

MINUTES OF THE ANDOVER TOWNSHIP LAND USE BOARD REORGANIZATION MEETING HELD JANUARY 5, 2016

OPEN MEETING: The meeting was called to order at 7:30 p.m., and Board Secretary Wilhelm read the Open Public Meetings Act Notice.

FLAG SALUTE: Secretary Wilhelm led the flag salute.

BOARD MEMBER APPOINTMENTS: Richard Brigliadoro, Esq., administered the *Oath of Allegiance* to the following members appointed to new terms by the Andover Township Committee: Paul Messerschmidt, CeCe Pattison, Ellsworth Bensley, Jr., Dolores Blackburn, Eric Olsen, Suzanne Howell, Richard Skewes, and Wayne Grenewicz.

ROLL CALL:

Ken Roberts – Present
Vincent DeLuca – Absent
Paul Messerschmidt – Present
CeCe Pattison – Present
Ellsworth Bensley, Jr. – Present
Dolores Blackburn – Present
Eric Olsen – Present
John O'Connell – Present
Richard Skewes – Present
Wayne Grenewicz – Present
Suzanne Howell – Present

ELECTION AND APPOINTMENTS:

Election of Chairman: A motion to appoint Suzanne Howell to the position of Chairman was made by Ellsworth Bensley, Jr., and seconded by Ken Roberts. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – yes, Suzanne Howell – yes. The motion carried.

Election of Vice Chairman: A motion to appoint Paul Messerschmidt to the position of Vice Chairman was made by John O'Connell and seconded by Ken Roberts. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 Suzanne Howell and seconded by CeCe Pattison. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes,

CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 Ellsworth Bensley, Jr., and seconded by Paul Messerschmidt. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 John O'Connell. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 Messerschmidt. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 Suzanne Howell and seconded by John O'Connell. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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 Paul Messerschmidt. There were no other nominations. There was no discussion. Roll Call: Ken Roberts – yes, Paul

Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – yes, Suzanne Howell – yes. The motion carried.

Adoption of Professional Appointments Resolution: A motion to adopt the following resolution was made by Paul Messerschmidt and seconded by John O'Connell. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – 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

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, 2016, through December 31, 2016, 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, 2016, through December 31, 2016, 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, 2016, through December 31, 2016, 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, 2016, through December 31, 2016, 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, 2016 through December 31, 2106, 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

Designation of Meeting Dates and Times: A motion to adopt the following resolution was made by Ellsworth Bensley, Jr., and seconded by Richard Skewes. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O’Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – yes, Suzanne Howell – yes. The motion carried.

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

**DECIDED: JANUARY 5, 2016
ADOPTED: JANUARY 5, 2016**

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 19, 2016 |
| February 2, 2016 | February 16, 2016 |
| March 1, 2016 | March 15, 2016 |
| April 5, 2016 | April 19, 2016 |
| May 3, 2016 | May 17, 2016 |

| | |
|-------------------|--------------------|
| ***** | June 21, 2016 |
| July 5, 2016 | July 19, 2016 |
| August 2, 2016 | August 16, 2016 |
| September 6, 2016 | September 20, 2016 |
| October 4, 2016 | October 18, 2016 |
| November 1, 2016 | November 15, 2016 |
| December 6, 2016 | December 20, 2016 |

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 2017 reorganization meeting will be held on January 3, 2017 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 5, 2016.

/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 Ellsworth Bensley, Jr., and seconded by Richard Skewes. There was no discussion. Roll Call: Ken Roberts – yes, Paul Messerschmidt – yes, CeCe Pattison – yes, Ellsworth Bensley, Jr., – yes, Dolores Blackburn – yes, Eric Olsen – yes, John O'Connell – yes, Paul Messerschmidt – yes, Richard Skewes – yes, Wayne Grenewicz – yes, Suzanne Howell – yes. The motion carried.

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

DECIDED: JANUARY 5, 2016

ADOPTED: JANUARY 5, 2016

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

ADJOURNMENT: Having no further business, a motion to adjourn was made by Richard Skewes and seconded by Ellsworth Bensley, Jr. All were in favor. The meeting ended at 7:40 p.m.

Minutes respectfully submitted by:

Anne-Marie Wilhelm
Land Use Administrator