

Jefferson County Historic Landmarks Commission  
April 9th, 2025  
Jefferson County Meeting Room

Members Present: Addison Reese (Chair), Lyle Rush, David Carroll, John-Henry Dale, Leigh Koonce, Jack Hefestay (County Commission Liaison)

Staff Present: Elizabeth Nicholson

Guests Present: Brooke Perry, Rev. Georgia DuBose, Steve Pearson, Amanda Updike

Ms. Reese called the meeting to order at 7:00 pm and appointed Mr. Koonce as temporary secretary.

Ms. Reese welcomed new commissioners Mr. Rush, Mr. Dale, and Mr. Koonce.

Commissioner Hefestay indicated he is continuing as the Jefferson County Commission's representative to the Landmarks Commission (JCHLC).

Mr. Carroll nominated Mr. Rush to serve as treasurer. Ms. Reese seconded the motion, which carried unanimously.

Ms. Reese nominated Mr. Koonce to serve as secretary. Mr. Rush seconded the motion, which carried unanimously.

Ms. Reese shared that authorized signatories on the Jefferson Security Bank account are as follows: Addison Reese and John Demer. She will have the paperwork filed to add Mr. Rush and remove Mr. Demer.

Ms. Reese indicated the minutes from the previous meeting stood approved as presented.

Ms. Nicholson presented the Treasurer's Report and indicated the balance stood at \$54,647.66. Mr. Carroll moved to approve the report as represented, with Ms. Reese seconding the motion, which passed unanimously.

Ms. Nicholson offered an update relating to the website and social media accounts of the JCHLC.

Ms. Reese reported three headstones were reset at Fairview Cemetery.

Ms. Reese indicated she walked the grounds of the proposed Birdhill Subdivision and believes a graveyard may be on the property. Brooke Perry from Integrity Federal Services, contracted by the developer, stated a Phase 1 Historic Resource Preservation Survey was conducted.

Ms. Reese reported there may be potential renters identified for the Osbourn Farm House located at the Shepherdstown Battlefield property.

Ms. Reese indicated an archery camp was to take place at the Peter Burr Farm under the authority of the Jefferson County Parks and Recreation Commission (JCPRC).

Ms. Nicholson said April 26th will be the Park Day at James Osbourn Farm.

Ms. Reese reported that the estimate for the JCPRC to mow all JCHLC properties throughout the year is \$9,100. Kevin Shipley, another source, reported he would charge \$439 per visit. Mr. Koonce moved to authorize the Chair and staff to contract Kenny Shipley if he will honor the price quoted. Mr. Carroll seconded the motion, which passed unanimously.

Ms. Nicholson reported a quote from Eden Design is pending.

Ms. Reese reminded all members that without AmeriCorps, the JCHLC would have no staff and again thanked Ms. Nicholson for her diligent work.

Mr. Carroll gave a report about archeological standards in Jefferson County ordinances. As it stands there is no definitive archeological survey requirement in the ordinances. Any work is addressed in the Phase 1A survey, which doesn't involve any digging. Mr. Carroll will put together a draft of suggested language and updates.

Amanda Updike, of the Charles Town Historic Landmarks Commission, reported that a meeting had taken place between various organizations involving the future of the Jefferson County Court House.

Commissioner Hefestay reported that he expects Commission liaisons will soon be given full voting rights on the boards on which they sit.

Mr. Koonce offered the suggestion that the JCHLC receive an advisory seat on the Jefferson County Planning Commission to advise relating to matters of historic significance.

Ms. Reese moved to adjourn the meeting at 8:31 pm, with Mr. Carroll seconding. The motion carried.

Respectfully submitted,

/s/

H.S. Leigh Koonce, Secretary

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