time from when they are deemed complete on a subdivision, to when they are heard.

Mayor Schwager responded 95 days.

Chairman Maugeri added and then they get preliminary and preliminary to final can be years. So my question is there a danger of not having that backup before their final.

Mayor Schwager stated I don't know why we don't get one at preliminary and one at final.

Deputy Mayor Rizzi stated I think we are getting off track. We are talking about the type of media. Mike brought up including transmittal and I don't see anything wrong with that.

Mayor Schwager asked Julie if she cared if the application is transmitted or submitted via portable electronic media.

Julie responded no. I am just concerned as to how I am going to organize missing items that come in after the fact.

Mayor Schwager stated I understand but once they get final approval, then the preliminary doesn't really matter anymore. The final end product is what we need to preserve, how we get there doesn't need to be preserved.

Mike Aimino stated sometimes when you get into litigation there is an advantage to see how things progressed. Sometimes you do wonder how they got there. But we can't be completely absorbed with that.

Mayor Schwager chimed I'm not sure the way we do it is broke now other than it says the word CD. So maybe just get rid of the word CD.

Mike Aimino added I think "either/or" is the way to go. Come the middle of November we're not going to be able to file any paper with the court. It's all going to have to be transmitted.

Deputy Mayor Rizzi asked just to clarify we are worried about having one flash drive that is complete.

Mike Aimino or something electronic, yes.

Deputy Mayor Rizzi added and I think we should move passed that. Once that is electronically put on Julie's computer to then be backed up to the servers, I don't care if you have five flash drives. Throw them in the file because we have it organized electronically on the servers now.

Chairman Maugeri asked so do you want it submitted both ways?

Mike Aimino chimed in you're going to have a homeowner who's got a scratched up survey who doesn't have the ability to scan. He's going to give you a thumb drive. So I think having both options is the better way to go.

Chairman Maugeri asked Julie if it is not going to be a nightmare for you, would "and/or" work?

Julie responded that's fine.

Chairman Maugeri clarified the wording will be "portable electronic media and/or transmittal compatible with the Township."

Next to be discussed was the number copies required for checklist items.

Chairman Maugeri explained the reason for this is that the board members don't need to have copies of many of the checklist items. Most of them are for the professionals and completeness and would not be before us for a meeting without the submission of certain items.

Chairman Maugeri went through the checklist item by item and made sure the board members were in agreement with the suggested number of copies to be submitted.

Next to be discussed was the escrow deposit amount for bulk variances.

Chairman Maugeri explained the spreadsheet provided by the JLUB secretary, which listed bulk variance projects and the total cost of each. It was found that the majority of

the applications ended with insufficient escrow balances or needed to replenish at some point throughout the application process.

Chairman Maugeri suggested the escrow deposit amount should go from \$1000 to \$1500.

Mike Iskander asked if \$1500 would be too steep for a homeowner.

Chairman Maugeri responded that \$1000 is the smallest required escrow deposit because it has been shown that most of the bulk variance applicants are private homeowners. However, it has been a long time since that was updated last. If you look at how many people go over, it may be steep but we end up having to chase them for what they owe.

Mike Iskander agreed.

Deputy Mayor Rizzi added it's even tough at \$1500 to not be chasing applicants for what they owe. The average is up closer to \$1800 and we still may be chasing applicants at that point.

Mayor Schwager explained that the professionals know what our escrow fee is and have been told that if they feel they will go over, they need to let us know so we can request additional escrow. That happens for a little bit, and then it stops happening.

Mayor Schwager continued there are times when \$1500 may not be enough but there are times when \$1800 may not be enough. I think going from \$1000 to \$1800 is a big swipe. I think if a resident wants to come in for something simple, like a fence or a shed, \$1800 is a heavy lift.

Mike Iskander asked if a private homeowner pays the same as a business.

Mayor Schwager responded yes. Unfortunately it does take the same amount of time whether you're a homeowner or a business.

Mike Iskander added the reason I'm asking is you see the two highest ones are businesses.

Mike Iskander asked if we could charge a business more and a homeowner less.

Mayor Schwager asked Mike Aimino if we can charge one bulk variance fee for residents and another bulk variance fee for commercial applicants.

Mike Aimino responded I would have to check. My gut tells me that would could because there are different things involved with business applications as opposed to residential applications.

Chairman Maugeri added business applicants have to be represented by an attorney so they are automatically going to have a higher bill.

Sue O'Donnell stated so we are saying we want to raise this to \$1500 because we think that will prevent us from chasing applicants; and our other alternative is we leave it at \$1000 and have the professionals let us know they need more, so we still have to chase them.

Mayor Schwager stated I'm saying go up to \$1500. I'm reluctant to go to \$1800.

Mayor Schwager continued if we can separate commercial and businesses, than I would support \$1500 for residential and maybe \$2000 for commercial.

There was further discussion about residential versus commercial bulk variance applications.

The board members were in agreement of \$1500 bulk variance escrow deposit for residential and \$2000 for commercial.

Deputy Mayor Rizzi added I agree that we still have our professionals give us a heads up if they are going to be over.

Before the end of the discussion Mike Iskander asked Deputy Mayor Rizzi if we are 100% positive that the files are backed up at Kingsway.

Deputy Mayor Rizzi responded that is what I am being told.

Mike Iskander asked if the Township has external hard drives.

Deputy Mayor Rizzi responded not that I am aware.

Chairman Maugeri entertained a motion to recommend these items to Township Committee.

Mike Iskander made a motion to recommend the following to Township Committee:

- The elimination of the requirement of "compact disc" submissions on all checklist items on which it appears and add checklist item number 67 requiring all applications and supporting documents be submitted on "portable electronic media and/or transmittal compatible with the Township."
- Number of copies required for checklist item submission in accordance with what was discussed.
- Change bulk variance escrow deposit amount for residential applicants to \$1500 and \$2000 for commercial applicants.

Motion to recommend was seconded by Sue O'Donnell.

Roll Call was as follows:

Sue O'Donnell – Yes, Mike Iskander – Yes, Mayor Schwager – Yes, Deputy Mayor Rizzi – Yes, Chairman Maugeri – Yes.

With nothing left to discuss, Sue O'Donnell made a motion to adjourn which was seconded by Mike Iskander. All were in favor.

The JLUB Regular Business Meeting adjourned at 7:56

Respectfully submitted,

Julie Iacovelli

Joint Land Use Secretary

Minutes not verbatim

Audio recording on file