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The Jefferson County Landmarks Commission met at 10:00 a.m., Monday, March 25th in the Jefferson County Planning Commission's Office. Those present were Miss Emily Stanley, Mrs. Leeds K. Riely, Dr. John Washington, Capt. John Schley and Mr. Archie Franzen.

Capt. Schley presented the following budget for submissions to the County Court.

Stationery and Office Supplies	\$100.00
Typewriter	500.00
Clerical Assistance @ \$75.00/month	900.00
Identification Markers	500.00
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	\$2,000.00

Miss Stanley reported that Mr. Fred Byrer, Attorney, would handle the Commission's legal matters on a contributory basis provided it did not interfere with his normal law practice. Mr. Byrer is to contact the Attorney General of West Virginia and see to matters pertaining to internal Revenue Service's tax exemption forms.

A short discussion of Dr. Stine's offer of his farm, Elmwood, took place and it was felt that the various conditions of acceptance should receive close study.

Mrs. Riely plans to contact Mrs. Cheeseman of Martinsburg relative to coordinating preservation efforts of the Berkeley and Jefferson County Landmarks Commissions.

Capt. Schley will contact vendors who are capable of producing bronze markers from prints of a typical marker drawn by Mr. Franzen.

A discussion of the recruitment of a part time secretary-typist followed next and it was agreed that an experienced typist should be sought who would be willing to work on a part time basis and possibly at home.

Dr. Washington mentioned that the extent of land around a designated property would have to be determined to afford the necessary protection to the property's value as a landmark.

Dr. Washington also read a draft of a letter prepared with the intention of urging the architectural survey volunteers to complete those forms still outstanding.

The third Monday of the month was adopted as the regular meeting date and 10:00 a.m. was the time selected.