



Minutes

Jefferson County Historic Landmarks Commission

Charles Town Visitors' Center

S. George Street, Charles Town, WV

July 20, 2016

Members Present: Martin Burke, Chairman; Curt Mason, Treasurer; Leigh Koonce

Guests Present: John Demer

Mr. Burke called the meeting to order at 7:10 pm and requested Mr. Koonce act as temporary secretary for the purpose of recording the minutes of the July meeting.

Minutes: Minutes of the June meeting were supplied via e-mail by Ms. Lambert. Mr. Burke offered print copies at the meeting for review. Mr. Mason moved the minutes be accepted as presented. Mr. Burke seconded the motion, which passed unanimously.

Treasurer's Report: Mr. Burke offered a handout prepared by the JCHLC's bookkeeper, Polly Curtis, which featured a profit and loss statement for FY2016. He indicated the JCHLC must submit requested accounting documents to the Jefferson County Commission's Finance Office by the end of July. Mr. Burke asked what sort of QuickBooks generated reports members would like to see. Mr. Koonce requested a detailed income and expense report each month, listing to whom money was paid and from whom it was received. Beginning in August, Mr. Burke stated that Mr. Mason will provide all paid bills to Ms. Curtis, who will then generate the reports and forward to Mr. Burke for dissemination to members. Mr. Burke also reported that an application for a P-Card will be submitted later in the week. Mr. Burke and Mr. Mason will have P-Cards. Mr. Mason moved to accept the Treasurer's Report as presented. Mr. Burke seconded the motion, which passed unanimously.

WV GeoExplorer Update: Dr. Theriault was absent, but Mr. Burke reported they will be meeting with the new dean of the Scarborough Library to discuss the GeoExplorer project.

Fairs and Festivals Grant: Mr. Burke reported the WV Fairs and Festivals Grant was approved, but suffered a 12% cut from the FY-16 allocation. The amount given to the JCHLC will be \$5,941 and is dedicated solely to the Peter Burr Farm. A draft budget for the grant was presented. No action was taken.

Peter Burr Farm: Mr. Burke reported a date had been chosen by the Reliving History Inc for the Harvest Fair—October 8th. Mr. Koonce indicated Middleway Day is scheduled for the same day. Mr. Burke said both groups will be encouraged to co-promote the other's event. Mr. Burke also reported 4th grade students from Jefferson County schools are tentatively scheduled to visit the Peter Burr Farm in October, as well. Mr. Koonce will look for volunteers to assist.

Shepherdstown Battlefield Update: Mr. Burke indicated the Stum House had been demolished. A Conservation Easement is the next step, but no action will be taken until August or September.

Status of National Register Nominations: Mr. Demer spoke with Jeff Smith (SHPO) regarding the Feagan's Mill nomination. Mr. Demer will travel to Charleston to work with Mr. Smith to ensure all documents are in order and prepared. Mr. Smith suggested the house be included, as well as the mill.

Internships: Mr. Burke reported Lauren Kelly's and Brittany William's internships will conclude in the first part of August.

Graphic Design Makeover: Mr. Burke reported the final designs will be sent out via e-mail and members should offer any concerns or suggestions to changes in logo design.

Jefferson County Courthouse Committee: Mr. Koonce indicated no report was available as he plans to meet with the County Clerk in August.

AmeriCorps Recruitment: Mr. Burke reported he received and reviewed 3 applications. No offers have been made.

Real Estate Workshop: On October 27th, a 4 hour workshop, titled *Historic Preservation 101 for Real Estate Professionals*, will be offered at no cost to area real estate agents. Jennifer Brennan, WV SHPO, will provide the program and also discuss the residential and commercial tax credits. The workshop can hold up to 40 people and will be held in the Charles Washington Hall. A \$2,000 grant had been secured to cover speaker costs.

Allstadt Property: Mr. Burke sent a letter to the Jefferson County Commission supporting the Harpers Ferry National Historic Park's minor boundary adjustment.

Training for HLC Commissioners: Mr. Burke received a letter from the WV SHPO office which stated they are considering a mandatory yearly training for HLC members in WV. No further information was available.

Joint Meetings with Farmland Preservation Board: Mr. Burke said four public meetings will take place in September and October in conjunction with the Farmland Preservation Board and Land Trust for the Eastern Panhandle for landowners whose property is in the five Civil War Battlefields. A landowners' booklet is being prepared which will provide land preservation options and be available free of charge to all landowners and attendees.

Mr. Mason moved to adjourn the meeting at 9:04 pm. Mr. Burke seconded the motion which passed unanimously.

Respectfully submitted,

/s/

H.S. Leigh Koonce