

**Jefferson County Farmland Protection Board**  
**Board Meeting.....Monday December 9, 2019**  
**Jefferson County Development Authority Conference Room**  
**1948 Wiltshire Road, Kearneysville, WV 25430**

**MEETING MINUTES**

5:03pm.....Call to Order and Opening Remarks \* Action item

- Meeting called to order by President Mr. Glenn.
- Attending the meeting were Mr. Glenn, Ms. Johnson, Ms. Tabb, Mr. Quinn, Mr. Perry and Ms. Wheeler.  
Absent – Mr. Kercheval, JCDA representative.

**Introduction of Guests:**

- None.

**Approval of Minutes of Previous Meeting: Monday, October 21, 2019 \***

- Reviewed meeting minutes.
- Hearing no comments or objections, the minutes were approved by unanimous consent

**Treasurer's Report \***

- Ms. Wheeler presented the Treasurer's report.
  - Ms. Wheeler reviewed November report.
  - Mr. Glenn moved to accept Treasurers Report as presented and the motion was seconded by Mr. Quinn. The motion passed unanimously.

**Administrator's Report**

- No further additions from written report

**New Business:**

1. Consider for approval: Monitoring report for Property BB \*
2. Consider for approval: Monitoring report for Property MM \*
3. Consider for approval: Monitoring report for Property P \*
4. Consider for approval: LTEP Monitoring report for Property I \*
5. Consider for approval: LTEP Monitoring report for Property S\*
6. Consider for approval: LTEP Monitoring report for Property T \*
7. Consider for approval: LTEP Monitoring report for Property E \*
8. Consider for approval: LTEP Monitoring report for Property OO \*
9. Consider for approval: LTEP Monitoring report for Property PP \*
10. Consider for approval: LTEP Monitoring report for Property N \*

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- Monitoring reports previously sent to board members for review, Ms. Wheeler additionally reported no substantive issues with any of the properties.
- Easement committee reviewed and recommending board approval.
- Mr. Glenn moved to approval BB, MM, P, I, S, T, E, OO, PP and N monitoring reports and the motion was seconded by Mr. Perry. The motion passed unanimously.

11. Consider for approval: draft policy for easement acquisition \*

12. Consider for approval: draft appraisal policy for donated easements or board-only easement purchases. \*

- For both #11 & #12 above, Easement committee reviewed, provided input and updates and is recommending board approval.
- The policy changes were reviewed in detail with board.
- Mr. Glenn moved to approval revisions with minor grammatical changes discussed and to adopt the changes to Policy for easement acquisition and the motion was seconded by Ms. Johnson. The motion passed unanimously.

#### **Public Comments**

- None.

**5:55 Adjourned**

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