

## **Minutes of the Historic Preservation Commission Reorganization Meeting on January 8, 2020**

Call to Order: This meeting, held in conformance with the Open Public Meetings Act, was called to order by Richard Giffen at 7:00 pm. It was held at Flemington Borough Hall, 38 Park Avenue, Flemington NJ. 08822.

Flag Salute

Roll Call: Richard Giffen, Emily Kelchen, Don Eckel, Jennifer Williford, and Adrienne Fusaro were present. Councilwoman Kim Tilly was also in attendance.

### **1. Appointments**

- a. Jennifer Williford
- b. Adrienne Fusaro

### **2. Welcome new Council Liaison Kim Tilly**

### **3. Election of HPC Officers**

- a. Chair — Don Eckel was nominated by Richard Giffen. Emily Kelchen seconded the nomination, which passed 5-0.
- b. Vice-Chair — Richard Giffen was nominated by Emily Kelchen. Don Eckel seconded the motion, which passed 5-0.
- c. Secretary — Emily Kelchen was nominated by Adrienne Fusaro. Jennifer Williford seconded the motion, which passed 5-0.
- d. Treasurer — Jennifer Williford was nominated by Richard Giffen. Adrienne Fusaro seconded the motion, which passed 5-0.

### **4. Approval of the Regular Meeting Minutes of December 18th, 2019**

Don Eckel moved to approve the minutes. Emily Kelchen seconded the motion which passed 3-0 with Jennifer Williford and Adrienne Fusaro abstaining.

### **5. Motion recognizing former Commissioner and Chair Elaine Gorman 12 years of public service to this commission**

Don Eckel made this motion. Jennifer Williford seconded the motion, which passed 5-0.

### **6. Reports**

- a. Planning Board — Don Eckel reported that the Planning Board had its reorganization meeting on January 6, 2020. The Planning Board's goals for the year include updating Flemington's master plan, and reviewing the work and role of the HPC.
- b. Council - Councilwoman Kim Tilly reported that the budget is starting soon.

## **7. Transition Items**

- a. HPC Mailbox - Don Eckel and Richard Giffen will take responsibility for checking the mailbox.
- b. Space for application storage - Records will be retrieved from former Chairman Elaine Gorman's home. Councilwoman Tilly will investigate records retention policy and cloud storage.
- c. HPC email distribution account access - Don Eckel will add and remove members as appropriate.
- d. HPC voice mail - Don Eckel will check the voice mail.
- e. Website - Don Eckel is updating the website.

## **8. Projects/Goals for 2020**

- Adoption of the proposed changes to the Historic District Map
- CLG - Richard Giffen and Don Eckel are the point people on this.
  - Update HPC Ordinance
- Design Guidelines - Emily Kelchen and Adrienne Fusaro are the point people on this.
- Investigate updates to the Historic District records filed with the state and federal government.
- PB/HPC Joint Members
- Walk and Talk - Richard Giffen is talking to Chris Pickell.
- Railroad Talk - Emily Kelchen and Don Eckel are the point person.
- Connect with Property Owners, Realtors, and Contractors - Jennifer Williford will be asked to be the point person on this.
- Community Events - Richard Giffen is the point person for this.
- Awards for Property Owners
- Finish the War Monument Fence
- House Tours

## **9. Public Comment**

Elaine Gorman attended the meeting and provided assistance with the transition.

## **10. Chair Items**

- A. HPC Commissioner and Terms
- B. HPC Schedule
- C. Preservation NJ - Annual meeting is Saturday, February 8. HPC members are invited to attend.
- D. Rutgers training is tentatively scheduled for Saturday, April 25. HPC members are encouraged to attend.

## **11. Adjournment**

Emily Kelchen moved to adjourn the meeting at 8:40 pm. The motion passed unanimously.

Respectfully submitted,  
Emily S. Kelchen, HPC Secretary