

Meeting Name:	Scope of Work Meeting	Meeting Date:	11/4/2016
Facilitator(s):	Ramond Joseph & Tara Paxton	Meeting Time:	12:00
Location &/or Dial In:	401 Chambers Bridge Road - Brick, NJ - Engineering Conference Room		
Invitees/Attendees	Ramond Joseph, Maria Connolly, Jef Buehler, Bob Tessier, Tom Stanuikynas, Joanne Bergin, Keith Rialla, Michael Fowler, Tara Paxton		

Meeting Goals/Purpose

1. To introduce NJDCA's Local Planning Services (LPS) Team; and
2. Review the project application and agree on scope of work schedule & outcomes.

AGENDA ITEMS

Item (Facilitator)

1. Welcome & Introductions (Ramond) –

The following people attended the meeting: Ramond Joseph, Maria Connolly, Jef Buehler, Bob Tessier, Michael Fowler, Tara Paxton and Keith Rialla. Keith Rialla, Assistant to the Township Manager attended in place of Joanne Bergin.

2. Project Application Review (Tara) –

Current walking and bicycling conditions in Brick Township are in need of significant improvement. Ocean County controls most of the major arterial roads in Brick. The Township only has jurisdiction over the residential roads. The Township has a sidewalk ordinance, but does not have a Complete Streets policy. The Township has a provision in the sidewalk ordinance that allows a waiver in return for in-lieu payments. The in-lieu payments make up the Sidewalk Pedestrian Safety Fund. The fund currently has \$200,000, a component of which is used for educating Planning/Zoning Board members. The Township would like a Complete Streets Policy to result from the Bicycle and Pedestrian Master Plan. Ocean County does not currently have a Complete Streets Policy either. LPS staff recommended that the Township include representatives from the County Planning and Engineering departments as part of the project working committee. The Township has installed over 4000 linear feet of sidewalks because of the sidewalk ordinance and DOT's Safe Routes to School/Safe Streets Grant Program. The Township also has a No Net Loss Grant from DEP to plant trees on public lands, including streets, to offset the loss of vegetation due to State construction projects. A total of 4,000 trees will be planted through this Grant. Targeted streets for planting include Brick Blvd and Burn Tavern Road.

The bicycle network in the Township is rudimentary. Currently State Route 35 and Princeton Avenue are the only public roads with bike paths. The remaining bicycle networks in Brick run through parks, open spaces, and schools. The Township currently has a Trails Grant from DOT/DEP to extend that network. In addition, DEP is in the process of completing a Public Access Plan for the Township.

The Township previously completed one walking audits through the Safe Routes to School/Safe Streets Program. In addition, DOT and the Township previously completed an Integrated Land Use & Transportation Study for the CAFRA Center.

3. Scope of Work Discussion (*Ramond*) –

LPS staff explained the outline for the scope of work. We discussed collecting and reviewing background data. Some of the background data, such as the walking audits and the Cafra Center Study, are already listed in Item 2. Others discussed include the Land Use Plan Element; the Circulation Plan Element; the Recreational Plan Element; pedestrian and bicycle counts data; safety/crash data; current bicycle and pedestrian facilities GIS data; zoning ordinance; and current neighborhood plans. We also discussed the necessity for a public input session. Township staff indicated that they could host a public input session at the Recreation Department in Civic Plaza. In addition, we discussed doing a needs assessment, SWOT analysis, and scenario analysis as part of drafting the Bicycle and Pedestrian Master Plan. We discussed closing out the draft report with an implementation matrix and draft Complete Streets Policy document. The Township indicated that its Top priorities are sidewalks on Route 70, bicycle paths connecting the Drumpoint Sports complex to the beach front via Drum Point Road and to Mantoloking via Hooper Avenue and Mantoloking Road (CR 528), complete street treatments on Chambersbridge Rd (CR 549) and Route 70, address bicycle and pedestrian connectivity issues in the Town Center, i.e. Brick Blvd, Chambersbridge Rd (549), Route 70, Hooper Ave, Cedar Bridge Ave (528), Brick Road, and Bear Tavern Road, address connectivity issues between major destinations, i.e. shop Rite Plaza, Brick Plaza, Civic Plaza, schools, parks, beach, etc.

4. Next steps (*Ramond*) –

LPS project team will send draft scope of work to the Township for review and adoption.

Township will send outstanding background data to LPS.

NEW ACTION ITEMS

Action Items/ Follow-ups with responsible Party				
Date Opened	Action Item	Assignee	Due	Status
11/4/2016	Draft and finalize Scope of Work with Township contact	Project Team: Ramond Joseph et al		Draft pending review
11/4/2016	Send outstanding background data to LPS, i.e. GIS data for bicycle and pedestrian facilities, walking audits and the Cafra Center Study	Tara Paxton et al		
11/4/2016	Ensure adoption of resolution designating the Working Committee and adopting the Scope of Work	Tara Paxton et al		

OTHER NOTES OR INFORMATION
