

**Franklin Township Open Space Advisory Committee Minutes**  
**April 15, 2008**

1. **Call to order in accordance with the Sunshine Law provision.** At 7:30 a quorum was present and Chairman Jones called the meeting to order in accordance with the Sunshine Law.
2. **Introductions/roll call.** Present were members Connolly, Connell, LaCorte, Battin, Jones, Puskas and Schmidt. Also present was Consultant Loos. Arriving later was Councilman Vassanella, John Moon and David Triggs.
3. **Financial Report.** Loos reported that there is \$15,911,895.96 in the OSTF. Connell moved and Battin seconded a motion to approve the financial report. Motion carried.
4. **Approval of the March 18, 2008 OSAC minutes.** One correction to the draft minutes was suggested and then Puskas moved and Connell seconded a motion to the approve the minutes with the discussed change. Motion carried.
  - (Around this point, Councilman Vassanella and Triggs arrived.)
5. **Opening of the meeting to the public.** A motion, made by Puskas and seconded by Connell, was passed to open the meeting to the public.
  - Cathy Blumig, 176 Bennetts Lane, asked several questions regarding the Township's inventory of existing land that might be utilized to fulfill its COAH obligations. Several members of the committee assured her that open space would not be utilized.
  - Doris Bennett, 62 Bennetts Lane, presented the committee with information regarding the possible development of land surrounded by Bennetts Lane, Rt. 27 and Veronica Ave. The land has 61.7 acres in the O-P and M-2 zones, 40 acres in the R-40 zone and 11.5 acres in the GB zone, for a total of 107.2 acres. The committee asked numerous questions and Bennett stated that she, and other Bennetts Lane residents have had several meetings with the developer (Jack Morris) and likely will be meeting with him again in the near future.
  - Pat Leonard, Old Georgetown Road, stated that she approves of the way the hunting on open space was handled in the 2007-08 season and asked that the 2008-09 season be handled in a similar manner. She felt that there was a good balance between general public's access to open space (mornings) and hunter's access (afternoons). Morin, 110 Cortelyous Lane, is an ecologist and asked the committee to prevent development that is antithetical to the rural nature of Cortelyous Lane. He also indicated that Northern harriers and Grasshopper Sparrows (both endangered species) are present in this area.
  - Len Wolgast, 176 Bennetts Lane, stated that he has documented the endangered Red Shouldered hawk on the property and other endangered or threatened species are present (spotted and box turtles and Northern Harrier).
  - Skip Schaeffer, 2 laird Court, stated that he agrees with what Ms. Bennett had said and added that he thinks that traffic is terrible in this area now and that more development should not be permitted at any significant level.

Puskas moved and Schmidt seconded a motion to close the meeting to the public. Motion carried.

6. **Consultant's report.** The committee reviewed the march consultant's report and Loos added:
  - The Township now has 11 Eagle Scout projects that are completed on open space and 11 more in progress.
  - The following were completed in April:
    - Butler Road trails
    - Upper Woods Trail in Griggstown

Loos asked the committee if they wanted a kiosk at the Butler Road parking area and Battin moved and Triggs seconded a motion to approve of constructing a kiosk at that site. Motion carried.

- Public Works projects that were or should be worked on in April or early May:

- Parking lot at Old Vliet done in April
- Butler Road parking area should be done in April
- Mowing about 45 acres on Negri ASAP, per NRCS contract
- Trail crossing sign locations given to PW
- Meeting next week with Superintendent of D&R Canal State Park to discuss trail crossing sign locations for Six Mile Run Reservoir Site trails

Loos asked the committee if they wanted the Township to hire summer help for the summer. After some discussion, that included discussion of someday hiring several people to be rangers/maintenance people, Puskas moved and Battin seconded a motion to hire two people to work for the summer as maintenance workers. Motion carried.

Loos asked the committee how they wanted to proceed regarding the historic preservation signs that are to be located at all sites that are historic preserved site. After some discussion, Bill Connell agreed to work with Loos to come up with a template for the sign. Loos and Connell will bring the template to the next meeting.

Loos asked the committee if they wanted to sponsor a public outing on the Butler Road trail system as a Fall Foliage Walk. All agreed that that was a good idea and Loos will follow up.

- 7. Reforestation of a portion of the Bunker Hill Natural Area.** This matter was tabled until next month when STC representative, Orsini, will be present.
- 8. Historic grant program for FY 2008. ATVs on open space.** The committee reviewed a draft of the program guidelines and, after some discussion, LaCorte moved and Connell seconded a motion to approve the attached "FRANKLIN TOWNSHIP HISTORIC PRESERVATION GRANT PROGRAM--Part of the Franklin Township Open Space, Farmland and Historic Preservation Trust Fund Funding Application Guidelines and Form Calendar Year 2008." Motion carried.
- 9. Report on NJ's 12<sup>th</sup> Annual Land Conservation Rally on March 8.** This matter was tabled until next month.
- 10. Hunting on open Space.** The committee reviewed **statistics for each of the hunting areas for the 2007-08 season. Information was as follows:**

**Ten Mile Run:**

	Number of antlerless deer taken	Number of bucks taken	Grand total
Grand total (2007-08)	35	5	40
Grand total (2006-07)	73	15	88

**Negri-Nepote Native Grassland Preserve:**

	Number of antlerless deer taken	Number of bucks taken	Grand total
Total (2007- 08)	9	0	9
Total (2006- 07)	20	2	22

**Wilson Road:**

	Number of antlerless deer taken	Number of bucks taken	Grand total
Total	2	1	3

**Butler Road:**

	Number of antlerless deer taken	Number of bucks taken	Grand total
Total	10	2	12

The committee then tabled further discussion of the 2008-09 hunting program until next month's meeting. Puskas will arrange for several members of the previous year's Wildlife Control Subcommittee to attend. Next month's meeting.

- 11. ATVs on open space.** The committee discussed the issue of ATVs entering and destroying open space. They also discussed A-823, which is a bill pending in the legislature that would regulate ATVs and require registration. It also would authorize confiscation and , fines and incarceration for violations. A motion was made by Schmidt and seconded by Battin to amend recommend to the bill's sponsors to amend the bill to include, in addition to public land, "private land that was environmentally sensitive, within 300 feet of a C-1 stream or land that is the habitat of threatened, endangered or species of concern." This motion did not pass. A motion was then made to by Schmidt, seconded by Moon, to support and ask the Council to support A-823 in its present form. Motion carried.
- 12. Art Show.** Councilman Vassanella showed the committee a flyer about the 3<sup>rd</sup> Annual Clothesline Exhibit—an art exhibit that he suggested that the OSAC sponsor a prize for in 2009. (At this time, Councilman Vassanella left the meeting.)
- 13. Consultant position for FY 2009.**
  - The committee reviewed the continuing need for a consultant to assist it in the work of preserving and managing preserved land. Moon moved and Puskas seconded a motion to approve the attached Land Preservation Consultant job description for the upcoming year. Motion carried.
  - Puskas moved and LaCorte seconded a motion to recommend to the Council that they put the Land Preservation Consultant job description out to bid. Motion carried.
  - Puskas moved and Jack Connelly seconded a motion to recommend to the Council that the contract for the Land Preservation Consultant should be in the amount of \$65,000.00 for FY 2009. Motion Carried.
- 14. Opening of the meeting to the public.** A motion, made by Moon and seconded by LaCorte, was passed to open the meeting to the public.

- Cathy Blumig, 176 Bennetts Lane, reported on the problem of ATVs on neighboring properties, but given the late hour, she stated that she would return to another meeting to discuss further.

Seeing no other members of the public present, Puskas moved and Schmidt seconded a motion to close the meeting to the public. Motion carried.

**15. Executive Session.** Around 9:45 PM, upon a motion by Puskas, seconded by Moon, a motion was made to go into Executive Session to discuss negotiations and possible purchase of property. At 10:27 the committee came out of Executive Session.

**16. Adjournment.** At 10:27 PM the OSAC adjourned, upon a motion by LaCorte, seconded by Connolly, that carried.

***Respectfully submitted,***

***John Loos***

***Secretary/Consultant***

**FRANKLIN TOWNSHIP  
HISTORIC PRESERVATION GRANT PROGRAM  
Part of the  
Franklin Township Open Space, Farmland and Historic Preservation Trust Fund  
Funding Application Guidelines and Form  
Calendar Year 2008**

**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 and to properties that are owned by charitable organizations as defined in Sections III-B and C, below.

**II. The Application Process**

Applications will be submitted to the Franklin Township Open Space Advisory Committee (OSAC) to the Township's Purchasing Office. The OSAC, or the Historic Preservation Commission if the OSAC designates the HPC to act on its behalf, 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. In the event that the OSAC approves a plaque for this purpose, the Township will supply the plaque and it will be permanently displayed on the site.

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

- A. Construction of new additions to the property.
- 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 properties 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: June 15, 2008 by 4:30 p.m. Completed applications must be received in the Franklin Township's Purchasing Office on or before this time.

Review of Application and Site visit: June 16, 2008 –September 15, 2008. The OSAC, (or its appointed designee) 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, or its appointed designee, 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, or its designee, to be fully informed and in order to supplement the original grant application.

Recommendation of OSAC, or its appointed designee, to Township Council: Target date September 16, 2008. 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, or its appointed designee.

**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 Purchasing Administrator, 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 up 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 Purchasing Administrator, 475 DeMott Lane, Somerset, NJ 088730.

**XV. Total Grant amounts for current year funding.** For the program that has a grant application deadline of June 15, 2008, the total amount of funding for the grant will be up to \$65,000, 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. Has the property ever been rejected for any grant funding that had previously been requested? If yes, provide a copy of the denial letter, a detailed description of the amount requested, from whom requested and the reason for the denial.

5. Will you be applying for additional funding from any other source for the 2008 calendar funding year?

a. If yes, explain the anticipated funding request and the name of the funding source.

6. Have you applied for additional funding from any other source for the 2008 calendar funding year?

- a. If yes, attach a copy of the application for the funding request and the name of the funding source.
7. Have you received funding from any other source for the 2008 calendar funding year?
- a. If yes, attach a copy of the funding grant approval 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:



the historic architect or other similar professional who will be overseeing the project and who will meet with the OSAC representatives at the site to discuss the project and answer questions. (Attach resume.)

6. How will the site be preserved once funded work is completed? Who is responsible for maintaining the property?

## 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 leased to applicant)*

Date

Typed Name of Signatory

## I. FORMAT AND SUPPORTING DOCUMENTS

A. Required Format: 10 copies of the application must be submitted, in addition to the supporting documents below. In addition, the application should be submitted in electronic form on a compact disk.

### B. Supporting Documents

Check boxes for any supporting documents submitted with the application. Unless otherwise specified, 10 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 National and/or 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 national and/or 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. (1 copy)
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. (10 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.
17. Copies of documents regarding other funding sources as required in Section E. 5, E.6 and E.7.
18. If a non-profit organization, copies of the last two year's financial statements.

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 June 15, 2008 to the:

Franklin Township Open Space Advisory Committee  
c/o Township Purchasing Administrator  
Township of Franklin  
475 DeMott Lane  
Somerset, NJ 08873

Completed application packages may be hand-delivered to the Township Purchasing Administrator until 4:30 p.m. on June 15, 2008.

## Franklin Township OSAC

### Land Preservation Consultant Job Description--FY 09 (July 1, 2008-June 30, 2009)

Under the direction of the Township Manager and in coordination with the Township's Open Space Advisory Committee, performing as the Township Land Preservation Manager to coordinate all aspects of the Township's Land Preservation program, including:

- Preparing the monthly agendas and minutes for the Open Space Advisory Committee (OSAC) and for the Agricultural Advisory Committee (AAC) including arranging for the production of all appropriate maps, photographs and other background information that should accompany the OSAC and AAC agendas
- Negotiating contracts with land owners for the preservation of their land.
- Providing all necessary administrative support to ensure proper follow-up after OSAC, Trails Advisory Committee (TAC) and AAC meetings.
- Keeping an accurate database of all secured and pending acquisitions and all properties that are under consideration by the OSAC or AAC.
- Coordinating with the Department of Public Works to implement any needed maintenance of Township-owned open space, including arranging for the Department of Public Works to display proper signs on preserved properties.
- Supervising temporary employees during the summer months.
- Writing articles for the township newsletter and web site.
- Preparing press releases.
- Attending OSAC, TAC and AAC meetings (except during periods of illness or vacation which should not exceed two per year).
- Developing and maintaining the open space, trails and agricultural portions of the Township's web site.
- Coordinating with state, county, federal and private non-profits to leverage available funding.
- Assisting the Township with grant preparation, including assisting the Township in preparing the SADC FY 2008 PIG grant application.
- Fulfilling all requirements of the SADC as the Township's PIG Coordinator.
- Developing, managing and monitoring, in cooperation with the Department of Public Works, the land management plan for township open space.
- Coordinating with other township contractors who are involved in any aspect of the township open space, farmland, trails or historic preservation programs.
- Coordinating and managing the OSAC's historic grant program.
- Developing a customized Franklin Township Open Space and Farmland Preservation Manual
- Conducting twice yearly inspections of all Township trails and report any needed improvements or maintenance to Township Public Works Department for follow up.
- Inspecting and monitoring easements held by the Township.
- Providing other related services as authorized by the Township Manager.

#### Requirements

- At least five years of negotiations experience.
- Two years of trail and land GIS mapping background.
- Six years of experience interfacing with municipal, county, state and federal agencies.
- Four years of proven grant writing experience.
- Demonstrated track record in acquiring grants.
- Bachelor's Degree or above required.
- At least four years of experience managing public open space and/or public parks.