



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES

Thursday, September 25, 2025 - 7:30 PM

Virtual Webex Meeting

To access information on how to use WebEx to join the meeting, please click on the following link: <https://www.southorange.org/800/WebEx-FAQs>

### ORDER OF BUSINESS

**Chair Levine called the meeting to order at approximately 7:30 pm:**

**1. Roll Call**

Class A Commissioners

Karen Marlowe, Vice Chair - **Absent**

Anina Rossen

Class B Commissioners

Jacob Levine, Chair

Jason Martinek

Julie McCourt - **Absent**

Gretchen Schumann - **Absent**

David Wright

Alternates

Vacant (Class A)

Vacant(Class B)

Summer Jones, Village Council Liaison

William Sullivan, Commission Counsel – **Absent**

Robert Mellinger, Associate Counsel

Ojetti Davis, Recording Secretary

**2. Meeting Notice Statement**

**Chair Levine read the following statement:**

Adequate notice of this meeting had been provided to the press in accordance with the Open Public Meetings Act, N.J.S.A 10:4-6. In addition, notice of this meeting was posted in Village Hall and on the Village's website, and has been filed in the Office of the Village Clerk. Official action may be taken.

**3. Approval of Minutes**



- A. Regular meeting held on August 21, 2025:  
Ms. Rossen moved to approve the minutes of August 21<sup>st</sup>, seconded by Mr. Martinek. All members were in favor and none opposed.

**4. New Business**

There was no new business discussed.

**5. Old Business**

- A. Library Update – There was no report.

**6. Discussion/Follow Up/Action Items**

- A. Village Council Report – There was no report.
- B. Local landmark designation and FAQ:  
The board discussed the following:
- The four response letters from property owners that wish to self-designate
  - Deadline for the response letters, October 15<sup>th</sup>
  - Tracking the self-designation responses and creating a sub-committee. Ms. Rossen will work on creating a google sheet to track the self-designation response
  - Discuss the next steps: wait until the next meeting to see if more letters are received; start assigning properties and proposing to select at least 10 properties per month to attend the meetings for designating
  - Discuss the process for hiring a consultant for the Prospect Street District. Councilwoman Jones will check with Administration to see if a RFP is required and the budget threshold for this board.
  - Mr. Wright said he would take the lead on a new committee to start working on the Prospect Street surveying process

**7. Subcommittee Updates**

There were no updates.

**8. Public Comments**

There were no questions or comments from the public.

**9. Next Meeting Date**

- A. Thursday, October 16, 2025

**10. Adjournment**



There being no further discussion, Mr. Wright moved to adjourn the meeting, seconded by Ms. Rossen. Chair Levine adjourned the meeting at approximately 7:50 pm.

Respectfully Submitted by,  
Ojetti Davis  
Recording Secretary