

**SOMERSET COUNTY CULTURAL & HERITAGE COMMISSION**  
**Thursday, February 3, 2022, Meeting Minutes – Virtual Zoom Meeting**

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**I. Call to Order**

The meeting was called to order at 7:30 p.m. by Commission President Rory Britt in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975.

**II. Pledge of Allegiance**

III. **Swearing In**-postposed as new commissioner had previous engagement

**IV. Roll Call**

**Commissioners:** Rory Britt, Donnetta Johnson, Kathy Faulks, Natalie Pineiro, Don Esposito, Dennis Quinlan, Edwin Scannell, Marge Sullivan

**Staff:** Walter Lane, Thomas D'Amico, Kaitlin Bundy, Natalie Zaman, Robert Meyer

**Advisory Members:** Aldo Adriazola, Brian Faulks, Rose Kopf, Sharon Onderko, Kathleen Palmer, Lori Sequeira

**Members of the Public:**

**Commissioner Liaison:** Deputy Director Melanie Marano

**V. Approval of January 13, 2022, Minutes**

Motion to accept the minutes made by Marge Sullivan and seconded by Don Esposito. Passed.

**VI. Correspondence**

1. Kaitlin Bundy announced that the Somerset County Film Commission launched their website with Somerset County Business Partnership (<https://filmsomersetnj.org/>). It was noted that The Miracle Worker about Helen Keller was filmed at the Peapack-Gladstone Train Station.
2. Tom D'Amico received a letter from Ellison McGovern, Senior Archaeologist at Richard Grubb and Associates advising the county of development of 1423 Route 27 in Franklin Township south of Bennet's Lane. Tom stated there is no known archaeological resources at the location.

**VII. Staff Reports/Old Business**

**The following reports were made by Tom D'Amico:**

**Historic Preservation Grant Program.** The 2022 Historic Preservation Grant Program guidelines and application will be sent next week. Applications will be due April 29, 2022. All remaining contracts for the 2021 grants will be sent out shortly. The County made payments for the Dirck Gulick House in Montgomery and the Dr. John Vermeule House in Green Brook.

**County Preservation Projects. Van Horne House:** County Public Works is working on the east wing of the Van Horne House in Bridgewater. After a long delay the siding has been received. The project includes replacing the siding, installing a new cedar roof and replacing the gutters on the east wing. All of the structural repairs behind the siding are finished; currently the cedar clapboard siding is being installed. This includes installing the wrap behind the siding, painting the siding, and the actual installation of the clapboard siding.

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**Fleischmann Carriage House:** The County has awarded a professional Service Contract to Mills & Schnoering Architects, LLC for a Historic Preservation Plan and a design study for the Fleischmann Carriage House in Colonial Park in Franklin Township.

**Baker-Duderstadt Farmstead:** The County is hiring the Historic preservation firm of Connolly & Hickey to complete a study and plans for the restoration of Baker-Duderstadt Farmstead in the East County Park in Warren Township. We expect the work to begin shortly. This site includes a very rare German fachwerk barn.

**Historic Preservation Master Plan.** The County is updating the County Parks, Recreation and Open Space Master Plan, the Comprehensive Farmland Preservation Plan and developing a new Historic Preservation Plan. The County has contracted with Preservation Strategies to coordinate the report along with the New Jersey Conservation Foundation to develop the Open Space Plan, Land Stewardship Solutions to develop the Farmland Preservation Plan and Barton Ross and Partners to develop the Historic Preservation Plan. The GIS mapping is being handled by Washington College with assistance from the Planning Division's GIS section. As noted at the last meeting the final draft of the Historic Preservation Plan has been completed. It was available for review online and at 15 libraries throughout the County. We had four virtual public meetings and received considerable public input both from the meetings and from comments submitted to the County. The County professional staff received over 300 comments which have been entered into a database that was sent to the Preservation Plan steering Committee for review. A virtual meeting of the Steering Committee will be held tomorrow, February 4, 2022. After any recommended changes from the Steering Committee are incorporated into the Plan, the revised Historic Preservation Plan will be submitted to Cultural and Heritage Commission for endorsement. We will hold the appropriate public hearings and hopefully in May of 2022 the plans will be considered for adoption by the County Planning Board as part of the County Master Plan.

**The following reports were made by Kaitlin Bundy:**

**Local Arts Program Grant. 2021 Grant:** Staff has released final payments to seven (7) of the eleven (11) 2021 LAP Re-grant organizations and continues to work with the remaining four (4) to finalize their final reports. Release of the final payment is required before any organization also receiving funding in 2022 is able to receive any 2022 funding. Staff is in final review of the final report for the NJ State Council on the Arts which is due on February 11, 2022.

**2022 Grant:** Staff has submitted the contract to the State Arts Council for the 2022 grant, which has been approved by the state. Finance confirmed receipt of our first payment for that grant from the state. Staff is working with the Clerk of the Board for the County Commissioner's and we are hoping to do the big check presentation for all the 2022 grant recipients at the late March Commissioner meeting. Staff will let the Commission know once this is confirmed so that if anyone would like to participate in the photo opportunity they may.

Kaitlin has been asked to participate in the State Arts Council's working group to review future LAP criteria and guidelines in preparation for a new grant round with the State for FY2025.

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**NEA ARP Subgranting for Local Arts Agencies Grant:** Staff attended a Q&A session run by the National Endowment for the Arts on January 25, 2022 to go over questions and concerns for our NEA ARP grant. Staff has received a number of calls and emails from locals asking about this grant and when it will go live. As this is a new grant and federal money, staff is taking the necessary time to slowly review all of the NEA's guidelines and make necessary updates to our current guidelines to fit the requirements of this new grant. Staff plans to have a more solidified timeline for this grant by the Commission's March meeting.

**The following reports were made by Natalie Zaman:**

**County History Partnership Program Grant. 2021 Grant:** Staff filed our final report with the Historical Commission at the end of January. We released final payments for two (2) of 2021 re-grantees and are working with the remaining two (2) organizations to adjust some minor errors on their final reports. Once this is done, we will release their final payments and close out the 2021 CHPP Grant.

**2022 Grant:** Staff has started working on the 2022 contract for the State Historical Commission. For our 2022 Re-grantees, staff is working with the Clerk of the Board for the County Commissioners and we are hoping to do a ceremonial check presentation for all the 2022 grant recipients at the late March Commissioner meeting. Staff will let the Commission know once this is confirmed so that anyone who would like to participate will have the opportunity to do so.

**2023-2025 Grant Cycle:** This spring we will apply to the New Jersey Historical Commission for CHPP funding for 2023 through 2025. The Declaration of Intent is due April 1, 2022 and the application itself is due May 2, 2022. We are waiting for the Historical Commission to publish their guidelines and open the DOI portal during which time we will be drafting our DOI and proposal.

**Cooperative Marketing Grant.**

**2021 Grant:** We are in the process of completing our final report to the Department of State, Division of Travel and Tourism, due February 15, 2022. Interesting data is coming in from the magazines regarding digital stats, e.g. according to Hudson Valley's analytics, our ad got 5% more clicks than the national average, so people are learning about us.

**2022 Grant:** We will begin organizing the ads for this year's grant once plans for the 2022 Journey Through the Past are discussed and finalized.

**VIII. New Business/Action Items**

1. C&H Committees: Rory Britt will be discussing with the Executive Board the committee assignment for 2022, only 4 commissioners per committee otherwise it's an official meeting.
2. 2022 Journey Through the Past: Katlin informed the Commission that Staff would like to start putting together the participation forms and some of the basic marketing materials for the 2022 Journey. The Commission was asked to discuss any changes, alterations or new ideas that should be considered with the overall planning for the 2022 event. Staff would also like to schedule a photo/video shoot in the spring to use for marketing purposes. Kaitlin also noted that the Somerset County's Calendar of Events has the Diversity Program on the same weekend as

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Journey Through the Past again. This is our 17<sup>th</sup> year of holding the JTTP on the second full weekend in October and the date is coordinated with our neighboring counties because we draw from the same audience.

**IX. Commissioner Comments**

1. Marge Sullivan announced the Heritage Trail will be holding the 5 Generals Middlebrook Bus Tour Sunday February 20, 2022. To Register go to [www.heritagetrail.org](http://www.heritagetrail.org) or call (310) 691-9388.
2. Kathy Faulks announced Tory Jack Day Saturday February 12, 2022, at the Abraham Staats House. Joe Becton will present “US Colored Troops and Juneteenth”. It will be his last program for us as he is retiring. <https://www.staatshouse.org/events/tory-jack-day/>
3. Donnetta Johnson announced that work on Somerset County’s Juneteenth program has begun and welcomes volunteers/partners.
4. Natalie Pineiro said that the Downtown Somerville Alliance may be interested in partnering with Juneteenth to make a weekend around the County’s program.

**X. Advisory Committee Comments**

1. Aldo Adriazola asked about the distribution of information for the Journey Through the Past event. Kaitlin responded that materials will be disseminated in the near future.
2. Kathleen Palmer:
  - a) asked for an update of the stained-glass windows; Tom stated that the project is under review by NJ State Historic Preservation Office for approval and includes the west side window and the three windows below it
  - b) announced that Kip Bateman is retiring February 24, 2022
  - c) suggested that the large-print books from Journey Through the Past may be delivered to nursing homes in advance
  - d) announced that the Bernardsville Fire Company will have their Anniversary Celebration in September
  - e) announced that her gallery will be hosting a reception for Don Allen from Neshanic on Friday, February 11, 2022 from 6:00 p.m. to 9:00 p.m.

**XI. Open Meeting to the Public**

**Announcements/Other News:**

**The next SCC&H meeting will take place VIRTUALLY on Thursday March 3, 2022.**

**XII. Adjournment**

Adjournment 8:29 p.m.

Motion made by Marge Sullivan and seconded by Donald Esposito. Passed.

Respectfully submitted,  
Kathy Faulks, Secretary

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