

**BOROUGH OF RIVERTON PLANNING BOARD**  
**PRELIMINARY**  
**AGENDA**  
**January 19, 2016**

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Reorganization
  - Announce mayoral and Council appointments – Mayor
  - Administer Oath of Office to new/reappointed members – solicitor
  - Elect board positions and professional appointments – secretary
  - Determine calendar of meetings appoint professionals for 2016 and; Adopt Resolutions for 2016; meeting calendar, P2016-01 and appointment of professionals, P2016-02 – secretary
5. Adopt minutes of the December 15, 2015 regular meeting
6. Review correspondence and announcements – secretary
7. Review/consider Invoices & Vouchers – secretary
8. Old Business:
  - Affordable Housing Submission & Related Updates – Deb Weaver and Solicitor
  - Council matters of importance to board – Councilperson and Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
  - Other old business
9. New Business:
  - Review and Adopt Resolution P2016-03 Board Annual Report to Council – secretary
  - 2016 Goals and Objectives – secretary
  - Other new business
10. Public comment on general Planning Board matters
11. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD**  
**PRELIMINARY**  
**AGENDA**  
**February 16, 2016**

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Adopt January 19, 2016 reorganization meeting minutes
5. Review correspondence and announcements
6. Review/consider Invoices & Vouchers
7. Old Business:
  - Affordable Housing Submission & Related Updates – Deb Weaver and Solicitor
  - Council matters of importance to board – Councilperson and Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
  - Other old business
  - Review and Adopt Resolution P2016-04 Board Annual Report to Council – secretary
8. New Business:
  - 2016 Goals and Objectives – secretary
9. Meeting open to the Public
10. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
April 19, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from February 16, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers

|                            |         |          |
|----------------------------|---------|----------|
| <u>Escrow 301 S. Broad</u> | ERI     | 1,282.50 |
|                            | Petrone | 133.00   |
|                            | Petrone | 210.00   |
|                            | T. Lee  | 1,102.50 |
|                            | ERI     | 270.00   |

|             |                    |          |
|-------------|--------------------|----------|
| <u>COAH</u> | Clarke Caton Hintz | 1,355.00 |
|             | T. Coleman         | 522.64   |
|             | T. Coleman         | 155.00   |

|                   |                     |        |
|-------------------|---------------------|--------|
| <u>Board Fees</u> | Petrone Feb meeting | 300.00 |
|-------------------|---------------------|--------|

7. New Business:
  - a. Public Hearing: V-2016-03 Nick and Vicki Coletti  
309 Manor Court (permission for a side yard setback to build a 3-season sunroom in a space previously used for a deck)
  - b. Public Hearing: SP-2016-01 and V-2016-02 Joseph Rainer  
301 S. Broad Street (permission to construct a second story 3 bedroom apartment and storage area on top of an existing dance studio)
  - c. Public Hearing: V-2016-06 Calvary Presbyterian Church  
300 4<sup>th</sup> Street (permission to place a new sign at the corner of Lippincott and 4th Streets that will replace an existing smaller sign)
8. Old Business
9. Committee Reports:
  - Affordable Housing Submission & Related Updates – Deb Weaver and Solicitor
  - Council matters of importance to board – Councilperson and Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
10. Meeting open to the Public
11. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
May 17, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from April 19, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers

|                      |            |        |
|----------------------|------------|--------|
| Tamara LeeEscrow     | Amount     |        |
| Calvary Presbyterian | \$52.50    |        |
| Coletti              | \$52.50    |        |
| Legacy Real estate   | \$708.75   |        |
| Rainer               | \$892.50   |        |
| Tamara LeeCOAH       | 630.00     |        |
| Charles Petrone      | Escrow     | Amount |
| Calvary Presbyterian | \$203.00   |        |
| Coletti              | \$161.00   |        |
| Legacy Real estate   | \$266.00   |        |
| Rainer               | \$364.00   |        |
| ERI                  | Escrow     | Amount |
| Rainer               | \$1,120.00 |        |
| Legacy Real Estate   | \$540.00   |        |
| Coletti              | 303.75     |        |
| Calvary Presbyterian | \$236.00   |        |
| General              | \$135.00   |        |

7. New Business:
  - a. Public Hearing: SP-2016-01 and V-2016-02 Joseph Rainer  
301 S. Broad Street (permission to construct a second story 3 bedroom apartment and storage area on top of an existing dance studio)
  - b. Public Hearing: V-2016-7 John and Jana Shaw  
808 3rd Street permission to erect a 2 story addition (2-car garage with above living space) requiring relief of a side yard setback
8. Old Business
  - a. Resolution 2016-06 Coletti
  - b. Resolution 2016-07 Calvary Presbyterian Church
9. Committee Reports:
  - Affordable Housing Submission & Related Updates – Solicitor
  - Council matters of importance to board – Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
10. Meeting open to the Public
11. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
June 21, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from May 17, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers

|                   |         | Amount     |
|-------------------|---------|------------|
| Tamara Lee        | Escrow  |            |
|                   | Rainer  | \$892.50   |
| Charles Petrone   | Escrow  | Amount     |
|                   | Rainer  | \$1,015.00 |
|                   | General | \$189.00   |
| Clark Caton Hintz | COAH    | \$630.00   |
| ERI               | Escrow  | Amount     |
|                   | Rainer  | \$1,288.00 |
|                   | Shaw    | \$236.25   |
|                   | General | \$67.50    |

7. New Business:
8. Old Business
  - a. Resolution 2016-08 Shaw
  - b. Resolution 2016-09 Rainer
9. Committee Reports:
  - Council matters of importance to board – Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
10. Meeting open to the Public
11. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
July 19, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from June 21, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers

|                 |        |           |
|-----------------|--------|-----------|
| ERI             | Escrow | Amount    |
|                 | Rainer | \$1288.75 |
|                 | Shaw   | \$236.00  |
| Charles Petrone | Escrow | Amount    |
|                 | Shaw   | \$189.00  |
|                 | Rainer | \$1015.00 |

7. New Business:
8. Old Business
9. Committee Reports:
  - Council matters of importance to board – Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
10. Meeting open to the Public
11. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
September 20, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from July 19, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers  
Tamara Lee                      Affordable Housing and Review of New Applications  
    \$183.75
7. New Business:
  - a. Public Hearing: SP-2016-04 and V-2016-05 Legacy Real Estate  
    11 Bank Avenue (permission to convert a pre-existing exterior wrap around porch into a first floor, 2-story apartment dwelling)
8. Committee Reports:
  - Council matters of importance to board – Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
9. Meeting open to the Public
10. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
AGENDA  
October 18, 2016**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open public meetings notice act and roll call
4. Approval of minutes from September 20, 2016
5. Correspondence
6. Review/consider Invoices & Vouchers

|                 |                    |          |
|-----------------|--------------------|----------|
| Tamara Lee      | 11 Bank Escrow     | 997.50   |
| ERI             | 11 Bank Escrow     | 685.00   |
| Charles Petrone | 11 Bank Escrow     | \$578.00 |
| Charles Petrone | Meeting Attendance | \$100.00 |
7. New Business: None
8. Old Business: Memorialize Resolution PB-2016-10
9. Committee Reports:
  - Council matters of importance to board – Mayor
  - Environmental Commission report – Joe Threston
  - Minor Site Plans report – Mary Lodato
10. Meeting open to the Public
11. Adjourn



DUE TO THE LACK OF BUSINESS  
THERE WILL BE NO MEETING OF  
THE RIVERTON PLANNING BOARD  
ON NOVEMBER 15, 2016

DUE TO THE LACK OF BUSINESS  
THERE WILL BE NO MEETING OF  
THE RIVERTON PLANNING BOARD

ON December 20, 2016

**RIVERTON BOROUGH PLANNING BOARD  
MINUTES  
January 19, 2016**

The January 19, 2016 reorganization meeting of the Riverton Planning Board was called to order at 7:00 PM by Secretary Michelle Hack, who then announced Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2015.
2. Required Service of notice and publication in the Burlington County Times on January 23, 2015.

**PRESENT:** Kerry Brandt, Craig Greenwood, Ken Mills, Joe Della Penna, Joseph Threston, Mayor Suzanne Cairns Wells, Mary Lodato, Deborah Weaver, Councilman Joseph Creighton, and John Kohms.

**ABSENT:** Robert Martin, Robert Kennedy

Ms. Hack asked for a nomination for Chairman of the Board. Mr. Threston nominated Mr. Brandt which seconded by Ken Mills. Roll call vote 8 yes 0 no 0 abstain.

Mr. Brandt nominated Mr. Mills to serve as the Vice Chairman to which Mr. Threston provided the second. Roll call vote 8 yes 0 no 0 abstain.

Mr. Greenwood motioned to approve Resolution PB 2016-01, which sets the dates and times of the Planning Board meetings for 2016. Mr. Threston provided the second. Roll call vote 8 yes 0 no 0 abstain.

Under Resolution PB-2016-02, Mr. Threston moved to appoint Charles D. Petrone as the Board Solicitor for 2016, Tamara Lee as the Board Planner for 2016 and Mr. William Kirchner with Environmental Resolutions Inc., as Board Engineer for 2016. Mr. Mills provided the second. Roll call vote 8 yes 0 no 0 abstain.

Motion to approve Resolution PB-2016-03 which designates the Burlington County Times as the Official Newspaper of the Riverton Boro Planning Board made by Mr. Brandt and seconded by Mr. Della Penna. Roll call vote 8 yes 0 no 0 abstain.

Mr. Brandt asked to table Resolution PB-2016-04 put forth to summarize the previous year's variances and recommendations and to table the 2016 Goals and Objectives for the Board.

Ms. Hack, Board Secretary who also serves the Borough in the capacity of Municipal Clerk is designated as the Planning Boards Administrative Officer under N.J.S.A. 40:55D-3 for the year 2016.

**MINUTES:** A motion was made by Mr. Della Penna and seconded by Mr. Kohms to adopt the minutes of the December 15, 2015 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS**

1. None.

**REVIEW/CONSIDER INVOICES & VOUCHERS**

1. Tom Coleman, Esq. for December Services in the amount of \$929.00

A motion was made by Mr. Threston and seconded by Mr. Della Penna. Roll call vote 8 yes 0 no 0 abstain.

**OLD BUSINESS**

**Affordable Housing** –Mr. Brandt stated his hopes for the acceptance of the Fair Share Plan.

**Council Matters of Importance to the Board** – Mayor Cairns Wells thanked all returning Planning Board members for the dedication and welcomed new Secretary Ms. Hack

**Master Plan** – Mr. Brandt stated the Plan update is due 2017. The Board discussed if a reexamination or a overhaul of the current Plan would better suit the Borough, with an important factors being the budget and the flow and read of the document.

**NEW BUSINESS**

Mr. Brandt discussed the 2016 Budget with Mayor Cairns Wells. He stated he would approximate \$500.00 per month inclusive of projected COAH costs however would discuss with Counsel and review 2015 contracts to

better support the budget for 2016.

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Meeting adjourned at 7:25 pm. (motion by Mills, second by Kohms)

Next meeting is at 7:00 pm on 1/19/2016

Respectfully submitted:

Michelle Hack Secretary  
RIVERTON PLANNING BOARD

Adopted on: \_\_\_\_\_

**RIVERTON BOROUGH PLANNING BOARD  
MINUTES  
February 16, 2016**

The February 16, 2016 regular meeting of the Riverton Planning Board was called to order at 7:00 PM By Mr. Brandt. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2015.
2. Forwarding written of notice to the Burlington County Times on January 23, 2015.

**PRESENT:** Kerry Brandt, Ken Mills, Joe Della Penna, Joseph Threston, Mary Lodato, Councilman Joseph Creighton, Robert Martin, Robert Kennedy, Cahrls Petrone, Esq. and Michelle Hack

**ABSENT:** Mayor Suzanne Cairns Wells, Craig Greenwood, Robert Gaughn, John Kohms and Deborah Weaver

**MINUTES:** A motion was made by Mr. Della Penna and seconded by Mr. Kohms to adopt the minutes of the December 15, 2015 as submitted. All approved in the affirmative.

Councilman Joe Creighton was sworn in to serve as a Planning Board Class III member by Solicitor Petrone.

**CORRESPONDENCE/ANNOUNCEMENTS**

1. None.

**INVOICES & VOUCHERS**

- a. Tamara Lee December 2015 \$105.00
- b. Tom Coleman December 2015 \$333.64, \$140.00 January 2016 \$84.00
- c. Charles Petrone January 2016 \$300.00

A motion was made to approve all bills by Mr. Threston and seconded by Mr. Della Penna. Roll call vote 7 yes 0 no 0 abstain.

**OLD BUSINESS**

**Affordable Housing** –Mr. Petrone provided a small update in that the Judge has recently appointed a Master’s master to assign billing throughout all municipalities. The Special Master’s report has note yet been provided and there are no pending court dates scheduled.

**Council Matters of Importance to the Board** – none

**Master Plan** – Mr. Brandt discussed which would better suite the Borough, a rewrite vs. reexamination of the plan due in 2017He suggested that chapter of the plan are broken out and given to each Board member to be worked on. Information for the plan can be gathered by attending various Boards and Committees throughout the town and public opinion matters. He Board talked about different ways to reach out to the population of Riverton residents.

**Environmental Commission Report** – Mr. Threston reported that the EC is working on the Sustainable NJ Program application, once completed it will be forward to Council for approval and support.

**Minor Site Plan report** – Ms. Lodato reported that a gift shop has been approved for the area adjacent to the Orange Blossom Café.

Mr. Threston motioned to approve Resolution PB-2016-04 which was seconded by Mr. Kennedy. This resolution represents variance applications and future recommendations. Roll call vote 7 yes 0 no 0 abstain.

Mr. Threston motioned to approve Resolution PB-2016-05 which was seconded by Mr. Kennedy. This resolution represents the Goals and Objectives of the 2016 Riverton Planning Board. Roll call vote 7 yes 0 no 0 abstain.

**NEW BUSINESS** none

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Mills and seconded by Mr. Threston.

Respectfully submitted:

A handwritten signature in cursive script that reads "Michelle Hack".

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Adopted on: April 19, 2016

**RIVERTON BOROUGH PLANNING BOARD**  
**MINUTES**  
**April 19, 2016**

The April 19, 2016 regular meeting of the Riverton Planning Board was called to order at 7:00 PM By Mr. Brandt. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2016.
2. Forwarding written notice for publication to the Burlington County Times on January 22, 2016
3. Forwarding written notice for informational purposes only to the Courier Post on January 22, 2016.

**PRESENT:** Kerry Brandt, Ken Mills, Joe Della Penna, Joseph Threston, Mary Lodato, Robert Gaughn, John Kohms, Robert Martin, Mayor Suzanne Cairns Wells, Charles Petrone, Esq. Tamara Lee, William Kirchner, and Michelle Hack

**ABSENT:** Craig Greenwood, Robert Kennedy and Councilman Joseph Creighton

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Mills to adopt the minutes of the February 16, 2016 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS**

1. Chairman Brandt regretfully read the resignation of Deborah Weaver
2. Advised that 11 Bank Avenue has been removed from the agenda

**INVOICES & VOUCHERS**

|                            |         |          |
|----------------------------|---------|----------|
| <u>Escrow 301 S. Broad</u> | ERI     | 1,282.50 |
|                            | Petrone | 133.00   |
|                            | Petrone | 210.00   |
|                            | T. Lee  | 1,102.50 |
|                            | ERI     | 270.00   |

|             |                    |          |
|-------------|--------------------|----------|
| <u>COAH</u> | Clarke Caton Hintz | 1,355.00 |
|             | T. Coleman         | 522.64   |
|             | T. Coleman         | 155.00   |

|                   |                     |        |
|-------------------|---------------------|--------|
| <u>Board Fees</u> | Petrone Feb meeting | 300.00 |
|-------------------|---------------------|--------|

The Board expressed concern of the bill from CCH, for \$1,355.00 as they are court appointed and the Borough is being made to pay this bill without seeing a work product or a breakout of billable hours. The Board agreed to move forward with the bill being paid however to make note of this and for the Secretary to speak with Tom Coleman for advice. A motion was made to approve all bills by Mr. Mills and seconded by Mr. Threston. Roll call vote 7 yes 0 no 0 abstain.

**NEW BUSINESS**

1. Public Hearing: V-2016-03 Nick and Vicki Coletti 309 Manor Court (permission for a side yard setback to build a 3-season sunroom in a space previously used for a deck)

Mayor Cairns Wells recused herself from this portion of the meeting and left the building only returning after the vote was casted. Mr. Nick Coletti and Mr. Bud Lemoyne were sworn in to provide testimony for the application. The Board Secretary confirmed all publications and legal notices were sufficient. Mr. Coletti talked about the need for more living space and he isn't prepared to move. In the proposed space, there is currently a deck that is not being used. He cannot place the sunroom on the opposite side of the home does to the lot and house configuration. The proposed space will be 13x15 and new setback would be 5 feet. Mr. Lemoyne noted the slight increase in height. After the Board finished their questions, Mr. Brandt opened the floor to the public. Mr. Tom Weber clarified the rear setback waiver being requested at 17 feet. No one else from the public portion spoke on this application therefore closing the public portion. With no further considerations from

the Board Mr. Threston made a motion to accept as submitted, Mr. Mills provided he second. Roll call vote 8 yes 0 no 0 abstain.

2. Public Hearing: V-2016-06 Calvary Presbyterian Church 300 4<sup>th</sup> Street (permission to place a new sign at the corner of Lippincott and 4th Streets that will replace an existing smaller sign)

Thomas Erhardt, Esquire was present to represent the applicant. He brought Rev. Debbie Cerra and Bruce Gunn, Esquire to testify to the application as well. All were sworn in and explained the need for a new sign. The current sign is aged at least 50 years old. The lighting is not reliable and is tarnished. A new sign has been gifted to the church. The new sign fits within the style of the neighborhood however is approximately 12 inches bigger than the existing (6 inches on each side). It will be a sensor back light and the electricity will be upgraded as well. The new sign is distributed through the Church for purposes of uniformity. Mr. Threston commented that the Borough Mayor and Council consider revisiting the sign ordinance to prevent an application coming to the Planning Board for such a minimal adjustment (4 square feet in this application). With no further questions from the Board, Mr. Kirchner stated for the record that the new sign does not impede the sight triangle and has no further concerns. The applicant submitted the following items into evidence: A-1 a picture of the new proposed sign and A-2 a picture of the current sign. Mr. Brandt opened the floor to the public. No one from the public portion spoke on this application therefore closing the public portion. The Board Secretary confirmed all publications and legal notices were sufficient. Mr. Threston made a motion to accept as submitted, Mr. Kohms provided he second. 9 yes 0 no 0 abstain.

3. Public Hearing: SP-2016-01 and V-2016-02 Joseph Rainer 301 S. Broad Street (permission to construct a second story 3 bedroom apartment and storage area on top of an existing dance studio)

Joe Rainer, Hank Croft and Sarah Keanneally were present and sworn in to provide testimony for this application. Ms. Lee and Mr. Kirchner reviewed their reports on the site plan application. Based on these reports the application couldn't be heard for anything more than completeness and waiver review. Therefore no public comments can be heard until completeness is determined. The applicant started off by describing the property in its current use. Mr. Rainer testified he rents a portion of this property to a semi-retired generator repair shop which is not an auto repair shop. The owner will occasionally park an RV/Ambulance onsite, remove the generator and make the repairs inside the shop. The only vehicle that is ever worked on on-site is his personal car. Performance Dance Studios is also located within the building, which is run by Ms. Keanneally. She offered testimony that her peak hours of operation are after school 4-8pm, 1 weekday there is an adult class, and on Saturday 10am – 2pm. Most of her classes are children dance students. Classes range from 6-8 or 8-10 students per class plus 2 instructors. Mr. Kirchner stated that the apartment is conforming as the property is in the NB (neighborhood business) zone and there is no need for a use variance. However several variances will be needed, landscape buffering, parking variance (will need at least 2 or more spaces). Ms. Lee and Mr. Kirchner do not agree the parking submission is complete as there are no spots labeled on the plan. The current plan depends on public parking for private use there needs to be clarified vehicular circulation plan inclusive if drive isles and walkways. The current plan also doesn't show ADA compliant route to entrance. The revised plan shall designate which spots are dedicated to ADA, RVs and vehicles. Board professionals also noted the following application concerns in terms of completeness: sight triangle- may change with parking; how will 2<sup>nd</sup> story impact lighting, although Mr. Rainer provided testimony to the current lighting being adequate and takes no issue with lighting improvements as required; either a landscape buffer or a waiver needs to be provided, currently there is a wooden fence and bamboo. Mr. Kirchner stated that drainage calculation waivers may be needed as drainage may change as the plan changes. However Mr. Rainer replied there are no drainage issues currently, in



that no puddles lay on the grounds and the asphalt slopes. Mr. Kirchner warned this could also be dependent on public comment. Board Secretary noted that all legal publication and public noticing requirements has been met. After no further comments from the Board or Professionals, Mr. Threston made a motion to deem the application incomplete based on the items listed above. Mr. Gaughan provided the second. The applicant made a request not to be required to re-notice as this will be carried over into the next meeting scheduled for May 17, 2016. Roll call vote showed all in favor in the affirmative. 9 yes 0 no 0 abstain.

## OLD BUSINESS

**Affordable Housing** –Mr. Petrone noted a conference call was scheduled for April 18, 2016 and he would report next month. The Board is also in need of a COAH representative on the Planning Board

**Council Matters of Importance to the Board** –the 2016 Municipal Budget was approved with an increase of 1.9%

**Master Plan** –

**Environmental Commission Report** – Still working with STB to get Sustainable Jersey application moving.

**Minor Site Plan report** – none

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Kohms.

Respectfully submitted:



Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Adopted on: May 17, 2016

**RIVERTON BOROUGH PLANNING BOARD  
MINUTES  
May 17, 2016**

The May 17, 2016 regular meeting of the Riverton Planning Board was called to order at 7:00 PM By Mr. Brandt. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2016.
2. Forwarding written notice for publication to the Burlington County Times on January 22, 2016
3. Forwarding written notice for informational purposes only to the Courier Post on January 22, 2016.

**PRESENT:** Kerry Brandt, Ken Mills, Joe Della Penna, Joseph Threston, Mary Lodato, Robert Gaughn, John Kohms, Robert Martin, Councilman Joseph Creighton, Craig Greenwood, Robert Kennedy, Mayor Suzanne Cairns Wells, Charles Petrone, Esq. Tamara Lee, William Kirchner, and Michelle Hack

**ABSENT:** None

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Mills to adopt the minutes of the April 19, 2016 as submitted. Mr. Threston that the April minutes be amended to include a statement he made requesting the Borough Mayor and Council review the current sign ordinance to prevent applicants with small changes having to come for Board approval. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS**

**INVOICES & VOUCHERS**

|                 |                      |            |
|-----------------|----------------------|------------|
| Tamara Lee      | Escrow               | Amount     |
|                 | Calvary Presbyterian | \$52.50    |
|                 | Coletti              | \$52.50    |
|                 | Legacy Real Estate   | \$708.75   |
| Tamara Lee      | Rainer               | \$892.50   |
|                 | COAH                 | 630.00     |
| Charles Petrone | Escrow               | Amount     |
|                 | Calvary Presbyterian | \$203.00   |
|                 | Coletti              | \$161.00   |
|                 | Legacy Real Estate   | \$266.00   |
| ERI             | Rainer               | \$364.00   |
|                 | Escrow               | Amount     |
|                 | Rainer               | \$1,120.00 |
|                 | Legacy Real Estate   | \$540.00   |
|                 | Coletti              | 303.75     |
|                 | Calvary Presbyterian | \$236.00   |
|                 | General              | \$135.00   |

A motion was made to approve all bills by Mr. Threston and seconded by Ms. Cairns Wells. Roll call vote 7 yes 0 no 0 abstain. Ms. Hack advised that Mr. Coleman sent a memo in response to the Board's concern in paying bills to Clarke, Caton and Hintz for their work on Affordable Housing. In this memo, which will be provided to all Board members via email, he advised paying their bills immediately and without hesitation and moving forward all bills should be advised to be paid by Borough Council approval only since Affordable Housing is no longer jurisdiction of the Planning Board.

**NEW BUSINESS**

Public Hearing: V-2016-7 John and Jana Shaw 808 3rd Street permission to erect a 2 story addition (2-car garage with above living space) requiring relief of a side yard setback

Mayor Cairns Wells and Mary Lodato recused themselves from the application and public hearing. Mr. and Mrs. Shaw were sworn in to provide testimony for their application, as was Mr. Walter Croft, the architect who drew the plans for the Shaw's. Board Secretary, Ms. Hack confirmed all jurisdictional items are in order. Mr. Shaw described the need to make his home larger. The new addition will consist

of a 2 car garage with an expanded mud room and laundry room and above that garage will have living space above. Mr. Croft designed the plan to fit within the style of the neighborhood and to blend with the existing house and not look like an addition. They tried several variations and the proposed plan worked best, however needs a side yard setback. The Board asked various questions about the layout of the existing house and why they can build the addition to the rear of the property. Mr. Shaw entered the exhibit A1 into the record, which consists of 11 color photos to depict his location from the street, the neighbor's property, the distance between the neighbor's properties and the buffer between his property and the Borough's property. Mr. Petrone reminded the applicants they are building adjacent to the driveway for the Borough's Public Works yard which sometimes has heavy truck traffic. The Borough was listed on the 200 foot list. Mr. Brandt opened the floor to the public. Councilman Bill Corbi of Thomas Avenue, who oversees the Department of Public Works for the Borough, stated for the record, there is a lot of land buffering the driveway from Mr. Shaw's property edge. No one else came forward to speak therefore closing the public portion. With no further questions from the board, Mr. Mills motioned to accept the application as submitted. Mr. Threston seconded the motion and a roll call vote was 9 yes 0 no 0 abstain Mr. Petrone advised the applicants of the 45-day appeal period and the risks of proceeding prior to.

Public Hearing: SP-2016-01 and V-2016-02 Joseph Rainer 301 S. Broad Street permission to construct a second story 3 bedroom apartment and storage area on top of an existing dance studio

Joe Rainer, Walter Croft and Sarah Keanealy were present and sworn in to provide testimony for this application. Ms. Tamara Lee and Mr. William Kirchner professionals were sworn in and stated they each reviewed the updated plans provided by Mr. Croft and deemed the application complete. Board Secretary, Ms. Hack confirmed that all jurisdictional items have been met as this is being carried over from the April 19, 2016 meeting. Mr. Petrone then introduced and swore in Dennis Talty, Esquire who is present to represent the applicant's' neighbors. Mr. Talty asked for each variance to be granted individually and then asked for an opportunity to give closing arguments and summarize at the close of the public hearing. Mr. Petrone denied his request as for the Board to vote on each variance individually since it's not an "a la carte" application; the application is in whole, with all waivers. The Board would be breaking precedent if this were granted. Mr. Croft reviewed the revised plan that now shows parking, signage, entry points and a parking and traffic control plan. He testified the height of the addition has been lowered, as indicated by the scale drawings on the plan. There is no change in the lighting and landscape and the structure setting. There are 3 angled spaced on the plan and a space for an RV-sized vehicle. The revised plan also shows the lowered roofline and the appearance of the roof line being further back. This is due to the gambrel roof style. This is a very popular roof style found on old Riverton homes and businesses and the revised plans show it to be 6 inches lower than the roof of Gen-Tec. It's fitting to the neighborhood and style of building that Mr. Rainer hopes to accomplish. Mr. Croft entered photos of this roof style as evidence A1 and A2. Mr. Rainer testified that, he believes there is not an increase of use to the property as the dance studio (all recitals are off site) and generator repair shop are not slated for changes (all RVs will be coming off Broad Street and leaving via Harrison). He further stated that in review of the Master Plan, his plan as presented hits on several goals of the Neighborhood Business zone as he plans to design it to appear as a historic property just as he did at 515 Main Street. Mr. Petrone argued that he cannot state there is no increased use, due to the fact he is increasing the size of the building an also changing the use to include a residence. Mr. Petrone asked for Master Plan clarification and Mr. Rainer stated "Enhancing and preserving small town character; Increase employment opportunities

within the Borough; Retain architectural character; Economic vitality; Access to youth recreation.” Mr. Petrone stated he believes some of these goals, if not all are already met with the dance studio.

Board members discussed parking, ADA compliance and times of business at the Dance Studio. Mr. Keanealy testified that most students are dropped off and their parents return for pick up and many of her clients walk to the studio on nice weather days. Mr. Rainer talked about creating a landscaped courtyard area for parents to sit and wait, but this wasn't included on the plan. He also discussed how nice the building will appear once completed as the train comes into Riverton Station. Although Mr. Rainer suggests that vehicles can be parked on the adjoining empty lot because he owns it, Mr. Petrone warned the Board against accepting testimony to that because the lot is a separate parcel and can be sold and developed as ant time, so effectively it is not part of this application. Ms. Lee raised concerns as pointed out in her report date May 10, 2016. Mr. Rainer testified that although no drainage calculation study has been completed, there are no puddles of water. He also stated that the HVAC is quiet and he will screen in the unit.

Mr. Talty reminded the Board that the burden of positive and negative criteria is on the applicant. Mr. Rainer responded that the upgrades to the building and bringing a residence are positive and outweigh the negative. The negative criteria, hardships are the lot layout, the position of the existing building and the site is non-conforming and not ideal to develop and he is working within the confines he has. He testified his goal is to beautify this property and make it look befitting of Riverton when passengers pull up to the train station.

Mr. Talty stated for the records, he represents the neighbors at 603, 605, 607, and 609 Thomas Avenue. He stated he will also present a Kim Perkins, a Realtor and 1 fact witness, whom is the resident at 607 Thomas. He then began to cross-exam the applicants, wherein he noted Mr. Croft's credentials as an architect and not an engineer, therefore his scope of testimony is limited. He questioned Mr. Croft on the appearance of the roof line and the actual distance of the roof line to the adjoining neighbors. Mr. Paul Geissler, who resides at 607 Thomas, entered the following testified he has safety concerns, as there are not currently sidewalks and the drive isle as proposed is not wide enough and children play in the area and the River Line parking is still fill in the PM hours. He talked about the puddling of water onto his property with the current roof and how would a new roof line make it worse. He stated the addition, will cause him to feel boxed in and showed concern that it will cause him to have a decrease in real estate value. He then entered the following exhibits into evidence:

- O - 1 Photograph of a PSE&G Utility Pole with transformer located near the Property;
- O - 2 Photograph of Property taken from rear yard of 607 Thomas Avenue;
- O - 3 Photograph of Property taken from family room of 607 Thomas Avenue;
- O - 4 Photograph of Property taken from rear yard of 605 Thomas Avenue;
- O - 5 Photograph of setback between the garages of the Thomas Avenue Properties and the building wall of the building located on the Property;
- O - 6 Photograph taken from 609 Thomas Avenue showing the roof on the Levine property and the Gen Tec roof located on the Property;
- O-7 through O-20 Series of photographs taken from various locations offered to contradict Applicant's testimony that no drainage issues currently affect the Property;
- O-21 through O-29 Series of photographs taken from various locations offered to contradict Applicant's testimony regarding adequacy of parking and safety of site.

Mr. Ricco of 603 Thomas Avenue was sworn in and stated that he has a lot of the same concerns as his neighbor at 607 Thomas and feels the property could be fixed

up to look nicer than it is without the addition, Further stating that its his opinion that apartments do not belong above businesses in the part of town. He was reminded this is zoned NB, and therefore is appropriate.

Ms. Andrea Zaneski of 605 Thomas Avenue was sworn in and stated her concerns for the application. They include her loss of sunlight in the back yard and its not fair t impact 5 homes for 1 potential apartment.

Mr. Joseph Devine of 609 Thomas Avenue was sworn in and reiterated some of the neighbors concerns in regard to the property values and aesthetics from his yard.

Ms. Robin McGinnis inquired how many units the addition would house.

Ms. Kimberly Perkins was sworn and testified that she is a real estate sales associate in the Riverton area for 16 years with Keller Williams and Century 21 Alliance. She stated that the addition will have an impact as it will limit the number of potential buyers of the Thomas Avenue properties caused by the impact of the addition on the back yard areas which could impact the sales price. However after discussion with the Board, she acknowledged that the increased value of one property (the Property) could increase the values of other properties (Thomas Avenue lots)

With no further comments from the Public or Board Mr. Rainer testified that he intends to beautify the property just like he has with 40 other homes in Riverton. He is willing to work to accommodate the neighbors as best he can, but also stating some of their concerns are not valid.

Mr. Talty closed with statements to the Board that he believes the plan is too large for the size of the lot and the negative criteria doesn't outweigh the positive, as required by Municipal land Use Law. He stated his other concerns are that the applicant has not provided a drainage study and not planned by an engineer, therefore there are too many unanswered questions to approve this application as submitted.

The Board Planner, Tamara Lee, summarized her May 10, 2016 Review Letter that the side yard area adjacent to the Thomas Avenue Lots is more impacted by the proposed addition and the proximity of the second floor addition and lack of buffering are detriments, a drainage issue exists even without the addition and the number of uses increasing but parking diminishing. The impacts of the issues and concerns affecting the Property can be mitigated and or addressed but the Plans presently before the Board do not present any mitigation techniques or stormwater management controls. As is, the benefits of the proposed development cannot be found to outweigh the detriments.

The Board Engineer, William Kirchner, summarized his May 10, 2016 Review Letter and that the Applicant offered no testimony that he would comply with any of the recommendations contained in his review letter; that a formal site plan is otherwise required if the Board were to approve the requested variances. The Plans before the Board fail to address the concerns of the Public and the concerns in his Review Letter and as such, it cannot be demonstrated that the benefits of the development of the Property outweigh the detriments resulting from a development proposal not complying with the Ordinance.

At this point, Mr. Rainer was given the opportunity to bifurcate the application and resubmit a formal site plan, however he declined.

Mr. Brandt asked for a motion, which he made to decline the approval of the application based on lack of formal Site Plan and evidence to support his testimony.

Mr. Kennedy provided the seconded. Roll call vote 8 yes, 0 no 0 abstain.

**MEMORIALIZE RESOLUTIONS**

|                       | <b>2016-06</b>       | <b>2016-07</b>                     |
|-----------------------|----------------------|------------------------------------|
| <b>Motion</b>         | <b>Coletti</b>       | <b>Calvary Presbyterian Church</b> |
| <b>Second</b>         | Mr. Threston         | Mayor Cairns Wells                 |
| <b>Roll Call Vote</b> | Mr. Brandt           | Mr. Threston                       |
|                       | 8 yes 0 no 0 abstain | 8 yes 0 no 0 abstain               |

**OLD BUSINESS NONE**

**COMMITTEE REPORTS**

**Affordable Housing –**  
**Council Liaison –**  
**Master Plan –**  
**Environmental Commission Report –** Reported Committee recently met  
**Minor Site Plan report –**

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Mills and seconded by Ms. Cairns Wells.

Respectfully submitted:



Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Adopted on: June 21, 2016

**RIVERTON BOROUGH PLANNING BOARD  
MINUTES  
June 21, 2016**

The June 21, 2016 regular meeting of the Riverton Planning Board was called to order at 7:00 PM By Mr. Mills. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 20, 2016.
2. Forwarding written notice for publication to the Burlington County Times on January 28, 2016
3. Forwarding written notice for informational purposes only to the Courier Post on January 28, 2016.

**PRESENT:** Ken Mills, Joseph Threston, Mary Lodato, Robert Gaughn, Robert Martin, Councilman Joseph Creighton, Craig Greenwood, Mayor Suzanne Cairns Wells, and Board Secretary Michelle Hack

**ABSENT:** Kerry Brandt, Joe Della Penna, John Kohms, Robert Kennedy, Charles Petrone, Esq. Tamara Lee, and William Kirchner,

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Martin to adopt the minutes of the May 17, 2016 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS**

**INVOICES & VOUCHERS**

|                 |                                     |   |
|-----------------|-------------------------------------|---|
| Tamara Lee      | Escrow<br>Rainer                    | Amount<br>\$892.50                          |
| Charles Petrone | Escrow<br>Rainer<br>General         | Amount<br>\$1,015.00<br>\$189.00            |
| ERI             | Escrow<br>Rainer<br>Shaw<br>General | Amount<br>\$1,288.00<br>\$236.25<br>\$67.50 |

A motion was made to approve all bills by Mr. Threston and seconded by Mr. Gaughn. Roll call vote 8 yes 0 no 0 abstain.

**NEW BUSINESS NONE**

**OLD BUSINESS NONE**

**COMMITTEE REPORTS**

**Council Liaison** –Mayor Cairns Wells updated the Board as to the paving going on in certain parts of town that is not from New Jersey American Water, but from a road improvements grant. The 4<sup>th</sup> of July festivities are scheduled and ready and paving shall be complete, the Borough is switching to Coded Systems for the publication of the Borough’s Code. There are two new appointees to the River Route Advisory Committee: Armand Bianchini and Kate Latimer. Mr. Creighton gave an update on the park renovations and there will be an overhaul of the basketball courts and tennis courts. He also announced the Borough has been awarded an additional grant of \$55,000, which will be used for ADA complaint swing sets once all the big construction is completed.

**Master Plan** –nothing to report

**Environmental Commission Report** – Mr. Threston reported that he will be attending a meeting scheduled June 28, 2016 for the River Route Steering Committee. The meeting will ne Update to the Strategic Plan and the focus will be on Economic Development.

**Minor Site Plan report** –nothing to report.

**MEMORIALIZE RESOLUTIONS**

|                       |  |                    |
|-----------------------|--|--------------------|
|                       | <b>2016-08</b>   | <b>2016-09</b>     |
|                       | <b>SHAW</b>  | <b>RAINER</b>      |
| <b>Motion</b>         | Mr. Threston   | Mr. Threston       |
| <b>Second</b>         | Mr. Greenwood  | Mayor Cairns Wells |
| <b>Roll Call Vote</b> | 5 yes 0 no3 abstain<br>(Lodato, Cairns Wells, Creighton) | 8 yes 0 no         |

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Ms. Cairns Wells.

Respectfully submitted:



Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Adopted on: July 19, 2016





**Council Liaison**

Mr. Creighton reported that park re-bid openings were held July 7, 2016. We received 2 bids; both bids were over the budget by approximately \$60,000. After discussion with the engineer it's been determined since the Borough has bid this out two times, we can negotiate with the bidders for cheaper costs. The lowest bidder, Ocean Construction declined to do so, so Mr. Creighton is reaching out to the second bidder, American Athletic Courts, Inc. for a meeting.

**Master Plan**

Mr. Brandt stated that he wants to add a section that speaks to the Riverton education system and will seek the help of Riverton resident and long time School Board member, Mike Sencendiver. He also stated that he would like to reduce the pages and script of the document by 1/3 and asked that all members start to review the various chapters. This will help when chapters are assigned. He believes the re-write can be done in house and save money. Mr. Gaughan will be useful in this area as he has experience in writing of a Master Plan.

**Environmental Commission Report**

Mr. Threston commented there is a meeting scheduled for July 21, 2016 for the Environmental Commission. He also reported the meeting the River Route Steering Committee met and their Economic Plan will be a positive impact for the Borough and should be talked about in the 2018 Master Plan.

**Minor Site Plan**

Ms. Lodato reported there was a submission of a minor site plan for Mr. Threston to use his home as his home business for his legal office. All requirements for fulfillment by Mr. Threston have been met.

**MEMORIALIZE RESOLUTIONS NONE**

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Creighton.

Respectfully submitted:



Michelle Hack, Secretary  
**RIVERTON PLANNING BOARD**

Adopted on: September 20, 2016

**Borough of Riverton Regular Monthly Meeting**  
**MINUTES**  
**September 14, 2016 7:30 PM**

Mayor Suzanne Cairns Wells presided over the meeting, and called the meeting to order. Borough Clerk, Michelle Hack established a quorum by calling roll call.

**Present:** Ms. Renee Azelby Mr. Armand Bianchini Mr. Bill Corbi  
Mr. Joe Creighton Mr. Kirk Fullerton Mr. Mike Kinzler

**Absent:** none

**Other Borough Officials Present:** Tom Coleman, Esquire Ms. Michelle Hack, Clerk,  
Frederick Rodi, DPW Manager Chief John Shaw

Mayor Cairns Wells read the following statement "Public Notice of this meeting, pursuant to the Open Public Meetings Act, has been given by the Municipal Clerk in the following manner:

- a. Posting written notice on the Official Bulletin Board on Thursday January 14, 2016
- b. Having written notice published in the Burlington County Times Friday January 22, 2016
- c. Forwarding written notice to the Courier Post for informational purposes only on Friday January 22, 2016"

**CLERK'S REPORT**

Ms. Hack submitted for approval, the minutes of August 10, 2016, public and closed sessions. Ms. Azelby motioned to approve as submitted and motion was seconded by Mr. Creighton.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

Ms. Hack reported on the following:

1. Borough Code is now online at Coded Systems.
2. A report from Temp CFO, Donna Condo outlining the details of the recent BAN sale, as required by law.
3. Resignation of Donna Condo pending tonight's approval of Resolution 81-2016.

**TREASURER'S REPORT, FINANCE/TAX REPORT & BILL LIST**

Mr. Kinzler read the Finance Report, Treasurers Report and Tax Report. He asked for a motion to approve the bill list, which closed on September 12, 2016. Mr. Creighton seconded the motion.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**SOLICITORS REPORT**

Mr. Coleman stated there has not been any updates on Greenscape v. Riverton to report. Mr. Coleman also reported that in a discussion with Mr. Gene Mariano, counsel for 410 Main Street, he expressed the demand that the rehab work be completed within 90 days and further expressed the Borough's displeasure with the progress of the work to date. Mr. Mariano acknowledged the Borough's displeasure and stated he would do his best to meet this timeline.

**MEETING OPEN TO THE PUBLIC**

Mr. Cliff DePeu, a Riverton resident addressed Mayor and Council concerning people who walk their dogs throughout the Borough, especially along Bank Avenue. He sees people walking their dogs on a very long leash, allowing the dog to approach him, or even without a leash. This is concerning to him because he has a very serious fear of dogs. He requested that the Borough have dog owners sign a waiver stating they must be more careful with their pets. Mayor Cairns Wells stated she would take this under advisement, and asked Chief Shaw to alert Patrolmen of this concern and remind residents of the leash laws already in place.

No one else came forward to speak therefore closing the public portion.

**MAYOR AND COUNCIL NEW BUSINESS AND REPORTS**

**RESOLUTION #79-2016**

**A RESOLUTION TO AUTHORIZE T&M CONSULTANTS TO PERFORM AN ENGINEERING STUDY ON THE WASTE WATER TREATMENT PLANT (IN FULL IN RESOLUTION BOOK)**

Mr. Corbi read the resolution by title only and motioned for its approval. He provided a letter from T&M describing the scope of work and the cost is not to exceed \$5,692.00. Mr. Bianchini seconded the motion.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

Mr. Corbi reported in the Department of Public Works latest projects have been; sweeping and painting of public parking lots, collected 620 yards of brush, cleaned park and treated a fungus growing at the park, trimming all brush in the alleys, asphalt was repaired on Shrewsbury, Church and Cherry streets, fixed broken air pump at WWTP, and repair of a tree at 101 Lippincott. He also reported that the Executive Order from the Governor's Office in regard to the deficit of the Transportation Trust Fund is still in effect, and holding up the checklist for Road Project MA00642-2014.

Ms. Azelby read the police and fire reports for the month of August 2016; she also reported on the chain barricade at 515 Main Street. Ms. Azelby met with Mr. Rainer along with the Public Safety Committee at the site to discuss the best options on Friday August 12. It was determined that the homemade barricade must immediately come down however all agreed this could lead to further safety concerns. Mr. Corbi had obtained bollards that has been donated and asked Mr. Rodi to place them. Mr. Rainer was very happy with the outcome. Last, Chief Shaw announced he will be traveling to Texas on October 3 for a safety convention with New Jersey Transit and rail safety. This is of no cost to the Borough.

**RESOLUTION #78-2016**

**A RESOLUTION TO AUTHORIZE A STIPEND FOR DONNA CONDO AS THE TEMPORARY CHIEF FINANCIAL OFFICER**

**(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the above resolution by title only and motioned for its approval. He reminded Mayor and Council of the situation the Borough was in with no CFO and how appreciative he is that Ms. Condo stepped in to help. She initially agreed to do this with no stipend, however the work load has increased into other areas than expected therefore a payment of \$1000.00 was appropriate. Ms. Azelby provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #80-2016**

**A RESOLUTION TO AMEND THE ADOPTED BUDGET FOR ADDITIONAL ITEMS OF REVENUE AND OFFSET APPROPRIATIONS (CHAPTER 159) FOR THE SHADE TREE BOARD  
(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the above resolution by title only and motioned for its approval. It was noted that \$20,000 was received from a NJ Forestry Grant and this money was not recognized in the 2016 municipal budget. Ms. Azelby provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**ORDINANCE O-2016-08**

**(1<sup>st</sup> reading)**

**AN ORDINANCE TO CREATE THE POSITION OF A FINANCE CLERK AND  
AMEND ORDINANCE CURRENT SALARY ORDINANCE #O-2016-04  
(IN FULL IN ORDINANCE BOOK)**

Mr. Kinzler introduced this Ordinance by title only motioned for its approval. Ms. Azelby provided the second. There will be a public hearing and second reading on October 12, 2016, in which will also be published in the Burlington county Times.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #81-2016**

**A RESOLUTION TO APPOINT DAWN BASS, CMFO AS A PART TIME CHIEF FINANCIAL OFFICER FOR THE BOROUGH OF RIVERTON  
(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the above resolution by title only and motioned for its approval. He mentioned it was the intent to sign a shared service agreement with Burlington Township (where Ms. Bass works full-time) for the position of Chief Financial Officer. Ms. Bass currently holds the required license to for this position. This appointment is retroactive from January 1, 2016 and expires on January 1, 2020; and will begin work at the Borough Office the week of September 19, 2016. Mr. Bianchini provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #82-2016**  
**A RESOLUTION TO APPOINT NICOLE CHICONE SHIVELY AS FINANCE CLERK**  
**AND DEPUTY REGISTRAR**  
**(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the above resolution by title only and motioned for its approval. He explained to the group out of the candidates interviewed she seemed to be a good fit for the Borough. She bring about eight years municipal experience specifically doing Accounts Payable/Purchasing and Payroll/Pension. She is slated to start Monday October 3, 3016. Ms. Azelby provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #86-2016**  
**A RESOLUTION TO MEMORIALIZING INTENT TO ENTER INTO AN INTERLOCAL SERVICE AGREEMENT**  
**WITH BURLINGTON TOWNSHIP FOR THE POSITION OF CHIEF FINANCIAL OFFICER**  
**(IN FULL IN RESOLUTION BOOK)**

Mr. Kinzler read the above resolution by title only and motioned for its approval. He explained this ratifies the intent of the Borough and Burlington Township entering into a shared service for the aforementioned position. This allows the Borough to have access to Ms. Bass during regular business hours. Mr. Bianchini provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

Mr. Kinzler went into further detail on the recent Bond Anticipation Note sale in regard to the bidding process and outcome of sale. He also reiterated earlier correspondence that the Clerk, Ms. Hack read into the record in regard to the resignation of Ms. Condo. With the approval of the resolution appointing Ms. Bass, Ms. Condo's resignation is now effective. Mayor and Council noted they are appreciative of her graciously stepping in during this transition period.

**RESOLUTION #85-2016**  
**A RESOLUTION TO AUTHORIZE THE CLERK TO ADVERTISE FOR ROUND TWO OF SHADE TREE**  
**BOARD TRIMMING**  
**(TABLED)**

Mr. Bianchini read the resolution by title only and motioned for approval. He stated the total of the trees named in the resolution for trimming is 71 trees. After Mayor and Council held a discussion it was decided to table this resolution because Council fears that trimming of 71 trees will utilize most of the budget and not leave any funds for emergencies as we enter the last fiscal quarter of the year. Mr. Bianchini motioned to table this resolution until the Shade Tree Board was certain this bid would not exceed \$15,000. Mr. Kinzler seconded the motion.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini nay, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

Mr. Bianchini reported that the Shade Tree Board has successfully been awarded the CSIP Forestry Grant for \$20,000.00 and the money was sent via wire to the Borough. The Board would like to use the money for needed trimmings, topsoil, and seed. He also reported the Economic Development Committee, has been working steadily and have a lot of good ideas for the future. He made a note for the record they will be requesting a marketing budget in the 2017 municipal budget.

Mr. Fullerton reported for the Environmental Commission, they met and discussed the Dog Park in which all members agreed is a positive for the Borough and posed no concerns. They are conducting a Tree Hazard Survey as part of credit for Sustainable Jersey. Mr. Fullerton also reported on the most recent school board meeting where they discussed the formula for school of choice.

Mr. Creighton reported he met with Alaimo and American Athletic for the pre-construction meeting for the improvements made to Riverton Memorial Park. A notice to proceed has been issued by the engineer and the Boro has accepted the performance bond and insurance. Work will commence within a week or two.

**RESOLUTION #83-2016**  
**A RESOLUTION TO ENDORSE A USA SANCTIONED BICYCLE EVENT AND AUTHORIZE AN**  
**AGREEMENT WITH THE HISTORIC RIVERTON CRITERIUM**  
**(IN FULL IN RESOLUTION BOOK)**

Mayor Cairns Wells read the resolution by title only and asked for a motion. The motion was made by Mr. Creighton. Mr. Fullerton provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #84-2016**  
**A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A RELEASE AND HOLD HARMLESS WITH**  
**THE COUNTY OF BURLINGTON AND HISTORIC RIVERTON CRITERIUM FOR THE BICYCLE EVENT ON**  
**JUNE 11, 2017**  
**(IN FULL IN RESOLUTION BOOK)**

Mayor Cairns Wells read the resolution by title only and asked for a motion. The motion was made by Mr. Creighton. Mr. Corbi provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

**RESOLUTION #87-2016**  
**A RESOLUTION TO AUTHORIZE PAYMENT NOT TO EXCEED \$1600 TO ENVIRONMENTAL**  
**RESOLUTIONS INCORPORATED FOR THE SURVEY OF INTENDED DOG PARK**  
**(IN FULL IN RESOLUTION BOOK)**

Mayor Cairns Wells read the resolution by title only and asked for a motion. The motion was made by Ms. Azelby. Mr. Creighton provided the second.

ROLL CALL: Ms. Azelby aye, Mr. Bianchini aye, Mr. Corbi aye Mr. Creighton aye, Mr. Fullerton, aye, Mr. Kinzler, aye

Ms. Cairns Wells reported that the Borough will be moving forward with Environmental Resolutions for the dog park survey needed for NJ Transit. She also noted there has been no further communication or development in regard to Affordable Housing.

**OLD BUSINESS:** None

**ADJOURNMENT:** With no further business to discuss Mr. Creighton motioned to adjourn to which Mr. Corbi provided the second. Council unanimously approved in the affirmative.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michelle Hack".

Michelle Hack, RMC  
Municipal Clerk



**RIVERTON BOROUGH PLANNING BOARD**

**MINUTES**

**October 18, 2016**

The October 18, 2016 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 20, 2016.
2. Forwarding written notice for publication to the Burlington County Times on January 28, 2016
3. Forwarding written notice for informational purposes only to the Courier Post on January 28, 2016.

|                             |                      |                             |                 |
|-----------------------------|----------------------|-----------------------------|-----------------|
| <b>PRESENT:</b>             | Kerry Brandt         | Councilman Joseph Creighton | Joe Della Penna |
|                             | Robert Kennedy       | Mary Lodato                 | Robert Martin   |
| <b>ABSENT:</b>              | Mayor Suzanne Cairns | Richard Gaughan             | Craig Greenwood |
|                             | Wells                |                             |                 |
|                             | John Kohms           | Ken Mills                   | Joe Threston    |
| <b>BOARD PROFESSIONALS:</b> |                      | Michelle Hack, Bd. Sec'y    |                 |

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Kennedy to adopt the minutes of the September 20, 2016 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** NONE

**INVOICES & VOUCHERS**

|                 |                    |                                     |
|-----------------|--------------------|-------------------------------------|
| Tamara Lee      | 11 Bank Escrow     | \$997.50                            |
| ERI             | 11 Bank Escrow     | \$685.00                            |
| Charles Petrone | 11 Bank Escrow     | \$578.00 (incl. meeting attendance) |
| Charles Petrone | Meeting Attendance | \$100.00 (pro-rated)                |

A motion was made to approve the aforementioned by Mr. Threston and seconded by Mr. Brandt. Roll call vote 7 yes 0 no 0 abstain.

**NEW BUSINESS:** NONE

**OLD BUSINESS:** NONE

**COMMIITTEE REPORTS:**

**Council Liaison:** Mr. Creighton reported that park improvement construction is underway and the practice court area is being paved also, which is a change order.

**Master Plan:** Mr. Brandt distributed an outline he provided for the Board to start working. The categories are: Historic, Economic, Circulation, Municipal Services, Recreation and Land Use.

**Environmental Commission Report:** Mr. Threston commented the Environmental Commission is hosting a second clean-up of the rain garden at Riverton School.

**Minor Site Plan:** None

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MINUTES  
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**MEMORIALIZE RESOLUTIONS**

Legacy Real Estate/PB-2016-10

Motion: Mr. Threston

Second: Mr. Martin

Roll Call: 7 yes 0 no 0 abstain

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Brandt.

Respectfully submitted:

Michelle Hack, Secretary  
**RIVERTON PLANNING BOARD**

Adopted on: January 17, 2017