

MINUTES OF THE REGULAR MEETING

MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND REVIEW BOARD

Via Webex: <https://morriscountynj.webex.com/meet/rchang>

May 4, 2022

The meeting was called to order at 7:08 PM by Chairman Fast.

Members present:

Richard Conklin, Region III
Amy Curry, Region II
Gary DeBiasse, Preservation Architecture
Edward Engelbart, At-Large
Lawrence Fast, At-Large
Jill Gotthelf, Architectural History
Ann Granbery, Historic Landscape Specialist
Martin Kane, Morris County Heritage Commission
John Solu, Building Restoration
Martha Wells, Region IV

Excused Absence:

Edward Hanington, Region I

Also attending:

Joe Barilla, Morris County Planning Director
Ray Chang, Historic Preservation Program Coordinator

OPEN PUBLIC MEETINGS STATEMENT

Chairman Fast 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.

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF MINUTES

On motion by member Gotthelf, seconded by member DeBiasse, the Board voted to approve the minutes of the Board's meeting of January 26, 2022.

Aye: Curry, DeBiasse, Engelbart, Fast, Gotthelf, Granbery, Kane, Solu, Wells

Nay: None Abstain: Conklin

RULE CHANGE

Following the Board's approval of reallocating grant funds for the terra cotta work at the

Lake Hopatcong Train Station, staff has prepared a draft rule change to deal with future requests for reallocation of grant funds, to be inserted to section 5.16.7 of the HP Rules (addition in **bold** and underline):

7. County Payments – County payments for Construction grants will be limited to the amount of the grant, consisting of a Construction portion and a Professional Fees portion as provided in the Scope of Work section in the grant agreement. Payments for construction related activities will be capped at the total of the Construction portion in the Scope of Work, and payments for Professional Fees will be capped at the total of the Professional Fees portion in the Scope of Work. At the County’s discretion, Professional Fees for partially funded Construction projects may be reduced to reflect the reduced scope of work. Upon the applicant’s request and at the County’s discretion, unused funds in the Construction portion of the grant may be used to pay for Professional Fees, and unused funds in the Professional Fees portion of the grant may be used to pay for Construction activities. **Upon the applicant’s request and at the County’s discretion, unused funds in the Construction portion of the grant may be reallocated toward scope which has been determined by the County’s Historic Preservation Consultant to relate to the approved scope of the grant.** For purposes of this section, Professional Fees include the preparation of Construction Documents, bidding / negotiations, construction administration and project closeout. For Construction grant projects, the cumulative total for Professional Fees should generally not exceed 15% of the value of the Construction budget. The County reserves the right to request additional documentation for those Professional Fees exceeding 15% of the value of the Construction budget.

With this change, if the County Consultant determines that a request for reallocation does not relate to the grant scope, the request would be denied without it coming before the HP Board. If the request is found to relate to the grant scope, the Board can consider it to approve or deny.

The Board considered the proposed rule change. On motion by member Engelbart, seconded by member Wells, the Board voted to approve the rule change with the additional language to be added at the end of proposed text above, **“The HP Review Board reserves the right to request for additional documentation prior to approving / denying the reallocation request.”**

Aye: Conklin, Curry, DeBiasse, Engelbart, Fast, Gotthelf, Granbery, Kane, Solu, Wells
 Nay: None Abstain: None

2022 APPLICATIONS

Mr. Chang explained the use of the OneDrive area where all 2022 HP application materials are located. Board members have also received a Handbook that summarizes the applications. Mr. Chang used a PowerPoint to present the applications received this year.

2022 REVIEW SCHEDULE

Mr. Chang provided the Board with the 2022 grant review and meeting schedule as follows:

Saturday, May 14 , 8:40 AM	Board In-Person Site Visit
May 16-26	Individual Board Member In-Person Visits
Monday, June 6 , 6:00 PM	Applicant Presentations #1, via Webex
Wednesday, June 8 , 6:00 PM	Applicant Presentations #2, via Webex

Monday, June 13 , 6:00 PM	Applicant Presentations #3, via Webex
Wednesday, June 15 , 7:00 PM	Board Deliberation, via Webex
Wednesday, June 22 , 4:30 PM	Funding Recommendation made to Commissioners
Wednesday, July 13 , 7:00 PM	Grant Awards made by Commissioners
Wednesday, Sept. 21 , 7:00 PM	Board Meeting, via Webex
Wednesday, Nov. 16 , 7:00 PM	Board Meeting, via Webex

QUESTIONS/COMMENTS

There were no questions or comments.

NEXT MEETING

The next regular meeting is scheduled for Saturday, May 14, 2022, when the Board will visit the 5 new sites in this year’s applications. The visit will begin outside the Office of Planning and Preservation, 30 Schuyler Place, Morristown, NJ, starting at 8:40 AM.

ADJOURNMENT

There being no further business, on a motion by member DeBiasse, seconded by member Engelbart, the Board voted to adjourn the meeting at 9:17 PM with all in favor.

Respectfully submitted,

Ray Chang, P.P.
Historic Preservation Program Coordinator