

**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 September 17, 2019 beginning at 7:00 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 20, 2018, 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.

**MEMBERS IN ATTENDANCE**

Mr. Banks, Mr. Golisano (1<sup>st</sup> Alternate), Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh.

Mr. Banks welcomed and thanked Ms. Jennifer Suttmeier (7:09pm) for her interest in the 2<sup>nd</sup> Alternate vacancy. Ms. Suttmeier explained she has volunteered in the past for the Junior League in the financial aspect, but has no government or preservation board volunteer experience. Ms. Suttmeier is interested in historic preservation and has a parent who is an architectural historian, and she was taught how to search deeds. Ms. Suttmeier is willing to serve and to be involved.

A roll call to approve the recommendation to appoint Ms. Suttmeier as 2<sup>nd</sup> Alternate was made: AYES: Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. Ineligible: Mr. Golisano.

Mr. Banks will send an email to the Township Clerk to recommend Ms. Suttmeier as 2<sup>nd</sup> Alternate. HPC thanked Ms. Suttmeier for her willingness to serve. This position has a termination date of December 31, 2019.

**MINUTES**

The minutes from the August 20<sup>th</sup> and September 3<sup>rd</sup>, 2019, meetings were reviewed.

Motion to approve the August 20<sup>th</sup> minutes was made by Mr. Banks, seconded by Mr. Walsh, all in favor except for Mr. Golisano who is ineligible.

Motion to approve the September 3<sup>rd</sup> minutes was made by Mr. Banks, seconded by Mr. Walsh, all in favor except for Mr. Golisano who is ineligible.

**APPLICATIONS**

HPC030-19 #6 Symmes Ct., (B23, L88) within HD; application received to repair/replace the leaking roof over the front of house and porch area. It is unknown where the leak originates at so the entire front roof section will have the shingles removed. Damage will be accessed and repairs performed. Repairs will include the porch ceiling bead board. All repairs will match existing, no change in style or materials. Application deemed as ordinary maintenance.

HPC031-19 #5 Evans Dr., (B34, L3) within BA; application received to remove existing wood fence from rear yard. Proposed is to replace it with a 5' H 3"W space picket white PVC fence. Two gates are proposed. This minor application was reviewed and approved by HPC Chair, Mr. Banks, pending Zoning Officer's approval.

**NEW BUSINESS**

2019 Termination Dates: Mr. Banks and Mr. Golisano are the two volunteers with December 31, 2019, for termination dates. Both volunteers are willing to re-serve. Mr. Banks addressed Mr. Golisano asking if he would be willing to serve as a regular member and he, Mr. Banks, would serve as the 1<sup>st</sup> Alternate. Mr. Golisano agreed that this would fine. Mr. Szabo also expressed interest in the 1<sup>st</sup> Alternate position. The 2<sup>nd</sup> Alternate has a term date of December 31, 2019 too.

## **OLD BUSINESS**

Old Trenton Road House: Mr. Golisano reported on the progress of the Old Trenton Road historic house. The rear shed addition, front porch and steps are being removed as well as furniture debris and wallboard from the interior. The masonry chimney will be stabilized and the top part secured to the roof for the move. Administratively, progress with the township council and coordination with the utility companies is moving along for the house relocation prior to or on the October 1<sup>st</sup> deadline date. Once the house is moved to its new location, the foundation will be built up to the structure and stones from the old foundation will be utilized on the visible part of the new foundation.

Mr. Golisano informed HPC that the 2010 Storm Water Management Plan was recently requested by D&R Canal Commission. This Plan will confirm the impervious coverage of the parcel of land and the proposed site. He states that locating it has been challenging. It is hopeful that the D&R will be amiable, should the Plan not be located locally.

New Homeowner Letters: none sent as of September 11, 2019.

## **DISCUSSION:**

HPC027-19, 53 South Main St. A question was raised if the window and door specifications were received as discussed at the September 3<sup>rd</sup> HPC meeting. Secretary confirmed they were not received. This project will require construction drawings. It is not known if The Plainsboro Construction Office requires the drawings be stamped by the HPC. The HPC must follow suit and request the construction drawing(s) for the files. Half set is sufficient. Mr. Banks will email Mr. Taylor for the required information to complete the barn application.

Ms. Marlowe stated she was questioned by a neighbor as to why HPC did not notify surrounding property owners when an application to install/build a structure near the property boundary is proposed. HPC is not responsible to contact individual property owners when an application is on the agenda for review. HPC follows NJ State requirements and sends the agenda to three newspapers for publication. It is published as a legal ad in the Trenton Times and posted on the website and public bulletin board. Also, when an application meets the required setbacks per zoning ordinance, the owner is not required to provide notice the surrounding property owners. HPC suggested that applicants have a friendly talk with neighbors about a proposed project so they are aware.

It was noted that re-roofing projects are being performed at 74 North Main Street and 112 North Main Street. No applications were received in the HPC office. Repairs/repaving the driveway on 6 Symmes Court. There are pavers edging the driveway and also the driveway apron at the street of another Symmes Court house.

Master Plan Subcommittee- no update.

Revised Ordinance on Setback for pool installation was mentioned by Mr. Golisano. He informed the HPC that a TC work session or discussion to address the current setbacks for pool installation will take place. He was not certain of the date but encouraged the HPC to attend (watching quorum) and to sit away from each other in different areas of the room.

2020 Budget: HPC reviewed and discussed the line items. A question was asked if the postage would need to be increased, pending the proposed expansion of the Historic District. It is agreed that this line item should be increased. Currently, there are not many opportunities for the HPC to attend historic preservation training as many of seminars/courses offered through the Rutgers MARCH program are multi session/week instead of one day sessions held on a Saturday. It was suggested that the unused training funds be used to print hard copies of the Intensive Level Surveys 1 and 2 as reference material in the Library. Secretary will research this. Another book can be purchased as reference material using the books, subscriptions line item to expand the collection in the Library.

After discussion of the budget line items:

Advertising (100)	\$750.00
Books (110)	\$ 50.00
Postage (120)	\$150.00
Membership (160)	\$350.00
Training (190)	\$350.00

Roll call to submit the budget was taken: AYES; Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. INELIGIBLE; Mr. Golisano. Secretary will submit the 2020 budget to CFO.

2020 Meeting Dates: The 2020 meeting dates were reviewed. The first Tuesday June 2<sup>nd</sup> and November 3<sup>rd</sup> election dates were not included on the 2020 HPC meeting calendar. Should there be a need for a meeting, it can be addressed at that time.

Roll call to approve 2020 meeting dates was taken: AYES; Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. INELIGIBLE; Mr. Golisano. Secretary will submit the 2020 dates to Clerk.

#### **ADJOURNMENT OF MEETING**

There being no further business, a motion duly made by Mr. Banks, seconded by Mr. Walsh 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 17, 2019 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 15<sup>th</sup> day of October 2019.

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Linda M. Scott, Recording Secretary