

Historical Preservation Advisory Committee
Meeting Minutes
April 10, 2018

Meeting Called to Order (Time 7:35pm)

Reading of Open Public Meeting Act.

Members present: Vice Chairman Dave Wilding, Council Liaison Vince Russo, Caryl Keyser, Bob Roy, Laura Olstein, Mary DiBrigida, Jill Iannino

Friends: None

Guests: Tom Kline, Chrissy DiBrigida

Chrissy DiBrigida presented an idea for her Girl Scout Gold Award. She wants to create a model of the school house. She has an outline of the old schoolhouse and wants to create a replica to show what it used to look like and then use it as an interactive exhibit at the museum. Could tie it in to the 100 year celebration of Kinnelon's birthday. Once the Girls Scouts approve the project, she will work on it over the summer for a September 1st deadline.

Tom Kline discussed the grant projects: 1) When the grant contract was signed, a 30 year historic preservation easement was created. A condition of that contract is that an annual report needs to be provided every year as well as providing information on how the museum is advertising and briefly describing what maintenance is being done. He wanted to emphasize the fact that the maintenance log has to be kept updated for this reason. All forms needed to provide this information are available on line. He provided to the committee a copy of the grant agreement and information from Ray Chang from the Morristown office. Also reported that the museum needs to have insurance-Karen Iuele has taken care of this and Bob Roy brought the certificate of insurance to Ray Chang. All the paperwork was given to Bob Roy for safekeeping. Another requirement is that they need 12 pictures of the exterior. 2) L'Ecole does not own the firetruck; it was borrowed from Boonton Twp. He provided a copy of the agreement from 1998. Also provided copies of a) a high school report from 1965; b) note from a 1936 Christmas party; c) letter from the post office in 1946 discussing Fayson Lakes' post office; d) original road contact from John Ricker from 1922 and e) letter from the fire company in 1936 requesting funds for a fire truck that was going to cost \$2,560.

Approval of Minutes: Motion to approve March 13, 2018 minutes made by Bob Roy and seconded by Mary DiBrigida, all in favor, none opposed.

Annual Reorganization Meeting: Postponed until ordinance has passed. Ordinance is still under attorney review-should see and review the draft first before it's passed and make any last minute requests for changes.

Phase III Restoration Grant: Due by April 16th. Basic material and architect's information given to Ray Chang. A copy of everything that was sent in for the grant is in the closet. The next thing to happen will be a site visit by the grant committee in May.

Discussion on various topics:

1) Lighting Assessment and Security Assessment: Bob spoke with the Mayor who said he would put an item in the budget for lighting. He also spoke with the police chief who said the police drive by the museum for security purposes every night. There is an alarm at the museum-Dave, Bob and Caryl receive a call if there is an issue. Should the police have a key? Use a box? No one at the boro (except maybe DPW) has a key to the building even though it's owned by the boro. Vince will ask about the key situation.

2) Changing ordinance: Not yet; previously discussed.

3) Facebook page and website: Caryl and Michael have been working on a web page. They added the write-up they have for the tour, pictures, maps and collections so far to tease people to visit. Michael is also working on the library web page. There is a program that helps to design webpages; had to pay for it, Tom Kline used his credit card. The Friends will pay Michael to design the museum webpage. Will also ask the Friends to reimburse Tom. There is an annual website charge; need to add to budget. Before it goes live a workshop will be scheduled to finalize.

A g-mail address was created for the museum. Laura Olstein will provide e-mail addresses from the other museums and the Pathways group and will review before it goes live; will probably schedule a workshop.

Vince created a boro e-mail address for the museum: kinnelonmuseum@kinnelonboro.org. He will get the login and password information so that the committee can access it.

4) Software Program 'Past Perfect' Status: Bob will talk to Cori Kline to start to get it set up. Still need to get the funds from the Friends.

5) Update on current Scout projects: Laura signed off on Erin Morris and Emily Less' proposals and Mary signed off on Charlotte Wheeler's. All were given deadlines of September 1st. The project that was going to be done by a Boy Scout at Fredericks Cemetery was deemed too big a project for the Eagle Scout Award so that project is now open again. Mary and her daughter Chrissy will take care of planters outside the building for Chrissy's volunteer hours.

6) Van Ness Cemetery Access-Vince spoke with Mark Thomas (zoning officer), who contacted the homeowner and walked the property. The homeowner agreed to clean it up; waiting for the weather to clear.

Old Business:

Building and Grounds Report: Caryl Keyser-There are monthly projects, spring and fall projects and annual extensive cleaning that are required by the Morris County office. Too much work; should get cleaning service. It should be the boro's responsibility as they own the building; the committee should not be personally responsible for the clean-up. DPW cleans the exterior-they fixed and washed the window, replaced 3 valves on the radiators, etc.

Grant Reports:

Morris County Historic Preservation Trust-Previously discussed.

Morris County Heritage Commission-

Pathways: Laura Olstein-Ordered all brochures for the tour. Tom Kline has agreed to speak; doesn't have a topic yet to add to the brochure.

Publicity Reports: Bob Roy-1) The museum is in the Morris County Tourism Booklet. 2) A webpage is being put together for the museum. Once Caryl comes back from vacation, would like to schedule a workshop tentatively on May 15th to discuss programs to put on each month. Need an e-mail list.

Research & Collections: On hold until the accessioning starts.

Scout Projects: Laura Olstein-Already discussed.

Special Programs: Mary DiBrigida-Already discussed.

Staff report: Caryl Keyser-Already discussed.

Friends Report: Dave Wilding-There will not be a garage sale this year-not enough manpower or resources.

New Business: None

Next Meeting: Tuesday, May 8, 2018 – 7:30 pm

Adjournment: Time 8:50pm. Motion made to adjourn by Mary DiBrigida and seconded by Bob Roy. All in favor, none opposed.

At the May 8, 2018 meeting, on a motion by Mary DiBrigida,, and seconded by Caryl Keyser, and the affirmative voice vote of all members present, the April 10, 2018 minutes were approved.

