

Minutes of Kinnelon Historical Commission Meeting

Date: January 12, 2016

Members Present: Tom K., David W., Caryl K., Kevin H., Bob R.

Absent: Mary D., Paul T., Jill I.

Friends: Cori, Anne

Liaison: Carol Sventy

Reading of Open Public Meeting Act: 7:30pm

Election of Officers 2016:

President: Tom K. (Motion made by Caryl K. seconded by Dave W. all in favor.)

Vice President: Dave W. (Motion made by Caryl K. seconded by Bob R. all in favor.)

Corresponding Secretary: Caryl K. (Motion made by Tom K. seconded by Kevin H. all in favor.)

Hearing from Public: None

Approval of Minutes: Motion to approve November 2015 minutes as amended made by Dave W. and seconded by Caryl K. All in favor. None opposed.

Liaison Report/Topics:

GSD "Get Stuff Done". The Vasa Company is assessing risks and liabilities of the Boro, so the L' Ecole museum is included as well. Question was raised as to what the value of the museums holdings and collections are. As well as the general contents of the museum in the way of file cabinets, desks, chairs, computers etc. aside from the "collection". Would like an approximate number in the next several weeks. The Boro is also looking into "Cloud" storage for documents that need a backup should a "loss" occur. The Cloud Storage company would scan the items and store them in the cloud. It came up for discussion that the museum could possibly use this for rare documents and photos should there be a fire or flood in the building. The commission needs to discuss what needs to be done by the town and what is done or going to be done by Michael. The Historical commission needs to review its risk management policies and how it would like to utilize the services provided by the two Boro contracted companys.

Presently the policy is that Michael backs up the computer and the external hard drive(s) are stored, one in the museum safe box, the other in the Boro Clerk's office. Need to find out from Michael the frequency with which this has been done. Caryl K. will have Michael swap it out and update them. Carol S. suggested that along with the external drives, a copy should be sent to the "cloud" as well. Tom K., clarified bottom line is that all documents and photos must be digitalized in an organized fashion. Carol S. added the cloud company will organize the files for cross referencing format. They will walk through the museum and do an assessment of the files and give a recommendation if that is the way the Historical Commission would like to go.

DPW: Carol S. will provide them the maintenance log to update. Furnace, water heater and related plumbing have been installed and replaced were needed. Some problems with water in the lines and a radiator in the front room as well as a chimney liner that was yet to be installed will be checked on. John Whitehead said the museum's lawn was aerated and seeded this fall and would like to do that again this spring. He suggested that the sprinkler system should be

expanded to include the gardens he will look into pricing and believes it would be around \$5,000.00. Museum is on his radar for gardening and landscaping this year. The split rail fence was put on his list for the spring as well. The lawn contract for fertilization will probably be \$200.00 for the year.

New Boro attorney will be reviewing the OPRA acknowledgement for anyone using email addresses once reviewed the forms should then be handed out this coming month. Carol S. will look into the Kinnelon museum having an email address separate from the Kinnelon Historical Commission.

Cable never contacted Tom K. or Dave W. Do we need cable?

Friends Report: Donation letter went out. It cost \$1,643.00 for the printing and the mailing. We received \$1,481.00 and need \$162.00 to break even to date. Donations were more generous than 2010. Transferred permit to West Milford. The printer allowed Anne to use his permit. Question is should we maintain the postal permit for \$250.00 per year? We had a nonprofit bulk permit before. Round table discussion opinion was to forfeit the permit. Current friends balance as of December 30, 2015 is \$17,836.68.

Reports on Old Business:

Pathways Report: Pathways meeting is scheduled for 2 weeks from tonight it is the 2016 kickoff meeting at Mine Hill, Kevin H. will attend.

Scout Projects Report: Caryl K. reported that Browyn Olsteins Police project has been completed. Caryl has not seen the DVD prepared by Browyn. They are awaited a presentation date to be set at L'Ecole museum to include the Kinnelon Police Dept. sometime in May during Police awareness days.

Grant Reports:

Morris County Historical Preservation Trust – Regarding sidewalk replacement, we could apply to the County to pay for an Historic Preservation Landscape Architect to draw plans of the museum grounds so we can correctly refurbish the gardens, fencing and walkways. It would go to a preservation plan for the maintenance of these things as well. Also the 2016 Grant applications are online and available as per Ray Chang. Letter of intent due in end of February and the end of March the completed application is due. This year we would be applying for Phase II Part B. Under new business we will be applying for the siding as Phase II Part B; and in addition a separate letter of intent and application, for the funding for an Historic Architectural landscape design and maintenance plan. The downside is they may only accept one so Tom K. will have a discussion with Margaret Hickey about it and then it can be voted on in February's meeting.

Margaret Hickey sent prequalification letters to the Department of Community Affairs which have been approved. Margaret will be in touch with Karen about sending out legal notices before mailing out the prequalification's, which gets the roofing moving. Tom K. has the information from Gail to send out the notices to adjoining property owners (within 200ft.) he just needs to check on a beginning and end date before mailing.

Morris County Heritage Commission Regarding future mini grant available; we had spoken about a reprint of Beth Bjorklund's, Dr. Helen Miller article that was on line. Tom K. spoke to the publisher and was given permission to reprint; they would like to receive some copies of it with changes or byline.

National Register Nomination: Tom K. had a discussion with Bob Craig and informed him that we would be moving forward on the application in the near future.

Staff Reports: Caryl K. – Time cards an issue always. Caryl requested Tom K. or Dave W. discuss with Michael duties need such as scanning. He currently clips newspaper articles helps Caryl K. lifting and with projects and does some scanning.. He does come at noon, but needs encouragement by others to make sure he cleans. Needs more supervision other than just Caryl K. Tom K. will stop in to speak with Michael.

Building and Grounds Report: Bob R. reported on fence costs. Present fence is multi sided and sizes with no end posts. Parts missing in the middle. Caryl K. said it was removed so that the lawn mower can have access. Do we want to close it? There are black and white photos of the fence that Dr. Miller had. We might want to make it a truly historic site. Costs: Tristate fencing in Sussex from Bob R. Appalachian pressure treated 12 two hole posts, 18 rails \$379.00 or \$309.00 if we retain the missing section. Lotus posts last a little longer with cedar rails \$480.00. Those are all split rail costs. Round rails would be \$547.00. All considered the project is relatively cheap. Posts need to be put in gravel for drainage to prevent rot. Just decide between round and split rail. Review photos, what is there is dangerous and unsightly.

Publicity Report: None

Special Programs Report: None

Research and Collections Report: None

New Business: Received a Thank you note from the Class of 1965.

Caryl K. Cannot locate some accession files. Lost on computer. Need to organize accession process. We can re-accession lost items with temporary accession numbers. Need an accession process to be established. Need to try to find Donor notes. We need hard "paper copies" as we as info in computer. Photos should be taken and paper copy of condition report and description of object completed before assigning any permanent accession number. Numbers start new each year with first object. Example 01 -00- 2016. If object has 2 pieces, 01-01-2016 and 01-02-2016.

Adjournment: Motion made to adjourn by Caryl K., seconded by Dave W. All in favor.

Meeting adjourned at 9:15pm.

Next meeting Tuesday February 9, 2016 at 7:30pm @ L'Ecole.

At the February 09, 2016, Historic Commission meeting, on a motion made by Caryl Keyser and seconded by Dave Wilding, and the affirmative voice vote of all members present, the January 12, 2016 meeting minutes were approved. All in favor-none opposed.

