

PLANNING BOARD MINUTES
PUBLIC MEETING
JANUARY 22, 2008 - 7:30 P.M.
HELD AT OAKLAND SENIOR CENTER
20 Lawlor Drive, Oakland, New Jersey

Pursuant to Chapter 231, Public Law 1975 (Open Public Meetings Act) adequate notice of this meeting has been provided by:

- Adoption of an annual schedule of meetings
- Posting copy of same at Borough Hall
- Forwarding copy of same to the Record
- Mailing a copy to any person requesting same

** MEETINGS CONCLUDE AT 10:30 P.M., THEREFORE, NO TESTIMONY WILL BE TAKEN AFTER 10:00 P.M.

PLANNING BOARD MEMBERS:

Elaine T. Rowin, Barry Colyer, Christopher Baczewski, Daniel Hagberg, John Morris, Councilwoman Marcalus, Mayor John Szabo and Chairman Thomas Potash.

FLAG SALUTE, MEETING OPENED AT 7:39 P.M., ROLL CALL:

Present: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Absent: Mr. Morris and Mayor Szabo.

Also in attendance, Joseph Russo, Esq., (Board Attorney), Kevin Tichacek, (Board Engineer)

PUBLIC HEARING BEGINS:

Motioned by Mrs. Rowin and seconded by Mr. Colyer, to open the meeting to the public for matters not on the agenda was voted unanimously by the Board.

No comments

Motioned by Mrs. Rowin and seconded by Mr. Colyer, to close this portion of the meeting to the public for matters not on the agenda and to continue with matters on the agenda was voted unanimously by the Board.

REORGANIZATION OF THE BOARD:

A discussion ensued that the Board was in violation of the By-Laws because of no meeting being scheduled for the second working Thursday of the month. Mrs. Rowin suggested tabling the By-Laws until they have been amended.

Motioned by Mrs. Rowin and seconded by Councilwoman Marcalus, to table the By-Laws until certain amendments have been made.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg,

Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo.

Chairman Potash informed the Board that the Request for Qualifications (RFQs) have just been received and appointment of the professionals would be tabled until the February 12, 2009 meeting. Chairman Potash selected a committee to review the RFQs.

BOARD CHAIRMAN

Chairman Potash entertained a motion to appoint Chairman of the Board for 2009.

Motioned by Mrs. Rowin and seconded by Mr. Colyer, to appoint Mr. Thomas Potash as Chairman of the Board for 2009.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg and Councilwoman Marcalus.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo.

BOARD VICE-CHAIRMAN

Chairman Potash entertained a motion to appoint Vice-Chairman of the Board for 2009.

Motioned by Mrs. Rowin and seconded by Councilwoman Marcalus, to appoint Mr. John Morris as Vice-Chairman of the Board for 2009.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo

BOARD SECRETARY

Chairman Potash entertained a motion to appoint Secretary of the Board for 2009.

Motioned by Councilwoman Marcalus and seconded by Mr. Colyer, to appoint Mrs. Elaine Rowin as Secretary of the Board for 2009.

Roll Call Vote: Ayes: Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo.

BOARD ADMINISTRATIVE ASSISTANT

Chairman Potash entertained a motion to appoint Administrative Assistant of the Board for 2009.

Motioned by Mrs. Rowin and seconded by Mr. Colyer, to appoint Kathlyn Gurney as Administrative Assistant of the Board for 2009.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman

Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo.

OFFICIAL NEWSPAPER

Chairman Potash entertained a motion to adopt the official newspaper of the Board for 2009.

Motioned by Councilwoman Marcalus and seconded by Mrs. Rowin, to adopt The Record as the official newspaper of the Board for 2009.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo.

2009 MEETING SCHEDULE

Motioned by Councilwoman Marcalus and seconded by Mr. Colyer, to adopt the 2009 Meeting Schedule for the Board was voted unanimously by the Board.

1. **FB International Inc.** – 1 Raritan Road, Block 4005, Lot 3 (f.k.a. 3411.02/1. Public hearing for a Certificate of Occupancy.

Mr. Richard Kaplan from Rubin, Kaplan & Associates located in Piscataway, New Jersey was before the Board to represent FB International, Inc.

Mr. Fabrizio Bartolozzi, owner of FB International, Inc., and Mr. Matthew Grecco from McNally Engineering located in Oakland were sworn in.

Mr. Bartolozzi testified that he is the owner of FB International, Inc. and Alma USA, LLC and is currently entered in a purchase contract with the owners, Vinyl Building Products which would be contingent upon the Applicant obtaining a Certificate of Occupancy.

Mr. Bartolozzi informed the Board that his company assembles booths as well as provides materials for trade-shows and convention nationwide and overseas. Exhibits were entered into evidence.

Exhibit A-1, Six photographs.

Exhibit A-2, Two photographs.

He explained that the company rents and assembles modular components for trade-show booths. The components are selected and shipped to the trade-shows where they are set up. They are then dismantled and returned to the subject premises and stored.

There are a total of 30 employees working one shift from 8 – 10 hours daily.

A discussion ensued concerning what the showroom space would be used for. Mr. Bartolozzi responded that showroom would be used as a prototype within the warehouse for employees to use as a reference. Employees would be able to take pictures or measurements of the display and send them to potential customers. No retail would be conducted on the premises.

The Board questioned if chemicals or other hazards would be used on the premises. Mr. Bartolozzi responded that the only chemical would be water-based paint used to paint panels for

displays. The Board expressed that a restriction of spray painting be subject to approvals. Mr. Bartolozzi agreed to do no spray painting.

The Board questioned the number of visitors and trucks visiting the site. Mr. Barolozzi responded that one truck per day for delivery or purchasing materials and one tractor-trailer, every two to three weeks or as needed, to deliver tradeshow booths to the convention and back to the company for storage. He added, that there are four loading docks but the company would only be using two.

The Board referenced Boswell's report concerning parking for the showroom. Mr. Tichacek responded that he talked to McNally Engineering and confirmed with them that the showroom would be used for employees only not for retail. Mr. Russo added that he recalculated the parking for a warehouse and the number would be reduced more than 20 percent.

Mr. Grecco reviewed his credentials and the Board accepted his qualifications. He entered an exhibit into evidence.

Exhibit A-3, General site plan for Certificate of Occupancy dated December 22, 2008.

Mr. Grecco described the site plan to the Board. He explained that there would be a total of 51,750 square feet. Office space would consist of 4,500 square feet, manufacturing space 5,000 square feet and warehouse/showroom space 42,250 square feet.

He explained that the Applicant meets the Borough's ordinance for 48 required parking spaces. The Board alerted the Applicant that there was no handicapped accessible ramp to enter the building. Mr. Russo suggested that it be a condition of the resolution that an accessible handicapped ramp be installed within 60 – 90 day of approval.

A discussion ensued concerning a wall separating the two companies. Mr. Grecco responded that the wall is not a floor to ceiling wall and has openings big enough to fit a forklift.

Motioned by Mrs. Rowin and seconded by Mr. Colyer, to open the meeting to the public regarding matters concerning the FB International Inc. application was voted unanimously by the Board.

No comments.

Motioned by Mrs. Rowin and seconded by Mr. Baczewski, to close the meeting to the public regarding matters concerning the FB International Inc. application was voted unanimously by the Board.

Chairman Potash entertained a motion.

Motioned by Mr. Colyer and seconded by Mr. Baczewski, to approve the FB International application with the stipulation that a handicapped access ramp is installed within 90 days of the approval, no spray applications done on site and signs will comply with the Borough's ordinance.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
 Nays: None
 Abstain: None
 Absent: Mr. Morris and Mayor Szabo

2. **Alma USA, LLC** – 1 Raritan Road, Block 4005, Lot 3 (f.k.a. 3411.02/1) Public hearing for a Certificate of Occupancy.

Mr. Richard Kaplan from Rubin, Kaplan & Associates located in Piscataway, New Jersey was before the Board to represent Alma USA, LLC.

Mr. Fabrizio Bartolozzi, owner of FB International, Inc., and Mr. Matthew Grecco from McNally Engineering located in Oakland were previously sworn during the last application. Mr. Bartolozzi explained that FB International and Alma USA operated together. Alma USA, LLC warehouse lightweight needle punched carpeting used as displays for trade-show booths and conventions. Once the carpets are used, they are shipped back to the premises and are recycled into plastic grains which are then resold. Exhibits were entered into evidence.

Exhibit A-1, Five photographs depicting production of carpeting.

Exhibit A-2, Five photographs depicting machinery used to make the carpeting.

Exhibit A-3, Five photographs depicting carpets in use at the trade-shows.

Currently, the manufacturing of these carpets are done in Italy and shipped to the Applicant and or destination of trade-show. Eventually, Alma USA intends to start a small production of manufacturing the carpets and distribution.

Manufacturing involves containers fed with polypropylene material in a grain form that is heated and formed into carpets. The Board questioned the noise level of the intended machinery. Mr. Bartolozzi responded that the machines would not be audible outside the building.

Mr. Bartolozzi informed the Board that no retail would be conducted on the premises. There would be one shift between the hours of 8:00 a.m. – 6:00 p.m., Monday through Friday. Four employees would be working for Alma USA site and an additional 6 employees would be added once the business is established. Approximately two trucks daily will deliver materials to the company.

Mr. Grecco a licensed engineer from McNally Engineering located in Oakland, New Jersey described the site plan to the Board. Mr. Grecco entered an exhibit into evidence.

Exhibit A-4, Site plan for Certificate of Occupancy consisting of one sheet dated December 22, 2008.

Mr. Grecco described the site plan to the Board. He explained that there would be a total of 545,750 square feet. Office space would consist of 1,000 square feet, manufacturing space of 5,000 square feet and warehouse space 39,750 square feet.

He explained that the demand now is to start recycling the product to avoid the expense of shipping overseas and to have product on hand immediately. The Board questioned whom the recycled carpets are sold to. Mr. Bartolozzi responded that they sell the recycled product to companies that manufacture plastic products such as Rubbermaid. Mr. Russo questioned what the percentage of intended recycling would be. Mr. Bartolozzi responded that the manufacturing would start out at approximately 20 percent and grow from there.

The Board questioned whether fumes would be present in the recycling area. Mr. Grecco responded that vapors would be directed outside of the building and would have no residential impact. Mr. Hagberg informed the Applicant that the machinery used for recycling would have to comply with the standards of the Department of Environmental Protection (DEP).

A discussion ensued concerning the use of Occupational Safety and Health Administration (OSHA logs) logs and Material Safety Data Sheets (MSDS). Mr. Bartolozzi responded that they follow the state mandated requirements.

Mr. Tichacek reviewed with the Board that between the two companies they would be required to have 81 parking spaces and the Applicant complies with the requirements.

Motioned by Councilwoman Marcalus and seconded by Mr. Colyer, to approve the Alma USA, LLC application contingent upon a handicapped access ramp be installed within 90 days of approval, recycling be limited to the 5,000 square feet for manufacturing and all state mandated environmental standards met.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
 Nays: None
 Abstain: None
 Absent: Mr. Morris and Mayor Szabo.

MEMORIALIZATION:

1. **Dos Santos** – 99 Monhegan Avenue, Block 5403, Lot 14 (f.k.a. 3602.02/13)
Approval for a major soil move.

Motioned by Councilwoman Marcalus and seconded by Mr. Baczewski, to memorialize the above resolution of approval.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
 Nays: None
 Abstain: None
 Absent: Mr. Morris

2. **Advanced Office Furniture** – 3 Fir Court, Block 2302, Lot 7. Approval for a Certificate of Occupancy.

Motioned by Councilwoman Marcalus and seconded by Mr. Colyer, to memorialize the above resolution of approval.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
 Nays: None
 Abstain: None
 Absent: Mr. Morris

3. **Oak Electric Company, Inc.** – 5 Fir Court, Block 2302, Lot 6 (f.k.a. 2212/1.06)
Approval for a Certificate of Occupancy.

Motioned by Councilwoman Marcalus and seconded by Mr. Hagberg, to memorialize the above resolution of approval.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
 Nays: None
 Abstain: None
 Absent: Mr. Morris

4. **Transtech Corporation, USA** – 5 Fir Court, Block 2302, Lot 8 (f.k.a. 2212/1.08)
Approval for a Certificate of Occupancy.

Motioned by Councilwoman Marcalus and seconded by Mr. Baczewski, to memorialize the above resolution of approval.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris

APPROVAL OF PAYMENT OF BILLS:

Motioned by Councilwoman Marcalus and seconded by Mr. Hagberg, to approve payment of bills subject to the availability of funds.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain: None
Absent: Mr. Morris and Mayor Szabo

APPROVAL OF MINUTES:

Motioned by Councilwoman Marcalus and seconded by Mr. Colyer, to approve the December 11, 2008 Minutes.

Roll Call Vote: Ayes: Mrs. Rowin, Messrs. Colyer, Baczewski, Hagberg, Councilwoman Marcalus and Chairman Potash.
Nays: None
Abstain:
Absent: Mr. Morris and Mayor Szabo

NEW BUSINESS:

Ms. Gurney expressed to the Board that the Borough Administrator informed her that she is no longer to continue payment to the Stenographer without receiving a transcript of the meetings. She explained to the Board that the Stenographer was appointed with the understanding that a transcript would be provided only when an applicant's attorney requested one. The applicant then is responsible to pay the fee for the transcript

She suggested that a letter be sent to the Borough Administrator on behalf of the Board, to explain the conditions in which the Stenographer was appointed. The Board agreed.

OLD BUSINESS:

None

PUBLIC MEETING ADJOURNED AT 9:30 P.M.

Motioned by Mrs. Rowin and seconded by Mr. Colyer to adjourn the meeting by a unanimous vote by the Board.

Respectfully submitted by,

Kathlyn Gurney/Administrative Assistant