

**EAST COVENTRY TOWNSHIP
HISTORICAL COMMISSION
JANUARY 9, 2008
SCHEDULED MEETING MINUTES**

Attendance: Gail Brown (Chairman), Phyllis Snyder (Member), Ann Keen (Member), Elaine Preston (Secretary), Lynn Coine (Vice Chairman), (absent), Roy Kolb (Planning Commission Liaison,)

Meeting called to order 7:10PM

Pledge of Allegiance waived – no flag in small conference room

Organization

G. Brown requested the Organizational Meeting be delayed until later this evening until Lynn Coine's arrival. Lynn Coine had called that she would be delayed, but would try to make tonight's meeting. Organization to be addressed later.

Public Comment

The Historical Commission acknowledged Mrs. Regina Caldwell, Fulmer Road. This is Mrs. Caldwell's second visit to the Historical Commission.

Minutes

Minutes for December 12, 2007 incomplete, tabled until January 23, 2008 meeting.

Reports

G. Brown discussed the Annual Report proposed content and displayed subject reference materials. G. Brown had asked, at the previous meeting, for input from the Historical Commission Members. P. Snyder and A. Keen had submitted comments. Mr. Roy Kolb submitted comments at the meeting. All information will be incorporated and the annual report will be submitted at the next Historical Commission meeting for review and possible approval.

One of the items to be addressed in the Annual Report is the Historic Resource Map. The Map was displayed for all present. A brief review of the map and legend were given to our guest, Mrs. Caldwell. Chester County incorporated all our information as displayed on the map and printed at no charge to the township. The County has produced this map from direct input from the Historical Commission and will also incorporate any further changes resulting from advertising and property owners requests as approved by the Board of Supervisors. The Historic Resource Map is a living document and Article XII allows for periodic changes as approved by the Board of Supervisors. Although the County is willing to work with our Planning Consultant, the Township would be billed by the Planning Consultant for this process. It is anticipated the Township may not wish to incur additional costs and elect to work directly with Chester County.

The Historical Commission discussed some of the houses and barns which we have lost since the last survey. Mr. Roy Kolb said there was a barn and three houses, one a sixteen room farmhouse at what was called Five Points. He believes it may have been razed prior to the last survey.

Action Items

P. Snyder gave a brief update of the status of 2008 calendar sales. All calendars 'for sale' have been retrieved from Parkerford Station, Coventry Animal Hospital, and Kolb's Farm Store. P. Snyder turned over \$821.00 to East Coventry Township from the sale of the 2008 calendar sales.

Certified letters will be sent to residents and property owners affected by the upcoming zoning ordinance changes, including properties on the Historic Resource Map identified as Class I, II, and III. The Historical Commission needs to provide a document explaining to property owners how Historical Classification will affect their property. This document could be sent with notification (weight would have to be within the base certified mailer rate – entire letter), addressed as a document available at the Township building, or possibly, posted on the web-site. G. Brown to discuss with Bernard Rodgers, Township Manager, and compose a draft for review and acceptance.

Discussion Items

G. Brown stated the Historical Commission needs to update old 'Historic Resource Survey Forms' and complete new forms for additional properties identified by the Historic Resource Map. Class I and II properties would be priority. We will need to take photographs of these properties. E. Preston stated she and Lynn Coine had taken photographs of all of the Class II and III properties they reviewed. E. Preston and L. Coine will identify these properties with the respective photographs.

All members have received a copy of the 'Fricks Lock Village Stakeholders Notes' of November 22, 2007. Members were notified the next Stakeholders meeting will be January 23, 2007 at the Schuylkill River Heritage Area, Pottstown, Pennsylvania scheduled for 11:30 a.m. until 1:00 p.m. It was noted that it appears there may be four or five dwellings outside the exclusionary zone, as opposed to the one or two we thought previously.

Reinstating weekly Historic Resource File activities was discussed. File activity will be on Wednesday mornings from 9:00 a.m. until 11:00 a.m. All members will attend as their schedule allows. Although the Historical Commission files are to be made available to any Township resident upon request, we should at some point add to the web-site that Historical Commission Members are available at the Township on Wednesday mornings.

Various items have been donated to the Historical Commission for our files. Mr. Walt Woessner recently donated a newspaper article on Snowdenville Village as recalled by Mr. Batchelor and two Preservation Bulletins.

The Historical Commission has received a correspondence from Chester County announcing 2008 Town Tours and Village Walks and requesting response from those municipal Historical Commissions and local heritage organizations who wish to participate. After a brief discussion, all members agreed not to participate this year, but plan to participate possibly in 2009. G. Brown noted that this years application form

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includes a new request, NOT THIS YEAR BUT, we would like to help a neighboring municipality with their tour. G. Brown had called Karen Marshall and asked if this request had been included in previous years. Karen Marshall gave credit to the East Coventry Historical Commission for this new request based on our initiative to call four of our neighboring municipal Historical Commissions and local heritage organization and offer to provide volunteers to assist them with their Town Tours and Village Walks. We provided volunteers to the East Nantmeal Historical Commission and to Historic Yellow Springs. It was agreed to offer assistance again for 2008.

Other Business

G. Brown stated after briefly reviewing the Historical Commission 2006 Annual Report and consideration of the past years activities, our number one priority for 2008 is 'new membership'. We should again include a request for Historical Commission members in the Township Newsletter, but include telephone contacts for one or two current Historical Commission members. We should also monitor historic property sales and perhaps draft a letter to be sent to new Historic property owners welcoming them to our township and inviting them to our meetings.

We have in the past year discussed ways to include the younger residents of our community in education and participation in historical events. One thought was developing a method to notify the community of programs offered in our area and county wide. We need to follow-up.

G. Brown reminded everyone that any correspondence or documents transmitted to the township need to be sent with an 'East Coventry Transmittal Form' which whoever receives the document in the Township Administrative Office signs, dates, and returns to the Historical Commission Member acknowledging receipt of said documents. The acknowledged Transmittal Form is given to the Historical Commission Secretary for filing. We have these forms and E. Preston is to request additional forms. Also, any reimbursement for training or travel, etc., is to be submitted with a Reimbursement Voucher Form, this again should be signed and dated by Township Administrative Personnel and returned for the Historical Commission files. We created our own Reimbursement Voucher Form, but based on the recent Township Audit, the Township may have developed a Reimbursement Voucher. E. Preston to inquire whether an 'East Coventry Reimbursement Voucher' is available.

We have received notification from Chester County Historical Society that our membership has not been renewed. G. Brown had requested the Chester County Historical Society (CCHS) and Chester County Historic Preservation Network (CCHPN) memberships be renewed by the Township prior to the end of 2007. As this notification was dated December 19, 2007, it is possible the CCHS had not received or recorded our membership dues as of that date. G. Brown had called the CCHS today, January 9, 2008 and has not yet received a reply. G. Brown will follow-up and also check with the Township to again verify the dues have been paid.

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G. Brown and P. Snyder have received a 'Thank You' note from Bill Dougherty for the Historical Commissions assistance on his Eagle Scout Project. The four story boards placed in Towpath Park will be dedicated April 6, 2008 at 2:00 p.m.

G. Brown thought members may wish to review some of the Chester County Township websites and review their Historical Commission web pages. We may wish to consider developing a draft to be included in the East Coventry Township website.

E. Preston suggested we send a 'Thank You' note to Mr. Ronald Elliott for his help in assisting Mr. Kolb with identification of properties for the Historic Resource Map. E. Preston to write a thank you note on behalf of the Historical Commission.

Organization

As L. Coine has not yet arrived and we are at the end of our meeting, G. Brown called for nomination of 2008 Historical Commission Officers.

CHAIRMAN

P. Snyder nominated G. Brown

A. Keen seconded the motion

The motion was approved unanimously. 5-0-0

VICE CHAIRMAN

A. Keen nominated L. Coine

Roy Kolb seconded the motion

The motion was approved unanimously. 5-0-0

SECRETARY

A. Keen nominated E. Preston

P. Snyder seconded

The motion was approved unanimously. 5-0-0

Adjournment

E. Preston motioned to adjourn

P. Snyder seconded the motion

The motion was approved unanimously. 5-0-0

The meeting was adjourned at 9:15 P.M.

Respectfully submitted,

Elaine C. Preston
Secretary
East Coventry Township Historical Commission

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