

## Minutes of Jefferson County Landmarks Commission

June 19, 2013

**Members Present:** Martin Burke, Carmen Creamer, and Michael Musick. Guests: Bill Theriault.

**Minutes:** Minutes of the May 15, 2013 meeting were distributed. Acceptance was moved by Carmen Creamer, seconded by Martin Burke, and passed.

**Treasurer's Report:** Carmen Creamer presented the treasurer's report, with handouts distributed. We have paid only about three bills since the last meeting. Burke presented the 2014 risk insurance invoice for \$2,581.00 to Creamer for payment. Upcoming expenses include; mailing materials to everyone who has a Landmarks-designated house in Jefferson County and final payment for the renovation of the rear porch at PBF. It was also noted the JCHLC has new stationery with corrected address and contact information. There was a discussion of the water and sewer bills, and possibility of installing a well at the Peter Burr Farm.

Martin Burke handed out copies of the draft 2014 budget. Creamer made suggestions for revisions to the budget and Burke moved that we accept the budget as revised, which was seconded by Creamer and passed.

Acceptance of the treasurer's report was moved by Burke, seconded by Michael Musick, and passed.

**JCHLC Properties Update:** Burke reported that the PBF Bread Bakers have been active at the Peter Burr farm. He will meet with their representative on Friday to receive \$700.00 from activities. The Potomac Valley Audubon Society will be holding two one-week summer camps at PBF beginning July 8<sup>th</sup>.

Burke has already forwarded to the JCHLC commissioners via e-mail the revised National Register nomination from Paula Reed for Potomac Mills (a.k.a. the Cement Mill). Packhorse Ford was dropped from the nomination to simplify it. A separate National Register nomination will be submitted for Packhorse Ford to the Maryland SHPO. Burke will discuss this with her. Creamer asked about inclusion of the military section. Burke will discuss this with Reed also and bring information back to us.

Snow Hill/Poor Farm, we have moved funds for lead abatement to pay for a historic structures report. We have a bid from David Kemnitzer for a historic structures report not to exceed \$3,500.00. Musick moved that we spend up to \$3,500.00 for said report by Kemnitzer, which was seconded by Creamer and passed.

**JCHLC Archives:** A deposit agreement for the JCHLC Archives will be signed by Burke June 20, 2013 with the Shepherd University Library. The official move of the archives from the Old Charles Town Library to the Shepherd University library will occur June 26, 2013. A signed "Conditions of Use" agreement form will be required for all researchers using the archives.

**WV GeoExplorer Project:** Bill Theriault reported that all of the newspapers have been catalogued on the website. He is still working on the Middleway Conservancy grant (there have been four or five Middleway surveys done, all using different ways of identifying sites). After Middleway, they hope to do a barn survey. Programming is ongoing, and they will be working on photos.

**JCHLC Education projects:** Burke has discussed a monthly history quiz with Eric Jenkins. This would be printed in *The Observer*, and would generate interest in JCHLC activities and WV GGeoExplorer. Burke has also met with members of the Shepherd University Education Department. We assume that the fourth graders will be coming back to the Peter Burr farm.

**Site Reviews:** Burke has sent a letter to the General Services Administration about the Burr Industrial Park project. We concurred in the view that the ground has already been so much altered that we do not object to the project.

Burke has been in touch with the WV Highways Department regarding the state highway marker for the Peter Burr house and farm. They are going to move the sign across Route 9.

The meeting adjourned at 8:07 p.m.