

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

TIME AND PLACE OF MEETING

A regular meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on September 20, 2016 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 1, 2015, 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, HPC Chair, Ms. Marlowe called the meeting to order. Ms. Scott performed as recording secretary.

MEMBERS IN ATTENDANCE

Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh.

MINUTES

The minutes of the September 6, 2016 meeting was reviewed and approved with a minor change. A motion made by Ms. Ryan, seconded by Mr. Banks, all in favor. Record will reflect Mr. Szabo and Mr. Walsh were not eligible.

APPLICATIONS

9 South Main (B35,L3), In Historic District, Classified C-; application received at the September 6th HPC meeting. HPC conceptually discussed the proposed stair system on the freestanding garage. Ms. Marlowe explained the application was conceptually reviewed. There were no updates or changes to the project since. The stairs will be built as discussed and as described on the application.

Hearing no other questions or concerns regarding this application, roll call to approve this application as submitted: AYES: Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo and Mr. Walsh.

OTHER APPLICATIONS

22 South Main Street (B23,L79) In Historic District, Classified C-: Application received on September 19, 2016 to install the current movable fence enclosure system for the playground near the back parking lot with a permanently installed fence per NJ State Dept. of Licensing. The fence will be of same material and height. This application was reviewed by HPC with no comments and approved by the Chair as a minor application.

6 Brainerd Drive (B34,L4) application received on August 29, 2016 to replace asphalt shingles with asphalt shingles. This property is located within the Buffer Area and does not require HPC review.

50 South Main St. (B38,L1) within Historic District, Classified H; application received on September 8th to re-roof freestanding garage with asphalt shingles, replacing like with like. Application deemed as ordinary maintenance.

NEW BUSINESS

2017 Budget was reviewed and discussed. Ms. Marlowe asked since Cranbury was awarded the grant, if there would additional expenses that HPC should be aware of. She asked if a mailing (postage #130) would be

necessary to inform residents of workers within the HD conducting a survey. The letter would explain this and alleviate concern should residents see workers taking notes and photographs of their house/property.

- #100 Advertising \$750. Remains the same
- #110 Books/subscript \$50. Remains the same
- #130 Postage \$??. Secretary to discuss this with Administrator.
- #160 Membership \$300. Increased due to National Trust & Preservation NJ memberships
- #190 Training \$750. Increased to attend training/educational seminars/CEUs per CLG requirements. It was brought to HPCs attention by Mr. Kinney (July 19th meeting) that all members should attend training.

A motion to approve the budget for submission was made by Ms. Marlowe, second by Ms. Ryan, all in favor. Budget summary will be typed and submitted.

CLG Grant Process: Ms. Marlowe stated that HPC is still waiting to hear from NJSHP regarding the grant. Mr. Szabo recalls that the time frame is around the fall. Since the inventory project must be open to the competitive bidding process it was thought the bid specifications and details would be included as part of the meeting/training provided by NJSHP prior to disbursements of the funds. Mr. Banks stated that since there is a time frame to have the project completed, HPC does not want any delays when grant funds are received. Mr. Banks asked about residents volunteering to help keep the grant costs down. Mr. Szabo volunteered to take photos that will keep costs low. Mr. Banks will email Mr. Kinney about the grant administration and other beneficial information.

OLD BUSINESS

2nd Alternate: Mr. Banks did not have the opportunity to make contact with his suggested candidate. The criteria of 2nd Alternate must be a resident of Cranbury. The population of Cranbury is limited.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Ms. Marlowe, second by Mr. Banks 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 September 20, 2016 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 18th day of October 2016.

Linda M. Scott, Recording Secretary