

**Minutes**  
**Jefferson County Historic Landmarks Commission**  
**Charles Town Visitors Center, Charles Town, WV**  
**January 21, 2015**

**Members Present:** Martin Burke, Carmen Creamer, Curt Mason, Sara Lambert. Guests: Bill Theriault.

**Minutes:** Minutes of the December 17, 2014 meetings were distributed. Acceptance was moved by Curt Mason, seconded by Carmen Creamer, and passed.

Martin Burke announced that County Commissioner Eric Bell has been assigned at the JCHLC liaison.

**Treasurer's Report:** Carmen Creamer presented the treasurer's report, with updated handouts distributed.

WV State audit is now complete. Awaiting receipt of auditor invoice, to be approximately \$1500.

Hotel/Motel tax receipts continue to be received, due to diligent collection effort of County Sheriff.

We have received \$1650 in donations to digitize Shepherdstown newspapers into Geo Explorer. As of January 21, 2015, we have \$19,042.45 in our operating account.

Approval of the treasurer's report was moved by Curt Mason, seconded by Sara Lambert, and passed.

We reviewed the Fairs and Festivals spending plan compared to the projected use of the grant funds. We received a \$6601.00 Fairs and Festivals Grant in FY-15, The rubber flooring that had been approved by JCHLC for the barn has been discontinued. A similar product will be selected. By May, we will need to upgrade the plumbing in the kitchen and epoxy coat the kitchen floor. Martin will be removing and storing the kitchen equipment to prepare for floor finishing.

We reviewed our current mid-year expenditures compared to our proposed 2015 Budget to assure we are on target with our both our anticipated income and spending. Martin is preparing 2016 Budget presentation for County Commission meeting February 12. He will also be requesting tax exemption for property tax on the Cornfeld Tract.

We will be preparing an application for a full-time AmeriCorps employee to act as JCHLC staff person. They would have a desk in the County Planning Department. Funds for this employee will be budgeted in FY-2016.

Martin received a re-roofing estimate for Snow Hill. We will be preparing a WV Development Grant application to pay for re-roofing. Application is due March 31. The cistern filling should be completed this month.

**WV GeoExplorer Project:** Bill Theriault reported on his current progress. Bill will be

providing GeoExplorer workshops in Morgantown throughout Feb and March, for Masters and PhD students in the WVU Public History program, and for the IT and GIS departments. A WV GIS Tech Center PhD Candidate works with SHPO

**Shepherdstown Battlefield Update:**

Cornfeld Conservation Easement was executed Dec 30, 2014. Easement is being held by the Land Trust for the Eastern Panhandle

Van Evera tracts: 2 properties that are contiguous with the Cement Mill. 2.5 acres with 2 houses. Expect to be closing in April or May. This will allow entrance to Pack Horse Ford to be protected as part of the Shepherdstown Battlefield property.

John Demer is researching the small house on the hill. May have some historical value that we would like to protect. We will discuss security fencing with the Civil War Trust, if it becomes necessary.

Merkham Tract: Discussion on JCHLC holding the Conservation Easement for the 6 parcels, with 2 largest being 6-7 acres. Motion to hold the Easement moved by MB, seconded by Sara Lambert and passed.

**JC Comprehensive Plan and JCHLC Long Range Plan:**

Planning Commission meeting next week to discuss final Comprehensive Plan. In March we will begin preparing a new 5-year plan and incorporate the recommendations identified in the Comprehensive Plan.

**Commissioners' Reports:**

- A. 2015 JC and NR Landmark Projects: MB and CM will be meeting with the owner of Rock Hall to gauge their interest in having us prepare a NR nomination. MB provided Shepherd Univ. with a list of properties we would like have more research on, particularly one that were nominated in 1970's that have no documentation. Owner of Fegan's Mill is preparing a NR submittal to SHPO.
- B. First Annual Historic Preservation Photo Contest: rescheduled for May 2016 timeframe. Berkeley Arts Council has volunteer to assist us.
- C. JCHLC Website moved to the County Website on January 9. Sara Lambert will be re-starting the Contractor Resource project to incorporate into our new website.
- D. 2015 Legislative Initiative: County Landmark tax credit bill has been put on hold.

MB moved that the meeting be adjourned, which was seconded by SL and passed at 8:35.