

# Morris County Heritage Commission

## Meeting Minutes

### March 13, 2018

**Present:** Chair Kathy Murphy, Vice Chair Larry Fast (by conference call), John Dunado (by conference call), Esey Farrell, Marty Kane, Joe Macasek, and John Manna; Acting Director/Archivist Peg Shultz and Archives Technician Amanda Hefferan.

**Absent/Excused:** Kathy Fisher and Joyce Kanigel.

**Call to Order:** Chair Murphy called the meeting to order at the Morris County Library at 3:00 p.m., a time rescheduled because of inclement weather. She read the Open Public Meeting Statement.

**Minutes:** A motion was made to accept the minutes for February 13, 2018, as amended. Vice Chair Fast and Commissioner Kane abstained.

**Freeholder Report:** No report was presented.

#### **Financial Report:**

- The 2018 county budget is moving through the approval process.
- A book order was received and filled for \$137.

#### **Chair Report:**

- Chair Murphy thanked the county library for providing staffing help on the newsletter due to Vice Chair Fast's medical absence.
- Chair Murphy discussed the three marker dedications upcoming in the spring.

#### **Office Report:**

- Acting Director/Archivist Peg Shultz reported OSHA forms were completed and submitted to Risk Management.
- Ms. Shultz met with Dan Freed, Sussex County Records Manager and Vice Chair of CARMA-NJ, to go over the new dedicated archives space and assist him with shelf numbering and document inventory systems.
- Ms. Shultz met with Ed O'Rourke from the Morris County Sheriff's Office to assist with curating a permanent exhibit. The exhibit will be located in the county courthouse.

**Archives Report:** Ms. Hefferan is continuing with the ongoing cleaning and rehousing project on several of the archival collections. Multiple research requests were received and answered.

#### **Subcommittee Reports:**

**Archives:** No further discussion.

**Grants:** Ms. Shultz reported the 2018 re-grant funds will be transferred into the county budget in mid-April.

**Long-Range Plan:** The new three-year cycle for the Long-Range Plan will begin in 2019, with a revision to be done in fall 2018. Commissioners Farrell and Kane edited articles in the Bylaws to allow commissioners to attend, participate, and vote at monthly meetings by means of conference telephone call or similar communications equipment. A motion was made and approved to accept the changes made.

**Marker Program:**

- The mark-out for the Bowsby-DeGelleke marker was completed. A second mark-out may be required due to unexpected and unusually high snowfalls. Installation for the Bowsby-DeGelleke marker will occur after the spring thaw.
- The owner of the Peter Cook house in Denville asked about the possibility of removing the historic site marker on the property. The Commission, with the help of the Roads and Bridges Department, will look into the location of the marker and whether it falls within the public easement.
- The marker guidelines and policy have been adjusted to clarify wording and require multiple contact information of applicants.

**Publications:** The next newsletter is in progress.

- Ms. Shultz will set up a Dropbox folder to make the editing process easier and is waiting on a few more articles before layout begins.
- Event information for both the New Jersey Canal Society spring symposium and the Wharton Canal Day Festival in August will need to be added.
- Robert Fredricks, who has written a new book on the history of the Morristown Fire Department, has offered to write a newsletter article for a future edition.

**Public Programs:**

- The MCHC will cosponsor the New Jersey Canal Society's annual symposium on April 28 at the Frelinghuysen Arboretum.
- The Commission will host a table at the Canal Day Festival in Wharton on August 18. The festival will feature a local history area where nonprofit history organizations can set up tables.
- A new lunch-and-learn program will focus on grant writing tips and the Commission's re-grant program.
- A smaller-scale World War I program to mark the Armistice is in the preliminary planning stages for November. Speakers are being sought to discuss the roles of women and volunteer services overseas.

**Personnel:** The annual performance evaluation for Archives Technician Amanda Hefferan was prepared and submitted.

**Communications:** Several newsletters and Section 106 review letters were received.

**Adjournment:** The meeting was adjourned at 4:50 p.m.

The next Commission meeting will be held in the Commission's Conference Room at the Morris County Library on Tuesday, **April 10, 2018, at 9:30 a.m.** Please inform the staff if you are unable to attend.

Respectfully submitted,

Amanda Hefferan  
(Substituting for John Dunado, Heritage Commission Secretary)