

**EAST COVENTRY TOWNSHIP
HISTORICAL COMMISSION
September 9, 2009
SCHEDULED MEETING MINUTES**

(Pledge of Allegiance)

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

Meeting called to order at 7:03

Minutes

Minutes of August 12, 2009 were reviewed. L. Coine made a motion to accept the minutes.

A. Keen seconded the motion. The motion was approved 4-0-2.

Public Comment - None

Action Items

Historical Commission Equipment Needs – L. Coine and L. Tietjen

The Historical Commission has an increasing need for computer/printer capabilities to inventory/index and cross reference our archives. L. Coine stated it would also be beneficial and cost effective to copy photos and burn CD's on equipment. Further we have occasion to use PowerPoint.

L. Coine proposed the purchase of a laptop computer, Studio 17 Dell, operating system Genuine Windows Vista Home, Office Productivity Software (pre-installed) etc. at approximately \$1,200.00. In addition voice recognition software was proposed as an additional option for transcribing Oral Histories. HP Photo smart Printers (choice of two options were presented ranging from \$119.99 to \$399.99).

G. Brown stated she had talked with a clerk at Best Buy about voice recognition software.

He had stated that voice recognition software had come a long way, but required extensive training in order to use. When she explained the Historical Commission Oral History Application, the clerk felt this was not an appropriate application for voice recognition software as each person giving an Oral History would have to go through the extensive training program. L. Coine offered to train with the software and repeat Oral Histories to the voice recognition software. G. Brown stated this would add an unnecessary step and proposed voice recognition software be tabled at this time.

L. Tietjen had previously proposed an Olympus DS-40 Digital Voice Recorder with microphone and telephone recording attachments for the purpose of recording Oral Histories. L. Coine also proposed this device or a dictation machine. After discussion, the dictation machine was excluded.

Also, discussed were the 'Informed Consent Form' for Oral Histories and the questions for the Oral History project. G. Brown suggest the members review the proposed list of questions for applicability, proposed additional questions, and be prepared to discuss at our next regular meeting.

G. Brown to complete the blanks on the 'Informed Consent Form' and combine the Consent Form and the Release Form.

The members discussed the cost for the above equipment. As the Historical Commission had budgeted \$1,800.00 in the 2009 budget for calendars and these monies were not utilized, it was suggested the \$1,800.00 be applied to the purchase of the above items.

The following motions were put forth:

R. Caldwell made the motion to send a consent form to the Township Manager requesting the Township Solicitor perform a legal review; also to purchase a digital recorder and two microphones not to exceed \$300.00.

L. Tietjen seconded the motion. The motion was approved unanimously 6-0-0.

R. Caldwell made a motion to request from the Board of Supervisors to spend the \$1,800.00 in lieu of the 2009 Historical Calendars budget money and buy a laptop computer, software, and printer/scanner not to exceed \$1,800.00.

L. Coine seconded the motion. The motion was passed unanimously 6-0-0.

G. Brown will consult with B. Rodgers, Township Manager, about these motions.

G. Brown presented a letter addressed to the Board of Supervisors requesting the purchase of a 42" file cabinet \$699.99 with any tax and shipping charges.

P. Snyder made the motions to send the letter to the Supervisors for approval for the East Coventry Historical Commission (EHC) to buy a new locking file cabinet for \$699.0. A. Keen seconded the motion. The motion was approved unanimously 6-0-0. All members present signed the letter.

Oral History

R. Caldwell read the questions from the example provided by the county. G. Brown suggested members review and be prepared to comment at our next regular meeting. Potential interviewees were identified and G. Brown suggested the Historical Commission could add to this list as additional interviewees were identified. G. Brown stated interviewees should be officially identified only after they have officially consented to give an interview. Motion made previously for combination of Consent Form and Release Form.

Budget for 2010

The budget was discussed and proposed. The following changes were proposed from last year's budget. Decrease the calendar budget from \$1,800.00 to 1,500.00. Increase Meeting/Training from \$250.00 to \$450.00. Increase Membership Fees from \$250.00 to \$300.00. Increase Historical/Other from 0 to \$50.00. This adjusted budget total does not represent an increase from 2009, but remains the same.

Acadia Publishing Letter

Members discussed the inquiry from Arcadia Publishing. As we are in the process of building and indexing our archives, we haven't information and time to provide information for a quality product. We may reconsider at a later date.

A. Keen made a motion that G. Brown write a letter informing the Acadia Publishing Co. that we are not ready to accept their offer to write a booklet about East Coventry.

L. Tietjen seconded the motion. The motion was approved 6-0-0.

Discussion Items

Update for the Fricks Locks Stakeholders -

The next Stakeholders meeting will be on Monday, October 19, 2009 at 10:00 AM. Jane Davidson has completed and submitted her initial 'Fricks Locks Document Review' to the Township. There will be a meeting scheduled with Mrs. Davidson, Mr. Rodgers, Mr. Hosterman, and G. Brown to discuss this review. G. Brown will release this review to the members of the Historical Commission when authorized by B. Rodgers.

Discussion of Next Speaker Program -

East Vincent has shown interest in combining with ECHC for another speaker program. A date and topic will have to be agreed upon with East Vincent. 'Samplers' was suggested as a topic. G. Brown to coordinate further with the East Vincent Historical Commission.

2011 Calendar -

Assorted outbuildings such as ice houses, smoke houses, root cellars, etc. will be the topic of the 2011 calendar. G. Brown had copied examples and information on various outbuildings from the Pennsylvania Historical and Museum Commission (PHMC) web page and will copy for L. Coine for the next meeting.

2010 Parker Ford Tour –

As a proposed joint Township effort, a committee is needed for this event since the East Vincent Historical Commission meets the same night as ECHC. G. Brown volunteered to serve on this committee, P. Snyder said she would consider serving on this committee if the meeting were in the day time.

Architectural Historic Resource information –

G. Brown stated the small tapes recorded with Jane Davidson when on the tour to identify Historic Resources should be transcribed from the small, fragile tapes to a CD to preserve them. She will pursue this effort.

Subdivision and Land Development

L. Tietjen reported there are several revisions to the Subdivision and Land Development Ordinance (SALDO). G. Brown stated as the proposed SALDO references the Historic Resource Map and we haven't an approved map, we still need to develop a method to facilitate the Department of Environmental Protection and PHMC Cultural Resource Notice. She is pursuing this matter.

Other Business

Display Cabinet-

Several items on display in the Township Display Cabinets belong to citizens. These items need to be inventoried and the Historical Commission needs to establish whether these items are on loan to the Township or whether they are a permanent donation. G. Brown to coordinate with B. Rodgers whether this issue should be pursued by the Historical Commission or Township Administration.

The Federation of Northern Chester County, Regional Parks, Recreation, and Open Space Plan, Steering Committee Workshop #1, September 8, 2009.

This meeting was to ask for attendees perspective on the kinds of parkland, recreation facilities, trails, recreation programs and services, open space protection, etc., that our region needs now and in the years to come. East Coventry was well represented by a Supervisor and members of both the Planning Commission and the Historical Commission.

Adjournment

R. Caldwell made the motion to adjourn. L. Tietjen seconded the motion.

The motion was approved 6-0-0.

The meeting was adjourned at 9:41 PM

Respectfully Submitted,
Phyllis Snyder (Secretary)