

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

**TIME AND PLACE OF MEETING**

A scheduled meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on February 7, 2017 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 5, 2016, 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, Mr. Szabo, HPC Chair, called the meeting to order. Ms. Scott, performed as recording secretary.

**MEMBERS IN ATTENDANCE**

Mr. Banks, Mr. Coffey (2<sup>nd</sup> Alt.), Ms. Ryan, Mr. Szabo, and Mr. Walsh. Ms. Marlowe requested to be excused. She explained she has a schedule conflict and will be unable to attend the meeting. Motion made by Mr. Szabo, seconded by Mr. Banks, all in favor.

**MINUTES**

The minutes of the December 6, 2016 meeting was reviewed, amended, and roll call to approve Mr. Banks, Ms. Ryan and Mr. Szabo in favor. Record will reflect Mr. Coffey was ineligible.

The minutes of the January 10, 2017 meeting was reviewed, amended and roll call to approve Ms. Ryan, Mr. Szabo and Mr. Walsh in favor. Record will reflect Mr. Banks Mr. Coffey, and Ms. Marlowe were ineligible.

**APPLICATIONS**

None to review.

4 Park Pl.E: (B32L24) within HD, Classified C+; Application received December 12, 2016 for work performed that replaced front porch floor boards with same material. No work was performed on steps or hand rail. Ordinary maintenance.

11 Station Rd. (B35,L15) within HD, Classified C-; application received January 17, 2017 via email. Owners proposed to install a blacktop driveway over the existing stone/gravel driveway. Application deemed as minor, reviewed by HPC Chair and approved, pending zoning officer approval. Chair noted other driveways in the area are blacktopped.

**NEW BUSINESS**

2016 CLG Grant: Mr. Szabo stated a kick-off meeting took place in Town Hall on January 19<sup>th</sup>. SHPO representatives Mr. Kinney and Mr. Cuzzo were present. Ms. Marabello, Ms. Cunningham, Mr. Szabo were present on behalf of Cranbury. Ms. Scott was present to take notes on the administration of the grant. Mr. Kinney read a guidelines presentation, distributed announcement criteria, and addressed questions. He reinforced that work cannot begin until the agreement has been signed. Mr. Kinney stated that all funds should be utilized, no money left over.

Mr. Kinney emailed 3 sample bid templates from other municipalities awarded similar grants in the past. Within Cranbury's RFP, the Scope of Work, Architectural Historian, and list of 109 properties was addressed. A September 15<sup>th</sup> RFP deadline date was stipulated. This RFP was emailed to Mr. Kinney for

SHPO legal review. It is hopeful that legal review will not take long. Per Federal guidelines, the time period for the RFP is 30 days and certain vendors can be targeted. The time frame for completing the inventory gets smaller with each passing day. The prime time to take photos is early spring before the leaves on trees and shrubbery start to grow.

Ms. Ryan asked if additional training would be offered. Mr. Szabo said that the kick-off meeting was the time to ask questions and felt that additional training would not be offered. Per grant guidelines, a paid township employee must administer the grant. It was determined that Ms. Scott should perform this duty.

A cross reference of the properties within the HD, recommended for the upcoming survey, with the 1989 Survey Inventory page number will be needed.

2017 CLG Grant: The 2017 Grant Phase II project documentation was received, organized and mailed via UPS to SHPO. The project, an intensive level survey is planned for the remaining properties within the Historic District.

2016 Year End Report: The report was reviewed with amendments. It will be updated for review again. The cover memo and report, after HPC approval, will be ready to be presented at a Township Committee meeting.

2017 Goals: HPC will see the 2016 grant come to fruition and hopes to continue forward with the 2017 grant. The 2016 CLG Grant will include survey forms, an intensive level survey report, photographs (JPEG format), and GIS mapping. The GIS data shall serve as the basis for creating a 2"x3" location map for each surveyed property. A question was raised about future applications and the need to upload the work into the database. Otherwise, it is a snapshot in time and the property file will not show any updates or the work performed. It was stated that perhaps only applications that have major work performed.

HPC felt that continuing with the CLG compliance training, whether it's attending a conference or 'in-house' training. Efforts will be made to accommodate for all volunteers to have training available to them.

Training: the projector was set up and ready for training. HPC will view the National Park Service (NPS) website: *The Secretary of the Interior's Standards for the Treatment of Historic Properties; Choosing an Appropriate Treatment for the Historic Building*. Discussion ensued during the viewing. Mr. Szabo stated this training reaffirms the previous CLG training session *Walk Through Historic Building: Lean to Identify the Visual Character of a Historic Building* viewed at the October 2016 meeting.

Preservation New Jersey 2017 Annual Meeting will be held on March 4, 2017 at the Roebling Wire Works Building, Trenton, NJ. HPC volunteers can RSVP themselves to [info@preservationnj.org](mailto:info@preservationnj.org).

#### **DISCUSSION:**

Mr. Coffey offered insight of the synthetic roof that was recently installed at 101 North Main Street. He was the project manager and investigated two different installers. Mr. Coffey said that the installed materials was not inexpensive and has a life of approximately 50 years. Ms. Ryan stated this material is a newer product on the market. Mr. Szabo praised Mr. Coffey for the work and noted the original slate roof was in need of replacement and the product used offers a look very similar to the original. Mr. Szabo said that this experience can offer guidance and direction to homeowners.

**ADJOURNMENT OF MEETING**

There being no further business, a motion duly made by Ms. Ryan, seconded 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 February 7, 2017 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 4<sup>th</sup> day of April 2017.

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Linda M. Scott, Recording Secretary