

Berkeley County Historic Landmarks Agenda
March 7, 2022
Meeting Minutes
Berkeley County Historical Society Archives Building, 4 p.m.
136 E. Race Street, Martinsburg, WV 25401

Present: Susan Crowell, Councilman Eddie Gochenour, Chris Cox, Cem Martin, David Michaels

Public: County Attorney Anthony Delligatti, John Hilleary, Matt Howard, Sherry Smith, Mark Schiavone, Tom Gleason

Call to Order – 4 pm

Secretary Report – Chris Cox motioned to approve and accept the Secretary report and David Michaels second followed by unanimous vote of “aye.”

Finance Report – A financial report provided by Susan Crowell that stated that the landmarks currently has 553.10 as current balance with a rolling \$8 bank service charge. Chris Cox motioned to approve and accept the finance report and David Michaels second followed by unanimous vote of “aye.”

Chairman’s Report – Susan Crowell chairman’s report that included accepting reports from Farmland Protection on the Historic Boydville, obtaining and setting up a new landmarks email and phone number, WV Corp insurance is complete for the year, SHPH annual report has been submitted for the year, completed annual County Council budget request before the County Council, David Michaels becoming the newest BCHLC Commissioner, and attempted to set up annual inspection of Cool Spring Farm.

Public Comment – No Public Comment at this time

Old Business

- Morgan Cabin MOU discussion - John Hilleary, Matt Howard, Sherry Smith attended the meeting to discuss MOU between BCHLC and Historic Morgan Cabin Association. All parties involved discussed the importance of having a Memorandum of Understanding. All parties concluded the importance of communication is critical in moving forward. Each commissioner discussed concerns in the draft of the MOU provided to the BCHLC by the Historic Morgan Cabin Association. County Attorney Anthony Delligatti agreed to work with the commission to move forward working to create an update MOU draft for all parties to review before the next BCHLC meeting March 28, 2022.
- Mrs. Sherry Smith let BCHLC know that the Historic Morgan Cabin Association had submitted a media grant to the CVB. The media grant included an audio Kiosk for Morgan Cabin and brochures. The new audio kiosk will be replacing the

older audio box that currently is to the left of the entry way of Morgan Cabin. The CVB request a letter of support for HMCA to move forward with applying to the media grant. A motion for a letter of support for HMCA to move forward with applying for media grant for an audio kiosk and updated brochures to be written by the chair was made by Chris Cox with Cem Martin second followed by unanimous vote of “aye.”

- Morgan Cabin 250 – Matt Howard discussed the plans for the 250th. The commission asked to have a detailed letter or email submitted for further approval by the BCHLC.
- Boydville Historic Preservation Easement - Mark Schiavone and Tom Gleason from Berkeley County Farmland Protection attended the meeting for any further needed conversation around the transfer of the Boydville Historic Preservation Easement. The BCHLC had no farther questions around the easement. The transfer of the Historic Preservation Easement of Boydville was approved by the Berkeley County Historic Landmarks Commission. A motion to approve the transfer of the Historic Preservation Easement of Boydville and for the chairman to accept the transfer was motioned by Chris Cox with CEM Martin second followed by unanimous vote of “aye.” Mark Schiavone let the commission know that the transfer of the easement will be on the agenda for Berkeley County Farmland Protection Board’s meeting scheduled for March 14, 2022.

all visiting guest left before new business

New Business

- Financial matters – The chair reported that the commission needed to take action on obtaining new signers for the checking accounts. At that time David Michaels volunteered to be BCHLC treasurer. BCHLC also at that time decided to have two signers incase one signer was unavailable. A motion was made for the chairman to draw up a letter and a resolution stating that the current account signers needed removed and the new account signers: Susan Crowell and David Michaels to be added to the current checking account at Summit Community Bank was made by CEM Martin and Chris Cox second followed by unanimous vote of “aye.”
- Scheduled site visits – Earlier in the meeting during the chairman’s report, the current resident of Cool Spring Farm, John Hilleary acknowledged that he had received the request for a March 22, 2022 site visit, but stated that the visit could not happen until after September. Sherry Smith spoke on behave of John Hilleary and stated that Mr. Hilleary’s Lawyer said it was unlawful for BCHLC to complete site visits. County Attorney Anthony Delligatti asked who Mr. Hilleary’s lawyer was and the information was provided. The Chairman stated that it was the understanding that BCHLC was lawfully allowed to complete the site visits.

County Attorney Anthony Delligatti stated he would look more into figuring out the details around a site visit.

Adjourn - Motion to adjourn was made by Chris Cox followed by unanimous vote of "aye."

Next meeting: March 28, 2022 at 4 pm

The Berkeley County Historic Landmarks Commission reserves the right to rearrange items on the agenda due to time constraints or the public or commission. *