

## Minutes of Kinnelon Historical Commission Meeting

Date: February 9, 2016

Members Present: Tom K., David W., Caryl K., Kevin H., Mary D., (7:40pm)

Paul T., (7:45pm) Jill I.

Absent: Bob R.

Friends: Cori, Anne, Nora

Council Liaison: Carol Sventy

Reading of Open Public Meeting Act: 7:30pm

Hearing from Public: None

Approval of Minutes: Motion to approve January 16, 2016 minutes made by Caryl K. and seconded by Dave W. All in favor. None opposed.

Liaison Report/Topics: OPRA documents are ready. Carol S. will get them to everyone via email. They need to be printed out, signed and returned to the Boro Hall; then email instructions about how to set up individual accounts will be forwarded.

Two members of Historical Commission had expired terms, they need to be reappointed and sworn in. Dave W. and Jill I.

Caryl K. requested the need for a new garage door opener keypad, Carol S. will follow up with John Whitehead regarding that. Also, the thermostat has yet to be programmed and follow up on whether the chimney liner was installed or not and whether or not a contract was received for lawn maintenance; she will speak with John regarding all the above. Michael our docent backs up our museums computer once a month at this point we do not know the amount of cloud storage we would use if at all. Tom K. will get back to Carol S. regarding a value of contents (other than the museum's collection). Value of collection has yet to be determined, all items are one of a kind. Carol S. will see if the Vozza Company has a formula for calculating "irreplaceables".

Caryl K. requests a reminder be given to DPW to remember museum when doing mulching in the spring.

Tom K. still not heard from cable company. Assumes cable is for internet access.

Tom K. asked Carol S. to keep on her radar that the museum's driveway is in need of repair.

Friends Report: More donations were received from the fundraising mailing so the account is now \$179.00 in the clear from the costs of printing and mailing. Not too successful, maybe in the future consider GoFundMe. Consider other social media. One positive is that it gets the museum in people's faces, it has been since 2010 since the last mailing. Anne again suggested the use of "Mail Chimp" it is a way to collect email lists for your organization and to send out email blasts once in a while of pictures or museum events. Carol S. suggested that if we do any lectures or CLL events, put out a sign in sheet and collect emails. Start to develop our own list.

## Reports on Old Business:

Pathways Report: Meeting was cancelled. Electronic form emailed to coordinators from 2015. Form was filled out by Kevin H. and returned expressing our interest. There will be 24 sites participating. 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.

Scout Projects Report: Caryl K. reported that Browyn Olstein's 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. Round table discussion had regarding future scout projects. To be discussed further and new list of projects to be determined next month.

## Grant Reports:

Morris County Historical Preservation Trust – Declaration of Intent for Grant 2016 (Phase 2 Part B) is due February 29, 2016. The actual Grant application is due the end of March. Resolutions are needed to have the Mayor sign: declaration of intent and an encumbrment to match grant award. In addition, when speaking with Ms. Hickey regarding failing paint on steps, she said it was the Boro's responsibility to contact the contractor "Precision" to notify them of the condition. The Boro should still be holding a "performance bond" so that if they do not fix the condition, in turn the Boro would not return their performance bond.

Motion made to apply to Morris County Historical Preservation Trust fund for 2016 Grant for Phase 2 Part B (Siding the museum) for a cost of Approx. \$176,000.00 and the Boro to encumber matching grant funds for this purpose as well as letter of intent from the Mayor to be signed and delivered to the Morris County Historical Preservation Trust on or before February 29, 2016. Motion made by Kevin H. Seconded by Jill I. All in favor. None opposed.

Morris County Heritage Commission: None

National Register Nomination: None

Staff Reports: Tom K. stopped by to speak with Michael. 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.

Building and Grounds Report: (See new business)

Publicity Report: None

Special Programs Report: Mary D. Doing a lecture for "Seniors" at the Boro Hall.

Research and Collections Report: None

New Business: Dave W. requested that we start advertising for donations to the museum for our annual garage sale. Date was decided upon Saturday, June 11<sup>th</sup> with Sunday the 12<sup>th</sup> as a rain date. Bulk pick up is the following week in town. Dave will get “copy” to Bob R. to send out announcements.

New/Old business: Caryl K. would like to do tea cup inventory, gift receipt and possible value of the gift given. Workshop scheduled for March 1, 2016, Tues. at 10:00AM at the museum.

Regarding fence issue, the majority of the Historical Commission is in favor of having a fence in front of the building. Tom K. to check grant easement parameters and historic intention, and will also find pictures of exterior at the time of Dr. Helen Miller residing at L'Ecole.

Caryl K. does not think the slate walk that was removed to repair the porch was put in by Dr. Miller.

Caryl K. would like to purchase archival boxes for the storage of photos. 10 boxes @\$11.59ea.

Motion made to purchase boxes by Dave W., seconded by Mary D. All in favor. None opposed.

Adjournment: Motion made to adjourn by Caryl K., seconded by Paul T. All in favor.

Meeting adjourned at 9:05pm.

Next meeting Tuesday, March 8, 2016 at 7:30pm @ L'Ecole.

*At the March 8, 2016 Historical Commission meeting, the minutes for the February 9, 2016 meeting were approved on a motion from Dave Wilding, seconded by Paul Tiajolloff with the affirmative voice vote of all members present.*