

**BOROUGH OF DEMAREST  
PLANNING BOARD**

**MINUTES**

**REGULAR MEETING**

**September 6<sup>th</sup>, 2023, 7:30 PM**

The Chairperson opened the meeting at 7:30 pm with the following announcement:

**Public Announcement of Meeting:** The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by the inclusion of the date, time, and place of this public meeting in the annual schedule and notice of regular meetings of this Board. Such annual schedule and notice of regular meetings is posted at the Borough Hall, was mailed to The Newark Star-Ledger and The Record, is posted on the Borough website, and was filed with the Borough Clerk of Demarest on December 23, 2022.

**Roll Call**

Mr. Alevrontas – Present

Mayor Bernstein – Absent

Ms. Brenner – Absent

Councilmember Fox – Present

Chair Hayden – Present

Mr. Parlamis - Absent

Mr. Rifkind - Present

Mayor Schooler - Present

Mr. Tabacchi – Present

**Board's Professional Staff Present**

Mr. Douglas Bern, Board Attorney

**Pledge of Allegiance**

**PUBLIC MEETING:**

**Swearing in of new appointments to the Demarest Planning Board**

The Planning Board attorney, Mr. Bern, swore in the following new members to the Board:

Youngsam Yu: Class IV Member: Filling an unexpired term ending 12/31/24

Lynn Paulison: Alternate #2: Filling an unexpired term ending 12/31/23

Jodi Brenner, formally the Alternate #2, has been appointed as a Class IV member; Ms. Brenner was absent this evening so she will be sworn in at the next Planning Board meeting.

**Nomination & Election of Vice Chair:** Mr. Tabacchi nominated by the Chairperson, seconded by Mr. Schooler. All in favor of the nomination; Mr. Tabacchi was then sworn in as the Vice Chair by Mr. Bern.

**Vote to Approve Minutes:** Planning Board Meeting Minutes: August 2<sup>nd</sup>, 2023

Moved by: Mr. Tabacchi, seconded: Mr. Schooler.

All eligible to vote were in favor: Rifkind, Tabacchi, Schooler, Chair

Mr. Alevrontas and Mrs. Fox were absent from the 8/2/2023 meeting and therefore not eligible to vote on the minutes.

**The Minutes are approved**

**Other Business:**

Professional Service Contract for Planner Darlene Green – The Chairperson confirmed that no additional expenses are incurred by giving a contract to a Board professional; in this case, Darlene Green, the Board Planner. Expenses are only incurred when work is performed. The fee is hourly and it is based on the rate schedule approved by the Borough. This has always been the case, regardless of whether a professional has a contract or does not have a contract. Under Municipal Land Use Law (MLUL) Planning Boards are required to have engineers but not required to have Planners. In the past Demarest never solicited an RFQ for a Planner, and in fact never appointed a Planner until 2023, even though the Board has used the services of a Planner for many years. The reason for giving the Planner a contract, like our other Board professionals, is to treat everyone equally, and for the protection of professional advice, in this case to prevent Planning Board decisions from being successfully challenged. There are State limitations on campaign contributions. It was clarified that this number has nothing to do with the amount of money paid to professionals. It was also clarified that the contract is with Colliers but calling for Darlene Green to be assigned to Demarest. Mr. Schooler clarified that nothing official will be done this year, this is about issuing RFQ for next year. There was a brief discussion about payment of the Board professionals’ fees; escrow is posted by applicants, and most fees are paid by the applicant from the escrow money they deposit in an escrow account.

Additional topics of discussion were:

- Adoption of an Amendment to the 2022 Master Plan and Re-Examination Report is planned for the October meeting. The Chair will resend the 2022 Reexamination Report to Board members, along with minutes of August 3<sup>rd</sup> 2022 hearing on re-examination report and of May 2023 when the Planning Board reviewed and discussed the recommendations.
- Brief discussion about the next Affordable Housing round (2025 or possible extension to 2028?)
- Update: Sign ordinance – In process

**Old Business:** No old business

**Motion to Open the Meeting to the Public:** moved by Mr. Schooler, second: Mr. Tabacchi  
No public request to be heard.

**Motion to Close the Meeting to the Public:** moved by: Mr. Schooler, second: Mr. Tabacchi  
**All in favor**

**Motion to Adjourn the Meeting:** moved by Mr. Tabacchi, second: Mr. Alevrontas  
**All in favor**

The Meeting adjourned at 8:00 p.m.  
Next meeting October 4th, 2023, 7:30 p.m.

Respectively submitted,  
*Marian Hayden*  
Marian Hayden  
Demarest Planning Board Chairperson