

**BOROUGH OF MENDHAM  
HISTORIC PRESERVATION COMMISSION  
MINUTES OF THE JANUARY 22, 2025  
REORGANIZATION/REGULAR MEETING**

**CALL TO ORDER/FLAG SALUTE**

The reorganizational/regular meeting of the Historic Preservation Commission was called to order at 7:30PM and the open public meeting statement was read into the record.

**REORGANIZATION**

**OATHS OF OFFICE**

- a) **Mark Tosso - Regular Class B Member expiring 12/31/28**
- b) **Addie Shafran- Regular Class C Member expiring 12/31/28**

**ROLL CALL:**

|                         |                                     |
|-------------------------|-------------------------------------|
| Mr. Encin – Present     | Mr. Van Arsdale – Present           |
| Mr. Tosso – Present     | Mr. Mullany - Alternate #1: Present |
| Ms. Shafran – Present   | Ms. Cass - Alternate # 2 - Absent   |
| Ms. Rodrigues - Present |                                     |

Also Present:

Ms. Alison Kopsco, Commission Planner

**ELECTIONS**

**CHAIR:**

Ms. Shafran nominated Mr. Van Arsdale as Chair, which was seconded by Mr. Tosso. There being no additional nominations, nominations were closed. There being no other nominations a single ballot can be cast, and Mr. Van Arsdale was elected Chair.

Roll Call: The result of the roll call was 5 to 0 as follows:

|              |   |
|--------------|---|
| In favor:    | Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, and Mr. Mullany |
| Opposed:     | None  |
| Abstentions: | Mr. Van Arsdale   |

Mr. Van Arsdale was elected Chair and assumed leadership of the Commission.

**VICE CHAIR:**

Mr. Van Arsdale nominated Ms. Shafran as Vice Chairman, which was seconded by Mr. Mullany. There being no additional nominations, nominations were closed. There being no other nominations a single ballot can be cast, and Ms. Shafran was elected Vice Chair.

Roll Call: The result of the roll call was 5 to 0 as follows:

|              |   |
|--------------|---|
| In favor:    | Mr. Encin, Mr. Tosso, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany |
| Opposed:     | None  |
| Abstentions: | Ms. Shafran   |

**RESOLUTIONS**

**MEETING DATES:**

Motion by Ms. Shafran, seconded by Mr. Mullany and unanimously carried by voice vote to adopt a resolution (as outlined herein) setting forth the meeting dates for 2025 and the first meeting of 2026.

Roll Call: The result of the roll call was 6 to 0 as follows:

In favor: Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None  
Abstentions:

**Motion carried**

**BOROUGH OF MENDHAM  
MORRIS COUNTY, NEW JERSEY  
HISTORIC PRESERVATION COMMISSION  
RESOLUTION #01-2025  
RESOLUTION SETTING THE ANNUAL MEETING SCHEDULE  
FOR THE HISTORIC PRESERVATION COMMISSION  
OF THE BOROUGH OF MENDHAM  
CALENDAR YEAR 2025**

***BE IT RESOLVED** that the Historic Preservation Commission of the Borough of Mendham will meet to discuss or act upon public business at 7:30PM prevailing time on each of the dates in 2025 set forth below, at the Garabrant Center, 4 Wilson St., Mendham, NJ. During a declared state of emergency when meetings of the Historic Preservation Commission are held remotely, the public may attend remotely by Zoom. Instructions on how to attend a meeting via Zoom will be posted on the meetings schedule webpage on the Borough’s website in advance of the meeting and in accordance with the Open Public Meetings Act.*

- Wednesday, January 22, 2025(Regular and Reorganization- Previously Advertised)*
- Wednesday, February 19*
- Monday, March 17*
- Monday, April 21*
- Monday, May 19*
- Monday, June 16*
- Monday, July 21*
- Monday, August 18*
- Monday, September 15*
- Monday, October 20*
- Monday, November 17*
- Monday, December 15*

*The regular and reorganization meeting for 2026 will be held on January 21, 2026.*

***BE IT FURTHER RESOLVED**, that notice of any additions to the above schedule or change in the time, date or place of any scheduled meeting will be posted and maintained in the Phoenix House, 2 West Main St., Mendham, NJ for purposes of public inspection, and will be filed in the Office of the Borough Clerk in accordance with the Open Public Meetings Act and delivered to the official newspapers in advance as required by law.*

*Dated: January 22, 2025*

\_\_\_\_\_  
*Chairman, Historic Preservation Commission*

*ATTEST:*

\_\_\_\_\_  
*Land Use Coordinator*

**OFFICIAL NEWSPAPERS:**

Motion by Ms. Shafran, seconded by Mr. Mullany and unanimously carried by voice vote to adopt a resolution (as outlined herein) recognizing the Star Ledger and The Daily Record as the official newspapers of the Board for 2025.

Roll Call: The result of the roll call was 6 to 0 as follows:

In favor: Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None

Abstentions:

**Motion carried**

**BOROUGH OF MENDHAM  
MORRIS COUNTY, NEW JERSEY**

**HISTORIC PRESERVATION COMMISSION**

**RESOLUTION #02-2025**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS  
FOR CALENDAR YEAR 2025**

*BE IT RESOLVED* by the Historic Preservation Commission of the Borough of Mendham, Morris County, New Jersey as follows:

*The Historic Preservation Commission of the Borough of Mendham hereby makes the following designations:*

1. *The Star Ledger and/or the Daily Record are hereby designated as the two newspapers to receive notice of meetings required by any and all sections of the Open Public Meetings Act, it appearing that said newspapers are most likely to inform the local public of such meetings. Notices required by the New Jersey Municipal Land Use Law or the Borough’s Land Use Regulations may be placed, as required by law, in either of the designated newspapers.*
2. *Notice of this meeting of the Historic Preservation Commission of the Borough of Mendham shall be posted and maintained in the Phoenix House, 2 West Main Street, Mendham, NJ for purposes of public inspection, and will be filed in the Office of the Borough Clerk in accordance with the Open Public Meetings Act*
3. *The sum of \$12.00 per year is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act.*

*Dated: January 22, 2025*

\_\_\_\_\_  
*Chairman, Historic Preservation Commission*

ATTEST:

\_\_\_\_\_  
*Land Use Coordinator*

**COMMISSION ATTORNEY:**

Motion by Mr. Mullany, seconded by Ms. Shafran and unanimously carried by voice vote to adopt a resolution (as outlined herein) authorizing entry into an agreement with Edward R. Pasternak, esq. of the firm Dorsey and Semrau, LLC for legal services.

Roll Call: The result of the roll call was 6 to 0 as follows:

In favor: Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None  
Abstentions:

**Motion carried**



**COMMISSION PLANNER:**

Motion by Mr. Mullany, seconded by Ms. Shafran and unanimously carried by voice vote to adopt a resolution (as outlined herein) authorizing entry into an agreement with J. Caldwell & Associates, LLC for planner services.

Roll Call: The result of the roll call was 6 to 0 as follows:

In favor: Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None  
Abstentions:

**Motion carried**

**BOROUGH OF MENDHAM  
MORRIS COUNTY, NEW JERSEY  
HISTORIC PRESERVATION COMMISSION  
RESOLUTION #04-2025**

**RESOLUTION OF THE BOROUGH OF MENDHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO J. CALDWELL & ASSOCIATES, LLC FOR COMMISSION PLANNER SERVICES**

*WHEREAS, the Historic Preservation Commission of the Borough of Mendham has a need to acquire professional Commission Planner services without competitive bidding pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and*

*WHEREAS, the Borough Administrator has determined and certified in writing that the value of the services will exceed \$17,500; and*

*WHEREAS, the anticipated term of this contract is one (1) year; and*

*WHEREAS, J. Caldwell & Associates, LLC has submitted a proposal indicating that J. Caldwell & Associates, LLC will provide Commission Planner services in an amount projected to not exceed \$4,000 (this amount does not include payments made against escrow accounts which are not paid out of taxpayer funds); and*

*WHEREAS, J. Caldwell & Associates, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that J. Caldwell & Associates, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Mendham in the previous one year, and that the contract will prohibit J. Caldwell & Associates, LLC from making any reportable contributions through the term of the contract; and*

*WHEREAS, the Historic Preservation Commission of the Borough of Mendham desire to award the contract to J. Caldwell & Associates, LLC; and*

*WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection.*

**NOW, THEREFORE, BE IT RESOLVED** by the Historic Preservation Commission of the Borough of Mendham:

1. *The Historic Preservation Commission of the Borough of Mendham hereby authorizes execution of a professional services agreement with J. Caldwell & Associates, LLC. to serve as Commission Planner for the year 2025, in an amount projected not to exceed \$4,000 (this amount does not include payments made against escrow accounts which are not paid out of taxpayer funds).*
2. *This contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said services are exempt from the provisions of the bidding statutes in that they are services rendered or performed by a person authorized by law to practice a recognized profession and are services which require knowledge of an advanced type in a field of learning acquired by a prolonged course of specialized instruction as distinguished from general academic instruction or apprenticeship and training.*
3. *The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.*
4. *That a notice of this action shall be published once in the official newspapers of the Historic Preservation Commission of the Borough of Mendham, as required by N.J.S.A. 40A:11-5(1)(a).*
5. *This Resolution shall take effect as provided herein.*

*I, Lisa J. Smith, Land Use Coordinator of the Borough of Mendham, do hereby certify that the foregoing Resolution was duly adopted at the Reorganization Meeting of the Historic Preservation Commission of the Borough of Mendham, held this 22nd day of January 2025.*

\_\_\_\_\_  
*Lisa J. Smith, Land Use Coordinator*

ATTEST: \_\_\_\_\_  
*Lisa J. Smith*  
*Land Use Coordinator*

\_\_\_\_\_ *Chairman, Historic Preservation Commission*

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**COMMISSION SECRETARY:**

Motion by Mr. Mullany, seconded by Mr. Encin and unanimously carried by voice vote to appoint Lisa J. Smith as Commission Secretary.

Roll Call: The result of the roll call was 6 to 0 as follows:

In favor: Mr. Encin, Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None  
Abstentions:

**Motion carried**

**BOROUGH OF MENDHAM  
MORRIS COUNTY, NEW JERSEY  
HISTORIC PRESERVATION COMMISSION  
RESOLUTION #05-2025  
RESOLUTION APPOINTING LISA J SMITH AS COMMISSION SECRETARY  
FOR CALENDAR YEAR 2025**

**BE IT RESOLVED** by the Historic Preservation Commission of the Borough of Mendham that Lisa J. Smith has been appointed to the position of Secretary to the Historic Preservation Commission effective January 1, 2025.

*I certify that this is a true and exact copy of a resolution adopted by the Borough of Mendham Historic Preservation Commission on January 22, 2025.*

\_\_\_\_\_  
*Land Use Coordinator*

\_\_\_\_\_  
*Chairman, Historic Preservation Commission*

**PUBLIC COMMENT:**

Chairman Van Arsdale opened the meeting to the public for questions and comments on items not included on the agenda. There being none, the public session was closed.

**MINUTES:**

Mr. Mullany noted that Ms. needed to be changed to Mr. Motion by Mr. Tosso, seconded by Mr. Mullany and unanimously carried by voice vote to adopt the Minutes of November 20, 2024 meeting as revised.

Roll Call: The result of the roll call was 4 to 0 as follows:

In favor: Mr. Tosso, Ms. Shafran, Mr. Van Arsdale, Mr. Mullany  
Opposed: None  
Abstentions: Mr. Encin and Ms. Rodrigues

**APPLICATIONS:**

**01-25 Wade & Samantha Williams  
7 Hampton Rd  
Blk 1904 Lot 7**

**Present: Mr. Williams – Applicant  
Mr. Encin– Architect**

Mr. Encin recused himself

Mr. Williams summarized the application and explained the reasoning for the proposed application to add an addition to the house at 7 Hampton Rd.

Mr. Encin explained Sheet A-1 which was the existing house that is a craftsman type house with a covered porch.

Mr. Encin gave an overview of the application of the proposed 1-1/2 to 2 story addition to the left side where the bottom will be a garage with space above, utilizing a portion of the porch as an extension of living space and a new wood deck. Mr. Encin explained that Sheet 2 was the 1-1/2 car garage, deck in rear and showed that there would still be a porch and that they were only proposing to encapsulate a portion of the porch to enlarge the living room and make a master suite above. Mr. Encin explained Sheet 3 which included the front façade, addition to the left, carriage type garage. Mr. Encin noted that the porch area will keep ½ wall and there will be 4 windows instead of 3. Mr. Encin stated that the deck will be Azek trim and railing, which will look like real wood and Azek will be used for decking. Mr. Encin explained that there is currently vinyl siding on the house, and they are proposing to use a vinyl shingle product that will look like a painted shingle. Mr. Encin stated that the existing house has vinyl replacement windows, and they are proposing to replace all windows on the front façade with an Anderson 400 with simulated divided light, but the rear and side windows will be vinyl.

Mr. Van Arsdale asked if there would be recessed panels and Mr. Encin noted that they are flat shaker panels. Mr. Mullany asked about the roofing materials. Mr. Encin stated that they will be using HDZ Timberline for the entire house. Mr. Mullany asked if the fence would connect to the house. Mr. Williams stated that it would. Ms. Shafran asked if the windows on the left and right side of the porch would be solid, and Mr. Encin stated that they would. Mr. Van Arsdale asked if the siding comes in 4 or 6' lengths. Mr. Encin explained that the shingles come in 6-8' lengths. Mr. Tosso asked if a color was chosen. Mr. Williams stated that they haven't yet. Mr. Mullany asked what type of wood material was being used for the deck. Mr. Encin stated that Timber Tec capped composite will be used.

Motion was made by Mr. Mullany, seconded by Ms. Shafran to approve the application as submitted.

Roll Call: The result of the roll call was 5 to 0 as follows:

In favor: Mr. Tosso, Ms. Shafran, Ms. Rodrigues, Mr. Van Arsdale, and Mr. Mullany  
Opposed: None  
Abstentions: Mr. Encin

**The motion carried.**

**DISCUSSION/MISCELLANEOUS:**

**ADJOURNMENT:**

There being no additional business, Mr. Tosso made a motion to adjourn, and Mr. Mullany seconded. On a voice vote, all were in favor. Mr. Van Arsdale adjourned the meeting at 8:15 PM.

The next meeting of the Historic Preservation Commission will be held on Wednesday, February 19, 2025 at 7:30PM at the Garabrant Center, 4 Wilson Street, Mendham, NJ.

Respectfully Submitted,

*Lisa J. Smith*

Lisa J. Smith

Land Use Coordinator