

**Minutes**  
**Jefferson County Historic Landmarks Commission**  
**March 19, 2014**

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

**Minutes:** Minutes of the February 19, 2014 meeting were distributed. Acceptance was moved by Carmen Creamer, seconded by Curt Mason, and passed.

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

Martin Burke received a County budget update from Lyn Widmyer regarding a proposed 50% cut in FY-15 budget. He attended a County Commission special community budget meeting and outlined JCHLC funding necessary to maintain and operate four County properties. He had a subsequent meeting with County Budget Director Tim Stanton and proposed a recommended minimum budget amount necessary to operate. L. Widmyer will submit a motion to restore JCHLC budget in its entirety. County Commission will vote on the final HLC budget on March 20 or 21.

We received \$750 from County Commission this month and had \$2000 in expenses, which included \$500 for Packhorse Ford nomination fee and \$500 asbestos inspection for the Lowe House prior to demolition.

As of March 19, 2014, we have \$9,510.15 in our operating account.

We are expecting two large bills in the summer: \$2600 insurance and \$1000 tax audit. Cash flow through the account will need to be monitored to accommodate the timing of these expenses.

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

**Fund Raising:** Burke reported on estimates on barn surveys from Doug Reed. The HLC may be able to help guide barn owners to access funding resources, which could assist in maintaining those structures. The Harpers Ferry Job Corps and the NPS Historic Preservation Training Program may be two resources that could be approached about maintenance of barns.

**WV Code Change:** Given our desire for locally designated county landmarks to be included in the WV Code for 20% tax credit assistance, Burke reported that he is investigating the cost of WV current tax credits under the present Code definition. Our plan is to request a change in the WV definition of historic properties during the 2015 WV legislative session.

**WV GeoExplorer Project:** Bill Theriault reported on his current progress on cataloging materials. He submitted WV Humanities Council mini-grant of \$1,500 for digitizing JC deeds. Discussed digitizing the 1870-1930 Shepherdstown Register, which is contained on five rolls of microfilm at a cost of \$90 per roll. Theriault will be meeting with Historic Shepherdstown to discuss possible funding opportunities for local benefactors.

**Teacher's Training:** Burke reported that Eric Jenkins is investigating instructional coordination with county middle schools. Debbie Arvon is in charge of the teacher training in the for social studies in the middle schools. Burke is investigating incorporating the WV GeoExplorer database in the JC Schools Social Studies curriculum.

**JCHLC Properties Update:**

Peter Burr Farm: Burke has invited a Master Naturalist to come for a cleanup day in April. Living History Group will be unable to maintain the grass this year. Burke has queried the County Maintenance Department (as they already maintain the Poor House) and County Parks and Recreation Facilities Group.

Shepherdstown Cement Mill: the National Park Service special resource study is still pending. Apple Valley Waste has been asked to donate dumpsters for the demolition of the Lowe House demolition project.

Cornfeld Property, adjacent to the Lowe House, expected to close in June. Civil War Trust will need HLC assistance in coordinating funds transfer. Creamer requested all transfers are completed within the same fiscal year.

**Other Issues, Plans, and Projects:**

A. Preservation Alliance of WV will be having a workshop at Shepherd University April 4, 5 on rebuilding historic windows.

B. Discussion of move and reconstruction of the Moses Burr log home. Currently located on a Virginia farm, potential to relocate to Peter Burr property. More information needed.

D. Theriault looking for volunteers to assist with the GeoExplorer project as beta testers and has printed flyers for distribution. Mason to email request.

E. Mason needs Burke's digital signature to finalize HLC mailings. Burke interested in targeting historic preservation supporters to provide biannual electronic update of HLC activities. HLC looking to establish a dialog with current National Register property owners.

F. Discussion of establishing HLC sponsored program or course on filing National Register funding applications

**Election of Officers:** Nominations as follows:

Chair: Martin Burke

Treasurer: Carmen Creamer

Secretary: Eric Jenkins

Slate moved for approval by Curt Mason, seconded by Carmen Creamer. Passed unanimously.

**Michael Musick Recognition of Service:**

As this is Michael Musick last meeting after 6 years of superb and much appreciated service on the HLC, Burke presented Musick with a Certificate of Excellence. Musick humbly accepted.

Carmen Creamer moved that the meeting be adjourned, which was seconded by Curt Mason and passed at 8:30.