

**Township of Verona  
Landmarks Preservation Commission**

**Meeting Minutes  
May 21, 2015**

**1. Call to order**

Chairman Glenn Houthuysen called the meeting to order at 7:29 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
- Jane Eliasof - absent
- Cyndi Hawkins
- Pat Hynes
- Michael Nochimson
- Dianne Oster
- Sandra Smith

**4. Adoption of minutes from the 3-19-15 meeting**

The meeting minutes from the March 19, 2015 were reviewed and accepted into the record.

**5. Old business**

**a. Town Survey Status:**

- Review of the proposals.
  - Keystone Preservation- Intensive Survey, \$18,445.00
  - Barton Ross and Partners - \$9,400
  - Wise Preservation - \$14,440
- Discussion proceeded on the merits of each proposal, comprehensive vs. intensive, importance of creating districts and how many districts might be created.
- Mr. Blinder suggested that we need to review potential homes that might be slated for demolition in the near future and a list should be compiled.
- Mr. Hynes felt that the commission needed to vote on the proposals in an expedited manner because of the need to identify properties.

- Consensus to vote:
  - Ms. Hawkins moved that we vote on the proposals, Mr. Hynes seconded that motion.
  - A unanimous vote was taken that the Barton Ross proposal should be accepted based on cost and the fact that since they are local (Livingston, NJ) availability would be facilitated.
  - Mr. Hynes questioned that we would need attorney review of the proposal.
- b. Review of the meeting with Joe Martin with Chairman Houthuysen and Mr. Blinder along with VLPC actions taken in this meeting.**
  - Chairman Houthuysen and Mr. Blinder discussed changing the focus of the ordinance that currently requires homeowner consent with Mr. Martin. (Section 150 – 15.10)
  - VLPC attorney: The VLPC cannot use the Planning Board attorney.
    - Options are to use the township attorney or find our own attorney.
    - The VLPC agreed to use Michael Gannaio, the township attorney.
    - Mr. Nochimson will contact Mr. Gannaio to make him aware that the VLPC will be in contact and will need to have the Barton and Ross contract reviewed.
  - Change of name to Verona Historic Preservation Commission: In the township ordinance the VLPC is designated as the “Landmarks Preservation Commission.”
    - This, along with the consent clause, is an ordinance change.
  - The VLPC email address need to be changed.
  - Storage of documents and paperwork related to the commission.
    - Mr. Martin suggested a secure offsite location with 24 hour access but the VLPC would prefer a local file cabinet with a key.
  - Name Plates
  - Minutes: the VLPC will be able to utilize someone from the township office, preferably the clerk, for meetings of significance.
  - Financial Disclosure Forms: The need for this is a question for Mr. Gannaio. They are basically forms that show there is no potential conflict of interest.
  - Budget Proposal; Chairman Houthuysen submitted a proposal but Mr. Martin indicated that he had some discretionary funds that could even cover the cost of the survey.
    - Mr. Nochimson feels that it would be best to assign money for use by the VLPC as a budget item and replenished at the end of the year.

- Ordinance Change: Section 150 – 15.10
  - The change that would no longer require homeowner consent for a property to become identified.
- Annin Flag: it appears as if the plans for conversion are going forward with a new developer.

**6. New Business**

- a. Resolution for reappointment of commission members.
    - Vice Chairman Eliasof and Ms. Smith – June 2015
    - An email will need to be sent to the township clerk so this can be added to the agenda.
    - Ms. Hawkins will find out what the dates for reappointment of other commissions members.
  - b. Montclair Historical Preservation meeting – Thursday, 5/28/15 @ 7:30pm – (Municipal Building, 205 Claremont Avenue)
  - c. Member education opportunities – NJ History and Historic Preservation 2015 Conference in Mt. Laurel on Wed. 6/3 & Thurs 6/4
7. **Other business:** There was no other business.
8. **Public participation:** There was no public participation
9. **Adjournment:** Chairman Houthuysen adjourned the meeting at 8:44 pm. The next meeting is to be held on June 18, 2015.

Submitted by S. Smith, secretary