

Minutes
Mantua Historic Landmarks Commission Meeting
Saturday, April 13, 2024

- I. Call to order per Kevin Maloney/Chair
 - a. 10:00 AM

- II. Roll Call per Barb Stiebeling/Secretary
 - a. Present: Kevin Maloney, Ian Jones, Barb Stiebeling
 - b. Absent: Denise DeLillio, Dawn King
 - c. Kevin made a motion to excuse both Denise and Dawn due to illness
 - d. Quorum met and meeting continued

- III. Swearing in Dawn King (new Secretary) – Mayor
 - a. Due to illness of Dawn King, this was not done.

- IV. Citizen comments or questions (if any attending)
 - a. No members of the public were present

- V. Review & Approve minutes from last meeting.
 - a. Ian moved to accept the minutes. Kevin seconded the motion. All were in favor and the minutes of the 2/10/24 meeting were approved

- VI. Update on Status of Plaques
 - a. Ship Date was 4/12/2024
 - b. Sample certificates were shared by Ian. All thought they were nicely done.
 - c. The group approved the purchase of 15 certificates (\$9.99 each) and 6 holders (\$13.49 each)
 - d. Kevin to purchase and submit for reimbursement
 - e. Owners of the Mantua's first two registered homes will be invited to the June 8, 2024 for a presentation.

- VII. Update on status of properties
 - a. Per Kevin: Denise filling out her form

- b. Ian is talking with the church.
 - i. They have concerns about getting permission for needed repairs
 - ii. There is a form and a process but the group was not familiar with it.
 - iii. Process needs to be researched and the function of the Commission needs to be identified....is it a recommendation, or decision-making?
 - iv. Ian(? Or Kevin) suggested a flow chart be developed for the process.
 - v. Kevin to research
- c. No further information regarding Barb's property. Kevin to bring in hard copy of initial forms of interest that Clark Magdyck has shared

VIII. Status of Filing/Organizing Commission Documents & Files.

- a. Barb showed new filing cabinet and system that she and Denise are using.
- b. Discussion of needing pendaflex and individual folders in the future.

IX. Approve fee payment for Art on the Hill

- a. The fee for the Commission is \$25 although Kevin suggested we approve an amount up to the full amount and Barb will confirm with Terry Verchery. Barb made this motion and Kevin seconded. All approved.

X. Discuss plans for Art on the Hill

- a. Clark brought banner to Barb
- b. Kevin has a 10 x 10 tent, two 6' tables and will work the whole time of the event.
- c. Ian will bring his video that runs on batteries
- d. Barb and Ian will participate at booth for hours, yet to be determined
- e. Kevin will check on shuttle service
- f. Draft letter begun and reviewed. Barb to continue with revisions and the letter should be ready and approved at next meeting.
- g. Michele Stuck to review final draft
- h. Items to be available for handouts
 - i. Letter

- ii. Walking tour brochures – Ian to have 100 copies made
 - iii. Forms related to the process
 - iv. Photo of presentation of plaques
- XI. Other business/discussion among Commission members
 - a. Training on property research
 - i. Terry Verchery and Clark Magdych both offered to help
 - b. Action Items
 - i. Ian to review/update Walking Tour brochure and get quote to print
 - ii. Barb to finish draft of letter and check with Solicitor regarding language, continue to work on filing, and talk with T. Verchery about training at Records office
 - iii. Kevin to research process of approval for property changes, draft flow chart, purchase certificates, complete AOTH application and obtain funding approval
- XII. Adjournment
 - a. Kevin moved to adjourn meeting at 11:09 AM
 - b. Ian seconded
 - c. All approved

XIII. XI.

XIV. Adjournment