

## Meeting Minutes

Jefferson County Historic Landmarks Commission  
Charles Town Visitor Center, Charles Town, WV  
May 21, 2014

**Members Present:** Carmen Creamer, Sara Lambert, Curt Mason, Martin Burke, Eric Jenkins  
Guest: Bill Theriault.

Report of Minutes from the April 16, 2014 meeting submitted and distributed by Eric Jenkins. Carmen Creamer moved to accept the minutes, Curt Mason 2<sup>nd</sup>, motion passed.

**Treasurer's Report:** Report presented by C. Creamer with handouts. Curt Mason moved to accept the report, 2<sup>nd</sup> by E. Jenkins. Motion passed.  
Discussion of Lowe Tract expenses. Civil Trust raised all most of the funds for the Lowe project. Some of the demolition and easement costs were paid for by JCHLC.  
Draft budget for 2015 discussed. Projected carryover balance of \$9,000 at the end 2014 fiscal year. Discussion of lowering carryover to \$5,000 at end of FY-15 and deleting and adjusting specific figures and projects. Vote on FY-15 budget at June meeting.

**WV GeoExplorer - Bill Theriault:** Met with Historic Shepherdstown on how to digitize their collections. Historic Shepherdstown would like to work with WV GeoExplorer and contribute data. Currently have 2 volunteers with experience.  
Bill will meet in June with David Kemnitzer to review his collection of architectural photos. Notified by Doug Perks, president of JC Historical Society, that Landmarks Commission may sell objects (books, maps etc.) through their website.  
Continued efforts to work with Jefferson Co. Schools to develop lesson plans for grades 4<sup>th</sup> and 8<sup>th</sup>. WV. History courses. Wildwood will work with GeoExplorer project for training of teachers for the 2014-15 school year.  
Invoice presented from Tori Meyers for 18.00/\$19.00 for software upgrade.  
Grant request to WV Humanities mini grant for digitization was denied.

**Peter Burr Farm:** Summer maintenance is a problem. Requests for assistance from JC Parks and Rec and JC Maintenance Dept. rejected because of lack staff and resources. Estimates from various mowing companies too high with respect to JCHLC budget. Burr Farm takes roughly 3 ½ hrs. to mow. May pay Shepherd University summer intern to mow as needed.  
Flooring choices for barn are being considered to help with cleanliness during use and presentations. Installation must wait until funds arrive from Fairs and Festival grant.

**Snow Hill /Poor House:** Decision to have SU summer intern complete documentation on the washhouse outbuilding building instead of contracting with Doug Reed for the service. Documentation will be reviewed by Commission upon submission.  
Site cleanup, pest control, and masonry repointing will be the next projects for funding.

**Lowe Tract:** Transfer of Federal grant funds will take place on or about May 27 and then transfer of those funds to the Civil War Trust will take place the following week. Landmarks

Commission will amend the Cement Mill conservation easement to include the Lowe Tract and close on the easement sometime in June.

**Landmark Nominations:** Jacob Homar Barn of Leetown (Lee & Kathy Jones)  
Elk Branch Church (Betty A. Snyder Lowe acting of behalf of the congregation)  
Curt Mason moved to add properties to the listing of Jefferson County Historic Landmarks, 2<sup>nd</sup> by C. Creamer, Motion passed. Nomination reports will be sent to JC Commission and WV SHPO and presentations of bronze plaque to owners.

**Shepherd University Summer Internship** – Chris Dunphy will be the JCHLC intern for summer 2014. This is a 400 hour unpaid internship.

### **Commissioner's Reports**

#### **RHI/ Burr Farm – Eric Jenkins:**

Yard sale/ DAR bake sale will be held Saturday June 21<sup>st</sup> to raise funds for RHI programs at the Burr Farm.

#### **BAD Buildings Project - Carmen Creamer:**

BAD building project continues and now waiting for response from Middleway residents. Project must be finished by end of calendar year.

Middleway Conservancy will be celebrating the 150<sup>th</sup> anniversary of the Battle of Smithfield Crossing and has asked for JCHLC participation. JCHLC has said yes by considering nominating Smithfield Crossing Battlefield Historic District.

Farmland Protection Bureau under Liz Wheeler has submitted a grant application to ABPP to hold public information meetings for owners of land within the Civil War battlefields. Properties around Middleway would eligible.

**Meeting adjourned: 8:55**