

**MINUTES OF PLANNING BOARD REORGANIZATION  
MEETING HELD ON THURSDAY, JANUARY 19, 2023**

The Clerk of the Planning Board called to order the reorganization meeting of the Board and announced the meeting was duly advertised in compliance with the Open Public Meetings Act by notice sent to the Daily Record, Suburban Trends and posted on the bulletin board and website at Borough Hall. All joined for the Pledge of Allegiance.

**PRESENT: BLEWETT, GEMIAN, KAUFMAN, KOLDYK, PANICCI, RUNFELDT,  
TAORMINA, TERRERO, AND D'ANTONO (ALT. #1)**

**ALSO PRESENT: PETRESKI, ENGINEER AND NEISS, COUNSEL**

**ABSENT: FLORENTINO**

Ms. Ward stated the first item on the agenda is Acknowledgment of Mayoral/Council Appointments. Class II Member John Panicci (municipal official), Class III Member Gary Gemian (council liaison) and Class IV Member Patricia D'Antono (Alt. #1). Everybody has been sworn in and welcome back.

Ms. D'Antono stated thank you.

Ms. Ward stated the next item on the agenda is Nomination and Election of Board Officers. The first officer is chairman, and do I have any nominations? Don't everybody speak at once.

Ms. D'Antono nominated Chuck Blewett.

Mr. Gemian seconds.

Ms. Ward asked any other nominations

Mr. Koldyk moved to close.

Mr. Terrero seconds.

**Roll call:**

**Yes: D'Antono (Alt. #1), Gemian, Kaufman, Koldyk, Panicci, Runfeldt, Taormina,  
and Terrero**

**No: Blewett**

**Abstain: None**

Ms. Ward stated congratulations, you're back to being chair.

Chairman Blewett stated my first item on the agenda is to put everyone on notice that we need a new chairman next year, some new blood which is always good for a town.

The next item on the agenda is nomination for vice chairman.

Mr. Kaufman nominated Jonathan.

Mr. Terrero nominates Joshua Kaufman.

Mr. Terrero stated I cannot accept the position.

Chairman Blewett stated so you respectfully decline.

Mr. Terrero stated yes, I respectfully decline.

Mr. Koldyk seconds Josh.

**Roll call:**

**Yes:** Jonathan, Koldyk, Blewett, Gemian, Koldyk, Panicci, Runfeldt, Taormina and D’Antono (Alt. #1)

**No:** Kaufman

**Abstain:** None

Ms. Ward stated okay.

Chairman Blewett stated congratulations.

The next item on the agenda is nomination and election of Board Secretary

Chairman Blewett nominated Joan Ward.

Ms. D’Antono seconds.

Chairman Blewett stated motion to close.

**Roll call:**

**Yes:** Blewett, D’Antono (Alt. #1), Gemian, Kaufman, Koldyk, Panicci, Runfeldt, Taormina and Terrero

**No:** None

**Abstain:** None

Ms. Ward thanked everyone.

Mr. Neiss stated even I would vote for that, but I cannot vote.

Chairman Blewett stated the next item on the agenda is Appointment of Professional Consultants. The first one is for Engineer to appoint Darmofalski Engineering Associates, Inc.

**RESOLUTION**  
**LINCOLN PARK PLANNING BOARD**  
**AWARD OF CONTRACT FOR**  
**PROFESSIONAL ENGINEER FOR 2023 CALENDAR YEAR**

**WHEREAS**, there exists a need for the professional services of a Professional Engineer for the Planning Board of the Borough of Lincoln Park, County of Morris, State of New Jersey (the “Board”), for the 2023 calendar year, in accordance with the Municipal Land Use Law of the State of New Jersey, N.J.S.A. 40:55D-1, *et seq.*, and Article II, Section 17-14 of the Development Review Ordinance of the Borough of Lincoln Park; and

**WHEREAS**, the Governing Body of the Borough of Lincoln Park has appropriated the funds from the municipal budget necessary for the expenses of the Board to permit the Board to award a professional services contract for Professional Engineer not to exceed Four Thousand (\$4,000.00) Dollars in accordance with N.J.A.C. 5:30(a)(1); and

**WHEREAS**, the contract for Board Professional Engineer may be awarded without competitive bidding as a non-fair and open “Professional Service” contract in accordance with

N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law and compliance with provisions of N.J.S.A. 19:44A-20.4 and/or N.J.S.A. 19:44-20.5, because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the Borough of Lincoln Park that the firm of **DARMOFALSKI ENGINEERING ASSOCIATES, INC.**, 86 Newark-Pompton Turnpike, Riverdale, New Jersey 07457-1429 is hereby awarded the contract as Planning Board Professional Engineer for the calendar year 2023 commencing January 1, 2023 and continuing through December 31, 2023 or until the appointment of a successor, to provide engineering services to the Board in accordance with its proposal dated **November 28<sup>th</sup>, 2022** and the attached Schedule of Services, both of which are attached and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the Board and the Planning Board Professional Engineer shall enter into a written contract that incorporates the terms of this Resolution; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution or a summary of its material terms be published in the official newspaper of the Borough and be on file, available for public inspection, in the office of the Secretary to the Planning Board, Municipal Building, 34 Chapel Hill Road, Lincoln Park, New Jersey 07035.

**SCHEDULE OF SERVICES**  
**PLANNING BOARD ENGINEER**  
**JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

The Planning Board Engineer (“Board Engineer”) shall render the following services to the Lincoln Park Planning Board (the “Board”) at the rate of \$135 per hour during the period January 1, 2023 through December 31, 2023 or until a subsequent appointment is made, and with reference to the Darmofalski Engineering Associates, Inc. proposal dated November 30, 2020, a copy of which is attached and made part hereof:

1. **Development Applications.** The Board Engineer shall perform all required engineering services in connection with review of development applications submitted to the Board. Such services shall include, without limitation, reviewing all applications for completeness, compliance with all applicable ordinance requirements and other engineering-related functions. All services rendered in connection with development applications shall be charged to and payable from applicants’ escrow accounts. All charges, vouchers, and invoices shall conform to N.J.S.A. 40:55D-53.2.

2. **Master Plan.** All engineering services (e.g., review, input, and advice) with respect to the Master Plan whenever the Board undertakes (a) a review of or an amendment to the master plan and/or (b) the preparation of a new master plan.

3. **Proposed Ordinances.** All engineering services (e.g., review, input, and advice) in connection with any and all proposed zoning, land development, stormwater management or other appropriate land use related ordinances which may be referred to the Board for review pursuant to the Municipal Land Use Law.

4. **Meetings.** Attendance at all regular and special meetings of the Board, except in cases of emergency or whenever there shall be no engineering-related issue on the Board's agenda (confirmed by the Board Secretary), the Board Engineer shall attend all Board meetings. Whenever the Board Engineer cannot attend, the Board Engineer shall make appropriate arrangements for meeting coverage by a professional engineer.

5. **Inspections.** Perform all necessary inspections of improvements constructed by developers pursuant to Board-approved development applications.

6. **Other Services.** Perform such other engineering services as the Board may request from time to time.

7. **Delegation.** The Board Engineer may, when appropriate, delegate to competent personnel under his direct supervision responsibility for (a) inspections, and (b) design/drafting services (if any) and (c) any other services that will serve the economic interests of the Borough of Lincoln Park and the developers who appear before the Board. All such services shall be performed at the rate of \$85 per hour.

8. **Insurance.** Within ten (10) days of the date of this Resolution and if the Board Engineer has not already done so, the Board Engineer shall provide to the Board Secretary proof that it has obtained professional liability insurance in minimum amounts of \$1 million per claim and \$1 million in the aggregate, or in such other amounts as may be required by the Borough's risk manager or its counsel. That insurance shall be kept in full force at all times during the period of this appointment and until a successor Board Engineer is appointed

9. **Invoices.** The Board Engineer shall submit invoices for all services no less than monthly and on forms supplied by or acceptable to the chief financial officer of the Borough.

10. **Termination.** The Board may terminate the Board Engineer's appointment or the Board Engineer may resign from the position only after 30 days following written notice delivered to the other party ("Effective Date"). In the event of termination, any work of the Board Engineer completed prior to the Effective Date shall be compensable and be paid in accordance with the terms of this Resolution.

11. **Compliance With Law.** The Board Engineer shall comply fully with all applicable municipal, county, state and federal laws, ordinances, regulations, and directives in connection with the performance of the duties of Board Engineer including, without limitation, the Local Unit Pay to Play Law, P.L. 2004, c. 19, as amended by P.L. 2005, c. 51, and N.J.S.A. 10:5-31, *et seq.*

Mayor Runfeldt moved it.

Mr. Gemian seconds.

Chairman Blewett asked was that a motion.

Mayor Runfeldt stated yes.

Chairman Blewett stated okay. All in favor?

**Voice vote:**

**Board aye.**

Chairman Blewett asked any opposed.

**Board none.**

Chairman Blewett stated the next resolution is the appointment of Counsel to appoint Beattie Padovano, LLC. Is there any discussion on the resolution?

Chairman Blewett asked for a motion.

**RESOLUTION**  
**LINCOLN PARK PLANNING BOARD**  
**AWARD OF CONTRACT FOR**  
**LEGAL COUNSEL FOR 2023 CALENDAR YEAR**

**WHEREAS**, there exists a need for the professional services of a Planning Board Attorney for the Planning Board of the Borough of Lincoln Park, County of Morris, State of New Jersey (the “Board”), for the 2023 calendar year, in accordance with the Municipal Land Use Law of the State of New Jersey, N.J.S.A. 40:55D-1, *et seq.*, and Article II, Section 17-14 of the Development Review Ordinance of the Borough of Lincoln Park; and

**WHEREAS**, the Governing Body of the Borough of Lincoln Park has appropriated the funds from the municipal budget necessary for the expenses of the Board to permit the Board to award a professional services contract for Planning Board Attorney not to exceed Twelve Thousand Seven Hundred (\$12,700) Dollars in accordance with N.J.A.C. 5:30(a)(1); and

**WHEREAS**, the contract for Planning Board Attorney may be awarded without competitive bidding as a non-fair and open “Professional Service” contract in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law and compliance with provisions of N.J.S.A. 19:44A-20.4 and/or N.J.S.A. 19:44-20.5, because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Board of the Borough of Lincoln Park that the firm of **BEATTIE PADOVANO, LLC**, 200 Market Street, Suite 401, Montvale, New Jersey 07645, is hereby awarded the contract as Planning Board Attorney for the calendar year 2023 commencing January 1, 2023 and continuing through December 31, 2023 or until the appointment of a successor to provide legal services in accordance with its proposal dated **November 10th, 2022**; and

**BE IT FURTHER RESOLVED** that the compensation of the Planning Board Attorney for the calendar year 2023 shall be as follows:

- A. Five Thousand Seven Hundred (\$5,700.00) Dollars for attendance at twelve (12) meetings of the Board.
- B. Four Hundred Seventy-Five (\$475.00) Dollars for each additional meeting as may be requested by the Board from time-to-time.
- C. The annual meeting fee shall include the preparation of minor resolutions, time extensions and waivers, telephone conferences, correspondence, and such other legal services

customarily rendered in connection with the representation of a municipal planning board, except litigation, general legal services or professional fees chargeable to an applicant's escrow account as may be permitted by municipal ordinance and N.J.S.A. 40:55D-53.2.

D. Any and all legal services rendered in connection with litigation/appeals from any resolution and decision of the Board, ordinance revisions and/or work in connection with the master plan shall be billed at the litigation hourly rate of One Hundred Sixty (\$160.00) Dollars per hour.

E. General legal services relating to such matters as (a) aiding the Board and/or Borough of Lincoln Park officials in regard to jurisdictional determinations, and (b) providing legal advice on matters relating to administration of ongoing construction relating to development approvals, but excluding such items as litigation, ordinance revisions and master plan work, shall be billed at the rate of One Hundred Sixty (\$160.00) Dollars per hour.

F. Legal services and process fees relating to application processing and chargeable against application escrow accounts pursuant to Borough Ordinance, to be billed at the rate of One Hundred Sixty (\$160.00) Dollars per hour; and

**BE IT FURTHER RESOLVED** that the Board and the Planning Board Attorney shall enter into a written contract that incorporates the foregoing terms of compensation; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution or a summary of its material terms be published in the official newspaper of the Borough and be on file, available for public inspection, in the office of the Secretary to the Planning Board, Municipal Building, 34 Chapel Hill Road, Lincoln Park, New Jersey 07035

Mr. Terrero moved the resolution.

Mayor Runfeldt seconds.

Chairman Blewett asked all in favor.

**Voice vote:**

**Board aye.**

Chairman Blewett asked any opposed.

**Board none.**

Chairman Blewett thank you.

Mr. Neiss thank everyone. It is a pleasure to be here with you.

Chairman Blewett stated the last one is to award the contract for Planner. This is for Paul Ricci, of Ricciplanng, LLC. The resolution is in front of you, any discussion?

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Mr. Terrero asked have we ever interviewed another planner.

Ms. D'Antono stated we had Betsy McKenzie.

Mr. Terrero stated I know we had Betsy and then all of a sudden we had Paul.

Ms. D'Antono stated Betsy retired.

Ms. Ward stated yes she did.

Mr. Terrero stated I just don't remember when the transition actually happened.

Chairman Blewett asked wasn't Paul involved with the town.

Mayor Runfeldt stated yes.

Mr. Terrero stated that is cool.

Mayor Runfeldt stated we did a very extensive interview.

Mr. Terrero stated I have no issues with that.

**RESOLUTION**  
**LINCOLN PARK PLANNING BOARD**  
**AWARD OF CONTRACT FOR**  
**PROFESSIONAL PLANNER FOR 2023 CALENDAR YEAR**

**WHEREAS**, there exists a need for the professional services of a Professional Planner for the Planning Board of the Borough of Lincoln Park, County of Morris, State of New Jersey (the "Board"), for the 2023 calendar year, in accordance with the Municipal Land Use Law of the State of New Jersey, N.J.S.A. 40:55D-1, *et seq.*, and Article II, Section 17-14 of the Development Review Ordinance of the Borough of Lincoln Park; and

**WHEREAS**, the Governing Body of the Borough of Lincoln Park has appropriated the funds from the municipal budget necessary for the expenses of the Board not covered by an Applicant's escrow account to permit the Board to award a professional services contract for Professional Planner for planning services not to exceed Five Thousand (\$5,000.00) Dollars in accordance with N.J.A.C. 5:30(a)(1); and

**WHEREAS**, the contract for Board Professional Planner may be awarded without competitive bidding as a non-fair and open "Professional Service" contract in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law and compliance with provisions of N.J.S.A. 19:44A-20.4 and/or N.J.S.A. 19:44-20.5, because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**NOW THEREFORE BE IT RESOLVED** by the Planning Board of the Borough of Lincoln Park that the firm of **PAUL N. RICCI, AICP, PP, RICCIPLANNING, LLC**, 117 Monmouth Avenue,

Atlantic Highlands, New Jersey 07716, is hereby awarded the contract as Planning Board Professional Planner for the calendar year 2023 commencing January 1, 2023 and continuing through December 31, 2023 or until the appointment of a successor, on an on-needed basis, to provide planning services to the Board in accordance with its proposals dated **July 19, 2021** and the attached Schedule of Services, both of which are attached and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the Board and the Planning Board Professional Planner shall enter into a written contract that incorporates the terms of this Resolution; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution or a summary of its material terms be published in the official newspaper of the Borough and be on file, available for public inspection, in the office of the Secretary to the Planning Board, Municipal Building, 34 Chapel Hill Road, Lincoln Park, New Jersey 07035-1998.

**SCHEDULE OF SERVICES**  
**PLANNING BOARD PLANNER**  
**JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

The Planning Board Professional Planner shall render services to the Lincoln Park Planning Board (the “Board”) at the rate of **\$150** per hour and planning staff **\$130** an hour during the period January 1, 2023 through December 31, 2023 or until a subsequent appointment is made.

Mr. Koldyk moved the resolution.

Mr. Terrero seconds

Chairman Blewett asked all in favor.

**Voice vote:**

**Board aye.**

Chairman Blewett asked opposed.

**Board none.**

Chairman Blewett stated okay. Next item on the agenda is the adoption of the meeting schedule which is the same as last year. With the meeting on the 3<sup>rd</sup> Thursday starting at 7 P.M. Any discussion?

**RESOLUTION**  
**LINCOLN PARK PLANNING BOARD**  
**MEETING SCHEDULE**  
**CALENDAR YEAR 2023**



**BE IT RESOLVED** by the Planning Board of the Borough of Lincoln Park that the third Thursday of each month be designated as a regular meeting of the Board. Said meetings are to be held in Council Chambers, Municipal Building, 34 Chapel Hill Road, Lincoln Park, New Jersey 07035 and commence at 7:00 P.M.

Mayor Runfeldt moved it.

Mr. Taormina seconds.

**Voice vote:**

Chairman Blewett asked all in favor.

**Board aye.**

Chairman Blewett opposed.

**Board none.**

Chairman Blewett stated okay. Next is the official newspaper which is the Daily Record and Suburban Trends as the official alternate paper. Is there a motion to approve?

**RESOLUTION**  
**LINCOLN PARK PLANNING BOARD**  
**OFFICIAL NEWSPAPER**  
**CALENDAR YEAR 2023**

**BE IT RESOLVED**, by the Planning Board of the Borough of Lincoln Park that the **DAILY RECORD** be designated as the Official Newspaper and **SUBURBAN TRENDS** designated as the Alternate Official Newspaper for the calendar year 2023.

Mr. Terrero made the motion.

Mayor Runfeldt seconds.

Chairman Blewett asked all in favor.

**Voice vote:**

**Board aye.**

Chairman Blewett asked opposed.

**Board none.**

Chairman Blewett stated okay. Designated newspaper to receive the agendas. The resolution is the same. Any comments? Motion to approve.

Mr. Terrero moved to approve.

Mr. Taormina seconds.

Chairman Blewett asked all in favor

**Voice vote:**

**Board aye.**

Chairman Blewett asked opposed.

**Board none.**

Chairman Blewett stated okay. The next item is appointment of our committees and I think you all have a copy of the list from last year. Anybody want to change or do we need to change anybody? Any comments? Anybody want to be on a particular committee?

Ms. D'Antono stated I was on the downtown committee with Tom Zapf.

Mr. Gemian stated that was the economic development committee.

Ms. D'Antono stated that is right. That tells you how long we haven't had a meeting.

Mayor Runfeldt stated we have to get John Panicci on one.

Chairman Blewett asked how about the ordinance committee or the site plan.

Mr. Terrero stated I can come off the site plan committee.

Mayor Runfeldt stated he can replace Chuck.

Mr. Terrero stated or me, I am on all three of them.

Mr. Koldyk stated he should be on all of them.

Mayor Runfeldt stated I would like to add John Panicci to all five of them.

Mr. Kaufman asked as chair.

Chairman Blewett stated it makes sense for the subdivision, site plan and ordinance I think.

Mayor Runfeldt agreed.

Chairman Blewett stated somebody has to drop off.

Mr. Terrero stated I can drop off of the site plan

Chairman Blewett stated okay Jonathan is off.

Okay subdivision committee.

Mr. Kaufman dropped off the subdivision committee.

Chairman Blewett stated ordinance.

Mr. Taormina stated take me off of that.

Chairman Blewett stated Nick is off of that.

Mayor Runfeldt made a motion that the committees be approved as amended.

Mr. Koldyk seconds.

Chairman Blewett asked all in favor.

**Voice vote:**

**Board aye.**

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Chairman Blewett asked opposed.

**Board none.**

Chairman Blewett stated okay we are good.

Motion to adjourn the reorganization meeting.

Mr. Koldyk made the motion to adjourn.

Mr. Kaufman seconds.

Meeting adjourned 7:15 P.M.

Respectfully submitted:

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Joan Ward, Secretary

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Charles Blewett, Jr., Chairman