

MEETING MINUTES

Called by	Alex McDonald
Subject	Working Group Meeting
Location	Millburn Town Hall
Time/Date	5/25/17 8-9:30am
Note Taker	James Ribaldo; Arterial LLC
Attendees	<p>Alex McDonald (AM), Township of Millburn Dianne Eglow (DE), Township Committee Robert Tillotson (RT), Township Committee Sgt. Michael Fattal (MF), Police Department Rob Echavarria (RE), Fire Department Martha Callahan (MC), Assistant Township Engineer James Felzenberg (JF), EMS – <i>absent</i> Rick Davis (RD), Chamber of Commerce, President Shayne Miller (SM), Township Resident/DMDA Dave Lustberg (DL), Arterial James Ribaldo (JR), Arterial John McCormack (JM), SSE Lillian Cho (LC), - <i>absent</i></p>

1. INTRODUCTION

a. Review & Approve meeting minutes

The meeting minutes for the previous meeting (4/26) have been circulated via email. All agreed to review and send comments if applicable.

b. Phase 1 Update

Construction Status at northwest/east corners of Main & Essex

- AM summarized the current construction status as follows:
 - The traffic signal was relocated on the Common Lot corner so the old base could be demolished and granite pavers could be installed.
 - Joints to be grouted potentially by Friday, depending on the weather.
 - The traffic signal on the 'clock corner' has been installed and

removal of the existing signals at the three corners including Charlie Browns is scheduled for Tuesday.

- Continued installation of granite pavers at the 'clock corner' is also expected to resume on Tuesday.
- AM stated that one issue exists as it relates to the Phase 1 construction and has to do with the paving (both Town Hall Plaza and the Main Street & Essex Street intersection). He explained that due to unforeseen conditions along with the townships response to various merchants that did not want construction to continue through the holiday season, only a portion of paving was done. The decision was made at that time to pave a portion of Millburn Avenue from Spring Street to Main Street. The contractor has considered this a change from the original contract as they expected to pave everything at once and have thereby submitted a substantial change order to pave the rest of the project. AM is working with Bowman and the township attorney on resolving this by having another contractor pave the road at a significant cost savings.
- DE asked why the median/island at the intersection of Town Hall Plaza and Essex Street. AM, DL and JR all explained that it is to deal with the existing utility pole that is scheduled to be relocated at a future time along with allowing cars in the parking area adjacent to the grassy triangle the ability to access Essex Street. AM also briefly explained the work that JCP&L will be doing with the utility poles on Essex Street and Main Street.

c. Phase 1 Tracking Sheet

SM observed pooling at the Spring Street and Millburn Ave intersection. DL explained that the cause for this is due to the stoppage in construction, which resulted in an incomplete intersection. He furthered stated that once the deletion change order has been resolved, work will have to be done to remedy the issue. AM mentioned that the area in front of Gotham had been temporarily resolved by trenching to the inlet.

AM stated that no further negotiations have taken place between the contractor and the township regarding the deletion change order for the work along Millburn Ave in-between Douglas Street and Spring Street. He further stated that the township attorney would be distributing information in the near future to the committee regarding next steps.

d. Old Business

DL stated that Arterial was working on getting the framework together for a project website.

DL asked the group if everyone felt if it was necessary to format the open house workshop into an online participatory survey that was distributed to the general public. All felt that this was absolutely necessary. DL then reviewed a draft of the survey questions for each section from the open house (Vehicular Circulation, Pedestrian Circulation, Train Station Access, Gateway Design and Remaining areas of downtown). The following represents the key summary points from the discussion that followed:

- Some discussion occurred over whether the three options for Holmes Street should be asked since the majority of participants at the open house opted for keeping it as two-way. DL explained that the reason for including this is to collect the information that confirms and provides the background for why certain decisions were made. All agreed with this notion.
- It was determined that an open ended question at the end of the survey to accommodate the questions that arose in the South Mountain neighborhood outside of the scope of the complete streets project should be provided. It was also discussed that the issues being raised in this neighborhood necessitates a separate traffic study. (A lot of discussion took place regarding the issues/concerns in this neighborhood)
- DE asked if it was being discussed to change more than the Parkview Drive intersection from its current configuration (slip lanes with a small island in the center) to a regular 'T' intersection with 90-degree turns. DL responded by saying that is up to the township if the configuration at other intersections aside from and including Parkview Drive should be modified. RD followed up by saying that most of the feedback he received at the open house was that all of the intersections with islands into the South Mountain neighborhood should be modified to 'T' intersections. JM followed up by saying that many of the residents in attendance at the open house communicated that these intersections were dangerous, especially for pedestrians. DE raised concern that this would mean changing much of the existing character in this neighborhood. RT stated that these other streets are not in this Phase 2 area and should be discussed at a later date as part of a larger look at the South Mountain

neighborhood. All agreed that the only street being modified into a 90-degree intersection is Parkview Drive as part of the gateway design. AM confirmed that any discussion of side streets into the South Mountain neighborhood outside of Parkview Drive would be a separate project.

- DE then asked where the options along Millburn Ave between Wyoming and Essex Street came from. DL and JM explained that it had a lot to do with the roundabout design and creating safer pedestrian crossings that resulted in options that showed a reduction in lanes to one lane. It was also discussed that a minimal amount of improvements could also be done.
- RD mentioned that the project area needs to be clarified since the piece between Wyoming Ave and the gateway was only dealing with the vehicular lanes via striping and signalization, not hard construction (curbs, drainage, etc.).
- DL explained once something at the Wyoming Ave intersection is improved, it will be required to be fully brought up to code which includes the traffic signals, curb ramps, crosswalks, etc.
- SM suggested that the option be included to skip sections that people may not be interested in. All agreed that this was a good idea.
- SM asked what the plan was to distribute the online survey. This was pinned as a discussion item that should be talked more about at the next meeting. DE mentioned the elderly in town that may not have access to the Internet. SM suggested hard copies be placed at strategic locations throughout town such as the library, etc. SM recommended that the township use the Item mailing that is done every quarter to reach all residents at a very economic price.
- DL recommended that a time period be set on the survey in order to continue to move the process along and communicate this to the public.

DE asked the group what format or opportunity would be given for people to express their feelings/concerns on Phase 1. DL responded by saying that a forum can be included on the project website for people who may have comments and concerns on Phase 1. RT agreed, but emphasized that any comments/concerns on Phase 1 are a separate matter than Phase 2. DL stated that the process for Phase 2 allows people the opportunity to state what they like or dislike and do not want to see. RD mentioned that in his opinion, it does not appear that the township has shied away from feedback and that ample forums have been provided for feedback.



2. SCHEDULE (9:10am)

DL emphasized that it is important that this group understands the overall schedule and when construction would be happening. SM asked when construction on Phase 2 would need to start in order to be constructed by winter. DL explained that for this to happen, the project would need to be bid at the beginning of August in order to finish construction by winter. All agreed that the Phase 2 project area should not be half done and sit through the winter.

The meeting adjourned at 9:40am.