

## **Morris County Heritage Commission Minutes Meeting of May 10, 2016**

**Present:** Kathy Murphy, John Dunado, Epsy Farrell, Larry Fast, Joyce Kanigel, Joseph Macasek and Kathy Fisher; Archivist/Acting Director Margaret Shultz, and Archives Technician Amanda Hefferan.

**Absent:** Miriam Morris, Bonnie-Lynn Nadzeika and Freeholder Director Kathryn DeFillippo.

**Call to order:** Chair Murphy called the meeting to order at the Morris County Library at 9:37 a.m. She read the Open Meeting Statement.

**Minutes:** The minutes for April 12, 2016, were accepted as amended.

**Freeholder Report:** No Freeholder Report for May 2016.

**Financial Report:** The Freeholders approved the Heritage Commission's 2016 budget as proposed; see budget page attached to the meeting package for May 10, 2016.

**Chair Report:** See Chair Kathy Murphy's Report attached to the meeting package for May 10, 2016.

**Archivist/Acting Director's Report:** See the Archivist/Acting Director's Report dated April 12, 2016, attached to the meeting package for April 12, 2016.

### **Public Programs**

The New Jersey Canals and Local History Symposium was held at the Morris County Arboretum on April 16, 2016. This event was co-sponsored by the Morris County Heritage Commission and the Canal Society of New Jersey.

### **Markers**

- The Canal Street marker in Roxbury has been installed.
- Acting Director Shultz reported that the Mount Tabor Historical Society is interested in placement of a marker near the Richardson House Museum.

### **Grants/Regrants**

- Acting Director Shultz has continued to work on submission of the MCHC's application to the State for grant funding; the application will be due June 1, 2016.
- Site visits to the MCHC's 2015 re-grantees: Visits were made to the Green Pond Historical Association and the Mount Tabor Historical Society last week. This week Acting Director Shultz will visit the Parsippany Historic Preservation Society and the Borough of Rockaway Historical Committee.

### **Facilities**

- Work has continued on the County Library's roof.
- Excess furniture and stored items have been removed from the MCHC conference room.
- Acting Archivist Shultz is still waiting for UV filters for some windows; UV filters have already been installed in the archive room; filter panels for overhead lights will also be needed throughout the entire suite.
- A scanner has been given to Acting Archivist Shultz to use temporarily while technical issues with the new scanner are being resolved.

### **Archive Collection Report: Amanda Hefferan:**

- Technician Hefferan continues to review videotapes that were given to the MCHC by the County's Office of Public Information. Some tapes are in an old beta format and can't be reviewed with a VCR.

### **Miscellaneous**

- The staff continue to consider preliminary plans for a reception to celebrate the new facilities for the Heritage Commission, possibly at the end of the summer.
- Commissioner Joe Macasek reported that there will be an NJTPA/Morris Canal Working Group meeting in Netcong in June.
- Commissioner Larry Fast, liaison to the MCHC from the Morris County Historic Preservation Trust (MCHPT), reported that the Trust had received about \$3.8 million in grant requests this year. About \$2.5 million will be available for grants.
- There was discussion of the MCHPT's requirements for public accessibility to sites that have received grants. Larry Fast as liaison to the Trust could convey requests for more flexibility in this area.
- Acting Director Shultz announced that the MCHC's Facebook page has gone live.

**Committee reports:**

**Archives: Kathy Murphy and Joe Macasek, Co-Chairs.** See Archivist/Acting Director's report above and attached.

- Acting Director Shultz reported that a hard copy of the Historic Structure Report for the Morris County Courthouse had just been delivered to the MCHC. Discussion ensued regarding archiving of this kind of material, e.g., register nominations and HSRs; and whether to try to store both electronic and hard copies.
- Commissioner John Dunado suggested reaching out to historical societies for copies of older grant projects. Chair Kathy Murphy suggested that town clerks may also have copies of reports pertaining to their local projects.

**Grants/Re-grants:** Bonnie-Lynn Nadzeika, Chair. See Archivist/Acting Director's report attached.

There was further discussion of the updated MCHC guidelines, specifically regarding the need for the MCHC to stipulate clearly that all re-grant applicants provide proof of their own tax exempt status, complete with number. For example, this will pertain when the historic property is in the care of a historical society, but owned by the municipality; in such instances, the requirement will ensure that the applicant's finances are separate from the municipalities. Acting Director Shultz noted that these updated guidelines are being reviewed by County Counsel.

**Long-Range Plan: Epsy Farrell, Kathy Fisher, Co-Chairs**

- Co-Chair Epsy Farrell asked if we should include staffing spreadsheets in the Long-Range Plan.

**Marker Program: Kathy Fisher, Chair.** See Archivist/Acting Director's report.

- No further report

**Personnel: Bonnie-Lynn Nadzeika, Chair.** See Archivist/Acting Director's report attached.

- No further report

**Public Programs/Exhibits: Bonnie-Lynn Nadzeika, Chair.** See Archivist/Acting Director's report.

- No further report

**Publications: John Dunado, Chair.** See Chair Report attached.

- Spring/Summer 2016 Heritage Review newsletter: Chair Dunado plans to have a draft of his contribution to the newsletter by the end of the week. He will also discuss a flow chart plan for editing the newsletter with Commissioner Farrell.
- Acting Director Shultz has written the Quips and Quotes section for the newsletter.
- There was discussion of a proposal to circulate drafts of Commissioners' Corner columns more widely amongst Commissioners. The idea would be to give all Commissioners an opportunity to comment on the content and editing of this column.

**New Business:** No new business was brought to the table.

**Correspondence:** A Section 106 letter pertaining to replacement of a bridge over the Morris Canal in Landing was discussed. Commissioner Joe Macasek met with some of the stakeholders in this area. He reported that as of the date of his meeting, the design for the bridge had not been decided yet.

**Adjournment:** A motion to adjourn was made by Commissioner Fast and seconded by Commissioner Farrell. The meeting was adjourned at 11:32 a.m.

Respectfully submitted  
Joyce Kanigel  
(substituting for Miriam Morris, MCHC Board Secretary)

The next Commission meeting will be held on **Tuesday, June 14, 2016, at 9:30 a.m.**  
**at the Commission Conference Room at the County Library.**  
Please inform Ms. Shultz if you are unable to attend