

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

The meeting was called to order at 8:03 AM held via Zoom, by Jennifer Duckworth, Millburn Pedestrian Advisory Board Chairperson.

Advisory Board Members Present: Tara Prupis, Mayor; Alex McDonald, Business Administrator; Jennifer Duckworth, Resident and Chair; Christine Bugel, Assistant Township Engineer; Brian Gilfedder, Police Chief, Millburn Police; Gaston Hauptert, PTOC Safety Committee Co-Chair; Christine Burton, Millburn School Superintendent

Also Present: Gilbert Tavares, Sgt., Millburn Police Traffic Bureau; Jessica Almeida, Executive Assistant; Farah Kassim, Administrative Assistant

Advisory Board Members Absent: Joe Esposito, Resident

Ms. Duckworth read the following statement: "in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, Public Laws, 1975, be advised that notice of this meeting was made by posting on the Bulletin Board at Town Hall and serving the officially designated newspapers, a notice stating that this meeting would take place at 8AM on August 11, 2021 by webinar."

Ms. Duckworth asked if the board had reviewed the April 28, 2021 meeting minutes. All reviewed, the motion was made by Ms. Duckworth and seconded by Mr. McDonald.

Vote: All Ayes

Mr. McDonald announced Jessica Almeida and Farah Kassim who are both in attendance would be taking today's meeting minutes. Going forward, Farah Kassim will eventually be taking over the responsibility of taking the meeting minutes for this group. Ms. Duckworth thanked Jessica Almeida for all her work that she has done so far for the committee.

Board Business:

Next Board Meeting is scheduled for October 13, 2021 at 7 p.m. and that will be our last meeting for this year and at that time we can discuss the future meetings for 2022.

Reports:

Mayor Prupis reported that the flex parking removal is underway and should be completed by August 31, 2021. The next Township Committee meeting is scheduled for Tuesday, September 17, 2021 where the Affordable Housing settlement will be on the Agenda to be voted upon. Mayor Prupis called upon Mr. McDonald to report on the stop sign on Cypress, Glen and Myrtle Street. Mayor Prupis informed that it went to the Township Committee for 1st read and will be discussed again and will be noted that it came out of PSAB.

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

Ms. Duckworth mentioned the Crossing Guard contract also went before the Township Committee, Mayor Prupis confirmed that it was passed at the July meeting and that they were already at work training and getting ready for the new school year.

Mr. McDonald also reported in addition to the flex parking removal, is the micro-paving of roads is being completed throughout Town as well as freshly painted cross-walks on those newly paved roads. Mr. McDonald suggested if anyone noticed a cross-walk has not been repainted on a newly paved road, do let the Township know so that DPW can refresh some of the cross-walks before the school year begins. Ms. Duckworth suggested that she and Mr. Hauptert could reach out to PTOC Safety Committee to inform them of the new micro-paving around their schools and ask for them to survey around their schools to ensure that all the cross-walks are in order to start the year to which Mr. Hauptert agreed. Mr. McDonald made a note to find out about a cross-walk near the Washington School that seemed to be omitted. Mr. McDonald reported that the crossing guards have started their training, all the returning guards have met with the company ACMS and have participated in training as well as their functional capacity exam which test their ability to get up onto curbs etc. All did well, with the exception of one (1) in that group of returnees. ACMS also hired a Local Area Manager, a new cross-guard in addition to handling the day-to-day tasks. Sgt. Smeraldo will to give more details if needed. Mr. McDonald informed that there are a few more items that Ms. Bugel will elaborate on later, but wanted to mention one or two traffic issues management policies that needs to be addressed prior to school starting. One, Glen Avenue and Woodcrest and secondly, the Township is in the process of getting two (2) speed humps installed on Ridgewood Road in the area of Ivy Terrace which an RFQ was put out for bid. A cross-walk is also scheduled at a later date to be placed on Ridgewood to create a pedestrian safe environment.

Ms. Duckworth inquired of the process going forward for when there is a concern regarding the crossing guards, Mr. McDonald advised that Ms. Shelby Schaffer, the regional representative for ACMS and the Local Crossing Guard Manager will be the points of contact for any concern or questions from Parents. A conversation will be had with Mara to discuss this further. Sgt. Smeraldo confirmed that he spoke with Mara about same as well.

Mr. Hauptert inquired about the process of the two-way roads downtown, Mayor Prupis replied that they reached out to Maizer but there was no response. Mr. McDonald made a note to get an update on the progress before September 12, 2021. Mayor Prupis added that at the last Township Committee Meeting, approval was given to extend the contract to add additional funds that was requested. Secondly, Mr. Hauptert asked if cross-walk on Hobart Avenue was painted, Mr. McDonald advised that is it was unfinished due to the curb which was not ADA compliant. Thirdly, Mr. Hauptert inquired if Sgt. Smeraldo was in contact with Mara - Crossing Guard to which Sgt. Smeraldo confirmed they have been conversing regularly at the Crossing Guard meetings.

Chief Gilfedder reported that they received one (1) traffic management form for Locust in the Ridgewood area. Chief Gilfedder reported that speed boxes were put out to ensure drivers are

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

adhering to the speed limit in that area. He believes the main concern was signage around the circle at Ridgewood and Locust. Ms. Bugel will be looking into to it for further review.

Mr. McDonald informed the Committee that speed boxes were put up in the Deerfield section are receiving complaints about speeding but did not find it to be an issue and if it comes up again, Township will respond accordingly.

Mr. Hauptert inquired about the status of putting up speed boxes on Hobart Avenue next to the Middle School, as was discussed at a prior meeting, Chief Gilfedder responded he was unaware of the request, however, it can be done. Mr. McDonald suggested to wait until school restarts since the level of traffic will increase during the time of school, Chief Gilfedder advised that speed boxes were put there in the past, but, it can be revisited.

Ms. Duckworth informed the Committee that there was an issue with people parking all the way up to the STOP sign on Hobart, she suggested the curb be painted as a visual reminder not to park there. Chief Gilfedder added that the traffic bureau will now have more time to monitor those areas since the crossing guard is now outsourced. Mr. McDonald stated there was approximately twenty-nine (29) crossing guards at the moment and they are actively trying to recruit more through various advertisements.

Dr. Burton reported that the school buildings are being prepped for the start of school. There was a delay in acquiring steel for the elevator but renovations going well. Dr. Burton informed that they are considering having different entrances to the school as opposed to having everyone come through one (1) main entrance. Dr. Burton suggested she could include crossing guard vacancies in their weekly notice and provide a contact for interested persons. Mr. McDonald will forward Shelby Schaffer's contact to Dr. Burton.

PTOC Safety Report, Mr. Hauptert inquired on the status of the light on White Oak Ridge Road and Hobart acquiring property to do that, Mr. McDonald reported that they have three (3) out of the four corners and the individual on the forth (4) corner has now gotten their own appraisal, which we should receive in about two weeks. Hopefully, we can negotiate to get it done, if not, the Township will have to enter into ligation. Mr. Hauptert is hoping that the work on Cypress will be completed before September 1, 2021 when school begins, as most of the teachers as well as parents' park there. Mr. Hauptert requested blue and white striping to be painted on the curb for drop-off zones. Sgt. Smeraldo responded that they are looking into the correct color that was designated for the lettering of that striping and checking with the Board of Education to find out if they will be doing the lettering. Sgt. Smeraldo also suggested signage boards to be put out for no parking in those zones. Mr. Hauptert confirmed there are signage currently for 'No Parking', however, they wanted additional painting onto the sidewalk/curb saying 'DROP OFF-- DROP OFF--DROP OFF'. Sgt. Smeraldo will look into it further. Mr. Hauptert advised that the school principal she will put in a work order for same once she has clearance.

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

Ms. Duckworth inquired if the Police Department will be doing safety talks when using the cross-walk/bicycle safety this coming school year. Chief Gilfedder responded that usually the PTA organizes that with the Police Department. Ms. Duckworth asked if Dr. Burton could organize with the principals of the Middle School and Washington School and schedule with the Police Department for a presentation.

Mr. Hauptert inquired if there was an update on the grant for the Deerfield path, last update received was that it was being worked on by the Township internally, and that there was a possibility of it going out for bid. Mr. McDonald said there was no update at this time, except that a few persons sat in on a training session for the grant. Mr. McDonald suggested that going forward PSAB should present their requests in batches verses single requests and even present them to the Township Committee prior to new year so that it can be added to the budget for the following year. Mr. Hauptert inquired how to initiate speed studies Mr. McDonald confirmed that Chief Gilfedder will carry out the speed study as previously agreed upon to see if there is an issue.

Mr. Hauptert asked if there was an update/plan to have a study done to see if traffic can be pushed towards the southern side of the Whitney area for Middle School drop-off so that we reduce turn around traffic in those narrow streets making it so that pedestrians as well as people riding bikes do not face two-way traffic. Chief Gilfedder advised that this was done some ten (10) years ago and was reversed after multiple complaints from the parents. Mr. Hauptert advised that this request was coming from parents, people dropping off their kids are turning around in an unsafe manner which also hinders traffic flow. Mr. McDonald added that we should look at the new school year and see how it works with the sidewalk extension.

Ms. Duckworth asked if there was going to be an officer stationed at Hobart →Whitney, where the buses come in and Teachers are supposed to come in. Sgt. Smeraldo replied that the plan is to have two (2) scheduled officers there at the school posts, as far as everywhere else during drop off times, there will have to be allocated according to need. And based on the resources, they will allocate accordingly.

Mr. Hauptert asked if Wyoming can be made into one-way during drop-off and pick-up as this area becomes congested and creates an unsafe environment. Mr. McDonald asked for Dr. Burton's input, she responded that after speaking with Mr. Connelly, this year they anticipate that they will need a larger amount of persons to manage the drop-off and pick-up traffic as schools will be having new students and parents who are unfamiliar with the procedure. Ms. Duckworth said that it would be helpful if Mr. Connelly can do more targeted outreach to the parents to help guide them by aid of diagrams and such.

Ms. Bugel, reported that the Engineering Department is actively working on two construction projects in town, removal of flex parking on Millburn Avenue and Cypress Street road improvements. Both contracts were awarded to AJM Contracting Inc. and both have an end date of August 31st. AJM has not begun work on Cypress Street due to a conflict with NJ

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

Transit and their requirement that the Township obtain a permit to work under the railroad tracks. The Cypress Street project includes installation of all-way stop control at the intersections of Cypress Street with Myrtle Avenue and Cypress Street with Glen Avenue. Engineering is also working on Traffic Management requests at the intersections of Ridgewood Road with Ivy Terrace, and Woodcrest Avenue with Glen Avenue. Speed humps are proposed on Ridgewood Avenue and striping and signing improvements are proposed for Glen Avenue. Additionally, a Traffic Management request was received for the intersection of Ridgewood Road with Locust Avenue where a pedestrian was struck in the crosswalk, this request is under review.

There was a question about the removal of the crosswalk on Hobart Avenue at the intersection with Coniston Road – The crosswalk has faded and there is a concern for pedestrian safety. Engineering would like to put a project together which includes isolated areas throughout the Township such as Hobart and Coniston, where curb ramps are needed, as an annual pedestrian safety improvement project.

There was a question about Micro-paving – Public Works has a contract with a private contractor to do the work but they will not repaint the traffic stripes. Public Works will restripe all of the micro-paved roads. PSE&G is also working through the Township excavating and repairing roadways. If you notice any areas that PSE&G has repaved and the striping has not been reestablished, let me know so that it is not overlooked.

Ms. Duckworth added, as there are so many different locations of concern, and since Alex suggested that we put a plan together, I proposed we meet after to come up with a way to establish a plan/list to provide Alex with to get the budget and other things together. Ms. Bugel suggested if we go through the list and prioritize as what can be accomplished; what needs to be put into a package or things that are long-term and out of our control would be helpful scheduling those, additionally, we should also look at the intersections and identify which ones are a priority for the residents for example, which ones are more highly used; higher volume of cars/pedestrians and where the best benefit would be for the money we are investing in the improvements. Ms. Bugel will set up a meeting with Ms. Duckworth and Salma to discuss further.

Mr. Hauptert requested a status update on the re-grading and micro-paving to decrease the feeding when it rains on Silver Spring Road. Ms. Bugel responded that was done by Troy and Lawrence, there is no crown to keep the water to the curb, we had a surveyor take some shots of the intersections and now that we have the elevation, we are in the middle of laying out how to address that crown so that we can get the paving done. We have the survey data, base mapping, we just need to work through the design so that it addresses the problem.

Next, Mr. Hauptert wanted to follow up on the status of restriping and moving of the signs on Elm and Myrtle at Wyoming before the beginning of school reopening, Ms. Bugel noted that the improvements that were proposed were pushed back. The engineering department submitted

PEDESTRIAN SAFETY ADVISORY BOARD

Meeting Minutes

August 11, 2021

an application for DOT funds to resurface all of Myrtle and address curbs and striping. So just to clarify, it will not be completed this year. After some discussion due to the concern that people are speeding on Myrtle, Mr. McDonald and Ms. Bugel with discuss further and try to resolve as soon as possible.

Ms. Duckworth reported on the bike collective, awaiting Mr. McDonald to provide us with a storage location for the bikes. Mr. McDonald suggested arranging more bike swaps as it is becoming quite tedious to find a large, secured storage for the bikes. Ms. Duckworth added that once we have a good number of bikes, we would inform Adopt-one-Village can come and pick up the bikes directly from DPW, where it was previously stored. Ms. Duckworth suggested that she and Mr. McDonald can discuss this further offline. For Tour de Millburn, Mr. McDonald reported that we currently have 130 registered on the long ride, 115 on the medium ride and approximately 77 on short ride. Ms. Duckworth sent out a spreadsheet for persons to sign up to volunteer, since she has not received many volunteers, she along with Mr. Hauptert and Mara will continue to publicize. Jorge has been reaching out to a number of groups for assistance to write a bike plan.

Questions

Ms. Duckworth opened the floor for questions, to which no one responded

Resident Report

Ms. Duckworth called upon Joe or Selma for the resident report, they were both absent.

New Business

No new business.

Open Hearing

No public attendant at this meeting.

Ms. Duckworth called for motion to adjourn the meeting, to which Mr. McDonald second.

Next meeting: October 13, 2021 7:00PM Millburn Town Hall, 2nd Floor

Jennifer Duckworth, Advisory Board Chair

Advisory Board Approved _____