

**Historical Preservation Advisory Committee
Meeting Minutes
November 18, 2025**

Meeting Called to Order (Time 7:05pm)

Reading of Open Public Meeting Act.

Members present: Chairperson Laura Olstein, Dave Wilding (via phone), John Cannie, Patty Shragin, Borough Historian and Corresponding Secretary Tom Kline, Nikki Loveland (via phone)

Absent: Vice Chairperson Jim Roselius, SOSAC liaison Scott Kruger, Council Liaison Ron Reckler

Friends: None

Guests: None

Approval of Minutes: Motion to approve the October 21, 2025 minutes made by Tom Kline and seconded by John Cannie; all in favor, none opposed.

Maintenance Manual: Jim Roselius-Tabled until January

Old Business:

Morris County Historic Preservation Trust (large grant money): John Cannie-1) Project to be completed 11/26. At last visit no electrical upstairs-deal with later. Painting on Saturday. Optimum moving forward. Have Christmas decorations. 2) Still owed money for large grant (the one that caused the fire). Supposed to have final inspection but that never happened-accounts for the last 10% so that is why it's still outstanding. Tom will look into it.

Morris County Heritage Commission History Re-Grant Program (small grant money): Laura Olstein-Digitization has been completed. Tom and Michael reviewed scanning quality with flash drives. Final format due 12/19. Wrote letter to Morris County and Morristown libraries and submitted the Kinnelon Times on a flash drive to each one per the Heritage Grant requirement. 2) For 2026 grant cycle have to submit declaration of intent by 12/1/25-pass this year? Try to get museum back together and then figure out what is needed.

Budget: Tom Kline-Tabled until January.

Building and Grounds Report: Jim Roselius-Absent

Friends Report: Laura Olstein-John and Dave met with Friends at their meeting. Went over 'wish list'. Priority is oral history equipment (camera for \$1000) which was approved. We should request the Friends to legally change their name. Original name was Friends of the Historical Commission, and the brochure says Friends of the Kinnelon Museum. Need copy of actual by-laws. They're recruiting new members. Redesign and re-write the brochure-Nikki and Patty. Send Friends a thank you letter for the money that they are sending. Tom might have the PDF for the letterhead. Denise Hofbauer is the President.

Pathways: Laura Olstein-Nothing to report

Research & Collections: Received the last 4 years of the Kinnelon high school yearbook. Tom-Bought and scanned Pequannock map-have digital file.

Scout Projects: On hold until museum can re-open.

Social Media: Laura Olstein- Need to work on. Had Michael add links to social media from website. Should put Google Maps on website

Special Programs Report: Tom Kline-Ideas for the year: Have kick-off meeting in February; special invite for new residents? March-invite Canal group to speak; April is planting season, ask someone from Glenwild to speak; post signs saying museum is now open; have scavenger hunt for kids at historical sites in town-take selfie to prove you were there or collect something; geo collection-type thing; try to get school grades back to visiting; Kinnelon cookie.

Staff Report: Laura Olstein-Previously discussed.

Technology Report: John Cannie-Previously discussed. Ask Friends for cell phones as suggested. Dave will write up and forward to Laura to send to Friends. Therefore hold off on thank you letter til this is done.

Comments from the Borough Historian: Tom Kline-Nothing new to report.

New Business: Tom Kline-Brochure: Printing costs attached. Re-design, re-write? Artwork for Nikki to work on.

Next Meeting: Tuesday, January 20, 2026 – 7:00 pm

Adjournment: Time 8:45pm. Motion made to adjourn by Tom Kline and seconded by Patty Shragin. All in favor, none opposed.

At the January 20, 2026 meeting, on a motion by Tom Kline and seconded by Dave Wilding and the affirmative voice vote of all members, the November 18, 2025 minutes were approved.

A handwritten signature in cursive script, appearing to read "Laura Olstein".

Laura Gakos

From: John Cannie <jrcannie@gmail.com>
Sent: Monday, November 17, 2025 3:26 PM
To: Tom Kline; Jim Roselius (KHPAC Vice Chairman); John Cannie; Dave Wilding; Nikki Loveland; Laura Olstein; Scott Kruger; Patricia Shragin; Michael Zaccagnino
Cc: Laura Gakos; Jenn Alimurat; Craig Ambrosio; Ronald Reckler
Subject: KHPAC Technology Status Update

To all,

A not so brief status update!

As we are expecting to have the interior work complete by Nov 26, we have been busy.

PHONE

I have received the new Museum phone and have tested it on my home network. It can make and receive calls.

It does have the museum phone number and cloud voice mail. Interestingly, it also has a municipal extension number. I will need to understand what that implies.

This phone is a bluetooth phone with a base unit which will plug into the museum new IP network.

I have some admin items to deal with, including:

1. Complete the registration process to confirm 911 address, and then
2. Get the Voice Mail password and operating instructions.

I would like to again thank Laura Gakos and Jenn Alimurat for all of their support and assistance in getting these orders processed in a timely manner.

LAVALIER MICROPHONES

I have tested the lavalier pair microphones with an android cell phone into microsoft word with voice to text active. That works very well even with both microphones active at the same time. I don't see any challenges with using them with video recording.

I tested the lavalier microphones with the PA and they work, but I need a different cable. I used a cheap adapter but the connection is not reliable, so I will need to get a more appropriate cable.

Pending items

Oral History Project

As mentioned in the last workshop, I have returned the light ring we purchased as it was inappropriate for our needs. I will be working with Dave Wilding to select alternatives.

- Lighting system
- Editing software selection and acquisition
- Initial Equipment testing and process validation (test lighting, lavalier mics with cell phone recordings)
- Camera device decisions finalized

- Oral History full process trial and documentation.

PA System

- Lavalier cable
- Develop operating instructions (when museum is open)
 - Setup
 - Microphone connections
 - TV connections
 - PC connections

Phone

- Registration
- Operating Instructions

Computer Technology

- Optimum Network installation - Pending with Optimum scheduling
- Wireless modem and switch configuration - Michael
- Network Testing in Museum
- Lawsoft deliver server - I think they are ready to order
- Software subscription complete - Still not clear how this works.
- Web server development (after museum is set up)
- Tablet selection, testing and procurement.

If anyone has any questions, please feel free to reach out.

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Regards,
John Cannie

Re: Kinnelon Museum Brochures

From: PIP Printing (mail@pipbutler.com)

To: thomaskline3@aol.com

Date: Tuesday, November 18, 2025 at 02:10 PM EST

Tom,

Pricing as follows:

1000 - \$625

2000 - \$825

Let me know if you have any questions.

Gary



PIP MARKETING | SIGNS | PRINT

Tel: 973-492-1212 | mail@pipbutler.com

39 Main Street | Bloomingdale, NJ 07403

Hours: Mon-Fri 8:30am-4:00pm

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On Tue, Nov 18, 2025 at 10:48 AM thomaskline3@aol.com <thomaskline3@aol.com> wrote:

Gary,

Just scored and folded.

Yes, the membership panel is slightly smaller than the other two...

Tom

On Tuesday, November 18, 2025 at 10:43:13 AM EST, PIP Printing <mail@pipbutler.com> wrote:

OK, is the membership flap not the same size as the other 2 panels?

Do you want the flap perforated as well?

Gary



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On Tue, Nov 18, 2025 at 10:37 AM thomaskline3@aol.com <thomaskline3@aol.com> wrote:

On Tuesday, November 18, 2025 at 09:43:04 AM EST, PIP Printing <mail@pipbutler.com> wrote:

Can you send a visual please.

Gary



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On Tue, Nov 18, 2025 at 9:30 AM thomaskline3@aol.com <thomaskline3@aol.com> wrote:
Hi Gary,

It is a 3 panel folder. It roll folds. Two panels are 3 11/16, the last panel slightly smaller.

Tom

On Tuesday, November 18, 2025 at 09:23:31 AM EST, PIP Printing <mail@pipbutler.com> wrote:

Tom,

Is the score-fold a tri-fold or custom?
3 11/16" is an unusual dimension. Do you have a visual you can share?

Gary



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On Mon, Nov 17, 2025 at 3:57 PM thomaskline3@aol.com <thomaskline3@aol.com> wrote:
Sure.

On Monday, November 17, 2025 at 03:14:36 PM EST, PIP Printing <mail@pipbutler.com> wrote:

Tom,

Can I print these in full color and tint the paper background Beige or Ivory?

Gary



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On Mon, Nov 17, 2025 at 2:51 PM thomaskline3@aol.com <thomaskline3@aol.com> wrote:
Hello Gary,

Could you please provide a cost for the following:

Kinnelon Museum Tri-fold Brochures

Qty 1000, 2000

8 1/2 x 11 flat

Scored and folded to 3 11/16 x 8 1/2

80 lb Biege or Ivory Cover

1 color two sides PMS Color in the Sepia Family

(Do not have my PMS book handy but will get it out before we send print ready PDF.

We will be meeting Tuesday night, so please try to get me cost by then.

Thanks,

Tom Kline, Historian
Borough of Kinnelon

Re: Kinnelon Museum Brochures

From: Jeff Kirschenbaum (jeffk@kayprinting.com)

To: thomaslkline3@aol.com; emirsik@kayprinting.com

Date: Monday, November 17, 2025 at 06:44 PM EST

Hi Tom -

Here you go. I figured adding an AQ since it is on 80# Silk Cover.

Kinnelon Museum Tri-fold Brochures

QTY 1000, 2000

8 1/2 x 11 flat

Score and 2 folds to 3 11/16 x 8 1/2

80 lb. Silk Cover

4 color 2/s.

1000 - \$ 795.00

2000 - \$ 1220.00

+ shipping

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Jeffrey Kirschenbaum

President

220 Entin Road | Clifton, NJ 07014

direct: 973.330.3002

cell: 646.250.8138

email: jeffk@kayprinting.com

web: kayprinting.com

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