

JANUARY 24, 2024 REORGANIZATION MEETING

The Joint Planning & Zoning Meeting of the Borough of Runnemede was held on the above date in the meeting room. The meeting was called to order at 7:00 PM.

STATEMENT: Ms. Klehamer read the notice of this meeting pursuant to the "Open Public Meetings Act."

Attorney David Rowan swore in the following members of the Board:

Harry Wozunk, Class II, Borough Employee (one year term)
Debra Goushian, Class IV, (four-year term)
Sharon Burke, Alternate (two-year term)

The members below were absent and are to be sworn in at the February 28, 2024 meeting

Craig Laubenstein, Class III, Member of Council (one year term)
Gary Musilli, Alternate (two-year term)

The following members were present at roll call: Klehamer, Aupperle, Goushian, Buccheim, Venella, Wozunk, Burke. Absent: Farmer, Kappatos, Laubenstein, Musilli. Also present: Solicitor David N. Rowan and Engineer Steven M. Bach. Planning Board Secretary Joyce Pinto was absent. Beth Miller was her substitute.

First order of business was reorganization for 2024:

RESOLUTION #24-01

RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE BOROUGH OF RUNNEMEDE PROVIDING FOR THE APPOINTMENT OF CHAIRPERSON 2024

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is empowered to appoint from among its members a Chairperson who shall preside at all public meetings, and assume the discharge of all of the responsibilities delegated by the Municipal Land Use Law 40:55D-1, et seq.; and

WHEREAS, upon motion made and seconded and upon the affirmative vote of a majority of members able to vote, the following individual was appointed to serve as Chairperson: Kandy Klehamer.

NOW THEREFORE, BE IT RESOLVED, that the aforementioned individual shall and is hereby appointed to serve as Chairperson of the Planning and Zoning Board for the Borough of Runnemede for the year 2024.

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Aupperle, seconded by Goushian nominating Kandy Klehamer as Chairperson. A motion was made and seconded to close the nominations. The motion carried and Chairperson

JANUARY 24, 2024 REORGANIZATION MEETING

Klehamer requested a roll call vote with the following results: Ayes: Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: Klehamer; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing her as Chairperson for 2024.

**RESOLUTION #24-02
RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE BOROUGH OF RUNNEMEDE
PROVIDING FOR THE APPOINTMENT OF VICE- CHAIRPERSON 2024**

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is empowered to appoint from among its members a Vice-Chairperson who shall preside at all public meetings, and assume the discharge of all of the responsibilities delegated by the Municipal Land Use Law 40:55D-1, et seq.; and

WHEREAS, upon motion made and seconded and upon the affirmative vote of a majority of members able to vote, the following individual was appointed to serve as Vice Chairperson: Joseph Aupperle.

NOW THEREFORE, BE IT RESOLVED, that the aforementioned individual shall and is hereby appointed to serve as Vice-Chairperson of the Planning and Zoning Board for the Borough of Runnemede for the year 2024.

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Klehamer, seconded by Goushian nominating Joseph Aupperle as Vice-Chairperson. A motion was made and seconded to close the nominations. The motion carried and Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: Aupperle; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing Joseph Aupperle as Vice-Chairperson for 2024.

**RESOLUTION #24-03
RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE BOROUGH OF RUNNEMEDE
PROVIDING FOR THE APPOINTMENT OF SECOND VICE- CHAIRPERSON 2024**

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is empowered to appoint from among its members a Second Vice-Chairperson who shall preside at all public meetings, and assume the discharge of all of the responsibilities delegated by the Municipal Land Use Law 40:55D-1, et seq.; and

WHEREAS, upon motion made and seconded and upon the affirmative vote of a majority of members able to vote, the following individual was appointed to serve as Second Vice-Chairperson: Debra Goushian.

NOW THEREFORE, BE IT RESOLVED, that the aforementioned individual shall and is hereby appointed to serve as Second Vice-Chairperson of the Planning and Zoning Board for the Borough of Runnemede for the year 2024.

JANUARY 24, 2024 REORGANIZATION MEETING

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Klehamer, seconded by Aupperle nominating Debra Goushian as Second Vice-Chairperson. A motion was made and seconded to close the nominations. The motion carried and Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: Goushian; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing Debra Goushian as Second Vice-Chairperson for 2024.

RESOLUTION #24-04

**RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE
BOROUGH OF RUNNEMEDE PROVIDING FOR PROFESSIONAL SERVICES
ATTORNEY – 2024**

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is in need of the services of an ATTORNEY; and

WHEREAS, N.J.S.A. 40:55D-24 authorizes the Planning Board to employ engineers, attorneys, experts and other staff and services; and

WHEREAS, such services are deemed to be professional services within the definition of the local public contracts law N.J.S.A. 40A:11-2(6), and the award of such contracts are exempt from competitive bidding pursuant to N.J.S.A. 11-51A9(i); and

WHEREAS, said contract for professional services is not subject to the provisions of N.J.S.A. 19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

David N. Rowan, Esq.	And	David F. Carlamere, Esq. (Alternate)
1546 Blackwood-Clementon Rd.		1546 Blackwood-Clementon Rd.
PO BOX 1397		PO BOX 1397
Blackwood, NJ 08012		Blackwood, NJ 08012

NOW THEREFORE, BE IT RESOLVED that the aforementioned individual(s) be and is appointed ATTORNEY for the Borough of Runnemede Planning and Zoning Board for the year 2024.

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Klehamer, seconded by Aupperle nominating David N Rowan, Esq as Solicitor to the planning Board for 2024. A motion was made and seconded to close the nominations. The motion carried and Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent:

JANUARY 24, 2024 REORGANIZATION MEETING

Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing David N Rowan, Esq as Solicitor for 2024.

Mr. Rowan thanked the board for his appointment.

RESOLUTION #24-05

**RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE
BOROUGH OF RUNNEMEDE PROVIDING FOR PROFESSIONAL SERVICES
ENGINEER B 2024**

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is in need of the services of an Engineer; and

WHEREAS, N.J.S.A.40:55D-24 authorizes the Planning Board to employ engineers, attorneys, experts and other staff and services; and

WHEREAS, such services are deemed to be professional services within the definition of the local public contracts law N.J.S.A. 40A:11-2(6), and the award of such contracts are exempt from competitive bidding pursuant to N.J.S.A. 11-51A(i);

WHEREAS, said contract for professional services is not subject to the provisions of N.J.S.A. 19:44a-20.4 et seq. as said contract is valued less than \$17,500.00, and

WHEREAS, the following individual(s) is deemed by the Planning and Zoning Board to have the experience and reputation in the field, knowledgeable of the Borough of Runnemede, available for required meetings of the Board and is best qualified to serve as Engineer: Steven Bach.

NOW THEREFORE, BE IT RESOLVED that the aforementioned individual(s) be and is appointed Engineer for the Borough of Runnemede Planning and Zoning Board for the year 2024.

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Klehamer, seconded by Wozunk nominating Steven Bach as Engineer to the planning Board for 2024. A motion was made and seconded to close the nominations. The motion carried and Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing Steven Bach as Engineer for 2024.

Mr. Bach thanked the board for his appointment.

RESOLUTION #24-06

**RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE
BOROUGH OF RUNNEMEDE PROVIDING FOR THE APPOINTMENT OF SECRETARY 2024**

JANUARY 24, 2024 REORGANIZATION MEETING

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is empowered to appoint a secretary, who need not be a member of the Board, to serve as Secretary to the Board and assume and dispatch all obligations and duties of an administrative officer under the Municipal Land Use Law 40:55D-1, et seq.; and

WHEREAS, upon motion made and seconded and upon the affirmative vote of a majority of members able to vote, the following individual was appointed to serve as Secretary: Joyce Pinto

NOW THEREFORE, BE IT RESOLVED that the aforementioned individual shall and is hereby appointed to serve as secretary of the Planning and Zoning Board for the Borough of Runnemede for the year 2024.

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

A motion was made by Klehamer, seconded by Buccheim nominating Joyce Pinto as secretary to the planning Board for 2024. A motion was made and seconded to close the nominations. The motion carried and Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing Steven Bach as Engineer for 2024.

Ms. Klehamer thanked Ms. Miller for filling in for Ms. Pinto.

RESOLUTION #24-07

**RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE BOROUGH OF RUNNEMEDE
PROVIDING FOR THE DESIGNATION OF FIRST & SECOND ALTERNATE
MEMBERS OF THE BOARD**

WHEREAS, the Planning and Zoning Board of the Borough of Runnemede is empowered to designate the order in which an Alternate Member is seated in the event of the absence of a regular member; and

WHEREAS, upon motion made and seconded and upon the affirmative vote of a majority of members able to vote, the following individuals are appointed to serve as:

First Alternate Member:	Sharon Burke
Second Alternate Member:	Gary Musilli

NOW THEREFORE, BE IT RESOLVED, that the aforementioned individuals shall and are hereby appointed to serve as First, Second & Third Alternate Members of the Planning and Zoning Board for the Borough of Runnemede for the year 2024.

JANUARY 24, 2024 REORGANIZATION MEETING

ATTEST:

BOROUGH OF RUNNEMEDE
PLANNING and ZONING BOARD

Sharon Burke and Gary Musilli were appointed as First and Second Alternate Members. Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk. Nays: None; Abstentions: Burke; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted appointing Sharon Burke as First Alternate and Gary Musilli as Second Alternate for 2024.

RESOLUTION #23-08

**RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE BOROUGH OF RUNNEMEDE
ESTABLISHING REGULAR MEETING DATES AND THE OFFICIAL NEWSPAPERS
IN CONFORMITY WITH THE OPEN PUBLIC MEETING ACT 2024**

WHEREAS, the Open Public Meeting Act requires advance written notice of all meetings of the Planning and Zoning Board be posted in one public place designated by the Board and mailed, telephoned, telegram or hand delivered to at least two newspapers designated by resolution and mailed to all persons requesting a copy of same upon payment of the established fee; and

NOW THEREFORE, BE IT RESOLVED by the Planning and Zoning Board of the Borough of Runnemede as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary on the official bulletin of the Borough of Runnemede.
2. All notices of Board meetings and other official notices shall be given to at least one of the following newspapers; Courier Post and/or the Retrospect.
3. All advance written notices of Board meetings from January 25, 2024 through December 31, 2024 shall be mailed to any person requesting a copy of the same after receipt of payment by such person of a fee set by the Borough of Runnemede. News Media shall be exempt from such fee.
4. The regular meetings of the Board are hereby set for the following dates at 7:00 p.m. (See Attached Schedule of Dates (Annual Notice)

Schedule A

5. The regular meetings shall be held as scheduled unless canceled for lack of applications to process.

The Board may provide for special meetings at the call of the Chairman or at the request of any two of its members, which special meetings shall be open to the public and are to be held on a least forty-eight (48) hours' notice, which notice shall be in the same manner as that for regular meeting.

JANUARY 24, 2024 REORGANIZATION MEETING

The Chairman may call an executive session at any time to discuss procedural preliminaries of an application being considered, or to discuss any matters permitted to be discussed in closed session by N.J.S.A. 10:4-6 et seq. "The Open Public Meetings Act".

Notice of the schedule of meetings indicated in paragraph 4 above shall be posted on the official bulletin board, filed with the Clerk of the Borough of Runnemede and mailed to the official newspapers named above.

ATTEST: BOROUGH OF RUNNEMEDE
 PLANNING and ZONING BOARD

A motion to approve meeting dates and official newspapers was made by Chairperson Klehamer, seconded by Goushian. Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent: Farmer, Kappatos, Laubenstein.

Chairperson Klehamer requested Ms. Burke take Ms. Farmer's seat at the dais as alternate.

A motion was made by Aupperle, seconded by Venella to approve the minutes of the 11/29/23 and the meeting as presented by the Secretary to the Board. The motion carried and Chairwoman Klehamer declared the minutes approved.

NEW BUSINESS:

PSEG land use letter to engineer – received in file.

Chairperson Klehamer acknowledged receipt of letter of incompleteness from Bach regarding the Rigu application. After discussion of letter the application was deemed incomplete. A motion was made by Venella to deem application incomplete, seconded by Klehamer. Chairperson Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent: Farmer, Kappatos, Laubenstein.

APPLICATION #24-01: Application for a Use Variance/Site Plan Amendment for a Pick-Up Window with Drive-Up Lane, 10 E. Clements Bridge Road, Cottonmouth

Attorney Damien Del Duca spoke about the applicant's original conditional use for Cottonmouth Cannabis Dispensary and conditions of the Borough's land use ordinance. He discussed the research of the success of pick-up windows in the cannabis industry. He explained that the pick-up window is like a pharmacy versus fast food drive-thru window, as customers will be required to pre-order. Mr. Del Duca reiterated the request for amended site plan approval and use variance pointing out that the ordinance does not prohibit pick-up windows.

Mr. Del Duca acknowledged the disclosure statement missing from application and gave copy to Mr. Rowan.

Mr. Rowan swore in Matthew Holcombe, Brian Cleary, And Terry Combs. Matthew Holcombe answered questions about function of pick-up window. He gave an example of use. Mr. Bach asked how business is notified of a pickup, specifically if there were speakers. Ms. Klehamer asked for any questions from the board. Mr. Buchheim verified the direction of pickup and that there would not be cause for traffic

JANUARY 24, 2024 REORGANIZATION MEETING

backup. Ms. Klehamer asked if any other board members had questions. Seeing no other questions, the next witness was called.

Mr. Cleary testified as engineer of project. He summarized changes to original application. Discussion ensued about striping and right of way logistics. In addition, landscaping details were also outlined. Mr. Cleary confirmed they would be installing a new fence per request and agreement with an adjacent residential property, confirming the completion is dependent upon agreement. Mr. Bach confirmed striping improvements already built and agreed they were in the best position but requested applicant receive Borough approval. Ms. Klehamer asked for questions from board.

The board requested Matt to come back up to answer additional questions about the pick-up window, specifically how the fifteen-minute increments work. Mr. Holcombe confirmed that customer chooses time but has a two-hour window to pick up order. Mr. Bach asked how many cars they expected at one time. Cottonmouth confirmed the max would be 3-4 cars stacked. Mr. Wozunk questioned additional directive signage/wording for pick-up window. Cottonmouth agreed to include directional sign(s). Discussion ensued as to best placement of signage and summary of all changes/plans.

Mr. Del Duca called Terence Combs, professional planner, as next witness. Mr. Combs gave overview of his qualifications. Ms. Klehamer accepted him as an expert. Mr. Combs confirmed that he has review the plans and noted that no expansion would be needed to complete the window. Ms. Klehamer pointed out that it might be advantageous to slow down the flow of traffic, specifically siting Clements Bridge Rd entrance. Mr. Bach pointed out there could be a stop bar/sign before heading full speed into the window. Discussion ensued about the best way to handle placement. Mr. Bach mentioned providing the police department with an updated security plan which includes the pick-up window.

As no other board members had comments/questions, Chairwoman Klehamer opened the floor to the public for questions/ comments:

Chuck Gerber, Runnemede, wanted to know what happens when someone pulls up to window and doesn't know about the pre-order process. Chairwoman Klehamer explained the process.

Bernie Moore, Zoning Officer, Borough of Runnemede, questioned cattle gates and permitting.

Seeing no one else wishing to speak a motion was made by Aupperle, seconded by Venella to close the public portion. The motion carried and Chairwoman Klehamer declared the public portion closed.

Solicitor Rowan read the terms of the resolution for use variance and site plan amendment to include a pick-up window for consideration by the board.

A motion was made by Aupperle, seconded by Wozunk to approve the resolution. The motion carried and Chairwoman Klehamer requested a roll call vote with the following results: Ayes: Klehamer, Aupperle, Goushian, Buchheim, Venella, Wozunk, Burke. Nays: None; Abstentions: None; Absent: Farmer, Kappatos, Laubenstein. Chairwoman Klehamer declared the resolution adopted.

There being no further business to come before the Board at this time a motion was made by Aupperle, seconded by Venella to adjourn the meeting. The motion carried and Chairwoman Klehamer declared the meeting adjourned at 7:59 PM.