

**BOROUGH OF NEWFIELD**  
**PLANNING/ZONING BOARD AGENDA**

**FEBRUARY 23, 2023**

**7:00 PM**

Newfield Borough Planning/Zoning Board Meeting will hold their monthly meeting on Thursday, February 23, 2023 at 7:00 pm at the municipal building located at 18 Catawba Avenue, Newfield NJ 08344.

1. Call the meeting to order: This meeting is being held in full compliance with the Open Public Law, PL 1975, Chapter 231.
2. Flag Salute
3. Swear in Andy Craig as Vice Chairman  
Swear in Jared Marindino for his term as a Class II Member  
Swear in Brent Hopkins as the 2<sup>nd</sup> Alternate Member.
4. Appoint and swear in Ryan Ricci for his new term as Class IV Member.
5. Approve and sign January Meeting Minutes
6. Review request for subdivision extension for Mr. Lopergolo, 349 Catawba Avenue
7. Status update regarding Master Plan Re-Evaluation Progress
8. Website Suggestions (Copy attached of Clark's recommendations)
9. Follow up on Storm Water Course - what members completed this course
10. Follow up on Mandatory Land Use Course – following members still need to take this course – Andy Craig, Scott Miller and Frank Scancella – Contact Donna to register.
11. Open to the Public
12. Adjourn Meeting

**Borough of Newfield**  
**Planning/Zoning Board Meeting Minutes**

**January 19, 2023**

Chairman Clark Saccomanno called the meeting to order- This meeting is being held in full compliance with the Open Public Laws PL 1975, Chapter 231.

Flag Salute

Solicitor, Michael Aimino, swore in Ryan Ricci, for his new term as member, Mayor Grova and Scott Miller, Class III member all under one oath.

Roll Call – Chairman Clark Saccomanno, Mayor Grova, Solicitor Michael Aimino, Engineer Wayne Johnson, Members John George, Scott Miller, Ryan Ricci, Frank Scancella and Ami Carter were all present. Andy Craig, Vice Chairman and Member Ryan Hudson, were absent.

Nomination was made by Mayor Charles Grove to appoint Clark Saccomanno as the Chairman. The nominations were second by Frank Scancella, all attending members were all in favor.

Nomination was made by Clark Saccomanno to appoint Andrew (Andy) Craig as the Vice Chairman. The nominations were second by Ryan Ricci, all attending members were all in favor.

And also, a nomination for Vice Chairman. I'll nominate Andy Craig. Any other nominations? All in favor. Solicitor, Michael Aimino swore in Clark Saccomanno as the Chairman.

Vice Chairman will be sworn in at the February meeting.

Appointment for the Solicitor, Aimino and Dennen (Michael Aimino), Mayor Charles Grova made the motion, Motion was second by John George, all attending members were in favor.

Appointment of Wayne Johnson, Engineer, Mayor Charles Grova made the motion, Motion was second by John George, all attending members were in favor.

Appointment of Board Secretary, Mayor Charles Grova made the motion, Motion was second by John George, all attending members were in favor.

Solicitor, Michael Aimino sworn in Engineer, Wayne Johnson and Secretary, Donna Hermanson.

Chairman Clark Saccomanno, reads the list of Resolutions for approval, Resolution 2023-1 Appointment of Solicitor, Resolution 2023-2 Appointment of Engineer, Resolution 203-3 Appointment of Secretary, Resolution 2023-4 Meeting Schedule and Resolution 2023-5 Official Newspaper.

Mayor Charles Grova made a motion to vote as consent on the above Resolutions, motion was second by Ryan Ricci and the attending members were all in favor.

Motion adopted to vote by consent agenda.

Mayor Charles Grova made a motion to pass all Resolutions 2023-1 through 2023-5, motion was second by Ryan Ricci, all attending members were in favor.

Frank Scancella made the motion to approve the December Meeting Minutes, motion was second by John George, all attending members were in favor.

Chairman Clark Saccomanno reviewed suggestions and discussed any changes the board would like to see on the borough's webpage.

Chairman Clark Saccomanno referred to the emails that were sent to all members regarding the Storm Water Management Course and the Mandatory Land Use Course for all members to take.

Discussion was had between all members regarding the Updating of the Master Plan and Status of same.

Frank Scancella made motion to open to the public, the motion was second by John George, all attending members were in favor.

Mayor Charles Grova made motion to close to the public, the motion was second by Ami Carter, all attending members were in favor.

Mayor Charles Grova made motion to adjourn the meeting, motion was second by Ami Carter, all attending members were in favor.

Meeting Adjourned.

**Arbor Development LLC**

3192 N. West Blvd.

Vineland, NJ 08360

Newfield Planning Board

18 Catawba Ave

Newfield, NJ 08344

Re: Arbor Development LLC

Block 1001.02, Lot 8.05

Newfield, New Jersey

To: Members of the Newfield Planning Board

Arbor Development LLC is the owner of the above-referenced property. We acquired this property in October, 2018. At the time we acquired the property, the Newfield Planning Board had previously granted subdivision approval for development of the property. Our plan when we purchased the property was to develop the property ourselves or find a buyer interested in developing the property, which was apparently the objective of the previous owner who sold us the property.

In August 2019, we filed a request for an extension of the subdivision approval since the approval we inherited was about to expire. That extension request was granted by the Board without any issues. As we tried to find a buyer to develop the property, we obtained additional extensions as a matter of course, with the Board routinely granting our requests for extensions in a very informal and simple process. There was no suggestion when those requests were granted that we would not be eligible for additional extensions if needed in the future. During Covid, extensions were granted over the phone and the last extension we were not required to attend the meeting, it was a simple vote. Perhaps, if we were in attendance the idea of extension limits may have been brought to our attention.

In early 2020, COVID spread across the country and economic activity came to a virtual halt across the country. Obviously, development ceased and real estate transactions were few and far between. Fortunately, we had obtained a second extension in February 2020, the month before the country shut down; again, in a very routine application to the Board.

We continued to try to find a buyer for the property during these times but there was not much interest and we only received lowball offers reflective of the state of the economy at that time. We were under contract at one point but that contract fell through. If we had known that an additional extension request was going to be considered differently than the previous approvals that had been routinely granted, we would have even considered selling the property at a lower price or even at a loss.

In addition to the above, we did pursue obtaining a soil permit from Gloucester County but the soil conservation office informed us that we were not eligible for a permit since the previous potential purchaser of the property had applied for and obtained a permit in his name, and another permit could not be issued until the existing permit expired after several years. While this did not seem to make any sense to us, we had no option to proceed with obtaining that permit until it expired. Even when it

expired, it would not make sense for us to apply for a new permit in our name since a subsequent purchaser would encounter the same problem of having to wait until our permit expired before he could apply for a permit in his name. Again, this did not make sense to us but that is what we were told.

I now understand that there was a permit extension under the Governor's emergency declaration due to COVID. As I understand it, that automatic extension expired less than a year ago. For this reason, we are respectfully requesting that, as a result of unique circumstances over the past several years, we be granted an additional one year extension for the existing subdivision approval. We greatly appreciate the Board's consideration of this request.

Thank you.

Sincerely,

Gregory Lopercolo  
Member  
Arbor Development LLC

RE: Recommendations for Website for review prior to next meeting.

Clark Saccomanno <Clark@docusafenetworks.com>

Mon 1/23/2023 8:14 PM

To: Planning Board Secretary <pbsec@newfieldboro.org>

Thank you Donna.

From: Planning Board Secretary <pbsec@newfieldboro.org>

Sent: Monday, January 23, 2023 2:36 PM

To: Clark Saccomanno <clark@docusafenetworks.com>; Charles D. Grova Jr. <mayor@newfieldboro.org>; Attorney Michael Aimino <maimino@aimino-dennen.com>; Wayne Johnson <wejohnsoneng@comcast.net>; Andy Craig <acraig.newfield@gmail.com>; Scott Miller <scmiller442@gmail.com>; John George <johnjgeorge17@yahoo.com>; Ryan Ricci <rarricci1210@gmail.com>; Frank Scancella <fiscan1957@gmail.com>; Ami Carter <amicarter41815@gmail.com>; Ryan Hudson <hudson52383@gmail.com>

Subject: Recommendations for Website for review prior to next meeting.

Good Afternoon Everyone,

Below is the recommendations Clark has made for the boro's website for the planning/zoning board. Please review, this will be on our agenda for the February meeting. That meeting will be held Thursday, February 23, 2023.

From: Clark Saccomanno <Clark@docusafenetworks.com>

Sent: Saturday, January 7, 2023 12:27 PM

To: 'Planning Board Secretary' <pbsec@newfieldboro.org>

Subject: Re: BON website recommend improvements for the planning / zoning board

Hello Donna,

I reviewed the website closely and have the following, simple modifications.

Please include this information along with any other recommendations that you receive for discussion in our next meeting..

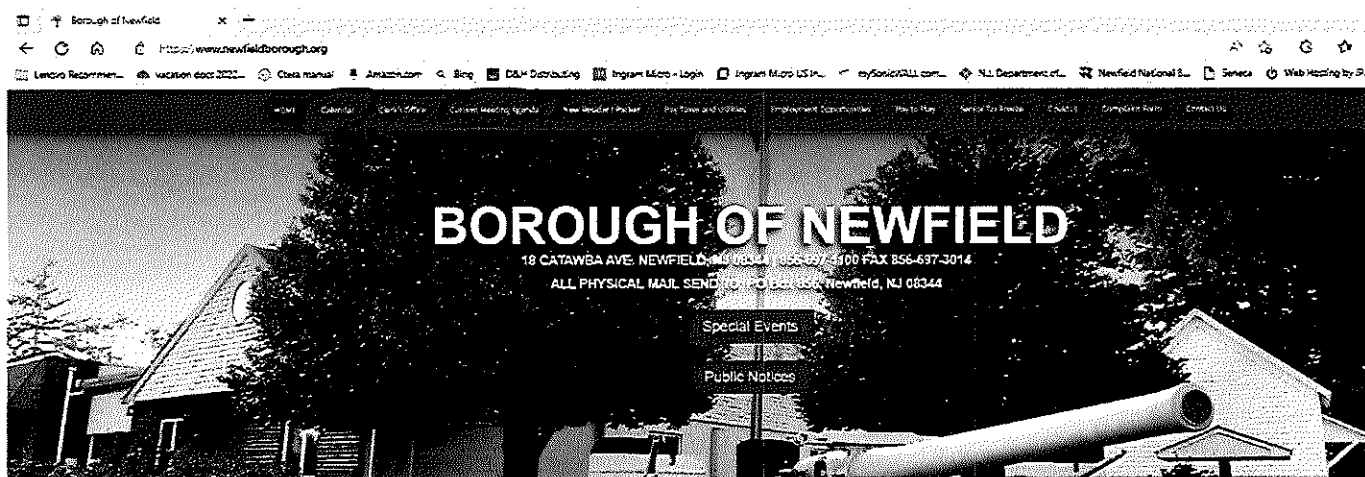
Regards,

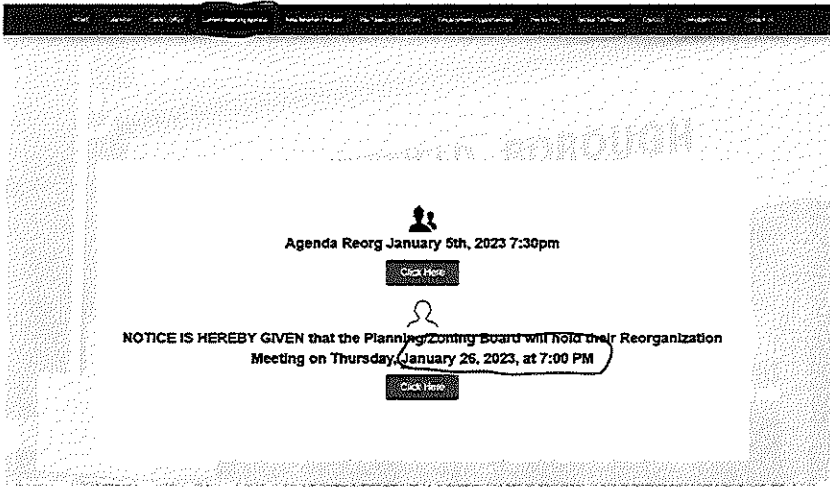
Clark

**Recommendations:**

Calendar: Add our monthly, scheduled Planning Board meeting dates for the year.

Current meeting agenda: add our meeting dates each month





NOTICE IS HEREBY GIVEN that the Planning/Zoning Board will hold their Reorganization Meeting on Thursday, January 26, 2023, at 7:00 PM at the Municipal Building located on 18 Catawba Avenue in the Borough of Newfield. The Planning/Zoning Board Reorganization Meeting will also serve as the Regular Meeting for January 2023. Regular business will be conducted on this date.

**Recommendation: post our monthly agenda here**

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**Recommend: Replace storm water management with Planning & Zoning**



Fire Department

[CLICK HERE](#)



Public Works

[CLICK HERE](#)



Newfield Recreation  
Committee

[CLICK HERE](#)



Forms

[CLICK HERE](#)



History

[CLICK HERE](#)



Archived Agendas and  
Minutes

[CLICK HERE](#)



Budgets

[CLICK HERE](#)



Schools | Library | Post  
Office

[CLICK HERE](#)



Stormwater  
Management

[CLICK HERE](#)

**Recommendation: Make Storm Water Management a sub heading of the Plan and Zoning category. (2<sup>nd</sup> sub heading)**



# Stormwater Management

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As stormwater travels across lawns, parking lots, gardens, roofs, and roadways, it picks up trash (such as candy wrappers, cigarette butts and cups) and other less visible pollutants (such as gasoline, motor oil, antifreeze, fertilizers, pesticides and pet waste). This polluted runoff flows directly into storm drains, rivers, lakes, streams and the ocean. If Untreated runoff reaches the water, it can contaminate drinking water supplies, kill fish and other wildlife, and force the closing of bathing beaches because of health threats to swimmers

In response to new NJ Department of Environmental Protection requirements ,( link <https://njstormwater.org/> ) Borough of Newfield has enacted several new ordinances and regulations to help us improve the quality of stormwater runoff and protect our precious groundwater. If we all do our part, (link <https://www.cleanwater.nj.org/> ) we can help to protect our groundwater for generations to come!

## Watershed Based Municipal Stormwater Management Plan

[CLICK HERE](#)

## Important Information about Stormwater Management

[Stormwater Management SPPP 2022](#)

[Stormwater Management MAP](#)

**Recommendation: Stormwater management SPPP 2022 Update form content for 2023:**

<p>Tier A Municipal Stormwater Regulation Program</p> <h2 style="margin: 0;">Stormwater Pollution Prevention Team</h2> <h3 style="margin: 0;">Members</h3> <p style="font-size: small;">Number of team members may vary.</p>	<p><b>Completed by:</b> Wayne Johnson PE  <b>Title:</b> Newfield Borough Engineer  <b>Date:</b> January 13, 2022  <b>Municipality:</b> Newfield Borough  <b>County:</b> Gloucester  <b>NJPDES #:</b> NJG 0150754  <b>PI ID #:</b> 171653</p>
<p><b>Stormwater Program Coordinator:</b> Sam Barbagli  <b>Title:</b> Newfield Borough Public Works Superintendent  <b>Office Phone #:</b> (856) 697-4332  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Public Notice Coordinator:</b> Toni Van Camp  <b>Title:</b> Newfield Borough Municipal Clerk  <b>Office Phone #:</b> (856) 697-1100 ext 10  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Post-Construction Stormwater Management Coordinator:</b> Sam Barbagli  <b>Title:</b> Newfield Borough Public Works Superintendent  <b>Office Phone #:</b> (856) 697-4332  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Local Public Education Coordinator:</b> Sam Barbagli  <b>Title:</b> Newfield Borough Stormwater Program Coordinator  <b>Office Phone #:</b> (856) 697-4332  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Ordinance Coordinator:</b>  <b>Title:</b> Newfield Borough Code Enforcement Officer  <b>Office Phone #:</b> (856) 697-1100  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Public Works Coordinator:</b> Sam Barbagli  <b>Title:</b> Newfield Borough Public Works Superintendent  <b>Office Phone #:</b> (856) 697-4332  <b>Emergency Phone #:</b> (856) 697-3383</p>	
<p><b>Employee Training Coordinator:</b> Sam Barbagli  <b>Title:</b> Newfield Borough Stormwater Program Coordinator  <b>Office Phone #:</b> (856) 697-4332  <b>Emergency Phone #:</b> (856) 697-3383</p>	

**Recommendation: Add this as a sub heading (first sub heading):**



Borough Code

[CLICK HERE](#)

**Helpful Chapters:**

- Chapter 102 **Construction Codes, Uniform** (§ 102-1 – § 102-2)
- Chapter 157 **Land Use Procedures** (§ 157-1 – § 157-24)

The Mandatory Land Use Course – Cost is covered by the borough  
<https://cgs.rutgers.edu/programs/planning-and-zoning>

**Land Use For Board Members**

*Special Notes* Students are required to obtain the following materials for class:  
Municipal Land Use Law

Course Code: PZ-3307-SP23-1

Date(s)	Time(s)	Instructor(s)	Fee	Location(s)	Action
2/25 All class sessions are live.	9am-4pm	Jessica Caldwell, Tom Molica	\$231.00	Online Zoom	<a href="#">Register</a>

**Land Use For Board Members**

*Special Notes* Students are required to obtain the following materials for class:  
Municipal Land Use Law

Course Code: PZ-3307-SP23-2

Date(s)	Time(s)	Instructor(s)	Fee	Location(s)	Action
4/29 All class sessions are live.	9am-4pm	Jessica Caldwell, Tom Molica	\$231.00	Online Zoom	<a href="#">Register</a>

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There is a mandatory land use course that all members must take within their term on the board. The following are the upcoming dates in which the course is offered. The borough covers the cost of this course. All registrations are done through me, so please contact me with your choice of course date. These are all done virtually.

Saturday, January 28, 2023 8:30-1:30..... last date to register is January 27th. (I will need to register you by January 24th as I will not be in town from January 25th through January 30th).

Saturday, February 11, 2023 8:30 - 1:30

Saturday, March 11, 2023 8:30 - 1:30

Wednesday, March 29, 2023 5:30 - 10:30

Saturday, April 22, 2023 8:30 - 1:30

Saturday, May 20, 2023 8:30 - 1:30

Sunday, June 4, 2023 9:30 - 2:30

Saturday, June 24, 2023 8:30 - 1:30

The other board members have already completed this course. Clark maybe able to give you some information on how the course is to complete.

Below is a summary of the required training for Board and elected officials.

I wanted to request that everyone take time to complete the required NJDEP MS4 Tier A Stormwater Permit Training for elected officials.

I will attach the link at the bottom for the class it shouldn't take any longer than 45 minutes and is free.

Please let me know when you have completed the class so we can certify and document for our permit requirements.

**If you have already taken the class during your term you do not have to redo the class.**

<https://njmel.org/mel-safety-institute/webinars/>

### Webinars – Municipal Excess Liability

Municipal Excess Liability Joint Insurance Fund 9 Campus Drive, Suite 216 Parsippany, NJ 07054  
njmel.org

[https://www.nj.gov/dep/stormwater/asking\\_the\\_right\\_questions.html](https://www.nj.gov/dep/stormwater/asking_the_right_questions.html)

## POLLUTION PREVENTION/GOOD HOUSEKEEPING

### PP/GH-Training Requirements

#### Board & Council Member Training (Tier A & B)

14

- Required Training by All Board and Council Members
- Overview of Stormwater Permit Requirements
- “Asking the Right Questions”
- Maintain Records and Certify Annually

#### Assistance:

- Schedule to Implement (6 months)
- FREE On-line Class (45 minutes)

#### Timeframe in Renewal Permit:

- Current Members w/in EDPA + 6 months
- New Members w/in 6 months
- Once per Term Thereafter

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