

BOROUGH OF TOTOWA P L A N N I N G B O A R D

PASSAIC COUNTY
NEW JERSEY



MINUTES – JANUARY 12, 2017

Vice Chairman Coiro called the Planning Board meeting of Thursday, January 12, 2017 to order at 8:05 p.m. in the Municipal Building of the Borough of Totowa.

PRESENT:

Commissioner Paese	Councilman D'Angelo	Vice Chairman Coiro	Commissioner Festa
Commissioner Zarek	Mayor Coiro	Mike Cristaldi, PE	Richard Briigliodoro, ESQ

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 28th day of January 2017 is in accordance with the Schedule of Annual Notice, which is posted, and in accordance with Chapter 231 P.L. 1975 of the State of New Jersey. The agenda for this meeting has been prepared and distributed to the members of the Planning Board and a copy has been on file in the Construction Official's Office.

ITEM #1

Manara Institute	Block 171- Lot 17	Minor Site Plan
409 Minnisink Road		Certificate of Use

Ms. Ibtisam Ali, Operation Manager and Director of Manara Institute, appeared requesting approval for approximately 1,143 sq. ft. of space for an office use only operation for the Manara Institute.

Vice Chairman Coiro read a letter of intent into the record. The Manara Institute is a Center for Islamic and Arabic studies and is a not for profit organization that offers courses in Islamic and Arabic studies for adults. The anticipated hours of operation will be Monday through Friday from 9:30 a.m. to 5:30 p.m. There will be one full-time employee, one part-time employee and three Board members that will utilize the office. The office will carry out its administrative work and business including conducting Board meetings, as well as its bookkeeping and student admission functions.

Ms. Ibtisam Ali testified as to the nature of the business. The Applicant has been allocated the use of four (4) parking spaces at this location. The anticipated hours of operation for the office use will be Monday through Friday from 9:30 a.m. to 5:30 p.m. Ms. Ali stipulated that this facility will only be utilized for office purposes. Ms. Ali represented that the applicant would install a sign and logo on the entrance door to the office. In addition, they will seek to obtain the landlord's approval to place their name on the main directory. Ms. Ali further stipulated that there will be no outdoor signage associated with their occupancy of the site.

A motion was offered by Commissioner Festa and seconded by Commissioner Zarek to approve the minor site plan as presented. This approval is subject to and contingent upon the following conditions and will be memorialized in a Resolution at a future date:

1. The applicant will supply the Chief of Police with an emergency contact list and will also obtain the approval of the Police Chief in regards to all alarms and security devices.
2. There will be no outside storage of materials.

- 3. The anticipated hours of operation for the office use will be Monday through Friday from 9:30 a.m. to 5:30 p.m.

Six agreed to a roll call vote... 6-0

A motion was offered by Commissioner Zarek and seconded by Commissioner Paese to approve the Planning Board Minutes of December 8, 2016 as prepared.

Six agreed on a roll call vote.....6-0

RESOLUTIONS:

A motion was offered by Commissioner Zarek and seconded by Commissioner Paese to approve the resolution for Jackson Hewitt Tax Service – Blk. 11 – Lot 6.01 as presented.

Four agreed on a roll call vote.....4-0

A motion was offered by Commissioner Zarek and seconded by Commissioner Paese to approve the resolution for Il Piatto – Blk. 113 – Lot 7 as presented.

Four agreed on a roll call vote.....4-0

A motion was offered by Commissioner Zarek and seconded by Commissioner Paese to approve the resolution for Dah Dah’s Deli – Blk. 145 – Lot 13 as presented.

Four agreed on a roll call vote.....4-0

VOUCHERS:

A motion was offered by Commissioner Festa and seconded by Commissioner Zarek to approve a series of vouchers for Alaimo Engineering Professional services as listed below:

- Invoice 093665 Meeting Attendance (11/16/16) in the amount of \$380.00
- Invoice 093666 Spiral Binding in the amount of \$525.00
- Invoice 093667 458 S. Riverview Dr. – Blk. 128 – Lot 4.03 in the amount of \$542.50
- Invoice 093668 PSE&G – Blk. 175 – Lots 5.01 in the amount of \$310.00

Six agreed to a roll call vote... 6-0

A motion was offered by Commissioner Festa and seconded by Commissioner Zarek to approve a series of vouchers for Weiner Lesniak, LLC, Professional services as listed below:

- Invoice 198370 TOT-841 – COAH in the amount of \$2,893.06
- Invoice 198371 TOT-907 – North Jersey Development Ctr in the amount of \$1,814.50
- Invoice 198372 TOT-908 – Lower Borough - Rehabilitation in the amount of \$66.50
- Invoice 198373 TOT-920E – Juvia Aesthetics in the amount of \$190.00
- Invoice 198374 TOT-921E – Jersey Nails & Spa in the amount of \$190.00
- Invoice 198375 TOT-922E – Spiral Binding in the amount of \$484.50.00

Six agreed to a roll call vote... 6-0

There being no other business, a motion was offered by Commissioner Paese and seconded by Commissioner Festa to adjourn the meeting.

All in favor.....6-0

Respectfully submitted,

Pete Campilango, Secretary

Patricia Paulson
Planning Board Clerk

Date Approved