

MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD REORGANIZATION MEETING HELD JANUARY 6, 2015

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

FLAG SALUTE: Chairman Howell led the flag salute.

BOARD MEMBER APPOINTMENTS: Richard Brigliadoro, Esq., administered the *Oath of Allegiance* to Dolores Blackburn, Paul Messerschmidt, Vincent DeLuca, and Wayne Grenewicz.

ROLL CALL:

Ken Roberts – Present
Vincent DeLuca – Present
Rick Melfi – Present
CeCe Pattison – Present
Christine Kretzmer – Absent
Dolores Blackburn – Present
Wayne Grenewicz – Present
John O'Connell – Present
Paul Messeschmidt – Present
Richard Skewes – Present
Suzanne Howell – Present

ELECTION AND APPOINTMENTS:

Election of Chairman: A motion to appoint Suzanne Howell to the position of Chairman was made by Rick Melfi and seconded by John O'Connell. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 Dolores Blackburn and seconded by John O'Connell. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 Dolores Blackburn and seconded by Ken Roberts. There were no other nominations. Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – yes, Suzanne Howell – yes. The motion carried.

Appointment to a Committee(s): There were no appointments made.

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 Suzanne Howell and seconded by John O'Connell. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 Dolores Blackburn and seconded by Ken Roberts. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 John O'Connell and seconded by Paul Messeschmidt. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 Paul Messeschmidt. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 Rick Melfi and seconded by John O'Connell. There were no other nominations. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – yes, Suzanne Howell – yes. The motion carried.

Adoption of Professional Appointments Resolution: A motion to adopt the following resolution was made by Rick Melfi and seconded by John O'Connell. There was no discussion. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – 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 6, 2015**

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, Davies & Associates, 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, 2015, through December 31, 2015, 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, 2015, through December 31, 2015, 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, 2015, through December 31, 2015, 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, 2015, through December 31, 2015, in accordance with the contracts made a part hereof; and Joseph Golden, P.E., P.P., of the firm Golden, Davies & Associates, LLC, for engineering and planning services for the period of January 1, 2015 through December 31, 2015, 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 2015 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 Paul Messeschmidt. Corrections were noted. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – yes, Suzanne Howell – yes. The motion carried.

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

**DECIDED: JANUARY 6, 2015
ADOPTED: JANUARY 6, 2015**

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 20, 2015
February 3, 2015	February 17, 2015
March 3, 2015	March 17, 2015
April 7, 2015	April 21, 2015
May 5, 2015	May 19, 2015
June 2, 2015	June 16, 2015
July 7, 2015	July 21, 2015
August 4, 2015	August 18, 2015
September 1, 2015	September 15, 2015
October 6, 2015	October 20, 2015
November 3, 2015	November 17, 2015
December 1, 2015	December 15, 2015

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 2016 will be held on January 5, 2016 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 6, 2015

/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 Rick Melfi and seconded by CeCe Pattison. Roll Call: Ken Roberts – yes, Vincent DeLuca – yes, Rick Melfi – yes, CeCe Pattison – yes, Dolores Blackburn – yes, Wayne Grenewicz – yes, John O'Connell – yes, Paul Messeschmidt – yes, Suzanne Howell – yes. The motion carried.

OPEN TO PUBLIC: Chairman Howell elected to amend the agenda and opened the meeting to the public. Ellsworth Bensley, Jr., stated it was a pleasure serving on the land use board and wished everyone a Happy New Year. Board members thanked Mr. Bensley for his prior service. No other members of the public addressed the Board. Chairman Howell closed the meeting to the public.

ADJOURNMENT: Having no further business, a motion to adjourn was made by Paul Messeschmidt and seconded by John O'Connell. All were in favor. The meeting ended at 8:00 p.m.

Minutes respectfully submitted by:

Anne-Marie Wilhelm
Land Use Administrator