

Minutes of Jefferson County Landmarks Commission
August 21, 2013

Members Present: Martin Burke, Curt Mason, Michael Musick. Guests: Randy Hilton, Bill Jackson, Bill Polk, Bill Theriault, Jonathan Wertman, Lyn Widmyer (County Commission liaison).

Minutes: Minutes of the July 17, 2013 meeting were distributed. Acceptance was moved by Curt Mason, seconded by Michael Musick, and passed.

Presentation by Bill Polk, Jefferson County Maintenance Department, on landscaping and renovation plans for the Jefferson County Courthouse: There is a Jefferson County Courthouse historic structures report by David Kemnitzer. WV state funds are available for courthouse renovation and maintenance. No federal funding is involved. Last year the County did not receive funds and the hope is to apply for funds for painting and landscaping this year. The JC Commission has asked for input from the JCHLC on options for landscaping. The JCHLC plans to hold a public meeting to consider options and present findings to the JC Commission in October. Lyn Widmyer said that in 60 days the commission should receive input. There should be a decision in mid-October. There is a very strong commitment to this building. Drawings of proposals were shown. There will be three or four options available in September. There was extensive and wide-ranging discussion among those present touching on use of concrete, landscaping, paint, funding, etc. Burke would like to see the Charles Town Landmarks Commission more involved. Bill Theriault noted the need to decide which period is to be interpreted. JCHLC will wait for new set of designs from contractor.

Treasurer's Report: Handouts prepared by Martin Burke since Treasurer Carmen Creamer could not attend meeting.

The FY-13 annual report, dated August 21, 2013, covers the period July 1, 2012, to June 30, 2013. The amount of revenue is unusually high, representing our agreeing to act as a pass-through account, for American Battlefield Protection funds to the Civil War Trust for the Shepherdstown Cement Mill acquisition reimbursement. The JCHLC also received additional money from the JC County Commission to reimburse some costs for Cement Mill expenses. The balance shown is \$9,422.66 at the end of the fiscal year. There is a current balance of \$9,933.26 in the operating account.

Burke reported that JCHLC just received a letter from the WV State Auditor, telling us what an audit would cover, although the audit meetings were complete. Burke and Creamer spent a total of some 25 hours reviewing three years of financial records with the auditor. JCHLC is waiting for the audit report and management recommendations. The audit fee is expected to be \$4,300.00, about 20% of our annual budget. Future audits will only take half a day, and will cost around \$1,000.00. We will need to revise the budget to handle the bill when it arrives. No acceptance of the treasurer's report was moved, as this was an interim report.

WV GeoExplorer Project: Bill Theriault reported the project received a \$500 grant from AHA - 25% of what was requested. Lyn Widmyer stated that the county commission has set aside \$30,000.00 for the Convention and Visitor's Bureau for bringing people to the county, and this project may relate to that. A Preservation Heritage grant is now open for applications. Bill

Theriault has added approximately 5,000 photos to the database in the past month. He has asked for larger replacement hard drives to accommodate all of the additional photographs and hopes to have all HABS photos online soon. Widmyer suggested that the technology section of Job Corps might volunteer to help. Burke noted the possibility of getting volunteers through the Lifelong Learning project at Shepherd. Theriault showed examples of what is going online. Curt Mason suggested an HLC news release about the GeoHistory project. Widmyer mentioned promoting WV GeoExplorer at Artomatic.

JCHLC Properties Update: At the Peter Burr Farm, Burke reported the bread bakers have been active and have donated \$400. Also the bread oven needs repairs. Widmyer suggested possible help from Bill Polk on small repairs. August 20, Shepherd University had its Day of Service, and three students spent all day cleaning up the garden, totaling 15 hours of service. We received a nice letter of thanks from the Potomac Valley Audubon Society for use of the property for their summer day camps. The WV State Police called about a marijuana patch, but it turned out *not* to be on our property.

A conservation easement resolution for the Shepherdstown Cement Mill was distributed and discussed. JCHLC needed to determine how to value the easement to be granted to the Land Trust of the Eastern Panhandle and vote on a resolution to accept the proposed method. This was discussed. Michael Musick moved adoption of the resolution, which was seconded by Curt Mason and passed. The National Register nomination for Shepherdstown Cement Mill (Potomac Mills) will be considered September 27 in Wheeling and our contractor, Paula Reed and Associates will represent JCHLC. There will be a reenactment and tours of the Shepherdstown Battlefield September 21, followed by a Civil War drill demonstration and barbecue. Money generated will go to Shepherdstown Battlefield Preservation Association. The Lowe property will be acquired sometime in September and merged with the battlefield. The property has an unoccupied house that will have to be torn down.

David Kemnitzer, AIA, will have a Historic Structures Report on Snow Hill to us this week.

Site Reviews: The Millville Quarry expansion approval is ongoing. We are waiting for a response from the WV SHPO to additional report from contractor. The Norfolk and Southern Railroad is interested in purchasing or leasing an acre and a half of property at Gap View Farm. Susan Flanagan asks if selling or leasing the property will affect the farm's National Register designation. SHPO has said it will not. Burke is dealing with this.

Miscellaneous: Curt Mason reported that the owner of Rock Hall is amenable to meeting with JCHLC on a Jefferson County landmark nomination and possible National Register designation. Burke explained the NR benefits and purely honorific character of designation. Discussion followed. Mason moved adjournment at 8:46, which was seconded by Musick and passed.