

Jefferson County Farmland Protection Board

Board Meeting Monday, May 8, 2023 6:00 PM

Jefferson County Department of Fleet & Facilities Management (Maintenance Building)
128 Industrial Blvd. Kearneysville, WV

MINUTES

* Action item

6:11 PMCall to Order and Opening Remarks

- Board Attendees –, Mr. Banks, Mr. Berndt (by telephone), Dr. Hetzel, Ms. Johnson, Dr. Stine, Ms. Tabb (JCC representative), Ms. Wheeler, (Director)
- A quorum was met with at least four voting members present.

Introduction of Guests

Approval of Minutes of Previous Meeting (March 13, 2023) – Ms. Tabb moved to accept the March 13, 2023 minutes, seconded by Dr. Stine. The motion carried unanimously.

Approval of Treasurer’s Report:

March 2023 - Ms. Tabb moved to accept the March Financial Report, seconded by Dr. Hetzel. The motion carried unanimously.

April 2023 - Ms. Tabb moved to accept the April Financial Report, seconded by Mr. Banks. The motion carried unanimously.

Administrative Report

New Business:

Consider for approval: Revised Bylaws – Dr. Stine moved to accept the revised Bylaws, with the inclusion of the removal of Section 4 on page 7, seconded by Mr. Banks. The motion carried unanimously.

Consider for Approval: Conrad Legal Corporation proposal for services - Dr. Stine moved to accept the Proposal for Services, seconded by Mr. Banks. The motion carried unanimously.

Consider for approval: Spring 2023 monitoring reports (21 reports) - Ms. Tabb moved to accept the Spring 2023 Monitoring Reports, seconded by Dr. Stine. The motion carried unanimously.

Consider for approval: Submission of Property 2023-05 application to the WV Agricultural Land Protection Authority for matching funding. Dr. Stine moved to approve the submission of Property 2023-05 to the WVALPA, seconded by Mr. Banks. The motion carried unanimously.

Consider for approval: appointment of Catharine Johnson to Joint Oversight Committee for the performance review of the Administrative Assistant/Stewardship Coordinator. * Dr. Stine moved to approve Ms. Johnson's appointment, seconded by Mr. Banks. The motion carried unanimously.

Other Business Items

1. **Discuss possible policy for electronic signatures on legal documents and on closing documents for Deeds of Easement.** The Board asked the Director to research the process, and possible use for contingencies.
2. **Discuss possible policy for donations.** The Board asked the Director to research possible scenarios where additional policies would be warranted.
3. **Schedule review of draft 2024 budget.** The Director will prepare a draft budget for the Finance Committee to review for the Board approval at the June meeting.

Public Comment

Closing Remarks

Adjourn. Dr. Stine moved to adjourn, seconded by Mr. Banks. The motion carried unanimously. (7:30pm)

The Jefferson County Farmland Protection Board reserves the right to re-arrange items on the agenda if necessary to accommodate time constraints of the public or the Board.