

**Morris County Heritage Commission Minutes
Meeting of February 8, 2011**

Present: Commissioners Larry Fast, Epsey Farrell, Tracy Kinsel, Henry Kafel, Virginia Vogt, James Woodruff, Daniel Beards; Archivist Peg Shultz

Absent: Commissioners Dave Bogert and Kathy Fisher

Call to order: The meeting was called to order at the County Cultural Center at 9:35 a.m. The Open Meeting statement was read. Commissioners welcomed newly appointed Daniel Beards, who is replacing retiring Commissioner Karen Ann Kurlander. Mr. Beards will initially serve on the personnel committee and the program committee.

Minutes: January minutes were read and approved, with Mr. Kafel and Mr. Beards abstaining.

Financial report: A 2011 budget is not yet available from the Board of Chosen Freeholders. The Commission has preliminary funding of approximately \$9,000 to cover interim needs.

Freeholder report: No Freeholder present, but Ms. Shultz reported that Freeholder Nordstrom was instrumental in finally achieving phone service at the Morris View archives.

Chairman's report: Mr. Fast attended the Freeholders' reorganization meeting on January 5. He assisted Ms. Shultz in technical matters following the new phone installation. Mr. Fast has been re-elected to the chairmanship of the Morris County Preservation Trust Fund and attended that group's grant application workshop on January 27. Commissioner Jim Woodruff has joined the MCHPTF as a new member.

Archivist/acting administrator report: Ms. Shultz reports the following administrative actions (Ms. Shultz's activities in support of committee work follow under the appropriate headings.):

- Ms. Shultz coordinated the installation of new telephone and data lines at Morris View.
- A new computer is on order and will hopefully be ready for Verizon's line activation next week.
- Ms. Shultz reports she has not heard from Park Commission Deputy Director Hugaboom in response to a letter sent to him informing him that allocation of space at the Cultural Center should be discussed at the Freeholder level. The Commission agreed that no further follow-up on the matter is needed at this time.

Committee Reports

Archives: Larry Fast, Chair

Archivist Shultz reported that additional archival materials from the Morris County Mosquito Commission have been received. Ms. Shultz will research vendors capable of converting old film to DVD.

Grants/Re-grants: Dave Bogert, Chair

Ms. Shultz reported that she has delivered the 2011 re-grant interim report to the County Treasurer for signature in preparation for submission to the New Jersey Historical Commission. She also reports that, in future, the NJHC grant application process will be exclusively online. Ms. Shultz will attend a NJHC grant workshop on February 10 to learn details.

Exhibits/Programs: Virginia Vogt, Chair

Ms. Shultz has prepared registration and publicity materials for the Commission's two-part March program *New Jersey Cemeteries and Tombstones: History in the Landscape*. (Later note: the title of program was changed to *New Jersey's Historical Cemeteries: Burial*

Customs, Traditions and Preservation to differentiate from Veit's book title.) The publications committee will edit and proofread. The series will take place on March 23 and March 30 at the Cultural Center. Speakers are Richard Veit (Monmouth University) and Mark Nonestied (Middlesex County Cultural & Heritage Commission). Advance publicity has drawn 39 registrants as of February 7. Ms. Shultz will handle pre-registration and order refreshments. Volunteers for setup, welcome, registration, and cleanup include Commissioners Fast, Vogt, Fisher, Woodruff, and Farrell (if her schedule allows).

Long-Range Plan: Virginia Vogt, Chair

Ms. Vogt has completed the final document, and copies were provided to all Commissioners. The LRP will be forwarded to the Board of Freeholders. The Commission decided against posting the document on the website.

Personnel: Henry Kafel, Chair

Mr. Kafel reports no new information on Ms. Shultz's job title. Ms. Shultz continues to research civil service job titles and pay grades. New commissioner Dan Beards volunteered to bring his experience to bear and do research on the situation along two paths: 1) petitioning the civil service to create a new job description and title and 2) pinpointing an already-existing title at an appropriate salary level within the civil service structure and building a case for a match.

Mr. Kafel also reported that a county car for Ms. Shultz is available from the motor pool only on a daily basis.

Publications: Virginia Vogt and Epsey Farrell, Co-chairs

Editorial projects: Ms. Vogt edited the interim grant report document and cemetery program materials (there was insufficient time for backup editing by Farrell and Woodruff). Next publications projects on radar: spring edition of the Heritage Review newsletter, for which Ms. Shultz has begun to assemble stories. It was decided that Ms. Vogt would write the Commissioners' Corner column for this issue.

Marker program: Kathy Fisher, Chair

No report.

Communications: Secretary Vogt

The Commission received a copy of the Freeholders' Resolution on Dan Beard's appointment to the MCHC among other invitations, newsletters and Section 106 notifications.

Old Business:

Ten Most Endangered Sites: Commissioners discussed the appropriate level of involvement for the Commission in this annual project. It was decided that the Commission will limit its active participation to publicizing the project and providing a link to the nominating form.

New Business: none

Adjournment: 10:56 a.m.

Respectfully submitted,
Virginia Vogt, Secretary

The next Commission meeting will be held on Tuesday, March 8, at 9:30 a.m.
Please inform Ms. Shultz if you are unable to attend.

**Chair Report for February 2011
For the meeting on March 8, 2011**

In spite of the snowy February there were still many Heritage Commission activities which kept me busy. Some of that involved coordinating with Peg regarding snow days when the office was closed or delayed opening.

After our February meeting I sat in with the Personnel subcommittee's annual review of Peg's job performance. The subcommittee finished the evaluation and I signed the paperwork for submission to the county. Thanks to the subcommittee members for their work.

Peg and I discussed markers, both her update to me about those proposed at Picatinny and local design proposals in Washington Township. I did not endorse any designs sharing both the shape profile and color scheme which would cause confusion with our Morris County markers. Peg transmitted this back to Washington with suggestions for revisions. More details in Peg's report.

Though others have done most of the work, I have reviewed the plans and progress for the dual March public programs.

I also reviewed the evolution of the latest newsletter. I have suggested that since layout considerations and printing costs limit what can be fit in the print edition that we begin to post enhanced and special bonus content online at our website.

I discussed with Virginia and later with Peg, Virginia's initiative to break out the projects from the office report during our meeting agendas. You can see the results of the discussions in today's meeting. We'll revisit this in a few months to see if it continues to meet our needs.

I followed Peg's travails with the NJ State SAGE computer system while attempting to file electronically for the NJHC regrant program. I hope my meager suggestions were of some help. Peg will report in more detail.

Peg kept me apprised of research she and Dan were doing on her Civil Service job description.

During the month I received an update on the latest Morris County Administrative Code. The Heritage Commission's place in the hierarchy remains unchanged.

David Mitros and I had a very long phone call catching up on activities here and his work in Northampton County, PA working with some of the same people I know in history and archives at my alma mater Lafayette College in Easton.

Respectfully submitted
Larry Fast
Chairman, Morris County Heritage Commission

Archivist/Acting Administrator's Report: March 2, 2011

Meetings Attended

2/9 Morris County Alliance for Tourism meeting (MCAT)
2/15 Picatinny Marker Site Tour
3/2 MCAT

Upcoming Meetings

4/6 MCAT

A schedule for Re-grant site visits will be prepared in March. The visits will be scheduled for late April and June.

Building and infrastructure issues/updates:

We've had some minor water issues in the "A" room due to snow melt. I notified the Park Commission and the issues were resolved.

We've had no issues to report at Morris View.

Outreach and Community Partnerships:

The MCAT *Be Our Guest* program will be May 15. Participants will be marketed under the umbrella of the MC Tourism Bureau; all historic sites/museums/historical societies in the county have been invited to participate. There will be a shuttle that will run to the sites in Morristown as well to METC in Madison, Stickley Museum in Parsippany and the children's Museum in Dover.

The MCTB and NPS-sponsored Revolutionary Times Weekend is taking place April 15-17. Activities and programs planned throughout the county will be posted on the MCTB and NPS websites when they have been finalized.

The Art and History fair is being planned for October 2 (fall festival). MCAT members will be located together on Schuyler Place. Details and contracts are still being worked out. The event is being sponsored by the MCTB. Mark Texel and Bonnie-Lynn Nadzeika are co-chairs of the event.

Plans for an Art and History fair are being discussed for February 2010.

The Morristown St Patrick's Day Parade committee has joined MCAT.

MCAT members were pleased the Heritage Commission will have articles featuring MCAT events (i.e. Revolutionary Times weekend, St. Patrick's Day Parade, etc.) and were pleased the MCHC assists with announcing their programs via the email lists and the newsletter calendar of events page.

Misc

2/23 – moved and installed a PC at Morris View.

Sixty-five (65) people have registered for the spring cemetery program

The Commission staff have been working on the spring newsletter, the GOS Declaration of Intent paperwork for the 2012 regrant program. Other projects will be discussed under committee reports.