

MINUTES OF THE REGULAR MEETING

MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD

**300 Mendham Road
January 31, 2018**

**Morris Township
New Jersey**

The meeting was called to order at 4:03 PM by Ray Chang.

Members present:

Gary DeBiasse, Preservation Architecture
Edward Engelbart, At-Large
Nita Galate, Region II
Ann Granbery, Historic Landscape Specialist
Monica Scozzafava, Region III
John Solu, Building Restoration
Eileen Stokes, Region I
Randy Tortorello, At-Large
Martha Wells, Region IV

Excused absences:

Lawrence Fast, Morris County Heritage Commission
Bethany Russo, Architectural History

Also attending:

Laurie Howard, Exec. Director, Passaic River Coalition
Kurt Leasure, HMR Architects
Thomas Kosten, FKA Architects
Vonda Givens, Exec. Director, Stickley Museum at Craftsman Farms
Christine Myers, Freeholder
Dominique Hawkins, AIA, County Consultant
Christine Marion, Morris County Planning Director
Ray Chang, Historic Preservation Program Coordinator

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 Galate, seconded by member DeBiasse, Mr. Randy Tortorello was nominated for Chairperson. There being no other nominations, on motion by member Galate, seconded by member Engelbart, the Board voted to close the nominations for Chairperson. Mr. Tortorello was unanimously elected Chairperson, and chaired the meeting from this point.

On motion by member Galate, seconded by member Granbery, Ms. Nita Galate was nominated for Vice-Chairperson. There being no other nominations, on motion by member Stokes, seconded by member Engelbart, the Board voted to close the nominations for Vice-Chairperson. Ms. Galate was unanimously elected Vice-Chairperson.

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF MINUTES

On motion by member Galate, seconded by member Solu, the Board voted to approve the minutes of the Board's meeting of November 15, 2017.

Aye: DeBiasse, Galate, Granbery, Scozzafava, Solu, Stokes

Nay: None Abstain: Engelbart, Tortorello, Wells

On motion by member Galate, seconded by member DeBiasse, the Board voted to approve the Closed Session minutes of the Board's meeting of November 15, 2017.

Aye: DeBiasse, Galate, Granbery, Scozzafava, Solu

Nay: None Abstain: Engelbart, Stokes, Tortorello, Wells

EXTENSION REQUEST

Rockaway Borough Library, Rockaway Borough (2015 Grant)

The Board considered the grant extension request as submitted by the Borough of Rockaway. On motion by member DeBiasse, seconded by member Granbery, the Board voted to recommend an extension until May 15, 2018 to the 2015 grant for the Rockaway Borough Library.

SCOPE CHANGE

Willow Hall, Morristown (2016 Grant)

Mr. Chang advised the Board that the applicant (Passaic River Coalition) received the \$24,517 grant in 2016 to prepare Construction Documents for about \$200,000 worth of construction work related to the installation of parking and walkways and landscaping based upon the historic landscape plan. The applicant represented during the grant review process that the design would follow the recommendations of the 2010 Historic Structure Report (HSR).

In August 2017, the architect (HMR) submitted a set of proposed design changes to focus more on vehicular circulation and parking. The biggest change is moving the primary parking area more to the rear of the property and increasing the number of spots from 5 to 8, including one ADA spot. The proposed change also includes eliminating certain parking spaces and pedestrian paths.

The County Consultant believes that the proposed relocation of parking area would affect the greenhouse footing / remnant. Based on notes from the project's archaeologist, the Consultant considered that the proposal will likely destroy archaeological remains. HMR indicated that the greenhouse site identified in the archaeology report was likely a 20th-Century feature and it was not identified as a significant resource in their report. Mr. Kurt Leasure of HMR Architects explained that the former greenhouse rested on a concrete foundation, but there is no documentation that dates the foundation.

Following discussion, the Board agreed to accept the consolidation of parking and to require the applicant to provide additional documentation including a drawing that shows clearly what was removed and from where (former greenhouse) and what is being proposed.

GRANT PAYMENTS

Obadiah LaTourette Mill, Washington Township (2015 Grant)

Mr. Chang advised the Board that the County has reviewed the sub-consultant invoices for the preparation of the 75% Preservation Plan Update and Construction Documents for the Obadiah LaTourette Grist and Saw Mill. Mr. Chang presented a draft letter that details the various sub-consultant reports for which the County would be making payments from the grant. Ms. Hawkins noted that the criterion used for this review was whether the reports were self-sustaining reports that could be used in the future by other consultants toward the preparation of a Preservation Plan Update or other preservation planning documents.

(At this point, Chairperson Tortorello left the room)

ELIGIBILITY

Administration Building at Craftsman Farms

Ms. Hawkins advised the Board that the Stickley Museum at Craftsman Farms is considering seeking County historic preservation funding for the rehabilitation of the ground level of the Administration Building, and is looking for some feedback from the Board as to the eligibility of this project for funding consideration. The Administration Building was built in 1912. After a major fire around 1950, the upper portion was reconstructed as two residential apartments. The stone ground floor lower portion of the building appears to have been largely spared from fire damage. Ms. Hawkins pointed out that only the stone wall on the ground floor remains from the original building. Everything else on the building is non-historic. She considers that the work as proposed in the HMR drawings is an interpretive reconstruction of the Stickley-era building envelope, with a repurposed, contemporary interior. As she believed it represented a reconstruction, she does not believe it would qualify for funding under the County historic preservation program. The Board determined that the proposed work is reconstruction.

On motion by member Engelbart, seconded by member DeBiasse, the Board voted to deem the proposed work on the Administration Building as reconstruction.

Aye: DeBiasse, Engelbart, Galate, Granbery, Scozzafava, Solu, Stokes, Wells

Nay: None Abstain: None

(At this point, Chairperson Tortorello returned to the room)

Educational Institutions

Mr. Chang asked the Board to consider if educational institutions could be eligible applicants to the program. In order to qualify as a Charitable Conservancy, the Program's rules require that educational institutions must have a purpose in historic preservation. Member Solu pointed out that the Museum of Early Trades & Crafts in Madison has within its mission an educational component. As it is difficult for educational institutions to amend their IRS tax exempt ruling to include the purpose in historic preservation, the Board agreed that educational institutions could be eligible applicants without the specified purpose in historic preservation. Both exterior and interior features of educational institutions would be considered eligible activities.

On motion by member Galate, seconded by member Granbery, the Board voted to add Educational Institutions (public school districts and non-profit 501(c)(3) institutions) as an eligible applicant to the Historic Preservation Trust Fund program.

Aye: DeBiasse, Engelbart, Galate, Granbery, Scozzafava, Solu, Stokes, Tortorello, Wells
Nay: None Abstain: None

RULES & REGULATIONS

Conditions for Receiving Grant Funds

The Board reviewed the proposed language on County Payments. Mr. Chang explained that this proposal will allow the County, at its discretion, to use unused funds in the Construction portion of the grant to pay for Professional Fees, or to use unused funds in the Professional Fees portion to pay for Construction activity. This proposal also provides a general guideline for the level of Professional Fees in relation to the Construction budget: The cumulative total for Professional Fees (including preparation of Construction Documents, bidding / negotiations, construction administration and project closeout) should generally not exceed 15% of the value of the Construction budget.

On motion by member Granbery, seconded by member Solu, the Board voted to add the proposed language "County Payments" to the program rules under "5.16 Conditions for Receiving Grant Funds".

Aye: DeBiasse, Engelbart, Galate, Granbery, Scozzafava, Solu, Stokes, Tortorello, Wells
Nay: None Abstain: None

Reasonable framework for 50%, 75%, 100% draft documents

Ms. Hawkins asked the Board to consider draft language clarifying what specific documentation is expected at the 50%, 75% and 100% draft level for Preservation Plans. This language would be incorporated into the Historic Structure Report / Preservation Plan Checklist. As the draft language still needs to be modified to add consideration for Historic Structure Reports, the Board voted to accept this draft language pending review of final draft language.

On motion by member Granbery, seconded by member Engelbart, the Board voted to accept this draft language pending review of final draft language.

Aye: DeBiasse, Engelbart, Galate, Granbery, Scozzafava, Solu, Stokes, Tortorello, Wells
Nay: None Abstain: None

PROJECT UPDATE

Dr. Condict House, Dover (2017 Grant)

The Board reviewed the review comments from Ms. Hawkins regarding the 75% Preservation Plan for the Dr. Condict House. Ms. Hawkins noted that in her opinion, it is unclear if this submission is 50% complete. As the applicant has not met the 75% document requirement,

technically the applicant cannot make a grant application this year. Ms. Hawkins advised that, as this is a new applicant in the program who may be unfamiliar with the requirements, the Board could ask the applicant to submit the 75% draft by February 14th and she could complete the review so that the applicant can submit the 100% draft by the February 28th deadline. The Board agreed that the applicant need not submit the 75% draft, but would be required to submit the 100% draft by Feb. 28th. If the submission is determined by Ms. Hawkins to be complete and meets the requirements, then the applicant would be able to make a grant application this year (2018).

On motion by member Engelbart, seconded by member Scozzafava, the Board voted to allow the applicant (Dover Area Historical Society) to submit the 100% draft Preservation Plan by February 28, 2018, and if the submission is determined by the County Consultant to be complete and meets the requirements, the applicant would be able to make a grant application in 2018.
Aye: DeBiasse, Engelbart, Galate, Granbery, Scozzafava, Solu, Stokes, Tortorello, Wells
Nay: None Abstain: None

2018 REVIEW SCHEDULE

Mr. Chang provided the Board with the 2018 grant review schedule as follows:

Wednesday, **May 2**, 7:00 PM Board meeting, MC Planning & Preservation
Saturday, **May 12**, 8:30 AM Board Site Visits throughout County
May 14-24 Visits to Return Sites by individual Board members
Monday, **June 4**, 6:30 PM Applicant Presentations #1, County Library
Wednesday, **June 6**, 6:30 PM Applicant Presentations #2, County Library
Monday, **June 11**, 6:30 PM Applicant Presentations #3, County Library
Wednesday, **June 13**, 7:00 PM Board Deliberation, MC Planning & Preservation
Wednesday, **June 27**, 4:30 PM Funding Recommendation made to Freeholders
Wednesday, **Sept. 26**, 7:00 PM Board Meeting, MC Planning & Preservation
Wednesday, **Nov. 14**, 7:00 PM Board Meeting, MC Planning & Preservation

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.

PUBLIC QUESTIONS/COMMENTS

There were no questions or comments from the public.

NEXT MEETING

The next regular meeting is scheduled for Wednesday, May 2, 2018 in the 4th Floor Conference Room of the Offices of Planning & Preservation, 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 Solu, seconded by member Stokes, the Board voted to adjourn the meeting at 5:44 PM with all in favor.

Respectfully submitted,
Ray Chang, P.P.
Historic Preservation Program Coordinator