



Minutes

Jefferson County Historic Landmarks Commission

7pm - Charles Town Visitor's Center

S. George Street, Charles Town, WV

June 22, 2016

Members Present: Martin Burke (Chair), Curt Mason, Eric Jenkins, Leigh Koonce, Sara Lambert - **Guests:** Lauren Kelly, Bill Theriault, Rob Aitcheson, Gary Cogle

M. Burke called the meeting into order at 7:00pm

Minutes: Minutes of the May 18, 2016 meeting submitted by Sara Lambert and Rob Aitcheson. Acceptance was moved by L. Koonce, seconded by C. Mason and passed.

Treasurer's Report: M. Burke informed the Commissioners that a bookkeeper, Polly Curtis, had been hired to assist with JCHLC finances, and she has entered all FY-2016 data. Mr. Burke provided current balance of JCHLC funds but also noted there were large expenses (Stum House demolition and insurance) still to be paid within the next month. Mr. Burke also presented the proposed budget for FY- 2017. Discussion ensued, with questions about the WV Fairs and Festivals grant. As the grant status is still unknown, it has been left out of budget planning. Should that grant be made available for FY-2017, the funds would be able to be used for a historically appropriate fence at the Peter Burr Farm and other projects. S.Lambert moved to approve the FY-2107 budget, seconded by C.Mason and passed.

Introductions: M. Burke introduced Gary Cogle from the WV State Auditors Office.

Presentation by WV State Auditor regarding Landmarks Commission use of P-Card: Gary Cogle outlined the accounting simplification possibilities and financial incentives available to the HLC by using a state issued P-Card. L.Koonce moved that HLC establish a P-Card contract with the State. Seconded by S.Lambert and passed.

WV GeoExplorer Project Report: B. Theriault announced that the WV Humanities grant application had been declined. However he is still proceeding with a "kick starter" campaign to fund newspaper content entry to the WV GeoExplorer site. R. Aitcheson asked for more information so that he can include a link to the Kickstarter fund on our webpage and on Facebook.

Snow Hill: M.Burke reported that he will be requesting the allotted County funding to cover the chimney and upper wall brick pointing and repair. E. Jenkins recommended we subscribe to a historical properties listing site to see about leasing the building. Annual subscription cost in the range of \$25. HLC continues with mothballing Snow Hill until a use for the building is determined.

AmeriCorps Member Report: R. Aitcheson presented update on the Coyle Cemetery restoration project he is working on with Brittany Williams. They have been removing over grown trees, manicuring the site and bringing in dirt fill. Headstone cleaning will be underway next. L. Koonce has been added as an Administrator to our Facebook page, and is helping to keep our page active. Targeted emails were sent to 29 local historic landowners, asking for additional support to increase historic tax credits at the Federal level for NR properties. The emails had a 72% open rate. HLC preparing to commence a quarterly email newsletter to reach NR and County Landmark owners. Rob has also been researching the

succession of the Duffields Station NR site, should the current owners be interested in gifting to a public entity. Rob also thanked L. Koonce for bringing volunteers to assist with gardening at P.B Farm on WV Day.

REPORTS:

Shepherdstown Battlefield: Mr. Burke informed JCHLC the demolition of the Stum house at the Shepherdstown Battlefield is imminent, just waiting for approved demolition permit.

Status of National Register & County Landmark Nominations: M.Burke announced WV SHPO has approved the National Register nomination for Feagans' Mill. A few additional edits are required.

Graphic Design Project: M. Burke informed JCHLC that additional designs had been provided by Eden Design Co. of the new JCHLC logo. Mr. Burke noted that the project is getting closer to completion and he would keep the Commissioners informed.

African-American Heritage Festival: L. Koonce updated JCHLC on the Festival. We are able to have a table at no cost. Brochures and other printed material would be ideal. Festival on August 20 from 10-1.

Re-establishing the Courthouse Committee: L. Koonce inquired about reformulating the Courthouse Committee to oversee on-going courthouse improvements and tenant needs. Discussion ensued about the make-up of such a committee and it's goals. JCHLC supports reestablishing a JC Courthouse committee with Leigh Koonce as JCHLC liaison.

Commissioner Comments: Happy Retreat has now been designated a National Treasure.

L.Koonce made a motion to adjourn, which was seconded by C. Mason. The motion passed and the meeting was adjourned at 9:28pm.