



Hightstown Historic Preservation Commission

Thursday, January 16, 2014
7:30 pm @ The Hightstown-
East Windsor Historical Society

MINUTES

Call to order: Vice-Chairman Carney called the meeting to order at 7:35 PM

Open Public Meeting Act Statement: Vice-Chairman Carney read the Open Public Meetings Act Statement:

Roll Call :

Commissioner Cardoso:	Present
Commissioner Carney:	Present
Commissioner Egan:	Present
Commissioner Hostetler:	Absent
Commissioner Montferrat:	Late (Arrived at 8pm)
Commissioner Pratt:	Present
Commissioner Teller:	Present
Commissioner von Riegen	Present
Council Liaison Doran:	Absent

Minutes: There were no minutes from the last meeting.

Officers:

1. Commissioner Pratt was nominated for Chairperson by Commissioner Carney. The nomination was seconded. The vote was unanimous in favor of Commissioner Pratt's nomination for Chairperson.
2. Commissioner Carney was nominated for Vice Chairperson by Commissioner Pratt. The nomination was seconded. The vote was unanimous in favor of Commissioner Carney's nomination for Vice Chairperson.
3. Commissioner Pratt nominated Commissioner Teller for Secretary. The nomination was seconded. The vote was unanimous in favor of Commissioner Teller's nomination for Secretary.
4. Commissioner Montferrat was nominated for Public Relations Officer. The nomination was seconded. The vote was unanimous in favor of Commissioner Montferrat's nomination for Public Relations Officer.

2014 Meeting Dates: A memo indicating the proposed 2014 meeting dates was passed around by Chairman Pratt. They consist of the third Thursday of the month, except August (to be announced) and December as the second Thursday of the month. A vote for the dates was unanimous.

Public Comment: Nathaniel Crabtree attended the meeting to present his Eagle Scout project to the Commission. The project consists of historic markers at the whistle stop and railroad sleepers,

as well as upkeep to the greenway at Rocky Brook Park and additional signage on the Roger Cook Greenway. The Commission took no issue with the project, relayed that he had done a great job and wished him good luck. Commissioner Cardoso offered to supply the required wood for the signage.

The Commission as a whole offered to research the original color scheme of the whistle post and then have it painted prior to Nathaniel's completion of his aspect of the project.

Correspondence:

1. The Borough Clerk requested that Resolutions 2014-8 and 9 be reviewed. These were reviewed at the meeting and consisted of the Borough Council Liaison appointment and the appointment of Rick Pratt to the commission.
2. As required by the Citizen Services Act, the Borough Clerk requested that each commissioner list their name, address, phone number and email, and issue it back to the clerk. (Post Meeting: Chairman Rick Pratt created a memo and sent it to the clerk January 17, 2014.)
3. The official email for the Commission has been set as hpc@hightstownborough.com. All official correspondence should be directed to this address for record purposes.
4. The 2014 budget was discussed and the Commission decided to request \$1,200 based on four of the last seven years being \$1,200. (Post Meeting: Chairman Pratt relayed this to the Clerk January 17, 2014.)

Guest: None.

Opinion Requests:

1. 169 Rogers Avenue Garage Demolition. Opinion 2014-1 was discussed and approved by a unanimous vote. This opinion was signed by Chairman Pratt, scanned and emailed to the Clerk on January 17, 2014.
2. 214 Stockton Street – Window Replacement. Opinion 2013-1 (Previously approved by email) was discussed and approved by a unanimous vote, with Commissioner Pratt abstaining. This Opinion was signed by Vice-Chairman Carney. Chairman Pratt scanned it and emailed it to the Clerk on January 17, 2014.
3. Planning Board Referral – National Pools and Spas. The Commission took no issue with this application.
4. Planning Board Referral – Yash Auto. The Commission discussed and stated that, "We (The HPC) finds this plan is not appropriate or fitting with the character of Hightstown." Chairman Pratt scanned and emailed the request sheet to the Planning Board secretary January 17, 2014.

OLD BUSINESS (2012, 2013):

Chairman Pratt asked what topics had been discussed in 2012 and 2013, but were not completed, and that the Commission would still like to pursue/get more information about:

1. Historic Resources Inventory. Commissioner Carney will start this by meeting with the Hightstown-East Windsor Historical Society. We need to protect assets locally at a minimum such as the Baptist Church, the whistle post, etc. that may not already be protected for encroachment, out of character renovation, or demolition.
2. Time Capsule. The Commission would like to know what happened with the time capsule at the Main Street (Route 33 bridge).
3. Historic Scenes Murals. Potentially at Hightstown Liquors, Allen & Stults and elsewhere.
4. Pedestrian Bridge update.
5. Expanded scope of the HPC beyond the Stockton Street Historic District.

OLD BUSINESS (2010, 2011):

Chairman Pratt reviewed past minutes and discussed outstanding topics and whether the present commission would like to pursue:

1. Walking Tour Brochure: Yes. *A brochure had been started in 2011, but remains incomplete. In 2011 Jane Cox stated that the Women's Club may have some money to cover printing costs.*
2. Walking Tour Phone App: Yes. *Potentially Gary Stevens would be interested in assisting with this.*
3. Certified Local Government: Yes. *Chairman Pratt to ask Andrea Tingey, the State Historic CLG Coordinator to attend our next meeting to discuss the CLG process with the board.*
4. Master Plan Historic Element Update: Yes. *Chairman Pratt explained that the Planning Board is in the midst of a Master Plan Reexamination Report and that the report will be recommending that the Historic Element be updated.*
5. John Bull Sleepers National Register Nomination. Yes. *Chairman Pratt to reach out to Kathy Patten and Christian Kirkpatrick for progress.*
6. Citizen Awards. Yes. *This would be an honor bestowed upon a resident for a period of time to be determined, recognized their contribution to the historic district, or support of historic preservation in Hightstown. It would include a lawn plaque or _____, recognition in the newspaper and other local public venues, and possibly a proclamation by the Mayor. In 2011 this was referred to as "Steward of Hightstown History."*
7. Circa Plaques. Yes. *Some homeowners in the district did not buy plaques in 2011. Chairman Pratt to survey houses that do not have them, get a quote to have them made, and then discuss with the homeowners about purchasing them.*
8. District Signage. Yes. *The Commissioners will review placement and text.*
9. Memorial Park Signage. Not discussed. *The commission may review additional historic signage in Memorial Park that had been planned in 2011.*
10. PAWS Walk. Possibly. *This had been discussed in 2011 to hand out brochures, a newsletter, etc. at the PAWS Walk. The timing of this and coordinator should be determined.*

NEW BUSINESS:

Chairman Pratt read through the following topics with no discussion or action taken as the meeting was running late. These topics will be discussed in future meetings:

Potential Commissioners for vacant seats

Rug Mill Update

Minute Maid Update

Design Guidelines (Required for CLG)

Welcome Letter(s) to new homeowners in District

- 232 Stockton Street
- 236 Stockton Street
- 241 Stockton Street
- 301 Stockton Street

Ordinance Edit – Andrea Tingey, Wayne McCabe, etc.

- MLUL Requirements not fully met.
 - o Need enforcing authority
 - o "Opinion" terminology not enforceable

Master Plan Re-examination Report

- Historic Element
- Local Designation of various properties
 - o Pursue state / federal
- Form Based Zoning recommended by Planning Board Reexam
 - o Begins in the District
- Rug Mill District
 - o Application, research, promotion
- Other Districts?

Preserve America Community

Grants for signage, guidelines, printing, professionals, etc.

- DVRPC
- CLG
- Preserve America
- Other

Promotion

- DVRPC Historic Town Website Template
- Herald, Patch, Blog, HPC Newsletter, etc.
- Historic Trust Conference – June 5, 2014
 - o Brookdale Community College
- Ideas to raise money
- DTHT Events listing
- Harvest Fair
 - o Banner?
 - o Flyers?
- Updated Newsletter? (Handout)
- Other

Education

- School Curriculum
- Tours, Field Trips
- Geo-caching?

Commissioner Comments:

Adjournment: Adjournment was moved and seconded. The meeting was adjourned at 9:15 PM

Next Meeting: February 20, 2014, 7:30 pm, Hightstown-East Windsor Historic Society.

Minutes Prepared by: Chairman Pratt and reviewed by Secretary Teller.

Distribution: Full Commission, Borough Website and Borough HPC File.