

**Historical Preservation Advisory Committee
Meeting Minutes
September 16, 2025**

Meeting Called to Order (Time 7:02pm)

Reading of Open Public Meeting Act.

Members present: Chairperson Laura Olstein, Dave Wilding, John Cannie, Patty Shragin, Borough Historian and Corresponding Secretary Tom Kline, SOSAC liaison Scott Kruger
Absent: Vice Chairperson Jim Roselius, Nikki Loveland, Council Liaison Ron Reckler
Friends: None
Guests: None

Approval of Minutes: Motion to approve the August 19, 2025 minutes made by Tom Kline and seconded by John Cannie; all in favor, none opposed.

Maintenance Manual: Jim Roselius-Tabled until October

Old Business:

Morris County Historic Preservation Trust (large grant money): John Cannie-Meeting today; might be 3 week delay, still hoping to get school room done by end of Sept. Margaret to take photos and send them off to Morris county-need extension til 11/20. Change orders-emails are challenging to understand if not in attendance at meetings. Contract documents-bathroom alcove: re-sheet? Replace deck boards on covered porch? Amounts of change orders not agreed upon by the boro. Architect has to do better job of defining what he's going to do. Who is responsible for taking down temporary electric box? Not contractor-Craig agreed DPW could do. Butler Electric is involved. Inspector in today and approved the pier based on the photographs.

Morris County Heritage Commission History Re-Grant Program (small grant money): Laura Olstein-Kinnelon Times will be done next week or mid-October. Revised invoice-job will cost twice what was thought. Grant money above and beyond so should be okay-will be @\$250 remaining. Submitted interim report due; final report due December. Integrate Kinnelon News into Past Perfect? Share with Morris County Library? Can put on a flash drive.

Budget: Tom Kline-Connelly & Hickey invoice to be moved to another account.

Building and Grounds Report: Jim Roselius-Absent

Friends Report: Laura Olstein-Next meeting 11/12 at 7:30-hopefully around move-in time. Put together a wish list prior to that. Are Friends still on boro insurance? Will help to put museum back together.

Pathways: Laura Olstein-First weekend in October. Not participating this fall; hopefully in the spring.

Research & Collections: Patty Shragin-Nothing to report. Had workshop on this. Mentioned to Friends.

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

Social Media: Laura Olstein-Will try to post re Pathways in October. Posted about museum opening soon.

Special Programs Report: Tom Kline-Mid December to do any programs at museum. Soft launch opening of museum week after Christmas? Should decorate for Christmas outside.

Staff Report: Laura Olstein-Spoke with Michael about shooting for mid-November opening. If he knows in advance he can add in some extra time. Still scanning files for cabinet.

Technology Report: John Cannie-How do we use Past Perfect well? 1)All books are in as objects, have to be in 'library'. 2)Should photograph front and back cover of every book and add in authors and ISBN-that can wait til back in museum. 3) What is process for Past Perfect entering? Tom, Michael, Patty, John are probably the people doing the most entering. 4) Conversion scheduled for mid-October. 5) Plan for opening-see attached schedule. 6) Deep clean needed. Probably late November. 7) Network connection ordered. Need Optimum modem and new service arrangement. Need IP phone reinstated at museum.

Comments from the Borough Historian: Tom Kline-1) Large mylar tax map, thought he could take it to Trukkman's to scan but too large. 2) Need volunteers to move stuff out of cage (Dave can help on Wednesday, John on Friday). 3) Talking with Gerald Wynn, wife is a Decker. Can trace lineage back 1800's. Lots of family genealogy on ancestry.com. Mother and sisters worked for the Kinney's; has some artifacts. 4) Project description distributed to committee members. 5) Lt. Gov visited St. Huberts yesterday with video crew, will air 'Did you ever see this' on NJ.gov. 5) Landscape maps and plan of L'Ecole-Tom will work on.

What is going on with SOSAC? Per Scott, did not meet over the summer. A new Open Space plan is being worked on and they were not consulted-frustrating. Council approved new recreation plans and advisory committee was never consulted.

New Business: Nothing new.

Next Meeting: Tuesday, October 21, 2025 – 7:00 pm

Adjournment: Time 8:22pm. Motion made to adjourn by John Cannie and seconded by Dave Wilding. All in favor, none opposed.

At the October 21, 2025 meeting, on a motion by John Cannie and seconded by Tom Kline and the affirmative voice vote of all members, the September 16, 2025 minutes were approved.



Kinnelon L'Ecole Museum Opening Process

Overview

1. Prep Museum for opening – Now till late Nov
2. Setup 1st floor for opening and update PastPerfect location for all display objects – Late Nov to mid-Dec
3. Soft Opening – Last 2 Dec weekends
4. Update all Books to PastPerfect Library objects – early January
5. Place all 2nd floor files in cabinets and record in PastPerfect with Location and Digital Image – Jan - Feb
6. Get all Maps digitized and loaded into PastPerfect – March
7. Prep for Pathways - April

Key Process

1. Prep Museum for opening
 - a. Upgrade to PastPerfect Web Edition – Oct 22
 - b. Get new phone for office – Nov 1
 - c. Get new Network Connect ordered – Nov 1
 - d. Install new network switches and routers – Nov 15
 - e. Clean Museum 1st floor – Nov 24 (after contractor turnover)
2. Train primary PastPerfect Web Edition operators (Michael, Tom, Patty, John) – Oct 15
 - a. Find current objects, Location Identification and entering
3. Position and clean all 1st floor cabinets – Dec 1
4. Label all 1st floor cabinets & shelves – Dec 1
5. Select 1 room to start process Dec 2- Dec 14
 - a. Michael will start PP entries while teaching another operator
 - b. Object Placement
 - i. Team will pick object
 - ii. Michael will find object in PP
 - iii. Object placed on wall
 - iv. Michael will update PP location if necessary
 - v. Next Object picked – targeting a different location type (wall/cabinet/floor/etc)
 - c. Repeat process for each location type
 - d. After at least 1 of each location type, a different PP operator will replace Michael.
6. Then Michael will be free to start the next room with the next team.
7. Members will start decorating for December Opening Event Dec 3-15
 - a. Soft Opening Dec 20,21,27,28
8. Michael, with member support, will reload the 2nd floor cabinets. Jan 3- Feb 1
9. Process the Maps Feb 1 – Mar 1.