

# Morris County Heritage Commission

## Meeting Minutes

### February 13, 2018

**Present:** Chair Kathy Murphy, John Dunado, Epsey Farrell, Joyce Kanigel, Joe Macasek, and John Manna; Freeholder Kathy DeFillippo, Acting Director Peg Shultz, and Archives Technician Amanda Hefferan

**Absent/Excused:** Vice Chair Larry Fast, Kathy Fisher, and Marty Kane

**Call to Order:** Chair Murphy called the meeting to order at the Morris County Library at 9:45 a.m. She read the Open Public Meeting Statement. During the meeting, at 10:15 a.m., the quorum was lost and a work session commenced.

**Minutes:** A motion was made to accept the minutes of January 11, 2018, as amended.

**Freeholder Report:** Freeholder DeFillippo reported the annual county budget approval process is moving forward. The chair reviewed the 2017 Heritage Commission annual report. Discussion highlights included the need for additional staffing, review of job titles and job descriptions. Freeholder DeFillippo was given a tour of the administrative offices and the county archives.

#### **Financial Report:**

- The Freeholders held the first of three open public meetings about the county budget.
- Interim funds have been transferred to cover expenses.

#### **Chair Report:**

- Chair Murphy thanked the Commissioners for electing her chair of the Commission again. She was also voted chair of the Mount Olive Township Open Space Committee.
- Chair Murphy passed along well wishes to Vice Chair Fast after his motor vehicle accident. The work of the newsletter layout, which Vice Chair Fast is responsible for, will be taken over by the graphic designer for the county library.
- She discussed the possibility of amending the Commission bylaws to accept a phone-in option for meeting attendance.
- Chair Murphy discussed the meeting with the assistant county administrator and work involved with changing Ms. Shultz's title and filling the History Program Coordinator position which has been vacant since 2009.
- Chair Murphy completed an end of the year report of 2017 to submit to the Freeholders' Office. Due to the lack of quorum, an electronic vote will occur to accept the report.

#### **Office Report:**

- Acting Director/Archivist Peg Shultz reported on the developing exhibition ideas and timeline for 2018.
- The 2017 final re-grant report was accepted in early January, officially closing the 2017 re-grant round.
- Ms. Shultz discussed that the Mid-Atlantic Regional Archive Conference (MARAC) is interested in having the Heritage Commission host a series of best-practice archival workshops for nonprofit organizations operating on small budgets. The county library would be the venue.

**Archives Report:** Ms. Hefferan continues the cleaning and rehousing projects on numerous collections. Several research requests were received and answered. The World War One veterans' list has been finalized. The Commission staff is appreciative of the help Library Assistant Debra Larson provided in the project. The next goal is to collect a list of the volunteers involved in the war effort.

## **Subcommittee Reports:**

**Archives:** No further discussion.

**Grants:** Ms. Shultz discussed the demographic makeup of the 2018 re-grant recipients. Awards were given to a wide variety of history and nonprofit organizations around the county. There were several first-time applicants from the underserved audience base.

Looking toward the 2019 re-grant round, Ms. Shultz plans to continue to reach out to underserved organizations and work with other county departments to increase the audience base for the Commission and the re-grant program. Other county departments and agencies, such as the Historic Preservation Trust Fund, have suggested their constituents apply to the Heritage Commission re-grant program.

Ms. Shultz said she is reviewing the re-grant application language and is looking at some possible improvements to the 2019 application that will reflect changes being made by the New Jersey Historical Commission.

**Long-Range Plan:** Commissioner Farrell, committee co-chair said that the Long-Range Plan Committee will need to meet and revise the plan during the second half of 2018. The new three-year cycle for the Long-Range Plan will begin in 2019.

**Marker Program:** The Bowsby-DeGelleke marker has been received and will be installed by the Sign Management Department when the ground thaws. Commissioner Farrell suggested the Marker Guidelines on our website should be reviewed and updated as needed this year. She added the guidelines were last reviewed in 2004.

**Publications:** The next newsletter is in progress. Ms. Shultz will set up a Dropbox folder to make the editing process easier.

## **Public Programs:**

- The MCHC will co-sponsor the New Jersey Canal Society's annual symposium on April 28 at Frelinghuysen Arboretum.
- Commissioner Manna discussed the Canal Day Festival to be held in Wharton on August 18 and suggested the Commission host a table at the event.
- An ADA workshop discussed at the previous meeting has been canceled. A suggestion for a broader, more encompassing program was made.
- Topics for the summer 'lunch and learn' programs were suggested. One will focus on basic grant writing tips and a second program will focus on the 2019 re-grant program.
- A smaller scale World War I program to commemorate the armistice will occur in the fall. Several speakers have shown interest in presenting at the program.
- The restoration of Lady Justice has been completed and the statue will be reinstalled on the Morris County Courthouse. A dedication ceremony was suggested to mark the occasion.

**Personnel:** See chair report

**Communications:** Several newsletters and one Section 106 were received.

**Adjournment:** The work session ended at 11:23 a.m.

The next Commission meeting will be held in the Commission's Conference Room at the Morris County Library on Tuesday, **March 13, 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)