

## **MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD REORGANIZATION MEETING HELD JANUARY 16, 2018**

**CALL TO ORDER:** The meeting was called to order at 7:30 p.m., the Open Public Meetings Act Notice was read, and the Board led the flag salute.

**BOARD MEMBER APPOINTMENTS:** Secretary Wilhelm administered the *Oath of Allegiance* to the following members appointed to new terms by the Andover Township Committee: Eric Olsen, Paul Messerschmidt, Ellsworth Bensley, Jr., Mildred DiIorio, Richard Skewes, and John O'Connell.

### **ROLL CALL:**

Ken Roberts – Absent  
Paul Messerschmidt – Present  
CeCe Pattison – Absent  
Ellsworth Bensley, Jr. – Present  
Dolores Blackburn – Absent  
Eric Olsen – Present  
John O'Connell – Present  
Richard Skewes – Present  
Suzanne Howell – Present  
Mildred DiIorio – Present  
Steve Kepreos – Present

### **Board Professionals:**

Richard Brigliadoro, Esq. – Excused  
Joseph R. Golden, P.E., P.P., C.M.E. – Excused  
Jessica C. Caldwell, PP, AICP, LEED GA – Excused

### **ELECTION AND APPOINTMENTS:**

**Election of Chairman:** A motion to appoint Suzanne Howell to the position of Chairman was made by John O'Connell and seconded by Paul Messerschmidt. There were no other nominations. There was no discussion. All were in favor. The motion carried.

**Election of Vice Chairman:** A motion to appoint Paul Messerschmidt to the position of Vice Chairman was made by Suzanne Howell and seconded by John O'Connell. There were no other nominations. There was no discussion. The motion carried.

**Election of Secretary:** A motion to appoint Anne-Marie Wilhelm to the position of Secretary was made by Suzanne Howell and seconded by Paul Messerschmidt. There were no other nominations. There was no discussion. All were in favor. The motion carried.

**Appointment to a Committee(s):** Paul Messerschmidt, Richard Skewes, and John O'Connell were appointed to the Redevelopment Subcommittee.

**Appointment of Attorney:** A motion to appoint Richard Brigliadoro, Esq., of the Weiner Law Group, L.L.P., to the position of Board Attorney was made by Ellsworth Bensley, Jr., and seconded by Richard Skewes. There were no other nominations. There was no discussion. All were in favor. The motion carried.

**Appointment of Engineer/Planner:** A motion to appoint Joseph Golden, P.E., P.P., of the firm Golden Moran Engineering, L.L.C., to the position of Board Engineer/Planner was made by John O'Connell and seconded by Richard Skewes. There were no other nominations. The Board discussed the engineer's planning function. It was noted that the Board engineer would conduct the planning review on single-family/lot residential "C" variance matters with the option to refer planning analysis to the planner. There was no further discussion. All were in favor. The motion carried.

**Appointment of Planner – Special Planning:Redevelopment Project** — A motion to appoint Jessica Caldwell, P.P., A.I.C.P., of the firm J. Caldwell & Associates, LLC, to the position of Special Project Planner was made by Paul Messerschmidt and seconded by John O'Connell. There were no other nominations. All were in favor. The motion carried.

The Board acknowledged the withdrawal of Sean Moronski, P.P., from the applicant pool for the position of Board Planner. The Board elected to carry Ms. Caldwell's appointment over for the matter of Pace Glass, Inc., anticipated to be reviewed in the first quarter of 2018. Further discussion of Board Planner appointment was carried.

**Adoption of Professional Appointments Resolution:** The resolution was revised to include the Special Planning Appointment, Jessica C. Caldwell, PP, AICP, LEED GA, of the firm J. Caldwell & Associates, LLC. A motion to adopt the resolution as amended was made by John O'Connell and seconded by Suzanne Howell. All were in favor. The motion carried.

**Designation of Meeting Dates and Times:** A motion to adopt the following resolution was made by John O'Connell and seconded by Paul Messerschmidt. All were in favor. The motion carried.

**RESOLUTION OF THE  
ANDOVER TOWNSHIP LAND USE BOARD**

**DECIDED: JANUARY 16, 2018**

**ADOPTED: JANUARY 16, 2018**

**WHEREAS**, the Legislature of the State of New Jersey has passed into law Chapter 231, P.L. 1975, the Open Public Meetings Act; and

**WHEREAS**, Section 13 of the above-mentioned law requires a posting of regularly scheduled and special meeting dates for the benefit of the public,

**NOW, THEREFORE, BE IT RESOLVED** by the Land Use Board of the Township of Andover, County of Sussex, State of New Jersey that said Board shall meet on the first and third Tuesday of the month (excluding June and November,) commencing at 7:30 p.m., at the Andover Township Municipal Building, 134 Newton-Sparta Road, Newton, New Jersey. The schedule of meeting dates is as follows:

### SCHEDULE OF MEETINGS

	January 16, 2018
February 6, 2018	February 20, 2018
March 6, 2018	March 20, 2018
April 3, 2018	April 17, 2018
May 1, 2018	May 15, 2018
*****	June 19, 2018
July 3, 2018	July 17, 2018
August 7, 2018	August 21, 2018
September 4, 2018	September 18, 2018
October 2, 2018	October 16, 2018
*****	November 20, 2018
December 4, 2018	December 18, 2018

**BE IT FURTHER RESOLVED** that certified copies of this resolution and special meeting notices shall be forwarded to the New Jersey Herald and the Sunday Herald and shall be posted on the bulletin board in the Andover Township Municipal Building.

The agenda for all meetings, more or less shall be: CALL TO ORDER; FLAG SALUTE; ROLL CALL; OPEN PUBLIC MEETINGS ACT NOTICE; RULES; MINUTES; RESOLUTIONS; COMPLETENESS REVIEWS; HEARINGS; UPCOMING MEETINGS; PUBLIC PORTION; VOUCHERS; OLD/NEW BUSINESS; ADJOURNMENT.

The 2019 reorganization meeting will be held on January 15, 2019 at 7:30 p.m. The regular meeting will follow commencing at 7:45 p.m.

Any physically or mentally challenged resident that may need special accommodations to attend any of the above noted meetings shall contact the Clerk's office seven (7) days prior to any advertised meeting.

I hereby certify the foregoing resolution is a true and exact copy of a resolution adopted by the Andover Township Land Use Board on January 16, 2018.

/s/ Anne-Marie Wilhelm  
Anne-Marie Wilhelm  
Land Use Administrator

**Designation of Official Newspaper:** A motion to adopt a resolution designating the official newspapers as the Herald and the Sunday Herald was made by John O'Connell. There was no discussion. All were in favor. The motion carried.

**ADJOURNMENT:** Having no further business, a motion to adjourn was made by John O'Connell. All were in favor. The meeting ended at 7:50 p.m.

Minutes respectfully submitted by:

Anne-Marie Wilhelm  
Land Use Administrator