

## Minutes of Kinnelon Historical Commission Meeting

Date: March 8, 2016

Members Present: Tom K., David W., Caryl K., Kevin H., Bob Roy, Paul T.,

Absent: Mary D, Jill I

Friends: Cori, Nora

Council Liaison: Carol Sventy

Reading of Open Public Meeting Act: 8:15PM (Slide show presentation given while awaiting a quorum)

Hearing from Public: None

Approval of Minutes: Motion to approve February 9, 2016 minutes made by Dave W. and seconded by Paul T. All in favor. None opposed.

Liaison Report/Topics: Emails have not all been returned. Please do so and log on. The Boro wants it up and running by April 1<sup>st</sup>. For the time being Carol S will be emailing to both personal and private emails until April 1<sup>st</sup>.

Budget is being worked on aggressively for introduction by March 17<sup>th</sup>. Then April meeting (public) with Phoenix consulting et. al. will be presenting the budget; hopefully will be done on time.

K Fest will probably be the weekend of October 1<sup>st</sup> and 2<sup>nd</sup>.

Friends Report: Additional donation of \$25.00 from fundraising campaign 2015. All records need to be maintained at the Museum. Need to set up annual meeting.

Reports on Old Business:

Pathways Report: Kevin H. Need to develop a program for the event this October that he can submit. They will be putting the pamphlets together in the near term. Date is October 8<sup>th</sup> and 9<sup>th</sup> 2016. Caryl K. suggested Tom K. do history of the Kinney's and their influence in the development of the Boro of Kinnelon. Tom K. to send Kevin K. a worded announcement of the presentation "Kinney's of Kinnelon" or "Baron's of Kinnelon" to be given 2 times each day. Due this Thursday.

Scout Projects Report: Caryl K. reported that Browyn Olstein's Police project has been completed. Presentation to be May 14<sup>th</sup>, 2-4pm Sat. at L'Ecole museum to include the Kinnelon Police Dept. Police awareness days. She will be sending out invitations, as well as mention on our web site. Light refreshments.

Grant Reports:

Morris County Historical Preservation Trust – Close out documents were found. Warranty is one year from 12/14/2015. So it has expired. Margaret Hickey felt we should still write a note that we still have their bond, and they were not paid until June 2015. Suggest emailing photos of the damage with a letter of the paint failure to Precision. Application for Grant for Phase II Part B is due at the end of March. Tom K. is working on this with Margaret. Letters still need to

be sent to surrounding properties. A Long Range Plan is required in that application and the last time this was looked at was 2013, therefore this must be revised sooner than later. Last year 2015 we made out a list of goals for the Commission these need to be reviewed and updated. Regarding the fence; Ray Chang advised that we send them an historic picture of the fence so there are aware of our intent to keep the property as historically accurate as possible. The Kinnelon DPW should not be dictating policy regarding the fence for their mowing convenience.

Tom K and Carol S are working with Karen to help her in the Boro Hall with prequalifications and the procedures needed to keep moving forward. Declaration of Intent for Grant 2016 (Phase 2 Part B) is not done. Resolutions and declaration of intent and an encumbrment to match grant award have still to be submitted as well, with the help of Carol S. and Tom K. As well as an accounting of last years grant monies. The Grant 2016 about is \$189,200 with a match of aprox. 35,000 from the town.

Morris County Heritage Commission: None

National Register Nomination: None

Staff Reports: Tom K. continues to see with Michael ever other Saturday or Sunday. The computer files are very disorganized and Michael needs instruction when scanning to label the photos and place them in labeled computer folders within the program according to subject. All scanned items in computer need to be reviewed and organized within the program. Michael should continue scanning the vertical files. Caryl K continues to turn in his time cards. January and February web page never appeared. Michael emailed new display. Michael to CC, Carol S and Tom K when submitting web pages to Jen so they can follow up on it, making sure it is posted.

Building and Grounds Report: Caryl K and Nora do cleaning of museum on Fridays. Keypad is still not functional for garage door. Tom K insists they purchase a new one this month and be done with it. Carol S will follow up on it. It is a Raynor brand.

Publicity Report: Dave would like announcements of garage sale and that we are accepting donations. Move garage sale to June 4<sup>th</sup> with a rain date of June 11<sup>th</sup>. Proceeds to benefit? Enhanced window treatments. New flag. New frames and matting. All agreed:” Presentation materials to enhance displays”. Bob Roy will send out copy to start “now” to include new email for communication. Dave W and Nora will monitor building for drop off donations.

Special Programs Report: Tom K did slide show on “Then and Now” to local Cub Scout troop. Presentation of Power Point slide show given to Caryl K. to retain at museum.

Research and Collections Report: Cori K took photos and did inventory Excel sheet for tea cups and silver sets donated by Friends of the Kinnelon Library. Stick drive given to Caryl K to be put in computer for everyone to work on in free time. Caryl K. will send thank you to attention of Ron Leavesly once we research them further. Bob Roy will give a stick of his pictures taken of museum inventory next month to be put on the computer by Michael.

Tom K wants to take a trip to Newark Public Library to look at photo archives at some point if anyone is interested in a field trip. They have said they have Newark Evening News Photo

Archives and quite a few photos of Fayson Lakes. A Fayson Lakes resident Cecilia King (first year round resident in 1930) was a staff writer which could account for the volume of photos.

Caryl K says there is a photo file of before and after"s" with addresses from Fayson Lakes that is called "Log Cabins".

New Business: Thank you letters were sent out to donors from Friend's of Kinnelon Museum fundraising drive. Tom K. suggested thank you notes should go out in two weeks. He set up and Excel sheet of the donors from the 2015 drive. The Friends need new stationary as well. He made a "print ready" PDF the Official name is the Friends of the Kinnelon Historical Commission and the address is 25 Kiel Avenue with the Museum Logo and EIN number apparent. They will be tan with green lettering. Tom K noted as well that the Historical Commission needs new stationary, and it's address is the Boro Hall. Also, reviewing the Friends By laws it was noted that the Friends Mission statement is specifically for museum funding not Historical Commission projects; an example being Fredericks Cemetery.

We should utilize the list of donors as they are obviously interested in the museum for future mailings and need to retain and add to this list and start making better use of the museum and town web sites, library and municipal bulletin boards and electronic signage.

Emails, now that everyone has been given by one the Boro, MUST be up and running and checked every so often so that Tom K will then be able to forward announcements or correspondences to all Historic Commission Members.

Kathy Fisher sent an invitation for Old Pequannock Days to be held on November 13<sup>th</sup> 1-4pm "Dutch Blue and Iron" at the Montville Township Public Library. Groups sell or display town's heritage. Contests and collection of books. Set up at noon. Tom K. and Cori K will attend so far. Kevin will keep all abreast of this when reporting on Pathways.

April 3<sup>rd</sup> is Fireman's Pancake Breakfast. Caryl K and Tom and Cori K will go. Maybe play DVD of Kinnelon Old Movies.

Adjournment: Motion made to adjourn by Paul T seconded by Bob R. All in favor.

None opposed.

Meeting adjourned at 10:05pm.

Next meeting Tuesday, April 12, 2016 at 7:30pm @ L'Ecole.