

**Township of Verona  
Landmarks Preservation Commission**

**Meeting Minutes  
November 18, 2015**

**1. Call to order**

Chairman Glenn Houthuysen called the meeting to order at 7:35 pm.

**2. Statement of compliance**

Chairman Houthuysen advised that notice of the meeting was published pursuant to the requirements of the NJ Open Public Meetings Act.

**3. Roll call of members**

- Glenn Houthuysen (Chairman)
- Ben Blinder - excused
- Jane Eliasof
- Pat Hynes
- Michael Nochimson - excused
- Dianne Oster
- Sandra Smith

**4. Adoption of minutes from the 9-18-15 meeting**

The meeting minutes from the September 18, 2015 were reviewed and accepted into the record.

**5. Old business**

**a. Town Survey Status:**

- Barton Ross and Partners is still interested in conducting the survey.
- Chairman Houthuysen will generate a budget and then it will need to go to the town for approval.
- Chairman Houthuysen and Vice Chairman Eliasof disused the grant application for the Town Survey.
- The commission discussed the two types of surveys: comprehensive vs. intensive.

**b. Annin Flag**

- Terminal Construction is the new owner. The Commission should reach out to assess if they have interest in making Annin Flag a Verona Designated Landmark.

**c. Cloud Service: Box.com account set up VPLC documents. All history we have should be collected and uploaded perhaps via flash drives.**

**d. Member information was verified.**

**e. Steve Chait has expressed an interest in joining the commission. He will need to write a letter to the town council expressing his interest in becoming a member.**

**6. New Business**

**a. Future landmark designation suggestions would be better determined once we have the survey.**

**b. Budget review for submission to the town council.**

- c. Chairman Houthuysen sent emails to Mitchell Stern (interim town manager) with the VLPC needs.
    - Town Survey and cost
    - VLPC budget for 2016
    - Use of township attorney rather than Planning Board attorney
    - Designation of properties with or without the owner's permission
    - Financial disclosure forms and nameplates for VLPC members
    - Microphones and town clerk at VLPC meetings.
    - VLPC meeting location Change
    - Storage location to store VLPC docs and papers
    - Change in name of commission to Verona Historical Preservation Commission
  - d. Meetings for 2016
    - January 21
    - March 10 – changed from St. Patrick's Day March 17
    - May 19
    - June 16
    - September 15
    - November 17
  - e. Verona Volunteer Open House Tuesday, December 1
    - The commission will have a table.
    - Ms. Smith will create a banner and poster.
  - f. Fair in the Square Saturday, December 5
    - Chairman Houthuysen will set up.
    - Requested commission members to attend 12 -3.
  - g. Reviewed the old zoning ordinance with regard to historic buildings.
  - h. Methodist Church: Ms. Smith will reach out to see if there is an interest in a plaque regarding the historic designation.
  - i. Write ups on the two designated sites will be updated.
7. **Other business:** There was no other business.
8. **Public participation:** There was no public participation
9. **Adjournment:** Chairman Houthuysen adjourned the meeting at 8:43pm. The next meeting is to be held on January 21, 2015.