

**Historical Preservation Advisory Committee  
Meeting Minutes  
February 18, 2025**

Meeting Called to Order (Time 7:00pm)

Reading of Open Public Meeting Act.

**Members present:** Chairperson Laura Olstein, Vice Chairperson Jim Roselius, Dave Wilding (via phone), Borough Historian and Corresponding Secretary Tom Kline, John Cannie, Patty Shragin, SOSAC liaison Scott Kruger, Council Liaison Ron Reckler (via phone)

Absent: None

Friends: None

Guests: None

**Reorganization Meeting:** A motion to re-appoint Laura Olstein as Chairperson was made by John Cannie and seconded by Tom Kline; all in favor, none opposed. A motion to re-appoint Jim Roselius as Vice Chairperson was made by Tom Kline and seconded by John Cannie; all in favor, none opposed. A motion to appoint Tom Kline as Corresponding Secretary was made by Jim Roselius and seconded by John Cannie; all in favor, none opposed.

**Approval of Minutes:** Motion to approve January 21, 2025 minutes made by Tom Kline and seconded by John Cannie, all in favor, none opposed.

**Maintenance Manual:** Jim Roselius-Tabled until March

**Old Business:**

**Morris County Historic Preservation Trust (large grant money):** Tom Kline-Sent out adjacent property notices in November. Finally got letter of approval from Ray Chang to begin construction. Margaret made allowances for finishes of @\$40,000. Ran that by the BA and he was okay with that, but the QPA is not; Margaret may have to amend. He also had a problem with the \$14,000 to wire the security system. Will probably have to take out the drawings and be very specific about what needs to be done-John will get some recommendations/estimates.

**Morris County Heritage Commission History Re-Grant Program (small grant money):**  
Laura Olstein-Nothing to report

**Budget:** Tom Kline-Tabled until March

**Building and Grounds Report:** Jim Roselius-Nothing to report.

**Friends Report:** Laura Olstein- They met; working on draft of by-laws.

**Pathways:** Laura Olstein-Cannot participate this year.

**Research & Collections:** Asked Patty Shragin to take over. Patty, Michael and Laura met to figure out how they are using Past Perfect. It is only being used as an inventory system but it can do so much more. No donation information either. There are 4 different collection types in the software-archives, photos, objects and library. Build a process-pick one of each different type and re-enter with all the additional data. Laura contacted local museums to see how they use Past Perfect; most were happy to help.

**Scout Projects:** None.

**Social Media:** Laura Olstein-Nothing to report.

**Special Programs Report:** Tom Kline-Nothing yet.

**Staff Report:** Laura Olstein-Met with Michael, asked about pendants-if not in kitchen should be upstairs in a box.

**Technology Report:** John Cannie-Previously discussed

**Comments from the Borough Historian:** Tom Kline-1) Highway hoe-down 1949-1953. Extend Route 23 from High Crest Bridge to West Milford. The governor came to the ceremony. Found numerous photos, put them on a flash drive. Tom to visit Trenton to see more photos; aerial also. 2) Also found a Swiss cow bulletin-The Lee's Hill Farm was owned by Warren Kinney who was our first mayor.

**New Business:** 1) Long range plans created at workshop-put together by Tom. Motion made by John Cannie and seconded by Tom Kline to approve the long-range plans (see attached); all in favor, none opposed. 2) Put something in place for policies and procedures? Do a few a month? Build a structure of those things committee wants to do-does not have to take that long. Patty and John can build a structure for the document so multiple people can work on it at the same time.

**Next Meeting:** Tuesday, March 18, 2025 – 7:00 pm

**Adjournment:** Time 7:35pm. Motion made to adjourn by Tom Kline and seconded by Jim Roselius. All in favor, none opposed.

*At the March 18, 2025 meeting, on a motion by John Cannie and seconded by Jim Roselius and the affirmative voice vote of all members present, the February 18, 2025 minutes were approved.*

*Laura Baker*

## Long-Range Plan L'Ecole, Kinnelon Museum

The Long-Range Plan was first adopted by the Kinnelon Historical Commission in 2008. As some of the original goals have been met, the plan was updated and adopted in March 2013, November 2019 and March 2022. Beginning in 2025 and going forward the plan will be updated every five years.

The Kinnelon Historical Commission was reorganized and renamed the Historical Preservation Advisory Committee of the Borough of Kinnelon ("Committee") by Ordinance adopted in 2018. Under Ordinance Section 41-4 of the Borough of Kinnelon Municipal Code, the duties and responsibilities of the Committee are as follows:

- A. Research and record all pertinent data relating to the history of the Borough of Kinnelon.
- B. Document all historical buildings within the Borough of Kinnelon.
- C. Make recommendations to the Mayor and Council for the preservation or acquisition of historical sites or places.
- D. From time to time, to advise the residents of the Borough of Kinnelon as to points of interest of its historical heritage.
- E. Conduct lectures, programs and seminars relating to the history of the Borough of Kinnelon, including sites of historical interest.
- F. The Committee is authorized for the administration, operation, maintenance, and guidance of the L'Ecole, Kinnelon Museum ("Museum") and such other Borough properties as may be directed by the Mayor and Council.
- G. The Committee shall prepare an annual budget, which shall be submitted by December 31 of each year to the Borough Clerk. The budget shall include the maintenance and operation of the Museum and any other Borough properties as may be directed by the Mayor and Council.
- H. The Committee is charged with the protection and maintenance of the museum collection and property, no part of which may be disposed of or impaired in any manner without the express authorization of the Mayor and Council. The Committee shall administer the use of the Museum by the community according to the "Use Policy" that has been approved by the Mayor and Council.

**The Long-Range Plan for the Museum is divided into the following categories:**

- 1.) Structure (physical building that houses the Museum)**
- 2.) Collections**
- 3.) Programs**
- 4.) Community**

**The Structure:**

The museum was originally built as a one-room schoolhouse in 1873 and was known as the Meadtown School. There have been three significant building additions to the structure, consisting of the porch, the kitchen area, and the medical office wing and garage. The structure has been utilized for various purposes throughout the years including a school, a community-gathering place, a doctor's home and office, and now as L'Ecole Kinnelon Museum.

In 2011 the Borough of Kinnelon received a grant from the Morris County Preservation Trust to compile a Preservation Plan for the building. The work was completed and submitted to the Morris County Preservation Trust for approval in early 2012. In 2012, the Borough received a grant from the Morris County Preservation Trust to prepare building specifications and bidding documents for the first of a three-part exterior building restoration and rehabilitation plan. The exterior work was funded by additional grants received in 2013, 2015 and 2016. An interior restoration plan was prepared and additional grants were obtained in 2018, 2020 and 2024. That process has continued with work beginning in 2025 as the third and final phase of the interior restoration plan with upgrades to the electrical system and exterior drainage.

**The Long-Range Plan for the Structure:**

- 1.) Continue to take all steps necessary to have the building known as L'Ecole placed on the National Register of Historic Places as the structure is currently listed on the New Jersey Register of Historic Places.
- 2.) Continue to request that the Mayor and Council provide funding from either the general yearly appropriations or from the Borough's Open Space Fund for building improvements.
- 3.) Apply to other possible grant programs to fund additional projects relative to the building structure as appropriate.
- 4.) Continue to execute building improvements and to maintain the building in order to house and operate the Museum.
- 5.) Improve and install an overall interior and exterior video security system.

### **The Collection:**

The Museum Collection consists of documents, photographs, and physical items of interest. The physical items of interest (“objects”) are varied and consist of farm implements and tools, domestic items as found inside historical homes, American Indian items, school items, and other antiques, the majority of which were derived from early Kinnelon families and local governmental institutions.

The collection is displayed in and about the Museum. Some items are stored in the Museum office, located on the second floor, and in other areas of the building. Documents continue to be stored in appropriate archival containers. Some documents are stored in file cabinets.

Photographs are displayed throughout the museum. Historic photographs of Kinnelon are difficult to find. Most tend to be held in the possession of early families, some of which have since moved from the area. In 2011, the Friends of the Kinnelon Museum, a 501(c)(3) corporation that holds various fundraising events to support the Museum, purchased a scanner to help the Committee collect and preserve original photographic images of the Kinnelon area. Scanning of photographs and historic documents is a continuous project. The museum is planning to scan its extensive map collection and other larger print media in the near future. With the purchase of the Past Perfect museum management software, the Committee has been able to better organize and catalogue the collection to achieve greater access to materials for exhibits, programming, and research.

#### The Long-Range Plan for the Collection:

- 1.) Continue to request families in the area share their information with the Museum.
- 2.) Continue to add items of interest by purchase, loan or gift to the Museum.
- 3.) Continue to add display cases and other protective displays to showcase the Museum collection.
- 4.) Continue to develop rotating exhibits so more of the collection can be displayed at appropriate times.
- 5.) Enhance exhibit areas by integrating newer and varied methods of visual display using technology. Internal display system, tablets in display areas, etc.

**The Collection (continued):**

- 6.) Continue to catalogue artifacts and digitalize print media that may be available or loaned to the Committee using museum management software.
- 7.) Develop an index of documents, newspapers, and photographs to assist researchers of local history.
- 8.) Continue to accession additions to the collection and continue to store duplicate accessioning records off-site.
- 9.) Continue to utilize museum management software for further organization of the collection in order to assist with programming, research, exhibit creation and accessioning.
- 10.) Seek and develop oral histories from long time Borough residents.
- 11.) Develop language and/or text to further describe new and existing artifacts.
- 12.) Develop a timeline including photographs to display Borough history.
- 13.) Expand utilization of Past Perfect Program to increase utilization.
- 14.) Acquire a drone and digital camera to document existing conditions.
- 15.) Notify the public about changes to the collection or the displays.
- 16.) Enhance displays to present a more engaging storytelling model. Plans include both a static timeline story and interactive displays including photos, textual description, audio, and video drill down on collections, rooms and topics.

### **Programs:**

The Committee has made great efforts to add to the programming at the Museum. These efforts have included visitors of all ages. Twelve years ago, members of the Committee met with other towns to create the first Pathways Tour. Up until 2020, we participated in the annual Pathways Tour, which included lectures at the Museum on local history. With the Friends of the Kinnelon Museum group, the Museum has held children's programming, a concert series, and annual Anniversary Celebration. With the completion of our final phase of construction in late spring of 2022 and the lifting of Covid-19 restrictions, the Committee plans to offer a lecture series and other programming in the summer and fall of 2022 to celebrate the Borough of Kinnelon's 100<sup>th</sup> year anniversary. The Committee will continue to introduce new programming both at the Museum and off-site within the community to build awareness of the local history.

### **The Long-Range Plan for the Programs:**

- 1.) To continue building the events calendar including participation in the annual Pathways Tour of History, the annual Anniversary Celebration for the Borough, lectures, and concerts at the museum.
- 2.) To research, create, and implement new programming about the history of Kinnelon and the surrounding area.
- 3.) To continue to add to the Museum's library local history materials for use by the public.
- 4.) To work with the Friends of the Museum to publicize and assist in their events.
- 5.) To create traveling exhibits to be utilized off-site within the community thereby expanding the Museum's programming beyond Museum grounds.
- 6.) To encourage a local history program within the public school system.
- 7.) To explore the concept of more off-site events such as historic house or site tours.

**Community:**

Over the last several years we have been involved in the restoration projects at the Museum both on the exterior of the building and currently involving areas of the interior. Even with the intermittent construction we had seen our visitors' numbers continue to increase up to 2020 when we were closed for 18 months and then again currently since December 2021 to complete our final phase of renovation. This final construction phase encompasses the Museum's exhibit areas. The introduction of the Museum's social media presence starting in 2020 has helped keep the Museum engaged with the public during the closures of the last two years. This has brought greater public awareness to the Museum and expanded our demographic reach which will enhance publicity for on-site programming when the museum's renovation is complete in late spring of this year.

The Long-Range Plan for the Community:

- 1.) To continue to implement and shape publicity plan to communicate events and other information about the Museum including our social media presence.
- 2.) To encourage members of the community to become involved with the Museum, and/or to volunteer with the Historical Preservation Advisory Committee or the Friends of the Museum.
- 3.) To build on community awareness of the Museum as a resource.
- 4.) To continue to promote the value of local history within the community.
- 5.) To assist the public with research and award projects at the Museum.
- 6.) To assist area residents with learning about their local history through the Museum collection.
- 7.) Create a standard operating procedure manual for museum operations.
- 8.) Continue to update Museums website with new and different articles.
- 9.) Add links to the Museum website to include various organizational documents.



**Grants received from the Morris County Historic Preservation Trust:**

2011 \$25,200 Preservation Plan  
2012 \$12,480 Contract Documents  
2013 \$205,264 Exterior Restoration  
2014 \$20,800 Construction Documents  
2015 \$135,840 Roof Restoration  
2016 \$115,000 Exterior Restoration  
2017 \$25,920 Construction Documents  
2018 \$187,560 Interior Rehabilitation  
2020 \$263,760 Interior Restoration  
2024 \$138,704 Electrical Upgrades