



**BASS RIVER TOWNSHIP**  
 3 North Maple Avenue - Post Office Box 307  
 New Gretna, New Jersey 08224  
 (609) 296-3337  
[www.bassriver-nj.org](http://www.bassriver-nj.org)

**PLANNING / ZONING BOARD  
 MINUTES - JUNE 19, 2024**

**CALL TO ORDER AND FLAG SALUTE**

The meeting was called to order by Chair Ruffo at 7:01 p.m., followed by the flag salute.

**OPEN PUBLIC MEETING ACT - “SUNSHINE LAW”**

Chair Ruffo read the Open Public Meetings Act Statement into the record.

This meeting of the Bass River Township Planning Board is being held in conformance with the Open Public Meetings Act. The notice was published in The Atlantic City Press and The Beacon on **December 30, 2023**. The Notice given to the Municipal Clerk, posted on the bulletin board in the Municipal Building and posted on the Township website.

**RESIGNATION LETTER OF PLANNING BOARD MEMBER**

Bonnie J. Adams

**RECORD OF ATTENDANCE**

BOARD	CLASS	TERM EXPIRES	PRESENT	ABSENT
William R. Adams	Class 1	12/31/2024	x	
<b>Vacant – Township Employee</b>	Class 2	<b>12/31/2024</b>		
Jane Allen - Commissioner	Class 3	12/31/2024	IN AUDIENCE	
Cindy Ann Ruffo	Chair	12/31/2025	x	
Abigail C. Spagnola	Vice Chair	12/31/2024		x
Robert Neuweiler	Class 4	12/31/2025	x	
Richard Steele	Class 4	12/31/2025	x	
Mary DeLois	Class 4	12/31/2024		x
Winfield G. Allen, Jr.	Class 4	12/31/2024		x
<b>Vacant</b>	Class 4	12/31/2024		
<b>Vacant</b>	Alt 1	12/31/2024		
Carrie Crowley	Alt 2	12/31/2024	x	

**PROFESSIONALS IN ATTENDANCE**

Planning Board Attorney	Christopher J. Norman, Esquire - The Platt Law Group
Planning Board Engineer	Robert Romano, P.E. - Owen, Little & Associates, Inc.
Planning Board Admin/Secretary	Natalie Lewis

**40:55D-23 PLANNING BOARD MEMBERSHIP**

Class I: The mayor or the mayor's designee.

Class II: One of the officials of the municipality other than a member of the governing body.

Class III: A member of the governing body to be appointed by the Township Committee.

Class IV: Six citizens of the municipality appointed by the Mayor.

**APPROVAL OF MINUTES**

- A motion was made and seconded to approve the minutes of April 17, 2024.
- All in favor:           Yes
- Motion:           Carried

<b>BOARD</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAINED</b>	<b>ABSENT</b>
William R. Adams - Mayor			X	
Jane Allen - Commissioner			In audience	
Cindy Ann Ruffo	X			
Abigail C. Spagnola				X
Robert Neuweiler	X			
Richard Steele	X			
Mary DeLois				X
Winfield G. Allen. Jr.				X
Carrie Crowley	X			

**RESOLUTIONS FOR MEMORIALIZATION**

- None

**APPLICATION FOR MINOR SUBDIVISION**

Mathis - 23 Millie Road, Block 37, Lot 47

- **Township Planning Board Engineer**
  - Robert J. Romano of Little & Associates, Inc., was sworn in.
- **Attorney for the Applicant**
  - Michael Simmons, Esquire, who represents and appeared with the Applicant, was sworn in and presented testimony in support of the Application.
- **Engineer/Planner for the Applicant**
  - Nelke, Constantine & Associates, Inc. who represents and appeared with the Applicant, was sworn in and presented testimony in support of the Application.
- **Applicant**
  - Christopher Mathis, the Applicant was sworn in and presented testimony in support of the Application.

**PUBLIC COMMENT FOR MATHIS APPLICATION**

- Motion to open public comment.
  - All in favor:           Yes
  - Motion:           Carried
  - No comments from the public.
  - Chair Ruffo closed this portion of the meeting to public comment.
- **Motion to approve the Mathis Application.**
- Made:           Neuweiler
- Seconded:           Steele
- Motion:           Carried

BOARD	YES	NO	ABSTAINED	ABSENT
William R. Adams - Mayor			X	
Jane Allen - Commissioner			In audience	
Cindy Ann Ruffo	X			
Abigail C. Spagnola				X
Robert Neuweiler	X			
Richard Steele	X			
Mary DeLois				X
Winfield G. Allen. Jr.				X
Carrie Crowley	X			

**PUBLIC COMMENT**

- Chair Ruffo opened the meeting to the public for comments, with three minutes per comment.
  - Motion to open public comment.
  - All in favor:           Yes
  - Motion:           Carried

**Harrigle – 8 Riverside Drive – Block 54, Lot 31**

- Zoning and Planning Board information was provided.
- Mr. Harrigle appeared before the Board and requested the \$75.00 zoning permit application fee be waived as he already knew that the zoning permit application would be denied by the Zoning Officer because of the setbacks of the property.
- Mr. Harrigle was advised to provide the application along with supporting documentation, fees so the matter can be heard on Wednesday, July 17, 2024.
- The Board unanimously agreed to apply the \$75.00 zoning permit application fee to the variance application fees.
- Motion to apply the \$75.00 Zoning Permit Application fee to Variance Application.
  - All in favor:           Yes
  - Motion:           Carried

**Reminder: It is strongly recommended that all Land Use Applications first be approved by the Zoning Officer.**

**CLOSE PUBLIC COMMENT**

- With no further comments from the public, Chair Ruffo closed the meeting to the public.
  - Motion to close public comment.
  - All in favor: Yes
  - Motion: Carried

**BOARD DISCUSSION**

- Mayor Adams requested a record list of attendance of the Planning / Zoning Board from 2022 to present.
- Mr. Norman explained the need to fill the planning board member vacancies for quorum purposes; most importantly Class 2 - Board Member/Township Employee. The vacancies are as follows:

<b>BOARD MEMBER</b>	<b>CLASS</b>
<b>Vacant - Township Employee</b>	Class 2
<b>Vacant - Resident</b>	Class 4
<b>Vacant - Resident</b>	Alt 1

**OATH OF OFFICE**

Sworn in	Class 1	One Year Term	Mayor	William Adams
Sworn in	Class 3	One Year Term	Commissioner	Jane Allen

**PUBLIC NOTICE**

Next scheduled meeting is: July 17, 2024 - 7:00 p.m.

**MOTION FOR ADJOURNMENT**

- A motion to adjourn the meeting.
  - Made: Adams
  - Seconded: Steele
  - All in favor: Yes
  - Motion: Carried

Meeting adjourned: 7:57 p.m.

Respectfully submitted,

*Natalie Lewis*  
 Natalie Lewis  
 Land Use Board Administrator/Secretary