



Minutes

Jefferson County Historic Landmarks Commission

Charles Town Visitor's Center

104 E. Washington St., Charles Town, WV

February 17, 2016

Members Present: Martin Burke (Chair), Carmen Creamer, Curt Mason, Sara Lambert, Erik Jenkins **Guests:** John Demer, Peter Fricke, Rob Aitcheson

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

C. Creamer issued a statement on the lack of attendance at JCHLC meetings of County Commission liaison.

Minutes: Minutes of the January 20, 2016 meeting submitted by Sarah Lambert and Rob Aitcheson. Acceptance was moved by C. Mason, seconded by C. Creamer and passed.

Treasurer's Report: C. Creamer presented the monthly statements, including bills paid.

Ms. Creamer noted that payments to the state auditor are a carryover from the previous FY year. M. Burke commented on current balance and discussion ensued on upcoming expenses. Those will include AmeriCorps membership, Snow Hill roof replacement and the FY-15 audit. M. Burke commented on the additional expense of \$1200.00 upcoming on work conducted on the Peter Burr Farm for the Home and Garden Tour in April 2016. P. Fricke commented that any news releases and added interpretation to the site should be included in the grant report for Fairs and Festivals award submitted to the State.

Approval of the Treasurers Report was moved by C. Mason, seconded by E. Jenkins and passed.

FY 2017 Budget Hearings: M. Burke reported on how the budget submission was composed and shared his budget presentation from 9:30am meeting with the County Commission on February 16, 2016.

Snow Hill roof replacement: M. Burke provided a summary of previous meeting with Preservation Associates Inc. on site at Snow Hill. M. Burke commented that an estimate from Preservation Associates Inc. would likely be higher than could be currently funded through a grant from the SHPO. Concerns were over recent substantial snow fall and the effect on the damaged roof at Snow Hill. M. Burke provided a status report on the condition of the roof. E. Jenkins offered comments on damage to other historic resources in the County from the snow, specifically the historic Snyder barn.

Long Range Work Plan 2016-2020 (vote): M. Burke summarized the compilation of the JCHLC Long Range Work plan with discussion ensuing on the necessity for cohesiveness with the Jefferson County Comprehensive Plan,.

Approval of the Long Range Plan was moved by C. Creamer, seconded by C. Mason with 5 yes votes and none against. The motion passed.

Jefferson County Historic Resources Inventory Update (vote): M. Burke presented a summary on the purpose of the historic resources inventory update procedure. Then presented on the circumstances of how certain historic resources were lost near Bloomery Road. C. Creamer noted that historic resource titled "Vestal's Iron Works" should be an archeological site. M. Burke made the additional note that it would be an ongoing assignment for JCHLC AmeriCorps member to do

inventory checks. C. Creamer and S. Lambert suggested that more public awareness should be raised on the rate of historic resources lost through articles and social media. P. Fricke suggested submitting resource update information to the Jefferson County Historical Society newsletter.

Approval of the updates to the historic resource inventory was moved by S. Lambert, seconded by C. Creamer and passed.

AmeriCorps member Report: R. Aitcheson presented an update on current projects undertaken in the last month. Projects included orientation and interpretive signage at the Peter Burr farm, a brochure for the cement mill at the Shepherdstown Battlefield and a potential collaboration with the APUS archives department for the WV GeoExplorer project. R. Aitcheson also provided a synopsis of projects undertaken and in planning stages for restoration of a historic cemetery at Snow Hill and a cleanup of Duffields Depot. Final comments included a report on training received and participation in a civic service project at Harpers Ferry National Historical Park.

REPORTS:

Shepherdstown Battlefield: M. Burke and C. Mason presented on the status of current projects pertaining to the Shepherdstown battlefield. M. Burke offered comments on the transfer of two tracts of land adjacent to the current property owned by the JCHLC. C. Mason provided an update on a meeting with Senator Manchin's office in regards to legislative efforts to expand National Park boundaries to include a portion of the Shepherdstown battlefield. Discussion ensued with comments by C. Creamer on potential obstacles to the project. M. Burke notified the HLC that he would be accompanying Mr. Edward Dunleavy to Washington to meet with Senator Capito's office on the subject. C. Mason suggested additional meetings should be conducted with Chief Historian at Harpers Ferry NHP, Dennis Frye and Mrs. Annette Gavin, Director of the Jefferson County Visitors Convention Bureau on the subject.

Status of NR & CL nominations: J. Demer presented an update on the submitted application for the National Register nomination of Feagan's Mill. Commented that state architectural historian, Jeff Smith would be making a visit to the site on March 18. J. Demer also updated the HLC on his current research for a county nomination for Fairfax Grant Stock Farm. Informed the HLC that a deed chain was nearly complete and a WV Historic Property inventory form shortly to follow. C. Creamer provided insight into the lack of information on the farm and recommended resources. J. Demer then informed the HLC that a Shepherd University student, Lauren Kelly has permission from the property owner of "Western View" and Ms. Kelly has begun her deed chain. Also presented was a recent request from M. Burke for J. Demer to draft a documentation matrix or protocol to help assist those documenting county properties. J. Demer stated he should have a draft ready by February 29. M. Burke commented on the need for this project and past practices.

Projects with the Jefferson County Planning Department: M. Burke made comments reaffirming his commitment to develop a historic preservation zoning ordinance. C. Creamer provided background on a historic resource survey and the potential effects on the ordinance.

Meeting with the JC Parks & Rec Facilities Committee: M. Burke informed the HLC of his intent to meet with the Parks & Recreation Facilities Committee on 2/25. C. Creamer suggested asking how Parks & Recreation pays for utilities.

S. Lambert made a motion to adjourn, which was seconded by C. Creamer. The motion passed and the meeting was adjourned at 9:20pm.