

**City of Northfield Planning Board**  
**1600 Shore Road**  
**Northfield, New Jersey 08225**  
**Telephone (609) 641-2832, ext. 127**  
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May 7, 2020

Notice of this meeting had been given in accordance with Chapter 231 Public Law 1975, otherwise known as the Open Public Meetings Act. Notice of this meeting had been given to The Press, posted on the bulletin board in City Hall, filed with the City Clerk, and posted on the City website, stating the date, time and place of the meeting and the agenda to the extent known.

This **REGULAR** meeting of the Northfield Planning Board was held on Thursday, May 7, 2020 in Council Chambers, City Hall, Northfield, and on Zoom Meeting and was opened by Chairman Richard Levitt at 3:02 p.m. with the reading of the Sunshine Law and the roll call with the following members present or absent as noted:

Peter Brophy  
Mayor Erland Chau-absent  
Jim Leeds  
Dr. Richard Levitt  
Chief Paul Newman  
Henry Notaro  
Dan Reardon  
Ron Roegiers  
Derek Rowe  
Clem Scharff  
Jim Shippen-absent  
Councilman Paul Utts  
Steve Vain

Joel M. Fleishman, Esq.-Planning Board Solicitor  
Matthew Doran, PE, PP-Planning Board Engineer

The Board members checked in to the Zoom waiting room early to make sure all was running smoothly. Mr. Brophy asked why some of the members weren't visible. It was determined that everyone needed to click start video at the bottom of the screen. Chief Newman checked in on audio and said no camera was available for him at his location. Dr. Levitt determined that the Board had a quorum and Mr. Scharff instructed everyone to unmute the microphones so they could be heard. Mr. Brophy asked Dr. Levitt to make an adjustment so he could be heard more clearly.

Dr. Levitt opened the meeting at 3:02 p.m. and asked the Board Secretary to read the information regarding the resolution to be memorialized. The resolution was for CBA Funding, LLC, Block 64 Lots 6, 7 & 8 located at 500 Burton Avenue and the applicant was approved for a Site Plan Waiver and "C" Variances for new signage at the March 5, 2020 meeting. There were no questions from the Board. Abstentions were Peter Brophy, Dan Reardon, Ron Roegiers, and Jim Shippen. The roll call vote was as follows:

Mr. Leeds-yes  
Chief Newman-yes  
Mr. Notaro-yes  
Mr. Rowe-yes  
Mr. Scharff-yes  
Councilman Utts-yes  
Mr. Vain-yes  
Dr. Levitt-yes

Dr. Levitt asked if there was any public in attendance at this Zoom meeting. Mr. Scharff checked the chat and said there was no one from the public who checked in. Mr. Scharff asked if the Mayor had called in. Chief Newman said it was him that dialed in and he didn't think the Mayor was present. Dr. Levitt asked that in the future, when there is only a resolution or two to memorialize, could Zoom meeting be done in place of having everyone come to City Hall. The Secretary said she would have to keep the subscription going. The cost is \$16.00 per month. Dr. Levitt question the legality of this and wasn't sure it would work with applications. The Secretary noted that there are two applications scheduled for the June meeting. Mr. Roegiers asked how the Board will see the applications especially the two for June that are rather involved. The Secretary asked Mr. Fleishman to address the questions.

Mr. Fleishman said he would address each question separately and began with Dr. Levitt's concerns. He said there is no clear answer yet, but with what is evolving here with Zoom meetings and telephonic formats, he thinks it will be ok and also a blessing with the current need to have less people in one place together. As long as the hearing is properly noticed and advertised, he thinks it will be fine. The DCA has already given guidelines for public meetings in general and he thinks they will ultimately come out with something to guide us through these types of meetings. Mr. Fleishman addressed Mr. Roegiers' question by saying he has spoken to the Board Secretary and to Keith Davis, the attorney for the Hansen application on Argo Lane. He suggested that for every application, in addition to mailing the Board members and professionals a hard copy of the application, there should also be a digitized format of the plans and application and also whatever they will be relying upon at the meeting submitted, and the exhibits should be clearly pre-marked. The entire package will also be uploaded to the city website. Hopefully technology is available to have them on the screen. Mr. Scharff explained the Share Screen process and said it can be done. Dr. Levitt asked about the applicant also screen sharing his screen and exhibits. Mr. Scharff said only one camera at a time can be used and PDF files are required and he added that the Board members will all have hard copies. Mr. Roegiers said the challenge is how will the public see the plans and exhibits. Mr. Fleishman said the public will be logging in as well and the plans and exhibits will be posted on the city website for public viewing. Mr. Roegiers said this is a project in motion. Mr. Leeds asked how the plans will be on file with the City. The Secretary answered the entire application will be available on the city website, if they don't have a computer they can phone a friend and use theirs, and if that was not possible, a time and place in City Hall will be set up by appointment so that they can be viewed in a safe manner. Mr. Scharff asked about the public library. The Secretary said it is presently closed. Dr. Levitt asked if the applicant's attorney would be present. The Secretary informed the Board that the attorneys for both applications are from the same firm and they are familiar with this process. Dr. Levitt thought a trial run would be helpful. Mr. Scharff assured the Board that it would work and that a training session would be nice. He reminded the Board members when they sign in to a meeting to make sure radios are off, cell phones are silenced, to make sure there is plenty of light so they can be viewed, and that if someone talks, Zoom gives them the floor.

Mr. Fleishman said he provided the meeting notice that will be used and advised the public that if they have questions for the public session, they should email them to the Secretary 72 hours in advance. He said the public portion will be time limited and that he put 10 minutes per person in the notice, but he said this can be changed. Mr. Fleishman said this will not be a typical meeting and everyone needs to keep focused and the public portion needs to be controlled. Mr. Scharff said questions can be chatted. Dr. Levitt suggested that if a Board member is not talking, they should mute their microphone so that any background noise is not heard. Also, the video won't jump around either. If a dog barks or a phone rings, that person becomes the speaker. Mr. Scharff described the Gallery mode and thinks it is working pretty well.

Mr. Scharff opened a public session in case there was anyone from the public present. There was no one. He closed the public session.

The meeting time for hearings going forward was discussed. Dr. Levitt stated that as everything begins to open up and people go back to work, he thought night meetings would work out better than afternoon. He noted that he has been teaching online and day meetings may conflict. Mr. Roegiers said he has been working the whole time. He was able to arrange to be present today, but it will be difficult going forward. Mr. Rowe said night meetings work better for him. Mr. Fleishman and the Secretary had no objections. No one else commented either way. Dr. Levitt said the next meeting and all meetings going forward would begin at 7:00 p.m.

Dr. Levitt said seeing there is no other business, he asked for a motion to close the meeting. Mr. Scharff made the motion and Mr. Roegiers seconded. Dr. Levitt said he hoped the Board can all be back together soon and he thanked Mr. Scharff for all of his help with the new meeting format. The meeting closed at 3:23 p.m.

Respectfully submitted,

Robin Atlas, Secretary to the Board