

**MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD MEETING HELD
APRIL 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 – Excused
Suzanne Howell – Present
Gerald Huelbig – Present
Gail Phoebus – Present
Ellsworth Bensley Jr. – Present
CeCe Pattison – Excused
Christine Kretzmer – Present @ 7:40 p.m.
Rick Melfi – Present
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.

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.

RULES: Chairman O'Connell read the following rules: No new cases after 9:30 p.m. or testimony after 10:00 p.m. Comments from each member of the public are limited to 5 minutes during the public portion of the meeting. Transcript requests are to be in writing with check for 100% of costs. Material for the meeting is to be filed fourteen days before the next meeting once it has been heard for completeness. Individuals or members of a partnership must be present at the meeting or be represented by an attorney. Testimony is under oath. False testimony constitutes perjury.

MINUTES: A motion to approve the *Minutes of the Andover Township Land Use Board Meeting Held March 20, 2012* was made by Gail Phoebus and seconded by Ellsworth Bensley, Jr. Roll Call: Suzanne Howell – yes; Gerald Huelbig – yes; Gail Phoebus – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; Paul Messerschmidt – yes; Ken Roberts – yes; John O'Connell – abstain. The motion carried.

RESOLUTIONS: A-1-12-3, Casa Bellisima, Amended Preliminary and Final Site Plan, "C" Variances, Block 106 Lot 19: A motion to adopt the resolution was made by Paul Messerschmidt and seconded by Rick Melfi. Roll Call: Gerald Huelbig – yes; Rick Melfi – yes; Paul Messerschmidt – yes. The motion carried

COMPLETENESS REVIEW: There were no matters scheduled for completeness.

HEARING: There were no hearings scheduled.

UPCOMING MEETINGS: John O'Connell confirmed the April 17, 2012 and May 1, 2012 meeting dates.

PUBLIC PORTION: Chairman O'Connell opened the meeting to the public. No members of the public addressed the Board. The meeting was closed to the public.

VOUCHERS: There were no vouchers scheduled for review.

OLD/NEW BUSINESS: The Board carried a review of engineering cost estimates for site plan waiver ordinance, steep ordinance, and zoning map preparation to the April 17, 2012 meeting. Board members discussed budget issues relative to ordinance preparation. Mr. Melfi stated that it is the job of the Board to forward recommendations to the governing body.

A motion to adopt the resolution appointing David Burton Brady, Esq., to the position of Conflict Counsel was made by Ellsworth Bensley, Jr., and seconded by Suzanne Howell. Roll Call: Suzanne Howell – yes; Gerald Huelbig – yes; Gail Phoebus – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; Paul Messerschmidt – yes; Ken Roberts – yes; Chairman O'Connell – yes. The motion carried.

Following a request for executive session to discuss personnel matters, a motion to enter same was made by Gail Phoebus and seconded by Suzanne Howell. All were in favor. The Board entered executive session at 7:45 p.m.

The regular meeting resumed at 8:05 p.m.

Board members discussed a recommendation that the Township Committee review the site plan ordinance and include provisions for minor site plan and site plan waiver review. The Board further agreed that the Planner, Board Engineer, Board Attorney, Board Secretary, and Township Attorney should work on the matter. A motion to forward said recommendation to the Township Committee for inclusion on the next Township Committee agenda was made by Paul Messerschmidt and seconded by Suzanne Howell. Roll Call: Suzanne Howell – yes; Gerald Huelbig – yes; Gail Phoebus – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; Paul Messerschmidt – yes; Ken Roberts – yes; Chairman O'Connell – yes.

Board members Roberts and Melfi discussed their attendance at a land use training provided by the New Jersey Planning Officials. Mr. Melfi suggested the Board conduct annual Master Plan reviews. Richard Briigliodoro, Esq., provided a review of the Board's statutory reporting requirements and a review on voting protocol.

Ms. Kretzmer announced that the Andover Animal Hospital received a beautification award from the Sussex County Chamber of Commerce. Ms. Phoebus noted that the train project is expected to have a ribbon cutting in 2014. Mr. Huelbig noted disappointment with tree work done at Hillside Park. Ms. Phoebus indicated the tree work was performed to maintain safety standards. Ms. Phoebus noted that the Property Maintenance Ordinance was adopted by the Township Committee.

ADJOURNMENT: Having no further business, a motion to adjourn was made by Paul Messerschmidt and seconded by Gail Phoebus. All were in favor. The motion carried. The meeting adjourned at 9:40 p.m.

Minutes respectfully submitted by:

/s/ Anne-Marie Wilhelm

Anne-Marie Wilhelm
Land Use Administrator