



Minutes

Jefferson County Historic Landmarks Commission

7pm – County Commission Meeting Room

200 E Washington Str., Charles Town, WV

May 10, 2017

Members Present: Martin Burke (Chair), Eric Jenkins, Curt Mason (Treasurer) Leigh Koonce, Sara Lambert (Secretary)

Guests: Bill Theriault and Kara Riley

M. Burke called the meeting into order at 7:09pm.

Public Comment: None.

Introductions: Martin Burke introduced Kara Riley a Shepherd University academic intern for the summer. M. Burke informed the commission the projects that Kara would be working on alongside Lauren Kelly.

Meeting Minutes: Minutes of the March 8 meeting were submitted by Sara Lambert.

Acceptance was moved by L. Koonce, seconded by M. Burke, and passed.

Treasurer's Report: C. Mason presented the current JCHLC account balance of \$9,000. M. Burke explained the profit and loss budgets performance sheet.

S. Lambert moved to approve the treasurer's report, M. Burke seconded, and passed.

Election of Officers 2017-18: M. Burke presented the slate. Chair: M. Burke, Secretary: S. Lambert, Treasurer: C. Mason

L. Koonce moved to close the nominations, C. Mason seconded, and slate approved.

WV GeoExplorer Project: B. Theriault discussed how they could make the GeoExplorer Project more interesting by connecting history to relationships.

Memorandum of Understanding, Jeff. Co. Parks and Recr.: The M.O.U between JCHLC and JCPRC was discussed. After many concerns were brought up, the commission decided to make some changes to the M.O.U and present it back to the director of JCPRC, Jennifer Myers. The M.O.U was not called to vote, however will be decided on once the final items have been clarified.

ANNOUNCEMENTS AND COMMISSIONER REPORTS:

- A. Status of NR nomination – Wild Goose:** nomination still in place, waiting for site visit by SHPO.
- B. Supplemental Nomination of Snow Hill/Poor Farm:** nomination paperwork still in progress
- C. ABPP Grant, PHC, LLC Tracts:** Grant application approved, awaiting final funding notice.
- D. Status of Historic Preservation Zoning Ordinance:** Meeting was postponed until May 23rd by the Planning Commission. Public comments will be taken at a later meeting.

- E. JC Courthouse Committee:** L. Koonce is working toward organizing a new committee for the courthouse. A committee meeting is scheduled for June. County Clerk J. Shadel has identified items in the Courthouse that will be donated to the County Museum.
- F. Concept Plan Reviews:** S. Lambert gave an update on the Dollar General project near Shepherdstown. This will be discussed at the May 23rd Planning Commission meeting.
- G. Park Day:** Park Day April 1 was a success.
- H. John Brown Driving Tour booklet:** Printed 1000 brochures and have distributed to local and NPS visitor centers.
- I. Status of NR nomination – The Rocks:** Have received owners’ approval to begin the nomination process.
- J. Coyle Cemetery grant application:** grant request to repair stone walls, no updates on grant status at this time.
- K. Reprinting of A Contested County driving tour booklet:** currently out of print, and L. Kelly is updating brochure with expanded introductory text. Will submit a grant application to JCCVB.
- L. Status of Duffields Depot, Inc.:** JCHLC website is featuring Duffields Depot for May preservation month.

M. Burke made a motion to adjourn, which was seconded by C. Mason. The motion passed and the meeting was adjourned at 8:47pm.