



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. 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



ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

**Land Use Board
Municipal Building
134 Newton Sparta Road**

**Regular Meeting Minutes
January 7, 2025
7:45 p.m.**

CALL TO ORDER:

Mr. Messerschmidt called the meeting to order at 7:45 p.m.

PLEDGE OF ALLEGIANCE:

Mr. Messerschmidt led everyone in a flag salute.

OPEN PUBLIC MEETINGS ACT NOTICE:

Mr. Messerschmidt read the following into the record:

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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

ADMINISTRATIVE ITEMS:

Approval of Minutes: November 19, 2024

A motion to approve the minutes of the November 19, 2024 meeting was made by Ms. Rozek and seconded by Mr. Olsen. Roll Call: Eric Olsen – yes, Richard Skewes – yes, Joseph Ordile – yes, Krista Gilchrist – yes, John Carafello – yes, Karen Rozek – yes, Paul Messerschmidt – yes. Motion carried.

RESOLUTIONS:

Canniff, William & Michelle B: 71 L: 3.01 Application # 24-7

Mr. Carafello noted there was no mention of the type of siding in the resolution. Mr. Messerschmidt said the applicant agreed that the siding would match the house however there was no mention of the type of siding. Mr. Knutelsky said the applicant still needs to submit a landscape plan and will review the siding material at that time.

A motion to adopt the resolution in the matter of William and Michelle Canniff was made by Ms. Gilchrist and seconded by Mr. Carafello. Roll Call: Krista Gilchrist – yes, Joseph Ordile – yes, John Carafello – yes, Paul Messerschmidt – yes. Motion carried.

ORDINANCES:

None.

COMPLETENESS:

None.

HEARINGS:

None.

(All submitted materials can be found under the Land Use section on the Township website www.andovertwp.org.)

OLD BUSINESS:

None.

NEW BUSINESS:

None.

LIAISON REPORTS:

Township Committee – Eric Karr

Ms. Gilchrist said the Township Committee had their reorganization meeting and Tom Walsh was appointed as Mayor and Eric Karr was appointed as Deputy Mayor.

Environmental Commission –Eric Olsen

Mr. Olsen said they had not met yet and had nothing new to report.

Sustainable Andover – Eric Olsen

Mr. Olsen said they had not met yet and had nothing new to report. He did remind everyone about the Winter Market in February.

Economic Development Committee – John Carafello

Mr. Carafello advised the Board the EDC was working on becoming “film ready” and filing information with the State.

Master Plan – Joseph Ordile

Mr. Ordile said the subcommittee wanted to do a brief presentation at the January 21, 2025 meeting to present the Goals and Objectives. He said they wanted to do a public hearing on February 18, 2025.

VOUCHERS:

| Company | Purpose | Amount | Paid By |
|----------------------|-----------------------------|---------------|--------------------|
| Harold Pellow Assoc. | Engineering | \$142.00 | Budget |
| Harold Pellow Assoc. | Feels of Green, LLC | \$116.00 | Applicant’s Escrow |
| Harold Pellow Assoc. | Sussex Firearms, Inc | 534.38 | Applicant’s Escrow |
| Harold Pellow Assoc. | Suez Water | 203.00 | Applicant’s Escrow |
| Weiner Law Group | Legal | \$480.00 | Budget |
| Weiner Law Group | Ringo Properties, LLC | \$272.00 | Applicant’s Escrow |
| Weiner Law Group | Redevelopment Plan | 848.00 | Applicant’s Escrow |
| Weiner Law Group | National Land Developers | \$2,544.00 | Applicant’s Escrow |
| Weiner Law Group | Barone, Pat | \$192.00 | Applicant’s Escrow |
| Wiener Law Group | Canniff, William & Michelle | \$96.00 | Applicant’s Escrow |
| Weiner Law Group | Sussex Firearms, Inc | \$96.00 | Applicant’s Escrow |

A motion to pay the bills was made by Mr. Skewes and seconded by Ms. Gilchrist. Roll Call: Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, Eric Olsen – yes, John Carafello – yes, Paul Messerschmidt – yes, Karen Rozek – yes. Motion carried.

PUBLIC PORTION:

Mr. Messerschmidt read the following into the record:

If a member of the public has a question or comment, please raise your hand and wait to be recognized by the Chairperson to speak. Please come forward when recognized and state your name and address, unless you are a registered covered person under Daniel’s Law by the Office of Information Privacy. Please refrain from asking questions or making comments about any pending application before the Board, as the applicant may not be present for cross-examination. The Chairperson has the right to limit the amount of time a person from the public has to ask questions and make comments so all members of the public may have a chance to speak.

Mr. Messerschmidt opened the meeting to the public. With nobody coming forward, the meeting was closed to the public.

CORRESPONDENCE:

1. From: David C. Krueger, President – Environmental Technology, Inc.

Re: LOI – 5 Mulford Road, Block 116, Lot 3

2. From: Mr. Robert Garofalo, Esq.

Re: Ringo Properties, LLC – Carry to February

Mr. Messerschmidt said in accordance of the letter request from Mr. Garafalo, the Board would carry the hearing for Ringo Properties, LLC to the February 4, 2025 meeting date without further notice. He said Mr. Garofalo granted an extension to the Board until the end of February, 2025.

3. From: Mr. Michael Selvaggi, Esq.

Re: Sussex Firearms – Application Withdrawn

PENDING APPLICATIONS:

1. Ringo Properties, LLC – Carried to February 4, 2025

UPCOMING MEETINGS:

January 21, 2025.

ADJOURNMENT:

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

Respectfully submitted,
Stephanie Pizzulo
Land Use Administrator