

## **NEW JERSEY HISTORIC TRUST**

### **NJHT Board of Trustees Meeting Wednesday, September 21, 2016 Count Basie Theatre Red Bank, Monmouth County**

#### **Call to Order**

Ms. Omogbai called the meeting to order at 10:13 a.m.

#### **Open Public Meetings Act**

Ms. Guzzo notified the Board that notice of the meeting was made in accordance with the New Jersey Open Public Meeting Act.

#### **Roll Call**

Ms. Guzzo called the roll and confirmed the meeting had a quorum.

Trustees present: Janet Foster, Deborah Kelly, Peter Lindsay, Katherine Ng, Meme Omogbai, Chris Perks, Patricia Anne Salvatore, Katherine Marcopul, Kenneth Miller, Robert Tighue, and Sean Thompson.

NJHT Staff present: Dorothy Guzzo, Judith Murphy, Glenn Ceponis, Catherine Goulet, Michele Racioppi and Cameryn Hinton (Trust DAG).

Also present: Evelyn C. Murphy, Allison Trimarco, Joe Salvatore, Ralph Siegel, Tim Hart, and Adam Phillips.

#### **Public Comment**

Ms. Omogbai welcomed everyone to the annual meeting of the Trust Board and thanked Brian Phillips the CEO of the Count Basie Theater for hosting the meeting. Mr. Phillips gave a brief history of the space and welcomed the Board.

Ms. Omogbai asked if Board members had any conflicts with agenda items. Ms. Foster and Ms. Ng acknowledged their conflicts with either extension requests or grant awards. Ms. Omogbai noted the conflicts and then proceeded with the meeting.

#### **Election of Officers**

Ms. Omogbai called for a report from the Nominating Committee. Mr. Perks, Chair of the Committee and Ms. Ng committee member presented the slate of officers being recommended to the Board. Chair – Janet Foster, Vice Chair – Kenneth Miller, Secretary – Katherine Ng, and Treasurer – Robert Tighue. Ms. Omogbai thanked the Nominating Committee for their work. Being no additional nominations from the floor Ms. Omogbai made a motion to accept the slate of officers as presented, seconded by Ms. Kelly – the motion passed.

Ms. Omogbai spoke about the upcoming community meeting schedule for after the Board meeting and encouraged board members to introduce themselves to the public participating in the stakeholders meeting. Ms. Omogbai also thanked the public for attending the Board meeting and provided special thanks to Evelyn Murphy for her support and help as an active constituent of the Trust over the years. Ms. Omogbai then thanked the Board for its support during her time as Board Chair and asked that the Board provide the same level of support to Ms. Foster as she begins her tenure as Board Chair.

Ms. Foster thanked Ms. Omogbai for her leadership.

### **Approval of Minutes**

Ms. Foster asked if anyone had comments on June's meeting minutes. There being none Ms. Kelly made a motion to approve the minutes, seconded by Mr. Perks. The motion passed unopposed.

### **Communications**

Ms. Foster referenced the articles and items in the board packet. Ms. Guzzo referenced the letter from Senator Allen regarding completion of a Trust-funded project.

### **Reports of Officers**

#### **Chair:**

Ms. Foster spoke to the Trust's committee structure and encouraged Board members to consider civilian members who might be invited to become members of our standing committees. Of particular importance is the need for a legislative liaison. The Trust needs to be critically engaged with the legislature and it needs someone to keep an eye on legislation and be able to meet with like-minded groups.

#### **Vice Chair**

No report.

#### **Treasurer:**

Mr. Miller thanked Ms. Guzzo for assembling the report. Mr. Miller reported that the Trust was approximately \$55,000 under budget for FY16. At the request of Ms. Omogbai Ms. Guzzo explained how unused administrative funds go back into the State General Fund, whereas, in the past it went back into the Trust's grant fund account for re-granting. Under the CBT (Preserve NJ Fund) 5% of administrative funds will come from the program funds and the remainder will come from the State General Fund and any unused administrative funds will go back to the State General Fund. Mr. Miller then continued to review the Treasurer's report. Approximately \$8.3 million will be available for grants and administration. A portion of this comes from past accounts, a portion from CBT set aside for the Trust and a onetime disbursement of approximately \$3 million from a diesel mitigation fund (also part of the CBT fund).

Following a review of the FY 17 budget, which remained similar to FY16, Mr. Miller made a motion to approve the FY17 budget, seconded by Ms. Omogbai. The motion was approved.

**Secretary:**

Ms. Ng was welcomed as the new Board Secretary.

**Executive Director's Report**

Ms. Guzzo referenced the Executive Director's and the staff reports in the board packet. Ms. Guzzo reported that the Trust has contracted with consultants for Strategic Planning, marketing the Discover NJ History License Plate, and will be putting out an RFP for a consultant to lead the next Best Practices workshop with our partners at the Historical Commission. Ms. Guzzo also hoped to have news on the Trust's new fiscal hire (Carrie Hogan subsequently began her employment at the Trust).

**Report of the Department of Community Affairs**

No Report.

**Report of the Department of Environmental Protection**

Ms. Marcopul reported that HPO that three new staff members started Monday filling vacancies, which should be a great help in the office.

**Report of the Department of Treasury**

Mr. Tighue reported that there was no news to convey from the Treasurer's Office, but did inform the Board of an event scheduled for September 28<sup>th</sup> by the Trenton Downtown Association highlighting the 10 Most Significant Sites in Trenton. Mr. Tighue also mentioned some of the events scheduled for Patriot's Week in Trenton the week between Christmas and New Year. All the events are open to the public.

**Report of the Executive Committee**

No report

**Report of the Grants & Loans Standing Committee**

Ms. Kelly referenced the Grants & Loans Committee Report in the Board packet.

The Grants & Loans Committee met on August 30, 2016. Ms. Ng recused herself from discussion on the following requests for extensions: Hinchliffe Stadium, Jacobs Chapel, Paulus Hook, Princeton Nurseries and Hackensack Waterworks. Ms. Kelly reviewed the Committee's recommendation for the following request for extension:

**Grantee:** Friends of Hinchliffe Stadium

**Project:** Hinchliffe Stadium

**Grant Award No.:** 2010.2104

**Grant Award:** \$500,000.00

**Drawdown:** 0.00%

**Municipality:** Paterson City

**County:** Passaic

*The Committee recommends an extension to the work period to August 15, 2017 and an extension to the contract period to August 15, 2018 to allow for time to complete the final close out paperwork.*

**Grantee:** Jacob's Chapel Colemantown Foundation

**Project:** Jacob's Chapel AME Church

**Grant Award No.:** 2012.0045

**Grant Award:** \$50,000

**Drawdown:** 80%

**Municipality:** Mount Laurel

**County:** Burlington

*The Committee recommends an extension to the grant period to December 31, 2016 in order to complete the sign and submit final report materials.*

**Grantee:** Historic Paulus Hook Assoc., Inc.

**Project:** Paulus Hook Park

**Grant Award No.:** 2010.0065

**Grant Award:** \$50,000.00

**Drawdown:** 80%

**Municipality:** Jersey City

**County:** Hudson

*The Committee recommends an extension to the work period to December 31, 2016 and an extension to the contract period to March 31, 2017.*

**Grantee:** South Brunswick Township Historic Preservation Commission

**Project:** Princeton Nurseries, Kingston

**Grant Award No.:** 2008.2098

**Grant Award:** \$290,000.00

**Drawdown:** 0%

**Municipality:** South Brunswick Township

**County:** Middlesex

*The Committee recommends an extension to the grant period to August 8, 2018.*

**Grantee:** Warren County

**Project:** Morris Canal Inclined Plane 9 West

**Grant Award No.:** 2010.1027

**Grant Award:** \$43,198.00

**Drawdown:** 0%

**Municipality:** Greenwich Township

**County:** Warren

*The Committee recommends an extension to the grant period to December 2017 to complete the work and submit closeout documentation.*

**Grantee:** Bergen County

**Project:** New Milford Plant of the Hackensack Water Company

**Grant Award No.:** 2010.2091

**Grant Award:** \$704,384.00

**Drawdown:** 0%

**Municipality:** Oradell Borough

**County:** Bergen

*The Committee recommends an extension to the grant period to December 30, 2017 to account for potential construction delays and allow time to submit final paperwork.*

**Grantee:** Paterson MUA (City of Paterson Div. of Historic Preservation)

**Project:** SUM Great Falls Hydroelectric Plant

**Grant Award No.:** 2010.2091

**Grant Award:** \$180,000.00

**Drawdown:** 28%

**Municipality:** Paterson

**County:** Passaic

*The Committee recommends an extension to the grant period to August 15, 2018 to accommodate the prequalification and bidding process.*

**Grantee:** Lincoln Park / Coast Cultural District

**Project:** South Park Presbyterian Church

**Grant Award No.:** 2010.2018

**Grant Award:** \$300,000.00

**Drawdown:** 20%

**Municipality:** Newark

**County:** Essex

*The Committee recommends an extension to the grant period to August 31, 2018 to complete the work and close out the project.*

**Grantee:** Bayshore Center at Bivalve

**Project:** Bivalve Shipping /Sheds and Wharves

**Grant Award No.:** 2012.H065

**Grant Award:** \$46,125.00.00

**Drawdown:** 80%

**Municipality:** Commercial Township

**County:** Cumberland

*The Committee recommends an extension to the grant period to April 30, 2017 to allow extra time to submit closeout paperwork.*

**Grantee:** Orange City

**Project:** Orange City Hall

**Grant Award No.:** 2008.2125

**Grant Award:** \$140,500.00

**Drawdown:** 0.00%

**Municipality:** Orange City

**County:** Essex

**Justification:** *The Committee recommends an extension to the grant period to December 31, 2016 in order to complete punch list items, pay the contractor and submit a final report and reimbursement request.*

**Grantee:** Fanwood –Scotch Plains Rotary Frazee House

**Project:** Elizabeth and Gershom Frazee House

**Grant Award No.:** 2012.0012

**Grant Award:** \$50,000.00

**Drawdown:** 80%

**Municipality:** Scotch Plains

**County:** Union

*The Committee recommends an extension to the grant period to December 1, 2016 in order to review the final work products and submit a final report and reimbursement request.*

Mr. Miller made a motion to follow the recommendation of the Committee and extend the grant for Hinchliffe Stadium as presented, seconded by Ms. Omogbai. Ms. Ng recused herself. The motion passed. Ms. Kelly made a motion to follow the Committee's recommendation and extend the grants for Jacobs Chapel and Paulus Hook as presented, seconded by Mr. Miller. Ms. Ng recused herself. The motion passed. Mr. Perks made a motion to follow the recommendation of the Committee and grant extensions for Princeton Nurseries and Hackensack Waterworks as presented, seconded by Mr. Lindsay. Ms. Ng recused herself. The motion passed. Ms. Kelly made a motion to extend the remaining grant extensions as presented, seconded by Mr. Tighue. The motion passed.

### Open Grants

There was a brief discussion about the Orange Public Library and the legal issues currently under investigation. It was made clear that the grant from the Trust was not related to the legal issues with the Borough.

### FY 15 CBT Grant Round

Prior to a discussion of the recommended grants Ms. Foster recused herself from discussion of Hartley Dodge Memorial and Ms. Ng recused herself from all grant award discussions. Ms. Guzzo then presented statistics and the process associated with the grant round including selection criteria, breakdown of application by county, and legislative requirements. The Committee is recommending the award of 25 grants totaling \$2.9 million. The staff then briefly went through each recommended project. Following the presentation Ms. Kelly made a motion to accept the recommendation of the Committee to award a grant for the Hartley Dodge Memorial, seconded by Mr. Miller. Ms. Foster and Ms. Ng recused themselves from the vote. The motion passed. Ms. Kelly then made a motion to accept the recommendation of the Committee for the remaining 24 grants, seconded by Mr. Miller. Ms. Ng recused herself from the vote. The motion passed.

### Future CBT Grant Round

Ms. Kelly presented the proposed grant schedule included in the Committee report. She reported that the Committee is considering the grant round to include awards for both planning and capital grants. At this point it was not determined how much would be made available for grants. Ms. Guzzo explained that the current legislation allows for us to use existing regulations until new regulations are adopted.

### Cultural Trust

Ms. Kelly spoke about the upcoming Cultural Trust grant round in 2017. We will not know the amount available for grants until next July when available amounts are calculated. This upcoming Cultural Trust grant round will utilize the State's SAGE system of grant management for the first time with our capital grants. Ms. Foster added that based on projected fund availability, individual grant awards will likely be lowered and capped at \$25,000.

### 1772 Foundation Grant Round

The Trust and 1772 Foundation will be announcing its next grant round on Friday. Applications will be due into the Trust on December 16.

### Discover New Jersey History License Plate Fund

Ms. Kelly reviewed the one application received by the Trust and included in the Board packet. The application was submitted by the Washington Association of New Jersey. They requested \$5,000 for wayside and wayfinding interpretive signage. The committee recommends approval of the grant. Ms. Kelly made a motion to approve the grant award, seconded by Mr. Miller. The motion passed.

Ms. Kelly reported that the Trust reviewed three responses to our request for proposal for marketing research into the Discover NJ History License Plate. The consultant, Integrated Marketing Services was hired for \$14,500. Ms. Kelly expressed her and the committee's excitement about getting the project started.

#### **Report of the Easements and Acquisitions Standing Committee**

Mr. Miller reviewed the Committee's report and highlighted the issue the sale of the Princeton Post Office is encountering. Specifically, the original property boundary is so tight to the building it is causing concerns from the potential new owners regarding access into the building. The issue is being worked out by the potential owners, the Postal Service, Green Acres, Princeton Township (owner of the surrounding property) and the Historic Trust as the eventual easement holder.

#### **Report of the Combined Strategic Planning and Legislation and Policy Standing Committees.**

Ms. Foster reminded the Board about the strategic planning meeting scheduled for the Board on October 26<sup>th</sup> in Ocean Grove. She asked that everyone arrive early so that it can start by 9am.

Ms. Omogbai said there is interest from the legislature to move our grants forward. Also, there will be community partners at the stakeholders meeting this afternoon that may be of assistance.

#### **Report of the Education and Outreach Committee**

Ms. Salvatore referenced the Committee's report in the Board packet. Ms. Salvatore reported that with our increased activity in heritage tourism she reached out to the NJ Office of Travel and Tourism to see if the Trusts activities could somehow be incorporated into its website, but was told no. Ms. Salvatore then followed up with the Deputy Director at NJ Office of Travel and Tourism and asked if there could at least be a link with our heritage tourism component and was told no again.

#### **Fiscal Oversight**

Ms. Guzzo explained that the Trust does not need to conduct an audit because we are part of the State system; however, if we want an independent audit we could request proposals, but it would be at our own cost. Ms. Omogbai mentioned that having an audit would help if we go after outside grants. Ms. Guzzo stated that there is money budgeted for an audit if the Board chooses to pursue it in the future.

#### **Unfinished Business**

Ms. Foster brought up the tentative schedule for 2017 Board meeting dates. Ms. Guzzo also stated that next year's History and Historic Preservation Conference will take place on June 7<sup>th</sup> and 8<sup>th</sup> at Middlesex Community College. Part of the focus will be the 100<sup>th</sup> anniversary of the end of WWI.

#### **New business**

No new business



**Public Comment:**

Ms. Trimarco mentioned the community stakeholder meeting scheduled for this afternoon. She, as the meeting's facilitator, mentioned the overall goal is to inform stakeholders of the Trust's current and future situations as well as to engage our stakeholders moving forward.

Approximately forty people are expected to attend. Ms. Omogbai added that this community meeting will be important in gathering information to help inform the Board's strategic planning retreat in October.

Tim Hart told the Board about Ocean County's \$3 million project advancing at the Cedar Bridge Tavern; specifically, how Trust funding was crucial in moving the project forward and increasing the county's interest and commitment for additional funding. Ms. Murphy similarly thanked the Historic Trust Board and staff for its time and efforts. She conveyed that having the Trust as a resource makes a big difference to grantees and their constituents. The Board likewise thanked Mr. Hart and Ms. Murphy for their help and long term support of the Trust.

Ralph Segal the Executive Director of the Garden State Preservation Trust spoke about the 2014 voter referendum and informed the Board about additional funds that will be distributed to the participating state agencies from a diesel risk mitigation fund. The Trust is schedule to receive a one-time allotment of \$3.345 million to be used for grants. Mr. Siegel further explained that since the amount of funds derived from the Corporate Business Tax will not be known until the tax is collected, we have been instructed to base budgets on 75% of the anticipated revenue. That way it will be unlikely that the programs will go over budget. Mr. Siegel also reminded the Board that this is a dedicated and permanent source of funding. Money not spent by an agency within a fiscal year will remain in that agency's account for future use. He told the Board that the Trust could expect approximately \$3 million for each of the next three years. Ms. Foster thank Mr. Siegel for coming to the meeting and addressing the Board.

**Adjournment**

There being no additional business, Ms. Foster made a motion to adjourn the meeting, seconded by Ms. Salvatore. The motion passed and the meeting adjourned at 11:54.