

**Approved 05/02/19**

**Union County Historic Preservation Commission  
Regular Meeting  
November 1, 2018**

The Union County Historic Preservation Commission held a regular meeting on Thursday, November 1, 2018 at 1:30 pm in the Heritage Room located in the historic Union County Courthouse, Monroe, North Carolina.

Present: John Dickerson, Crystal Gilliard, Dale Loberger, Barbara Moore, Jerry Surratt  
Absent: Mary Lou Gamble, Steven Long  
Also Present: Marian Morgan, Staff,

The meeting was called to order by Barbara Moore, Chairman. She asked if there were any changes in the Agenda. There were none.

**Approval of Minutes**

Mr. Loberger asked if there were additions or corrections to the minutes of the September 6, 2018 meeting. Dr. Surratt made a motion that the minutes be approved. Mr. Dickerson seconded the motion and the vote was unanimous.

**Financial Report**

The financial report for August 1, 2018 – October 31, 2018 was presented. The financial report showed the receipt of the City and County's first allocations for the 2018-2019 year. The financial report was accepted.

Mrs. Moore presented Dale Loberger with a certificate of appreciation acknowledging his years of service on the Commission. Mr. Loberger's term ended December, 2018.

**New Business**

**A. Document Scanning Process**

Handouts were presented of the proposed equipment for purchase that was passed at the September 6, 2018 and the actual equipment that had been purchased. The actual costs was lower than the proposed costs due to different equipment being purchased.

The past two years money has been budgeted for a temporary part-time person for five hours per week at \$10 per hour. A job description for the position was presented. Mrs. Moore asked for authorization from the Commission to hire a temporary part-time person for the job. A motion was made by Dr. Surratt to approve the position. Mr. Loberger seconded the motion and the vote was unanimous.

Mrs. Moore spoke how when Ms. Morgan was hired there was no holiday pay offered in the terms of her contract. Ms. Morgan was excused from the meeting. The meeting was reconvened and Ms. Morgan was informed that the Commission had approved her to receive holiday pay for the days that the Heritage Room is closed. During that time, Ms. Morgan is expected to continue collecting the newspapers, mail and check emails and phone calls, responding to any that are time sensitive.

### **Old Business**

A. Update on purchase of office equipment for scanning station

Handouts were presented of the proposed equipment for purchase that was passed at the September 6, 2018 and the actual equipment that had been purchased. The actual cost was lower than the proposed cost due to different equipment being purchased.

B. Status of the Ashcraft-Garren House, 304 E. Houston Street 28112

The Report has been sent to Raleigh and the Commission is waiting on comments from the North Carolina Department of Natural and Cultural Resources before scheduling a Public Hearing with the Monroe City Council.

C. Update on Application fees for Historic Designation

Ms. Morgan reported her findings on counties and towns that are comparable in size to Union County and Monroe. Some of the counties that she researched were Rowan, City of Salisbury, Beaufort, NC, Gaston County, Oxford, NC, Wilson County and Town of Wake Forest. The City of Salisbury was the only one that had a fee to submit an application for historic designation. The only fees for the other towns and counties were for Applications for Certificate of Appropriateness.

The Commission decided to table the discussion about application fees until another meeting.

### **Other Business**

With there being no other business, the Chairman declared the meeting adjourned. The next regular meeting is scheduled for February 7, 2019.

Respectfully submitted,

Crystal Gilliard, Secretary