

## **NEW JERSEY HISTORIC TRUST**

### **NJHT Board of Trustees Meeting Wednesday, December 3, 2014 William Trent House Trenton, Mercer County**

#### **Call to Order**

Ms. Omogbai called the meeting to order at 10:11 a.m.

#### **Open Public Meetings Act**

Ms. Guzzo notified the Board that notice of the meeting was made in accordance with the New Jersey Open Public Meetings Act.

#### **Roll call**

Ms. Guzzo called the roll and confirmed the meeting had a quorum. Additionally, the meeting had one hundred percent attendance. Ms. Omogbai asked if there were any recusals from voting at the meeting; there were none.

Trustees and Ex-Officio/Representatives present: Carolann Clynes, Janet Foster, John Hatch, Deborah Marquis-Kelly, Peter Lindsay, Kenneth Miller, Katherine Ng, Meme Omogbai, Joyce Paul, Chris Perks, Patricia Salvatore, Dan Saunders, and Robert Tighue.

NJHT Staff present: Glenn Ceponis, Derek Dandurand, Lauren Giannullo, Cathy Goulet, Dorothy Guzzo, Elise Haremski, Michele Racioppi, and Jennifer Stark.

#### **Approval of Minutes**

Ms. Omogbai asked for a motion to approve the minutes from the September board meeting. Mr. Saunders moved to approve the minutes. Mr. Lindsay seconded the motion. The motion passed unanimously.

Ms. Omogbai reminded the Board that the annual Board photograph was being taken immediately following the meeting. She also thanked Ms. Foster and Ms. Marquis-Kelly for staffing the booth on behalf of NJHT at the League of Municipalities conference in Atlantic City.

#### **Public Comment**

No public comment.

#### **Reports of Officers**

##### **Chair:**

Ms. Omogbai discussed the need to implement the October Board retreat discussions and the need to bring together community expertise to lend a hand in the strategic planning effort. She thanked Ms. Ng for all her work on this effort.

**Vice chair**

No report.

**Treasurer:**

Mr. Miller stated that there was negligible change in status since the last meeting. There is approximately \$1.9 million remaining in the 2009 bond for grants and approximately \$15,000 remaining for FY15 Discover NJ History License Plate grants. Mr. Miller stated that the budget is on track and there is adequate funding for this fiscal year. FY 16 funding will be addressed when there is more information on how the November referendum will affect NJHT. Ms. Omogbai asked for clarification that \$1.9 million was all that remained for grants; Ms. Guzzo confirmed that amount and explained that the next round offered should be a construction round but there are not sufficient funds to offer it. Ms. Guzzo also stated that \$300,000 in 1772 Foundation grant funds will be available for 2015. Mr. Hatch asked what the typical funding amount is for planning grant rounds. Ms. Guzzo stated that the amount is usually \$1.2 million, and that the grant round held in 2012 was a planning round.

**Report of the Department of Community Affairs**

Ms. Paul stated that the first meeting the Treasurer and the DCA Commissioner was held on Monday December 1. She reported that a dollar amount was suggested that DCA found reasonable for the NJHT to administer, and that the Treasurer was receptive to this amount. There has not yet been discussion on how the funds from the Corporate Business Tax will be appropriated. It would likely come as an appropriation through the budget language. Ms. Marquis-Kelly stated that she thinks the legislature believes that there will be implementing legislation for this funding. Mr. Hatch expressed concern that the funding for historic preservation will not come to NJHT and instead will be allocated to DEP. Ms. Paul did not think this to be correct. Mr. Hatch stated that the language in the referendum was nebulous, and therefore it was a concern. Mr. Saunders stated that he had heard the rumors that Mr. Hatch referenced, but that he had no knowledge about the facts on the matter. Ms. Omogbai requested a meeting with leadership in DCA and asked Ms. Guzzo to follow up on scheduling said meeting. Ms. Omogbai stated that she is hopeful based on the information provided in Ms. Paul's report. Ms. Marquis-Kelly informed the Board about the hearing scheduled for December 8 and suggested that Ms. Omogbai testify about historic preservation need and NJHT programs. Ms. Omogbai stated her agreement and that it is vital that NJHT be part of this conversation.

**Secretary:**

No report.

**Executive Director's Report**

Ms. Guzzo asked the Board if they had any changes to the draft thank you resolution for Mr. Raymond Arcario. Ms. Clynes suggested adding that Mr. Arcario showed great dedication and was articulate, intelligent, and impressive to work with; Ms. Guzzo stated that she would incorporate those sentiments into the resolution. Ms. Marquis-Kelly made a motion to adopt the resolution. Ms. Foster seconded the motion. The motion passed unanimously.

Ms. Guzzo asked the Board to please review their individual biographies and return them to Cathy Goulet for the purposes of inclusion in the NJHT annual report. She also reminded the Board that the annual Board photograph was to be taken immediately following the meeting.

Ms. Guzzo explained that this last quarter was busy with the migration of the office phones and email systems, moving the file room, and the Sandy Disaster Relief Grants. Ms. Guzzo informed the Board that the draft copy of the Capital Needs Survey is now available, including an executive summary and appendices. Almost \$800 million in need is accounted for in the report, but Ms. Guzzo stated that this is likely much less than the actual need. She stated that the executive summary would be useful for testimony purposes. Ms. Guzzo explained that Howard Green did the work on the Capital Needs Survey document and he included a long, thorough history of NJHT in addition to the material about the survey. Ms. Omogbai stated that the Board should not assume that everyone is aware of our role and a summary of this document would be useful to leave with legislators to provide context for legislative decisions that relate to NJHT. Additionally, she stressed that the need in the survey should be identified as only a portion of the existing need. Ms. Omogbai stated that the legislators need to know that without sustained funding, it would put some of their constituent's funding in question.

Ms. Guzzo discussed the idea to re-do the NJHT tabletop exhibit; the current exhibit dates to the early 1990's. She stated that the staff was looking into new ideas for an exhibit and a plan would be provided to the Board at the March meeting, with a goal of getting a new exhibit in time for the 2015 conference. Ms. Guzzo stated that she investigated exhibits while at the League of Municipalities meeting to get ideas. She explained that once the NJHT branding is established for the new exhibit, that branding would carry over into all of the NJHT printed materials in order to maintain consistency. Mr. Lindsay asked if NJHT contracts out for the new exhibit production. Ms. Guzzo explained that NJHT would contract with a professional vendor who specializes in this type of item. Ms. Omogbai stated the need to move sequentially on this, from strategic plan, to branding, to a new exhibit.

Returning to the Capital Needs Survey discussion, Ms. Foster asked why the needs are skewed heavily towards Rutgers and DEP resources. Ms. Guzzo explained that this is likely because they have the staff resources to prepare estimates and respond to the survey. Ms. Foster stated that that fact makes an argument for more funding for more resources. Ms. Marquis-Kelly stated that small organizations can't even necessarily respond to the survey due to lack of capacity. Ms. Ng stated that based on the NJHT mission, diversification to broader audiences beyond those who have the capacity to respond needs to occur. Ms. Omogbai stated that if provisions are not made for those small organizations it could turn into a crisis down the line.

Ms. Marquis-Kelly stated that the December 8 hearing will discuss the implementation of the money set aside by the referendum. She explained that NJHT has to say publicly what is needed, but recognize the context in which the ask is being made. Mr. Hatch stated that once the amount of funding becomes known, it will be necessary to set priorities for the funds. Ms. Guzzo stated that nothing is yet in writing, so that is up for discussion. She explained that in the past grant rounds from bond funds, the State was an eligible applicant. In 1998 when the stable funding

passed, the State was no longer eligible to apply, however non-profit organizations leasing State property were allowed to apply. She explained that under the 2007 and 2009 bonds, the State was again eligible to apply. Ms. Guzzo stated that at this point, nothing is known; she questioned whether NJHT will need to write its own implementing legislation, and if so, priorities will need to be established. She explained that the past bond and stable funding programs implemented strict protocols for how the money could be used however an annual appropriation would allow more flexibility. Ms. Guzzo stated that if the funding comes through yearly budget allocations, NJHT would have to be ready by July 1 with projects to be funded, meaning that grant rounds would need to be complete by March of that year. Ms. Marquis-Kelly stated that even if the CBT percentage funding works out, alternative funding sources need to be discussed since the amount from CBT will be small, especially initially. Ms. Omogbai pointed out that two categories of issues are at hand; one is the NJHT-decided process of grant-making, including who gets funding and when, and the other is decision making in the administration and legislature, which is outside of NJHT control. She reiterated that this comes back to the strategic plan that is in the works.

#### **Report of the Department of Environmental Protection**

No report.

#### **Report of the Department of Treasury**

No report.

#### **Report of the Grants & Loans Standing Committee**

Ms. Kelly referenced the Grants & Loans Committee Report in the Board packet.

#### Requests for Extensions

The requests below were voted on as a group by the members of the Board.

**Grantee:** Center for Community Arts

**Project:** Franklin Street School

**Grant Award No.:** 2006.2106

**Grant Award:** \$750,000

**Drawdown:** 21%

**Municipality:** Cape May City

**County:** Cape May

*The Committee recommends an extension to the grant agreement to June 30, 2016.*

**Grantee:** Atlantic County Division of Parks and Recreation

**Project:** Bethlehem Loading Company Mays Landing Plant Archaeological Historic District

**Grant Award No.:** 2009.H044

**Grant Award:** \$30,000

**Drawdown:** 0%

**Municipality:** Estell Manor

**County:** Atlantic

*The Committee recommends an extension to the grant agreement to January 29, 2016.*

**Grantee:** Grover Cleveland Birthplace Memorial Association

**Project:** Grover Cleveland Birthplace

**Grant Award No.:** 2010.0032

**Grant Award:** \$49,500

**Drawdown:** 80%

**Municipality:** Caldwell

**County:** Essex

*The Committee recommends an extension to the grant agreement to March 15, 2015.*

Mr. Perks made a motion to approve the three extensions. Mr. Lindsay seconded this motion. The motion passed unanimously.

#### Open Grants

Mr. Ceponis provided an update on the East Point Lighthouse. He explained that the grantee has not been able to meet the Federal Highway requirements. Mr. Ceponis stated that he has been working with the Cumberland County Improvement Authority to administer the grant. He explained that they are behind on getting their paperwork to the DOT for approval. Mr. Ceponis stated that without the Improvement Authority, the grant cannot move forward.

Ms. Marquis-Kelly discussed the meeting held with the new superintendent at Ellis Island, explaining that there are no plans for the south side of the island. She stated that the superintendent seemed supportive of Save Ellis Island and that they are allowing the group to give tours of the south side. Mr. Ceponis stated that these tours have been selling out. Ms. Marquis-Kelly stated that there is no interaction between Save Ellis Island and the New York Ellis Island non-profit, which has a high-powered board and good fundraising capacity. Ms. Guzzo stated that the superintendent was truthful about the fact that no money was being spent on the south side of the island after Sandy, and did not make excuses about the fact that the NPS priority is the north side. She stated that the superintendent knows about the NJHT involvement and concern for the south side. Ms. Marquis-Kelly stated that overall, it was a good meeting, and it would be a good idea to have another meeting next year.

Ms. Marquis-Kelly informed the Board that the NJHT grant to the Moshe Bayuk House will be returned, as the new executive director of the organization is not interested in the project. Mr. Saunders stated that the DEP is working on documenting this site. Mr. Lindsay asked if this building is in danger of collapse; Mr. Saunders confirmed that it is indeed in danger of collapse. Mr. Ceponis further clarified that the organization's change in focus led to this situation.

#### 2012 Grant Round

Ms. Marquis-Kelly explained that four of the 2012 grants are not yet executed. She stated that one of these grants will not be executed and will be returned - Lieutenant's Quarters 02, Fort Hancock, for \$50,000.

### Sandy Disaster Relief Grants for Historic Properties

Ms. Marquis-Kelly reminded the Board that these grants are being made with NPS funding. The NJHT Sandy Disaster Relief Grants staff presented a PowerPoint of the projects to be funded.

### **Report of the Easements and Acquisitions Standing Committee**

Mr. Miller reported that the easement for the Lakewood Post Office will be prepared shortly, as the sale has been closed.

Mr. Ceponis explained that the USPS postal facility in Eatontown is a modern facility with a determined archaeological site underneath its parking lot. He stated that the USPS is selling the property, and therefore a perpetual easement on this site is required. Mr. Ceponis explained that this is the third USPS site that NJHT will hold an easement on. He informed the Board that the USPS representative asked him if NJHT could hold out of state easements, since they have been very happy working with NJHT on these easements. Mr. Lindsay observed that it is telling that the USPS views the NJHT work favorably. Mr. Saunders stated that the sale of post offices is a nation-wide issue, and New Jersey has been doing very well with it. A motion to accept this easement was made by Mr. Miller. Ms. Clynes seconded the motion. The motion passed unanimously.

### **Report of the Education and Outreach Standing Committee**

No report. Ms. Guzzo stated that the list of northern New Jersey military sites is needed before an RFP can be posted.

### **Report of the Fiscal Oversight Standing Committee**

No report. Ms. Omogbai asked if this committee was redundant at this point. Ms. Guzzo explained that the committee is needed based on an executive order. Ms. Omogbai volunteered to be on this committee with Mr. Miller and Chuck Richman. Mr. Miller asked about the need for another financial audit. Ms. Guzzo stated that NJHT had one two years ago, but it is a grey area as far as if another one is needed. She explained that having a financial audit is critical for applying for grants, and there is a placeholder in this fiscal year's budget for paying for one. Ms. Guzzo stated that paying for an audit could be decided later, based on discussions surrounding the strategic plan.

### **Report of Special Ad Hoc Committee – Strategic Planning**

Mr. Miller stated that the committee will meet in the next several weeks, and will then flesh out each of the comments and try to prioritize, in addition to adding the process of writing a document that spells out how grant funds will be given out going forward. He explained that these priorities will depend on how much money NJHT is expected to get. Ms. Guzzo stated that she sent prior opinions about the NJHT's "in but not of" status to Ms. Omogbai. Ms. Omogbai stated that the committee needs to address critical timelines that will flow into the work plan and devise a schedule. She explained that different levels of review will be needed for document review and deliberation, and this will affect the schedule. Ms. Omogbai explained that the committee is fully formed and will divide the work up tactically; a meeting will be needed to

inform the next steps. She stated that a future step will be to decide how to publish and disseminate the plan.

Ms. Ng discussed an attorney with a background of twenty plus years in non-profits and state agencies, including “in but not of” issues. She stated that she knows this attorney personally, and the attorney has a mutual interest in discussing this issue with the committee. Ms. Omogbai stated that the committee was impressed with this attorney, and a formal invitation to participate on the committee was sent to her. Ms. Omogbai stated that she will be communicating with Board members prior to the next quarterly meeting.

Ms. Omogbai stated that the next Board meeting is scheduled for March 11, 2015, and it will be a crucial meeting due to budget deliberations and the strategic planning process. She asked the Board to be on the lookout for anything that needs action in advance of the next meeting.

Mr. Miller asked Ms. Guzzo to help coordinate dates for the next strategic planning committee meeting to be held in the coming weeks.

#### **Report of the Legislation and Policy Standing Committee**

No report.

#### **New Business**

Ms. Marquis-Kelly informed the Board that the Preservation NJ workshops scheduled for December 5-6 have been postponed until January or February.

#### **Public Comment**

No public comment.

#### **Adjournment**

Ms. Omogbai thanked everyone for an engaged discussion. There being no additional business, Ms. Omogbai made a motion to adjourn, which was seconded by Mr. Hatch. The motion passed unanimously and the meeting adjourned at 11:54 a.m.