



Meeting Minutes
Jefferson County Historic Landmarks Commission
7pm – County Commission Room, Charles Town Library
Charles Town, WV
June 6, 2018

Members present: Martin Burke (chair), Leigh Koonce (secretary), Jack Hefestay (treasurer), Sara Lambert
Guests: Peter Onoszko, David Tabb, Lauren Kelly

Burke called the meeting to order at 7:09 p.m.

I. Public Comments

David Tabb said he is still working on getting more information about hotel/motel tax and is interested in getting a program together to get more money to the JCHLC to assist in preservation projects. He thinks funds should be allocated based on how many people go to local parks versus historic sites. He added that if the JCHLC needs specialized materials, he has a sawmill and is available to assist.

II. Approval of Minutes from May meeting – Submitted by Leigh Koonce & Lauren Kelly

Lambert motioned to approve the minutes as presented, Burke seconded, and passed.

III. Treasurer's Report– Hefestay

Hefestay noted that there is \$22,707.76 in the account. Burke reminded everyone that the balance includes some \$12,000 that will be used to tear down the Eyler house and that the JCHLC is expecting a bill for the GeoExplorer Project programming.

IV. FY-19 Budget – Discussion/action

Burke said the carry over amount is uncertain and that the Hotel/motel amount is an estimate from the finance director. The Peter Burr Bread Bakers input is also an estimate. The JCHLC still must pay the other half of its insurance for FY-19 and still has 3 audits as FY-16 is still in process. The audit amounts are estimates. The JCHLC must go to a single audit for FY-18 because it received over \$750,000 in federal grants due to battlefield conservation easements. The JCHLC will be going to a part-time AmeriCorps volunteer, which will cost \$2,500. The bookkeeping fees can be taken off since Jack will be using a spreadsheet.. Commission operations includes

things like postage, mailbox fees, brochures, and miscellany. The JCHLC archives are on deposit at Shepherd; the JCHLC pays for archival labor and supplies. Other costs include Preservation Alliance of WV membership, National Trust for Historic Preservation membership (which allows access to their grants), and legal fees (hiring an outside attorney for the BZA application to contest the zoning administrator's decision that effectively strikes 4.4C from zoning ordinance – the paperwork has been filed). Koonce asked if the JCHLC only has legal fees when challenging other county organizations. Onoszko pointed out that Nathan Cochran shouldn't be advising the BZA if he is also representing the zoning administrator. If the BZA rules against the JCHLC, a decision will have to be made about whether to go to circuit court. Other expenses relate the JCHLC's properties and \$2,800 has been allotted for: battlefield security & maintenance, a survey of the Eyler tract so that a packet can be put together with that property and 2 other smaller parcels for a conservation easement, and Peter Burr Farm's utilities and security. Burke will be meeting with Parks & Recreation this week about the MOU on Peter Burr Farm. They have been cutting the grass and hoped to recoup their costs, but have only held 2 events and made about \$1,500. They have also let their marketing person go. The JCHLC will now have to add \$1,500 to have them cut the grass. \$1,000 has also been allotted for Snow Hill. Two chimney caps have blown off and need to be replaced. The JCHLC is seeking grants for Duffields Depot and has allotted \$2,500 for GeoExplorer. The budget also sets aside funds for the Our History, Our Community endowment fund, but that amount can be changed or omitted.

Hefestay moved to accept the preliminary budget, Lambert seconded, and passed.

V. Snow Hill/Poor Farm Preservation Easement – Discussion/action

Horter was not present to discuss the easement. Burke would like to tie the covenant to the deed to restrict subsequent owners as opposed to donating a preservation easement to an outside organization. Burke will send out the proposed easement so the commission members can forward comments. The easement will be sent on to Walter Washington.

VI. Announcements and Reports

A. Status of the WV GeoExplorer Project – Theriault

Theriault says work is coming along well. They are working on the format; Things are starting to come back up online. The new site will use free Wikipedia software, eliminating the need to buy new software.

B. JC Courthouse Committee – Koonce

Koonce noted that the iron gates are back up. John Allen should be forwarding the furniture inventory. There have been problems assembling the committee, and they have gotten the sense that Judge Steve Redding is not particularly interested in taking part.

C. Status of Rte. 340 Project– Horter

Horter not present.

D. Status of grant requests and interpretative projects – Kelly

The JCHLC has submitted grants to CSX and the National Railway Historical Society for asbestos abatement at Duffields Depot. The Stuart-Mosby Historical Society has donated funds and will give a lecture on Mosby at the Byrd Center on July 25. The JCHLC will charge admission to raise funds for work at the Depot.

E. Status of NR nomination – *The Rocks* – Kelly

Kelly is continuing to work on this and will have it to Jeff Smith at the Charleston office before she leaves.

F. Status of JC Courthouse becoming a NHL – Kelly

We have not heard anything from the D.C. office since their visit, but expect a response soon determining whether the courthouse is eligible.

G. Status of Eyler house demolition – Burke

Burke anticipates calling global remediation the following day to fix a date. The demolition should be done this month.

H. Status of BZA appeal - Lambert

Burke interviewed at least 5 attorneys with land use experience. Most either had ties to the developer or national lender or had other conflicts of interest. The JCHLC will be represented by Jarred Adams. Lambert noted that this should be on the June 28 agenda, but it is not out yet. She said handling this issue at the BZA level as opposed to circuit court will be money very well spent. She thinks Mr. Adams is making some sound arguments and feels good about his representation.

VII. July Meeting – reschedule or cancel

Burke will be out of town on July 11. The previous Wednesday is July 4th, and another group reserved the space on the 18th. Burke asked that the commissioners keep July 9 open as a possible meeting date depending on the BZA's decision.

Hefestay motioned to adjourn, Lambert seconded, and passed.

Meeting adjourned at 8:06 p.m.