

Minutes
Jefferson County Historic Landmarks Commission
Charles Town Visitors Center, Charles Town, WV
June 17, 2015

Members Present: Martin Burke, Carmen Creamer, Eric Jenkins, Sara Lambert. Guests: Bill Theriault, John Demer

Minutes: Minutes of the May 20, 2015 meetings were distributed. Acceptance was moved by CC, seconded by MB, and passed.

Treasurer's Report: CC presented the treasurer's report, with updated handouts distributed. Hotel/Motel tax receipts declined slightly this past month. We currently have \$16,209 in the bank account. A review of our FY-2015 budget (FY ending June 30) shows that, we met our budgetary expectations and with two large grants from the ABPP had a budget of over \$1,500,000 dollars. Acceptance of the Treasurer's Report was moved by SL, seconded by EJ and passed.

FY 2016 Budget:

MB reported that the FY-16 WV Fairs and Festivals grant has been confirmed. The \$6,601 grant will be available some time in August 2015. The JC Commission has stated JCHLC will have the same Hotel/Motel percentage for FY 2016, estimated to be around \$16,000.

Review of JCHLC official FY 2016 budget was discussed, which will go into effect in July 1st. FY 2016 possible expenditures include: Shepherdstown Battlefield, PB Farm fence, PAWV AmeriCorps member, community education seminars, Jefferson County School education program. Group discussed shifting \$500 out of the contingency, and into Education.

Acceptance of the 2016 Budget (amended as discussed) was moved by SL and seconded by EJ, and passed.

WV GeoExplorer Project: Bill Theriault reported on his current progress. BT is meeting with Harpers Ferry NP in June to continue discussions about adding to the GeoExplorer database.

Working on a manual; GIS for Historians. ESRI GIS software has difficult user interface and goal of project is to be able to access and use GeoExplorer data at a high school level.

JCHLC Long Range Planning Discussion

- A. Education: 4th and 8th grade Social Studies are the grades to focus our educational outreach. Perhaps a travelling historic lessons that could be brought into the schools, similar to PVAS program.
- B. Fundraising: Some jurisdictions charge for access to historical research. Others pay for hard copies of historical data. These might be some avenues JCHLC should consider to assist in fundraising.
- C. Staff: After our experiment with the AmeriCorps program, the Commission should raise funds to hire a staff person to manage our projects. This would free up Commissioners to focus on setting public policy direction and public outreach.

- D. Brochure ideas: Packhorse Ford, since it will have newly recognized NR status. Important houses in Jefferson County. Mills of Jefferson County.

Commissioners' Reports

- A. Snow Hill: Waiting for notification from State about our Development grant application is successful. Roof replacement and associated repair is first priority.
- B. Shepherdstown Battlefield: Van Evera tract is proceeding to closing probably in August. We are committed to demolishing one structure, with some costs covered by the Shepherdstown Battlefield Protection Association.
- C. Peter Burr Farm: Kitchen project ongoing. MB looking into getting an information kiosk constructed in the parking area to provide orientation to the site. PVAS summer camps will take place the first 2 weeks of July. Rubber flooring is ready to be installed in the barn.
- D. Fundraising: CM working on a letter to send to current Landmark owners, to ask for donations.
- E. AmeriCorps Volunteer: applications are now being accepted by the PAWV for positions all over WV. The JCHLC position is included and person will begin work August 31, 2015.
- F. Zoning Ordinance: Delay of demolition ordinance being prepared to bring to PC this year. MB working on a statement to add to the present Engineering Department Demolition Permit application so JCHLC will be notified when a structure in our inventory is submitted for demolition.

John Demer will be interviewing Geraldine Link, who lived at Snow Hill/Poor Farm when it was still in operation. She also has some photos that she will make available for us to make copies.

MB moved that the meeting be adjourned, which was seconded by SL and passed at 8:40.