

**Watchung Historical Committee  
Minutes of the September 18th, 2024 Meeting**

**Attendance:** Chris Vander Fliet, Maureen Greenbaum, Stephen Pote, J Michael DeParto, Keli Leunes.

**Absent:** Tim Logan, Don Monetti, John Guzman, Karen Jubin, Emily White, and Bob Mayers.

The Meeting was called to order at 7:07 PM. Members of the meeting were present for a quorum. Minutes of the July 24<sup>th</sup> meeting were discussed. Motion to approve the minutes from the July 24<sup>th</sup> meeting was made by Keli Leunes and seconded by Michael DeParto. Minutes approved.

**CHAIRPERSON'S REPORT – C. Vander Fliet**

Vander Fliet provided a reminder to all members that the Weekend Journey in the Past will be October 12<sup>th</sup> and 13<sup>th</sup>. He expressed the need for all volunteers' support at this weekend event!

The August Open House was well attended with 6 visitors. That is a good number of visitors for the summer!

Harvest Festival Participation – The Committee will be participating in the Harvest Festival on October 5th. Maureen Greenbaum, Karen Jubin, Tim Logan and Steve Pote. will be assisting at this time; coverage will be coordinated as we get closer.

Chris Vander Fliet thanked everyone who attended the Community Scanning Day on September 15<sup>th</sup>. It was once again a very successful event and very well attended! Another scanning day will need to be attended soon!

Vander Fliet reminded everyone to please leave a review for the Texier House Museum as soon as you can! Maureen G. sent around an email with links for members to click and review.

**Other:**

**Eaton Family Visit to the Texier**

The Eaton Family visited and toured the Texier House Museum on Friday September 6<sup>th</sup>, following the celebration of life memorial service at Wilson Memorial Church for members of the Eaton family: Charles Aubrey Eaton III and wife Patricia Weinburg Eaton. Historical member Steve Pote, and volunteers Sue Tucker, Christine Ead, and Ralph Diem were present to assist. Steve Pote reported that almost 40 Eaton family members spanning four generations attended the tour. Eaton family members were extremely pleased with the established Eaton Room and Eaton artifacts display in the Texier House.

Chris Vander Fliet thanked Maureen Greenbaum for her continued work (and continued progress!) on the website.

There has been no report provided back to the Historical Committee by Casey Mathern representing the New Jersey Artifact Assessment Program.

The segment for the Borough Newsletter related to the ongoings of the Historical Committee was submitted to the Borough. Thank you to all those who helped to write and review it.

The Texier House Museum is being showcased at the Somerset County Courthouse on the Gallery Board in anticipation of the Weekend Journey Through the Past. Each year, a couple of historical sites are honored.

### **God's Acres Sign**

The final edits/reviews are being made for the God's Acres Sign. This has been ongoing coordination with Councilwoman Christine Ead.

### **VICE CHAIRPERSON'S REPORT**

No Report

### **LIAISON REPORT – P. Fischer**

Paul Fisher was not present.

### **Key Fobs/Door Lock/Cameras:**

Chris and Steve will work on the status of door locks, alarms and cameras to confirm their status. Steve Pote will be sending an email to the Borough regarding security at the Texier House A summary of the items of concern are listed below:

It was discussed that the Key Fobs (now working) should be used by Committee members. Additionally, a change of the code on the existing keypad may provide a second means for entry only in cases of emergency; the code would be known and used only by a select group of Administration, Police, and Committee members.

### **Photography Proposal:**

Chris continues working with photographer Russ DeSantis to discuss a subset of items to be photographed following the approval of the project in July by the committee.

### **Cleaning Services**

Chris continues to coordinate with Borough Administration to ensure that newly hired cleaning services are cleaning Texier House prior to the Weekend Journey Open House on October 12-13.

### **PROJECTS/NEW BUSINESS**

#### **Website/Scanning Updates**

Scrap Books are too big for scanners. Alternatives are being considered. Parker family, editors and owners of the family of papers including the Echoes-Sentinel, were contacted by Maureen to discuss alternatives.

**Foveonics Proposal (for Scanning Photos, documents)**

The committee discussed the need to have scanned as many of the documents the Historical Committee has already organized/labeled by box, folder and document number. These documents and photographs, once scanned/digitized, will be more easily accessed. The committee discussed the proposal submitted by Foveonics (already working with the Borough) to perform scanning of materials. Foveonics proposed an estimated four boxes with close to 50 folders of materials would be scanned for \$5,400. This proposal is based on an in-house discussion with Chris Vander Fliet and Borough employee Carolyn Taylor. Motion made by Michael DeParto and seconded by Keli Leunes to approve Foveonics proposal. Motion passed.

**Blue Star Memorial Stone**

There was a request by Traffic and Beautification to move the rock centerpiece currently present at the triangle. At this time the rock cannot be seen by those who pass by it in automobiles. The committee did not support moving the rock, but instead suggested that possibly the rock be repositioned higher and left where it is, in part because of the historical significance of where the rock has been for decades.

**SCHEDULE FOR TEXIER HOUSE OPENINGS**

**October 12<sup>th</sup> and 13<sup>th</sup> (Weekend Journey)**

**November 3<sup>rd</sup>**

**November 17<sup>th</sup>**

**December 1<sup>st</sup>**

**The meeting was adjourned at 8:40 PM.**

Submitted by: Steve Pote (Secretary)

**NEXT MEETING: October 16 at 7PM.**

Attachments:

1. Proposals from Foveonics



*Borough of Watchung*  
**Day Forward Solution**  
**With approved Migration Path**



**NJ State Approved Co-op #65MCESCCPS Bid #ESCNJ 16/17-48**

**Historical Society**

**7/23/24**

**SUBMITTED BY:**  
*Foveonics Document Solutions*  
*Allen Kurdyla*  
[www.Foveonics.com](http://www.Foveonics.com)

**Borough of Watchung Executive Team**

For your consideration, I am enclosing a copy of our proposal which outlines imaging work for Historical Documents and Photos.

The proposal is based on an in-house discussion with Chris VanderFleet and Carolyn Taylor.

Files to be imaged will be made up of:

Boxes are currently located in the Textier house and under the control of the Watchung Historical Society. Currently documents and pictures are stored in multiple banker boxes and labeled by Box Number. Each Box has Folders containing documents for imaging.

- For indexing purposes, the images will be indexed following the pattern of Box Number: Folder Number: Document Number/ Ex. 1-8-001.
- This index scheme will match the inventory spreadsheet currently being created and maintained by the Historical Society.
- Files will be imaged in .jpeg format at 300 dpi, once imaged the files will be placed on a drive and returned to Watchung Historical to be added to the current file repository being managed by Watchung Historical Society.
- Documents and Pictures will not be barcoded by Foveonics, for tracking purposes a blank sheet with barcode will be used by Foveonics for production purposes.
- After imaging files will placed back into the folder and box, to be returned to Watchung Historical Society

Pricing:

- Based on the low level of documents for imaging and the amount of work required to prepare files for imaging, this project will be proposed on a time and material basis.
- The estimated cost for this project is \$5,400.00 based on a \$135.00 per hour rate for 40 hours of Professional Services.
- Note : The cost of the project is an estimate of time spent to achieve our goal of imaging files. If the hours come in less, than the price will be adjusted lower. If more time is needed, Watchung Historical will be contacted to discuss the need of additional time before any work will be added.

The number of boxes and folders is estimated as follows:

(4) Boxes 1-4

Box 1	26 Folders
Box 2	5 Folders
Box 3	5 Folders
Box 4	7 folders

*Borough of Watchung*

Upon completion of imaging, files will be returned to Watchung Historical Society.

After you have had the opportunity to review the materials, Foveonics is available to meet with you if needed to further discuss our qualifications and/or to answer any additional questions you may have.

Sincerely,

Allen F. Kurdyla  
Senior VP of Business  
Development 99 Gray Rock  
Road  
Clinton, NJ 08809  
908-500-0357 Phone  
732-228-6101 Fax  
[allenk@foveonics.com](mailto:allenk@foveonics.com)

**Borough of Watchung**

Project information:

Image Samples:

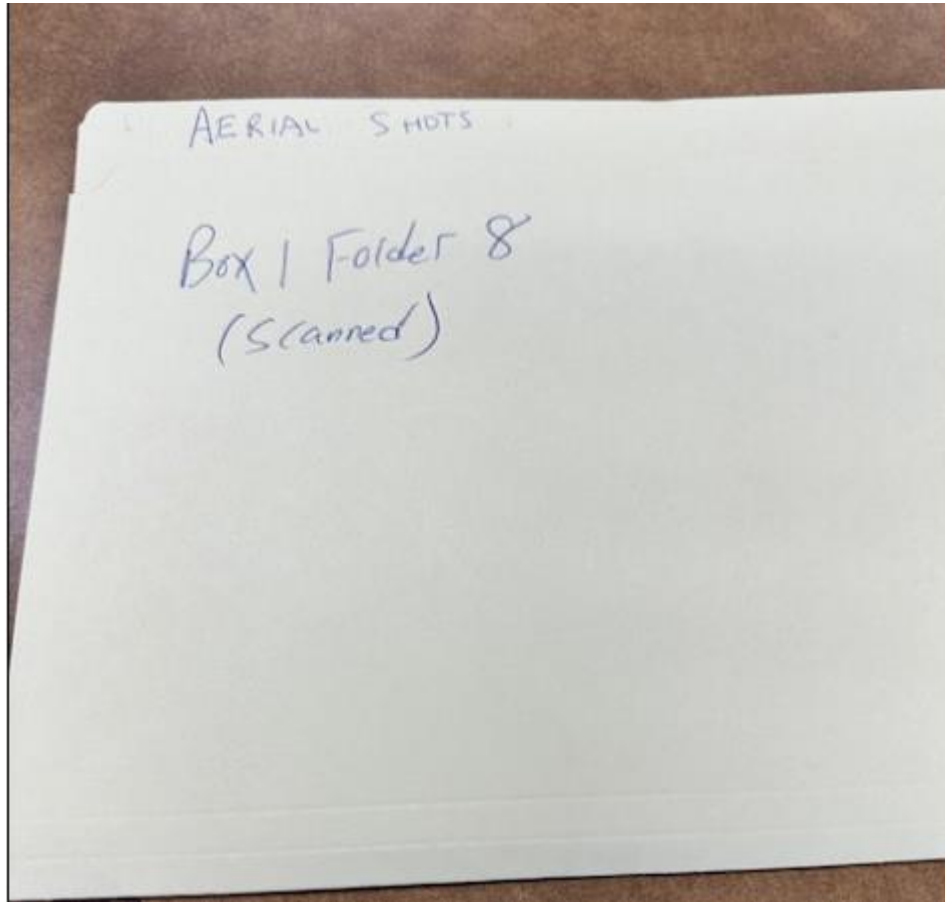
A:) Sample Inventory Sheet

*Handwritten:* Inval Box Folder Citygr 2/19/24 - Watchung Historical Doc List

Timestamp	book	folder name	category	Description	year of interest	photo
208204 11:02:17	Test doc	Test doc	photo	Test Doc		10/1990
392004 11:20:40		1	1 photo	Test		2/1/1992
392004 11:50:49		1	8 photo	01 Aerial Lookheed Electronics		
392004 11:54:32		1	8 photo	02 Aerial St. Mary's ch		2/1/1994
392004 11:58:57		1	8 photo	03 Aerial Tote Books		2/1/1994
392004 11:59:57		1	8 photo	04 Aerial Tote Books		2/1/1994
532004 12:04:04		1	8 photo	05 Watchung Circle west		2/1/1994
532004 12:08:18		1	8 photo	06 Watchung Circle west		2/1/1994
532004 12:09:13		1	8 photo	07 Aerial Watchung Ch		2/1/1994
532004 12:10:17		1	8 photo	08 Aerial Watchung Ch		2/1/1994
532004 12:21:38		1	8 photo	09 Aerial Watchung Ch		2/1/1994
532004 12:20:46		1	8 photo	10 Watchung Lake dam, ponds		
532004 12:28:58		1	10 photo	11 Watchung Lake dam		
532004 12:35:35		1	8 photo	12 Aerial Watchung Lake		2/1/1994
532004 12:37:39		1	8 photo	13 Aerial Watchung Lake		2/1/1994
532004 12:40:41		1	8 photo	14 Aerial St. Mary's ch		2/1/1994
494204 10:30:57		1	10 postcard	01 Watchung Falls		
494204 10:32:37		1	10 postcard	02 Watchung Falls		
494204 10:38:01		1	10 photo	03 Watchung Falls		
494204 10:37:18		1	10 photo	04 "Someday St across from Washington House"		
494204 10:38:54		1	10 postcard	05 Watchung Falls		1/1/1900
494204 10:41:08		1	10 photo	06 Early Legend of Watchung re-erectment		
494204 10:42:15		1	8 photo	07 Watchung Falls		
494204 10:43:30		1	10 photo	08 3 Story Clock (2)		
494204 10:44:04		2	10 photo	[REDACTED]		
494204 10:45:43		1	10 photo	[REDACTED]		
494204 10:48:58		1	10 photo	1 Watchung Falls		1/1/1904
494204 10:50:58		1	10 postcard	2 Watchung Falls (A)		
494204 10:54:18		1	10 postcard	3 Watchung Falls (A)		
494204 10:55:54		1	10 photo	4 Watchung Falls		1/1/1900
494204 10:58:42		1	10 photo	5 Watchung Falls (B)		
494204 11:00:08		1	10 photo	6 Watchung Lake (C)		
494204 11:03:18		1	10 photo	7 Watchung Lake		1/1/1900
494204 11:12:38		1	10 photo	8 Watchung Lake Ice Harvest		
494204 11:13:54		1	10 photo	9 Watchung Lake Ice House		

***Borough of Watchung***

B:) Folder Sample



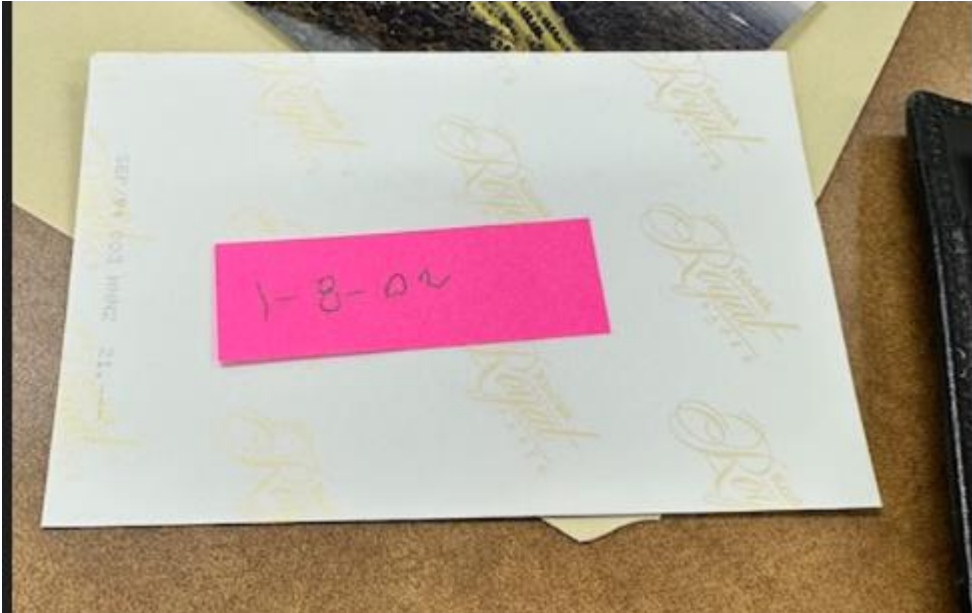
*Borough of Watchung*

C:) Pictures in Folder Sample



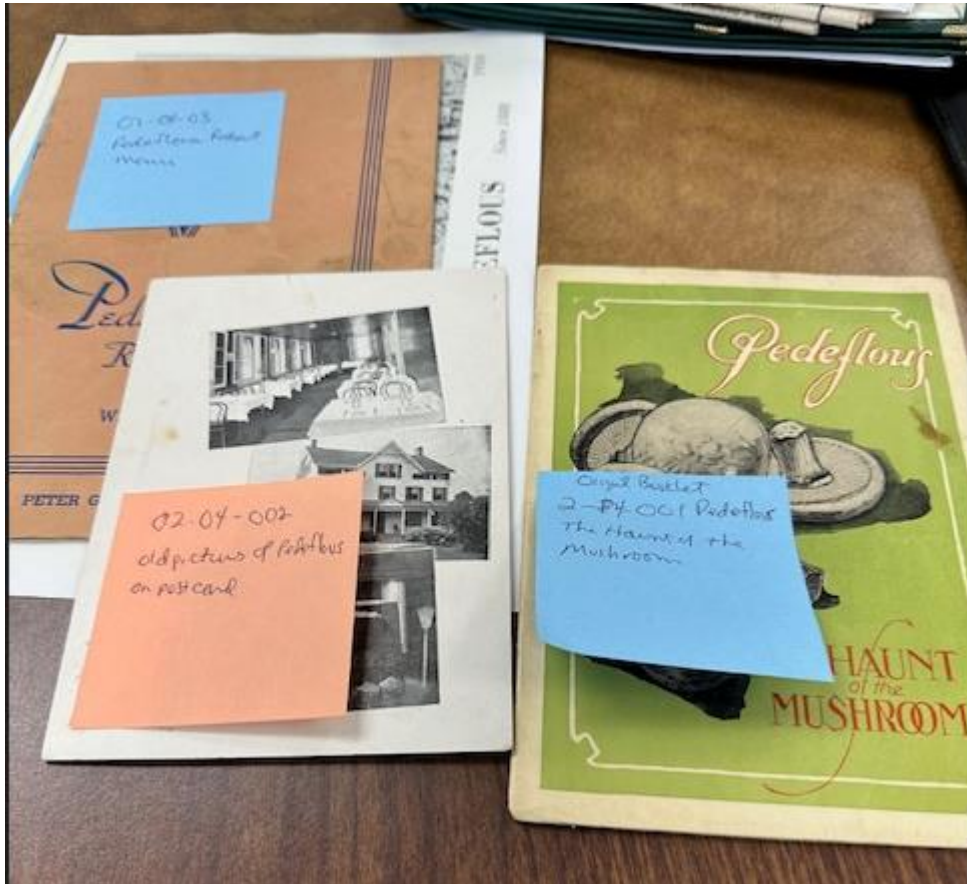
***Borough of Watchung***

D:) Index label on back of picture



*Borough of Watchung*

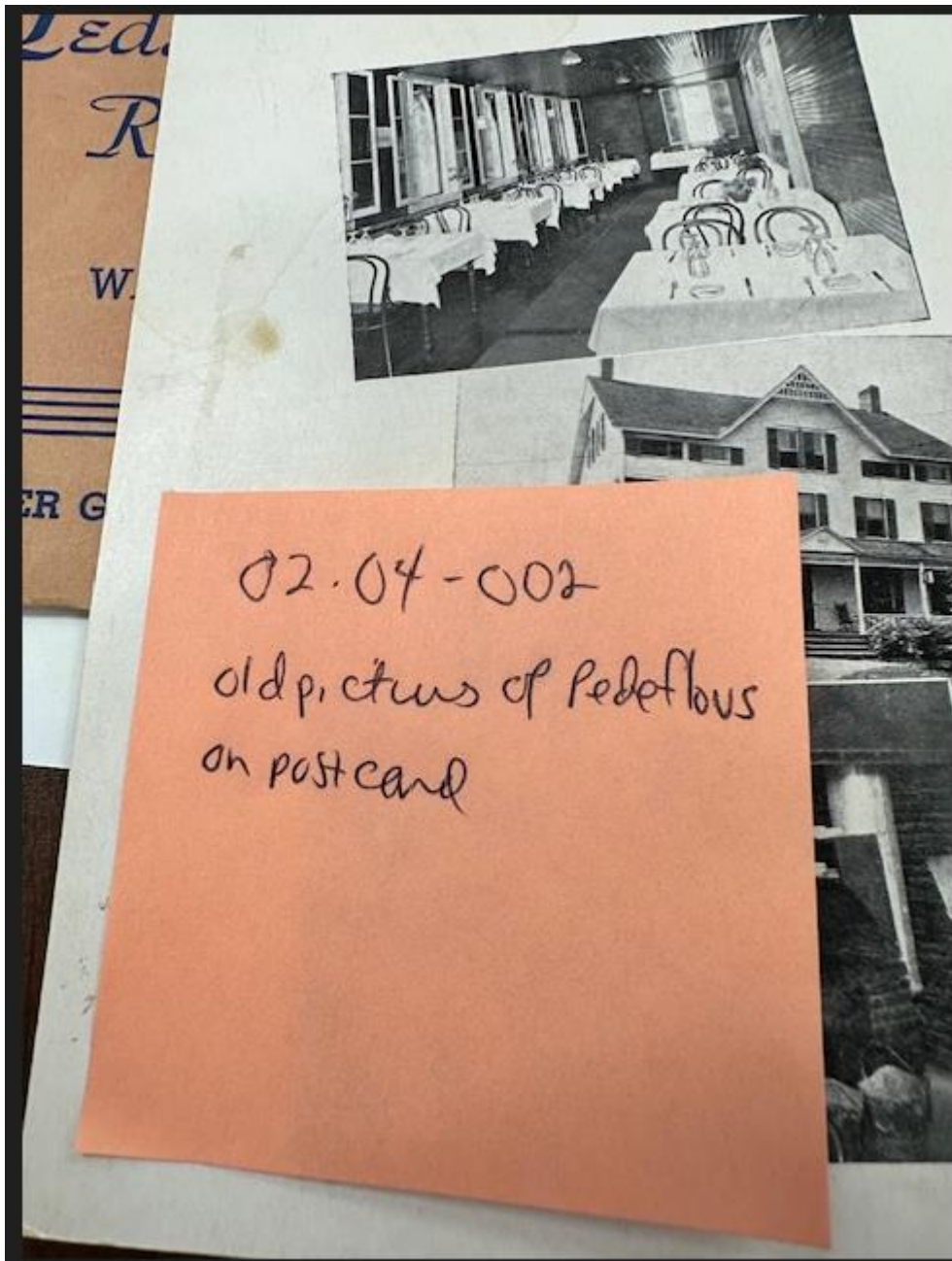
E:) Document Sample from Box 2 Folder 4



The tags on these documents would be moved to the back of the page.

*Borough of Watchung*

F: ) Additional photo from Box 2 Folder 4



The tag on this document would be moved to the back of the page.

# Pricing:

Service	Unit Pricing	Units	Total
Professional Services for Solution Customization and Integration	\$135.00	40.00	\$5,400.00
<b>Total:</b>			\$5,400.00

## Acceptance and Authorization

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Watchung Historical Society

Foveonics Document Solutions:

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

