

**MINUTES OF REGULAR MEETING  
TUESDAY, MAY 15, 2018  
COMMON COUNCIL OF THE CITY OF SUMMIT**

Distributed: 5/31/18

Approved: 6/6/18

The meeting was called to order by Council President David Naidu at 7:30 PM. The City Clerk then read the following notice:

“Adequate notice of this meeting has been provided by the City Clerk in the preparation of the Council Annual Meeting Notice of Closed Session and Regular Meetings, dated January 8, 2018 which set forth the date, time, and place of this meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting meeting notices. Please be further advised that the FIRE EXITS are to my RIGHT your left, and at the BACK OF THE ROOM.

Please be further advised that the City has an Assistive Listening System for the hearing impaired. We have three (3) assistive hearing devices. If anyone needs them, please raise your hand and the device will be brought to you. Please return them to the City Clerk or leave them with the Police Dispatcher.”

**CALL TO ORDER**

**ROLL CALL**

PRESENT: Councilmembers Bowman, Fox, Gould, Little, Ogden and Council President Naidu

ABSENT: Councilmember McTernan, City Treasurer Gerba, Chief Weck, City Solicitor Giacobbe

Also in attendance were Mayor Radest and staff members Rogers, Cascais, Evers, Licatese and Acting City Solicitor Kavanagh.

Minutes of this meeting are recorded on CD # 2018-10 - 7:36 pm - 9:04 pm.

**PLEDGE OF ALLEGIANCE** - Bill Rapp, NJ State Commander - Military Order of the World Wars

**APPROVAL OF MINUTES** – Regular and Closed Session Minutes of May 1, 2018 - Minutes approved upon motion of Councilmember Gould, duly seconded and unanimously approved.

**REPORTS**

Items/issues noted hereunder, if any, reflect those recommending and/or needing action by City department(s) or at a future council meeting.

- Mayor, City Administrator and Council President (Summit Historical Minute)

**PRESENTATIONS**

Summit Historical Minute - Megan Chang, Summit High School student - Junior Class, presented the Historical Minute on "Architecture in Summit," which is attached hereto.

Historic Preservation Commission Report - Tom Conway, Chair and Melissa Spurr, Member, provided a visual presentation, highlighting the accomplishments and goals of the Commission as well as discussing its role in the Master Plan process and its work with the Planning and Zoning Boards.

**CEREMONIAL AWARDS**

Division of Public Works Week Proclamation - Mayor Radest presented the proclamation to members of the Division of Public Works recognizing the Division for its critical role in City services and thanked them for their hard work.

**PUBLIC COMMENTS**

Silver Patrick Henry Medallion Award - William Rapp, Past Commander of the Lindsey-Street Post 322 Commander and current NJ State Commander of the Military Order of The World Wars, presented the award to Fire Chief Eric Evers recognizing him for his many years of outstanding service and support of veterans programs.

**ORDINANCE(S) FOR INTRODUCTION**

The respective Committee Chairman, Committee member, or Councilmember, as indicated for the Committee, introduced, for first reading, the following ordinance(s) as it (they) came up for consideration during the meeting, which was (were) individually read by City Clerk Licatese and unanimously adopted by the vote indicated below and referred to the Law Committee for study and report with a hearing(s) scheduled as indicated under Hearing Date below.

<u>Number</u>	<u>Title</u>	<u>Hearing Date</u>
<b><u>FINANCE/PERSONNEL</u></b>		
18-3166	<b>BOND ORDINANCE APPROPRIATING \$2,500,000, AND AUTHORIZING THE ISSUANCE OF \$2,375,000 BONDS OR NOTES OF THE CITY, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY. (Various Improvements)</b>	06/6/18 (Wed.)

**RESULT: INTRODUCED [UNANIMOUS] Next: 6/6/2018 7:30 PM**  
**MOVER:** Little  
**SECONDER:** Ogden  
**AYES:** Bowman, Fox, Gould, Little, Naidu, Ogden  
**ABSENT:** McTernan

<b><u>FINANCE/PERSONNEL</u></b>		
18-3167	<b>BOND ORDINANCE APPROPRIATING \$750,000, AND AUTHORIZING THE ISSUANCE OF \$712,500 BONDS OR NOTES OF THE CITY, FOR VARIOUS SEWER UTILITY IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY. (Sewer Utility Improvements)</b>	06/6/18 (Wed.)

**RESULT: INTRODUCED [UNANIMOUS] Next: 6/6/2018 7:30 PM**  
**MOVER:** Little  
**SECONDER:** Ogden  
**AYES:** Bowman, Fox, Gould, Little, Naidu, Ogden  
**ABSENT:** McTernan

**FINANCE/PERSONNEL**

18-3168      **BOND ORDINANCE APPROPRIATING \$101,000, AND AUTHORIZING THE ISSUANCE OF \$95,950 BONDS OR NOTES OF THE CITY, FOR VARIOUS PARKING UTILITY IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY. (Parking Utility Improvements)**      06/6/18 (Wed.)

**RESULT:      INTRODUCED [UNANIMOUS]      Next: 6/6/2018 7:30 PM**  
**MOVER:**      Little  
**SECONDER:**      Ogden  
**AYES:**      Bowman, Fox, Gould, Little, Naidu, Ogden  
**ABSENT:**      McTernan

**FINANCE/PERSONNEL**

18-3169      **BOND ORDINANCE PROVIDING FOR THE IMPROVEMENT OF VARIOUS ROADS IN AND BY THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY, APPROPRIATING \$1,560,000 THEREFOR, DIRECTING A SPECIAL ASSESSMENT OF PART OF THE COST THEREOF, AND AUTHORIZING THE ISSUANCE OF \$1,482,000 BONDS OR NOTES OF THE CITY FOR FINANCING THE SAME. (Wallace Rd, Hobart Ave, Linden Pl, Oakland Pl, Laurel Ave, Larned Rd, Road Improvements - Special Assessment)**      06/6/18 (Wed.)

**RESULT:      INTRODUCED [UNANIMOUS]      Next: 6/6/2018 7:30 PM**  
**MOVER:**      Little  
**SECONDER:**      Ogden  
**AYES:**      Bowman, Fox, Gould, Little, Naidu, Ogden  
**ABSENT:**      McTernan

**RESOLUTIONS**

*(Resolutions, which were not identified on the agenda as same, do not appear in the minutes in the actual order in which they were addressed at the meeting, but under the proper committee heading after those that were on the agenda. Those with the name of another committee in italics after it indicate the other committee might have had some input.)*

The respective Committee Chairman, Committee member, or Councilmember, as indicated for the Committee, introduced the following resolution(s) and on motion, duly seconded and on roll call, unanimously adopted or adopted by the vote shown, if any:

**FINANCE/PERSONNEL**

- 38394      1.      Authorize Schedule of School Levy Payments
- 38395      2.      Appoint Members to the Summit Economic Development Advisory Committee (Pending Closed Session discussion)

Councilmember Ogden stated for the record that while she did not support the establishment of the committee, she fully supported the appointment of the individuals who have volunteered to serve.

Councilmember Bowman concurred with Councilmember Ogden's comments.

**BUILDINGS AND GROUNDS**

38396 Authorizer Zoning Board Member Re-assignments

**SAFETY**

- 38397 1. Authorize State Contract Purchase - Fire Department Radios - \$252,015.60
- 38398 2. Authorize Acceptance of Donation from Celgene Corporation to Fire Department - \$8,000.00

**WORKS**

- 38399 1. Award Bid - Plymouth Road Improvement Project - \$248,614.05
- 38400 2. Award Bid - City Hall Storm Water Ejector Pump Replacement Project - \$54,600.00
- 38401 3. Award Bid - City of Summit/Summit City Cooperative Pricing System (#192SCCPS) - 2018 Micro-Surfacing Program - Not To Exceed \$134,736.72

**GENERAL SERVICES**

38402 Authorize Change Order #1 - Community Center Renovation Project Construction Document & Project Administration Services - \$14,655.00

On motion of Councilmember Ogden, duly seconded, this resolution was pulled from the Consent Agenda to be considered separately in order to respond to questions raised by members of the governing body.

Responses to questions from Councilmember Fox were as follows:

- 1. DCS Director Paul Cascais provided a summary of other grant awards, including the award for the Community Center generator, and confirmed that the grant monies have been received.
- 2. Jamie Colucci, DCP Community Center Project Supervisor, advised that because of the increased size of the generator, minor material and labor cost increases are anticipated.

**CONSENT AGENDA**

*Staff reports are attached, as appropriate, when resolution is not self-explanatory. Matters authorizing action, licenses, or granting permission have met all department qualifications.*

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Little  
**SECONDER:** Ogden  
**AYES:** Bowman, Fox, Gould, Little, Naidu, Ogden  
**ABSENT:** McTernan

**BUILDINGS AND GROUNDS**

38403 Authorize Partial Refund of Construction Permit State Surcharge - 44 Silver Lake Drive

**WORKS**

38404 Authorize Bid Advertisement - City Hall Air Conditioning Cooling Tower Replacement Project

**SAFETY**

- 38405 1. Grant Permission, Set Forth Conditions - Kent Place School 5K Run
- 38406 2. Grant Permission and Set Forth Conditions - American Legion Post 322 & The Military Order of the World Wars - Flag Retirement and Massing of Colors Ceremony

**FINANCE/PERSONNEL**

- 38407 1. Amend Budget - Chapter 159 - Junior League of Summit 2018 Community Grant
- 38408 2. Cancel Outstanding Checks
- 38409 3. Authorize Refunds - Department of Community Programs
- 38410 4. Authorize Refund Overpayment of First Quarter 2018 Taxes
- 38411 5. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
- 38412 6. Authorizing Payment of Bills -\$671,647.09

**COUNCIL MEMBERS' COMMENTS/NEW BUSINESS**

Items/issues noted hereunder, if any, reflect those recommending and/or needing action by City department(s) or at a future council meeting which are not already being addressed by a committee.

**ADJOURNMENT REGULAR MEETING** – On motion of Councilmember Gould, duly seconded and unanimously approved, the meeting was adjourned at 9:04 pm.

Respectfully submitted,

Rosalia M. Licatase, City Clerk

**MINUTES ATTACHMENTS**

- 1. Summit Historical Minute - Architecture in Summit - Presented by Megan Chang, Summit High School Student - Junior Class
- 2. Historic Preservation Commission Presentation - Tom Conway, Chair & Melissa Spurr, Member

Summit Historical Minute  
Summit Architecture  
Megan Chang – Summit High School  
Presented at May 15, 2018 Council Meeting

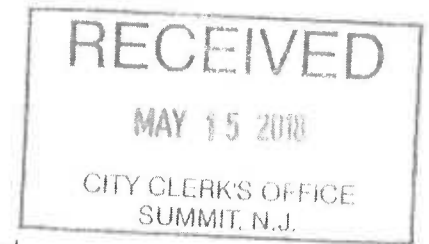
During Architecture I, one of my favorite classes was the day that Mr. Fern brought us on a tour of Kent Place Boulevard. He pointed out the various styles of homes, and their distinguishing features. Then, we were assigned to focus on an interesting architectural feature in Summit; I chose turrets. This eventually led to my work with the Historic Preservation Commission where I documented historic homes with plaques.

After sharing my photos at The Carter House, I was shown a book which included black and white photos of Summit. My interest was sparked when I read about the Comstock House, whose plot I once lived across the street from. This home was built in 1892 for Anthony Comstock, the man who held immense power as an agent of the U.S. Postal Service. The architect is said to have been John N. Cady. Coincidentally, the house pictured for 35 Beekman Road had a round corner turret.

Since creating the historic homes presentation, I have created an interactive walking tour on the website <https://summitarchitecture.wixsite.com/summit> using Google's My Maps. Maroon stars represent the Four Centuries, and dots show historic buildings in town. The tour can be extended by also visiting nearby homes, shown in yellow.

Now, the Historic Preservation Commission is working to attract the next generation; this includes the possibility of creating Snapchat filters, or introducing Geocaches to public spaces with historical significance. Geocaching is essentially a treasure hunt, and puzzles using plaques to teach facts could be included in a similar fashion as at the Great Swamp.

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**MEMORANDUM**

To: City of Summit Common Council; City of Summit Planning Board  
From: City of Summit Historic Preservation Commission  
Date: May 11, 2018  
Subject: Historic Preservation Commission 2018-2019 Objectives

**Executive Summary**

The City of Summit has long recognized the importance of historic preservation to the City’s character and identity. The Master Plan ReVision 2016 (the “Master Plan”) set forth a long list of objectives for historic preservation efforts, and affirmed others previously set in the 2006 Master Plan. The basis of the first goal of the Master Plan stresses the importance of Summit’s historic character to its residents: **“Summit residents love the scale, character and historic fabric of their city . . . The historic character, scale, design and form of a neighborhood is not only an aesthetic consideration, it is an economic one. The quality of the built environment has a direct impact on the desirability and livability of a neighborhood and the City as a whole.”**<sup>1</sup> The Historic Preservation Commission’s (“HPC”) overriding goal is thus to give the Common Council, the Planning Board and the Zoning Board of Adjustment the tools necessary to preserve the historic character of Summit consistent with the Master Plan, and to empower them to give the taxpayers what they asked for during the recent Master Plan process. With this in mind, the HPC has reviewed its objectives as set forth in the Master Plan, as well as its role by the enabling ordinance, to develop the following goals for the 2018-2019 calendar years.

1. **Review and Update Historic Districts:** The HPC will review the boundaries of the existing 12 historic districts, the buildings which comprise those districts, and whether any extensions to those districts are appropriate.
2. **Develop a Citywide Streetscape Policy:** The HPC will work with the Department of Community Services staff to develop a purchasing policy for streetscape elements, such as lamp posts, benches, etc. to create a consistent aesthetic, potential cost savings, and efficiency on the administrative side by pre-selecting products within a specified budget.
3. **Recommendations for Historic Preservation Efforts:**
  - a. **HPC’s advisory function to promote historic preservation:** The HPC offers its services as a free resource of architecture and design expertise to the City and its boards and commissions for any projects which touch on the architectural planning of the City. For example, the HPC can be of assistance for the current update to the development regulations (“DRO”), and for helping to define the City’s historic character for planning of the Broad Street West Redevelopment.
  - b. **Strengthening design guidelines for downtown historic district:** The Master Plan calls for the HPC and Planning Board to undertake revision for more detailed design and signage guidelines for the downtown historic district.
  - c. **Protecting historic properties from demolition and adverse exterior modifications:** The Master Plan calls for consideration of controls to protect specific buildings and

<sup>1</sup> Master Plan Goal 01 p.2.

defined areas from exterior changes without review. The HPC requests consideration for such protection for the defined historic districts, and for properties that are already on the Federal and State Registers of Historic Places. In addition, the Master Plan stresses the importance of developing design guidelines for new development to maintain the charm that Summit has.

**4. Educational Outreach Projects**

- a. **Digital historic walking tour of Summit:** Summit High School student Meghan Chang has been assisting the HPC with the development of an interactive digital historic walking/biking tour, in collaboration with Summit Downtown Inc., for visitors to partake in our town's rich history.
- b. **Annual Historic Preservation Awards:** The HPC intends to develop a process and guidelines to recognize exemplary works of historically appropriate rehabilitation, renovation or new construction.
- c. **Develop digital public presence:** The HPC is in the process of improving its digital media presence, by updating online resources on the city website, and developing Facebook and/or Instagram accounts to enrich the community with photos and information about Summit's history and architecture.
- d. **Expand Plaque and Markers program:** The HPC will continue its longstanding outreach program to honor residences and historical sites with plaques and informative markers to engage homeowners and the community about Summit's rich history.