



# ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

Land Use Board  
Municipal Building  
134 Newton Sparta Road  
MINUTES  
March 5, 2024  
7:30 p.m.

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Mr. Messerschmidt led everyone in the 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 10:30 pm. 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:**

Michael Lensak (Class I)- Excused  
Eric Olsen (Class II) – Present  
Eric Karr (Class III) – Excused  
Suzanne Howell (Class IV) – Present  
Richard Skewes (Class IV) – Present  
Joseph Ordile (Class IV) – Present  
Krista Gilchrist (Class IV) – Present  
John Carafello (Class IV) – Present  
Sean Degan (Alternate) – Present  
Paul Messerschmidt (Class IV) – Present

**Also Present:**

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

**ADMINISTRATIVE ITEMS:**

**Approval of Minutes:** February 6, 2024, February 20, 2024

A motion to approve the minutes of the February 6, 2024 meeting was made by Ms. Howell and seconded by Mr. Skewes. Roll Call: Eric Olsen – yes, Suzanne Howell – yes, Richard Skewes – yes, Joseph Ordile – yes, Krista Gilchrist – yes, Sean Degan – yes, Paul Messerschmidt – yes. Motion carried.

A motion to approve the minutes of the February 20, 2024 meeting was made by Mr. Skewes and seconded by Mr. Ordile. Roll Call: Eric Olsen – yes, Suzanne Howell – yes, Richard Skewes – yes, Joseph Ordile – yes, Krista Gilchrist – yes, John Carafello – yes, Sean Degan – yes, Paul Messerschmidt – yes. Motion carried.

**RESOLUTIONS:** None.

**COMPLETENESS:** None.

**HEARINGS:** None.

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

**ORDINANCES:** None.

**OLD BUSINESS:**

1.) Zoning Map Review

Mr. Messerschmidt said all of the Board Members had received a copy of the revised Zoning Map for review. Mr. Stoner said they had put all of the Block and Lot numbers on the map. Mr. Stoner suggested the Board adopt the revised map and then if any changes come about with the Master Plan, it could be changed again. Mr. Stoner said they added street names and the Redevelopment Zones. He said the map is now colored to identify the various zones. Mr. Carafello asked if any lots were split with zone lines. The Board discussed the various parcels that have a zone line running through them. There was a discussion on how far back into a property the commercial development should go. Mr. Olsen suggested to include permanently preserved land on the map. The Board agreed this should be addressed with the Master Plan.

A motion to recommend the Township Committee adopt the proposed Zoning Map prepared by Harold Pellow and Associates, dated March 2024 was made by Mr. Olsen and seconded by Mr. Degan. Roll Call: Eric Olsen – yes, Suzanne Howell – yes, Richard Skewes – yes, Joseph Ordile – yes, Krista Gilchrist – yes, John Carafello – yes, Sean Degan – yes, Paul Messerschmidt – yes. Motion carried.

## **NEW BUSINESS:**

### 1.) Capital Improvement DPW Project Presentation

Mr. Stoner said the presentation is for the improvements on the DPW Municipal property. Mr. Briigliadoro gave an overview of Capital Improvement Projects. He said the if Governing Body is proposing a project and spends public monies, it is a requirement that they come to the Planning Board for a review, however; the Board has no approval or denial authority. He said the Board reviews what is being proposed and offers comments, recommendations or suggestions on the development of the project. There is no requirement that those suggestions or recommendations are accepted.

Mr. Stoner said the Township's capital improvement project is to widen the DPW yard for the construction of a salt shed. He said this is the only yard the Township DPW has and it is difficult for storage. He said the site is difficult to maneuver on and there is limited storage area for equipment. He said there are other municipal properties, however; they are park uses and running a DPW out of those properties is not feasible. Mr. Stoner explained the widening of the lot. He said some of the material removed will be used elsewhere on the site and some will be moved off site. He said there would be some underground drainage and explained the stormwater management to the Board. He said the milling areas will eventually be paved with asphalt and there will be storage bins at the top of the slope to hold miscellaneous material. He said the area to the north of the DPW garage will be level so they can construct a 60' X 100' X 21' high salt barn. Mr. Stoner said the stormwater would percolate into the ground with infiltration around the structure, which will minimize the water that leaves the site. Mr. Stoner said the DPW did install a wood fence on top of the wall, however; he would like to see that moved back to plant some trees in front of it to soften the look of it. He said the biggest cost is the leveling of the site and the construction of the salt barn. He said the money for the materials for the structure is coming from the Covid recovery grant money. Mr. Stoner said the DPW has a very small salt storage area and they could not store all of the salt needed for an entire winter. The new structure should hold about 800 tons of salt. He said once the salt is moved out of the garage, they would be able to move their equipment into the existing garage.

Mr. Ordile asked about the construction of the salt shed. Mr. Stoner said it is a tubular structure with a fabric membrane over the outside, which spans a concrete block wall on the inside so the salt has something to push against. Mr. Ordile asked if they are cutting the trees down to which Mr. Stoner said yes. Mr. Ordile asked if the salt shed would be seen to which Mr. Stoner said it would be about the same height as the existing garage.

Mr. Carafello asked about the delivery of the salt and the grade of the property to which Mr. Stoner explained that to the Board. Mr. Carafello asked that the Township Committee look at the lease for the cell tower to see if there are any height restrictions on building on the site.

Mr. Ordile asked about the property behind the DPW property. Mr. Stoner said it is residential with a house. There was a discussion on the property behind the DPW site. Mr. Stoner said if the salt shed does not go on this property, the Township would have to purchase a lot. He said the existing garage would be renovated once the salt shed is built. There was a discussion on placing the salt shed in the back of the property where the existing sheds are.

Mr. Olsen asked if only salt would be stored. Mr. Stoner said they should be able to store other materials and some equipment.

Mr. Messerschmidt asked if the salt shed could be constructed on the rear of the property. Mr. Stoner said the DPW stores some of their equipment back there. Mr. Carafello agreed with Mr. Messerschmidt's suggestion. Mr. Stoner said he would bring that back to the Township Committee. There was a discussion on what would need to be done to move the salt shed to the rear of the property. Mr. Olsen asked about the stormwater drains to which Mr. Stoner explained the proposed system and said it would slow the water down. Mr. Messerschmidt asked if there would be more water going into the septic bed to which Mr. Stoner said they would not be putting any more water onto the septic system. There was a discussion on cleaning up the slope behind the municipal building.

## 2.) Minor Site Plan Checklist

The Board Secretary said there is a minor site plan ordinance and fees however the town did not have a checklist. The Board Members were given sample checklists from Hardyston and Lafayette as a reference. Mr. Ordile felt a checklist should require pictures of the property, historical information, natural resources information and any deed restrictions. Ms. Gilchrist felt the site plan waiver and minor site plan checklists should be similar. Mr. Olsen felt the term "minor site plan" should be defined. There was a discussion on the need for the checklist. The Board agreed to make recommendations to the Board Secretary who will compile them into a draft checklist.

## **LIAISON REPORTS:**

### **Township Committee – Mike Lensak**

Mr. Lensak was not present to give a report.

### **Environmental Commission – Eric Olsen**

Mr. Olsen said the Environmental Commission developed a list of priorities for the year. He said a Member of the Commission submitted a grant for the walking path around Hillside Park. He said they ordered benches with the Sussex County grant money and they are refreshing the kiosks at the trails. Mr. Olsen said they are working on finalizing the Open Space Plan with Green Acres and they are looking at the EIS ordinance. He said the Commission is trying to schedule a joint meeting with the Land Use Board.

**Sustainable Andover** – Eric Olsen

Mr. Olsen gave an update on the Winter Market which was very successful with 808 attendees. He said the town is applying for bronze recertification with Sustainable Jersey which would make them eligible for higher grants.

**Economic Development Committee** – John Carafello

Mr. Carafello said there was nothing new to report.

**Definitions** – Paul Messerschmidt

Mr. Messerschmidt had nothing new to report.

**Master Plan** – Joseph Ordile

Mr. Ordile gave an update on the final tally of survey participants. The Master Plan Subcommittee scheduled a presentation before the Board for April 16, 2024.

**VOUCHERS:** None.

**CORRESPONDENCE:**

1.) From: Mario Cavailone – Sonik Realty, LLC

Re: Letter of Interpretation requested for Block 114, Lot 1, Green Township

2.) From: Stewart Surveying & Engineering, LLC

Re: Flood Hazard Area Permit Applied for 16 Hemlock Ave., Block 38, Lot 5.01

**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. 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.

**PENDING APPLICATIONS:**

Ringo Properties – Deemed Incomplete 9.19.23.

698 Route 206 South, LLC – Deemed Incomplete 10.3.23 & 1.16.24

Daniel Scully – Deemed Complete 2.20.24/ Scheduled Hearing 3.19.24

Priority Compacting Repair, LLC – Deemed Incomplete 1.16.24

Andre Andrutchuk – Deemed Incomplete 2.20.24/ Scheduled Hearing 3.19.24

Seegul, LLC – Deemed Complete 2.20.24/ Scheduled Hearing 4.16.24

**UPCOMING MEETINGS:** March 19, 2024, April 2, 2024

**ADJOURNMENT:**

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

Respectfully submitted,

Stephanie Pizzulo  
Land Use Administrator