

**MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD MEETING HELD
DECEMBER 5, 2017**

OPEN MEETING: Chairman Howell called the meeting to order at 7:30 p.m. and led the flag salute.

OPEN PUBLIC MEETINGS ACT NOTICE: Chairman Howell read the following statement: This is an open public meeting of the Andover Township Land Use Board. Notice of this meeting was given in accordance with the Open Public Meetings Act, Chapter 231, Public Law 85.

ROLL CALL:

Ken Roberts – Present
Paul Messerschmidt, Vice Chairman – Absent
CeCe Pattison – Present
Ellsworth Bensley, Jr., – Present
Dolores Blackburn – Present
Eric Olsen – Present
John O'Connell – Present
Richard Skewes – Present
Mildred DiIorio [Alternate I] – Present @7:35 p.m.
Steven Keepers [Alternate II] – Present
Suzanne Howell, Chairman – Present

BOARD PROFESSIONALS: The Board's professionals were excused.

MINUTES: *Minutes of the Andover Township Land Use Board Meeting Held November 21, 2017:* A motion to approve was made by John O'Connell and seconded by Richard Skewes. There was no discussion. Roll Call: Ken Roberts – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Richard Skewes – yes, Steven Kepreos – yes, Suzanne Howell – yes. The motion carried.

RESOLUTIONS: There were no resolutions scheduled.

COMPLETENESS REVIEWS: A-5-17-1, Pitfoa Partnership, LLC, Block 116.02—Dolores Blackburn recused and left the dais. Board members reviewed engineering and planning reports prepared by Joseph R. Golden, P.E., P.P., C.M.E. and Jessica C. Caldwell, PP, AICP, LEED GA, dated November 22, 2017 and November 24, 2017, respectively. Administrative filing deficiencies noted were failure to provide the following Administrative Checklist Items: a certification of taxes paid to date, escrow, a list of waivers and variances requested, and a CD containing PDF files of the amendment. Further, the Board acknowledged the application form was not completed, an *Affidavit of Compliance* submitted in response to a comment about compliance with the prior approval was filed with a lot

identifier not included in the subject application, and Consent and Site Inspection forms for all the lots included on the prior approval were not provided.

A motion to deem the matter incomplete was made by John O'Connell and seconded by Suzanne Howell. All were in favor. The motion carried.

Dolores Blackburn returned to the dais.

HEARING: There were no matters scheduled.

PUBLIC PORTION: Chairman Howell opened the meeting to the public for general comments and inquiries.

No members of the public addressed the Board.

Chairman Howell closed the meeting to the public.

OLD/NEW BUSINESS:

Liaison Reports — Open Space Committee, Township Committee, Environmental Commission, Sustainable Andover, Redevelopment Subcommittee:

- **Open Space Committee** — No comments were made.
- **Andover Township Committee** — Dolores Blackburn presented that both Land Use Board ordinance recommendations regarding steep slopes and drive-thru facilities would be considered by the Township Committee in 2018.
- **Environmental Commission** — No comments were made.
- **Sustainable Andover** — No comments were made.
- **Redevelopment Subcommittee** — No comments were made.
- **Planning** — No comments were made.
- **Professional Appointments** — Board members spoke with some of the candidates being considered for professional consultant appointments to the Board.

Scheduling: Chairman Howell confirmed the December 19, 2017 and January 16, 2018 meeting dates.

EXECUTIVE SESSION: A motion to enter Executive Session to discuss matters as permitted pursuant to N.J.S.A. 10:4-12b(7) was made by Ken Roberts and seconded by John O'Connell. The Board entered Executive Session at 9:00 p.m.

The meeting resumed at 9:30 p.m.

VOUCHERS: There were no vouchers scheduled for review.

ADJOURNMENT: Having no further business, a motion to adjourn was made by John O'Connell. All were in favor. The meeting concluded at 9:32 p.m.

Minutes respectfully submitted by:

/s/Anne-Marie Wilhelm
Anne-Marie Wilhelm
Land

Use

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