

**MINUTES
OF THE
CRANBURY TOWNSHIP
HISTORIC PRESERVATION COMMISSION
CRANBURY, NEW JERSEY
MIDDLESEX COUNTY**

TIME AND PLACE OF MEETING

A workshop meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on March 10, 2009 beginning at 4:00 pm.

CALL TO ORDER

With a quorum present Bobbie Marlow, HPC Chair, called the meeting to order and Linda M. Scott, recording secretary, acted as secretary.

STATEMENT OF ADEQUATE NOTICE

Pursuant of the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-5) was provided of this meeting's date, time, place and agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice and filed with the Municipal Clerk.

MEMBERS IN ATTENDANCE

Ms. Marlowe, Ms. Stasi, and Mr. Williams were present. Ms. Stops informed Ms. Scott that she will not be attending the meeting. Mr. Girardet is still out of the country and is unable to attend this meeting.

MINUTES

Meeting minutes were not reviewed.

DISCUSSION

Historic District/Buffer Zone List: A list of all properties within the Historic District (HD) and Buffer Zone (BZ) will be counted so they will be individually reviewed and inventoried with the survey. Approximately 155 properties are in the HD. The list includes detention basins along with other township owned land within the HD and BZ. Other properties are questionable due to the proximity and the delineation of the 200' BZ. Township properties do not need to come before HPC for review. However, the barn park is one of the properties.

Ms. Stasi informed everyone that on March 5th she visited the State Historic Preservation Office (SHPO) office in Trenton. She received training to use their file system and had the opportunity to discuss Cranbury's goal to apply for a grant through the CLG (Certified Local Government). Ms. Stasi spoke with Ms. Tingey of SHPO who recommended that Cranbury use the Gloucester City RFP and grant application as an example. This was a successful grant that was recently approved by SHPO. Ms. Tingey offered these documents to Ms. Stasi. She then offered to review the RFP after Cranbury has tailored the document to their needs. Ms. Tingey recommended that Cranbury apply for a Regulatory Survey. Once completed and approved by HPC, the RFP will be sent to the attorney for review as well.

Ms. Stasi stated that the acquired sample request for proposal (RFP) stipulates a minimum number of properties to be inventoried. HPC could request to have the HD surveyed first, excluding Township properties, and then include BZ properties. Ms. Stasi said that it would be SHPO's discretion to recommend the survey be performed in phases, stretching it out over a

two year period. Doing so will not deplete their funds within one grant year. Mr. Williams questioned what the dollar amount of the 2010 grant funding is, but this is not known. He suggested that HPC prioritize what they would like done.

Ms. Stasi had retyped the sample RFP tailoring it to Cranbury to the best of her ability and knowledge (dated 3/09/09). However, there are certain details and information that she could not obtain or is aware to include in the sample RFP. The overview includes a summary description of what HPC is requesting along with the number of properties and how the inventory should be GIS mapped and listed according to block/lot or street address. HPC is a regulatory board so the inventory should be for regulatory purpose. Other documents could be collated into the report such as the National Registry description and the Middlesex County Cultural and Heritage descriptions. Ms. Stasi stated the survey would include an architectural detail of the houses and dependent buildings on each property located in the HD and BZ by a professional. A suggestion was made to include a date imprinted on the photos. Three or more meetings will be required of the winning bidder to inform HPC of work progression before the deadline date.

Mr. Williams spoke with Mr. Miller of Hopewell to obtain a copy of their RFP. Mr. Williams was referred to Mr. Blackwell, but has not been able to make contact.

The draft RFP was reviewed and discussed. Questions were raised regarding bridges, cemeteries, farmland that is in the farmland preservation program, and any Township owned land within the HD that may have changes made to it. An archeologist would have the expertise to do a survey or evaluate a cemetery or dam. The HD map does not delineate the property lines on Liedtke Drive.

Ms. Stasi will incorporate the summary paragraph along with discussed changes. She feels that HPC should request a sample report to insure that the product is what they are asking for.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Ms. Stasi, seconded by Ms. Marlowe and carried, the meeting was thereupon adjourned.

CERTIFICATE OF SECRETARY

I, undersigned, do hereby certify;

That I am the duly appointed secretary of the Cranbury Township Historic Preservation Commission and,

That the foregoing minutes of the Historic Preservation Commission, held on March 10, 2009 consisting of 2 pages, constitute a true and correct copy of the minutes of the said meeting.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 5th day of May 2009.

Linda M. Scott, Recording Secretary