

NJAPZA Newsletter

Issue 1

Summer 2003

NJAPZA

ELECTED OFFICIALS

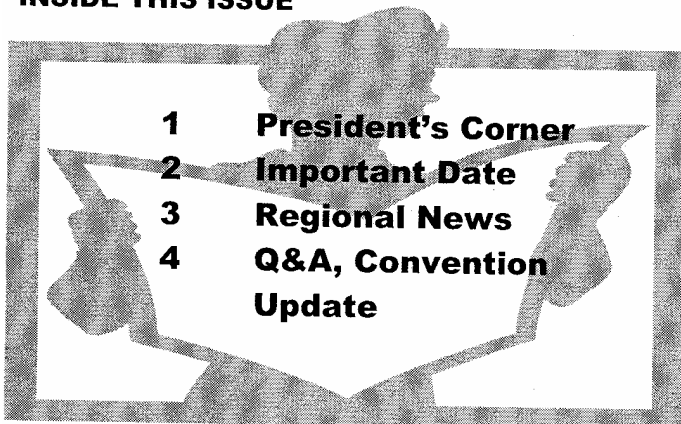
PRESIDENT'S CORNER

Our Association has been very busy since our last newsletter. Our 14th NJAPZA Annual Luncheon was held at Trump Plaza, Atlantic City on Thursday, November 21, 2002. Our guest speaker was Arlene M. Turnichak, associate with the firm of McGimpsey & Cafferty, who led our continuing education session following the luncheon. Arlene spoke about the Open Public Records Act (OPRA) which took effect one year ago. A question/answer period followed the informative session. Ilene Cutroneo was sworn in as President-Elect and John Fugger was sworn in as our new Recording Secretary. We are grateful to each and wish them much success in their new positions!

On June 6, 2003, our 4th Annual Spring Continuing Education Seminar was held at the Rutgers-Cook College Campus Center. Our guest speaker was Ms. Teri Jover, planner for New Jersey Future. She explained how we could assess whether our municipalities are "growing smart". Lou Rago, our general counsel spoke about significant land use decisions rendered by the courts within the last year. Following lunch, all attendees were given an opportunity to ask a panel of land use experts consisting of Lou Rago, Esq., Michele Donato, Esq., Patrick McAndrew, Esq., and Betsy

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INSIDE THIS ISSUE



PRESIDENT	DAWN WOLFE, LONG HILL TWP.
PRESIDENT-ELECT	ILENE CUTRONEO, PRINCETON
CORRESPONDING SECRETARY	GUILLERMO VIVAS, BORO OF HIGHLAND PARK
RECORDING SECRETARY	JOHN FUGGER, MORRISTOWN
TREASURER	DEBRA ROGERS, PRINCETON

COMMITTEES

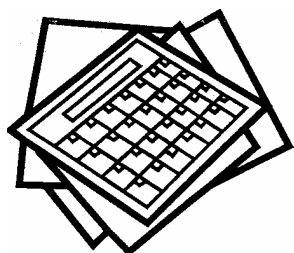
CONVENTION	KATHY DOSSENA, CHAIR
EDUCATION/ CERTIFICATION	ANN MACKINNIS, CHAIR DAWN WOLFE ILENE CUTRONEO JACKIE ZELINKA GUILLERMO VIVAS BONNIE IMPOSIMATO LOUIS RAGO, ESQ.
ZONING CERTIFICATION SUBCOMMITTEE	CHRISTA ANDERSON, CHAIR ANN MACKINNIS DAWN WOLFE JAMIE RIOS GUILLERMO VIVAS
MEMBERSHIP	DEBRA ROGERS, CHAIR
NOMINATING	ANN MACKINNIS, CHAIR KATHY DOSSENA GAIL GLASHOFF
NEWSLETTER	SANDI YOUNG

McKenzie, PP/ AICP their toughest land use questions.

Please be sure to note on your calendars that our 2003 Annual Luncheon Meeting will be held on Wednesday, November 19th at Trump Plaza this year (rather than on Thursday). Further details are contained in our Convention Chairman Kathy Dossena's article in this newsletter. Also, watch for a separate mailing containing all convention information and a ballot for new officers.

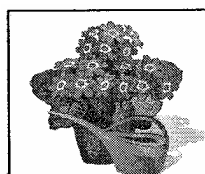
I am learning that experienced board secretaries, land use administrators and zoning officials are in demand! I have received several employment inquiries in search of experienced members in the field. The creation of a website for the NJAPZA has crossed my mind on more than one occasion and the members of the Board of Directors are in agreement! If you are computer savvy and may be interested in the position, please call me at (908) 647-8000, Ext. 218, and plan to attend our next Board of Director's meeting to discuss the possibilities. We would love to have you!

Dawn Wolfe
NJ APZA President



Important Dates

Date: Wednesday, Nov. 19, 2003
Place: Trump Plaza - Chelsea Ballroom
What: Annual Luncheon Meeting



IN GRATEFUL THANKS
TO THE N.TAPZA

It was with surprise and heartfelt gratitude that I received a very beautiful flower arrangement from the Association in memory of my mother who died recently. Being a member of the NJAPZA since its inception has been a very rewarding experience both professionally and personally. I have met many of you and have made lasting friendships, and I have learned a great deal from our members as well as from our educational programs. I was truly touched by the thoughtfulness of the Association. I also take this opportunity to thank all of you with whom I have work/have worked on the Board of Directors for your individual cards and expressions of sympathy.

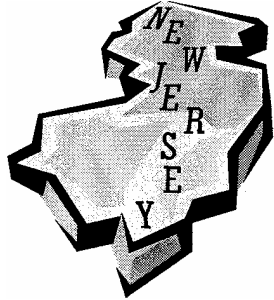
Ann MacKinnis



SMART GROWTH

Depending on the outcome of Governor McGreevy's "Smart Growth" changes that may take effect this year, we could possibly see significant changes in the way development applications are handled. For in-depth information please go to the DCA's Office of State Growth Website at the following address: <http://www.nj.gov/dca/osglresources/stateplanningrules.html>

REGIONAL NEWS



NEWS FROM THE NORTH By Gail Marie-Stewart, Northern Regional Director

The Northern Regional District met for its annual holiday luncheon in December 2002 at the Ming Court Buffet, Wharton, NJ. We had a great turnout: Steven Gluck, & Rosiland V. McLean, Twp. Of Teaneck, Mary Spector, Andover Twp., Joanne Kanapinski, Wantage Twp., Linda Roetman, & Carol Talerico, Riverdale Boro, Kali Tsimboukis, Chatham Twp., Tom Potere, Roxbury Twp., Ann MacKinnis, & Hilda Pritchett, Morristown, Barrie Krause, & Rosann Moorehouse, Randolph, Maureen Yelinko, Vernon, Russell Stern, & Dolores DeMasi, Roxbury, Michelle Eisenmenger, Newton, Estelle Campbell, retired (Newton) and Gail Marie Stewart, West Caldwell.

We missed Dawn Wolfe that day because she had previous plans to be in the audience of "Who Wants to be a Millionaire." The buffet was delicious as always, especially the soft ice cream for dessert. We should do this more often!



NOMINATING COMMITTEE REPORT

By Ann MacKinnis, Chair

In accordance with the NJAPZA Bylaws, I as Immediate Past President, am Chairman of the Nominating Committee. This year, 2003, is an election year and we are already thinking about the slate of officers we will present to you for election this Fall. The positions are:

President [Per our Bylaws, Ilene Cutroneo, current President-Elect, will become President at our annual meeting at the League of Municipalities Convention in Atlantic City, in November] President-Elect - Currently Ilene Cutroneo Corresponding Secretary - Currently Guil Vivas Recording Secretary - Currently JohrFugger Treasurer - Currently Debra Rogers

The elected officers, including our current President, Dawn Wolfe, have done outstanding jobs in furthering the work of the Association and promoting the value of our contribution to the operation of our municipal governments. I sincerely hope that the incumbents will consent to run for another term either in their current offices or perhaps for President-Elect. The Committee will be contacting them shortly. However, at a minimum we will have at least one opening for an elected official.

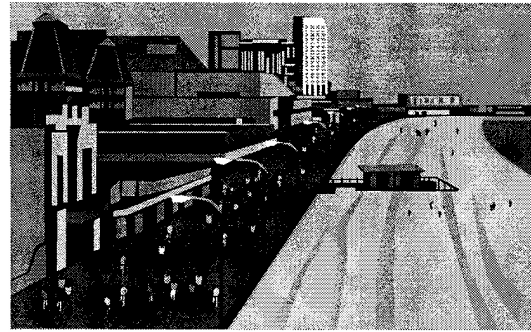
For any association member who may be interested in running for office, the following is a brief description of what is involved. The Board of Directors meetings four times each year: January, March, June and September. In addition we have the Association's Annual Meeting in November in Atlantic City. Currently four Board meetings are held at The Rutgers Club in New Brunswick, which seems to be a relatively central location for the Board members. Our meetings, which include the various appointed officials/committee chairs to the Association as well, begin at noon and usually last for two to two and one half hours.

The elected offices are generally self-descriptive. The President-Elect serves as Vice President, backing up the President and becoming familiar with the duties of the President in preparation for assuming that office at the end of

the President's term.

The Corresponding Secretary handles the correspondence for the Association. The Recording Secretary prepares the Board of Directors meeting agendas and takes and distributes the minutes of these meetings. The Treasurer handles the finances of the Association.

If you are interested in becoming more involved with the operation of the Association, either by running for elected office or by serving on or chairing one of our Committees, please contact me at 973-292-6723 regarding elected officials, or our President, Dawn Wolfe, 908-647-8000, ext. 218 regarding Committee membership.



CONVENTION 2003 UPDATE

Our 2003 Annual Luncheon Meeting will be held during the League of Municipalities Convention in Atlantic City on Wednesday, November 19, 2003. That's right - we have moved the luncheon meeting to Wednesday from our previous day of Thursday. We decided to change it because of the lack of Planning and Zoning seminars available on Wednesday. Many of you felt that you were missing out on very good seminars being offered by the NJPO on Thursday. Now you can attend both our luncheon and seminar on Wednesday and the NJPO seminars on Thursday. We will still be at the Trump Plaza but we will now be in the Chelsea Ballroom, which is also on the 6th floor. We have also found that we will have to increase the price by \$2 up to \$30. This was done because of increases that have been passed on to us. The NJ APZA is still putting in money per person to cover the full cost. The gifts have been ordered and I am now looking for centerpieces. I have been told by Trump that I cannot have candles, as they no longer permit anything with an open flame. So it is back to the drawing board for me. Please mark down the date - Wednesday, November 19th and I hope to see you all there.

Kathy Dossena, Convention Chair

QUESTIONS AND ANSWERS

Q: Any suggestions on how to keep track of whether or not conditions of a resolution have been met? (Other than <sometimes very costly> tracking software)

A: I was reminded that in P & Z class we were taught about the Affidavit of Compliance. This is a very useful tool, which takes the burden off of you and puts it back onto the applicant. Anyone wanting a sample affidavit please contact me.

If you have a question or answer to share, please contact me at the following:

Sandi L. Young, Township of Morris, PO Box 7603 Convent Station, NJ 07961, Phone: 973-326-7215, Fax: 973-326-7366, E-mail SYoung@MorrisTwp.com.

MEMBER FOCUS ILENE CUTRONEO



~ Central Regional Director for NJAPZA from November 1992 through November 1994;
~ Recording Secretary 1999 to July 2002; ~
President Elect from July 2002 to present.

With no planning background, Ilene took full advantage of the courses offered by the Center of Government Services, at Rutgers University and received her certification in November 1989, Planning & Zoning for Administrative Officers and Secretaries to Planning & Zoning Boards; and her Land Use Administrator's Certification was issued November 1997, re-certification on April 2002.

Ilene Cutroneo, President-Elect, has worked in Land Use since 1986, starting with the Franklin Township Planning Board (Somerset County) from 1986 to June 1994. In July 1994 she moved to the Regional Planning Board of Princeton.

Ilene has been an instructor for Rutgers, Center for Government Services since 1997. Many of you may have benefited from her expertise in the various certification courses offered.

An active member of the New Jersey Association of Planning and Zoning Administrators (NJAPZA) since 1987 (organization's inception), Ilene has held the following positions:

On a personal note, Ilene has a Bachelor of Arts Degree in Communication Arts from Lehman College, City University of New York, is married and has one son who will be attending college in the fall of 2003.

Education and Continuing Education Requirements for Board Secretary, Land Use Administrator & Zoning Official Certificates



By Jackie Zelinka

With the membership of NJAPZA growing, I thought it would be appropriate to review the several certificate programs that are offered through Rutgers University for those who are new to the organization. Since its founding, NJAPZA has emphasized education and has partnered with the Center for Government Services at Rutgers in the development of curricula for planning/zoning administrators and zoning officials.

The planning and zoning administration program was developed first, and courses have been offered since 1989. The program is intended for municipal planning board and zoning board of adjustment secretaries. It comprises four courses: Introduction to Planning and Zoning Administration, Financial Management for Planning and Zoning Offices, Understanding Plans, and Records Management. Courses are offered during the fall and spring in various locations throughout the state. Brochures announcing the schedule of courses are sent to each municipal planning board and zoning board of adjustment secretary twice a year.

Those who successfully complete all four courses and the two examinations involved are eligible to apply for a Planning Board/Zoning Board Secretary certificate. An application along with a \$10 fee must be submitted to the Center for Government Services. The certificate is valid for five years and must be renewed. In order to renew, the

certificate-holder must document that s/he has attended at least 15 hours of continuing education during the five-year period. Five of the 15 hours may be on an administrative topic, but at least ten of the hours must be on land-use related topics.

Once an individual has obtained a board secretary certificate, s/he may apply for the second level Land use Administrator certificate. There are no additional courses required before application can be made, but successful applicants must show that they exercise independent, substantive decision-making authority that goes beyond the basic duties of a board secretary. The applicant must have five years full-time experience as a planning/zoning administrator, and time spent as an enforcement officer cannot be counted. Those who hold part-time positions must accumulate 7,500 hours before they are eligible to apply, and time spent at evening meetings can be included. The applicant must pay a nonrefundable \$25 fee, describe his/her position in detail, respond to a questionnaire, and provide three letters of professional reference. S/he must also be interviewed by a member of the Planning and Zoning Administration Program's education committee. The full committee votes on each application. Those who are awarded the designation of Land Use Administrator also must accrue continuing education hours. Certificates are valid for five years and may be renewed if proof of 30 hours of continuing education is provided. Ten of those hours may be on administrative topics.

The newest certificate, offered through Rutgers since 2001, is for the Zoning Official. The curriculum is intended for those who are responsible for enforcing municipal zoning ordinances. The courses are Introduction to Zoning Administration and Enforcement; Understanding Plans for Zoning Officers; and Zoning Administration and Enforcement II. They involve a total of forty classroom hours and are offered on a fall/spring schedule throughout the state. Those interested in obtaining the Zoning Official certificate must take the courses in sequence and must pass examinations given at the conclusion of the Introduction and Zoning II courses. The first exam includes a take-home assignment. Those who successfully complete the program receive a Zoning Official certificate from Rutgers after submitting an application form and a \$10 fee. The certificate is valid for five years and may be renewed if the zoning official has attended twenty hours of continuing education during that period.

Continuing education is emphasized in all three certificate programs. When a certificate-holder finds a program that s/he would like to attend for credit, s/he should complete and send a CE approval form to Rutgers. The form may be submitted before or after the event, and Rutgers will return it indicating how many hours of continuing education will be awarded. After the program, proof of attendance also must be provided.

The Center for Government Services offers a Current Issues seminar every spring that is pre-approved for 5 continuing education hours, and NJAPZA offers a one-hour program at its annual luncheon at the League of Municipalities Conference in November each year. Credit also is often available for presentations at various NJAPZA regional meetings and luncheons. Those who hold the board secretary certificate may receive a maximum of one hour of credit if they attend any land-use related session at the League, and those who hold a land use administrator or zoning official certificate may receive up to two hours of credit for League sessions.

Seminars, workshops and courses on land-use topics are offered through a variety of other organizations throughout the state, including New Jersey Planning Officials, the New Jersey Chapter of the American Planning Association, New Jersey Future, NJDCA's Office of Smart Growth, the Association of New Jersey Environmental Commissions, the PineLands Commission, the New Jersey Department of Environmental Protection, the Cook College Office of Continuing Professional Education at Rutgers, and the Bloustein School of Planning and Public Policy at Rutgers.

If you are unsure about what continuing education opportunities may be available, check the Center for Government Services website periodically. Our website address is www.policy.rutgers.edu/cgs. Click on Continuing Education Links and then on Planning and Zoning Admin. or Zoning Admin. and Enforcement. I will be posting current CE offerings from around the state as I become aware of them. If you have any questions about the process or a particular program, you can always call me at 732-932-3640, ex. 625.

Useful Websites/Links

Division of Community Affairs, OPEN PUBLIC RECORDS ACT INFORMATION (OPRA)

<http://www.state.nj.us/dcallgs/>

New Jersey State League of Municipalities

<http://www.njslom.com>

State of New Jersey Info on recent decisions

<http://www.nj.gov/localmandates/decisions.html>

New Jersey State Legislature

<http://www.nileg.state.nj.us/>

New Jersey Planning Officials

www.njpo.org

New Jersey State Plan

<http://www.state.nj.us/ospl>

ALSO, CHECK OUT WWW.ORDINANCE.COM