

## **EAST COVENTRY HISTORICAL COMMISSION**

### **SCHEDULED MEETING MINUTES**

**WEDNESDAY, JUNE 13, 2012**

**Attendance:** Rosemarie Miller (Chairperson), Gail Brown (Vice Chairperson), Ann Keen (Member), Larry Tietjen (Member/Planning Commission Liaison), Phyllis Snyder (Member), Mariea Geho (Supervisor Liaison), Jane Davidson (Historical Preservation Consultant). Absent: Penny Morton (Secretary)

**Meeting called to order at 7:07 p.m. by R. Miller, Chairperson.**

#### **Pledge of Allegiance**

**Minutes:** The May 9, 2012 Historical Commission Minutes will be tabled until the July 11, 2012 Historical Commission meeting.

#### **Public Comments:**

Rugene Caldwell, former Historical Commission Member, in attendance. Although Rugene no longer lives in East Coventry Township, she wishes to continue to be active in supporting the Historical Commission as a Committee Member.

#### **Action Items:**

Jane Davidson submitted a sample thank you letter to be sent to attendees of the Exelon sponsored Frick's Locks meeting May 24, 2012. Members reviewed the letter. The thank you letters will be prepared on East Coventry Township letterhead for R. Miller's signature. The thank you letters will be sent to the District Offices of the elected Officials. Beginning June 14, 2012, R. Miller, Chairperson, will coordinate preparing and posting the letters with the Township Secretary. Per R. Millers request, J. Davidson to send her a list of persons invited to the May 24, 2012 meeting.

#### **Old Business:**

J. Davidson stated she had received great feedback on the May 24, 2012 Frick's Locks meeting, especially the tour of the village.

J. Davidson stated the Feasibility Study Grant status looks good.

J. Davidson suggested May 2013 for the Grand Opening Tour of Frick's Lock Village as May is National Historic Preservation Month. L. Tietjen suggested a soft opening for Frick's Locks in April, 2012. G. Brown suggested we invite former Historical Commission Members, Supervisors, and professionals who have been active in the past seeking preservation of Frick's Locks to the Grand Opening Tour.

J. Davidson requested questions from the Historical Commission Members concerning Frick's Locks Tours for her proposed meeting with Jeannie Liggett, Exelon, before mid-July. The following discussion and questions ensued:

- G. Brown suggested we need to seek volunteers as soon as possible. R. Miller suggested we display the volunteer signage and sign-up list from Community Day in the Township building foyer. R. Miller stated she had also contacted the High School. G. Brown suggested we ask Jeannie Liggett, Exelon, the minimum age requirement for tour guides and security training. The members also suggested in addition to members of our community, we seek volunteers from our neighboring Historical Commissions, Historical Societies, and Canal/Railroad Organizations.
- G. Brown asked when Exelon will have Security Training and where it will be taught.
- Discussed the need to finalize the following responsibilities and coordinate completion prior to May 2013.

Preparation of script for Frick's Lock Tours

Marketing

Parking

Porta Johns

Frick's Locks interior signage

Directional signage (PennDot)

Brochure for Frick's Lock

Size of group training

Tour dates (months and days)

Schedules Special Tours (School, Boy Scout and Girl Scout troops, commercial bus tours, etc.)

Works with volunteer tour guides and maintains volunteer tour guide schedule

J. Davidson stated she is currently reviewing the Frick's Locks rehabilitation construction drawings and developing the Coordination Checklist – Condition Three (3) of the Certificate of Appropriateness. The drawings will be forwarded to Larry Tietjen for review upon completion of J. Davidson's review.

J. Davidson stated the next Frick's Locks Stakeholders meeting is Monday, July 16, 2012 at 10:00 a.m. at the Township Building.

#### **New Business:**

The members of the Historical Commission discussed the formation and membership of the following Committees:

Oral History Committee – Phyllis Snyder (Historical Commission Member), Rugene Caldwell (Committee Member)

Historical Archives Committee – Anne Keen (Historical Commission Member), Phyllis Snyder (Historical Commission Member), Louise Tietjen (Committee Member)

Frick's Lock Tour Guide Committee (discussed under Old Business)

No action was taken.

Telvil Hall:

The members discussed the pending sale of the Historical Property on Creamery Road. The proposed buyer plans to demolish the barn.

**Other Business:**

R. Miller, Vice Chairperson, presented to Rugene Caldwell Resolution #2012-11 prepared by of the Board of Supervisors to recognized and acknowledge her service to the East Coventry Township Historical Commission.

G. Brown had received an inquiry on Community Day from Ed Layton, Boy Scouts of America, and Troop 4. Mr. Layton inquired whether the Historical Commission did any presentations on the history of East Coventry Township. We currently don't have a presentation prepared, but have information on file to support a presentation. G. Brown said she would review the information in the archives.

**Adjournment** – 9:34 p.m.

Respectfully Submitted,

Gail Brown for Penny Morton, Secretary

