

Historical Preservation Advisory Committee Meeting
Meeting Minutes
June 13, 2017

Meeting Called to Order (Time 7:35pm)

Reading of Open Public Meeting Act.

Members present: Tom Kline, Caryl Keyser, Dave Wilding, Bob Roy, Mary DiBrigida, Laura Olstein

Absent: Jill Iannino, Council Liaison: Carol Sventy

Friends: Cori Kline (Anne and Nora absent)

Guests: Council Liaison Glenn Sisco, Charlotte Wheeler, Allison Porter

Hearing from the Public: For her Girl Scout Gold Award project, Charlotte Wheeler would like to increase awareness for what L'Ecole has to offer. Her project would be in two parts: the first phase would be to prepare the collection for the public, including cataloguing and building a database of the print book collection; covering, labeling, cleaning, preparing the books and creating an area of display and research; the second phase would be to build awareness and encourage use of the book collection, by introducing the Kinnelon high school teachers to the database so that they can pass the information along to the students and having the collection added to the school approved research databases; developing an e-mail list for the museum which was started at the garage sale, and using social media such as Facebook and Instagram to promote the database. (Project idea attached to minutes.) Tom Kline will personally donate \$1000 to be funneled through the Friends of the Kinnelon Museum to the project for book purchasing, etc. Would like to increase variety of books as well as having a description of each book. Charlotte has to present her proposal to the Girl Scouts for approval; Mary DiBrigida will serve as her project advisor. (See Exhibit A attached.)

Approval of Minutes: Motion to approve May 2017 minutes made by Caryl Keyser and seconded by Dave Wilding, all in favor, none opposed.

Discussion from the Chairman on various topics:

1) Changing ordinance: When the ordinance changed, the entire part about the borough historian was left out, as well as no mention was made of nominating officers. For about a year now, the committee had wanted to have something in the ordinance that gave them some jurisdiction over the museum in order to develop policies and procedures about items that will be collected and disposed of. Therefore, Tom Kline sent a new draft of the ordinance with recommendations of these changes and others to the Mayor/Council. Council representative Glenn Sisco explained why the ordinance was changed and agreed that it had not been specifically catered to the museum. He also brought to the Council's attention that grant money could potentially be lost as there is now no recognized historian, therefore that issue needs to be addressed immediately. In her will, Mrs. Miller (the original owner) had appointed the historical committee to manage the museum, mostly due to Glenn Sisco's efforts. Glenn will ensure that the ordinance is revised to reflect the original owner's wishes.

The original ordinance dealt with the collection and display of artifacts. The new ordinance gives the committee site plan review over historical sites, which the committee is not sure they should bear responsibility for as it puts additional burdens on both the committee and on homeowners. As such, Tom Kline informed the Mayor and Council that this aspect of the new ordinance should be amended. As it stands, it will change a lot of the Committee's functions, moving them away from their mission of preserving the museum. The new ordinance that Tom Kline proposed is attached to these minutes. (See Exhibit B.)

2) Special programs workshop report: Mary DiBrigida-Developing outline of programs for fall including Charlotte Wheeler's project. Would like to set a schedule for fall and spring. Looking for people to give lectures. End of summer she will have more info. Tom has asked Carol Sventy to determine if L'Ecole can have their own website and Facebook page for advertising and promotional purposes.

3) Phase III County Site Visit Report: Approx. 12 members of the Morris County Historical Preservation Trust came to visit the site as part of the \$32,000 grant application for developing contract documents and bidding specifications to deal with interior restorations and mechanicals including a/c. In addition, Tom Kline and Carol Sventy made a presentation to the county committee on June 5th at the county library.

The county committee mulls over grant applications and make recommendations to the freeholders who make the ultimate decision, which is usually made in the first two weeks of July.

4) Software Program 'Past Perfect' Status-Joined AASLH (American Assoc. for State and Local History) in order to receive a discount on the software. Motion to make a request to expend approx. \$1800.00 from the Historical Preservation Trust Fund to the Mayor/Council to purchase the accessioning museum software. Motion made by Dave Wilding, seconded by Bob Roy, Caryl K. opposed.

Old Business:

Carol Sventy: Absent. 1) Tom Kline reported that the Phase II Termite work is done. 2) The Opiate Addiction Program ran and 3) the Library Director Meet and Greet is also complete.

Friends Report: Cori: Had a re-organizational meeting on May 23rd. Their new name is Friends of the Kinnelon Museum ("Friends"). Al Mosca is the President, Nora is the Vice President, Cori is the Secretary and Treasurer. Will draft a written request form for future funding requests. The Friends made \$2100 from the garage sale. Got everything out of the garage except the wheelchair and the records which will go to the library sale.

Building and Grounds Report: Dave Wilding-No news. Per Tom Kline, the construction meeting was postponed from yesterday, June 12th until Monday June 19th at 12:30. Everyone invited. The site inspection meetings are every two weeks and the construction meetings are alternating every two weeks.

Grant Reports:

Morris County Historic Preservation Trust-already covered.

Morris County Heritage Commission-Outstanding grant from 2015 for the Pathways. Voucher for \$709.80 was sent to borough for review, signed and returned on June 12th. Caryl Keyser has copy of voucher. Tom and Carol Sventy met with the borough CFO to discuss the accounting of the various grants.

Pathways: Laura Olstein-Went to the Pathways meeting two weeks ago; brainstorming underway to publicize Pathways and bring more people in. Offer lectures, not all museums do. Schedule a fall craft, possibly using the garage? Need to change with the times. News Channel 12 to cover events? Try to get the info out through the schools-backpacks? E-mail? Girl Scout awards? Maybe address at publicity workshop?

Publicity Reports: Bob Roy-No news to report. Tom suggested a workshop to discuss all avenues of publicity; June 27th workshop scheduled for 7pm.

Research & Collections: Tom Kline-Nothing new to report.

Scout Projects: Laura Olstein-Completed clean-up of Frederick's cemetery. DPW came by and cleaned up the leaves. Important-send thank you to Boy Scout who organized the clean-up and to DPW. Would like to offer up some Girl Scout projects for approval, perhaps at next meeting.

Special Programs: Mary DiBrigida-Previously discussed.

Staff report: Caryl Keyser. Entered minutes in book, left box for Tom. Tom Kline still to stop by to see Michael to discuss logging all his work.

New Business: None.

Next Meeting: Tuesday, July 11, 2017 – 7:30 pm

Adjournment: Time 9:27pm. Motion made to adjourn by Dave Wilding and seconded by Mary DeBrigida. All in favor, none opposed.

At the August 8, 2017 meeting, on a motion by Caryl Keyser, and seconded by Bob Roy, and the affirmative voice vote of all members present, the June 13, 2017 minutes were approved.

Laura Gaikoz

EXHIBIT A

Develop and Publicize the Historical Reference Collection at L'Ecole Kinnelon Museum

Good evening, my name is Charlotte Wheeler. I have lived in Kinnelon my entire life and I love history.

For my Girl Scout Gold Award, I want to increase awareness of what our museum has to offer, especially for the book collection being developed now.

My proposed project includes two phases.

The first phase is to physically prepare the collection for the public. Tasks will include to:

- Process, catalogue and build a database of the out of print book collection.
- Cover, label, clean and repair the books.
- Create an area of display and research.
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After the first phase is completed, the goal of second part of my proposed Gold Award project is to build awareness and encourage use of the book collection specifically, and the museum in general. This could include:

- Introduce the Kinnelon High School history teachers to the database.
- Have the collection added to the list of approved research databases for the Kinnelon School district.
- Develop an email list for news about events at the museum. (Started at the garage sale).
- Possibly use other social media, such as a Facebook page, or instagram to promote the database and the museum, depending on what is allowed by the board.

Thank you.

Charlotte Wheeler
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Kinnelon, NJ 07405
(973)407-9683
Charlottewheeler19@yahoo.com

EXHIBIT B

[HISTORY: Adopted by the Mayor and Council of the Borough of Kinnelon 3-16-2017 by Ord. No. 1-17.[1] Amendments noted where applicable.]

GENERAL REFERENCES

Municipal Open Space, Recreation, and Farmland and Historic Preservation Trust Fund — See Ch. 50.

Rehabilitation of abandoned property — See Ch. 142.

Subdivision of land and site plans — See Ch. 176.

Zoning — See Ch. 207.

[1]

Editor's Note: This ordinance also repealed former Ch. 41, Historical Commission, adopted 2-19-1978 by Ord. No. 1-76 as Ch. 18 of the 1972 Code, as amended.

§ 41-2 Members; terms; qualifications; Council liaison.

Chapter 41: Historical Preservation Advisory Committee

§ 41-1 Establishment.

§ 41-2 Members; terms; qualifications; Council liaison.

§ 41-3 Purpose.

§ 41-4 Duties and responsibilities.

§ 41-5 Salaries and compensation.

§ 41-6 Administration of L'Ecole. The Kinnelon Museum

§ 41-7 Local Historian

§ 41-1 Establishment.

An Historical Preservation Advisory Committee is hereby established in and for the Borough of Kinnelon. **§ 41-2 Members; terms; qualifications; Council liaison, Officers**

A.

The Historical Preservation Advisory Committee shall consist of nine (seven) members whom shall be appointed by the Mayor, with the advice and consent of the Council, from among the residents of the Borough. The terms of the members first appointed shall be as follows:

(1)

Three members shall be appointed for one-year terms;

(2)

Three members shall be appointed for two-year terms; and

(3)

Three members shall be appointed for three-year terms.

B.

Thereafter, the term for each member shall be for a period of three years. Any vacancy occurring during the term of any of the members shall be filled for the unexpired term in the same manner as the original term.

C.

A member of the Borough Council shall be designated annually to serve as a nonvoting liaison between the Council and the Historical Preservation Advisory Committee.

D.) Election of Officers

The Committee shall elect a Chairman, a Vice Chairman, and a Secretary from among the Committee members each year for a term of one year at the annual reorganizational meeting of the Committee.

§ 41-3 Purpose.

The Kinnelon Historical Preservation Advisory Committee is intended to serve in an advisory capacity and shall, upon request of the Borough Council, provide information, advice and recommendations relating to the promotion of historic preservation in the Borough of Kinnelon and the impact of development on historical sites. In addition, The Kinnelon Historical Preservation Advisory Committee is hereby empowered to provide for the administration, operation, maintenance and guidance of L'Ecole, the Kinnelon Museum as further defined.

§ 41-4 Duties and responsibilities.

A.

Survey. The Committee shall prepare a survey of historic sites within the Borough.

B.

Master Plan recommendations. The Committee shall make recommendations to the Planning Board as to the inclusion of a historic preservation plan element of the Master Plan and on the implications for preservation of historic sites in any other Master Plan elements and to the Borough Council for the adoption of historic preservation provisions, standards and criteria in the land use ordinances.

C.

Capital budget. The Committee shall advise the Borough Council on any features of the annual capital budget that have historic preservation implications. In addition, the Committee shall prepare an annual budget for the Operation, Maintenance and Administration of L'Ecole, The Kinnelon Museum, including any capital improvements and maintenance items that will be necessary to preserve the building (known as L'Ecole) or its contents, (defined as the "collection").

D.

Development recommendations. The Committee shall advise the Planning Board and Zoning Board of Adjustment on applications for development.

E.

Assistance. The Committee shall advise and assist applicants for construction permits, if requested by said applicants, in advance of a formal application on ways to comply with the preservation objectives of this article.

F.

Other functions. The Committee shall carry out such other advisory, educational and informational functions as will promote historic preservation in the Borough.

G.

Evaluation of sites. The Committee may evaluate historic sites included in the community-wide survey against the criteria for the National and State Registers of Historic Places and prepare nominations for consideration of the State Historical Preservation Officer.

§ 41-5 Salaries and compensation.

The members of said Historical Preservation Advisory Committee shall receive no salary or other compensation for their services.

Privacy Policy Terms of Service

§ 41-6 Administration of L'Ecole The Kinnelon Museum

- A.) The Kinnelon Historic Preservation Advisory Committee shall be empowered to administer the operation of L'Ecole, the Kinnelon Museum.
- B.) The Kinnelon Historic Preservation Advisory Committee shall be empowered to administer the displays, collections, and preservation of the collections, and to make recommendations to the Mayor and Council as to the policy regarding accessioning or deaccessioning any artifact.
- C.) No part or object of the accumulated collection may be disposed of in any manner unless specifically approved of by the Mayor and Council,

41-7 Local Historian.

A.

Pursuant to P.L. 1979, c. 59 (N.J.S.A. 40:10A-1 et seq.), there is hereby established the position of Local Historian in the Borough of Kinnelon, whose term shall be for one year.

B.

The Local Historian shall have the following powers and responsibilities:

(1)

To carry out an historical program, including but not restricted to collecting, preserving and making available materials relating to the History of the Borough of Kinnelon. The Historian shall store such materials in such manner as to ensure their preservation and shall notify the governing body of any materials which should be acquired for preservation. Upon leaving the position, the Local Historian shall turn over all materials and records and reports into the possession of the successor, if then appointed, or to the governing body until a successor shall be appointed.

(2)

To make an annual report to the governing body, stating all the work performed and accomplished during that year. The Local Historian shall transmit a copy of such report to the New Jersey Historical Commission.

(3)

May research, write and cause to have published a municipal history and may recommend appropriate historical materials for publication.

(4)

May assist a Landmark Commission, as well as advise the governing body, concerning the acquisition, administration and use and disposition of any landmark or historic site, including such places in his jurisdiction included on the New Jersey Register of Historic Places.

(5)

Shall assist in projects of commemoration, including the erection of monuments, historic markers and guide signs.

C.

The Local Historian shall serve without compensation.
