



# ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

Land Use Board  
Municipal Building  
134 Newton Sparta Road  
MINUTES  
February 18, 2025  
7:30 p.m.

**CALL TO ORDER:**

Mr. Messerschmidt called the meeting to order at 7:30pm.

**PLEDGE OF ALLEGIANCE:**

Mr. Messerschmidt led everyone in a flag salute.

**OPEN PUBLIC MEETINGS ACT NOTICE:**

Mr. Messerschmidt 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 10:30pm. 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.

**ROLL CALL:**

Eric Karr (Class I) - Excused  
Richard Then (Class II) – Present  
Krista Gilchrist (Class III) – Present  
Richard Skewes (Class IV) – Absent  
Joseph Ordile (Class IV) – Present  
Eric Olsen (Class IV) – Present  
John Carafello (Class IV) - Excused  
James Casler (Class IV) – Present  
Paul Messerschmidt (Class IV) – Present  
Karen Rozek (Alternate) - Present

**Also Present:**

Stephanie Pizzulo, Secretary

**ADMINISTRATIVE ITEMS:**

**Approval of Minutes:** January 21, 2025, February 4, 2025.

A motion to approve the minutes of the January 21, 2025 meeting was made by Mr. Then and seconded by Mr. Olsen. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Joseph Ordile – yes, Eric Olsen – yes, James Casler – yes, Karen Rozek – yes, Paul Messerschmidt – yes. Motion carried.

A motion to approve the minutes of the February 4, 2025 meeting was made by Mr. Olsen and seconded by Mr. Casler. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Eric Olsen – yes, James Casler – yes, Karen Rozek – yes, Paul Messerschmidt – yes. Motion carried.

**RESOLUTIONS:**

1.) 2024 Annual Report

The Board reviewed the proposed 2024 Annual Report. The Board made suggested changes to the report and carried the matter to the next meeting date.

**ORDINANCES:** None

**COMPLETENESS:** None.

**HEARINGS:** (All submitted materials can be found under the Land Use section on the Township website [www.andovertwp.org](http://www.andovertwp.org).)

1.) 1.) Ringo Properties, LLC B: 158 L: 6 Application # 22-5

*The applicant is seeking approval to develop the property for a combination of uses entailing retail, office, warehouse/storage and/or light manufacturing. Bulk variances are also required.*

Mr. Messerschmidt read a letter from Mr. Joseph O’Neill, Esq. dated February 13, 2025 requesting that the matter be carried and reschedule for a hearing at the next available meeting date without further notice required. The letter granted the Board all necessary extensions of time. Mr. Messerschmidt suggested the Board grant the extension and send notification to the applicant via their attorney that if they need to carry it again, the Board may take action to dismiss the application without prejudice. The Board discussed carrying the hearing. The Board agreed to carry the hearing to March 4, 2025 at 7:30pm without further notice to the public.

A motion to carry the hearing in the matter of Ringo Properties, LLC to the March 4, 2025 meeting date without further notice to the public along with a letter being sent to the applicant’s attorney advising them that if they are not able to proceed on March 4, 2025 that the Board may take action to dismiss the application without prejudice was made by Mr. Olsen and seconded by Mr. Ordile. Roll Call: Richard Then – yes, Krista Gilchrist – yes, Joseph Ordile –

yes, Eric Olsen – yes, James Casler – yes, Karen Rozek – yes, Paul Messerschmidt – yes. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Mr. Ordile asked that if a Board Member is not able to attend the meeting in person could they still be able to attend via Zoom and be a participant in the meeting. Mr. Messerschmidt said that the Board has already addressed this and the decision was not to allow attendance via Zoom. Mr. Messerschmidt said he would discuss this with Mr. Molica. Ms. Gilchrist said the Municipal Land Use Law says the missing Board Member would have to certify they listened to the recording.

**LIAISON REPORTS:**

***Township Committee*** – Krista Gilchrist

Ms. Gilchrist said the Township Committee held their second finance workshop and they have begun to identify the needed capital improvements. She said the remainder of the Master Plan expenses are fully funded with the projected ordinance changes and digital maps through prior year unused allocations. The 2025 Master Plan line item has been removed but would be put back in the 2026 budget.

***Environmental Commission*** –Eric Olsen

Mr. Olsen said the Commission is working on two grant applications for the walking trail around Hillside Park. He explained the grants to the Board. He said they reviewed the Pure Vita application and will be issuing a report. He said he presented the Master Plan Goals and Objectives to the Commission to get feedback. He said the Commission was generally pleased with the document. Mr. Messerschmidt asked about the joint workshop between the Land Use Board and the Environmental Commission. Mr. Olsen and Mr. Messerschmidt will work on setting the meeting up.

***Sustainable Andover*** – Eric Olsen

Mr. Olsen said the Winter Market will have about 22 vendors this year and discussed some of the vendors that are participating.

***Economic Development Committee*** – John Carafello

Mr. Carafello was not present to give a report.

***Master Plan*** – Joseph Ordile

Mr. Ordile said they received comments from about nine people which were discussed by the subcommittee. He said they are waiting on the supporting documentation from Mr. Morris. He said they should be ready for a public hearing on March 18, 2025. Mr. Ordile said the subcommittee decided they did not want to wait for the Housing Element and the Round 4 housing obligation. Ms. Gilchrist said she would inquire about the proposed Planner the Township was looking to hire.

**VOUCHERS:**

<b>Company</b>	<b>Purpose</b>	<b>Amount</b>	<b>Paid By</b>
Weiner Law Group	Canniff, William & Michelle	\$112.00	Applicant's Escrow

A motion to pay the bill was made by Ms. Gilchrist and seconded by Ms. Rozek. Roll Call: Krista Gilchrist – yes, Joseph Ordile – yes, Eric Olsen – yes, Karen Rozek – yes, Paul Messerschmidt – 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. Wayne Grenewicz said he owns a neighboring property to the Ringo Properties, LLC site and asked if the applicant would be required to re-notice if the application is dismissed without prejudice. Mr. Messerschmidt said he would check with the Board Attorney.

With nobody else coming forward, the meeting was closed to the public.

**CORRESPONDENCE:**

- 1.) From: Mr. Joseph O'Neill, Esq.  
Re: Ringo Properties, LLC – Request to carry hearing.

**SCHEDULING OF PENDING APPLICATIONS:**

- 1.) Pure Vita, LLC, B: 108, L: 1.01 – Scheduled for a completeness determination on March 4, 2025.

**UPCOMING MEETINGS:** March 4, 2025, March 18, 2025

**ADJOURNMENT:**

With no further business to come before the Board, a motion to adjourn was made by Mr. Then. It was seconded by Mr. Olsen and passed with everyone saying aye. The meeting adjourned at 8:45pm.

Respectfully submitted,

*/s/ Stephanie Pizzulo*

Stephanie Pizzulo

Land Use Administrator