

## **MINUTES OF THE REGULAR MEETING**

### **MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD**

**300 Mendham Road  
January 30, 2013**

**Morris Township  
New Jersey**

The meeting was called to order at 5:03 PM by Ray Chang.

Members present:

Janet Foster, Architectural History  
Ann Granbery, Historic Landscape Specialist  
Mary-Anna Holden, Region IV (Arrived 5:15 PM)  
Arturo Palombo, Preservation Architecture  
George Shanoian, Region III  
John Solu, Building Restoration (Arrived 6:08 PM)  
Randy Tortorello, At-Large  
Virginia Vogt, Morris County Heritage Commission  
George Wien, Region II  
James Woodruff, At-Large

Members with excused absence:

William Orlandi, Region I

Also attending:

Deena Leary, Director, Morris County Dept. of Planning & Development  
Ray Chang, Historic Preservation Program Coordinator  
Jan Williams, Cultural and Historic Resources Specialist  
Tina Boyer, Preservation Trust Program Assistant  
Dominique Hawkins, County Preservation Consultant

Members of the Public:

None

### **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, 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 Shanoian, seconded by member Granbery, 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 Palombo, seconded by member Shanoian, Mr. William Orlandi was nominated for Vice-Chairperson. There being no other nominations, on motion by member Foster, seconded by member Woodruff, 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 Foster, seconded by member Palombo, the Board voted to approve the minutes of the Oct. 4, 2012 HP Board meeting. A roll call vote was taken.

Aye: Foster, Granbery, Palombo, Shanoian, Tortorello, Vogt, Wien, Woodruff

Nay: None                      Abstain: None

Member Holden arrived to the meeting at 5:15 PM.

## **PROJECT UPDATES**

### *Bowlsby-DeGelleke House, Parsippany, 2010 Grant*

At its Oct. 4, 2012 meeting, the Board had approved a 4-month extension of the 2010 grant (till Jan. 26, 2013) and required that the Township provide additional information by Jan. 26, 2013 including documentation on the delays caused by the 2 bids and a completion schedule. The Board also asked that a site visit be conducted by the County Consultant and staff prior to the Jan. 2013 Board meeting. The Township submitted a letter prepared by Eric Holtermann of HMR Architects and dated Jan. 16, 2013. The letter included a Project Schedule anticipating construction completion in April 2013. The County Consultant and staff visited the site on Jan. 30, 2013 and viewed the progress on the grant work. On motion by member Palombo, seconded by member Woodruff, the Board voted to recommend the Freeholders to approve an 8-month extension (till Sept. 26, 2013) of the 2010 Grant for the Bowlsby-DeGelleke House. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Palombo, Shanoian, Vogt, Woodruff

Nay: None                      Abstain: Tortorello, Wien

### *Stanhope United Methodist Church, Netcong, 2012 Grant*

The Board reviewed a letter dated Jan. 4, 2013 from Chairman Palombo to Kurt Hirschberg of JHPA, Inc Architects waiving the requirement for a minimum of three bids under the special circumstances, and allowing the Church to negotiate a price with the sole bidder for the work. On motion by member Granbery, seconded by member Woodruff, the Board voted to endorse the action to waive the requirement for a minimum of three bids under the special circumstances, and allowing the Church to negotiate a price with the sole bidder for the work. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Palombo, Shanoian, Tortorello, Vogt, Wien, Woodruff

Nay: None                      Abstain: None

*First Presbyterian Church of New Vernon, Harding*

The Board reviewed a letter dated Jan. 30, 2013 from Ms. Annabelle Radcliffe-Trenner of Historic Building Architects, LLC, to Ray Chang. The letter requested, as the window restoration project was completed below budget, the use of remaining funds in the 2012 Window grant towards the shutter restoration. Ms. Hawkins pointed out that the Church building has undergone significant additions and alterations that have impacted its historic integrity. After discussion, the Board determined that the additions and alterations do not represent a negative impact on the building's historic integrity. On motion by member Shanoian, seconded by member Woodruff, the Board voted to recommend the Freeholders to reallocate a portion of the 2012 grant funds toward the shutter restoration. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Palombo, Shanoian, Tortorello, Vogt, Wien, Woodruff

Nay: None                      Abstain: None

*Willow Hall, Morristown, 2010 Grant*

The Board reviewed an e-mail dated Jan. 30, 2013 from Eric Holtermann of HMR Architects and forwarded by Zach Moylen of the Passaic River Coalition. The e-mail requested an 8 month extension of the 2010 grant for roof repair construction documents and a waiver of the Jan. 7, 2013 review deadline for 75% documents. This will allow a roof project to proceed in the fall of 2013 that includes the repairs of damage from Hurricane Sandy. On motion by member Palombo, seconded by member Holden, the Board voted to recommend the Freeholders to approve an 8-month extension (till Sept. 26, 2013) of the 2010 Grant for Willow Hall, and to approve a waiver of the Jan. 7, 2013 review deadline for submission of the 75% documents. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Palombo, Shanoian, Tortorello, Vogt, Wien, Woodruff

Nay: None                      Abstain: None

Member Solu arrived to the meeting at 6:08 PM.

*MNHP Landscape Design, Morristown, 2009 Grant*

The Board reviewed a letter dated Nov. 13, 2012 from Deena Leary, Director of Morris County Department of Planning & Development, to Chairman Palombo. The letter requested that a roll call vote be conducted at the next meeting of the HP Board on the matter of reimbursement for the Morristown National Historical Park landscape design project. After considerable review and discussion, the Board determined to stand by its prior decision affirmed by letter dated July 16, 2012 from Ray Chang to Mr. Harry Carpenter, President of Washington Association of New Jersey, to limit the reimbursement of this 2009 grant to \$12,980 which accounted for work completed in historic research, existing conditions documentation, and topographic survey. The Board noted that it has made options available through the review process for the Trustees of the Washington Association of New Jersey to amend the project to conform to the *Secretary of Interior's Standards for the Treatment of Historic Properties* for Restoration. On motion by member Granbery, seconded by member Holden, the Board voted to affirm its prior decision to limit the reimbursement of this 2009 grant to \$12,980 which accounted for work completed in historic research, existing conditions documentation, and topographic survey. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Shanoian, Solu, Tortorello, Vogt, Wien, Woodruff

Nay: Palombo                      Abstain: None

**EASEMENT AGREEMENT UPDATE**

Mr. Chang reported that NJ Historic Trust (NJHT) maintains one easement on each funded site, with amendments made for subsequent projects, and extension made to the term of the easement. NJHT also has no language on pro-rated return of grant funds in order to not exhaust its options in asking for the return of grant funds. The Board agreed that the County HP easement should follow the model of the NJHT easement. On motion by member Foster, seconded by member Palombo, the Board voted to recommend the Freeholders to approve a rule change on HP easement to allow the scope of subsequent construction projects to be added as amendments to the existing easements with new 30-year terms. A roll call vote was taken.

Aye: Foster, Granbery, Holden, Palombo, Shanoian, Solu, Tortorello, Vogt, Wien, Woodruff

Nay: None Abstain: None

**REVIEW SCHEDULE**

Mr. Chang provided the Board with the 2013 grant review schedule as follows:

Wednesday, May 1	Board Meeting (MCP&D)
Saturday, May 11	Whole Board site visit (new sites)
May 13~23	Individual Members site visit (“returning” sites)
Monday, June 3	1 <sup>st</sup> Final Presentations (County Library)
Wednesday, June 5	2 <sup>nd</sup> Final Presentations (County Library)
Monday, June 10	3 <sup>rd</sup> Final Presentations (County Library)
Wednesday, June 12	Board Deliberation (MCP&D)
Wednesday, June 26	Funding Recommendations to Freeholders

**CONFLICT OF INTEREST POLICY**

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

**QUESTIONS/COMMENTS**

There were no questions or comments.

**NEXT MEETING**

The next regular meeting is scheduled for Wednesday, May 1, 2013 in the 4<sup>th</sup> Floor Conference Room of the Offices of Planning & Development, located at 30 Schuyler Place, Schuyler Annex Building, in Morristown, New Jersey at 7:30 P.M.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:47 PM with all in favor.

Respectfully submitted,

Ray Chang, P.P.  
Historic Preservation Program Coordinator