



Meeting Minutes
Jefferson County Historic Landmarks Commission
County Commission Room, Charles Town Library
Charles Town, WV
June 8, 2022

Present: Jefferson County Commission President Caleb Hudson; County Administrator John Nissel. JCHLC: Martin Burke (Chair); Commissioners Ray Benzinger, John Demer, Jim King, and Addison Reese. AmeriCorps Intern Patrick Fuller.

Call to order: Mr. Burke called the meeting to order at 7:05.

- I. Public Comments: None.
- II. Approval of Minutes from April 13, 2022 -Mr. Demer. No comments or corrections. *Mr. Burke moved approval; Ms. Reese seconded; vote unanimous.*
- III. Treasurer's Report – Mr. Benzinger.
Mr. Benzinger reported that since April 13, 2022, income of \$10,136.76 and expenses of \$2,688.76, leaving a current balance of \$32,397.20. All bills are paid as of this date, and all JCHLC accounts are current and in order. *Mr. Demer moved approval; Mr. Burke seconded; vote unanimous.*
- IV. Preliminary draft budget for FY-23. Mr. Burke explained that our fiscal year runs from July 1 to June 30. At this point in the budget year we are not sure of the amount of funds JCHLC will carry into FY-23. The Hotel/Motel Tax revenue for us for FY-23 is projected at \$19,455. The state allots us Fairs and Festivals money of \$4,753 for activities at the Peter Burr Farm. Bread baking at the Peter Burr Farm generates about \$2,200 per year.

We have three endowments with the Eastern West Virginia Community Foundation that generated \$1,003; \$330; and \$1,680. When those checks arrive, we will immediately write a two check for \$2,000 to each for a matching challenge grant whereby the Eastern West Virginia Community Foundation will match our \$2,000 to each of two funds. Mr. Benzinger asked for clarification. Mr. Burke explained that the JCHLC customarily adds to its Jefferson County Historic Preservation Fund. Also, it received an unanticipated contribution of \$100 from the Boonsboro Historical Society (Deborah Rochefort). These funds will easily allow the JCHLC to meet its matching contribution to the Eastern West Virginia Community Fund.

Insurance, audit, and administration. Mr. Burke said we pay premiums on a blanket liability policy that covers our operations and buildings. Though we piggyback our audit

on that of the County Commission, we need to budget for it. Office operations, a post office box, memberships, a part-time AmeriCorps Member and other administrative incidentals are additional needs we need to budget.

Maintenance of Peter Burr Farm and Duffields Depot. Both properties require lawn care, utilities, and building maintenance and upgrade.

Set aside funds. Although our balance seems flush it is not. We have committed to two more National Register reports from Maral Kalbian for the Route 340 Mitigation project.

Other income. Ms. Reese has been successful in applying for grants, especially from the Helen Parker Willard Fund for cemetery care. A cemetery is eligible if a single Civil War soldier is buried there. *Mr. Burke moved; Ms. Reese seconded that we approve the draft budget; vote unanimous.*

V. Reports and Announcements

- a. JC Courthouse National Historic Landmark (NHL) status. Mr. Burke reported Kathryn Smith, NPS contact, said our National Historic Landmark nomination awaits the National Park Service to name a new advisory board.
- b. Status of Website, Facebook, Instagram, and projects. Mr. Fuller posts twice weekly on social media. He reports 3,300 followers on Facebook and 65 reactions, and 426 followers on Instagram with 25 reactions.
- c. Status of Awareness events. Mr. Burke reminded that our first goal is education, and social media is an important means of achieving that goal. He reported only a few visitors to the Tom Mayes lecture at Charles Washington Hall. He reported that most visitors showed interest in our new map. He also talked about participating in more fairs and festivals such as those in Shepherdstown and at Sam Michaels Park.

Mr. Burke described meetings with seven elementary and middle school teachers who have agreed to adopt a National Park Service, "Teaching with Historic Places." The teachers hope to integrate two projects into their curriculum this school year. Mr. Burke proposes seeking a Youth or Education Grant from the Eastern West Virginia Community Foundation to support guest reenactors/historical interpreters.

- d. Status of the Kearneysville Methodist Cemetery project. Ms. Reese reported the need to clear the last bit of brush and potentially pay someone to assist. The trustees and Ms. Reese would like to have additional ground penetrating radar (GPR) conducted. GPR was conducted along two of the surveyed boundaries of the cemetery in 2019 and 2020, but there are large areas without visible stones that still need to be assessed. Many of the GPR companies are located too far to work without costly travel, lodging, and per diem. a Ms. Reese is working to locate a company to do the work and remain within the budget of the grant.
- e. Status of NR & JC Landmark nominations.

1. *Rt. 340 mitigation.* Mr. Burke said he would discuss Sylvannah Baptist Church and Straithmore with Maral Kalbian to fulfill our contract with her.
 2. *Nathan Haines Farm.* Mr. Demer will present the Nathan Haines House to the West Virginia Arts & Humanities Commission on June 10 at Cacapon State Park.
 3. *Weirick and Weller Water Wheel.* Tom Ingersoll will present the Weirick and Weller Water Wheel System to the West Virginia Arts and Humanities Commission on June 10 at Cacapon State Park.
 4. *Shenandoah Planing Mill/ Winchester Cold Storage* – Mr. Fuller has completed a draft county landmark nomination and awaits review and comments.
 5. *Isaac Clymer House.* Mr. Demer has completed a draft nomination less photos. He has asked the owners for photos.
 6. *Halltown Paperboard Mill.* Mr. Demer has finished text and needs a site visit and recent images. Mr. Nissel suggested that Mr. Demer forward the draft to him to forward to the company.
 7. *Far Away Farm (Osborn Farm).* The JCHLC will cooperate with the American Battlefield Trust (ABT) by holding title on the property. The JCHLC is local pass-through for funding. The ABT needs to raise \$1,000,000; they have \$300,000 already. The ABT has applied for a \$300,000 Outdoor Heritage Grant, leaving the need to raise another \$400,000.
- f. Status of Concept plan reviews and Zoning changes. Mr. King reported on three existing proposals – two cell towers and the Rainbow Room. The proposals appear to meet zoning code and should pass the Planning Commission without objection.
- g. JCHLC Properties.
1. *Peter Burr Farm.* Mr. Burke seeks a contractor to replace the siding on parts of the house, especially the log kitchen.
 2. *Duffields Depot.* Mr. Burke reported he's seeking money to lay a utilities trench to provide electricity for the building, and more importantly, for a sump system to clear water from the basement.

Adjournment. At 8:18 *Mr. Burke moved adjournment; Messrs. Benzinger & King seconded; vote unanimous.*

Respectfully submitted,

John Demer, Commissioner and Secretary

