

**Historical Commission of Birmingham Township  
Minutes of the meeting of February 28, 2023**

The regular meeting of the Birmingham Township Historical Committee was called to order by the Chairperson, Mike Forbes at **7:09pm** in the township building.

PRESENT: HC Members: Kelly Fleming, Mike Forbes, John Ponticello

ABSENT: Matt Bedwell, Pat Kelly

Others present: Dan Hill

Ms. Fleming made a motion to approve the minutes from the January 24, 2023 meeting. Mr. Ponticello seconded the motion and it passed unanimously.

**2023 Historic Commission Plans Further Discussion**

Mr. Forbes wants to further discuss the items that the HC plans to work on this year. There was an email chain amongst the HC members in the past month about cleaning up the existing Google drive which houses all the Historic Resources within Birmingham Township. Per the email chain, Mr. Bedwell has removed all previous HC members and added Ms. Kelly. Additionally, he has provided each current HC member with "editing permission capabilities."

Ms. Fleming has started the process of editing the current owner names in the drive to be the correct owners and she expects to be completed with this task by the next meeting. Mr. Forbes goal with cleaning up the list is to be able to give a list or access to the Google drive to the township to be able to maintain some accuracy when the properties transfer ownership. There was discussion about how to best provide access to the township office to allow the office staff to maintain the list when there are property transfers. Ms. Fleming is going to work on setting up the various permissions on the Google drive and then formulate a list of instructions in order to make this transition easy. She noted that it would be ideal for everyone to be working from the same document file. Mr. Hill agreed that the best situation is for everyone to work from the same Google drive file, rather than attempting to duplicate the steps of the office making a change on their printed document and then remembering to notify the HC to make the change in the actual Google drive file. Ms. Fleming said she would figure out how detailed the permissions can be within a Google drive spreadsheet (is it the entire spreadsheet or can she limit it to various columns, etc) and report back to the HC group next month. Mr. Hill also noted that the monthly the office admin sends a list of property transfers to the Board of Supervisors. Perhaps that list could also be sent to the HC person (currently Ms. Fleming) to update the Google drive with the Historic Resources that were transferred. Whether the property transfer updates to the Google drive spreadsheet are completed by an HC member or the office administrator, the office should still have access to view the document. Mr. Forbes wants to finalize the updates, type up a list of steps and then finalize a recommendation to the BOS to have the office begin to maintain just the property transfers column on the spreadsheet. All other aspects of the spreadsheet will continue to be maintained by the HC members – but the office will be able to view those updates and changes as needed.

## **New Business**

Mr. Forbes was invited to attend a Municipal Historic Preservation Leadership luncheon on Saturday, March 18<sup>th</sup>. It is being hosted by the Chester County Historic Preservation Network (CCHPN) and the Chester County Planning Commission. The attendees will be Chairmen and Chairwomen from all of Chester County's historical commissions, historical committees, and historical architectural review boards CCPC and Preservation network. This year's luncheon will feature two presentations: Beverly Sheppard of the [America250PA Chester County Commission](#) will outline how historical commissions, committees, and HARBs can get involved in the planning and programming for the upcoming Semiquincentennial of the founding of the United States in 2026, and Peter Benton of [Heritage Strategies, LLC](#) will present on the Chester County Heritage Tourism Plan that is currently underway. After Beverly and Peter's presentations, lunch will be served, and attendees will be invited to discuss their boards' successes and any challenges that they have face over the past couple of years. Mr. Forbes plans to attend this luncheon and will report back to the HC next month. He is hoping to network at the event to gather more information from other groups about grants that are available to Historic Resource owners. Mr. Forbes needs to verify that the Birmingham Township dues have been paid prior to his attending this luncheon.

Mr. Hill noted that the HC ordinance has been added to the BOS agenda for discussion at the March meeting.

Ms. Fleming has a draft invitation typed up for the sign dedication at Birmingham Hill on April 15, 2023. She is planning to email the invitations out in the next week or so.

Mr. Forbes made a motion to adjourn the meeting at 7:40pm. Seconded by Mr. Ponticello and voted unanimously. The next meeting will be March 28, 2023 at 7:00pm.

Respectfully submitted,  
Jennifer Boorse  
HC Secretary