

**EAST COVENTRY TOWNSHIP  
HISTORICAL COMMISSION  
April 8, 2009  
SCHEDULED MEETING MINUTES**

*(Pledge of Allegiance)*

**Attendance:** Gail Brown (Chairman), Lynn Coine (Member), Ann Keen (Member), Jim Michael (Vice Chairman), Rugene Caldwell (Member), Larry Tietjen (Member) Rich Marchetti (Member), Phyl Snyder (Secretary- Absent)

Meeting called to order at 7:00 PM

**Public Comments**

RoseMarie Miller (Chairman of East Coventry Township Supervisors) was a visitor.

**Minutes**

Minutes of the March 11, 2009 and March 25, 2009 meeting were not finalized and will be reviewed at the May 13th meeting.

**Action/Discussion Items**

**Welcome Letter Update** – G. Brown reported that she had contacted B. Rodgers on the Commission's plan to send a welcome letter to new owners of old properties in the Township and asked if it would be possible for the Township to forward copies of real estate sales in East Coventry to support this effort. She also asked if we needed to run a copy by the Board of Supervisors prior to our implementing this plan. As of this date she has not had a reply.

**Research status** – There has been no research since the last meeting.

**Reimbursement vouchers** – G. Brown presented examples of completed Reimbursement Vouchers and reviewed the reimbursements forms and explained the importance of their being filled out correctly. The vouchers provide accountability and provide information to help us prepare our budget each year. We must be sure to use the Historical Commission number as listed on our budget report that relates to our expenditures. Original receipts must be turned in with the voucher. Reimbursement vouchers can be gotten from the Township secretary and should be submitted soon after the expense was incurred. G. Brown also stated that this year we need to make sure that we spend more time establishing our budget for 2010.

**Oral History Discussion** – R. Caldwell, having read a packet of information on Oral History Interviews, reported on things we need to consider in recording oral histories and supplies we will need.

1. Make a list of people you want to interview
2. Develop a purpose statement for each interview
3. Prepare your questions prior to the interview
4. A legal release form for interviewees needs to be prepared (samples are available)
5. Supplies should be considered, include a good quality voice recorder, archival boxes for tapes and folders for transcripts and Mylar sleeves for pictures.

L. Tietjen was asked to research recorders. R. Caldwell will talk to the township secretary and B. Rodgers as to who handles the archival data for the township. We will seek Mr. Hosterman's help with the legal release form.

**Discussion on webpage and workshop date** – A workshop meeting was held on March 25<sup>th</sup> to discuss the content of the proposed Historical Commission web page on the Township website. G. Brown thanked J. Michael for a great job of putting a webpage together, which was much more than we anticipated. Another workshop to deal with the webpage is tentatively set for May 27<sup>th</sup> at which time J Michael is being asked to reduce the number of pages and bring an outline of the website contents and, if possible, copies of the proposed pages. Members were also asked to review current information and identify priority information to be incorporated into two to three pages which will be manageable for the Township Administration personnel.

**Fricks Locks Update** - If Exelon does not request an extension of the retro-demolition permits for Fricks Locks we will need to prepare for a possible Hearing on May 27<sup>th</sup>. If this takes place we would hope that Mr. Hosterman, the township solicitor, could meet with us at our regular monthly meeting on May 13<sup>th</sup> to help us prepare for the May 27<sup>th</sup> Hearing.

**Pennsylvania Historical and Museum Commission (PHMC) reproduction account** – L. Tietjen will talk with B Rodgers about how to set up an account.

**2010 Chester County Town Tour** – We will work with East Vincent Township on planning a tour around Parkerford. G. Brown will contact E. Hustead, Secretary, East Vincent Historical Commission about this program. It was suggested that we do something different than in years past.

**Calendar for 2010** – L. Coine and R. Marchetti have not completed a plan yet at this time. If we are to do this project it needs to be printed and ready to sell by September, 2009. L. Coine asked the members for suggestions for the calendar subject. Each member is to suggest two (2) possible subjects for the calendar at the next Historical Commission meeting. R. Miller shared her understanding that Alfred Shantz had made a tape about East Coventry which might give us some ideas. She will try to be in touch with a person who may know something about it and if it still exists. Everyone was asked to submit suggestions for a theme at our next meeting.

In the discussion G. Brown said that she only has Historical Commission minutes as far back as 2000. It was suggested that she ask the township secretary if there are any beyond that date in the township archives.

**Chester County Historical Society (CCHS) Speaker Program “Photograph Workshop”** – G. Brown has submitted an invoice for \$50 to the township for payment of the speaker for the Photograph Workshop to be presented at the Township Building on July 22, 2009 at 7 PM. We will need some light refreshments and a registration table with name tags and a log book

L. Coine will plan refreshments and G. Brown will talk to Bernie about reserving the room. R. Caldwell and P. Snyder will work on a flyer. R. Caldwell will be in touch with Pat Sommers at the Pottstown Mercury about a news article and notification of the workshop in the Bulletin Board section of the newspaper.

**Discussion on storage/use of old calendars** – The old calendars are presently stored at the home of Elaine Preston. A discussion was held as to how many calendars the Commission should keep for our archives and should we sell, give away, or ask for a donation for what is left. There was also concern as to what would happen with the money if took donations. R. Miller stated B. Rogers, Township Manager, has set up the accounting to reflect both expenditures and income for each line item.

R. Caldwell agreed to pick up the calendars from Elaine Preston, inventory them, and store the calendars until we decide what to do with the remaining inventory. The Commission should retain at least 3 or 4 of each year.

L. Coine made a motion, “that the extra calendars be put out for people to take at Township events and that volunteer donations toward the Commission calendar fund will be accepted”. It was seconded by L. Tietjen. The motions was unanimously passed

**Decision on which pictures from the Chester County Historical archives we would like copied for our archives** – Postponed until our May meeting.

**Schuylkill River Heritage “Trail Towns Conference” March 14, 2009** – G. Brown gave each member a packet of materials from the conference, including a list of those attending and a list of the speakers. She noted that all the presentations of the speakers were available on the Schuylkill River Heritage website. R Caldwell provided each member with a copy of her notes and lifted up the fact that research proves that communities can economically benefit from having a trail go through their area. It was also pointed out that people who use trails are also interested in history and communities should take care of their historic properties. It was announced at the conference that Chester County has authorized the completion of 3 ½ miles of the Schuylkill River Heritage Trail in Chester County. Our commission needs to find out for certain if this 3 ½ miles is the section which goes through East Coventry Township, so that if this is so we can begin to think about what we can do to benefit from it.

**Chester County Historical Preservation Network Spring Workshop** – G. Brown gave each member a packet of handouts from the workshop. She did gain some information about grant writing, but would like to find out more as to what they are looking for from the grant writers.

**Subdivision and Land Development Discussion on coordinating meeting dates** – The Historical Commission meets on the 2<sup>nd</sup> Wednesday of the month and the Planning Commission meets on the 3<sup>rd</sup> Wednesday of the month. Because of our need to address concerns of certain issues brought before the Planning commission, our meeting is over and decisions are made before the Historic Commission has seen the information and is able to give input. After much discussion L. Tietjen agreed to send a letter to the Township Supervisors to look at how meetings are scheduled and to develop a new schedule so that this problem can be dissolved.

**Other Business:**

- G. Brown will see if Chester County Historical Society will be conducting any classes on deed research in the near future
- A request was made by Wendy Manley for a representative of the Historical Commission to take a group from her daughter’s Bat mitzvah on Memorial Day on a tour of historic places in East Coventry Township. No one was available on that day.
- R. Marchetti gave to the Historical Commission a brochure from Stolfus Enterprises, Ltd. telling about their involvement with saving and restoring old mills. Brochure on ‘Bulltown’ also contained quotes which could be considered should we prepare a new Mission Statement.
- L. Tietjen informed the group that he had met with B. Rodgers, a Gambone representative and Karen Nocella regarding the Maack property for sale surrounding his property. His attendance at this meeting was not as a representative of the Historical Commission, but for his personal interest.
- G. Brown said that Karen Nocella had picked up the letters members of the Historical Commission had signed in favor of the Mack property grant.
- G. Brown announced that she would not accept the Chair of the Historical Commission in 2010, but would remain on the Commission. She would like to concentrate more on research and Fricks Locks Village. She noted several current members are qualified to chair the Commission.

**Adjournment**

A Keen made a motion to adjourn, seconded by L Coine. The motion was unanimously approved. The meeting adjourned at 9:00 PM.

Respectfully Submitted

Rugene Caldwell  
Temporary Secretary