

# TOWNSHIP OF UNION

IN THE COUNTY OF UNION

## RECREATION DEPARTMENT

1120 Commerce Avenue

Union, New Jersey 07083

(908)686-4200 Fax (908)686-4114

[www.uniontownship.com/147/recreation](http://www.uniontownship.com/147/recreation)

**Anthony Terrezza**

Commissioner



April 28, 2015

James Damato  
Union Township BOE

Dear Jim,

The Recreation Department on behalf of the Union Soccer Club is requesting to use Union High School's Cooke Football Field and snack stand on Sunday, May 3, 2015. The time will be from 10:30 AM to 4:00 PM. Thank you for your consideration in this matter.

Yours sincerely,

John Moretti  
Assistant Superintendent of Recreation

# Hannah Caldwell School

## Traffic Circulation

### Analysis

Presented by

Capt. Dave Tyms

Union Police Department

April 23, 2015

The Union Police Department has been asked to make recommendations to improve Traffic Flow and Pedestrian Safety at Hannah Caldwell School. The Police Department has studied the area and after consulting with the school Principle Mrs. DiGiovanni and Board of Education attorney Jim Domato, we have identified the following existing conditions as well as areas for potential improvement.

#### Current Traffic

- Ingress and egress is permitted from both the Commerce Driveway and the Hendricks Driveway.
- Traffic is NOT permitted to use the "ONE WAY Circulation loop."
- All traffic is redirected to the travel/parking aisles.
- Traffic congestion/gridlock is present during peak AM/PM times.
- Non School related Through Traffic is routinely observed using the school property at all hours of the day and evening. This includes the Lincoln Technical School students and Hickory Manor Residents, and DPW employees and equipment.
- Parking is prohibited on both sides of Hendricks Drive behind the school at AM/PM peak times. This was originally requested to enhance safety and facilitate better traffic flow on Hendricks Drive.
- Parents routinely ignore the posted regulations and park illegally on both sides of Hendricks Drive.
- Commerce Ave (school side) is currently posted as a NO PARKING ZONE.
- Commerce Ave (across from school) was recently changed to 2 hr time limit to curtail commuter and all day staff/faculty parking.

#### Recommendations

Adopt the original "Conceptual Circulation Improvement Plan" as proposed by T&M Associates with a ONE WAY modification for Hendricks Drive.

- Implement a "locked gate policy" at gate onto Hendricks Drive at all time **except** AM/PM peaks. This will eliminate DPW bound and other through traffic. The chain should have a Police/Fire

Knox Lock in addition to a school pad lock. The gate should be secured in the open position prior to and during snowfalls to allow for proper snow removing and salting.

- Change Hendricks Drive between Main School lot driveway and the Deron School round-a-bout from a two way street to a ONE WAY street heading south.
- Change existing parking ordinance to allow on-street parking of school buses to load and unload at the rear of the school. Restrict parking on the western side of Hendricks. (To prevent children from crossing in between the stopped school buses)
- Allow parents to use the drop off loop for curbside lane drop offs during AM/PM peaks. Maintain One-way flow in main lot travel lane adjacent to handicapped parking spaces (as depicted on plan)
- Encourage traffic to exit on Hendricks Drive towards Vauxhall Rd.
- Designate new SCHOOL BUS LOADING/UNLOADING area curbside on Hendricks adjacent to existing metal building.
- Township will adopt ordinance changes for Hendricks Drive and post appropriate signage prohibiting two way traffic on Hendricks drive beyond the Deron School round-a-bout.
- A diagram depicting the Revised Traffic Circulation Plan and Parent instruction sheet will be designed for distribution to parents, staff and faculty.

The Union Police is seeking the Board of Education's continued input and concurrence with the proposed recommendations

Upon approval, the Township would need approximately 60 days lead time to process the Hendricks Drive ordinance change and post appropriate signage

Respectfully submitted,

Capt. Dave Tyms

Traffic Bureau Commander

Union Police Department

981 Caldwell Ave

Union, New Jersey 07083

Office: 908-851-5071

Cell: 908-391-7083

Email: DTyms@UnionTownship.com

Battle Hill School  
2600 Killian Place  
Union, NJ 07083  
Christina Birstler, School Counselor

April 29, 2015

We, at Battle Hill School, would like to utilize our grounds for a Pasta Night Fundraiser on June 12, 2015 during the hours of 3:00 p.m. to 9:30 p.m. Specifically, we would like to utilize the kitchen, cafeteria, outside grounds, and in the event of inclement weather, also the auditorium. An Aramark representative, Vasiliki Caravassilis, will be volunteering her time to oversee the kitchen.

This fundraiser will be raising money to be donated to the Jason Lopes Fund and the Crystal Sretchen Fund.

If you have any questions or comments, please do not hesitate to reach out to me. Thank you for your attention to this matter.

Best Regards,

Christina Birstler

## Wiggins, Tom

---

**From:** Raffaele, Adam  
**Sent:** Tuesday, April 28, 2015 12:59 PM  
**To:** Wiggins, Tom  
**Subject:** Re: UHS Gazebo

Okay, what is the board's position on paying for plans?

Sent from my iPhone

On Apr 28, 2015, at 12:36 PM, Wiggins, Tom <[twiggins@twpunionschools.org](mailto:twiggins@twpunionschools.org)> wrote:

Adam this is just for architectural planning. A water line or electrical outlet are not a problem and would be handled in house. Thanks Tom

---

**From:** Raffaele, Adam  
**Sent:** Tuesday, April 28, 2015 12:29 PM  
**To:** Wiggins, Tom  
**Subject:** Re: UHS Gazebo

Tom,

Thanks for getting in touch with him. Is his quote for materials or just the architectural planning? If it is just for the planning, will the board approve paying him for the plans? Also, he mentioned not planning for utilities, but I was hoping to have electric run to the gazebo as well as an outlet somewhere in that courtyard. Ideally, a water line would be great in that courtyard too. Are those things that your crew can do on their own or would the architect need to plan for them now? Thanks!

Adam

Sent from my iPhone

On Apr 28, 2015, at 12:03 PM, Wiggins, Tom <[twiggins@twpunionschools.org](mailto:twiggins@twpunionschools.org)> wrote:

Adam the architect finally got back to me. Here is the result. Thanks Tom

---

**From:** Tom Potter [<mailto:trpotter@potterarchitects.com>]  
**Sent:** Tuesday, April 28, 2015 11:56 AM  
**To:** Wiggins, Tom  
**Cc:** Mary Bartell; Tom Potter  
**Subject:** UHS Gazebo

Tom W.,

The fee to do the gazebo is going to be \$4800. The structural engineer alone is \$2000. This will be a basic open structure on concrete pier foundation and conventional wood framing.

## Wiggins, Tom

---

**From:** Tom Potter <trpotter@potterarchitects.com>  
**Sent:** Tuesday, April 28, 2015 11:56 AM  
**To:** Wiggins, Tom  
**Cc:** Mary Bartell; Tom Potter  
**Subject:** UHS Gazebo

Tom W.,


The fee to do the gazebo is going to be \$4800. The structural engineer alone is \$2000. This will be a basic open structure on concrete pier foundation and conventional wood framing.

We will not be doing a site plan or M/E/P plans in order to save costs. If you think we need a site plan or any utility connections (electric, storm water, etc.), let me know and I will get a price for that.

We are assuming this will be done in-house with your own mechanics (non-public bid).

Tom P.

Thomas R. Potter, AIA  
Potter Architects, LLC  
410 Colonial Avenue  
Union, New Jersey 07083  
P-908-686-2547  
C-908-492-0114  
F-908-686-8430  
[www.potterarchitects.com](http://www.potterarchitects.com)  
***Celebrating over 80 Years of Excellence.***

 Please consider the environment before printing this e-mail

We will not be doing a site plan or M/E/P plans in order to save costs. If you think we need a site plan or any utility connections (electric, storm water, etc.), let me know and I will get a price for that.


We are assuming this will be done in-house with your own mechanics (non-public bid).

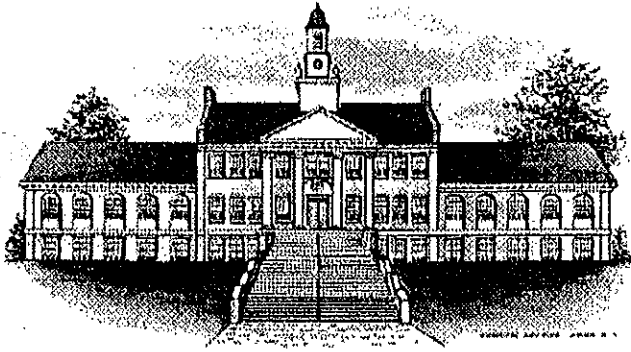
Tom P.

Thomas R. Potter, AIA  
Potter Architects, LLC  
410 Colonial Avenue  
Union, New Jersey 07083  
P-908-686-2547  
C-908-492-0114  
F-908-686-8430

[www.potterarchitects.com](http://www.potterarchitects.com)

***Celebrating over 80 Years of Excellence.***

 Please consider the environment before printing this e-mail



# TOWNSHIP OF UNION

IN THE COUNTY OF UNION

**RECREATION DEPARTMENT**  
1120 Commerce Avenue  
Union, New Jersey 07083  
(908)686-4200 Fax (908)686-4114  
[www.uniontownship.com/147/recreation](http://www.uniontownship.com/147/recreation)

**Anthony Terrezza**  
Commissioner

May 4, 2015

Union Board of Education  
Attn: Jim D'Amato, Board Attorney/ Secretary  
2369 Morris Ave  
Union, NJ 07083

Dear Jim,

Once again, the Recreation Department is offering a Summer Camp and we are requesting that a school bus and driver be available for approximately 10-14 field trips. Our camp will run from June 29, 2015 to August 7, 2015, we will be serving 25 campers and a staff of 6 counselors. We will need the bus between the hours of 9:30AM to 2:30pm on each of our outings.

Below is a list of destinations as well as dates:

July 1st, AMC Movie Theater, Mountainside  
July 2nd, Linden Lanes, Linden  
July 6th, Turtle Back Zoo, West Orange  
July 7th, Liberty Science Center, Jersey City  
July 9th, Freedom Fest, Upper Freehold  
July 14th, Liberty Science Center, Jersey City  
July 15th, Somerset Patriots, Bridgewater

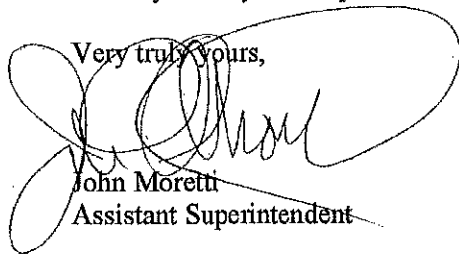
July 16th, Linden Lanes, Linden  
July 20th, Turtle Back Zoo, West Orange  
July 22nd, AMC Movie Theater, Mountainside  
July 28th, Turtle Back Zoo, West Orange  
July 29th, AMC Movie Theater, Mountainside  
August 4th, Liberty Science Center, Jersey City  
August 6th, Somerset Patriots, Bridgewater

We will also need the bus on Fridays, starting July 10th through August 7th, 9:30AM to drop off at the Knights of Columbus on Jeanette Ave and pick up at 11:45AM to bring the children back to the Recreation Department.

(Destinations are subject to change)

Thank you for your cooperation in this matter.

Very truly yours,



John Moretti  
Assistant Superintendent

JM/lm  
cc: Gail Calderone, Transportation Coordinator