

MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD REORGANIZATION MEETING HELD JANUARY 7, 2014

OPEN MEETING: Richard Briigliodoro, Esq., called the meeting to order at 7:35 p.m., and read the Open Public Meetings Act Notice.

FLAG SALUTE: Richard Briigliodoro, Esq., led the flag salute.

BOARD MEMBER APPOINTMENTS: Administration of the *Oath of Allegiance* — Richard Briigliodoro, Esq., administered the *Oath of Allegiance* to Diana Boyce, Dolores Blackburn, Richard Skewes, John O'Connell, Ken Roberts, and Rick Melfi.

ROLL CALL:

Diana Boyce – Present
Ellsworth Bensley, Jr., – Present
Suzanne Howell – Present
Rick Melfi – Present
CeCe Pattison – Present @7:40 p.m.
Christine Kretzmer – Absent
Dolores Blackburn – Present
Ken Roberts – Present
John O'Connell – Present
Paul Messerschmidt – Absent
Richard Skewes – Present

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 Ken Roberts. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Election of Vice Chairman: A motion to appoint Rick Melfi to the position of Vice Chairman was made by John O'Connell and seconded by Ken Roberts. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Election of Secretary: A motion to appoint Anne-Marie Wilhelm to the position of Secretary was made by John O'Connell and seconded by Ken Roberts. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Appointment to a Committee(s): There were no new appointments made. Suzanne Howell, Christine Kretzmer, and Ken Roberts were noted as members of the planning/ordinance development subcommittee.

Appointment of Attorney: A motion to appoint Richard Briigliodoro, Esq., of the firm of Weiner Lesniak, L.L.P., to the position of Board Attorney was made by CeCe Pattison and seconded by John O'Connell. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Appointment of Conflict Attorney: A motion to appoint David Burton Brady, Esq., of the firm of Brady and Correale, L.L.P., to the position of Conflict Attorney was made by Ken Roberts and seconded by Dolores Blackburn. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Appointment of Engineer/Planner: A motion to appoint Joseph Golden, P.E., P.P., of the firm of Golden Moran Engineering, L.L.C., to the position of Board Engineer/Planner was made by Diana Boyce and seconded by Ellsworth Bensley, Jr. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Appointment of Conflict Engineer: A motion to appoint Robert P. Guerin, P.E., P.P., of the firm of Guerin & Vreeland Engineering, Inc., to the position of Conflict Engineer was made by John O'Connell and seconded by Ellsworth Bensley, Jr. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Appointment of Planner (Special Planning Projects): A motion to appoint Jessica Caldwell, P.P., A.I.C.P., of the firm J. Caldwell & Associates, LLC, to the position of Planner (Special Planning Projects) was made by John O'Connell and seconded by Dolores Blackburn. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

Adoption of Professional Appointments Resolution: A motion to adopt the following resolution was made by John O'Connell and seconded by Ken Roberts. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

**RESOLUTION OF THE LAND USE BOARD OF THE TOWNSHIP OF ANDOVER
RATIFYING AND AUTHORIZING THE AWARD OF CONTRACTS FOR
PROFESSIONAL SERVICES
DECIDED AND ADOPTED: JANUARY 7, 2014**

WHEREAS, the Land Use Board of the Township of Andover will require professional services for legal, engineering, and planning services; and

WHEREAS, the above-mentioned services can be performed adequately and effectively by Richard Briigliodoro, Esq., of the law firm of Weiner Lesniak LLP; Joseph

Golden, P.E., P.P., of the firm Golden and Moran Engineering, LLC; Robert P. Guerin, P.E., P.P., of the firm of Guerin & Vreeland Engineering, Inc., Jessica C. Caldwell, P.P., A.I.C.P., of the firm J. Caldwell & Associates, LLC; and David Burton Brady, Esq., of the firm Brady & Correale, LLP; and

WHEREAS, the Township Treasurer attests to the availability of funds for these services from the general revenues of the Township of Andover; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5 permits a contract for professional services to be awarded without the need for competitive bids; and

WHEREAS, N.J.S.A. 40:11-5 requires that the award for professional services be publicly advertised;

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

The Chairman and Secretary of the Land Use Board are hereby authorized and directed to enter into contracts with Richard Briigliodoro, Esq., of the law firm of Weiner Lesniak LLP, for legal services for the period of January 1, 2014, through December 31, 2014, in accordance with the contracts made a part hereof; Robert P. Guerin, P.E., P.P., of the firm of Guerin and Vreeland Engineering, Inc., for engineering services for the period of January 1, 2014, through December 31, 2014, in accordance with the contracts made a part hereof; Jessica Caldwell, P.P., A.I.C.P., of the firm J. Caldwell & Associates, LLC, for planning services for the period of January 1, 2014, through December 31, 2014, in accordance with the contracts made a part hereof; David Burton Brady, Esq., of the firm Brady & Correale, LLP for legal services for the period of January 1, 2014, through December 31, 2014, in accordance with the contracts made a part hereof; and Joseph Golden, P.E., P.P., of the firm Golden & Moran Engineering, LLC, for engineering and planning services for the period of January 1, 2014 through December 31, 2014, in accordance with the contracts made a part hereof.

These contracts are entered into without competitive bidding as a "Professional Service" pursuant to the non-fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

A copy of the resolution will be published in the official newspaper of the Township within 10 days of passage.

/s/Anne-Marie Wilhelm

Anne-Marie Wilhelm,
Land Use Administrator

I hereby certify that adequate funds are available in the 2014 Municipal Budget for the payment of professional services in accordance with the contracts noted above.

Gail Magura, CFO
Municipal Treasurer

Designation of Meeting Dates and Times: A motion to adopt the following resolution was made by John O'Connell and seconded by Ellsworth Bensley, Jr. Suzanne Howell noted that November 4, 2014 is a scheduled election day. Board members agreed that meeting date could be cancelled and/or changed. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

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

**DECIDED: JANUARY 7, 2014
ADOPTED: JANUARY 7, 2014**

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 21, 2014
February 4, 2014	February 18, 2014
March 4, 2014	March 18, 2014
April 1, 2014	April 15, 2014
May 6, 2014	May 20, 2014
June 3, 2014	June 17, 2014
July 1, 2014	July 15, 2014
August 5, 2014	August 19, 2014
September 2, 2014	September 16, 2014
October 7, 2014	October 21, 2014
November 4, 2014	November 18, 2014
December 2, 2014	December 16, 2014

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 2015 will be held on January 6, 2015 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 7, 2014.

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

Designation of Official Newspaper: A motion to designate the official newspapers as the Herald and the Sunday Herald was made by John O'Connell and seconded by Ken Roberts. There was no discussion. Roll Call: Ken Roberts – yes; Ellsworth Bensley, Jr., – yes; Rick Melfi – yes; CeCe Pattison – yes; Dolores Blackburn – yes; Diana Boyce – yes; John O'Connell – yes; Suzanne Howell – yes. The motion carried.

ADJOURNMENT: Having no further business, a motion to adjourn was made by Dolores Blackburn and seconded by John O'Connell. All were in favor. The motion carried. The meeting adjourned at 7:45 p.m.

Minutes respectfully submitted by:

Anne-Marie Wilhelm
Land Use Administrator