

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

TIME AND PLACE OF MEETING

A regularly scheduled meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on December 2, 2014 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 December 4, 2013 of this meeting's date, time, place and an 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. Marlow, HPC Chair, called the meeting to order and Ms. Scott performed as recording secretary.

MEMBERS IN ATTENDANCE

Ms. Marlowe, Mr. Szabo, Mr. Walsh and Mr. Ziegler. Motion was made by Ms. Marlowe and second by Mr. Szabo to excuse Mr. Walsh and Mr. Williams, all in favor.

MINUTES

The minutes of the October 21, 2014 meeting was reviewed and approved with a motion by Mr. Ziegler, second by Mr. Banks, all in favor. Record will reflect that Mr. Szabo was recused.

APPLICATIONS

None.

NEW BUSINESS

CLG No-Match Grant: Mr. Richard Grubb and Mr. Damon Tvaryanas, both of Richard Grubb & Associates, Inc. were present for discussion of the New Jersey Historic Preservation Fund Certified Local Government Grant. This is a no match grant with only 45 CLG towns in NJ eligible to apply. The deadline submission date is January 16, 2015. The application can be found online. A quick preview shows that HPC can complete some of the application but there are portions that need to be completed by a firm.

HPC must obtain three quotes by qualified vendors to satisfy requirements under the bid threshold. Mr. Tvaryanas stated that there is a preference by obtaining the quotes in advance when submitting the grant. Despite the time period, the required information must be gotten. According to the grant criteria, the cost of professional and consultant services of a particular profession or special skill are allowed. A subcontract with the consultant outlining responsibilities, standards, products and fees will be required. The cost associated with the administration of the grant is not an allowable expense.

HPC stated that they would like to submit for grant funding to lay the ground work or foundation so future survey work can be added and built upon it. Mr. Tvaryanas stated that if the maximum (\$24,999) was granted, this still would not be enough to update the survey for the entire Historic District (HD) properties. He suggested to pick a target area or group of properties to address. There are approx. 220 properties in the HD.

Ms. Marlowe stated that HPC was aware of the amount of properties needed to surveyed and realized because of the awarded amount, performing an inventory would be done in two stages. Mr. Ziegler posed a question; would the inventory of 110 properties be performed now and the remaining be inventoried at a later time or could an entire inventory be performed but at a lower level of detail? Mr. Tvaryanas said that the lower level could be performed and applied for but felt that the Historic Preservation Office may ask for the max amount of information. Mr. Ziegler wondered that perhaps a data base could be setup online without populating other fields allowing for more properties to help lay the ground work and build a foundation. Mr. Tvaryanas thought that this thought was one way to build the foundation, set up a system and get a GIS data base in place

with street, block lot, and then do a small amount of test cases. He stated that the missing fields would need to be defined in the grant. The base forms require a lot of information and Mr. Ziegler suggested completing the base form with pertinent information. Once the data base is in place, it could act as a living document with information as received and will belong to Cranbury Township.

Ms. Marlowe asked Mr. Tvaryanas of his opinion on how receptive the State would be towards this idea. He responded that the State likes to mass survey forms and that this plan it is not traditionally what they are accustomed to. However, they may be receptive since this is a goal with a logical well thought out plan, and understanding what the process is, may balance out to some degree for not completing the forms. He continued saying that this process would take more thought, more technological background and more work on their end. They are happy to do this and hopefully achieve this survey for Cranbury.

Mr. Ziegler asked if a proposal could be submitted with the prospects of getting two more quotes so HPC has movement on this. He mentioned that Morris County has a GIS website. Mr. Tvaryanas is aware of this and stated that they have much less information that the State is looking for. They used their own funding and tailored their site to their needs.

Mr. Banks asked about the pricing strategy. Mr. Tvaryanas stated that it would depend on how much time is spent on back ground research for each property and how much information is available. He noted that there is very little information in the Heritage Studies inventory that HPC currently uses. Mr. Tvaryanas showed a sample form from a regulatory survey that is being completed in the Trenton area. The forms include property history and building description as an intensive level survey. Mr. Banks asked about property owner cooperation. Ms. Marlowe stated that the interior is of no concern and that the information being sought is public information. Mr. Tvaryanas said that for a survey of this type he would use historic maps and other sources of information i.e. census data, to get the information. It is Mr. Tvaryanas's opinion that given some of the rich architectural fabric found in Cranbury, the Grantor may want as much information as possible, if the home is of a simple basic vernacular house it would be of less interest to them. He suggested that procedurally, the Historic District area should be broken down geographically.

Mr. Banks asked about the time frame or what HPC could do to assist. Mr. Tvaryanas stated that there is a one year time line for projects of this type, which includes the award time. The actual work load timeframe ends up being approximately 4-6 months of available work. Should HPC select R. Grubb & Associates to perform the survey, the work that is being requested is more than normally asked, but they are willing to absorb it. The proposal requires a lot of work but most of the supplied would apply to the grant application. HPC can complete some of the grant form pages and the rest would be completed by the vendor.

Mr. Grubb asked about the Preserving Historic Cranbury Village survey booklet by Heritage Studies/Ms. Connie Grieff's. The Historic District of Cranbury Township was surveyed in 1989 with minimal information. HPC does not know of the background history of the survey or requirement.

Ms. Marlowe said the original buffer zone was 2,400' and in 2006 when the Chapter 93 was amended, the buffer zone decreased to 200'. Some of the houses that were once in the outlying areas have been altered sometimes substantially, deteriorating or have been taken down. A couple homes within the Historic District were altered without HPC review.

The application can be completed by both HPC and R. Grubb & Associates would handle other pages. They will formulate a project name. Scope of work can be supplied by the end of December 2014. HPC will meet again on December 16, 2014 for further discussion.

Mr. Banks submitted a list of archaeological consultants compiled by the Pinelands Commission for the HPC file. Two other quotes are needed to satisfy the requirement of the finance department. Mr. Banks offered to handle this task. Secretary will email a quote form to him for this purpose.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Mr. Ziegler, second by Mr. Szabo 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 December 2, 2014 consisting of 3 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 16th day of December 2014.

Linda M. Scott, Recording Secretary