

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

TIME AND PLACE OF MEETING

A meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on November 20, 2012 beginning at 7:30 pm.

STATEMENT OF ADEQUATE NOTICE

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-5) was provided on November 29, 2011 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.

CALL TO ORDER

With a quorum present, Ms. Marlowe called the meeting to order.

MEMBERS IN ATTENDANCE

Ms. Marlowe, Mr. Williams and Mr. Ziegler. A motion was made by Ms. Marlowe, second by Mr. Ziegler, to excuse Mr. Girardet from this meeting.

MINUTES

The minutes of the October 2, 2012 meeting was reviewed and approved with a motion by Ms. Marlowe, second by Mr. Ziegler, all in favor.

The minutes of the October 23, 2012 meeting was reviewed and amended with a motion by Ms. Marlowe and second by Mr. Ziegler, all in favor. Record reflects that Mr. Williams recused himself.

APPLICATIONS

46 North Main Street, (B32,L3) In Historic District, Classified C+; Mr. Larry Rak attended this meeting for a conceptual discussion for a proposed exterior chimney installed on the north elevation of his home. He has submitted an application to install an exhaust vent/chimney that is required when he replaces the existing furnace with a new one. The proposed chimney will be located on the north elevation and enclosed with vinyl siding to match the existing siding. Discussion ensued. It was decided that Mr. Rak should come and meet with the Construction Official, Mr. Greg Farrington, for discussion of the new and existing chimney as well as any other concern about furnaces. Mr. Rak thanked HPC for their time and experience. Application will be kept on file until Mr. Rak meets with Mr. Farrington.

Maplewood Avenue Westminster Cemetery, (B29, L11) In Historic District; Secretary emailed Mr. Ryba to invite him to the meeting however, due to the Thanksgiving holiday, he was unable to attend. He was asked about the fence and if it meets up with the entrance pillars. He responded that it does. Mr. Ziegler visited the site and took a panoramic photo. He presented this photo which will be placed in the file. HPC does not have a clear understanding of this application and feels it best to have the applicant present. It will be placed on the December 4th agenda.

OTHER APPLICATIONS

10 Bunker Hill, (B28,L12); an application was received November 19, 2012 to re-roof the existing house. Currently a cedar shingle roof is on the structure. An asphalt material is proposed to replace the existing. A photo dated 1987 was received with application; the roof was covered with an asphalt shingle. Due to this evidence and discussion with Ms. Marlowe, application was deemed as ordinary maintenance.

NEW BUSINESS

CLG Grant: Mr. Ziegler received a letter from Ms. Bzdak regarding her review of the 1998 Heritage Studies and the historic district map. It contains her thoughts and internet links to investigate possible grants that could help with costs associated to a survey.

The NJ SHPO is offering a no match grant to CLG municipalities. HPC will need to put together two documents. It is believed that a RFP (Request for Proposals) is needed to determine the fair and reasonable costs of professional services to perform a survey. Also, perhaps needed, a RFQ (Request for Qualifications) to seek qualified service providers to perform a survey. This is an area that HPC has no experience with.

According to the grant, the municipality may need to disperse payment according to a predetermined payment schedule. The recipient pays for all costs up-front, and grant funds are reimbursed for 100 percent of the total costs, up to the grant amount. This means that the municipality may have to carry the cost of the grant for a brief period between the time it pays the grant project bills and the time that it is reimbursed by the State. The grant will not reimburse a consultant for preparing the application. Since HPC has no experience with grant writing, it may be best to have a professional complete and submit the grant. The question is how much would it cost be to have this done. It may be worth the investment, if not too costly. Secretary will inquire about the 2013 HPC budget and how it correlates with grant funding.

Mr. Ziegler will inquire with Ms. Bzdak to determine how best to proceed. Secretary will send an email to SHPO asking about a winning survey grant or RFP that HPC may use as a guide.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Mr. Ziegler, second by Mr. Williams 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 November 20, 2012 consisting of __ 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 4th day of December 2012.

Linda M. Scott, Recording Secretary