

## NEW JERSEY HISTORIC TRUST

NJHT Board of Trustees  
Board Meeting  
Thursday, March 14, 2013  
Department of Community Affairs Building  
Trenton, New Jersey

### **Call to Order**

Mr. Perks called the meeting to order at 10:18 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: Raymond Arcario, Carolann Clynes (via conference call, left the meeting at 11:02), John Hatch, Deborah Kelly, Ken Miller (via conference call), Ana Montero (left the meeting at 11:16), Meme Omogbai (arrived 10:28, left the meeting at 11:26), Chris Perks, Daniel Saunders, and Elan Zingman-Leith.

NJHT Staff present: Dorothy Guzzo, Glenn Ceponis, Judith Adams, Catherine Goulet, and Lauren Giannullo

Also present: Susan Zingman-Leith, Donna Ann Harris, Jill Murphy, Emmi Morse, Sophia Jones, Shirley Maxwell, Bryon Bossler, and Margaret Westfield.

### **Approval of Minutes**

Mr. Zingman-Leith made a motion to approve the minutes from the December board meeting which was seconded by Ms. Kelly. The motion passed by voice vote.

### **Communications**

Ms. Guzzo referenced a letter the Trust received from the IRS reinstating the Trust's 501(c)(3) status retroactive to when it was rescinded. The letter also confirmed that moving forward the Trust would not have to submit an annual 990 form to the IRS.

### **Reports of Officers**

#### **Chair:**

No report.

#### **Vice chair**

No report

**Treasurer:**

Mr. Saunders referenced the Treasurer's report within the Board packet provided to all Board members. Mr. Saunders reported that overall the Trust is in sound condition. He mentioned that some line items are under budget and the few items that are over budget are minimally so. The item showing a larger negative balance (Joule Staffing) can be made up through the use of the balance that had been budgeted for a staff position that had been vacated through retirement. Mr. Saunders reported that following the anticipated award of the 2012 HSM grants, the Trust will have approximately \$2 million available in the Historic Preservation Bond Program Fund Account for future grant use.

Mr. Perks ask if there were any comments or questions. With no comments Ms. Kelly made a motion to accept the Treasurer's report, seconded by Mr. Arcario. The motion passed unanimously.

**Secretary:**

No report.

**Executive Director's Report**

Ms. Guzzo referenced the Executive Director's and the staff reports in the Board packet. Ms. Guzzo announced that Lauren Giannullo was now a full time staff member of the Trust. Ms. Guzzo commented that the outside auditors have completed their audit of the Trust and will present their findings later in the Board Meeting. Ms. Guzzo then updated the Board on the preparation of the book on the history of the preservation movement in New Jersey. The consultant is continuing his research and writing. Rutgers University is interested in publishing the book. The Trust is waiting for cost estimates on various formats.

*At this point, with the arrival of Ms. Omogbia and all Board members present, Ms. Guzzo stopped her report and Mr. Perks redirected the board to Ms. Kelly and the recommendations of the Grants & Loans Committee and other items requiring a Board vote.*

Ms. Kelly presented the following request for extension of an open grant.

Grantee: Burlington County Historical Society

Project: Presidents, Patriots, and Printers Tour

Grant Award No.: 2008.0064

Grant Award: \$24,000.00

Drawdown: 80%

Municipality: Burlington

County: Burlington

The Committee recommends an extension of the work period and grant agreement period to June 30, 2013. Mr. Miller moved to accept the Committee's recommendation, seconded by Mr.

Zingman-Leith. The motion passed unanimously.

At this point in the meeting the Grants & Loans Committee presented its recommendations for the 2012 HSM Grant Round. In order to ensure no conflicts with Board members the projects were grouped into four categories: Religious Properties, Non-Profit Properties, Government Properties, and Heritage Tourism Properties. Ms. Guzzo explained that the State Ethics Commissions had approved the voting method being used.

Mr. Perks then turned the meeting over to the Vice-Chair Ms. Omogbai. Mr. Hatch and Mr. Perks recused themselves and left the room at this point to avoid any perception of a possible conflict with this group of projects. Ms. Goulet then provided a powerpoint presentation of the projects recommended for funding in the category of religious properties (*see spreadsheet at the end of the meeting minutes*). Ms. Kelly moved to accept the recommendations of the Grants & Loans Committee to fund twelve religious properties totaling \$505,260, seconded by Mr. Zingman-Leith. The motion passed by voice vote with no abstentions.

At this point Mr. Hatch re-entered the room and Ms. Kelly recused herself and left the room to avoid any perception of a possible conflict of interest with the next group of projects. Ms. Goulet then presented a powerpoint presentation of the projects recommended for funding in the category of Non-Profit properties (*see spreadsheet at the end of the meeting minutes*). Mr. Saunders moved to accept the recommendations of the Grant & Loans Committee for fourteen projects submitted by non-profit organizations totaling \$433,782, seconded by Ms. Clynes. The motion passed by voice vote with no abstentions.

At this point Ms. Kelly re-entered the room and Mr. Perks continued to recuse himself and remained out of the room to avoid any perception of a possible conflict of interest with the next group of projects. Ms. Goulet then presented a powerpoint presentation of the projects recommended for funding in the category of Government properties (*see spreadsheet at the end of the meeting minutes*). Mr. Zingman-Leith moved to accept the recommendations of the Grant & Loans Committee to fund eight Government owned properties totaling \$307,917, seconded by Ms. Kelly. The motion passed by voice vote with no abstentions.

At this point Mr. Perk rejoined the meeting. Ms. Goulet then presented a powerpoint presentation of the projects recommended for funding in the category of Heritage Tourism projects (*see spreadsheet at the end of the meeting minutes*). Mr. Saunders moved to accept the recommendations of the Grant & Loans Committee to fund three heritage tourism projects totaling \$146,125, seconded by Ms. Kelly. The motion passed by voice vote with no abstentions.

Mr. Perk resumed control of the meeting for voting on the Discover New Jersey History License Plate Fund grants. Ms. Kelly and Mr. Zingman-Leith recused themselves and left the room to avoid any perception of a possible conflict of interest with this next group of projects. Ms. Clynes reported that there were four applications for funding from the Discover New Jersey History License Plate Fund during the last quarter. Ms. Clynes reported that the Grants & Loans Committee recommended funding the following projects:

**Applicant:** Mid-Atlantic Center for the Arts and Humanities, Cape May, Cape May

**Request:** \$2,200, **Recommendation:** \$2,200

Applicant requests funding to re-mount existing interpretive signage throughout the lighthouse and install new interpretive panel at base.

**Applicant:** Montclair Historic Preservation Commission, Montclair, Essex County

**Request:** \$2,800, **Recommendation:** \$2,800

Applicant requested funding to develop an architectural walking tour for the historic district in Montclair. The total project budget is \$4,132 and the balance will come from the municipality.

**Applicant:** Crossroads of the American Revolution

**Request:** \$3,000, **Recommended award:** \$2,500

Applicant requested funding to conduct a two day facilitated workshop for “experienceology training” for the partners in the Crossroads Heritage Area. The total budget is \$18,000 and the balance will be funded by the National Park Service and the Crossroads organization.

**Applicant:** Alice Paul Institute

**Request:** \$2,845; **Recommendation:** \$2,845

Applicant requested funding for a facilitator to bring together stakeholders in the Women’s History Website Project to determine goals for the web presence showcasing the women’s heritage trail.

Mr. Hatch made a motion to accept the recommendations of the Grants & Loans Committee for the four Discover New Jersey History License Plate fund projects, seconded by Ms. Omogbai. The motion passed by voice vote with no abstentions.

At this point Ms. Kelly and Mr. Zingman-Leith rejoined the meeting.

Mr. Perks then opened the meeting for public Comment.

Ms. Sophia Jones approached the Board and introduced herself as the former Chairperson of the Willingboro (Burlington County) Historic Preservation Commission. Ms. Jones then explained how the Trust had previously funded the preparation of a preservation plan for the Township’s historic one room schoolhouse. Ms. Jones explained how receiving the Trust grant helped forge great partnerships between the local municipality, the county, and the state. These partnerships allowed the township to move forward with the project of restoring the schoolhouse. Ms. Jones concluded by stating that Willingboro is a small town and has little in the way of funding for projects such as this, so receiving a grant like this is very important and makes a big difference. Ms. Jones thanked the Trust for its support.

Ms. Shirley Maxwell approached the Board and introduced herself as the President of the Kenilworth Historical Society (Union County). She wanted to thank the Board for its past support for the Oswald J. Nitschke House in Kenilworth. In addition to its financial support, Ms. Maxwell expressed her gratitude to the Trust for sharing in the vision of restoring the Nitschke House. She reported that the current phase of construction was nearing completion and that they were about to receive a Certificate of Occupancy for the historic site. She announced an open

house at the site for May 18<sup>th</sup>. Ms. Maxwell commented that receipt of Trust grants have helped her organization get local and county support. The grant just awarded to the Historical Society will be used to start the next phase of work.

Ms. Omogbai commented that it is wonderful to hear from past grant recipients.

At this point Mr. Perks closed the public comment portion of the meeting.

Ms. Guzzo then resumed her Executive Director's report.

Ms. Guzzo reported that the Trust is contracting with Mr. Howard Green of Public History Partners to prepare the Capital Needs Survey analysis and report.

Ms. Guzzo reported that the while the funding transfer to the Division of Travel and Tourism, Department of State, has occurred to analyze the benefits of heritage tourism, the report will not be completed until after the annual tourism conference. This is a missed opportunity. We were hopeful to utilize the conference to get the word out. It would have dovetailed nicely with the post-Sandy tourism push.

Ms. Guzzo and Mr. Ceponis briefly reported on the Best Practices Workshop co-sponsored with the NJ Historical Commission. Approximately 80 individuals representing 48 organizations attended the workshop on building board capacity. The workshop leader, Brian Crocket, received 100% excellent feedback from the participants. Because of the interest and success of the workshop, the Trust and Historical Commission are considering repeating the workshop in the fall. Ms. Guzzo reported that the Trust and Historical Commission have been discussing the possibility of running a pilot program on building board capacity. The pilot program would focus on approximately five organizations and provide intense guidance on board development. The concept of the pilot program is based on an initiative of the National Trust and 1772 Foundation in building board capacity of African American history organizations. Ms. Omogbai commented that board capacity is not only a problem nationally, but internationally. Ms. Guzzo stated that we are looking for outside funders for the pilot program and that we estimate it would cost between \$25,000 and \$30,000. Ms. Omogbai offered her assistance in developing the program and said that it could not be more helpful or timely.

Ms. Guzzo then reported on the 2013 History and Preservation Conference. Ms. Guzzo indicated that fundraising is going well so far and thanked Ms. Omogbai and the Newark Museum for their assistance. Ms. Guzzo stated that the Advocates for New Jersey History are sponsoring a reception the night before the conference at the Newark Museum. The reception is an important opportunity to bring all the Boards together.

### **Report of the Department of Community Affairs**

Ms. Montero reported that the State has posted its action plan for distributing \$1.8 billion in HUD funding for Sandy relief on its website. The plan is currently in the public comment phase and HUD needs to approve the plan prior to the disbursement of funds. Ms. Montero highlighted

portions of the plan and how DCA has been working closely with other state agencies, specifically EDA, DEP, and FMHA. Funds will be distributed through these agencies. Ms. Montero pointed out that all the projects will need to go through environmental and HPO review. Ms. Montero estimates \$25 million of the funds will be set aside for reestablishing tourism, especially along the shore. EDA will oversee the disbursement of these funds. The bulk of the remaining funds will be used for housing and infrastructure repair. This is especially needed to help municipalities with low ratables. The funds will also be used to help municipalities meet their 25% match for FEMA funds. Ms. Montero asked fellow Board Members to pass along the DCA website to their network of contacts to review the action plan.

### **Report of the Department of Environmental Protection**

Mr. Saunders reported that his office and DEP have been working a lot with DCA on post-Sandy efforts. These coordinated activities are meant to move actions quickly and make sure areas in need of assistance are being addressed. Mr. Saunders also stated that the federal government has set aside \$50 million for historic preservation efforts. The funds will be distributed through the Interior Department and New Jersey is expected to receive a good portion of the funding. Use of the funds appear flexible as long as the properties are listed on or determined eligible for listing on the National Register of Historic Places and that the work meets the Secretary of the Interior's Standards. Ms. Kelly asked if additional funds were being provided for additional staff to conduct the additional reviews. Mr. Saunders indicated that administrative funds were provided for in the \$50 million allocation.

### **Report of the Department of Treasury**

Mr. Arcario provided an update on Treasury's efforts at Greystone. The feasibility study for the reuse of Greystone is being finalized and is expected to be complete by early April. The project was funded in part with a grant from the Historic Trust. Treasury is in the process of developing a Request For Expression of Interest on Greystone's redevelopment. The RFEI would go out to developers to gauge the level of interest in the project. This is also expected to go out by early April.

### **Reports of the Standing Committees**

#### **Audit Committee**

Ms. Jill Murphy of Mercadien presented the findings of the financial audit she completed for the Trust. Ms. Murphy stated that the Trust received an unqualified opinion, which is the highest opinion it could receive. She stressed that there were no significant issues and that there was nothing unusual. She thanked the Trust and Trust staff for its assistance. Ms. Guzzo reminded the Board that a draft copy of the auditor's report was included in their Board packet. Following Ms. Murphy's presentation Mr. Perks asked if there were any questions regarding the audit report. Being no questions or comments Mr. Zingman-Leith made a motion to accept the Mercadien audit report, seconded by Mr. Saunders. The motion passed by voice vote with no abstentions.

*At this point (11:26) Ms. Omogbai left the meeting and quorum was lost.*

### **Grants & Loans Committee**

Ms. Kelly referenced the Grants & Loans Committee Report in the Board packet and began with a discussion on 2010 grants. Ms. Kelly reported that three of the fifty-eight grants awarded in the 2010 grant round were not executed and that the funds from those awards would go back into the account for future grants. The three projects that did not move forward are:

2010.2106 Hudson and Manhattan Railroad Powerhouse, Jersey City	\$250,000
2010.0044 Quakertown Methodist Episcopal Church, Franklin Twp.	\$ 7,500
2010.0043 Old Paterson Post Office, Paterson	\$ 50,000

### 1772 Foundation

Ms. Kelly reported that the 1772 Foundation is partnering once again with the Historic Trust to oversee its New Jersey grant round. The 1772 Foundation is providing \$290,000, which is \$90,000 more than the last two years. The maximum amount of each grant is \$15,000 and each award has a one-to-one match requirement.

### Open Grant Spread Sheets

Ms. Kelly referenced the open grants in the Board packet and briefly reviewed East Point Lighthouse, Carnegie Library and Ellis Island. As a follow-up to the Ellis Island discussion Mr. Saunders reported that the National Park Service is scheduled to receive \$365 million to put towards parks damaged by Sandy. Mr. Arcario provided information on the damage done to the terminal building at Liberty State Park.

### Future Considerations

Ms. Kelly informed the Board that the Grants & Loans Committee has begun to discuss private membership clubs as applicants to the Historic Trust. The discussions were triggered by an applicant in the 2012 grant round. While they are eligible applicants as a 501c3 non-profit organization, they are different regarding public access. Specifically, some require users to be members or have a requirement of a referral from a member in order to use the facility. So there is a public benefit concern. Ms. Kelly stated that the Grants & Loans Committee will discuss it at its next meeting and report back to the Board at its June meeting.

### Easement & Acquisition Committee

Mr. Arcario referenced the Easement and Acquisition Committee's report in the Board packet. Mr. Perks inquired about the status of the Eagle Manor easement. It was reported that the legislation authorizing the state to sell the property has passed the State Senate, but is still going through the committee process in the Assembly.

### **Legislative and Policy**

Ms. Guzzo reported that Senator Smith, Chairman of the Environmental Committee, held public hearings on future funding for open space, farmland, and historic preservation. Public testimony was given on the preferences on various options for funding this program. Ms. Guzzo also

referenced the legislation report included in the Board packet. Ms. Guzzo has not received any information from the Administration regarding future funding.

Ms. Kelly reported that she was able to attend one of the latest Keep It Green (KIG) Coalition meetings. She stated that the historic preservation contingent has been advocating raising its portion of the allocation from \$6 million to \$10 million per year out of the \$200 million. Ms. Kelly indicated that Preservation New Jersey has been attending the meetings and doing a good job of making the case for historic preservation. Raising the amount for historic preservation has received good support from the rest of the coalition. Some think it is more realistic to receive \$8 million than \$10 million. A representative from farmland preservation indicated that taking another million from its share would not hurt farmland, but would greatly impact historic preservation. It will again be discussed at the next Coalition meeting. Mr. Zingman-Leith pointed out that through our grants we reach an urban constituency that open space and farmland may not reach, so the historic preservation community is contributing through public support.

Mr. Hatch reported that the Van Wyck Brook Historic District in Plainfield is hosting a conference on the proposed State Historic Tax Credit on May 18<sup>th</sup>.

**Education and Outreach**

No Report

**Fiscal oversight**

No Report

**Funding Task Force**

No Report

**Strategic Planning**

No Report

**Executive Committee**

No Report

**Unfinished business**

None

**New business**

Ms. Guzzo reported that the Governor made five new nominations and three reappointments for the Trust Board of Trustees. Mr. Zingman-Leith reported that one of the nominees would fill his position. The other positions are currently vacant. Ms. Guzzo reminded the Board that while it is a hopeful sign to fill the vacant positions, it will take time to go through the Senate confirmation process.



**Adjournment** There being no additional business, Mr. Zingman-Leith made a motion to adjourn the meeting, which was seconded by Ms. Kelly and passed by unanimous consent. The meeting adjourned at 11:48 am.

**Religious Properties**

Project #	Project Name	Staff	Property County	Property Municipality	Grant Request
2012.0047	Christ Church Cemetery, Bordentown	CG	Burlington	Bordentown	\$7,500.00
2012.0050	St. Mary's Episcopal Church, Burlington	GAC	Burlington	Burlington	\$50,000.00
2012.0045	Jacob's Chapel AME Church	JFA	Burlington	Mount Laurel	\$50,000.00
2012.0030	St. Paul's Church, Camden	CG	Camden	Camden	\$49,669.00
2012.0041	Clinton Memorial AME Zion Church	GAC	Essex	Newark	\$41,074.00
2012.0046	First Presbyterian Church, Ewing	GAC	Mercer	Ewing	\$37,125.00
2012.0040	Livingston Avenue UCC	JFA	Middlesex	New Brunswick	\$50,000.00
2012.0007	First Reformed Church of New Brunswick	JFA	Middlesex	New Brunswick	\$50,000.00
2012.0051	St. Peter's Episcopal Church, Spotswood	CG	Middlesex	Spotswood	\$39,377.00
2012.0010	Trinity Episcopal Church	JFA	Monmouth	Asbury Park	\$49,350.00
2012.0009	Grace Episcopal Church	CG	Union	Plainfield	\$33,900.00
2012.0057	First Presbyterian Church of Springfield	JFA	Union	Springfield	\$47,265.00
					\$505,260.00

**Non-Profits**

Project #	Project Name	Staff	Property County	Property Municipality	Grant Request
2012.0056	Crosswicks Community House	JFA	Burlington	Chesterfield Township	\$21,525.00
2012.0011	Perkins Center for the Arts	CG	Burlington	Moorestown	\$34,500.00
2012.0035	Benjamin Cooper House	JFA	Camden	Camden	\$15,000.00
2012.0020	Nathaniel Foster House	JFA	Cape May	Lower Township	\$15,000.00
2012.0023	Israel Crane House	JFA	Essex	Montclair	\$28,500.00
2012.0068	Hunt's Mill and M.C. Mulligan & Sons Quarry	CG	Hunterdon	Clinton	\$13,309.00
2012.0034	Case/Dvoor Farmstead	GAC	Hunterdon	Raritan Township	\$45,000.00
2012.0014	Strauss Mansion	JFA	Monmouth	Atlantic Highlands	\$33,660.00
2012.0033	Lieutenant's Quarters 02, Fort Hancock	GAC	Monmouth	Middletown	\$50,000.00
2012.0037	Camp Evans Historic District	GAC	Monmouth	Wall	\$50,000.00
2012.0019	James Library Building	GAC	Morris	Madison	\$21,375.00
2012.0025	Oswald J. Nitschke House	JFA	Union	Kenilworth	\$20,813.00
2012.0012	Elizabeth and Gershom Frazee House	CG	Union	Scotch Plains	\$50,000.00
2012.0001	The Clearing	GAC	Union	Summit	\$35,100.00
					\$433,782.00

**Government**

Project #	Project Name	Staff	Property County	Property Municipality	Grant Request
2012.0067	John Lucas House	JFA	Camden	Gibbsboro	\$50,000.00
2012.0048	Glover Fulling Mill	GAC	Camden	Haddon Heights	\$50,000.00
2012.0055	Indian King Tavern	CG	Camden	Haddonfield	\$50,000.00
2012.0044	Hoboken City Hall	CG	Hudson	Hoboken	\$37,500.00
2012.0032	Fosterfields Living Historical Farm	JFA	Morris	Morris Township	\$40,930.00
2012.0043	Passaic County Courthouse and Annex	GAC	Passaic	Paterson	\$20,000.00
2012.0003	Van Riper-Hopper House, Van Duyne House	CG	Passaic	Wayne	\$9,487.00
2012.0015	Rutherford Hall	JFA	Warren	Allamuchy Township	\$50,000.00
					<b>\$307,917.00</b>

**Heritage Tourism**

Project #	Project Name	Staff	Property County	Property Municipality	Grant Request
2012.H065	Bivalve Shipping Sheds and Wharves	GAC	Cumberland	Commercial Township	\$46,125.00
2012.H016	Barrow Mansion	GAC	Hudson	Jersey City	\$50,000.00
2012.H026	Barron Arts Center	CG	Middlesex	Woodbridge	\$50,000.00
					<b>\$146,125.00</b>