

## **Minutes of Jefferson County Landmarks Commission September 18, 2013**

**Members Present:** Martin Burke; Carmen Creamer; Eric Jenkins; Curt Mason (late arrival); Michael Musick. Guests: Patsy Noland (County Commissioner), Bill Theriault, Lynn Widmyer (liaison with County Commission).

**Minutes:** Minutes of the August 21, 2013 meeting were distributed. Acceptance was moved by Eric Jenkins, seconded by Carmen Creamer, and passed.

**Treasurer's Report:** The treasurer's handouts were distributed. Treasurer Carmen Creamer explained that these show what we have received and spent since July 2013. There is \$9,900 in the bank. Martin Burke noted there were a number of outstanding expenses: a bill for around \$3,500 from Mike Taylor Inc. for completion of the new rear porch at the Peter Burr Farm; we will owe about \$3,000 for the Snow Hill Historic Structures report- there are still several edits and changes to be made on the list of recommendations; and settlement costs of about \$1,000-\$1,500 for the easement for the Cement Mill. Burke reported that we paid \$4,320 in audit expenses that were not anticipated in the 2014 budget. Lynn Widmyer and Martin Burke discussed the audit costs. Burke and Creamer met with the auditors last week to discuss the audit findings report for 2011, 2012, and 2013. Some deficiencies were found and will be addressed, such as the need for two signatures on checks, use of our tax-exempt status in small purchases, monthly closeout of checkbook, etc. No malfeasance was found. At November meeting we will vote on fixed assets policy and create a written description of the Commission's financial procedures. In the future the JCHLC will be audited annually, for which we need to budget \$1,500 per year.

The Commission discussed ways of reducing operating costs. One idea was to use the well at Peter Burr Farm and disconnect the public service district water since monthly costs were so high. Creamer noted that we could put a pump in the well on the property and save money. The water needs to be tested, and a variance obtained. Discussion followed. Martin Burke moved to approve the treasurer's report, which was seconded by Michael Musick and passed.

### **JCHLC Properties Update:**

#### **JC Courthouse**

The October meeting will include a presentation on proposed Jefferson County Courthouse landscaping options. The meeting will be on October 16 and held in the lower level of the Charles Town Library. The JCHLC will meet at 7 p.m., and the public meeting to discuss landscaping will begin at 7:30 p.m. Lynn Widmyer passed out copies of drawings and images of options. Enlarged copies of options can be set up in the library. Discussion followed. Cost figures will be requested. The Shenandoah Garden Club has volunteered to help with landscaping.

#### **Peter Burr Farm**

The Harvest Fair at Peter Burr Farm has been arranged and scheduled for October 5<sup>th</sup> 10am to 3pm. The PBF historic road marker has been relocated on Route 9. Next step is to ask the WV Highway Department place additional road signs announcing PBF on the existing signs the East Burr Boulevard turn. Cost of clearing and cutting the drain field at PBF before October 5 harvest fair was discussed, which would cost up to \$1,000. Creamer, Jenkins, and Musick were in favor of holding off on this. The storm water management drainage ditch was discussed. Burke stated that we would hold off on

maintenance and begin discussions with the Burr Industrial Park Owner's Association. October 21-25 the JC School fourth graders will visit. Eric Jenkins asked whether the Jefferson County Historical Society picnic will be at PBF. Creamer will bring it up with the JCHS. There was discussion of donation of implements owned by Peter Burr. Burke has a donation form so there is no question of ownership.

### **Cement Mill**

There will be battlefield tours conducted by the Shepherdstown Battlefield Preservation Association and reenactments at the Cement Mill property September 21 at 2 p.m. The conservation easement with the Land Trust of the Eastern Panhandle will be signed Wednesday, September 25, a requirement of the sales contract and for receiving funds through the American Battlefield Protection Program. On September 27 the National Register nomination for Potomac Mills, aka Shepherdstown Cement Mill, will be presented in Wheeling. Edie Wallace, our contractor and representative, will be there. We hope the adjacent Lowe Tract purchase via the Civil War Trust will occur soon.

### **Snow Hill/Poor Farm**

We have a draft Historic Structures Report for the Snow Hill/Poor Farm property and will be meeting with our contractor on final edits.

**WV GeoExplorer Project:** Bill Theriault reported on a projected \$500 grant from AHA, and other possible grants. He has been working on getting all HABS photographs in the database. Photos are often undated. Burke has just submitted the WV Humanities Grant final report. Theriault remarked on 1910 architectural drawings of the JC Courthouse at the Library of Congress that are not online.

**Site Reviews:** There is a JC Board of Zoning Appeals variance request to increase the height of the Trough Road cell tower from 120 to 130 feet. JCHLC will continue to object to the tower location and height. The BZA hearing is scheduled for 3 p.m. September 19th. Extensive discussion followed.

The meeting adjourned at 8:32 p.m.