

MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD SPECIAL REORGANIZATION MEETING HELD JANUARY 3, 2012

OPEN MEETING: Chairman O'Connell called the meeting to order at 7:30 p.m.

FLAG SALUTE: Chairman O'Connell led the flag salute.

ROLL CALL:

Diana Boyce – Present
Sue Howell – Present
Gerald Huelbig – Present
Gail Phoebus – Excused
Ellsworth Bensley Jr. – Present
CeCe Pattison – Present
Christine Kretzmer – Present
Rick Melfi – Excused
Paul Messerschmidt (Alt.1) – Present
Ken Roberts (Alt. 2) – Present
Chairman John O'Connell – Present

PROFESSIONALS PRESENT: Richard Brigliadoro, Esq.; Joseph Golden, P.E., P.P., Chuck McGroarty, PP, AICP

OPEN PUBLIC MEETINGS ACT NOTICE: Chairman O'Connell 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. The rules are generally as stated on the agenda.

OATH OF ALLEGIANCE: Richard Brigliadoro, Esq., administered the *Oath of Allegiance* to the following Board members: Christine Kretzmer, Suzanne Howell, Diana Boyce, CeCe Pattison, and Ken Roberts. The administration of the *Oath of Allegiance* to Gail Phoebus was carried to the January 17, 2012 meeting.

ELECTION AND APPOINTMENTS: Board members unanimously elected John O'Connell for the position of Chairman, Suzanne Howell for the position of Vice Chairman, and Anne-Marie Wilhelm for the position of Secretary.

With reference to appointments to a committee, Chairman O'Connell stated he would designate committees and appoint members on an as needed basis. Further, with reference to additional appointments and designations, Board members unanimously decided and adopted the following resolutions:

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

**DECIDED: JANUARY 3, 2012
ADOPTED: JANUARY 3, 2012**

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 17, 2012
February 7, 2012	February 21, 2012
March 6, 2012	March 20, 2012
April 3, 2012	April 17, 2012
May 1, 2012	May 15, 2012
* No Meeting – Election	June 19, 2012
July 3, 2012	July 17, 2012
August 7, 2012	August 21, 2012
September 4, 2012	September 18, 2012
October 2, 2012	October 16, 2012
* No Meeting – Election	November 20, 2012
December 4, 2012	December 18, 2012

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 reorganization meeting for 2013 will be held on January 15, 2013 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 3, 2012

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

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

**DECIDED: JANUARY 3, 2012
ADOPTED: JANUARY 3, 2012**

The Open Public Meetings Act

WHEREAS, the State of New Jersey has adopted an act known as The Open Public Meetings Act; and

WHEREAS, Section 4 thereof specifically permits a member of the public to request of a public body the mailing of any regular meeting schedule as required by subsection 3.d thereof;

NOW, THEREFORE, the Land Use Board of the Township of Andover hereby sets as a reasonable fee for the receipt of such meeting notices a rate of \$2.00 (two dollars) per notice mailed, for each schedule of meetings of the Andover Township Land Use Board;

FURTHER, that if the request is for the mailing of notices described in subsection 3.d of said Open Meetings Act, a sum of the equivalent to twelve times the individual notice mailed would have to be deposited with the municipality in order to assure receipt of said notice.

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

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

DECIDED: JANUARY 3, 2012

ADOPTED: JANUARY 3, 2012

WHEREAS, Section 3D of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the Official Newspaper, and:

WHEREAS, the second newspaper designated by this body must be one of which, has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting:

NOW, THEREFORE, BE IT RESOLVED, by the Andover Township Land Use Board, County of Sussex, and State of New Jersey as follows:

1. The New Jersey Herald and the New Jersey Sunday Herald are hereby designated as the official newspapers to receive all notices of meetings as required under the Open Public Meetings Act.
2. It is the opinion of this Board that the New Jersey Herald and the New Jersey Sunday Herald have the greatest likelihood of informing the public within the jurisdictional area of this body of such meetings.
3. This resolution shall take effect immediately.

Andover Township Land Use Board
Anne-Marie Wilhelm
Land Use Administrator; and

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

DECIDED: JANUARY 3, 2012

ADOPTED: JANUARY 3, 2012

WHEREAS, N.J.S.A. 40A: 11-5, the "Local Public Contract Law," permits governmental units to contract for certain professional services without competitive bidding; and

WHEREAS, the Andover Township Land Use Board has need of said professional services.

NOW THEREFORE, BE IT RESOLVED by the Andover Township Land Use Board, County of Sussex, State of New Jersey that the following appointments are made for a one-year term, effective January 1, 2012:

ATTORNEY:

Richard Briigliodoro, Esq.
Weiner Lesniak
629 Parsippany Road
Parsippany, New Jersey 07054-0438

ENGINEER/PLANNER:

Joseph Golden, P.E., P.P., C.M.E.
Golden & Moran Engineering
21 Main Street
Newton, NJ 07860

PLANNER: SPECIAL PROJECTS

Charles McGroarty, P.P.
Banisch Associates, Inc.
111 Main Street
Flemington, New Jersey 08822

CONFLICT ATTORNEY:

APPOINTMENT HELD OVER TO THE
1/17/12 MEETING

CONFLICT ENGINEER:

Robert P. Guerin, P.E., P.P.
Guerin & Vreeland Engineering, Inc.
Bartley Square, Bldg. C,
272 Rt. 206
Flanders, New Jersey 07836

BE IT FURTHER RESOLVED that the Board Secretary be directed to have this resolution published in the Official Township newspaper in compliance with Chapter 198, P.L. 1971.

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

ADJOURNMENT: Having no other business, a motion to adjourn was made by Ellsworth Bensley, Jr., and seconded by Sue Howell. All were in favor. The motion carried. The meeting was adjourned at 7:40 p.m.

Minutes respectfully submitted by:

Anne-Marie Wilhelm
Land Use Administrator