

# MERCER COUNTY PLANNING BOARD REGULAR MEETING MINUTES VIRTUAL ZOOM MEETING

Most up to date meeting link can be found on County Planning Department Site:  
<http://www.mercercounty.org/departments/planning/planning-board>

In order to participate by phone, use one of the following phone numbers:  
US: +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 880 5029 9996

**June 14, 2023**  
**9:00 AM**

**PRESENT:** William S. Agress, Vice-Chair  
Kristin L. McLaughlin, County Commissioner  
Samuel Rubino  
Dallas Barr  
Basit Muzaffar, County Engineer  
Leslie R. Floyd for Brian Hughes, County Executive

**ALSO PRESENT:** Robert Ridolfi, Planning Board Counsel  
Matthew Zochowski, Planning Board Secretary

Vice-Chair Agress called the meeting of the Mercer County Planning Board to order at 9:03 AM.

**I. STATEMENT OF ADEQUATE NOTICE**

Mr. Zochowski read the statement of adequate notice. Pursuant to the Sunshine Law, notice of this meeting was sent to the Trenton Times on May 19th, 2023, and was published in the Trenton Times on May 24th, 2023.

**II. ATTENDANCE ROLL CALL**

All members were present for May Roll Call except Chairman Shine.

**III. APPROVAL OF MINUTES**

Vice-Chair Agress announced that minutes have been distributed from the May 10, 2023 meeting & special May 19th, 2023 meeting and asked if there were any comments. There were no comments. Vice-Chair Agress made a motion to approve the May 2023 Planning Board minutes which was seconded by Samuel Rubino. All members voted in favor.

**IV. PUBLIC COMMENT**

Vice-Chair Agress asked if there were any public comments. There were no questions or comments.

**V. OLD BUSINESS**

There was no new business to carry over from previous months.

**VI. NEW BUSINESS**

- **Paul Robeson Charter School Conditional Approval Modification**  
Applicant for the Paul Robeson Charter School requested a modification to the County's right-of-way requirement. In particular, the dedication for Trenton would preclude the project from moving ahead in time for funding to be obtained. Mr. Zochowski presented the facts outlined in a request

letter sent by the applicant's attorney. Board voted in favor of allowing a change in the condition to change the right-of-way requirement from a dedication to an easement.

- **New County Planning Board Application for Site Plans/ Subdivisions**

Mr. Zochowski explained how the County Planning Department has created a new site plan and subdivision application to make reviews quicker and more streamlined. Site plan, subdivision applications and owner's consent of filing forms have been consolidated into one form and the new form has more space to include contact information and project information. This will streamline the process into a single form and cover more information needed by the County.

- **New County Planning Board Electronic Submission Portal**

Mr. Zochowski explained how the County Planning Department and County IT staff have created a new submission portal at no additional cost to the County. Portal was developed in house and allows County to save money on 3<sup>rd</sup> party services or software. These contracts typically run in the tens of thousands of dollars which the County will not need to spend.

County IT Department has a policy which will be prohibiting outside USB devices from being plugged into County systems. This new portal will facilitate safe uploads of application materials to County system. Our submission portal is now live and only electronic submissions accepted will be via the portal.

Mr. Zochowski explained that Planning and Engineering Departments have been using sharepoint for data storage and plan review since COVID pushed the County along into mass adoption. Now most reviews are exclusively done by looking at electronic submission documents which has greatly reduced review time and streamlined file management. County staff can look up electronic information in minutes as opposed to hours or days with historical files that have not been scanned yet,

**VII. CORRESPONDENCE**

There was no correspondence at the May meeting.

**VIII. ADJOURNMENT**

Vice Chair Agress asked for the motion to adjourn the meeting. Samuel Rubino made the motion and Vice-Chair Agress seconded the motion. The meeting was adjourned at with the following vote:

Y	William S. Agress	Y	Commissioner McLaughlin
Y	Samuel Rubino	Y	Basit Muzaffar
Y	Samuel Frisby	Y	Leslie R. Floyd
Y	Dallas Barr		

Respectfully Submitted,



Matthew Zochowski, Planning Board Secretary