

**AUGUST 20, 2014 MEETING MINUTES
EAST AMWELL HISTORIC PRESERVATION COMMITTEE
EAST AMWELL MUNICIPAL BUILDING, 1070 ROUTE 202, RINGOES, NJ**

CALL TO ORDER & OPEN PUBLIC MEETING NOTICE

The meeting of the East Amwell Historic Preservation Committee was called to order at 7:35 PM by Chairwoman Barbara Sageser. Secretary Sharon Brighthaupt read aloud the following: “In compliance with the Open Public Meetings Act, this is a regular meeting of the East Amwell Historic Preservation Committee pursuant to the meeting notice published in the January 23, 2014 issue of the Hunterdon Democrat. Notice of this meeting was filed in the Township Clerk’s Office, sent to the Hunterdon Democrat, and the agenda was posted on the municipal bulletin board.

ROLL CALL 8/20/14

Committee Member (term expires)	1/15/14	2/19/14	3/19/14	4/16/14	5/21/14	6/18/14	7/16/14	8/20/14	9/17/14	10/15/14	11/19/14	12/17/14
Jim Davidson (12/31/17)		7:45		X			X	X				
Jennifer Floyd (12/31/14)		X		X		X		X				
Frances Gavigan (12/31/16)	X				7:55	X	X	X				
Will Harrison, alt #1 (12/31/14)	X	X	X	X		X		X				
Suzanne Koeniger, alt #2 (12/31/14)	n/a	n/a	X	X	X	X						
Barbara Sageser (12/31/16)	X	X	X	X	X	X	X	X				
Pauline Serafin (12/31/16)	X	7:43	X	X	X	X	8:40					
Paul Sterchele (12/31/14)		X		X	X	X	X					
Peg Sullivan (12/31/14)	X			X	X		X	X				
Mary Van Horn (12/31/15)		X			X	7:40		X				
vacant (12/31/14)												
vacant Alt #3 (12/31/14)												

Others present: Committee Secretary Sharon Brighthaupt

Chairwoman Sageser asked for a motion to open to the public, it was moved and seconded.

OPEN TO THE PUBLIC

It was noted there were no members of the public present at this time.

PRESENTATION OF JULY 16, 2014 MEETING MINUTES

Motion was made by Will Harrison and seconded by Mary Van Horn to approve the July 16, 2014 minutes. Chairwoman Sageser noted the minutes are approved as presented.

UNFINISHED BUSINESS
PAMPHLET

Jim Davidson has come to the meeting with the printed pamphlet. Chairwoman Sageser noted it looks amazing. Jim noted he dropped some pamphlets off at the fair earlier in the day at the County Cultural & Heritage and the Historical Society tables which are adjacent to each other. He noted that he also left East Amwell cards soliciting those who might want to be included on the mailing list. He noted that the Hopewell Valley Bank would also like to have a supply of the pamphlets to place out in their lobby. Chairwoman Sageser noted now that they have been seen by the Committee they can be placed out at will for the public. Jim suggested 75-80 will be used during the events scheduled for October and September.

Discussion about the number of pamphlets printed and available. Jim said he would leave it to the committee to determine where they should be made available. He suggested one should be provided to each member of the

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Township Committee. Frances Gavigan suggested a notice of their availability be placed in the VIP, she said she would notify the VIP.

EAST AMWELL HISTORICAL SOCIETY UPDATE – Jim Davidson

The Walking Tour is scheduled for September and the Ghost talk on October 24, 2014. We had planned to have it here in the Township Building, but it appears to have attracted so much interest it may need to be moved to the school.

From the East Amwell History cards we had printed for distribution, we now have over 300 names for the mailing list. Connie Kelbert has volunteered to consolidate and organize the information collected on an Excel spreadsheet, she will test the email addresses to be sure they are correct.

A representative from the Grange made contact and they would like to have a Ghost Talk on November 13, 2014. She indicated she had published the date in the newspaper after having a conversation with Jim at the Greenfest in February. He declined to do a second Ghost Talk, but he and Dave Harding will do a self-guided tour and we will do a Power Point presentation in the Municipal Building. It will be a visual simulation of a walking tour of East Amwell. It should not require a lot of preparation. In December we will have the House Tour.

Calendar project was brought before the Historical Society and it was decided they will give some financial support to the project.

He attended the County Cultural Heritage Meeting, the agenda was full. They were involved with reviewing three centuries for the 300th mural. They have hired a professional artist, Paul Genesis who does presidential paintings. Each section of the mural is as big as one of the walls in this room. They were reviewing the timeline as to what was important in the county during each 100 year segment. The plan is to have one printed for each school in the county. Initially it will be placed in the county library, and then the hope is for it to be placed in the old court house after it has been refurbished. There was no time to bring up funding for the calendar.

BUDGET

Final budget has been received.

CALENDAR PROJECT UPDATE

Chairwoman Sageser asked if anyone else was aware of any other funding available for the project. None being heard, advertising was discussed. At the meeting last month Pauline Serafin suggested members of the committee take suggested photos to be used in the calendar to the local business owners and ask if they would like to place ads on the calendar. Peg Sullivan suggested soliciting for sponsors. The majority agreed advertisements would be more successful for this type of project. The photo would appear on the top section of the calendar and the bottom would have the days of the month.

Frances Gavigan obtained the County quote of \$649 for 600 B&W calendars, done through the township as a shared service.

Further discussion about who would be the head of this project. Details about how the ads would be placed on the calendar, and how much would be charged for the ads. A sample calendar needs to be available to show the potential advertisers what they can expect. Layout and size of the calendar was discussed. Back page could have basic information. It was determined it makes sense to keep the calendar to 12 months to eliminate complications of advertisers having conflicts. Sizes of ads will need to fit into the spaces available on the calendar. Inform

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potential advertisers in advance that sizes are limited. Seasonal businesses should be placed on the month when their business is appropriate. Standard sizes would be priced and if they want a double width they would pay for the spaces they want and what we have available. Ads could also be set off to the side, or the bottom of the calendar if space is available.

Peg, Mary, Frances and Will have volunteered to be on the committee, but don't believe they have the time or expertise required to head the project. Chairwoman Sageser summarized that \$50 for an ad is reasonable. Size should be 11"x17" folded in half. Photo on top page and calendar on bottom page. Twelve month calendar for this first time. Each small block would be \$25, if they want two or more, they would be charged \$25 per block. We should keep it simple. Baseline would be to determine how many blocks are available on a 2015 calendar and sell that number of ads. Mary Van Horn did a quick count on 2015 of 45 blocks available. Chairwoman Sageser suggested a separate meeting of the group of calendar volunteers. She will email the sub-group to gather available dates for a follow-up meeting. She will also include Susanne and herself in the group of volunteers.

CLAWSON HOUSE EXTERIOR REHAB UPDATE

At the walk-through, only two people showed up with bids. One guy was seven minutes late and they refused his bid. One accepted bid was considerably high. The one that was not accepted is anxious to place a bid and thinks his bid is competitive. It can now be placed for re-bid. It has to go back to the lawyer, changes can be made to the requirements if so desired, then it can go out for bid again. Hopefully at that time we will get the same two bidders and possibly another. Jenny Floyd suggested contractors with historic experience be notified of the requests for bids, Chairwoman Sageser said this is acceptable and asked her to follow-up with her three suggested contractors. After the second bid is in, we will be able to negotiate with one of the bidders if we so desire.

QUICK COLLECTION WORK

Chairwoman Sageser reviewed the recommendations for the committee related to the Quick Collection. When we began the project questions arose regarding our goal. The lack of labeling and record keeping is the primary concern. One of the suggestions was to obtain a book by David Carmichael called, *Organizing Archival Records, A Practical Method for Arrangement and Organizing Small Archives*. She suggested the committee obtain a copy of the book. She researched on Amazon and a second hand copy can be obtained for a reasonable cost.

Will Harrison made a motion to obtain a used copy of the book, it was seconded and all are in favor.

Jenny Floyd mentioned we have Past Perfect software that can also be used for recording. It is user friendly, has a tutorial, and technical support is easily obtained if it is required.

Chairwoman Sageser will obtain a PO for the book and contact the group to set up a session to work on the collection.

COUNTY CULTURAL AWARDS NOMINATION

Jim Davidson reported we did not win an award. But all agreed it was good to have made the nominations.

HISTORIC INVENTORY REVIEW UPDATE

Frances Gavigan has had computer problems, update is not possible at this time. Chairwoman Sageser and Frances will get together at 10:00 AM on August 28, at the Township Building.

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NEW BUSINESS

Jenny Floyd has crates in her barn that need to be removed as she is moving. Frances Gavigan offered her loft as a storage place, but would need someone to put them there. They agreed on a date and time to do the relocation over the weekend when Jenny's husband is available.

CORRESPONDENCE

Recommendation letter regarding Peacock's Historical District impact. Chairwoman Sageser reviewed the plan. Review of other correspondence and budget. An error was brought to the attention of Christine regarding a change on the budget.

The next meeting will be on September 17, at 7:30 p.m.

ADJOURNMENT

Frances Gavigan made a motion to adjourn the meeting. Mr. Harrison seconded and it was unanimously approved by all to adjourn the meeting at 9:00PM.

Respectfully Submitted,

/s/Sharon Brighthaupt, Secretary