

Franklin Township Open Space Advisory Committee Minutes
Tuesday, December 12, 2006

1. **Call to order in accordance with the Sunshine Law provision.** At 7:35, a quorum was present and Chairman Connolly called the meeting to order in accordance with the Sunshine Law.
2. **Introductions/roll call.** Present were members Jones, Connolly, Sherwood and Battin and Chase. Arriving later was Kanarek. Also present was Consultant Loos.
3. **Approval of the October 17, 2006 minutes.** Connolly moved and Battin seconded a motion that was passed to approve the October 17, 2006 minutes.
4. **Financial Report.** Loos reviewed a financial report, and reported that there is \$25,530,333.43 available in the open space trust fund. A motion was made by Connolly and seconded by Chase to approve the financial report. Motion carried.
5. **Public portion.** Sherwood moved and Chase seconded a motion to open the meeting to the public to address the issue of what to do with the recently-purchased Westpoint Avenue preserve. Motion carried.
 - Keith Hall, 376 Westpoint Avenue asked the committee to keep the property in a natural state. He said that there should be no parking, but benches, birdhouses and pathways would be ok.
 - Corral Hall, 376 Westpoint Avenue asked the committee to keep the property in a natural state.
 - Amber Hall, 376 Westpoint Avenue asked the committee to keep the property in a natural state. She said that it should be kept for wildlife.
 - Jane Hall, 376 Westpoint Avenue said that she liked the deer on the property and asked the committee to keep the property in a natural state.
 - Lissett Hall, 376 Westpoint Avenue asked the committee to keep the property in a natural state. She said that birdhouses would be ok.
 - Mary Frances, 409 Westpoint Avenues asked that nothing happen to the property and to leave it in a natural state.
 - Jane Carmen, 400 Westpoint Avenue, asked that the property remain the way it is.
 - Joe Mintz, 17 Sherman Circle addressed the need for removing trash from the property and said that there may be some shallow depressions where water collects. He also asked that the property be given a name such as Westpoint Avenue Preserve or Sanctuary. (Chase suggested it might be called Scalzone Nature Preserve or Scalzone Sanctuary.)
 - Martha Belnavis, Westpoint Avenue, asked that the property be named as some sanctuary. (At this point, Mike Kanarek arrived.)

Loos suggested that there be a community cleanup day in March. Several members of the public indicated a willingness to assist. A motion was made by Connolly and seconded by Battin to close the meeting to the public. Motion carried.

- 6. Historic preservation sign.** The committee looked at a prototype historic preservation sign and the committee asked that the photo that was used be replaced by a line-drawing picture of a historic house. It was also suggested that a small caption on the sign read something like "Funded by the Franklin Township Open Space Trust Fund." Loos will follow up.
- 7. Historic grant for 2007.** The committee reviewed a draft historic grant program for 2007. Several changes were made and Connolly moved and Sherwood seconded a motion to approve the program, per the attached. Motion carried. A discussion of the amount that the grant should be took place and then Sherwood moved and Chase seconded a motion that the grant level be set at \$163,000 for 2007, but that this figure not be seen as a precedent. Motion carried.
- 8. Loos Consulting Report for December 2006**
 - A. Property management
 - a. Kiosks—Signs and brochures boxes installed and brochures placed in them.
 - b. Eagle Scout projects-- see attached.
 - c. Status of the Ten Mile Run pedestrian bridge. Township was awarded \$25,000 under the 2006 Recreational Trails grant program for construction of a pedestrian bridge over the Ten Mile Run stream at the Bunker Hill Natural Area. Township will be working with School Board to have high school students design the bridge with assistance from Schoor DePalma charitable organization.
 - d. Planted trees along the north side of the Griggstown driveway. (The trees were Shade Tree Commission trees that were growing on the Galdi farm.)
 - e. Grasslands and Meadows signs received and the signs are ready for installation.
 - f. Trail blazed on original portion of Ten Mile Run Greenway (behind Sunset Rd.)
 - g. \$15,000 was received from the county to erect signage along Elizabeth Avenue denoting a bike lane.
 - h. \$100,000 was received from Somerset County to reimburse the township for the purchase of the Galdi Railroad bed.
- 9. New Business--Calendar resolution for 2007 meeting dates.** Sherwood moved and Connolly seconded a motion to approve the attached Calendar Resolution. Motion carried.
- 10. New Business—Outings on open space in 2007.** The committee reviewed the attached "Exploring Franklin Township's Open Space in 2007" and approved the list of outings.
- 11. New Business—Handicapped access trail on Negri-Nepote, wildlife viewing platform on Negri-Nepote, bike racks and "carry in/carry out" program on open space.** Connolly moved and Sherwood seconded a motion to support investigating developing a handicapped access trail from the Skillman Lane parking lot to the vernal pond area on the Negri-Nepote Native Grassland Preserve, having

an Eagle Scout or scouts construct a wildlife viewing platform above the tree canopy in the southwest corner of the Negri-Nepote tract, placing bike racks at the parking areas of the Griggstown, Bunker Hill and Negri-Nepote Preserve and the Memorial Forest tract and to get garbage bags printed to implement a “carry in/carry out” program on open space. Motion carried.

12. Executive Session. At 10 PM, Chase moved and Connolly seconded a motion to go into Executive Session to discuss negotiations on property purchases. Motion carried. At 10:25 the committee came out of Executive Session.

13. Adjournment. At 10:27 PM, Chase moved and Battin seconded a motion to adjourn. Motion carried.

Respectfully submitted,

John Loos
Secretary/Consultant

Eagle Scout COMPLETED PROJECTS

Project	Scout/Troop
Barn Swallow Structure at GNGP	Dan Bobev/113
Butterfly Garden at GNGP	Jeremy Peters/113
Trail Construction (Simpson Brook Trail) at GNGP	John Clyde Jr/113
Trail Construction (Bluebird Trail and Sourland View Trail) at GNGP	Andrew Rath/195
Kiosk, GNGP	Mike Bignell/195
Kiosk, NNGP	S. Minnihan/113
Wildlife Viewing Blind, Phase 1, NNGP	Justin Kanaps/113
Wildlife Viewing Blind, Phase 2, NNGP	Tim Bodner/113

Eagle Scout ACTIVE PROJECTS

Project	Scout/Troop	Project Status	Target Completion Date*
Trail Construction (Beech Trail) GNGP	David Dalton/113	Trail clearing completed 12/3 – trail to be marked by 12/15	Fall 2006
Trail Construction – BHNA		No scout interest for this site – J. Loos suggested that Public Works will take over should there be a lack of interest	
Kiosk, BHNA	Doug Bodner/113	Doug continues working on a proposal with C. Carey (school and scouts have kept him busy per mother – Doug is to contact me soon)	
Demonstration Habitats with Deer Enclosures	Alex Banko	GAM/JL identified site location 11/30 – GAM to discuss project with scout week of 12/3	Summer 2007 anticipated
Bridge Construction		JL and township engineer have visited site and discussed options for bridge plans	Summer 2007
Interpretive Trail, (Bluebird and Sourland Trails) GNGP		Presented this again to Cayce Carey who has another scout in need of a project (10/10/06) – blend this with Barn Swallow Interpretive Material?	
Barn Swallow Interpretive Material		This project is not sufficient for Eagle Scout project as is....	
Butterfly garden fence and plant ID markers		This new project was e-mailed to C. Carey on 12/4. There is a need for a fence around the butterfly garden and plant identification labels at garden and along some of the hiking trails.	
Natural Park Benches – GNGP	Michael Rath/195 Travis New/195	Rath is working on proposal with Cayce Carey as of 10/10/06	
Natural Park Benches – NNGP		Presented this again to Cayce Carey who has another scout in need of a project (10/10/06) no response yet	
Natural Park Benches – BHNA		Presented this again to Cayce Carey who has another scout in need of a project (10/10/06) no response yet	
Wheelchair ramp for wildlife viewing blind access & wildlife viewing platform for Nepote.		Pending approval from township, a scout will be identified for this project.	

RESOLUTION
OF THE
OPEN SPACE ADVISORY COMMITTEE OF THE TOWNSHIP OF FRANKLIN,
SOMERSET COUNTY, NEW JERSEY

WHEREAS, the Open Public Meeting Act, P.L. 1975, Chapter 231 of the Laws of the State of New Jersey, Section 13 thereof, requires the public body at least once a year to provide notice of a schedule of regular meetings of said public body to be held during the succeeding year, and; **WHEREAS**, said Act further requires in Section 3 (d) thereof, that adequate notice as required by said Act be mailed, telephoned, telegrammed or hand delivered to at least two newspapers, which newspapers shall be designated by the public likelihood of informing the public of such meetings, one of which shall be the official newspaper, and.

WHEREAS, said Act in Section 14 thereof, further provides that any person may request that a public body mail to him copies of any regular meeting schedule or revision and any advance written notice described in Section 3 (d) of said Act of any regular, special or rescheduled meeting of such body upon payment by such person of a reasonable sum if any has been fixed by resolution of the public body to cover the cost of providing such notice;

NOW, THEREFORE, BE IT RESOLVED, on this 12th day of December 2006 by the Open Space Advisory Committee of the Township of Franklin, Somerset County, New Jersey that the regular meeting of the Open Space Advisory Committee of the Township of Franklin, Somerset County, New Jersey during the year 2007 will be held at the Municipal Building, 475 DeMott Lane at 7:30 p.m. on the following dates:

January 16, 2007 February 20, 2007

March 20, 2007 April 17, 2007

May 15, 2007 June 19, 2007

July 17, 2007 September 18, 2007

October 16, 2007 December 11, 2007

VOTE ON RESOLUTION this 12th day of
December, 2006

:

FOR: Jones, Connolly, Sherwood, Battin,
Chase and Kanarek

AGAINST: None

Respectfully submitted,

John Loos, Secretary

Exploring Franklin Township's Open Space in 2007

- March '07 NJAS led
5PM Woodcock and owls at dusk
- 5/6/07 NJAS led
8am-10am Migration at the Negri-Nepote Native Grassland Preserve
11am-1pm Migration at the Griggstown Native Grassland Preserve
- 6/10/07 NJAS led
8am-10am Breeding birds at the Negri-Nepote Native Grassland
Preserve
11am-1pm Breeding birds at the Griggstown Native Grassland Preserve
- 7/28/07 NJAS led
8am-10am Butterflies at the Negri-Nepote Native Grassland Preserve
11am-1pm Butterflies at the Griggstown Native Grassland Preserve
- 9/22/07 Loos Consulting led
10am-12pm Exploring the Ten-Mile-Run-Cliffs and the Catalpa portion of
the Ten Mile Run Greenway with emphasis on tree identification
- 10/20/07 Loos Consulting led
10am -12pm Fall Foliage at the Griggstown Native Grassland Preserve

**FRANKLIN TOWNSHIP
HISTORIC PRESERVATION GRANT PROGRAM
Part of the
Franklin Township Open Space, Farmland and Historic Preservation Trust Fund
Funding Application Guidelines and Form
FY 2007**

I. Introduction

The over 200 year history of Franklin Township has produced a rich heritage of historic and architecturally significant sites, many of which are still in existence today. These sites represent important historic events and trends, significant individuals, numerous architecture styles and illustrate craftsmanship of by-gone eras. In order to help preserve these historic sites, the voters of Franklin Township, approved the creation of an open space and farmland acquisition trust program to include historic preservation activities. Chapter 39: Open Space Trust Fund was passed to, among other things, fund certain historic preservation projects. Section 39-7(9) allows for the establishment of a grant program to fund publicly held properties and projects which are determined to be of direct benefit to the public and the Township. These include acquisition and/or restoration of historic sites by Franklin Township, Somerset County, State properties and federal properties as well as certain not-for-profit organizations. Emergency stabilization and acquisition of historic properties, which need not follow the standard review schedule, is also permitted. The Grant program is limited to historic preservation projects that benefit publicly owned properties.

II. The Application Process

Applications will be submitted to the Franklin Township Open Space Advisory Committee (OSAC) through the Township Clerk's Office. The OSAC, or one of its appointed subcommittees will review the application, make arrangements to visit the site for which the funds are being requested and then make a recommendation to the Franklin Township Council regarding funding. Applicants should understand that proposed projects may not be funded in a given grant round while other projects may not receive the full amount requested. Projects will be funded based on availability of funds in the Open Space, Farmland Preservation and Historic Preservation Trust Fund and only upon approval by the Franklin Township Council

III. Eligible Applicants

- A. The Township of Franklin, or any governmental authorities created therein.
- B. Charitable organizations (a corporation or trust exempt from federal income taxation under paragraph (3) of subsection (c) of section 501 of the federal Internal Revenue Code of 1986 (26 U.S.C. s.501(c)(3)) if the organization is managing a government-owned building or property or a building or property that is owned by the charitable conservancy, whose purpose includes historic preservation of historic properties, structures, facilities, sites, areas or objects, or the acquisition of such properties, structures, facilities, sites, areas or objects for historic preservation purposes.

Charitable conservancies submitting applications must include documentation of their tax-exempt status. This includes charitable conservancies whose purpose is to preserve state owned historic sites.

- C. A charitable organization that is exempt from federal income taxation if the organization is managing a historic property such as a cemetery or other property that has public access if the property is owned by the charitable organization. Such a charitable organization that submits an application must include documentation of its tax-exempt status.

IV. Eligible Properties

- A. The property must be located in Franklin Township and must be owned or leased by an eligible applicant as defined in section III, above.
- B. The property must be listed on the National Register of Historic Places or the New Jersey Register of Historic Places or contribute to the significance of a historic district listed on the National Register or the New Jersey Register.
- C. If not listed in either Register, the Property must be certified as eligible for listing by the State Historic Preservation Officer either as an individually listed site or a contributing site within a historic district. A Certification of Eligibility letter issued by the New Jersey State Historic Preservation Officer or proof of National and/or State Register status must be included with the application.
- D. The Open Space Advisory Committee can waive the requirements in B and C, above, for good cause.

V. Ownership of Project Properties.

- A. The applicant must hold the property in fee simple ownership; or
- B. If the applicant is not the owner, the applicant must be able to prove the possession and significant control of the property by providing, in writing, the owner's support for the proposed project.
- C. All properties, which are to be purchased, must be purchased in fee simple and the purchasing entity must have full control of the land.
- D. The Open Space Advisory Committee can waive the above requirements for good cause.

VI. Eligible Activities. All following eligible activities must be in conformance with the 'Standards for the Treatment of Historic Properties 1995' (also known as the Secretary of the Interior Standards). These regulations must be followed as they are now in effect or as they may be subsequently modified, changed or amended.

- A. **Acquisition:** the purchase in fee of an eligible historic property, structure, facility, site, area or object by the County, a municipality or charitable conservancy.
- B. **Stabilization:** the essential maintenance of a deteriorated structure, facility or object as it exists at present, establishing structural stability and a weather resistant enclosure.
- C. **Rehabilitation:** the act or process of making possible compatible use of a property through repair, alteration and addition (including projects designed to adhere to code

compliance), while preserving those portions or features which convey its historical, cultural or architectural value.

- D. **Restoration:** the act or process of accurately depicting the form, features and character of a property as it appears at a particular historical period of time by means of the removal of features from other periods and reconstruction of missing features from the restoration period.
- E. **Preservation:** the act or process of applying measures necessary to sustain the existing form, integrity and material of a historic property.
- F. **Emergency acquisition, stabilization or repair of a property:** is permitted which does not follow the review schedule outlined in Section VII of these Guidelines, provided the property is in imminent danger of destruction, demolition or collapse.
- G. **Plans and Reports:** related to the development, and implementation of historic preservation projects including the preparation of:
 - 1. Architectural plans, designs, specification, cost estimates and other contract documents
 - 2. Feasibility studies
 - 3. Historic structures reports
 - 4. Historic landscape reports
 - 5. Archaeological reports
 - 6. Engineering reports
 - 7. Historic research reports
 - 8. Project completion reports
 - 9. National Register of Historic Places Nomination Forms.
- H. **Project sign:** Signs required as part of the grant agreement must be located and maintained on the site for the duration of the project. The sign must acknowledge the support of Franklin Township Open Space, Farmland and Historic Preservation Trust Fund.
- I. **Interpretive signs or plaques approved by the Township for funding as part of the historic preservation project:** These signs or plaques must relate specifically to the property for which the grant is received. PERMANENT PUBLIC SIGNAGE APPROVED BY THE OPEN SPACE COMMITTEE IS REQUIRED THAT AT A MINIMUM IDENTIFIES THE PROJECT AND ITS FUNDING AS PART OF FRANKLIN TOWNSHIP OPEN SPACE. THIS REQUIREMENT MAY BE MET AS A PART OF PERMANENT INTERPRETIVE SIGNAGE.

VII. Ineligible Activities. The following activities and expenses are not eligible for funding under this program:

- A. Reconstruction
- B. Administrative or operational costs of the agency.
- C. Ceremonial expenses
- D. Publicity expenses (except for the required project sign)
- E. Bonus payments of any kind
- F. Charges for contingency reserves
- G. Charges in excess of the lowest bid, when competitive bidding is required by the Township or recipient (unless the Township agrees in advance to the higher cost)
- H. Charges for deficits or overdrafts

- I. Interest expense (or other financing costs)
- J. Damage judgments arising from construction or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- K. Costs of discounts not taken
- L. Contract cost overruns, not approved, which exceed the allowable amount under the contract specifications
- M. Fundraising, except grant application expenses as noted earlier
- N. Lobbying or other political activity
- O. Work including construction, research, and preparation of plans and reports performed outside the approved project period
- P. Work not intended in the scope of work set forth in the grant agreement, including construction, research, and preparation of plans and reports
- Q. Work which does not comply with the Secretary of the Interior's Standards. Work performed on behalf of a municipal government which has not been awarded in compliance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*)
- R. Work performed on behalf of a nonprofit corporation which has not been awarded in compliance with public bidding requirements if the cost of any contract for the historic preservation project funded with a historic preservation grant exceeds \$25,000.
- S. Routine or ongoing maintenance work such as grounds maintenance, painting, or cleaning that is not part of a comprehensive project.
- T. Relocation of structures, buildings, or objects unless all of the following standards are met:
 1. Relocation is necessary to preserve the historic resource; and
 2. The relocation re-establishes the property's historic orientation, the immediate setting, and the general environment; and
 3. The State Historic Preservation Officer determines that the property, as relocated, will continue to meet New Jersey Register criteria.

VIII. Review of Applications. Applications, once submitted to the Township, will be reviewed for eligibility and completeness by staff. Applicants are encouraged to consult with staff about any aspect of the application that requires clarification. Staff members and/or their representatives may make site visits during the application review period.

IX. Grant Schedule.

Deadline to file application: March 1, 2007, 4:30p.m.. Completed applications must be received in the Franklin Township Clerk's Office on or before this time.

Review of Application and Site visit: March 2, 2007-May 15, 2007. The OSAC, (or its appointed subcommittee) will review and evaluate applications in accordance with the review criteria established for the program. OSAC will arrange a meeting with representatives of the applicant, on the site of the historic property for which the funding is being requested. At this meeting/site visit, the grant applicant will arrange for an independent, historic architect, or similar professional, (who would not be the contractor doing the work) to be present at the meeting to discuss the grant application and to answer any questions the OSAC may have regarding the grant. Additionally, the OSAC may, at its discretion, prior to making any recommendation on grant funding, request

additional information from the grant applicant, in written form, in order for the OSAC to be fully informed and in order to supplement the original grant application.

Recommendation of OSAC to Township Council: Target date of May 15, 2007. The OSAC will make a recommendation to the Franklin Township Council which makes the final decision for funding. All applicants will be notified of the Council decision.

There is no appeal process in this procedure and accordingly, no grant applicant may appeal the recommendations of the OSAC.

X. Criteria for Review. The following criteria will be used to evaluate and rank applications for grant funds:

- A. Physical condition of the property, including any immediate threat of collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization.
- B. Quality of preliminary planning or contract documents submitted; credentials and experience of project team; and realistic and feasible budget and schedule of work proposed for funding.
- C. Ability of applicant to carry out the proposed work, administer grant funds, develop programs to sustain and interpret the property, and provide for the long-term protection of the property
- D. Impact of the project, including:
 - 1. Heritage tourism opportunities, and public access
 - 2. Proposed use and interpretive program for the site
- E. Plans for the continued preservation of the structure after the expenditure of historic preservation grant money.
- F. Significance of the resource, including historical, architectural, archaeological, cultural or other significance based on National Register of Historic Places criteria.
- G. Financial support by Somerset County, State or federal support or private grant awards will be considered as part of the review. In order to coordinate with other funding sources, the application requires disclosure of the applicant's requests for financial support from other sources.

XI. Conditions for Receiving Grant Funds. All applicants selected for funding under this program must complete and sign a grant agreement. The agreement stipulates the scope of work and project schedule, as well as schedules for project reports and reimbursement requests. All grantees agree to abide by the Secretary of the Interior's Standards in performing funded work. Recipients must also agree to fulfill several other conditions relating to the grant program before money is disbursed. These include, but are not limited to:

- A. Public Access. Public access to all properties funded through this program is required. The Township and the grantee will negotiate the days and hours that the property will be open, based on the type of work funded by the grant. Public access requirements are stipulated in the easement agreement. A grant for exterior work requires the applicant to open the grounds to the public, but does not compel the

applicant to make the interior of the building accessible to the public. No additional access is necessary for properties open to the public on a regular basis, such as museums.

B. Required Historic Preservation Office Review. The New Jersey State Historic Preservation Office (SHPO) must review all funded projects for compliance with the Secretary of the Interior's Standards. If the project for which funding is requested has already been authorized by the HPO, the authorization letter must be submitted with the grant application. For more information, contact the New Jersey Historic Preservation Office, Technical Review Section, and (609) 292-2023.

C. Project Timetable. All work on projects funded through this program must begin within two years of appropriation of grant funds. Work on the project must be done in accordance with the project schedule established in the grant agreement. Extensions may be approved by the OSAC, upon written request for good cause.

D. New Jersey Register of Historic Places. All applicants receiving funding must list their property on the New Jersey Register of Historic Places. The Grant Agreement between the applicant, the Township or Somerset County will outline a timetable for the submission of a nomination to the State Historic Preservation Office.

E. Accountability. All money granted for the preservation project must be kept separate from other agency or organization funds; funds may not be diverted from eligible to ineligible activities once a grant has been approved. Any misuse of funds, misrepresentation, or non-compliance will result in termination of the grant agreement and penalties as specified in the agreement. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. Grantees must retain all financial records and other documents pertinent to their projects for three years after completion of the project.

F. Cost Estimates. In order for the OSAC to determine the legitimacy of a grant request, all requests must be accompanied by at least two contractors' cost estimates, or bid proposals, for any requested funded projects. These cost estimates should contain considerable specificity of the breakdown of costs. Phone numbers of those providing cost estimates will be supplied. However, in the event that the requesting organization has a contract with a historic architect who is overseeing the entire project (or similar professional), and the work for which the funding is being sought is work that will be done by a contractor who is on a SHPO-approved list of historic contractors, then the requirement to obtain at least two cost estimates may be waived by the OSAC. In the event that the applicant files the application with only one cost estimate because of this waiver provision, and the OSAC does not subsequently waive the requirement to have two cost estimates for all or part of the requested project, the applicant will be so informed and will be given a reasonable amount of time to obtain the second cost estimate.

XII. Procedure for Payment. To receive reimbursement, the grantee must submit itemized records, including copies of bills and invoices, of eligible expenditures to the Township at times specified in the grant agreement. The records submitted must itemize the cost of labor and materials, describe the work performed and meet any other requirements established by the Township. Once the Township Council approves the submission, reimbursement for the itemized costs will be disbursed by the Township Finance Director to the grantee.

XIII. Application Instructions. Please read and follow all instructions closely. The applicant must submit to the Franklin Township Open Space Advisory Committee, Care of the Township Clerk, a completed application with all supporting materials (discussed below) by 4:30 P.M. by the grant deadline. Complete and submit a separate application for each individual project. Applications must be computer generated or typed. Be as specific and complete as possible, and answer the questions in the space provided. If a question does not apply, fill in N/A and briefly explain why. All dollar amounts should be rounded to the nearest whole dollar.

The Township reserves the right to retain and publish visual materials submitted as part of any application, such as slides, photographs, plans, and working drawings.

XIV. Supporting Documents. To facilitate a thorough review of each project, the Township requires supporting materials to accompany the application. These materials and the number of copies required are listed at the end of the application form. Applications lacking any of the required materials, or materials submitted after the deadline will not be considered. In the event that the applicant has previously supplied some requested documents with a previously-funded grant project, reference can be made that that document was previously supplied and it need not be duplicated unless the OSAC later so requests. Submit the application by the indicated deadline. Questions should be put in writing and addressed to the OSAC, care of the Township Clerk, 475 DeMott Lane, Somerset, NJ 088730.

XV. Total Grant amounts for current year funding. For the program that has a grant application deadline of March 1, 2007, the total amount of funding for the grant will be up to \$163,000, subject to available appropriations.

XVI. Amendments once a grant has been approved. Once a grant has been awarded, the OSAC may approve minor changes in scope of work or budget that are requested by, and documented by, the grantee for expenditures within the overall grant provided that the changes are in keeping with the overall grant objectives and the total expenditures do not exceed the total grant previously awarded.

B. PROJECT BACKGROUND

1. Type of Project (check all that apply):
 - a. Acquisition
 - b. Rehabilitation
 - c. Preservation/Restoration
 - d. Stabilization
 - e. Plans and Reports
 - f. Emergency Stabilization
 - g. Emergency Acquisition

C. SIGNIFICANCE OF THE PROPERTY

1. Date Built:
2. Major addition(s) and date(s):

3. Architectural style(s):
4. Architect (if known):
5. Builder (if known):
6. Describe concisely the architectural, cultural, and historical significance of the property, or attach a copy of the statement of significance from the Register nomination form if you believe that it represents current information about the property.
7. State/National Register of Historic Places Information. Property is listed in the:
 - a. National Register. Include documentation and provide the name of the property and, if applicable, the name of the district or thematic listing exactly as they appear on the nomination form:
 - b. New Jersey. Include documentation and provide the name of the property and, if applicable, the name of the district or thematic listing exactly as they appear on the nomination form:
 - c. Property is not listed. If the property is not listed on the National or New Jersey Register indicate its current status.
 - i. State Historic Preservation Office Opinion
 - ii. Determination of Eligibility (National Park Service)
 - iii. Certificate of Eligibility from the NJ SHPO
 - iv. Somerset County Cultural Resource Survey. Survey #:
 - v. Other Historic Surveys. Survey Name and Survey #:

Properties listed as part of a district should be cited specifically as a contributing resource in the Register nomination. If not, submit a letter from the State Historic Preservation Office stating that the property is a contributing resource. If the property is not listed in

the State or National Register, submit Certification of Eligibility letter from the State Historic Preservation Officer certifying that it is eligible for listing in the New Jersey Register of Historic Places.

D. PROPERTY STATUS AND CONDITION

1. Public Access. Is the property open to the Public?

Yes. If yes, list hours and days the property is open and any fees charges

No. If no, please explain. (Give proposed schedule for opening and hours of operation.)

2. Threats to property. Is the property currently endangered due to:

Pending demolition

Inappropriate development of surrounding area

Immediate threat of collapse

General neglect/code violation (specify):

Other (specify):

3. Is any portion of the property currently part of a development application?

4. Is any portion of the property listed for sale with a realtor or otherwise being actively marketed?

5. Please describe, in the space below (150 words or less), the current use of the property. Note whether the property is occupied and whether or not there is any intention to change the use in the future. Attach appropriate photos to the application.

E. PROJECT DESCRIPTION

1. Describe, in the space below, in 50 words or less, the overall objectives of the

project. Include any research, investigation, or other documentation that substantiates the preservation approach you have chosen for this project.

2. If public funds have been used in this project, has the work been or is it being reviewed under the NJ Register of Historic Places Act or Section 106 of the National Historic Preservation Act?

___ Yes ___ No

If yes, submit a copy of the letter from the Department of Environmental Protection, NJ SHPO, authorizing the project.

3. Has the property previously received a grant from any of the following?

h. ___ The New Jersey Historic Trust.

Grant Amount:

Year:

i. ___ Somerset County

Grant Amount:

Year:

c) ___ Franklin Township OSTF

Grant Amount:

Year:

d) ___ Any other sources:

Grant Amount:

Year:

4. Will you be applying for additional funding from any other source for the 2006 calendar funding year? If yes, explain the anticipated funding request and the name of the funding source.

F. PROJECT GRANT REQUEST

1. Describe the scope of the work and the anticipated date of completion for the proposed work for which funding is being requested. Please be sure to be responsive to the following:

In order for the OSAC to determine the legitimacy of a grant request, all requests must be accompanied by at least two contractors' cost estimates, or bid proposals, for any requested funded projects. These cost estimates should contain considerable

specificity of the breakdown of costs. Phone numbers of those providing cost estimates need to be supplied. Notwithstanding this provision, in the event that the requesting organization has a contract with a historic architect who is overseeing the entire project (or similar professional), and the work for which the funding is being sought is work that will be done by a contractor who is on a SHPO-approved list of historic contractors, then the requirement to obtain at least two cost estimates may be waived by the OSAC. In the event that the applicant files the application with only one cost estimate because of this provision, and the OSAC does not waive the requirement to have two cost estimates for all or part of the requested project, the applicant will be so informed and will be given a reasonable time to obtain the second cost estimate. Any application that is received that does not have the two required cost estimates will be rejected unless OSAC waives this requirement in accordance with the above.

_____ We are requesting waiver of the requirement to have two cost estimates for the following reason:

2. Give names, titles, addresses and phone numbers of all firms or individuals providing cost estimates and attach the detailed cost estimates:

3. Amount of grant request from Franklin Township: \$

4. Amount of request from Somerset County: \$

5. Amount of request from other funding sources: \$

6. Provide name and address of all other funding sources and the date of the request and the status, if known.

H. ASSURANCES

The applicant certifies the following:

- a) The facts, figures, and information contained in this application, including all attachments, are true and correct;
- b) Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility.
- c) Any funds received will be expended in accordance with the terms and conditions of the grant agreement;
- d) The individual signing this agreement has been authorized by the organization to do so on its behalf, and by his/her signature binds the organization to the statements and representations contained in the application.

Acting as duly authorized representative for the applying organization, I am submitting this request for assistance from the Franklin Township Open Space Trust Fund.

Signature of Individual

Date

Typed Name and Title of Signatory

Signature of Property Owner *(if property is lease to applicant)*

Date

Typed Name of Signatory

I. FORMAT AND SUPPORTING DOCUMENTS

A. Required Format: 18 copies of the application must be submitted as specified below unless the applicant provides an electronic copy in which case two originals and the electronic version on a compact disc is acceptable.

B. Supporting Documents

Check boxes for any supporting documents submitted with the application. Unless otherwise specified, 12 copies are to be supplied. Label supporting documents according to the numbering given below:

1. Township map pinpointing the location of the project. Include a site map if the project is part of a complex of historic resources.
2. Not-for-profits only. Copy of letter from IRS documenting tax-exempt status (if applicable) (one copy only)
3. Not-for-profits only. Copy of registration or exemption letter from New Jersey Division of Consumer Affairs, Office of Consumer Protection/Charities Registration; include registration number on letter (if applicable) (one copy only)
4. Property lease if the applicant leases the project property. Include names and addresses of all the lessors and lessees. (one copy only)
5. The statement of significance from the form nominating the property or district in which the property is located to the New Jersey Register of Historic Places. Only relevant pages of a historic district or thematic listing should be submitted. (5 copies)
6. Certification of Eligibility letter from the State Historic Preservation Officer (SHPO) certifying eligibility for listing of a property in the New Jersey Register of Historic Places, or certifying that a property listed in a historic district is a contributing resource. A certification letter must be requested from the SHPO at least 45 days before the application deadline. (1 copy)
7. Available research or documentation for work completed and proposed: e.g., historic structures report, feasibility study, preservation/restoration plan, conditions survey, materials analysis, structural analysis, archaeology report and/or other historical research. (2 copies)
8. Available plans, drawings, specifications, and request for proposal prepared for the project. (5 sets)
9. Letter from the State Department of Environmental Protection, New Jersey

Historic Preservation Office, that authorizes the project (if applicable). (1copy)

10. A copy of detailed project budget, if available. (12 copies)

11. Copy of certified appraisals if appropriate. (2 copies of each)

12. Organization budget, latest IRS Form 990 (Return of Organization Exempt from Income Tax) if filed, or most current financial audit. (1 copy)

13. Resumes of principal researcher/consultants already selected.

14. A list of the names, positions, the terms of office, and occupations of all board members and persons responsible for managing the funded project.

15. Color prints depicting *all* of the following: overall setting; a general view of the property; and detail views of areas where work is proposed. *Photographic materials should be labeled clearly and dated.* Include historic photographs if available.

16. Two detailed cost estimates, or bid proposals from contractors that support any grant requests.

C. Deadline and Address

Submit original and four copies of the completed application and all supporting documents by 4:30 P.M. no later than February 15, 2007 to the:

Franklin Township Open Space Advisory Committee
c/o Township Clerk
Township of Franklin
495 DeMott Lane
Somerset, NJ 08873

Completed application packages may be hand-delivered to the Township Clerk until 4:30 p.m. on February 15, 2007.

**Franklin Township OSAC
Executive Session Minutes
December 12, 2006**

The committee was updated on the likely status of the trust fund following closing on all pending purchases:

Balance currently available from OSTF bonds to purchase property	\$25,530,333.43
Total anticipated Township costs: Open Space & PIG pending projects: \$11,158,221	
Estimated balance in OSTF after all pending purchases are completed \$14,372,113	

The committee then discussed the possibility of working to preserve the following property:

- Gaimin on the corner of Old New Brunswick Road and Cedar Grove Lane. Bob Thomas briefed the committee on this property. It is approximately 3.9 acres, is 114 feet deep and is adjacent to township open space. The committee asked Loos to reach out to the owner and to report back to the committee at the January meeting.

Chase moved and Battin seconded a motion to leave Executive Session. Motion carried.

Respectfully submitted,

John Loos
Secretary/Consultant