

**LOPATCONG TOWNSHIP ZONING BOARD OF ADJUSTMENT  
REORGANIZATION AND REGULAR MEETING AGENDA  
JANUARY 10, 2018  
THE MEETING WILL START PROMPTLY AT 7:00 PM AND END PROMPTLY AT 10:00 PM**

**CALL TO ORDER**

**SILENT PRAYER**

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS STATEMENT:** "Adequate notice of this meeting has been provided indicating the time and place of the meeting in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in The Star-Gazette and the Express-Times and by posting a copy on the bulletin board in the Municipal Building.

**REAPPOINT AND SWEAR-IN:**

Andrew Horun – Regular Member  
Richard Bittone – Regular Member

**APPOINT AND SWEAR-IN:**

Gary Woolf – Alternate 1  
Maureen McCabe – Alternate 2

**OPEN THE FLOOR FOR ELECTION OF OFFICERS**

For Chairman \_\_\_\_\_

**Motion:**  
**Second:**  
**Roll Call:**

For Vice-Chairman \_\_\_\_\_

**Motion:**  
**Second:**  
**Roll Call**

**OPEN THE FLOOR FOR APPOINTMENT OF PROFESSIONALS**

For Temp. Board Attorney \_\_\_\_\_  
For 2 Meetings

**Motion:**  
**Second:**  
**Roll Call**

For Board Engineer \_\_\_\_\_

**Motion:**  
**Second:**  
**Roll Call**

For Board Planner \_\_\_\_\_

**Motion:**  
**Second:**  
**Roll Call**

**APPOINTMENT OF SECRETARY**

Appoint \_\_\_\_\_ as Secretary for Zoning Board of Adjustment

**Motion:**  
**Second:**  
**Roll Call**

**DESIGNATION OF OFFICIAL NEWSPAPERS**

- Resolution 18-01 The Express-Times and The Star-Gazette

R 18-01

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY  
APPROVING ZONING BOARD OF ADJUSTMENT MEETING CALENDAR FOR THE YEAR 2018,  
APPOINTMENTS OF OFFICIAL NEWSPAPERS

*NOTICE IS HEREBY GIVEN that the regular meetings of the Lopatcong Township Zoning Board of Adjustment will be held the second Wednesday of each month at 7:00 pm, except where otherwise noted below, at the Municipal Building located at 232 S. Third Street, Lopatcong Township, Phillipsburg, New Jersey.*

*IF THE SECOND WEDNESDAY of any month shall fall on a legal holiday, the meeting shall be held on the following day. The dates of the meetings are as follows:*

*Reorganization Meeting January 10, 2018*

<i>February 14, 2018</i>	<i>August 8, 2018</i>
<i>March 14, 2018</i>	<i>September 12, 2018</i>
<i>April 11, 2018</i>	<i>October 10, 2018</i>
<i>May 9, 2018</i>	<i>November 14, 2018</i>
<i>June 13, 2018</i>	<i>December 12, 2018</i>
<i>July 11, 2018</i>	<i>January 9, 2019 – Reorganization Meeting</i>

The Township Clerk through 2018 will prominently post a copy of the resolution in the Municipal Building, 232 S. Third Street, Lopatcong Township, Phillipsburg, New Jersey on the bulletin board and a copy shall be mailed to the Star-Gazette and The Express-Times, which are designated as the official newspapers for publication of legal notices for the Lopatcong Township Zoning Board of Adjustment pursuant to Section 3 (d) of the Open Public Meetings Act, Chapter 231 P.L. 1975.

**CERTIFICATION**

I, Phyllis D. Coleman, Secretary of the Zoning Board of Adjustment of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Zoning Board of Adjustment at the Reorganization Meeting held on January 10, 2018.

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Phyllis D. Coleman, Secretary

**Motion:**

**Second:**

**Roll Call**

**ROBERTS RULE'S OF ORDER**

- Resolution 18-02 Robert's Rules of Order

R 18-02

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY ADOPTING ROBERT'S RULES OF ORDER AS A BASIC GUIDE FOR FAIR AND ORDERLY PROCEDURE IN MEETINGS

NOW, THEREFORE, BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Lopatcong, County of Warren and State of New Jersey, that Robert's Rules of Order Newly Revised 9<sup>th</sup> Edition is hereby adopted as a parliamentary authority for the procedure in meetings.

CERTIFICATION

I, Phyllis D. Coleman, Zoning Board of Adjustment Secretary, of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Zoning Board of Adjustment at the Reorganization Meeting held on Wednesday, January 10, 2018.

Phyllis D. Coleman  
Zoning Board of Adjustment Secretary

**OLD BUSINESS**

- Approve the Regular Meeting Minutes from December 13, 2017

**Motion:**

**Second:**

**Roll Call**

**NEW BUSINESS:**

- Approve Resolution 18-01 – To Approve Meeting Calendar, Professional Appointments and Official Newspapers (The Express-Times and The Star-Gazette).

**Motion:**

**Second:**

**Roll Call:**

- Approve Resolution 18-02- Adopt Robert’s Rules as a Basic Guide for Fair and Orderly Procedure in Meetings.

**Motion:**

**Second:**

**Roll Call:**

- **Kirsten Wurzburg. DVM – 169 Belview Road – Block 87, Lot 1.01** – Establishment of a Veterinary Clinic–Non-Permitted Use in a Single Family Residential Zone. Site in question was previously used as a shop for screen printing of shirts that ceased use approximately 3 years ago.

**Motion:**

**Second:**

**Roll Call:**

**PUBLIC COMMENT**

**ADJOURNMENT**

**Motion**

**Second:**

**ALL IN FAVOR:**

**NAYS:**