

**Minutes of Jefferson County Landmarks Commission
July 17, 2013**

Members Present: Martin Burke, Carmen Creamer, Eric Jenkins, Curt Mason, Michael Musick.
Guests: Maurice Ballard, Bill Theriault, James Tolbert.

Minutes: Minutes of the June 19, 2013 meeting were distributed. Acceptance was moved by Carmen Creamer, seconded by Eric Jenkins, and passed.

Concerns of Guests: James Tolbert and Maurice Ballard spoke in behalf of Star Lodge in Charles Town, which dates from 1790. They would like to remove paneling in one room of the building from an earlier remodeling, and get a structural report. Jurisdiction of the JCHLC was discussed. We are a certified local government, and can therefore administer funds from the SHPO. The building is on the National Register as a contributing structure within the Charles Town Historic District. James Tolbert or Matthew Grove, an architect in Martinsburg, are the contact people. Burke said JCHLC will do whatever we can, and he will speak to Matthew Grove and Charles Town Landmarks Commission to discuss JCHLC involvement.

Treasurer's Report: Carmen Creamer presented the treasurer's report, with handouts distributed. Copies of the FY-14 budget approved at our June 19, 2013 meeting were also distributed. \$6,480.00 from Fairs and Festivals grant will go to the Peter Burr Farm. Burke has asked for a proposed budget from programming from Lorri Schwartz, of Reliving History Inc. Treasurer Creamer noted that the bread bakers have been generous, donating \$668.57 from their activities. Burke distributed a draft of the Burr Farm improvement budget for FY 2014 dated July 17, 2013, which was followed by extended discussion of PBF activities. We receive less and less money each year for Fairs and Festivals. Bill Theriault observed that the ultimate goal should be to make these events at Burr Farm self-sustaining. Co-ordination with schools for the 4th and 8th grades was urged. We should come up with an outline for how we will obligate money to support the PBF Festival before October 5 event.

Our insurance has been paid for a full year, FY-14, and all bills have been straightened out. Creamer explained our expenses. As of today we have \$9,377.66 in our operating account. At present we have two major outstanding bills, one for the rear porch at the PBF, and the other for a Historic Structures Report on Snow Hill.

Burke and Creamer were informed Monday that the state auditors would be here Wednesday (today). Burke stated that we would have to pay for the state audit, which is not in our budget. There was discussion of audits. Approval of the treasurer's report was moved by Michael Musick, seconded by Eric Jenkins, and passed.

West Virginia GeoExplorer Project: Bill Theriault reported that the WV Humanities Grant to digitize the Middleway Conservancy archives was finished last month. He has volunteers working on newspaper transcriptions. This month Bill T has put 1,000 photos online, including 800 horse racing photos, and the Julia Davis collection. The goal is to get all 14,000 in his collection online before the end of the year. Burke noted that the Commission's archives contractor had scanned all of the photos in the JCHLC Archives and available to put online. Theriault has re-submitted a grant proposal to AHA.

JCHLC Properties Update:

At Peter Burr Farm, bread baking is going on. There was an article on Wayne Bernstein and bread baking in the *Observer*. The state PBF historic marker had not yet been moved across the four lane highway. Reliving History has been active and has agreed to hold the Fall Fair at PBF on October 5th and staff Peter Burr Farm for the annual visit of the 4th graders from the JC Schools sometime in October.

There is nothing new on the National Register nomination for the Cement Mill. Burke reviewed the submission with Paula Reed. The description of the military engagement is still included. Ms. Reed submitted the Packhorse Ford nomination to the Maryland SHPO at her own expense. There was discussion of surviving industrial sites in Jefferson County. Burke would like to expand the kinds of sites we are submitting to the National Register.

We are waiting for a Historic Structures Report for Snow Hill. We are still looking for potential uses for Snow Hill.

2013 Jefferson County Landmark Nominations: We have six possible Jefferson County Landmarks nominations, including “Valentine Dust House” at Uvilla (Eric will write this); the Elk Branch church and Academy at Duffields (assigned to Musick); "Rosemont," (assigned to Burke), the barn at "York Hill" (assigned to John Allen); “Feagan’s Mill” (assigned to Carmen Creamer), and “Rock Hall” (assigned to Curt Mason). We want to wrap up these nominations by the end of the calendar year.

JCHLC Education Projects: Burke met with the editor of the *Observer* newspaper regarding having a history quiz in the paper. The paper's staff liked the idea, and is supposed to get back to him. We still have an intern from Shepherd University working on the updating cemeteries layer in GIS. She has been making the information on cemeteries more accurate and adding new data. In the school system, we are working with the 4th Grade. There was a discussion of what could be added to the WV GeoExplorer site, and a wide-ranging discussion of possible projects.

The meeting adjourned at 8:48 p.m..