

CHATHAM BOROUGH HISTORIC PRESERVATION COMMISSION

June 19, 2018

7:30 p.m.

Chairman James Greener called this Regular Meeting to order at 7:30 p.m. in Room 313, upper level, Chatham Borough Hall. Mr. Greener read aloud the following notice:

Pursuant to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq. adequate notice of this meeting has been provided by including same in the Annual Notice, copies of which were posted on the official bulletin board on the main floor of Borough Hall, emailed to the Chatham Courier, the Daily Record, and the office of the Borough Clerk.

Names	Present	Absent
James J. Greener	X	
Mindy Pitonyak	X	
Frank Truilo	X	
Eleanor Smith	X	
Catherine Chin	X	
Carolyn Dempsey	X	
Council Member Thaddeus Kobylarz	X	
Liz Holler – Minutes Secretary	X – arrived at 8:10 p.m.	

Commissioner Cathy Chin kindly took the meeting minutes the first half of tonight’s meeting, in Ms. Holler’s absence.

The Commission welcomed a new member, Carolyn Dempsey.

Public Comments

There were none.

Motion to Adopt Meeting Minutes

The meeting minutes of May 15, 2018 were approved by the Commission.

Summer Interns

The Commission discussed what is the Borough’s liability for having summer interns out in the field. Council Member Kobylarz will touch base with Mayor Harris on this question. If an internship is approved, the Commission will provide parameters for interns.

Scope of Services with Madison

The Commission decided whatever mechanism Madison Borough uses to enforce regulations, should be employed for Chatham Borough. Another goal discussed by the Commission was to work more closely with the Chatham Historical Society.

Proposed Ordinance Changes

Commissioners noted that the reason for the update to the HPC ordinance is because the Chatham Borough Building Department was moved to the Borough of Madison, which has had an impact on procedure.

Commissioners made some minor changes on the ordinance's terminology. Chrmn. Greener questioned the Capital Improvement Project brought up in the ordinance, as well as the Technical Coordination Committee. Council Member Kobylarz will find out more info on these entities and will report back to the Commission.

Also reviewing the ordinance, Chrmn. Greener pointed out that the HPC can give their opinions on sites that are not in the Borough's Historic District. The Commission can also offer advisory comments on applications being considered by the Planning Board and the Zoning Board of Adjustment.

Commissioners discussed the number of members that are required for HPC. Council Member Kobylarz pointed out that the HPC almost has reached the membership capacity; however possible future members should be kept in mind.

Commissioners reviewed the criteria for recognizing other districts in the Borough, other than the Historic District. Procedures for the designation of historic sites was reviewed. Commissioners noted that a hearing is held in this situation. They discussed what information is needed at such a hearing and how a notice is made for the hearing.

The demolition/removal of a historic site was discussed, and the procedure an applicant must follow for such an action. Commissioners felt that the HPC had *some* authority in such a situation.

Commissioners discussed the matter of enforcement. They questioned who was considered the Administrative Office.

Summing up, Chrmn. Greener said he would add a few more revisions and then send the "working copy" of the ordinance to Borough Engineer/Zoning Official Vincent DeNave, Borough Administrator Steve Williams, and Mayor Bruce Harris. A morning coffee meeting can be set up with these three officials to review the proposed revisions. Chrmn. Greener invited any interested Commissioners to attend this meeting.

At 9:02 p.m. the meeting adjourned.

The next Historic Preservation Commission meeting will be held on Tuesday, July 17, 2018, 7:30 p.m., Room 212. Middle Level, Chatham Borough Hall.

Respectfully submitted:

Liz Holler
Recording Secretary

