



# ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

**Land Use Board**  
**Reorganization Minutes**  
**January 7, 2025**  
**7:30 p.m.**

**CALL TO ORDER:**

The Land Use Administrator called the meeting to order at 7:30 p.m.

**FLAG SALUTE:**

The Land Use Administrator led everyone in a flag salute.

**OPEN PUBLIC MEETINGS ACT NOTICE:**

The Land Use Administrator read the following into the record:

This is an open public meeting of the Andover Township Land Use Board to be conducted in-person only at the Municipal Building, located at 134 Newton Sparta Rd., Andover, NJ 07860. 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. No new testimony will be taken after 10:30 p.m. Adequate notice of this meeting has been provided, with an electronic copy posted on the Andover Township website at [www.andovertwp.org](http://www.andovertwp.org). The Township cannot guarantee the reliability of internet service and the ability of a member of the public to join the meeting. In the event that the live stream meeting is unavailable, the in-person meeting will proceed as scheduled.

**BOARD MEMBER APPOINTMENTS: Administration of the *Oath of Allegiance***

Mr. Molica swore in Richard Then as Class II Member, Krista Gilchrist as Class III Member, Joseph Ordile as Class IV Member, Eric Olsen as Class IV Member, James Casler as Class IV Member and Paul Messerschmidt as Class IV Member.

**ROLL CALL:**

Eric Karr (Class I) - Absent  
Richard Then (Class II) – Present  
Krista Gilchrist (Class III) – Present  
Richard Skewes (Class IV) – Present  
Joseph Ordile (Class IV) – Present  
Eric Olsen (Class IV) – Present  
John Carafello (Class IV) - Present

James Casler (Class IV) – Present  
Paul Messerschmidt (Class IV) – Present  
Karen Rozek (Alternate) - Present

**Also Present:**

Thomas Molica, Esq.  
Thomas Knutelsky, PE  
Stephanie Pizzulo, Secretary

**ELECTION AND APPOINTMENTS:**

**Election of Chairperson:**

A motion to appoint Mr. Paul Messerschmidt as Board Chair for the year 2025 was made by Mr. Olsen and seconded by Mr. Ordile. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

Mr. Messerschmidt chaired the meeting from this point forward.

**Election of Vice Chair:**

A motion to appoint Mr. Eric Olsen as Vice-Chair for the year 2025 was made by Mr. Ordile and seconded by Mr. Casler. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Election of Secretary:**

A motion to appoint Mrs. Stephanie Pizzulo as Board Secretary for the year 2025 was made by Mr. Ordile and seconded by Mr. Olsen. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Appointment to Committee(s):**

Mr. Messerschmidt asked if the members of the Master Plan Subcommittee, the Cannabis Subcommittee, and the Completeness Review Subcommittee wanted to remain on those subcommittees. Mr. Ordile noted Ms. Howell is no longer on the Land Use Board and was a member of the CRC subcommittee. Mr. Then volunteered for the CRC subcommittee. The Board Secretary said the CRC subcommittee consists of Ms. Gilchrist, Mr. Messerschmidt, Mr. Ordile and Mr. Then. The Cannabis subcommittee consists of Mr. Karr, Ms. Rozek, and Mr. Carafello. The Master Plan subcommittee consists of Mr. Olsen, Mr. Ordile, Mr. Karr, and Ms. Gilchrist.

**Appointment of Board Attorney:**

A motion to appoint Mr. Thomas Molica, Esq. of the firm Vogel, Chait, Collins & Schneider was made by Mr. Carafello and seconded by Ms. Gilchrist. Roll Call: Richard Then – yes, Krista

Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Appointment of Board Engineer/Planner:**

A motion to appoint Mr. Cory Stoner, PE of the firm Harold Pellow Associates and Mr. Thomas Knutelsky, PE of Harold Pellow Associates as a fill in when Mr. Stoner is not available was made by Mr. Ordile and seconded by Mr. Olsen. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

Mr. Molica swore in Mr. Knutelsky.

**Appointment of Planner (Special Planning Projects):**

Mr. Messerschmidt said the Planner for special planning projects would be on an as-need basis. He said he had a conversation with Township Attorney, Fred Semrau, Esq. and Mr. Burges of Burges Associates. He said Mr. Burges is interested in the position. He said the Board would hold off on an appointment at this time.

A motion to appoint Cory Stoner, PE, PP of Harold Pellow Associates as Board Planner as needed was made by Ms. Gilchrist and seconded by Ms. Rozek. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Adoption of Professional Appointments Resolution:**

A motion to adopt the Professional Appointments Resolution was made by Mr. Olsen and seconded by Ms. Rozek. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Designation of Meeting Dates and Times – Adoption of Meeting Notices Resolution:**

A motion to adopt the Meeting Dates and Times Resolution was made by Richard Skewes and seconded by Ms. Rozek. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**Designation of Official Newspaper – Adoption of Official Newspaper Resolution:**

A motion to adopt the Official Newspaper Resolution was made by Mr. Skewes and seconded by Mr. Olsen. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, James Casler – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

**ADJOURNMENT:**

With no further reorganization business to come before the Board, a motion to adjourn the reorganization meeting was made by Ms. Gilchrist. It was seconded by Mr. Olsen and passed with everyone saying aye.

Respectfully submitted,

Stephanie Pizzulo  
Land Use Administrator