

**PENNINGTON BOROUGH  
PLANNING BOARD MINUTES  
REORGANIZATION MEETING  
REGULAR MEETING  
January 8, 2025, 7:30 PM**

Ms. Lisa Maddox, Attorney for the Board, called the meeting to order at 7:30 p.m. and announced compliance with the provisions of the Open Public Meetings Act. She stated that the meeting was being held via a Zoom webinar and access to the meeting had been noticed.

**REORGANIZATION MEETING**

**OATH OF OFFICE**

The following were given the Oath of Office by Ms. Maddox: Jim Davy, Class I, Mayor, Term 01/01/2025 – 12/31/2025, Gian Paolo Caminiti, Class II, Borough Official, Term 01/01/2025-12/31/2025, Nadine Stern, Class III, Council Representative, Term 01/01/2025– 12/31/2025, Andrew Jackson, Environmental Commission, Term 01/01/2025-12/31/2027

**BOARD MEMBERS PRESENT:** Mark Blackwell, Gian Paolo Caminiti, Jim Davy, Andrew Jackson, Amy Kassler-Taub, Kate O'Neill, James Reilly, Nadine Stern, Nazli Rex, Casey Upson

**Absent:** Jen Tracy

**BOARD PROFESSIONALS PRESENT:** Lisa Maddox, Attorney, Mason, Griffin & Pierson, Kaitlyn Macellaro, Board Secretary

Ms. Maddox called for nomination of the Planning Board Chair. Mr. Reilly was nominated by Mr. Blackwell, seconded by Mr. Caminiti and approved by unanimous voice vote. Mr. Reilly called for the nomination of Vice-Chair. Mr. Jackson was nominated by Ms. Stern with a second by Mr. Blackwell and approved by unanimous voice vote. Mr. Blackwell made a motion, seconded by Mr. Caminiti to close nominations and was approved by unanimous voice vote.

Mr. Blackwell moved to approve the appointment of the following professionals for 2025. The motion was seconded by Mr. Jackson and all were in favor via voice vote.

The Professionals for 2025 are:

Edwin W. Schmierer, Esq., Mason, Griffin & Pierson, P.C. was appointed Planning Board Attorney for the year 2025.

James Kyle, PP/AICP, KMA, (Kyle-McManus Associates) was appointed Borough Planner for the year 2025.

Brandon Fetzer, Van Note-Harvey Associates, was appointed Planning Board Engineer for the year 2025.

Kaitlyn Macellaro was appointed as Planning Board Secretary for the year 2025.

A motion by Mr. Blackwell and seconded by Mr. Jackson to adopt the Hopewell Valley News as the official daily newspaper and the Times of Trenton and/or the Trentonian as the official daily newspaper to be used only when, through no fault of the applicant or the Board, publication of the Legal Notice was not possible in the Hopewell Valley News to notice timely for the Planning Board. It was approved via voice vote.

The schedule of meetings for 2025 was approved via a motion by Mr. Blackwell and seconded by Mr. Jackson. All were in favor via voice vote. The 2025 schedule of meetings is as follows: 1/8/2025, 2/12/2025, 3/12/2025, 4/9/2025, 5/14/2025, 6/11/2025, 7/9/2025, 8/13/2025, 9/10/2025, 10/8/2025, 11/12/2025, 12/10/2025, 1/14/2026.

The Application Review Committee for 2025 was approved via a motion by Ms. O'Neill and a second by Mr. Caminiti as Mr. Reilly, Ms. Tracy and Ms. Upson were nominated. All were in favor via voice vote.

Mr. Blackwell made a motion, seconded by Mr. Caminiti to reappoint the members of the Master Plan Committee consisting of Kate O'Neill, Amy Kassler-Taub, Andrew Jackson and Nadine Stern. All were in favor via voice vote.

Motion to adjourn the reorganization meeting was made by Ms. O'Neill and seconded by Mr. Jackson. All were in favor via voice vote and the reorganization meeting was adjourned at 7:49 p.m.

### **REGULAR MEETING**

Mr. Reilly, Chair of the Board, called the Regular Meeting to order at 7:50 p.m.

### **OPEN TIME FOR PUBLIC ADDRESS**

Mr. Reilly asked if there was any member of the public who had joined the meeting and had comments on items not on the agenda.

Dan Pace, 9 Railroad Place, asked Mr. Reilly who the professionals are for 2025. Mr. Reilly stated that they are reappointments from last year and read the names for the professionals.

There being no other member of the public wanting to comment, the open period for public comment period was closed.

Mr. Reilly announced that John Flemming, the zoning officer, will be retiring March 1, 2025. He stated that Pennington Borough will be seeking a new zoning officer to replace Mr. Flemming. Ms. O'Neill asked how many years he served for the Borough. Mr. Reilly stated that he served at least twenty years, but no more than thirty years. Mr. Jackson suggested to double check that Mr. Flemming doesn't have anything further for Mr. Kyle regarding the zoning ordinance. Mr. Caminiti reiterated that Mr. Flemming will be available for follow-up questions after his retirement date.

**MASTER PLAN COMMITTEE REPORT**

Mr. Jackson reminded everyone that four out of the twelve elements were conditionally adopted by the Planning Board. He explained the process and stated that they will adopt all the elements together as a whole in 2025. He reported that the Master Plan Element should be completed by the fall of 2025. He stated that the Historic Preservation should be presented at the Planning Board meeting in February for conditional adoption. He explained that the Mobility Plan is extensive and should be conditionally adopted at the March Planning Board meeting. He stated that he has been going to the Hopewell Valley Democratic meeting on Friday mornings and he said that they have shown interest in the Borough's Master Plan. He noted that he wants to work together with them to have a plan that is consistent across the Borough and the Township regarding the Route 31 projects. He stated that they can start working on the Housing and Land Use Element now that they know the affordable housing obligations. He announced that he is getting help from the County, Hopewell Township and the State for ideas for the Relation to Other Plans element. He described that the Delaware Valley Regional Planning Commission are appointed by the federal government to distribute all federal funds that are related, to primarily mobility. He said that they have a lot of information on their website and he incorporated their traffic studies in the mobility plan. He stated that the Master Plan is owned by the Planning Board, but he will also send the elements to Council for review. Mr. Jackson thanked Ms. O'Neill, Ms. Stern and Ms. Kassler-Taub for all of the work they have done. He announced that Hopewell Borough is thinking about coming up with a new Master Plan and he is going to offer some help to engage the people in the Town to move theirs further.

**MINUTES**

The November 13, 2024 minutes were approved via a motion by Ms. O'Neill and a second by Mr. Blackwell. All were in favor via voice vote.

Mr. Jackson suggested that Ms. Macellaro does a summary of the action items instead of a verbatim version of the minutes. He stated that the audio from the meeting is always available at Borough Hall. Ms. O'Neill asked if you need to know all of the arguments that were put forth or if you need to know the final decision. Mayor Davy stated that he would just like to see a summary of the action items. Ms. Stern asked if there is a standard for writing minutes. Mr. Caminiti stated that as long as there is a record of actions that were taken, the decision from the actions and the recordings as back up, that is sufficient. Ms. Macellaro reported that the November meeting had a lot of information about the ordinance revisions and she wanted to include as much detail as possible.

Mr. Jackson made a motion, seconded by Mr. Jackson to adjourn the meeting. All voted in favor to adjourn via voice vote at 8:28 p.m.

Respectfully submitted,  
Kaitlyn Macellaro  
Planning Board Secretary