



Meeting Minutes
Jefferson County Historic Landmarks Commission
7pm – County Commission Room, Charles Town Library
Charles Town, WV
June 18, 2019

Members Present: Martin Burke (Chair); H.S. Leigh Koonce (Secretary); Carmen Creamer

Guests Present: Jack Hefestay; Caleb Hudson; Bridget Hudson; Meaghan Papeika

Mr. Burke called the meeting to order at 7:05 pm.

Mr. Burke introduced Carmen Creamer, who will be replacing Jack Hefestay on the JCHLC. Mrs. Creamer is a former member of the JCHLC.

No public comment was received.

April Minutes: Mr. Koonce presented the minutes of the previous meeting. Mrs. Creamer moved to approve the minutes. Mr. Burke seconded the motion which passed unanimously.

Treasurer's Report: Mr. Hefestay, acting Treasurer, offered a balance of \$5,682.49 with no outstanding bills. Mr. Koonce moved to approve the report as presented. Mrs. Creamer seconded the motion which passed unanimously.

Election of Officers: Mr. Burke presented a proposed slate of officers.

Martin Burke – Chair

Ben Horter – Treasurer

H.S. Leigh Koonce – Secretary

All nominees have agreed to serve. No nominations from the floor were heard. Mrs. Creamer moved to approve the slate as presented. Mr. Burke seconded the motion which passed unanimously.

Approval of Draft FY20 Budget: Mr. Burke presented the budget and noted an additional \$8,000 is available. Half of the overage will be earmarked to repair the roof of the Peter Burr Farm utility building. The other \$4,000 will go to Duffields Depot to remediate the ongoing water issue. Mr. Koonce moved to approve the preliminary budget. Mrs. Creamer seconded the

motion which passed unanimously. A vote relating to the final budget will occur at the August meeting, once the Commission knows about the Fairs & Festivals grant and FY-19 carryover.

Resolution for Deed of Conservation Easement: The easement is known as the Eyler-Markham. Mrs. Creamer moved to authorize Mr. Burke to sign the easement. Mr. Koonce seconded the motion, which passed unanimously.

Court House Committee: Mr. Koonce reported the committee hadn't met recently. He did ask that the JCHLC request the County Commission appoint someone from the JCHLC or historic preservation community to the newly forming Facilities Committee which is charged with deciding how to rework the first of block of Washington Street.

AmeriCorps Report: Ms. Papeika updated the JCHLC about the social media accounts the Commission maintains. She noted Instagram is doing well and Facebook has remained stable. She has also been working on Middleway design standards and noted someone will need to be at the JCHLC table at Middleway Day. Mrs. Creamer and Mr. Koonce indicated they will both be there all day for other efforts and can help out when needed.

Status of National Register Nominations: John Demer was absent but sent a report. The nomination for McMurrin Farm is awaiting review by the state. The nomination for The Rocks is halfway complete.

Status of Zoning and Section 106 Reviews: Mr. Burke reported the site plan for Rocky Ridge development will be voted on at the July Planning Commission meeting. Rocky Ridge house is right next to the proposed development. The house is eligible for the National Register but isn't yet on the County register. Mr. Burke believes increased vegetation will shield the house from the development site. Mr. Horter is preparing a letter to the Planning Commission and developer to that effect. No report on Rt. 340.

Status of Duffields Depot: No changes at present. The JCHLC is waiting on additional funding to continue work. Four windows were donated. The current plan is to brick up one of the entrances, thus returning the building to its 1839 appearance.

Commissioner Comments: Mr. Koonce raised concern about the African American graveyard in Kearneysville that is adjacent to both Rockwool and pipeline construction. Mr. Burke confirmed there is nothing the JCHLC can do, but suggested Keith Alexander be contacted for assistance in gravestone preservation. Mr. Koonce also reported Kelli Shapiro from the Preservation Alliance of West Virginia will be giving a presentation in August in Shepherdstown about historic movie houses in WV.

Mrs. Creamer moved to adjourn the meeting at 8:14 pm. Mr. Koonce seconded the motion which passed unanimously.

Respectfully submitted,

/s/

H.S. Leigh Koonce, Secretary

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