

**Kinnelon Historical Commission Meeting
Meeting Minutes
November 8, 2016**

Meeting Called to Order (Time 7:40pm)

Reading of Open Public Meeting Act: Dave Wilding

Members present: Mary DiBrigida, Caryl Keyser, Kevin Heron, Dave Wilding, Bob Roy, Jill Iannino

Absent: Tom Kline, Paul Tiajolloff, Laura Olstein, Council Liaison: Carol Sventy

Friends: Cori, Nora

Hearing from the Public-None

Approval of Minutes: Motion to approve October 2016 minutes made by Caryl K. and seconded by M. DiBrigida. All in favor. None opposed.

Old business: Cori: 1) Long Range Plan not typed up yet. 2) There is a computer program which organizes entire museum inventories including accessioning. Cori will look into it for our use; no idea of cost. Would be a big improvement. Possibly use Friends budget to purchase? It would be a good idea for the Friends to spend some money. 3) Tom Kline needs to meet with Councilman Bill Yago regarding changing ordinance. 4) Museum maintenance: window wells-not cleaned out yet, no trees have been taken down either. 5) Sprinklers system schematics--is there a site map where they will be laid out? Tom Kline will e-mail John Whitehead requesting info on window wells, site map and winterizing sprinkler system. 6) Pre-construction meeting--big to-do due to no contract; Carol Sventy found a copy from 2014, forwarded it to the borough attorney, who revised and sent new contract to Tom Kline. Tom will forward to contractor for signature, then to the Mayor who first needs to sign resolution and then the contract. Hopefully planning to start construction with the roof. 7) New thermostat/new window well covers--Carol Sventy not here to report progress. Caryl K. stated thermostat is not programming properly.

Friends Report. 1) Laura Olstein received money for online garage sales; she will be setting up a Christmas holiday gift shop; she will post information on neighborhood sites. 2) Need more Friends--need two more volunteers or can't stay in business. The annual meeting is in January, need two additional meetings per year with minutes taken; need to vote in officers, at the moment all titles are 'acting'; need four officers to continue the group.

Pathways: Kevin Heron--Follow-up meeting on Tuesday, 11/15 at 7pm at Butler Museum.

Scout project: Nora--Ben came with a big group of Boy Scouts. They cut down and tore out shrubs in back, moved rocks, now able to see landmarks.

Grant Reports: Cori--Status of grant goes back to contract.

Staff report: Caryl Keyser--She and Michael cleared off porch and put everything in storage.

Building and Grounds Report: Dave Wilding--Cleared out some of the garage, now able to walk around.

Publicity Reports: Bob Roy-no news.

Special Programs: Jill Iannino--no news.

New Business: Caryl Keyser suggested possible open house holiday party the weekend Santa comes to town and decorate museum for holiday? Ultimately decided not enough time to prepare and not well enough known in town for people to just drop by.

Old Pequannock Day--Montville Public Library, Sunday November 13th, 1-4pm; it exposes the community to the history of all of the municipalities which used to encompass Old Pequannock.

Budget: Caryl Keyser--Total budget including Michael's salary is \$10,275.00. Advertising, postage, salary, gas heat and service and office supplies are the same. Equipment service was taken away last year and janitorial is over budget. Membership dues were taken away; Tom and Caryl trying to get them back to increase awareness of the museum. Should be members of three organizations: Morris County Tourism Bureau, League of Historical Society of NJ and NJ Association of Museums. Who should join--Friends, or should Borough pick up cost for Historical? Building and maintenance is more, now \$1000; needed new thermostat and new garage door opener. Water cost is increasing due to sprinkler, ground care increasing as well because lawn needs to be chemically treated and for purchase of mulch for entire garden, as well as cost for plants that may need to be replaced due to construction. Copy of budget attached to minutes.

Motion to approve budget: K. Heron approved, M. DiBrigida seconded.

Next Meeting: Tuesday, January 10, 2017 – 7:30 pm

Adjournment: Time 8:20pm, Motion made to adjourn by Bob Roy and seconded by Mary DiBrigida. All in favor.

At the January 10, 2017 meeting, on a motion by Bob Roy, and seconded by Dave Wilding, and the affirmative voice vote of all members present, the November 8, 2016 minutes were approved.

Historical Commission Budget for 2017

Museum Staff		\$3,650.00

5-01-20-175-021	Legal Advertising Need to announce the Commission's meetings in newspaper	\$40.00
5-01-20-175-022	Postage	\$50.00
5-01-20-175-024	Equipment Service Funds needed for annual cleaning and/or services as required for furnace and hot water heater.	\$300.00
5-01-20-175-028	Security System/Locks This line item is for contractual rate with central station monitoring	\$1,200.00
5-01-20-175-035	Janitorial Supplies	\$50.00
5-01-20-175-036	Office Supplies The commission members are more actively in involved with documenting, filing and copying of historical information and artifacts.	\$150.00
5-01-20-175-044	Membership Dues Need to join Morris County Tourism Bureau and other society to increase more awareness of L'ecole, Kinnelon Museum.	\$375.00
5-01-20-175-053	Office Equipment	\$50.00
5-01-20-175-058	Building Maint. & Supplies \$1,000.00 We need to update the programmable thermostat and new garage door opener	
5-01-20-175-070	Gas Heat/ Service	\$4,000.00

5-01-20-175-072 Water \$400.00
More water usage due to new sprinkler system

5-01-20-175-201 Grounds Care
\$2,000.00

Mr. John Whitehead suggested lawn needs to be chemically treated, seeded and aerated.
The purchase mulch for the entire garden areas. Cost to replant after construction.

Total \$ 13,265.00

Submitted by,

Caryl Keyser
Kinnelon Historical Commission member
CC: Carol Sventy
John Whitehead
Thomas Kline