

MINUTES OF THE REGULAR MEETING

MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD

**300 Mendham Road
January 29, 2014**

**Morris Township
New Jersey**

The meeting was called to order at 5:09 PM by Ray Chang.

Members present:

Janet Foster, Architectural History (Arrived 5:21 PM)
Ann Granbery, Historic Landscape Specialist
William Orlandi, Region I
Arturo Palombo, Preservation Architecture
George Shanoian, Region III
John Solu, Building Restoration (Arrived 5:18 PM)
Randy Tortorello, At-Large
Virginia Vogt, Morris County Heritage Commission
George Wien, Region II

Members with excused absence:

Mary-Anna Holden, Region IV
James Woodruff, At-Large

Also attending:

Deena Leary, Director, Morris County Dept. of Planning & Public Works
Christine Marion, Morris County Planning Director
John Napolitano, Esq. Special Counsel
Ray Chang, Historic Preservation Program Coordinator
Dominique Hawkins, County Historic Preservation Consultant

Members of the Public:

Barbara Eames, Christine Dwyer, Anastasia Bohon

OPEN PUBLIC MEETINGS STATEMENT

Mr. Chang stated that adequate notice of this meeting in compliance with the Open Public Meetings Act has been provided and filed with the Town of Morristown, Township of Morris, the Morris County Clerk, the Daily Record and the Star Ledger.

ELECTION OF OFFICERS

Mr. Chang served as temporary Chairperson and took nominations for the position of Chairperson.

On motion by member Shanoian, seconded by member Granbery, Mr. Arturo Palombo was nominated for Chairperson. There being no other nominations, on motion by member Orlandi, seconded by member Tortorello, the Board voted to close the nominations for Chairperson. Mr. Palombo was unanimously elected Chairperson and chaired the meeting from this point forward.

On motion by member Shanoian, seconded by member Tortorello, Mr. William Orlandi was nominated for Vice-Chairperson. There being no other nominations, on motion by member Vogt, seconded by member Tortorello, the Board voted to close the nominations for Vice-Chairperson. Mr. Orlandi was unanimously elected Vice-Chairperson.

APPROVAL OF MINUTES

On a motion by member Shanoian, seconded by member Wien, the Board voted to approve the minutes of the Oct. 2, 2013 HP Board meeting. A roll call vote was taken.

Aye: Orlandi, Palombo, Shanoian, Tortorello, Vogt, Wien

Nay: None Abstain: Granbery

PUBLIC COMMENTS

There were no comments from the public.

Member Solu arrived to the meeting at 5:18 PM.

Member Foster arrived to the meeting at 5:21 PM.

PROGRAM UPDATES

Required Elements of Preservation Plans

Ms. Hawkins advised the Board regarding the requirement for Maintenance Plans as part of Preservation Plans / Historic Structure Reports. The Board acknowledged that the HP program has always emphasized the need for long-term maintenance of historic resources, particularly as protection of the substantial public dollars invested into these resources. Ms. Hawkins explained that the Maintenance Plans produced as part of the Preservation Plans are fully advisory. The Board agreed that, going forward, a Maintenance Plan will be a required element of a Preservation Plan / Historic Structure Report funded through the HP program.

Eligibility of Cemeteries

Member Granbery suggested the Board to consider the eligibility requirement of historic cemeteries. Mr. Chang advised that under current Rules, only cemeteries that are individually listed on or eligible for the New Jersey or National Register of Historic Places are eligible for funding consideration under the HP program. Many cemeteries that are located on religious properties are not eligible because they are not individually listed on the Registers. The Board considered that if the register nomination for a religious property includes the cemetery and relates historic significance to the cemetery, then the cemetery should be considered eligible for the HP program. The Board agreed that the eligibility requirement for cemeteries in the HP program should be in sync with the eligibility requirement for cemeteries under the funding

programs of the New Jersey Historic Trust and the New Jersey Historic Preservation Office (HPO).

County Courthouse Historic Structure Report

Ms. Leary briefed the Board on Morris County's current effort to produce a Historic Structure Report (HSR) / Master Plan for the County Courthouse complex. The Courthouse was built in 1827, and is listed on the Historic Registers. The document will address a variety of needs in the Courthouse complex including historic preservation, security, fire, ADA, building systems, maintenance, energy, and the needs of the occupants and users of the buildings. The HSR / Master Plan will establish a framework for the County to consider physical alterations to the Courthouse complex, with an understanding of how the proposed work will impact the historic fabric and character. Mr. Chang advised that the HSR / Master Plan would take about a year to complete.

Preservation Plan Updates

As it is anticipated that this year's applications will include a few updates to Preservation Plans, Ms. Hawkins advised the Board regarding the need to update the Plans with the activities that have occurred at the particular sites since the time that the Preservation Plans were prepared. The Board agreed that any updates to Preservation Plans / Historic Structure Reports must include a chronology of construction that describes the activities that have occurred at the sites since the time of the last Preservation Plan update. Any Preservation Plan updates should result in a document that conforms with the current requirements in the *Historic Structure Reports & Preservation Plans, A Preparation Guide* from the HPO.

REVIEW SCHEDULE

Mr. Chang provided the Board with the 2014 grant review schedule as follows:

Wednesday, Apr. 30	Board Meeting (MCP&PW) – 7:30 PM
Saturday, May 10	Whole Board site visit (new sites)
May 12~22	Individual Members site visit (“returning” sites)
Monday, June 2	1st Final Presentations (County Library)
Wednesday, June 4	2nd Final Presentations (County Library)
Monday, June 9	3rd Final Presentations (County Library)
Wednesday, June 11	Board Deliberation (MCP&PW) – 7:30 PM
Wednesday, June 25	Funding Recommendations to Freeholders

CONFLICT OF INTEREST POLICY

Mr. Chang provided the Board with the County's conflict of interest policy.

FINANCIAL DISCLOSURE

Mr. Chang advised the Board that staff is awaiting instructions from the state for filing the financial disclosure statements. The instructions will be provided to the Board when available. Staff will be available to assist Board members with the online filing.

PUBLIC QUESTIONS/COMMENTS

There were no questions or comments from the public.

NEXT MEETING

The next regular meeting is scheduled for Wednesday, April 30, 2014 in the 4th Floor Conference Room of the Offices of Planning & Public Works, located at 30 Schuyler Place, Schuyler Annex Building, in Morristown, New Jersey at 7:30 P.M.

ADJOURNMENT

There being no further business, on a motion by Chairman Palombo, seconded by member Granbery, the Board voted to adjourn the meeting at 6:23 PM with all in favor.

Respectfully submitted,

Ray Chang, P.P.
Historic Preservation Program Coordinator