

MINUTES OF THE REGULAR MEETING

MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD

**300 Mendham Road
January 29, 2015**

**Morris Township
New Jersey**

The meeting was called to order at 5:12 PM by Ray Chang.

Members present:

Edward Engelbart, At-Large
Lawrence Fast, Morris County Heritage Commission
Janet Foster, Architectural History
Nita Galate, Region II
Ann Granbery, Historic Landscape Specialist (Arrived 5:25 PM)
Mary-Anna Holden, Region IV (Arrived 5:30 PM)
Monica Scozzafava, Region III
Eileen Stokes, Region I
Randy Tortorello, At-Large (Arrived 5:42 PM)

Member with excused absence:

Arturo Palombo, Preservation Architecture
John Solu, Building Restoration

Also attending:

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

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 Fast, seconded by member Engelbart, Mr. Arturo Palombo was nominated for Chairperson. There being no other nominations, on motion by member Foster, seconded by member Engelbart, the Board voted to close the nominations for Chairperson. Mr. Palombo was unanimously elected Chairperson.

On motion by member Foster, seconded by member Engelbart, Mr. Randy Tortorello was nominated for Vice-Chairperson. There being no other nominations, on motion by member Fast, seconded by member Stokes, the Board voted to close the nominations for Vice-Chairperson. Mr. Tortorello was unanimously elected Vice-Chairperson.

PUBLIC COMMENTS

There were no comments from the public.

Mr. Chang welcomed three new members to the Board for 2015:

Ms. Nita Galate, municipal member representing Region II
Ms. Monica Scozzafava, municipal member representing Region III
Ms. Eileen Stokes, municipal member representing Region I

Member Granbery arrived to the meeting at 5:25 PM.
Member Holden arrived to the meeting at 5:30 PM.

PROJECT STATUS

Level of Detail on Drawings

Ms. Hawkins advised the Board regarding the lack in the level of detail in Construction Documents for certain projects. The drawings did not indicate the exact location of the needed scope. Only unit prices of materials were provided. The Board agreed that the drawings are a record of the work, and it is important to identify the locational information on the drawings. On motion by member Engelbart, seconded by member Fast, the Board voted to affirm that Construction Documents must accurately describe the scope and identify the exact location of the work.

Aye: Engelbart, Fast, Foster, Galate, Granbery, Holden, Scozzafava, Stokes
Nay: None Abstain: None

Vice-Chairman Tortorello arrived to the meeting at 5:42 PM, and chaired the meeting from this point.

Hopatcong State Park Fountain -Assessment Report

Ms. Hawkins advised that the 75% submission of the Hopatcong State Park Fountain Assessment Report did not meet the Jan. 7, 2015 submission deadline. The County received the 75% draft of the Report on Jan. 16, 2015. On motion by member Foster, seconded by member Granbery, the Board voted to direct staff to advise the Lake Hopatcong Foundation that the County would accept the late submission of the Report and that the Foundation must meet the Feb. 28, 2015 submission deadline of the 100% document.

Aye: Engelbart, Fast, Foster, Galate, Granbery, Holden, Scozzafava, Stokes
Nay: None Abstain: Tortorello

Macculloch Hall – Preservation Plan and Rehabilitation Update

Ms. Hawkins advised the Board that the draft Preservation Plan and Rehabilitation Update for Macculloch Hall included a proposed visitor pavilion which, in her professional opinion, does not conform to the Secretary of Interior’s Standards for the Treatment of Historic Properties. It was also noted that the project architect had sought an opinion from NJ Historic Preservation Office (HPO) as to whether the proposed pavilion meets the Standards. It was unclear what information was shared with the HPO, nor was Ms. Hawkins copied on the HPO response. Morris County was not party to the communications with the HPO. The Board discussed the appropriateness of the proposed pavilion. It was suggested that there is historical landscape information on the front portions of Macculloch Hall that appear to have not been considered in the location of the proposed pavilion. It was questioned whether the proposed pavilion would meet HP program goals.

Inspection Program

Ms. Hawkins reported to the Board that during a site visit earlier this afternoon (Jan. 29, 2015), she observed that some of the wood column bases at a funded site were crumbling. Ms. Hawkins suggested that the Board consider an inspection program so each of the HP-funded sites could be inspected every 3 to 5 years. The inspections could be conducted by an independent preservation consultant / professional.

Historic Structure Report & Preservation Plan, A Preparation Guide

Ms. Hawkins advised the Board that she is completing a project being administered by the New Jersey Historic Trust to revise the state’s Historic Structure Report & Preservation Plan, A Preparation Guide. The original *Guide* was prepared in 1998.

HP EASEMENT

The Board considered some changes to the HP Easement. Mr. Chang explained that the changes are based on language in the updated NJ Historic Trust easement, and would allow an applicant to lease the funded site in whole or in part, with prior written approval of the County. Another provision would hold the applicant responsible for deliberate damage of the funded site, including deferred maintenance, demolition by neglect, and demolition. On motion by member Granbery, seconded by member Fast, the Board voted to adopt the proposed changes to the HP easement.

Aye: Engelbart, Fast, Foster, Galate, Granbery, Holden, Scozzafava, Stokes, Tortorello
Nay: None Abstain: None

PROGRAM UPDATE

HP funding for religious institutions

Mr. Chang reported that the Morris County Freeholders unanimously passed a resolution at their Jan. 28, 2015 Public Meeting reaffirming the commitment to historic preservation and the eligibility of religious institutions.

County Courthouse Historic Structure Report

Mr. Chang reported that the County of Morris has selected Connolly & Hickey Historical Architects to complete a Historic Structure Report / Master Plan for the Morris County Courthouse. The consultant is expected to complete the project by the end of September 2015.

REVIEW SCHEDULE

Mr. Chang provided the Board with the 2015 grant review schedule as follows:

- April 29, 2015 Board Meeting, 7:00 PM, MC Planning & Preservation office
- May 9, 2015 Board Site Visits, 8:30 AM, throughout County
- June 1, 2015 Applicant Presentations #1, 6:30 PM, County Library
- June 2, 2015 Applicant Presentations #2, 6:30 PM, County Library
- June 8, 2015 Applicant Presentations #3, 6:30 PM, County Library
- June 10, 2015 Board Deliberations, 7:00 PM, MC Planning & Preservation office
- Sept. 30, 2015 Board Meeting, 7:00 PM, MC Planning & Preservation office
- Nov. 18, 2015 Board Meeting, 7:00 PM, MC Planning & Preservation office

CONFLICT OF INTEREST POLICY

Mr. Chang advised the Board regarding the County's Conflict of Interest policy. Board members with conflict of interest on any application must refrain from Board discussions and deliberation on those particular applications.

FINANCIAL DISCLOSURE

Ms. Marion 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 29, 2015 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 7:00 P.M.

ADJOURNMENT

There being no further business, on a motion by member Engelbart, seconded by member Fast, the Board voted to adjourn the meeting at 6:29 PM with all in favor.

Respectfully submitted,

Ray Chang, P.P.
Historic Preservation Program Coordinator