



# ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

Land Use Board  
Municipal Building  
134 Newton-Sparta Rd  
Andover, NJ 07860  
Minutes  
January 4, 2022  
7:30 p.m.

## **REORGANIZATION MEETING:**

### **CALL TO ORDER:**

The Board Secretary called the meeting to order at 7:30pm.

### **FLAG SALUTE:**

The Board Secretary led the Board in a flag salute.

### **OPEN PUBLIC MEETINGS ACT NOTICE:**

The Board Secretary 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 Road, 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. 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).

### **OATH OF OFFICE:**

Mr. Briigliodoro swore in Mr. Paul Messerschmidt, Mr. John Carafello, Mr. Joseph Ordile, Mr. Eric Karr Mr. John O'Connell and Mr. Eric Olsen.

### **ROLL CALL:**

Eric Karr - Present  
Eric Olsen – Present  
John Carafello – Present  
Suzanne Howell – Present  
John O'Connell – Present  
CeCe Pattison – Excused

Richard Skewes – Present  
Joseph Ordile – Present  
Joseph Tolerico – Present  
Paul Messerschmidt – Present

**Also Present:**

Richard Briigliodoro, Esq.  
Cory Stoner, PE  
Stephanie Pizzulo, Secretary

**ELECTION AND APPOINTMENTS:**

**Election of Chairperson:**

A motion to appoint Mr. Paul Messerschmidt as Board Chair for the year 2022 was made by Ms. Howell and seconded by Mr. Olsen. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes. Motion passed.

**Election of Vice Chair:**

A motion to appoint Ms. Suzanne Howell as Board Vice-Chair for the year 2022 was made by Mr. Ordile and seconded by Mr. Tolerico. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**Election of Board Secretary:**

A motion to appoint Mrs. Stephanie Pizzulo as Board Secretary for the year 2022 was made by Mr. O’Connell and seconded by Mr. Ordile. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**Appointment to Subcommittee(s):**

***Zoning Map/ Zone Changes Subcommittee:***

Mr. Messerschmidt identified the subcommittee members as himself, the Board Secretary and Mr. Carafello. All three members expressed a desire to remain on the subcommittee for the year 2022.

***Redevelopment Subcommittee:***

Mr. Messerschmidt identified the subcommittee members as Mr. Ordile, Mr. Skewes, Mr. Karr and Mr. Kepreos. Mr. Messerschmidt said the Board Secretary had received an email from Mr. Kepreos stating he was resigning from the Land Use Board. The three remaining members expressed a desire to remain on the subcommittee for the year 2022.

**Master Plan Subcommittee:**

Mr. Messerschmidt identified the subcommittee members as Mr. Karr, Mr. Ordile, Mr. Olsen and Mr. Carafello. All four members expressed a desire to remain on the subcommittee for the year 2022.

**Appointment of Board Attorney:**

A motion to appoint Mr. Richard Briigliodoro, Esq. as Board Attorney for the year 2022 was made by Ms. Howell and seconded by Mr. Tolerico. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**Appointment of Board Engineer/Planner:**

A motion to appoint Mr. Cory Stoner, PE, PP of Harold Pellow & Associates as Board Engineer and Board Planner for the year 2022 was made by Ms. Howell and seconded by Mr. Skewes. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

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

A motion to appoint Ms. Jessica Caldwell, PP of J. Caldwell & Associates as Planner for special planning projects was made by Mr. Skewes and seconded by Mr. O’Connell. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**Adoption of Professional Appointments Resolution:**

A motion to adopt the Professional Appointments resolution with the noted correction was made by Mr. O’Connell and seconded by Mr. Ordile. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

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

The Board discussed and agreed to move the 2023 reorganization meeting date to the second Tuesday of January.

A motion to adopt the Meeting Notice resolution as presented was made by Mr. O’Connell and seconded by Mr. Tolerico. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes. Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

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

A motion to name the New Jersey Herald and the Sunday Herald as the official newspaper for the year 2022 and adopt the Official Newspaper resolution was made by Mr. Skewes and seconded by Ms. Howell. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -no, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**ADJOURNMENT:**

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

**REGULAR LAND USE BOARD MEETING:**

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Mr. Messerschmidt led the Board 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 Road, 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).

**ROLL CALL:**

- Eric Karr - Present
- Eric Olsen – Present
- John Carafello – Present
- Suzanne Howell – Present
- John O’Connell – Present
- CeCe Pattison – Excused
- Richard Skewes – Present
- Joseph Ordile – Present
- Joseph Tolerico – Present
- Paul Messerschmidt – Present

**Also Present:**

Richard Briigliodoro, Esq.  
Cory Stoner, PE  
Stephanie Pizzulo, Secretary

**ADMINISTRATIVE ITEMS:**

**Approval of Minutes:** November 30, 2021, December 21, 2021

A motion to approve the minutes of the November 30, 2021 meeting was made by Mr. Ordile and seconded by Mr. Karr. Roll Call: Eric Olsen -yes, Suzanne Howell – yes, John O’Connell – yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Eric Karr – yes, Paul Messerschmidt – yes. Motion passed.

A motion to approve the December 21, 2021 meeting with the noted corrections was made by Ms. Howell and seconded by Mr. O’Connell. Roll Call: Eric Olsen – yes, Suzanne Howell – yes, John O’Connell – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Eric Karr – yes, Paul Messerschmidt – yes. Motion passed.

**RESOLUTIONS:** None.

**COMPLETENESS REVIEWS:** None.

**HEARINGS:** None.

**ORDINANCES:** None.

**OLD BUSINESS:**

1.) Remote Meetings

Mr. Ordile asked if the Board should consider returning to remote meetings in light of the surging of the new Covid-19 variant. The Board Secretary said she spoke to the Township Clerk and was advised there are no plans to go back to remote meetings. Mr. Ordile asked if the Board Secretary could find out if the Attorney for the pending application plans to have an in person meeting on January 18, 2022. There was a discussion on the Land Use Board obtaining its own Zoom account.

2.) Scheduling of Hearings for Ballantine Woods and John Larick

The Board Secretary said she received an email from the applicant for the Ballantine Woods matter advising their attorney is not available on February 1, 2020 for the hearing. The Board discussed and agreed to hear the John Larick application on February 1, 2022 and the Ballantine Woods hearing on March 1, 2022.

3.) Wayne Grenewicz Resolution

The Board Secretary said one of the conditions of approval in the resolution is for the Township Official to issue a Certificate of Nonconformity. She said she spoke to the Zoning Officer and he

said he could not issue the certificate. Mr. Brigliadoro said the Board, through the resolution is ordering the Zoning Officer to issue the certificate.

**NEW BUSINESS:** None.

**LIAISON REPORTS:**

**Township Committee** – Eric Karr

Mr. Karr said the Township had its reorganization meeting on January 3<sup>rd</sup> so it could appoint the Board Members. Mr. Karr went over the Township Committee subcommittees.

**Environmental Commission** – Suzanne Howell

Ms. Howell said they have not met and had nothing to report.

**Sustainable Andover** – Eric Olsen

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

**Economic Development Committee** – John Carafello

Mr. Carafello said they are receiving interest in cannabis businesses.

**Zoning Map/ Zone Changes Subcommittee** – Paul Messerschmidt

Mr. Messerschmidt said the subcommittee still needs to schedule a meeting to go over the definitions for the permitted uses. The Board Secretary said there are many terms that are not defined. Mr. Stoner said he keeps running into issues with the definitions of the uses. Mr. Stoner said he could help and make some suggestions. There was a discussion on the connection between the Zone Map, definitions and Master Plan. Mr. Stoner said the Tax Map and Zoning Map need updating.

**Redevelopment Subcommittee** – Joseph Ordile

Mr. Ordile gave an update on the Redevelopment Plan and said a draft should be ready in mid-January.

**Master Plan Subcommittee** – Joseph Ordile

Mr. Ordile said the RFP has been completed. The Board Secretary said the RFPs would be mailed on January 5, 2022. Mr. Ordile said they are scheduled to have a kickoff in April.

**VOUCHERS:**

<b>Company</b>	<b>Purpose</b>	<b>Amount</b>	<b>Paid By</b>
Harold Pellow & Associates	Board Work	\$130.00	Engineering Budget
Harold Pellow & Associates	John Larick	\$1,130.27	Applicant's Escrow
Harold Pellow & Associates	Ballantine Woods	\$565.13	Applicant's Escrow
Harold Pellow & Associates	BHT Properties Group	\$917.38	Applicant's Escrow
Harold Pellow Associates	Pace Glass	\$130.00	Applicant's Escrow

Mr. Olsen asked about the voucher charged to Board Work and felt it should be charged to BHT Properties Group. Mr. Stoner agreed.

A motion to pay the vouchers with the noted change was made by Mr. Karr and seconded by Mr. Olsen. Roll Call: Eric Karr – yes, Eric Olsen – yes, John Carafello – yes, Suzanne Howell – yes, John O’Connell -yes, Richard Skewes – yes, Joseph Ordile – yes, Joseph Tolerico – yes, Paul Messerschmidt - yes. Motion passed.

**CORRESPONDENCE:** None.

Mr. Briigliodoro stepped down from the Board and left the dais for a discussion on the hiring of an Environmental and Specialist for the BHT Properties Group hearing.

Mr. Carafello and Mr. Karr stepped down from the Board and left the dais for the discussion.

Mr. Messerschmidt said Mr. Stoner had sent over some suggested environmentalist and hydrogeologist. Mr. Stoner explained the various environmentalist and hydrogeologist to the Board. Mr. Stoner said he was comfortable with any of the environmental specialist on the list and Karen Benson for the Hydrogeologist.

Mr. Messerschmidt said he researched the firms as well and gave his opinion on the firms listed. Mr. Ordile asked if the Board could review the list and make a decision on January 18, 2022. Mr. Stoner will try to get references for the Board to review.

Mr. Briigliodoro, Mr. Karr and Mr. Carafello returned to the dais.

**PUBLIC PORTION:**

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. When called, please come to the microphone, state your full name, address, and spell your last name for the record. 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 no public present, the meeting was closed to the public.

**UPCOMING MEETINGS:** January 18, 2022, February 1, 2022

**ADJOURNMENT:**

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

Respectfully submitted,  
Stephanie Pizzulo  
Land Use Administrator