

Berkeley County Historic Landmarks
Secretary Report
24 January 2022
Meeting Minutes
Archives Building, 1 p.m.
136 E. Race Street, Martinsburg, WV 25401

Present: In Person: Susan Crowell, Councilman Eddie Gochenour, Cem Martin,
Via Phone: Chis Cox
Public: County Attorney Anthony Delligatti, David Michaels, Mark Schiavone (executive
director of Berkeley County Farmland Protection), Tom Gleason (Board Chair of
Berkeley County Farmland Protection), Matthew Umstead

Call to Order – 1 Pm by County Council Legal Counsel Anthony Delligatti for
Nominations and Officer Elections.

Councilman Eddie Gochenour let the commission aware that Mr. Todd Funkhouser was
not going to be reappointment to the Berkeley County Historic Landmarks.

Officer Elections:

- A nomination for Susan Crowell to be Chairperson was made and accepted. A
motion by Cem Martin and second by Councilman Eddie Gochenour followed by
unanimous vote of “aye” to approve Susan Crowell as Chairperson of the
Berkeley County Historic Landmarks Commission.
- A nomination for Councilman Eddie Gochenour to be secretary was made and
accepted. A motion by Susan Crowell and second by Cem Martin followed by
unanimous vote of “aye” for Councilman Eddie Gochenour to be secretary.

Secretary Report –Chris Cox motioned to approve Secretary report and Cem Martin
second followed by unanimous vote of “aye.”

Finance Report:

A financial report was provided by Susan Crowell that stated that the landmarks
currently has 561.08 as a current balance with a rolling \$8 bank service charge. It
was also reported that the City National Bank Account that held the Doughboy
account was closed in November and a check for \$25 was provided back to the
landmarks.

Boydville Historic Preservation Easement:

Dr. Mark Schivavone and Tom Gleason from Berkeley County Farmland Protection came a discussed the transfer of Historic Preservation Easement of Boydville to the Historic Landmark Commission. Cem Martin asked questions about the process of the transfer. County Attorney Anthony Delligatti said that he would have to research the transfer of easement. Both Mark Schiavone and Tom Gleason stated that they would provide documents pertaining to the Historic Preservation Easement pertaining to Boydville. Susan Crowell reminded the commission that the commission accepted a historic preservation easement review process in the October meeting and could provide the easement review.

Berkeley 250th

Matthew Umstead provided an update to the commission on the 250th and how the landmarks played a role with events at Morgan Cabin, Morgan Chapel and Morgan Park the weekend of WV Day. Mr. Umstead stated that he had been in contact with the Historic Morgan Cabin Association and what they were planning for the 250th birthday. The commission agreed that they would like a member from the cabin association to attend the next meeting to provide details around the planned events and the procedures that they plan to have in place for the event such as COVID protocols.

Old Business:

Cemetery Inventory: Susan Crowell reported that the cemetery inventory is still in progress and has volunteers still working on this project.

Little Georgetown Burial Ground Fund: Susan Crowell reported to the commission that the trust has been located and is currently with Harmony Church.

New Business

Grants 2022 – nothing to report today

Easement Review Schedule 2022- 2023 – this will need to be reviewed and scheduled

WV Corp Insurance Review: Susan Crowell reported that this is currently being reviewed. Susan did report what the insurance covered which includes property and content located at 2956 Runnymede Road and 2913 Runnymede Road and public officials' liability insurance.

Motion to adjourn at 204 pm was made by Chris Cox second by Cem Martin followed by unanimous vote of “aye”