

MINUTES OF CLINTON TOWNSHIP BOARD OF ADJUSTMENT

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SPECIAL VIRTUAL MEETING TO TEST AND DISCUSS VIRTUAL MEETINGS

DATE: April 13, 2020

6:00PM

THE BOARD SECRETARY ANNOUNCED THAT THE CLINTON TOWNSHIP BOARD OF ADJUSTMENT HAS CHANGED THE FORMATS OF ITS REGULAR MEETINGS FOR THE DURATION OF THE COVID-19 PUBLIC HEALTH EMERGENCY TO “VIRTUAL” MEETINGS VIA A “VIRTUAL” VIDEO BRIDGE.

THESE CHANGES ARE BEING INSTITUTED TO PROTECT HEALTH, SAFETY AND WELFARE OF RESIDENTS, EMPLOYEES, MUNICIPAL OFFICIALS, APPLICANTS AND CONSULTANTS IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY.

Chairman McCaffrey called the meeting to order at 6:00pm.

Chairman McCaffrey led the Flag Salute.

Chairman McCaffrey read the Public Notice.

This is a public meeting of the Zoning Board of the Township of Clinton, County of Hunterdon and State of New Jersey. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act in that an Annual Notice was published in the Hunterdon County Democrat and the notice of and agenda for this meeting was posted on the bulletin boards in the Municipal Building and outside the Planning and Zoning Office and faxed to the Hunterdon County Democrat, the Express Times, the Courier News, the Hunterdon Review, and the Star Ledger, no later than the Friday prior to the meeting. The agenda for this meeting was also posted on the door of the municipal building, on the door of the Public Safety Building and on the municipal website and the agenda states that the meeting will be held as a virtual meeting via a virtual video bridge.

MEMBERS IN ATTENDANCE

Lewis, Matsen, McCaffrey, McTiernan, Pfeffer, Roberts, Stevens, Yager

MEMBERS ABSENT

None

PROFESSIONALS/STAFF IN ATTENDANCE

1) Jon Drill, Esq., Board Attorney

2) Denise Filardo, Board Secretary

VOUCHERS

A motion was made by Mr. McCaffrey and seconded by Ms. Stevens to approve payment of the vouchers. The vote record follows.

Roll Call: Vouchers						
Member	Motion	2nd	Yes	No	Not Eligible	Absent
Lewis			X			
Matsen (Vice Chair)			X			
McCaffrey (Chair)	X		X			
McTiernan (Alt. 1)					X	
Pfeffer			X			
Roberts			X			
Stevens		X	X			
Yager			X			

MEETING MINUTES

None.

RESOLUTIONS

None.

PUBLIC HEARINGS

None.

DISCUSSION OF PROCEDURES AND BEST PRACTICES FOR VIRTUAL PUBLIC HEARINGS

Mr. McCaffrey discussed the following:

- The virtual meeting provider is WebEx
- The virtual meeting host maintains control of assigning privileges to meeting participants, such as the ability to present documents and/or exhibits.
- A list of all participants is visible to attendees.
- The host has the ability to rename a dial-in caller if the caller is willing to identify themselves by name.
- For clarity, it is requested that individuals (including Board Members) identify themselves by name each time they speak.

- The current speaker's video moves to the top of the screen.
- If someone is disruptive, the host can expel them from the meeting.

Attorney Drill discussed and opined on the following:

Exhibits during a Public Hearing

In an effort to decrease the possibility of appealable issues, if the applicant knows they will be showing exhibits during the public hearing, the applicant should send the exhibits to the Board Secretary prior to the meeting and she will upload those documents to the Box account.

All Plans and Application Materials must be on file with the Board Secretary for Review by the Public at least ten (10) days prior to the hearing.

Since the Municipal Building is currently closed to the Public, the MLUL Notice to be published has a provision that members of the public can contact the Board Secretary who will then contact the Applicant or their attorney and it will be the applicant's responsibility to deliver paper copies to any member of the public without access to a computer.

Legal Advice to Board Members during a Public Hearing

These virtual meetings are recording not only audio but also whatever video we are seeing on the screen. It is therefore suggested that all Board members participate in these virtual meetings with their computer to free up their cell phone in case they need legal advice during a meeting. If so, they can call the Board attorney and both the attorney and the member can mute themselves and move out of the screen to give and obtain legal advice.

Dial-in Meeting Attendees

Any member of the public can sit in on a meeting and does not have to identify themselves if all they want to do is sit in and listen. However, during a Public Hearing, member of the public must identify themselves by stating their name and address if they want to ask questions and/or testify. If they choose not to do so, the Board Chairman has the right to not allow them to ask questions or make comments by simply muting them.

Swearing in of Individuals who will provide Testimony

Although Attorney Drill is more comfortable swearing individuals in when he can see them, he will swear in dial-in meeting attendees if there is no other way to offer them participation.

ADJOURNMENT

A motion was made by Mr. Pfeiffer and seconded by Ms. Stevens to adjourn. The vote record follows and the meeting was adjourned at 6:26pm.

Roll Call: ADJOURN						
Member	Motion	2nd	Yes	No	Not Eligible	Absent
Lewis			X			
Matsen (Vice Chair)			X			
McCaffrey (Chair)	X		X			
McTiernan (Alt. 1)					X	
Pfeffer			X			
Roberts			X			
Stevens		X	X			
Yager			X			

Respectfully Submitted,

Denise Filardo

Planning and Zoning Board Secretary

These minutes were approved on April 27, 2020.