

Jefferson County Farmland Protection Board

Board Meeting Monday, June 12, 2023 7:00 PM

JCDA Board Room, 1948 Wiltshire Road, Kearneysville, WV 25443

Minutes

* Action item

7:05 PMCall to Order and Opening Remarks

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

Introduction of Guests

Approval of Minutes of Previous Meeting (May 8, 2023) * Dr. Stine moved to accept the May 8, 2023 minutes, seconded by Dr. Hetzel. The motion carried unanimously.

Approval of Treasurer’s Report: (May 2023) * Mr. Banks moved to accept the May Financial Report, seconded by Mr. Berndt. The motion carried unanimously.

Administrative Report – The Director presented the Administrative Report (attached)

New Business:

1. Consider for approval: Recommendation by the Jefferson and Berkeley FPB Joint Oversight Committee for a compensation adjustment for Stewardship Coordinator/Administrative Assistant, effective on July 1, 2023. Mr. Banks moved to approve a 5% salary increase for Ms. Pearl, seconded by Dr. Stine. The motion carried unanimously.

2. Consider for approval: Finance Committee recommendation for compensation adjustment for the Executive Director effective on July 1, 2023. The item was tabled for the July meeting.

3. Consider for approval: FY 24 Draft Budget - Mr. Banks moved to approve the Draft FY24 Budget, seconded by Dr. Stine. The motion carried unanimously.

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.

4. Consider for approval: Bank of Charles Town CDAR investments. Mr. Banks moved to approve the proposed CDAR investments, seconded by Dr. Stine. The motion carried unanimously.

5. Consider for approval: Panhandle Legal Proposal for Legal Services. Ms. Benites moved to approve the Proposal for Legal Services, seconded by Dr. Stine. The motion carried unanimously.

6. Consider for approval: Policy for Easement Funding 2024 – 2028. Mr. Berndt moved to approve the proposed Policy for Easement Funding, seconded by Dr. Hetzel. The motion carried unanimously.

7. Consider for approval: Acceptance of NRCS Certified Entity status. Dr. Stine moved to accept the NRCS offer for Certified Entity status, seconded by Mr. Berndt. The motion carried unanimously.

8. Consider for approval: Deed of Amendment for Property 42

Consider for approval: Deed of Amendment for Property 45

Consider for approval: Deed of Amendment for Property 48

Consider for approval: Deed of Amendment for Property 54

Mr. Berndt moved to approve the Deeds of Amendment for Properties 42, 45,48 and 54, seconded by Dr. Stine. The motion carried unanimously.

Public Comment

Closing Remarks

Adjourn. Dr. Stine moved to Adjourn, seconded by Mr. Banks. 8:24PM

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